

OFFICE OF THE TAHASILDAR, SARASKANA, MAYURBHANJ

No. 3596 / Dated, 26.12.25 /

TENDER CALL NOTICE

Sealed quotations are invited from the intending Authorized Suppliers/Dealers having GST/IT clearance Certificate for providing Computers, its accessories, Printers, Inverter Battery & UPS as per the specification given below for this Tahasil. The evaluation forms & format of quotation completed in all respect should reach the undersigned on or before **dt.07.01.2026 by 4.00PM** through registered Post/Speed Post or same may be dropped in the tender box kept in the Tahasil Office, Saraskana during working hour and shall be opened the tender Paper will be opened on **dt.08.01.2026 at 11AM** in presence of the supplier or their authorized representatives in the Office Chamber of Tahassildar, Saraskana.

The undersigned reserve to accept or reject the tender without assigning any reasons thereof.

For Tender Form and other details vist:- www.mayurbhanj.odisha.gov.in

1.Name of the Items: -

SI No	Name of Items	Specification	Brand	Quantity
1	All in one Desktop	Ci513th Gen /16Gb//512GBSSD/Win-11/MSO/FHD-24"	HP/ DELL	01No
2	Desktop	Ci513th Gen /16Gb//512GBSSD/Win-11/MSO/FHD-24"	HP/ DELL	02No
3	Printer (Laserjet)	Print/Scan/Copy/Duplex/Canon284dw/HP323d	HP/Canon	03Nos
4	Printer (Laserjet)	Canon-LBP-2900/HP1108Plus/Canon60306	HP/Canon	01No
5	Inverter Battery	250AH	Amaze	02Nos
6	Inverter UPS	AN1575	luminous	01no
7	RJ45 Connector with cable installation	08Nos of Connection D-Link Cat-6 Cable with		As per requirement

2.Bid Price

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

3.Each bidder shall submit only one quotation.

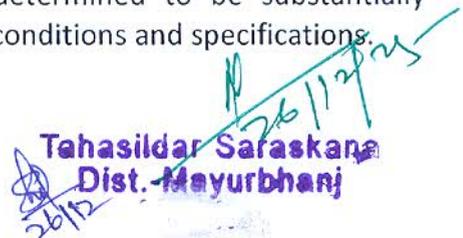
A set of Tender documents can be purchased from Tahasildar, Saraskana, Mayurbhanj on working day from **dt.01.01.2026 to 07.01.2026** in between 11AM to 4PM or downloaded from www.mayurbhanj.odisha.gov.in website at a non-refundable tender fee of Rs.500/-Cash/demand draft payable through demand draft drawn in favour of Tahasildar, Saraskana, Mayurbhanj payable at SBI, Jharpokharia.

4.Validity of Quotation

Quotation shall remain valid for a period not less than 30days 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 Are properly signed and confirm to the terms and conditions and specifications. The Quotations would be evaluated for all the items together.


Tahasildar Saraskana
Dist. Mayurbhanj

6. Award of contract

6.1 The purchaser will award their 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 bidders offer.

9. Any legal dispute arising out of this is subject to concerned district jurisdiction only.

10. Notwithstanding the above, the Tahasildar, Saraskana reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative during the opening of quotations as per the date and time fixed.

11. A sum of Rs.5000/- as EMD amount shall be deposited by the intending bidders in shape of Account payee Bank draft drawn in favour of Tahasildar, Saraskana, Mayurbhanj payable at SBI, Jharpokharia the products within the stipulated period, then the security deposit will be forfeited.

12. The 1st Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification & quality.

13. 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 as "**Tender for Supply of Computers, its accessories**". The Sealed tender should be addressed to the Tahasildar, Saraskana, Mayurbhanj, At/Po-Saraskana, Dist-Mayurbhanj, Pin-757051.

Memo No. 3597 / Dated, 26.12.25 /

Copy to the Notice Board of the Collector & District Magistrate, Mayurbhanj/Sub-Collector, Baripada for information and necessary action.

Tahasildar, Saraskana
Dist. Mayurbhanj
26/12/25

Memo No. 3598 / Dated, 26.12.25 /

Copy to the Notice Board of the Block Development officer, Saraskana /CDPO, Saraskana/Office Notice Board for wide publications

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