

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR

No. 743 /Culture/Dt. 22.07.2025

**TENDER CALL NOTICE**

Sealed quotations are invited from intending reputed firms / agencies for supply of Computer (2), Inverter (1), UPS (3), Laser Printer (1), Scanner (1), Photo Copier (1), Fire Extinguisher (4), Water Purifier (1) for Smart Library of Keonjhar subject to fulfilment of terms & conditions as specified.

The intending reputed firms/ agencies may submit sealed quotations along with other supporting documents like GST No., 2 Years Income Tax Return, Experience Certificate & Undertaking at District Culture Office, Keonjhar from 10.00 am of 23.07.2025 to 05.00 pm of 06.08.2025 by dropping in sealed drop box placed at the District Culture Office, Keonjhar or by Registered Post and quotations will be opened at 04.30 pm of 07.08.2025.

The details of the same with terms & conditions are given below:-

SL No	Name of Units	Detailed Specification	Amount Limited to (in RS)
1	All in One Desktop	Processor make- Intel, Processor Generation- 13 Number of Cores per Processor- 8, Processor Description- Intel Core i7, Processor Number- i7-1355U, Seize of Memory in Case of Dedicated Graphics Card (GB)- 3 GB, Operating System (Factory Pre-Loaded- Windows 11 Professional, RAM Size (GB)- 16 GB, RAM Expandability up to (using spare DIMM Slots in GB)- 64 GB, Type of Drives used to populate the Internal Bays- SSD, Total HDD capacity (GB) - 0, Total SSD capacity - 1024 GB, Display Size - 24 Inches, Display Type- Non-Touch, Panel Technology- IPS, Display Resolution (PIXELS)- 1920 x 1080, Availability of Webcam integrated with Display-Yes, On Site OEM Warranty - 3 Years, Other accessories (Keyboard, Mouse, Mouse Pad, Speaker etc.)	80,000 / Unit
2	Inverter	Pure Sine Wave Inverter, Output Voltage- 200V-240V, Output Frequency -50 HZ, Input Voltage- 200V-240V, Input Frequency- 50 HZ, Efficiency > 80 %, Load Options – 220 W, Battery Capacity -200 ah, Warranty- 3 Years	25,000 / Unit
3	UPS	Input Voltage- 140 V, Input Frequency- 45 to 60 Hz, Output Voltage- 230 V, Output Frequency- 50 to 60 Hz, Output Power Wattage- 0.6 W, Efficiency- 95 %, Output Waveform- Pure Sine Wave, Transfer Time- 3 ms, Number of Outlet Plugs- 4 etc., Warranty- 3 Years	2,500 / Unit
4	Scanner	Separate Sheet Attached	80,000 / Unit
5	Photo Copier + Laser Printer (2 in 1)	Printing Method – Inkjet, Type- Multi-function, Printing Output- Both Color, B&W, Functions- Print, Copy, Scan, Fax, Refill Type- Refillable Ink Tank Ideal Usage- Professional & Office, Media types supported-	30,000 / Unit

		USB & Wifi, Auto DUPLEX, Dual Band Wi-Fi with self rest & Bluetooth, Auto Document Feeder etc. Warranty- 3 Years	
6	Fire Extinguisher	CO <sub>2</sub> Type Fire Extinguisher - 4.5 kg	7,500 / Unit
7	Water Purifier-cum-Cooler	Capacity- 15 - 25 Lit. +, RO + UV + UF + Alkaline + Copper + TDS Control + UV LED Water Purifier .0001 Micron RO Membrane, Auto Flush, Warranty- 3 Years	30,000 / Unit

**Terms & Condition: -**

1. The Sealed Quotations should be submitted by way of putting in the Sealed Drop Box placed at the Office of the District Culture Officer, Keonjhar or through Registered Post addressed to the District Culture Officer, Collectorate, Keonjhar- 758001.
2. The closed envelope containing quotation papers must be superscribed as "Quotation for Supply of Computer, Inverter, UPS, Laser Printer, Scanner, Photo Copier, Fire Extinguisher & Water Purifier".
3. The bidder should have its own firm with adequate materials to supply as per requirements.
4. The Sealed Quotations should reach at the address mentioned at point no.1 before the last date and time fixed for submission i.e. on 06.08.2025 at 05:00 pm. The Quotations received after the due date and time fixed shall be rejected. There shall be no consideration for postal delay. Open Quotation or Quotation received in any other mode other than specified shall not be taken for consideration.
5. The participant 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.
6. The rates must be quoted in Indian Rupee and in the format specified. The rate quoted must include all the charges like freight, insurance, materials, installation, labour etc. as well as the applicable taxes like GST.
7. The Quotation format to be filled up clearly and no over writing/cutting etc. is allowed.
8. L-1 will be decided on composite / individual basis. Being L-1 will not be the criteria for awarding the work unless the rates are reasonable, acceptable and justified.
9. Rates offered by the successful bidder and acceptance of which once communicated to them, will under no circumstances be enhanced at any stage.
10. The requirement indicated in this notice is only indicative. The actual requirement may vary at the time of execution of work. The Committee constituted for the purpose reserves the right to increase or decrease the requirements and amount of work.
11. In case of any dispute, the decision of the Tender Committee shall be final & binding to all.
12. The Committee may negotiate the price in order to arrive at its reasonability and acceptability if the bidding price offered is exceeded than the price specified for the same.
13. Agreement will be signed between District Culture Officer, Keonjhar (1st Party) & lowest bidder (2nd Party) relating to warranty period & authenticity of items of units as offered.
14. Intending bidders may submit both Technical & Financial Bid in separate envelop inside the Sealed Quotation & drop the same in the Tender Box placed at District Culture Office, Keonjhar.
15. Service Providers should provide valid GST no, last two years income tax deduction return to his / her credit, experience certificate & undertaking during submission of sealed quotations.

16. The authority reserves the rights to partially modify / cancel the units without assigning any reason thereof.
17. Sealed quotations with envelop mentioning items of the units addressing to District Culture Officer, Keonjhar will be accepted from 10.00 am of 23.07.2025 to 05.00 pm of 06.08.2025 on official working days and will be opened on 07.08.2025 at 04.30 pm in the presence of bidders/ their representatives.
18. The lowest bidder will be asked to display demo of Computer / Scanner and if he/she fails to fulfill the expectations of the committee, then 2nd lowest bidder will be asked for demo and so on.
19. Payment will be made after installation of all items & no any advance will be given.
20. All items should be 3 yrs. warranty period
21. Service provider/ firm is required to install units at the proposed place at free of cost.

**Special Terms & Conditions: -**

1. The participating bidder must quote the rate in the **price bid form** given at Annexure-I.
2. **Undertaking** in the format given at Annexure-II pertaining to eligibility to be submitted by the bidders.

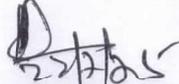
**Payment Terms: -**

1. Payment shall be made after completion of the works and after verification of quality of Work by our Technical team headed by DIO, NIC, Keonjhar. No advance payment shall be made.
2. The assigned bidder shall submit the GST invoice (bill) towards payment.

  
Addl. District Magistrate,  
Keonjhar

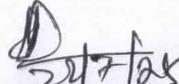
**Memo No. 744 /Culture/ Dt. 22.07.2025**

Copy (both in hard & soft) forwarded to DeGM, NIC, Keonjhar for information & necessary action with a request to upload above quotation in the District Portal of Keonjhar for wide publicity.

  
Addl. District Magistrate,  
Keonjhar

**Memo No. 745 /Culture/ Dt. 22.07.2025**

Copy to PA to Collector, Keonjhar for kind information of Collector.

  
Addl. District Magistrate,  
Keonjhar

## Specification of Scanner and the tentative price thereto.

Control panel	2.8-in (7.11-cm) Touchscreen, Buttons (Power, Back, Home, Help)
Scanner specifications	Scanner type ADF; CIS scanning technology; Flatbed; Scan technology: ADF; Flatbed; Contact Image Sensor (CIS); Scan input modes: Scan front-panel function: Scan to Computer, Scan to E-mail, Scan to Network Folder, Scan to Share Folder, Scan to USB Drive and Everyday Scan. HP Scan in Win OS, HP Easy Scan/ICA in Mac OS and THIRD parties' applications via TWAIN.; scanning: Yes; Output resolution dpi settings: 75; 150; 200; 240; 300; 400; 500; 600; 1200 ppi; Image scaling or enlargement range: Will not perform any arbitrary scaling
Scan Size	ADF: Maximum 216 x 5362 mm; Minimum 89 x 148 mm; 2 Scan speed Up to 50 ppm/100 ipm (b&w, gray and color, 300 dpi)
Scan resolution	Optical Up to 600 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, Flatbed); Hardware: Up to 600 x 600 dpi (color and mono, ADF); Up to 1200 x 1200 dpi (color and mono, Flatbed)
Scan File format	For text and image pages : PDF, JPEG, PNG, BMP, TIF, Text(TXT), Rich Text(RTF), SEARCHABLE PDF, PDF/A, Word(DOC), Word(DOCX), Excel(XLS), Excel(XLSX), CSV, XML
Scanner advanced features	One pass duplex scanning; Multi-feed detection sensor; Configurable Scan shortcuts with HP Scan Premium Software: OCR; Auto exposure; Auto threshold; Auto detect colour; Background smooth/removal; Auto detect size; Straighten content; Enhance content; Auto orient; Multicolour dropout; Edge erase; Blank page options: Delete Blank Page, Blank Page Detection Sensitivity, Zonal Blank Detect; Merge pages; Document separation options: Zonal Text Separation, Barcode Separation, Blank Page Separation, Detect All/ Exclude All Edges Evenly/Exclude Edges Specifically, HP Separator Page Separation, Barcode Settings for Doc Separation, Any Format/Specific Format, Barcode Value, Delete Barcode Separator; Auto Feed; Show Viewer After Scan and Post Scan Operations are: Mark the image for Deletion, Rotate option, Move Left/Right, Create/Delete New Selection, Save as Scan Area, Manual Straighten option, Drag and Crop, Undo Options, image - Basic Zoom Slider, Open in Zoom Window (Zoom, Crop, Rotate) ; Background Clean-up options: Clean-up Background, Remove: make white, Smooth, make consistent, Remove Holes; Multi-Streaming; Multizone Selection for Zonal

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OCR, Barcode and QR Code; Multizone options: Ability to select Multiple Zones for OCR/Barcode, File Naming, Folder Naming, Document separation, Capture Metadata; Digital Stamp; PDF options: PDF Security Settings (Applicable for PDF and Searchable PDF), Password Security & Document Permission Settings, PDF – iHQC compression, File Size/Quality Slider, TIFF Compression Options: for Gray or Color: Uncompressed/LZW/Jpeg-Tiff, for BW: Uncompressed/LZW/Tiff G3/Tiff G4; File Name Options: Base Name, Date, Time, Batch Counter, Document Counter, Barcode Value, Zonal Text, File name sequence Settings, If File name already exists Actions - Overwrite/Append Date Time Stamp/Prompt for File Name, Intelligent File Naming; Destinations options: Email (Mail Clients, Save Local Copy Option, Local or NW), Folder, Save Folder path, Show Save as Dialog Box, After Saving the File(s) action, Printer/Fax, Send To multiple Destinations, Custom Destinations, Sub Folder Name by Date of Scan, by Time of Scan, Plugins available if not already included: SMTP, SFTP, Box and Evernote, SharePoint, SharePoint365, Google Drive, Dropbox, OneDrive, One Drive for Business and more..; XML and PDF Metadata; Enable Book Scan (Flatbed); Intelligent Document Classification; Manual Redaction; Vertical Streak Removal/Detection; Multi Document Scanning; Enable Desktop Icons creation for Scan Profiles/Shortcuts; Shortcut Management: Create new Scan Shortcut, Delete, Rename, Move Up/Down, Save/Undo, Restore Defaults-Factory Settings, Import/Export Shortcuts, retrieve shortcuts from Scanner without accessing the software on the PC; Configurable Scan shortcuts as standalone (using only the Firmware of the scanner) without using the HP Scan Software: Scan to Computer, Email, Network Folder, SharePoint, Scan to USB Drive.

Grayscale levels/Bit depth	256/24-bit (external), 48-bit (internal)
Duty cycle	Recommended daily duty cycle: 8000 pages (ADF)
Auto document feeder capacity	Standard, 100 sheets (80 g/m <sup>2</sup> )
Connectivity	Standard Ethernet 10/100/1000 Base-T, USB 3.0, WiFi 802.11 b/g/n, WiFi Direct
Memory	Standard 1 GB
<b>Media handling</b>	
Media types	Paper (banner, inkjet, photo, plain), envelopes, labels, cards (greeting, index)
Media size (ADF)	Letter; Legal; Executive; A4; A5; A6; B5; B5 (JIS)
Media weight (ADF)	45 to 120 g/m <sup>2</sup>

Compatible operating systems	Windows 11; Windows 10; Windows 8; Windows 8.1; Windows 7; Windows Server; macOS 10.14 Mojave; macOS 10.15 Catalina; macOS 11 Big Sur; macOS 12 Monterey; Linux
Minimum system requirements	PC: Microsoft® Windows® (11, 10, 8.1, 7 : 32-bit and 64-bit, 2008 R2, 2012 R2, 2016, 2019); 2 GB available hard disk space, Internet connection, Microsoft® Internet Explorer or any browser
Software included	HP Scan Premium Software, HP Scanner Device Driver, HP WIA scan driver, HP TWAIN scan driver, HP Scanner Tools Utility
<b>Scan Server Specifications</b>	
Security management	Power button to on/of
<b>Dimensions and weight</b>	
Product dimensions (W x D x H)	Minimum: 536.5 x 325.4 x 133.3 mm; Maximum: 536.5 x 442.6 x 387.42 mm
Package dimensions (W x D x H)	645 x 245 x 499 mm
Product weight	6.1 kg
Package weight	7.8 kg
Operating environment	Temperature: 17.5 to 25°C Humidity: 30 to 70% RH
Storage	Temperature: -40 to 60°C
Power	Requirements: Input Voltage: 100 to 240 VAC; Consumption: 23.9 watts (Active - Scanning), 7 watts (Ready), 2 watts (Sleep), 0.06 (Auto-Off), 0.06 (Manual-Off); ENERGY STAR: Yes
Warranty	3 Years



**FINANCIAL BID**

Name &amp; Address of the firm/ agency :

Name of the Proprietor of the Firm :

Contact details of the Proprietor :

<b>SL No</b>	<b>Name of Units</b>	<b>Detailed Specification</b>	<b>Amount (in RS)</b>
1	All in One Desktop	Processor make- Intel, Processor Generation- 13 Number of Cores per Processor- 8, Processor Description- Intel Core i7, Processor Number- i7-1355U, Seize of Memory in Case of Dedicated Graphics Card (GB)- 3 GB, Operating System (Factory Pre-Loaded- Windows 11 Professional, RAM Size (GB)- 16 GB, RAM Expandability up to (using spare DIMM Slots in GB)- 64 GB, Type of Drives used to populate the Internal Bays-SSD, Total HDD capacity (GB) - 0, Total SSD capacity - 1024 GB, Display Size - 24 Inches, Display Type- Non-Touch, Panel Technology- IPS, Display Resolution (PIXELS)- 1920 x 1080, Availability of Webcam integrated with Display-Yes, On Site OEM Warranty - 3 Years, Other accessories (Keyboard, Mouse, Mouse Pad, Speaker etc.)	
2	Inverter	Pure Sine Wave Inverter, Output Voltage- 200V-240V, Output Frequency -50 HZ, Input Voltage- 200V-240V, Input Frequency- 50 HZ, Efficiency > 80 %, Load Options – 220 W, Battery Capacity -200 ah, Warranty- 3 Years	
3	UPS	Input Voltage- 140 V, Input Frequency- 45 to 60 Hz, Output Voltage- 230 V, Output Frequency- 50 to 60 Hz, Output Power Wattage- 0.6 W, Efficiency- 95 %, Output Waveform- Pure Sine Wave, Transfer Time- 3 ms, Number of Outlet Plugs- 4 etc., Warranty- 3 Years	
4	Scanner	Separate Sheet Attached	
5	Photo Copier + Laser Printer (2 in 1)	Printing Method – Inkjet, Type- Multi-function, Printing Output- Both Color, B&W, Functions- Print, Copy, Scan, Fax, Refill Type- Refillable Ink Tank Ideal Usage- Professional & Office, Media types supported- USB & Wifi, Auto DUPLEX, Dual Band Wi-Fi with self rest & Bluetooth, Auto Document Feeder etc. Warranty- 3 Years	
6	Fire Extinguisher	CO <sub>2</sub> Type Fire Extinguisher - 4.5 kg	
7	Water Purifier-cum-Cooler	Capacity- 15 - 25 Lit., RO + UV + UF + Alkaline + Copper + TDS Control + UV LED Water Purifier .0001 Micron RO Membrane, Auto Flush, Warranty- 3 Years	

- All Taxes should be included in the rates quoted above.
- The rates must be quoted inclusive of all the charges like freight, insurance, materials, installation, labour etc. as well as the applicable taxes like GST.
- Certified that all the terms & conditions of this QUOTATION are accepted by me/ us.

Contact Person: \_\_\_\_\_

Telephone No: \_\_\_\_\_

WhatsApp Mobile No: \_\_\_\_\_

Email ID: \_\_\_\_\_

Authorized Signatory  
(With full name, designation & stamp)

**UNDERTAKING**

(ON FIRM LETTERHEAD)

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

Date:

Authorized Signatory  
(With full name, designation & stamp)