



OFFICE OF THE TAHASILDAR, GHATAGAON, DIST-KEONJHAR

[E.Mail- tah.ghat-od@nic.in]

QUOTATION CALL NOTICE

No. 1999 /Date. 8/7/2025

The quotations are invited from the registered Firms/Authorised Dealers/Suppliers/Distributers of Keonjhar District, Odisha having valid GST Number, GST clearance for supply of 06 nos of Laptops with licensed software to Tahasil Office, Ghatagaon as per the specification given in the enclosure attached herewith..

ELIGIBILITY CRITERIA: -

1. a) The Firm/Agency should be 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.
- c) Agency must be registered under GST Act, having a valid GSTIN.
- 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 Firm/Agency as per ANNEXURE -III.

TERMS AND CONDITIONS:

1. Evaluation of quotations shall be made by excluding applicable taxes.
2. All equipments are to be delivered and installed in the office. Office will not pay additional cost towards delivery and transportation or installation of the item.
3. Warranty, on-site support, days of delivery should be clearly mentioned. 100% payment in respect of above items will be made in shape of cheque /RTGS to the account only on receipt of installation certificate duly signed by office personnel.
4. Delivery and installation works should be completed within 07 days from the date of supply order.
5. Rates offered by the successful Firm/Agency and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
6. The Firm shall supply the items in accordance with the approved quality, specification and quantity as finalized by the Purchase Committee within 7 days from the date of issuance of supply order. The requirement in the



- supply order will be treated as tentative and shall be increased/ decrease as per actual requirement.
7. Conditional Quotations are liable to be rejected.
 8. The Tahasildar, Ghatagaon reserves the right to cancel/reject in full or any part of the Quotations without assigning any reason.
 9. Each Firm/Agency shall submit only one Quotation, joint venture is not allowed. A Firm/Agency who submits or participates in more than one Quotation will be disqualified.
 10. Rates offered once in the Quotation shall be treated as final and irrevocable and any later addition and intimation will not be entertained
 11. The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.
 12. The Firm/Agency shall sign in each page of the contract and at the end in token of acceptance of all the terms and condition of the tender.
 13. The rates approved and accepted by the Purchase committee will remain in force for one year from the date of issue of supply order.
 14. The rates should be reasonable in comparison to market value.

PAYMENT TERMS:-

- I. To ensure the performance of the contract, Performance Security is to be obtained from the Firm/Agency awarded with the contract, which should be 5%/Five Percent of the value of the contract and paid in the form of Account Payee Demand Draft.
- II. Payment shall be made after items received at Tahasil Office, Ghatagaon and after properly brought on stock duly verified by the purchase committee with specification and submission of invoice by the Firm/Agency. No advance payment shall be made.

The decision of local Purchase Committee shall be final and binding. The quotation should be submitted in a sealed cover super scribing " Quotation for supply of Laptop and licensed software" addressing to the Tahasildar, Ghatagaon, mentioned in the cover which should be reached on or before 25.07.2025 latest by 1 P.M through Regd. Post/Speed Post/e-mail/physically in the office of the undersigned, which will be opened on same day at about 3.30 P.M.

All the participants are requested to attend the opening of the quotations on scheduled date and time or depute their authorized representatives along with Authorization letter.


Tahasildar, Ghatagaon



Memo No 1980 /Niz. Dated 8.7.2025

Copy to the Additional District Magistrate, Keonjhar/Sub-Collector, Keonjhar for information & necessary action.

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


Tahasildar, Ghatagaon

Memo No 1981 /Niz. Dated 8.07.2025

Copy to the District Information Officer, NIC, Keonjhar for information & he is requested to publish the quotation call notice on the NIC portal for wide publication.


Tahasildar, Ghatagaon

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)
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, Hijack Restore, DATA THEFT PROTECTION, Safe Banking, Browser Sandbox, TRACK YOUR LAPTOP, Screen Locker Protection, IDS/IPS and Customizable data backup feature. 1 year License
Warranty	3 years warranty
Included	Backpack of same OEM and make and one wired mouse with pad
Weight	up to 1.5 kg including battery

B. Nail
 जिला सूचना-बिज्ञान अधिकारी District Informatics Officer
 भारत सरकार Govt. of India
 इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय
 Mi Electronics & Information Technology
 वि.के. जिला केन्द्र (ओडिशा)
 NIC District Centre, Keonjhar(C)

ANNEXURE-I

OFFICE OF THE TAHASILDAR, GHATAGAON, DIST-KEONJHAR

TECHNICAL BID

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

I. 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)	

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 Quotationers:

If Yes, Please provide the details.

It is certified that we have gone through all the terms and conditions of this Quotation Call Notice 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, GHATAGAON, DIST-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	Laptops with licensed software	<ul style="list-style-type: none">• Specification Sheet attached herewith in the enclosure.		

All Taxes should be excluded 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 Quotation Call Notice are accepted by us.

Contact Person:

Telephone No.:

WhatsApp Mobile No.:

Email Id:

Authorized Signatory

(With full name, designation and stamp)

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)