

OFFICE OF THE TAHSILDAR, JEYPORE, DIST: KORAPUT

SHORT TENDER CALL NOTICE

No. 1823 /2025

Date: 22.04.2025

Sealed Tender Papers in Plain Paper/ Letter Pad are invited in the prescribed format from the Authorized Dealers/ Suppliers for "**SUPPLY OF 15 NOS. OF LAPTOPS**" as per the specification annexed at Annexure-I to this Tender Call Notice for supply to Tahsil Office, Jeypore, District-Koraput. The details can also be downloaded from the District Website www.koraput.odisha.gov.in. The Tenderers shall have to furnish Technical and Financial Bids separately in two separate closed covers in the prescribed format with-in an A-4 size envelope mentioning on the cover "**TENDER FOR SUPPLY OF LAPTOP**" addressed to the TAHASILDAR, JEYPORE, DISTRICT-KORAPUT, ODISHA. The Financial Bids shall be opened only if Technical Bid is qualified. The sealed Tender should reach to the undersigned latest by 28.04.2025 up to 03.00 PM and the sealed Tenders will be opened on the same date i.e 28.04.2025 at 05.00 PM in the office chamber of the Tahasildar, Jeypore in the presence of the Tenderer or their authorized representatives. The quotations received after due date will not be considered. The Authority reserves all the right to accept/ reject any or all part of the Tender as its sole discretion, without any reason thereof.

DETAILS	INFORMATION
NAME OF THE ITEM	FOR SUPPLY OF LAPTOPS
NUMBER OF ITEMS TO BE SUPPLIED	15 Nos.
AVAILABILITY OF BID DOCUMENT	
VALID TIME FOR RECEIPT OF LAST BID DOCUMENT	28.04.2025 up to 03:00 PM
BID OPENING DATE AND TIME	28.04.2025 at 05.00 PM
BID INVITING OFFICER	TAHASILDAR, JEYPORE


TAHASILDAR
JEYPORE

Tahasildar, Jeypore

Memo No. 1824 /2025

Date: 22.04.2025

Copy to the office Notice Board.

Copy along with copy of Tender Call Notice forwarded to the District e-Governance Manager, Collectorate, Koraput for information and necessary action. He is requested to host the aforesaid advertisement in the District website for wide publication.

Copy along with copy of Tender Call Notice forwarded to all Tahasildars/ BDOs/ CDPOs of this district for information with a request to affix the tender call notice in their respective office notice board for wide publication.


TAHASILDAR
JEYPORE

Tahasildar, Jeypore

TERM AND CONDITIONS OF THE TENDER FOR SUPPLY OF COMPUTERS & OTHER ACCESSORIES

Approximate Quantity of Laptop = 15 (Fifteen) Nos

1. Technical Bid Paper and Financial Bid Paper should be submitted in two separate covers.
2. The tenderer shall carefully go through all the terms and conditions of the Tender documents and submit the Tender Papers correctly and in complete form. The Tender paper should be filled properly and legibly without any correction or overwriting. The rate quoted should be written both in figures and words in the Tender. The rate quoted should be final and the Tenderer shall not be allowed to change/ rectify / amend any defect detected at the time of scrutiny under any circumstances.
3. The last date of receipt of the Tender is **28.04.2025** till **3.00PM**.
4. The Tenders will be opened on **28.04.2025** till **5.00 PM** in the Office Chamber of the Tahasildar, Jeypore.
5. The Financial Bid of qualified Tenderers will be opened on the same day after Technical Bid.
6. The purchaser will evaluate and compare the quotations.
7. The purchase order will be placed to the lowest quoted bidder.
8. The quotations received after due date will not be considered.
9. The cost of supply shall be inclusion of all taxes, transportation and installation of items.
10. The Tenderer should deliver the stock to the "**Tahasildar, Jeypore**".
11. The quality of the items should not be deviated at any cost.
12. The Tenders should submit the following documents alongwith the Tender Paper. In absence of any document/ Paper in the tender form will be liable for rejection by the competent authority. The Tenderer shall have to produce the Original documents if necessary before the Tender Committee for verification.
 - (i) Original Tender Paper duly signed by the Tenderer as Token of Acceptance of the terms and conditions of the Tender.
 - (ii) Attested copy of valid last 3 years IT returns and GST clearance Certificate.
 - (iii) Attested copy of PAN Card /Aadhaar Card.
 - (iv) Experience Criteria, Bidder Turnover and OEM Authorization Certificate.
 - (v) Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty)
 - (vi) Dedicated /Toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/Toll Free Telephone No. for Service Support.
 - (vii) Bidders must submit Bid Specific Technical Compliance sheet for quoted products (Make & model) on OEM letterhead with signed by the OEM State Enterprise Account Manager with Name, Designation, Mobile Number and Email ID etc. subject to verification of Genuineness of bidder, failing which the bid will be summarily rejected.
 - (viii) Payment shall be made by the Tahsildar, Jeypore on submission of bills in triplicate and after completion of delivery and verification by the authorized Technical Team/ Officials.
 - (ix) The right of acceptance of Tender rests with Tahsildar, Jeypore does not bind himself to accept the lowest tender and also reserves the rights to cancel or reject any or all the tenders without assigning any reason thereof. In case of any dispute the orders/ decision of the Tahsildar, Jeypore will be final and binding.
 - (x) The brand/ make of laptop and accessories which are decided by the Tender committee as given below...

Sd/-
Tahasildar, Jeypore

I agree to abide by the above terms and conditions and also all the conditions given in the Technical Bid and financial Bid.

Signature of the Tenderer
With seal

**TENDER FORM PART-1
(Technical Bid)**

1.	Name of the Firm/ Individual (In capital Letters)	
2.	Address:	
3.	Name of the Authorized Signatory (In Capital Letter)	
4.	Specimen Signature of Authorized signatory/ organization:	
5.	Telephone No. of Authorized signatory/ organization:	
6.	Experience Criteria, Bidder Turnover and OEM Authorization Certificate	
7.	Availability of Service Centres	
8.	Dedicated/ Toll Free Telephone No. for Service Support	
9.	Bid Specific Technical Compliance sheet for quoted products (Make & Model) on OEM letterhead	
10.	IT return of last three Financial Year GST clearance certificate :	
11.	PAN Number :	
12.	Declaration that the Tenderer/ Bidder agrees to abide by all terms and conditions of the Tender.	
13.	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	
14.	OEM Authorization certificate from concerned company submitted or not	
15.	The Bidder must have submitted the Guarantee and warranty period as per Specifications given and indicating detail of Guarantee and Warranty to be provided self-certified letter.	
16.	Affidavit by the authorized signatory of the Bidder that the Bidder has not been black listed by Central/ State Govt. or Public Sector.	
17.	Income Tax return of last 3 financial Year	

DECLARATION

I/ We agree to supply the above goods in good condition as per Technical Bid and Financial Bid within a period of 07 days from the date of receipt of purchase order.

I/ We agree to abide by the other terms and conditions of the Technical Bid and Financial Bid and also agreed that I/ We will provide the materials as per the standard specification/ description made in the document.

Name of Firm/Agencies:

Address:

Contact No. :

Signature of the Firm/Agency
With date & seal

FINANCIAL BID FORMAT

Name of the Firm (with full Particular):- _____

Sl. No.	Name of the Item	Name of the Brand/ Make	Description/ Specification	Unit Price (Amount in Rs.)	GST Amount (Amount in Rs.)	Total unit price including all Taxes (Amount in Rs.)	Remarks
1	All in One Desktop PC						

DECLARATION

I/ We agree to supply the above goods in good condition as per Technical Bid and Financial Bid within a period of 07 days from the date of receipt of purchase order.

I/ We agree to abide by the other terms and conditions of the Tender and also agreed that I/ We will provide the materials as per the standard specification/ description made in the document.

Name of Firm/Agencies:

Address:

Contact No. :

Signature of the Firm/Agency
With date & seal

1. HP Intel Core i7Laptop with 15.6Inch and above Display/ Windows 11 Professional

Specifications

Chipset Series	=HP Essentials
Chipset Number	=HP Essentials
Processor Make	=Intel
Processor Generation	=13
Number of Cores per Processor	=6
Processor Description	=Intel Core i7
Processor Number	=Intel Core i71235U

Motherboard

Chipset Series	HP Essentials
Chipset Number	HP Essentials

Processor

Processor Make	Intel
Processor Generation	13
Number of Cores per Processor	6
Processor Base Frequency (GHz)	4.4
Processor Description	Intel Core i7
Processor Number	Intel Core i7 1235U
Cache (MB)	12

Graphics

Graphics Type	Integrated
Graphic Card Description	UHD GFX 730
Size of VRAM in case of Integrated Graphics (MB)	128

Operating System

Operating System (Factory Pre-Loaded)	Windows 11 Professional
Recovery Image Media	CD from the OEM / Stored in Partition of the Hard Disk / USB Drive from the OEM / On Line / Cloud,
OS Certification	Windows

Memory

Type of RAM	DDR4
RAM Size (GB)	16
RAM Speed (MHz)	3200
Total Numbers of DIMM Slots Available	2
Number of DIMM Slots populated	1
RAM Expandability up to (using spare DIMM Slots in GB)	64

Storage

Type of Drives used to populate the Internal Bays	SSD
Number of Internal Bays populated with SSD	1
Capacity of each SSD (GB)	512
Total SSD Capacity (GB)	512

Display

Display Size (INCHES)	23.8
Display Resolution (PIXELS)	1920x1080
Availability of Webcam integrated with Display	Yes
If yes, Resolution of Webcam	FHD
Availability of Speakers integrated with Display	Yes
If Yes, Number of Speakers available	2

Connectivity

Wireless Connectivity	Yes
If Yes, Type of Wireless Connectivity	Realtek RTL8822CE 802.11a/b/g/n/ac (2x2)
Number of Ethernet Ports	1
Type of Ethernet Ports	10/100/1000 on board Integrated Gigabit Port
Bluetooth Connectivity	Wi-Fi® and Bluetooth® 5 combo
If Yes, Version of Bluetooth Available	5.3
Number of USB Version 3 point 0 / 3 point 1, Gen 1Ports	2
Number of USB Version 3 point 1, Gen 2 Ports	3
Number of USB Type C Ports	1
Number of Serial Ports	1
Number of HDMI Ports	1
Number of DP Ports	1
<u>Generic</u>	
Optical Drive	N/A
Headphone out	Yes
Microphone-in	Yes
<u>Power</u>	
Power Supply	External
Input Devices	
Mouse Connectivity	Wireless
Type of Mouse	Optical Scroll
Keyboard Connectivity	Wireless
Type of Keyboard	HP710
<u>Warranty</u>	
On Site OEM Warranty (Year)	3