



ଟହସିଲଦାରଙ୍କ କାର୍ଯ୍ୟାଳୟ ସଦର, କେନ୍ଦୁଝର  
( ନିଜାମତ ବିଭାଗ )

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OFFICE OF THE TAHASILDAR, SADAR: KEONJHAR  
**TENDER CALL NOTICE**

No. 5541 /NIZ.. Dated 30/7 /2025

Sealed Tenders under two bid (technical and financial) system are hereby invited from Registered Firms/Agencies for supply of **PRE- LOADED LAPTOP** from reputed brands (Dell/Hp) according to operational needs in respect of Office of the Tahasildar, Sadar Keonjhar.

SCHEDULE OF EVENTS

EVENTS	Date and Time
1. Publication of Tender :	30.07.2025 / 10:00 AM
2. Last date of submission of Bids	18.08.2025 / 02:00 PM
3. Opening of Technical Bid:	18.08.2025 / 03:30 PM
4. Notification of qualified bidders based on Technical bid evaluation	18.08.2025 / 04:00 PM
5. Opening of Financial Bid	18.08.2025 / 04:30 PM

The schedule of bidding will be as follows: -

**ELIGIBILITY CRITERIA: -**

- a) The bidder should be a Firm/Agency registered in India or a authorized dealer of Manufacturer.
- b) Adequate experience of providing satisfactory services of such types of assignments in the relevant field to any Govt. institutions or other related organizations during last 5 years
- c) Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. The bidder must have valid PAN/TAN/GST (to be attached).
- d)The tender documents are available in the website [www.kendujhar.odisha.gov.in](http://www.kendujhar.odisha.gov.in)
- e) Agency should not have been black listed by any Govt. Office/ Institution/ Firm / Organization /School / Board /University etc. Undertaking in this regard to be submitted by tenderers with the technical bid as per ANNEXURE -III.
- f) In case the date of issue / receipt of tenders are declared / happens to be a public holiday, the tenders will be issued / received on the next working day.
- g) Conditional Tenders are liable to be rejected.
- h) The Tahasildar, Sadar Keonjhar reserves the right to cancel/reject in full or any part of the tender without assigning any reason thereof.

(Contd..P-2...)

## TERMS AND CONDITIONS

1. The tender should comprise of two bid system: -
  - (a) Envelope:-1 = Technical bid
  - (b) Envelope:-2 = Financial bid

**Envelope No. 1:** This envelope must be marked as **Envelope No. 1** on the right-hand top corner. This envelope shall contain the covering letter depicting "**Technical Bid**" (**ANNEXURE-I**). These will be scrutinized and comments/conditions which have financial implications will be evaluated. Comments/ conditions may be discussed with the tenderer, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.

**Envelope No. 2:** Containing the **Sealed "Financial Bid" (ANNEXURE-II)** will be opened on the scheduled date. The Financial bid will be opened only of those agencies who meet the technical requirements of the tender document.

- 1) The above said two envelopes shall be kept in one sealed envelope with super scribed "**QUOTATION FOR SUPPLY OF LAPTOPS**" and submitted to Tahasildar, Sadar Keonjhar on or before **18.08.2025 up to 2:00 P.M. and same will be opened on 18.08.2025 at 3.30 P.M in the Office Chamber of the Tahasildar, Sadar Keonjhar.** Bid not on the prescribed Performa without requisite details/ EMD and received after the closing date and time of Bid will be summarily rejected.

Tahasildar, Sadar Keonjhar, does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning any reason, if the quotationer does not fulfil all requisite as considered necessary in case of quality.

3. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Firms who resort to canvassing will be liable for rejection.
4. 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.
5. The bid for the works shall remain open for acceptance for a period of 15 days from the date of publication of tender. If any tenderer withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender, the said earnest money as aforesaid shall be forfeited.
6. Each bidder shall submit only one tender; joint venture is not allowed. A bidder who submits or participates in more than one tender will be disqualified.
7. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded in the District website
8. The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.
9. The rate of tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office.
10. A sum of Rs. **22378.00** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of "**Tahasildar, Sadar Keonjhar**" from any Nationalised Bank and submitted along with tenders as earnest money. The Earnest Money in case of unsuccessful bidder shall be refunded after final decision/ acceptances of the contract within a period of one month, whereas in case of successful bidder, it shall be treated as the part of security deposit and will be released only after **01** year of successful completion of the contract.
11. The bidder shall sign in each page and at the end in taken of acceptance of all the terms and condition of the tender.
12. The rates approved and accepted by the Purchase committee will remain in force for one year from the date of issue of supply order.

(Contd..P-3...)



13. Rates offered by the successful bidder and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
14. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.
15. **The firm shall supply the items in accordance with the approved quality, specification and quantity as finalized by the Purchase Committee within 5 days from the date of issuance of supply order. The requirement in the supply order will be treated as tentative and shall be increase/ decrease as per actual requirement.**
16. The Tahasildar, Sadar Keonjhar reserve the right to accept or reject any or all bid/ tender or any part of it without assigning any reason thereof.
17. The bidders are to submit sealed TENDER Papers by the due date only by Speed Post / Regd. Post/ dropped in the assigned Drop Box kept in the Office of the undersigned.
18. The application Form of Quotation / Tender containing General Bid Information & Terms & Conditions for supply of Laptops will be available with Tahasil Office, Sadar Keonjhar on payment of Rs.500/- from **31.07.2025 to 18.05.2025** or can be downloaded from District Website [www.kendujhar.odisha.gov.in](http://www.kendujhar.odisha.gov.in). In case the application form is downloaded from Govt., website, the applicant shall furnish a Demand Draft in favour of Tahasildar, Sadar Keonjhar for an amount of Rs.500.00 (Rupees Five hundred) only towards the cost of application along with application.

**PAYMENT TERMS: -**

- I. Payment shall be made after items received at Tahasil Office, Sadar Keonjhar and after properly brought on stock duly verified by the purchase committee with specification and submission of invoice by the bidder. No advance payment shall be made.
- II. The security deposit is liable to be forfeited wholly or partially if any deficiency is found in the services or bidder fails to fulfill any agreed terms and conditions. The decision of the Tahasildar, Sadar Keonjhar shall be final & binding on the bidder in this regard.

Memo No 5542 / Niz. Dated 30 / 07 /2025

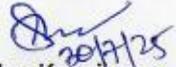
Copy to Sub-Collector, Keonjhar/ Anandapur/ all BDOs/ all Tahasildar/ all Executive Officers of ULBs for information with a request to publish the Notice in their Office Notice Board for wide publicity among the General Public.

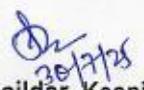
Copy to all members of the Purchase Committee for information and necessary action.

Copy to DIO, NIC, Keonjhar, for information with a request to up-load the **TENDER CALL**

**NOTICE** in the District website

Copy to Notice Board, Collectorate, Keonjhar/ Sub-Collector's Office, Sadar Keonjhar.

  
Tahasildar, Keonjhar  
**TAHASILDAR**  
**KEONJHAR**

  
Tahasildar, Keonjhar  
**TAHASILDAR**  
**KEONJHAR**



**OFFICE OF THE TAHASILDAR SADAR: KEONJHAR**  
**TECHNICAL BID**

SUPPLY OF LAPTOP FROM REPUTED BRANDS WITH ESSENTIAL ORIGINAL SOFTWARE  
INSTALLED ACCORDING TO OPERATIONAL NEEDS.

**1. ABOUT THE FIRM:**

i.	Name and Address of the Registered Firms/Printing Press/Agencies	
ii.	Contact Person with Phone No. Mobile No. Email Id.	
iii.	Month & Year of establishment	
iv.	Type of firm / organization (Proprietary / Private / Public / Govt.)	
v.	Copy of Registration, if applicable	
vi.	Income Tax No. (PAN No. / TIN No./ GST) (attach Photocopy) Authorization Certificate of the manufacturer (Attach photocopies of Income Tax clearance certificate for the assess year 2025-26 or the Financial 2024-25)	
Vii	Annual Turnover	

Note- All documentary proof to be enclosed for above items.

2. **Have you ever been debarred / blacklisted by any Govt. Office/ Institution / Board / University / Organization / Government Agency:** .....

If Yes, Please provide the details.

3. **Whether any Court Case / Legal Proceeding is pending against the Tenderers:**

If Yes, Please provide the details.

It is certified that we have gone through all the terms and conditions of this TENDER and the same are acceptable to us.

Contact Person: .....

Telephone No.: .....

WhatsApp Mobile No.: .....

Email Id: .....

**Authorized Signatory**  
**(With full name, designation and stamp)**





**ANNEXURE-II**

**OFFICE OF THE TAHASILDAR SADAR: KEONJHAR**  
**FINANCIAL BID**

SUPPLY OF LAPTOP FROM REPUTED BRANDS WITH ESSENTIAL ORIGINAL SOFTWARE INSTALLED ACCORDING TO OPERATIONAL NEEDS

Name & Address of the Firm: -

Name of the Proprietor of the Firm: -

Contact details of the Proprietor: -

Sl. No.	Name of the Items	Description / Specification	Unit Price to be quoted (In Rs.)	Remarks
1	6 nos. Of Laptop (Dell/HP)	Specification of Laptop for RI as per instruction of National Informatics Centre, District Centre, Keonjhar vide Letter No.850/NIC/Date.06/06/2025 ( <b>Annexure-A, Attach Specification of Laptop for RI</b> )		

All Taxes should be included in the rates quoted above.

- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.

**Certified that all the terms and conditions of this TENDER are accepted by us.**

Contact Person: .....

Telephone No.: .....

WhatsApp Mobile No.: .....

Email Id: .....

**Authorized Signatory**  
(With full name, designation and stamp)

**ANNEXURE-III**

**UNDERTAKING**  
(ON FIRM LETTER HEAD)

This is to certify that M/s \_\_\_\_\_  
address \_\_\_\_\_ has not ever been  
blacklisted from any by any Govt. Office/ Institution/ School / Board / University / Organization /  
Government Agency, etc. for any reason at any point of time and no legal case / proceedings is  
pending against the Agency as on date.

Date:

**Authorized Signatory**  
(With full name, designation and stamp)



## SPECIFICATION OF LAPTOP FOR RI

PARAMETER	REQUIREMENT
Processor Generation	Intel® Core™ Ultra 5/ Intel® Core™ i7 13thGen / AMD Ryzen™ 5
Processor Name	Intel® Core™ Ultra 5 125U / Intel® Core™ i7-1355U / AMD Ryzen™ 5 8645HS
Chipsets	Compatible chipsets as per processors make
Memory	16 GB DDR4 or higher
Operating system	Windows 11(64 bit) licensed version
Hard drive description	1 TB PCIe® NVMe™ SSD
Display	14" FHD (1920 x 1080) IPS LED or higher
Wireless	Wireless 802.11 ac+ BT 5.0 or higher
Bluetooth	Bluetooth Enabled 5.0 or higher
Ports	RJ-45, Min. 2 USB3.0 Type A & 1 USB 3.0 Type C, Audio combo port, DC Adapter Jack, HDMI port
Audio	Built-in stereo speakers with high-definition audio support. Built-in Microphone.
Webcam	720p HD Webcam
Security	BIOS Password/ FTPM 2.0 etc.
Battery	3-cell, 41- 51 Whr Li-ion Longlife Battery with 1000 charge Life Cycle, Backup Time (Hours) -8
Keyboard	Keyboard with touch pad
Ethernet controllers	Gigabit Ethernet
Graphics	Intel® Graphics / NVIDIA® GeForce RTX 2050 4GB (for AMD)
Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM website for download.
Certification	BIS, BEE, EPR, RoHS, or any other relevant Indian Certificates
MS Office	Microsoft Office 2021 or above Lifetime License
Antivirus	Solution must have Vulnerability Scan, Boot Time Scan, Data backup and restore, Application Control, Internet Browsing Control, Safe Mode Protection, Hijack Restore, PCTUNER, DATA THEFT PROTECTION, Safe Banking, Browser Sandbox, TRACK YOUR LAPTOP, Create Emergency Disc, Screen Locker Protection , IDS/ IPS and Customizable data backup feature. <b>1 year License</b>
Warranty	<b>1 year Onsite warranty</b>
Included	Backpack of same OEM and make and one wired mouse with pad
Weight	up to 1.5 kg including battery

*(Handwritten Signature)*