



No 225 /DSDEO, Korapat

Dated the 09.04.26

**SHORT QUOTATION CALL NOTICE**

Sealed Quotations/Tenders are invited from the intending authorised service providers/agencies/suppliers having valid GST registration and PAN/TAN number for the **Supply, Installation, Commissioning, and Testing** of IT peripherals (Headphones and Web Cameras) for **14 Desktop systems** for the purpose of conducting online digital training.

**1. HOW TO APPLY**

1. The details regarding quotation format, terms and conditions may be obtained in person from the District Skill Development cum Employment Office, Korapat on any working day by paying ₹100/- (Rupees One Hundred) only towards tender paper cost or can also be downloaded from official district portal i.e. [www.korapat.odisha.gov.in](http://www.korapat.odisha.gov.in) from tender section. In case the tender with application form is downloaded from the above website, the bidder/tenderer/quotationer/applicant has to furnish a Demand Draft for an amount of ₹100/- (Rupees One Hundred) only in favour of District Skill Development cum Employment Officer, Korapat payable at Korapat and submit the draft along with the tender in a sealed envelope. Any tender received without the tender paper cost will be rejected.
2. The sealed envelope is to be addressed to - **“The District Skill Development cum Employment Officer, District Skill Development cum Employment Office, Main Road, Korapat - 764020”**.
3. The quotation should reach the office of the District Skill Development cum Employment Office, Main Road, Korapat – 764020 on or before **20.04.2026 by 03.30 P.M** by registered post/ speed post/ by courier only.
4. The quotations will be opened on 21.04.2026 at 03:30 P.M (tentatively) in the **office chamber of the A.D.M (General) & Chairman of the Selection Committee, Korapat** in presence of other members of the selection committee constituted for this purpose and representatives of the bidders (if any). The quotations reached after the due date and time will not be accepted.
5. To obtain first- hand information on the assignment, the quotationer may make visit to the Model Career Centre, District Skill Development cum Employment Office, Korapat before submitting the proposal.
6. Quotation in the attached format should be submitted in one sealed envelope.
7. Each bidder/ tenderer/ quotationer shall submit only one price quotation as per the bidding format attached in the Annexure-I.
8. The maximum budget (inclusive of GST) for all the Audio-visual accessories of the Model Career Centre is ₹70,000/- (Rupees Seventy Thousand) only.
9. Applicable Income Tax and GST, TDS will be deducted before making the final payment to the service provider.
10. Any typographical error may be exempted.
11. The Chairman of the Committee has all right to reject any or all quotations without assigning any reason thereof.

**2. PRODUCT REQUIREMENT**

The requirement is for 14 sets of peripherals. Each set consists of one headphone and one web camera.

<b>No</b>	<b>Item</b>	<b>Technical Specifications</b>	<b>Tentative Quantity Required</b>
1.	Headphones	boAt/Logitech/JBL brand with 40mm drivers, dedicated Microphone, USB-A support (Plug & Play)/ Wireless	14 Nos.
2	Web Camera	Logitech/Zebronics/HP/Leneovo brand with 1080p FHD clarity, USB-A support (Plug & Play)	14 Nos.

**Total Estimated Budget:** ₹70,000/- (Rupees Seventy Thousand Only) inclusive of all taxes.  
(Equivalent to ₹5,000/- per system set).

**3.ELIGIBILITY CRITERIA**

- Valid **PAN Card** and **GST Registration Certificate** (Mandatory).
- Proven track record of supplying IT equipment to similar organizations (Optional but preferred).

**4. AWARD OF CONTRACT**

- The selected agency will be responsible for the **end-to-end setup** (unboxing, connecting, driver installation, and audio/video testing) for 14 individual training workstations.
- Mandatory Sample Demonstration** – To ensure the quality and authenticity of the products:
  - The participating agency must bring one (1) sample set (1 Headphone & 1 Web Camera) on the date of opening of the quotation.
  - The sample will be inspected for build quality and brand authenticity before the contract is finalized.
  - Failure to produce a sample on the specified date will lead to the immediate disqualification of the bid.
- The Selection Committee shall award the contract to the bidder/quotationer/service provider whose quotation shall be determined to be substantially and technically responsive as well as financially remunerative to the office.
- Applicable Income Tax and GST TDS will be deducted before making the final payment to the service provider.
- The bidder has to produce photocopy of the following documents along with the bid. Any bids submitted without supporting documents will be rejected.
  - Copy of incorporation certificate
  - Copy of PAN/TAN details
- The bidder has to produce photocopy of all the documents along with photocopy of money receipt obtained from District Skill Development cum Employment Office, Koraput for purchasing the tender paper or Demand Draft for an amount of ₹100/- (Rupees One Hundred) only in favour of District Skill Development cum Employment Officer, Koraput payable at Koraput. Any bids submitted without supporting documents will be rejected.
- The contract will be awarded based on the overall lowest unit price of the items quoted including any taxes.
- The sealed quotation shall be received in the District Skill Development cum Employment Office, Koraput. The last date of submission of offers is **20.04.2026 by 03.30 P.M.** The quotations received after the schedule date and time shall not be entertained in any circumstances.

**5. INSTALLATION & TESTING**

- The agency must complete the installation and commissioning of all 14 sets within **03 (Three)** working days of the work order.
- Final payment will only be released after a **Satisfactory Testing**, confirming all 14 systems are functional.

*Joani*  
*09/04/26*

**A.D.M (General) & CHAIRPERSON OF THE COMMITTEE  
KORAPUT**

Memo No. 226 / DSDEO, Koraput

Dated the 09.04.26

Copy to:

9. All members of the selection committee for information.
10. The DeGM, Koraput for favour of information with a request to publish the quotation notice in the district portal ([www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in)).
11. The BDO, Koraput/ The Tahsildar, Koraput/ EO, Municipality, Koraput for favour of information with a request to publish the quotation notice in their office notice board for wider publicity.
12. All local IT Accessories suppliers for information.
5. The Office Notice Board/ Sub-office, Jeypore Notice Board for information of the public.

*[Signature]*  
*09/04/2026*

**DISTRICT SKILL DEVELOPMENT cum EMPLOYMENT OFFICER  
KORAPUT**