



# **OFFICE OF THE TAHASILDAR**

**Khunta, MAYURBHANJ**

**Letter No.1418**

**Dt. 09.05.2025**

**To**

The District e-Governance Manager  
National Informatics Centre  
Mayurbhanj District Centre  
Collectorate Building, Baripada-757001  
Mayurbhanj, Odisha,

**Sub: Publication on the Mayurbhanj District Website.**

Dear Sir/Madam,

Kindly find enclosed herewith the soft copies of Bi-lingual contents (in English & Odia), verified, found to be correct and virus / malware free [In PDF files (\*.pdf format, maximum size 3 MB)] written in CD-ROM and hard copies of the **Notification No 1415 dated 09.05.2025** Title (In English) **Procurement of new Laptops for 7 Nos of R.I. Circles through Tender process under Khunta** to be published on the Mayurbhanj District Website from Date: **09.05.2025** and to be deleted from the web site from Date: **23.05.2025**.

This information may kindly be displayed in the Mayurbhanj District Website under the following section:

➤ **Tenders/Quotation**

With regards,

Enclosures:

  
09.05.25  
Signature (With Seal)  
[Name of Department]  
Address

# OFFICE OF THE TAHASILDAR, KHUNTA

## QUOTATION CALL NOTICE

**No.1415/Date.09.05.2025**

Sealed Quotation from intending reputed Suppliers/Authorised Dealers/Firms/Register Entities having valid GST registration and PAN/TIN for supply of 6 nos. of Laptop as per the specifications given below for R.I. Circles under Khunta Tahasil. The Quotation complete in all respect adhering to the following terms and conditions should be received in this office **on or before Date. 23.05.2025 by 10:00 AM**. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Item	Specification	Quantity	Preferred Brand
Laptop	Display Size -15.6 inches Processor – Intel Core i7 13 <sup>th</sup> Generation RAM – 16 GB DDR4 Storage – 1 TB SSD (NVMe) Operating System – Windows 11 (with essential original software installed like Microsoft Office 2024, security software and Bag)	7 Nos.	HP/DELL

The undersigned has all rights to cancel this quotation without any prior notice to the suppliers. **The quotations will be opened on 23.05.2025 at 11:00 AM in the office chamber of the undersigned.**

The following terms and conditions should be strictly adhered to:

1. The tenders to be submitted as per two bid systems i.e. Technical bid and Financial bid. Both the envelopes containing Technical bid and Financial bid should be put in a third sealed envelopes and should be super scribed as "Tender for Supply of Laptop". The sealed quotations should be sent through **Registered/Speed Post/Courier addressed to the Tahasildar, Khunta, AT/PO-Khunta, Dist-Mayurbhanj Pin-757019** or **dropped in the assigned box kept in the chamber of the Tahasildar, Khunta** so as to reach this office **on or before 23.05.2025 by 10:00 AM**. Sealed quotation received after the closing date and time will not be entertained. And this office will not be responsible for them. **Quotation(s) through fax/e-mail will not be entertained.**
2. The envelope containing the quotation should be properly sealed (preferably wax/ Gum tape seal). If the envelope containing the quotation is not sealed, the Purchaser will assume no responsibility for its misplacement or premature opening.
3. A sum of Rs.10,000/- as earnest money shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of Tahasildar, Khunta payable at Bank of India, Khunta. The earnest money of the unsuccessful bidders shall be refunded after finalisation of the successful L1 bidder.
4. The above quotations will be opened on scheduled date, time and venue. The bidders or their authorised agents shall remain present during opening of quotations which will be provided at their own expenses. Nobody will be allowed to participate in the opening of Sealed Quotations without authorisation. In exigency the quotation will also be opened in the presence of two third majority of representative of the bidders.
5. **The quoted rate must be inclusive of all taxes (CGST, SGST, IGST & other taxes as applicable).**The transportation/service charges also to be included.
6. The quotation must be attached with valid GSTIN certificate. Incomplete quotations paper shall not be entertained by the committee.

7. **Opening and Evaluation of Bids**

The Purchaser will open all Bids in the presence of Purchase Committee Members and Bidders or their representatives, as per the schedule given. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price with above mentioned specification. Bidders or their representatives who are present shall sign the quotation opening sheet evidencing their presence.

8. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
9. The supplier should supply quoted articles within **7(Seven) days to this office** from the date of supply order. Since provisions of the quoted items are to be completed in a time bound manner, failure to deliver of the items in the prescribed time frame will lead to cancellation of the supply order, then the security deposit will be forfeited.
10. The payment will be made through NEFT/RTGS within fifteen working days after successful delivery of items/articles as per the specification. No advance payment can be made for supply of the above items.
11. The Supplier should provide proper GST Bills along with details of Bank A/C for payment on supply of quoted articles.
12. **Defective materials, if any, shall be replaced without added cost by the supplier within 07(Seven) working days of receipt of the Material.**
13. Any legal dispute arises out of this subject to jurisdiction of Mayurbhanj only.

*Opri...*  
29.05.25.  
Tahasildar, Khunta  
KHUNTA

**Memo No.1416/Date-09.05.2025**

Copy to submitted for display on Notice Board of the Collector & District magistrate, Mayurbhanj/ Sub-Collector, Kaptipada, Udala for wide publicity.

Copy to the Tahasildar, Gopabandhunagar/ Block Development Officer, G.B.Nagar&Khunta C.D.P.O. G.B.Nagar&Khunta / Sub-Treasury Officer, Khunta/ Medical Officer, Khunta for information and necessary action. They are requested to display the Notice on their concerned Notice Board for wide publicity.

Copy to this office Notice Board for wide publicity.

*Opri...*  
29.05.25.  
Tahasildar, Khunta  
KHUNTA

**Memo No.1417/Date-09.05.2025**

Copy submitted to the District e-Governance Manager, NIC, Mayurbhanj District Centre for publication in the District Website – [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in)

*Opri...*  
29.05.25.  
Tahasildar, Khunta  
KHUNTA