



OFFICE OF THE TAHASILDAR, BARBIL

E - Mail :- barbiltahasil.office@gmail.com

Letter No: 2986 / Dated: 31/5/2025

SHORT QUOTATION CALL NOTICE

Sealed quotation are invited from intending Registered / Reputed firms /Govt. Suppliers / Authorised Dealers having valid TIN and GST for supply of 06 No. Laptops to this office as per the specification given below.

S.I. No.	Name of the Items.	Quantity (in Piece)
1	2	3
1	Laptop Dell Inspiron 15 5440 12 Core intel@Core i5 or i7 Processor	06 no.

Terms & Conditions

1. The sealed Quotations should reach this office by **2.00 PM** of **17.06.2025** through the drop box inside the Chamber of Tahasildar, Barbil and same will be opened on **17.06.2025** at **4.30 P.M** at Office Chamber of Tahasildar, Barbil in presence of the Quotationer (s) or their authorized representative (s). The Quotations received beyond the stipulated period due to postal delay or any reason (s) what-so - ever will not be accepted and liable for rejection. The sealed envelope should be super scribed with **"QUOTATION FOR SUPPLY OF LAPTOPS"**.
2. The Quotationer should quote the rate inclusive of all taxes / charge AND cost of transportation charges to the office.
3. The quantity of items may vary as per requirement and the payment will be made as per actual.
4. If any material (s) / equipment or any portion thereof gets damaged or lost during the transit, the firm shall replace such material (s) without charging any additional cost within a reasonable time to avoid delay in commissioning the material(s).
5. The rate quoted in the quotation must be valid for one year. Any order falling short during the validity period is liable for rejection.
6. No request will be entertained regarding deviation in the quotation by the quotationer after opening of the quotation till completion of the Quotation Process.
7. The authority has reserved the right to reject/cancel any or all quotations without assigning any reason thereof.
8. The selection will be in 2 Phases. 1st phase is Technical verification. The financial bid of technically qualified bidder will be opened in the 2nd phase (financial bidder). The L1 bidder will be selected as successful bidder. If the L1 bidder failed to supply the selected items within 15 days from the date of issue of supply order ; L2 will be given the chance. However the committee is the final authority of selection of bidder. The decision of the Committee will be final and binds to all.

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9. Documents to be submitted:-

- i) Registration Certificate
- ii) PAN, GST Certificate
- iii) Last 03 Years IT returns

10. Eligibility Criteria:-

- i) At least 3 similar supplies in the last 3-5 years
- ii) Valid GST registration and PAN
- iii) Presence of a local service centre/ support office preferred or mandatory
- iv) Affidavit of not black listed by any supplier in last 10 Years or declare as defaulter in any other agency.

11. Reason of Rejection:-

- i) Quotationer does not fulfil all requisite documents/ Eligible Criteria
- ii) Quotations not reach before specified time period
- iii) Any other issue raised by the selection committee.

12. Bidder are asked to keep the financial bidding in a separate envelope.

13. The financial bidding should have the cost of per unit including all taxes as per format mentioned below:-

Rate per Unit	GST/ All taxes per unit	Total amount per unit (in Rs.)
1	2	3

14. The authority is not bound to accept the lowest quoted rate if the quotationer does not fulfil all requisite as considered necessary in case of quality.

Memo No. 2987 /Date. 31/5/2025

Tahasildar, Barbil

Copy to D.I.O NIC, Keonjhar for information and necessary action. He is requested to upload the quotation notice in the official website of the district for general information of the public.

Tahasildar, Barbil

Memo No. 2988 /Date. 31/5/2025

Copy to the Sub-Collector, Champua/ Executive Officer, Barbil/ Joda Municipality/ Block Development Officer, Joda with a request to publish the quotation call notice in the notice Board for wide publicity.

Copy to Tahasil Office notice Board, Barbil.

Tahasildar, Barbil