



Email :tah.samakh-od@nic.in

**OFFICE OF THE TAHASILDAR: SHAMAKHUNTA: MAYURBHANJ**

At- Ambasikida, P.O.- Sirisbani, Via- Shamakhunta, Dist- Mayurbhanj,  
Odisha – 757049, E-mail:- tah.samakh-od@nic.in/ tahasildarshamakhunta@gmail.com

**QUOTATION/ TENDER CALL NOTICE**

No. 1198 // dt. 20 / 05 /2025

Sealed Quotations/ tenders are invited from reputed IT Firms/ Suppliers/ Dealers/ Agencies having GST / IT clearance certificate for supply of 05(five) nos. of laptops and 02(two) nos. of multi functional printers (MFPs) , as per specifications detailed below for official use in respect of all R.I. Circles under Shamakhunta Tahasil.

| Sl. No. | Name of the items                | Quantity | Specifications  |
|---------|----------------------------------|----------|---|
| 1       | 2                                | 3        | 4   |
| 1       | Laptop of HP Brand               | 05       | <ul style="list-style-type: none"><li>➤ 13<sup>th</sup>/ 14<sup>th</sup> Generation</li><li>➤ 15" FHD 19 (1920 x 1080)</li><li>➤ 16 GB RAM of DDR5</li><li>➤ I7 processor</li><li>➤ 1TB SSD or HDD</li><li>➤ Windows 11</li><li>➤ LCD/ LED monitor</li></ul>  |
| 2       | Printer of Canon/HP Brand (MFPs) | 02       | <ul style="list-style-type: none"><li>➤ Both color &amp; mono print</li><li>➤ Touchscreen</li><li>➤ A4 size paper compatible</li><li>➤ Auto duplex printing</li><li>➤ Copying, Scanning &amp; Printing documents</li><li>➤ Multiple colpies</li><li>➤ Windows 11 compatible</li><li>➤ Memory upto 1 GB</li><li>➤ Output tray capacity of 150 sheets</li><li>➤ Catridge/ Toner compatible</li><li>➤ Auto doc &amp; manual feeder</li><li>➤ Mono color print speed upto 35 ppm or above</li><li>➤ Max. color resolution i.e., 1200 x 1200 dpi (both color &amp; mono)</li><li>➤ Scan to Email &amp; USB</li><li>➤ Scan Tech ADF Duplex</li><li>➤ LCD/ LED display</li><li>➤ Digital multifunctional laser printer</li></ul> |

The cost of 05(five) nos. of laptops and 02(two) nos. of MFPs should be inclusive of GST and other duties. Quotations complete in all respect should reach to the office of the Tahasildar, Shamakhunta by registered post/ speed post/ courier service/ by hand to be put in the tender box by bidders) only. The last date of receipt of quotation/ tender on dt. **29/05/2025** between **7 A.M to 1 P.M.** The sealed quotation shall be opened on dt. **30/05/2025** at **10:00 A.M.** by the Tahasildar, Shamakhunta in presence of the bidders/ quotationers or the authorized representatives in the office chamber of the Tahasildar, Shamakhunta. The lowest bidder shall be placed order for providing the required items.

**2. Bid Price**

- a) The transportation charges also to be included in the Bid Price.
- b) All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.
- c) 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.
- d) The Prices should be quoted in Indian Rupees only.

**3. Each bidder shall submit only one quotation.**

A set of Tender documents can be purchased from Tahasil Office, Shamakhunta, Mayurbhanj on any working day from dt. **20.05.2025 to 29.05.2025** in between **7 A.M to 1 P.M.** or downloaded from **www.mayurbhanj.odisha.gov.in** Website at a non- refundable tender fee of Rs. 200/- payable through demand draft drawn in favour of Tahasildar, Shamakhunta, Mayurbhanj payable at SBI, Baripada, Mayurbhanj.

**4. Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

**5. Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed and
- (b) Confirm to the terms and conditions, and specifications.

The Quotations would be evaluated for all the items together.

**6. Award of contract**

- 6.1 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.
- 6.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
7. Payment shall be made after delivery of the goods & installation through NEFT/RTGS after submission of the bills and vouchers.
8. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
9. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
10. Notwithstanding the above, the Tahasildar, Shamakhunta, Mayurbhanj reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time without assigning any reason thereof prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the Tahasildar, Shamakhunta, Mayurbhanj.

11. A sum of Rs.11,000/- as EMD Amount shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of Tahasildar, Shamakhunta, Mayurbhanj payable at SBI, Baripada, Mayurbhanj and submitted along with the tender. After completion of tender process, the amount EMD will be refunded to unsuccessful bidders immediately and for successful bidders the deposited amounts will be refunded to their respective accounts within 60 working days from the supply of the product.
12. **The aforementioned articles should be delivered at Tahasil Office, Shamakhunta, Mayurbhanj within 07 days of receipt of Purchase Order. No further extension will be entertained.**
13. If the successful bidder fails to supply the products within the stipulated period, then the security deposit will be forfeited.
14. The 1<sup>st</sup> Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification & quality.
15. The tenders are 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 envelope and should be super scribed in capital letter as “ **TENDER FOR SUPPLY OF LAPTOP**” or “**TENDER FOR SUPPLY OF PRINTER (MFP)**” on top of the envelope. The Sealed tender should be addressed to the Tahasildar, Shamakhunta, Mayurbhanj, AT- Ambasikida, PO- Sirisbani, Via- Shamakhunta, Dist.-Mayurbhanj, PIN-757049.

The quotation received after the due date and time shall not be considered under any circumstances.

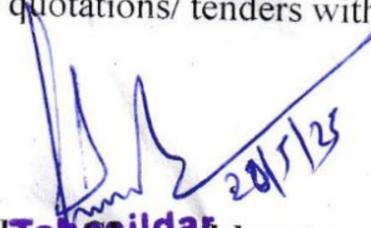
The following **terms and conditions** have been applied to the Quotation/ Tender Call Notice

- a. The rate quoted by the quotationer/ bidder should be clear inclusive of transportation cost and all duties, taxes and other levies as payable by the bidder.
- b. The quotationer/ bidder shall furnish the self-attested photocopies of PAN GST Registration Certificate & upto date VAT Clearance Certificate alongwith the authorization letter of the company, if any.
- c. The rate quoted by the quotationer/ bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
- d. The concerned supplier should stick to the specification of the quality of the items as per quotation/ tender
- e. Delivery of the goods are to be made within 7 days from the date of receipt of supply order. The goods will be delivered to the Tahasil office at his own cost.

The quotation/ tender for laptops and printers(MFPs) will be available in Mayurbhanj District website i.e., [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) from dt. **20/05/2025** to **29/05/2025** by 1 P.M.

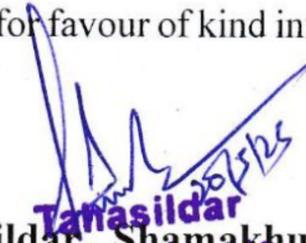
The supplier shall be held responsible for any type of damage found during transportation to this office.

The undersigned reserves the right to accept or cancel/ reject any or all the quotations/ tenders without assigning any reason thereof.

  
Tahasildar, Shamakhunta  
Shamakhunta

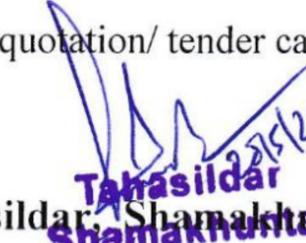
Memo No. 1199 / Dt. 20/05/25 //

Copy submitted to the Collector and District Magistrate, Mayurbhanj for favour of kind information and necessary action.

  
Tahasildar, Shamakhunta

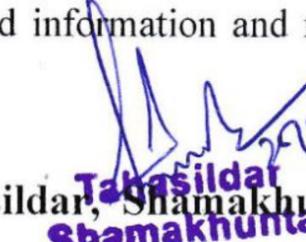
Memo No. 1200 / Dt. 20/05/25 //

Copy submitted to the D.I.O., NIC, Mayurbhanj/ DeGM, NIC, Mayurbhanju for favour of kind information and necessary action with a request to make available the advertisement in the District website of Mayurbhanj ([www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in)) for wide publication of the quotation/ tender call notice.

  
Tahasildar, Shamakhunta

Memo No. 1201 / Dt. 20/05/25 //

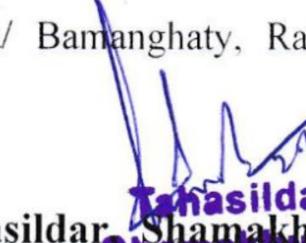
Copy submitted to the D.I. & PRO, Mayurbhanj for favour of kind information and necessary action.

  
Tahasildar, Shamakhunta

Memo No. 1202 / Dt. 20/05/25 //

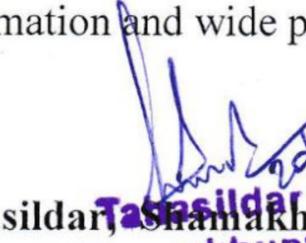
Copy submitted to the Sub – Collector, Baripada/ Kaptipada, Udala/ Bamanghaty, Rairangpur/ Panchpir, Karanjia for favour of kind information and wide publication.

Copy submitted to the P.A. ITDA, Baripada/ Kaptipada, Udala/ Bamanghaty, Rairangpur/ Panchpir, Karanjia for favour of kind information and wide publication.

  
Tahasildar, Shamakhunta

Memo No. 1203 / Dt. 20/05/25 //

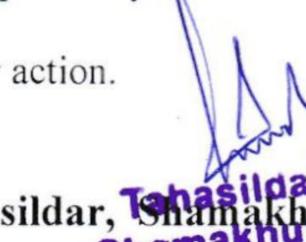
Copy forwarded to all BDOs/ all Tahasildars/ all CDPOs/ S.D.I. & PRO, Baripada of Mayurbhanj District favour of kind information and wide publication. They are requested to affix the quotation / tender call notice in their respective Notice Board/ conspicuous places for information and wide publicity.

  
Tahasildar, Shamakhunta

Memo No. 1204 / Dt. 20/05/25 //

Copy to all R.Is of this Tahasil for information and necessary action. They are directed to affix the quotation/ tender call notice in their Notice Board for information and wide publicity of all concerned.

Copy to the Notice Board of this office for information and necessary action.

  
Tahasildar, Shamakhunta

## EVALUATION FORM

|   |  |  |
|---|--|--|
| 1 | Name of the Supplier   |  |
| 2 | Full address of Supplier's shop/showroom<br>Telephone no.<br>Fax no.<br>E-mail address : |  |
| 3 | Are you a dealer/reseller  |  |
| 4 | Trade Tax / Sales Tax Registration no. with Place (Copy to be attached)                  |  |
| 5 | TIN / PAN No. (with copy of certificate)   |  |
| 6 | Up to date VAT Clearance Certificate (Copy to be attached)                               |  |
| 7 | Authorisation Certificate of each quoted item (Copy to be attached)                      |  |

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal**

### **DECLARATION BY THE BIDDER:**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I have signed and submitted the bid personally/under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our manufacturing firms have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Signature:

Date:

Name:

Address:

Designation:

## FORMAT OF QUOTATION

| Sl. No. | Description Goods | Specifications | Rates offered |
|---------|-------------------|----------------|---------------|
| 1       | 2                 | 3              | 4             |
|         |                   |                |               |
|         |                   |                |               |
|         |                   |                |               |
|         |                   |                |               |
|         |                   |                |               |
|         |                   |                |               |
|         |                   |                |               |
|         |                   |                |               |
|         |                   |                |               |
|         |                   |                |               |

**Gross Total Cost : Rs. ....**

Total bid price (including Taxes and Other) in Rs. \_\_\_\_\_ (in numbers)  
\_\_\_\_\_ (In Words)

Signature of the Bidder

Name of the Firm/Agencies

Address

Date

Place

Seal