

## OFFICE OF THE TAHASILDAR: ULLUNDA

(Quotation Call Notice)

No. 1355 Date. 25.03.2025

Sealed Quotations are invited in the prescribed format from the registered firms having GST registration for supply of laptops and printers 6nos each to Tahasil Office, Ullunda for filed functionaries to deliver citizen centric service in a seamless manner during the year 2024-25. The Bid documents should be submitted through Speed Post or Registered Post as per the term and conditions specified below in the envelope duly marked on the top" Quotation for supply of Laptops and Printers" in the Office of the Tahasildar, Ullunda, District- Subarnapur.

The bidder shall submit the following documents:-

1. Attested photocopy of the up-to-date G.S.T clearance certificate and (GSTIN No.)
2. Attested photocopy of the PAN Card in the name of Proprietor of the Agencies/Firms with 3 years Income Tax return i.e Financial year 2021-22, 2023-24.

The term and condition of the tender shall be as follows:-

1. The details quotation along with term and conditions can be downloaded from Notice Board of the Tahasil Office, Ullunda or [www.subarnapur.nic.in](http://www.subarnapur.nic.in) from 25.03.2025 to 10.04.2025.
2. The application for bid documents and requirement with specification is enclosed in Annexure-A.
3. Each quotationer should submit only one quotation.
4. The bidder shall deposit a sum of Rs. 5,000/- (Rupees five thousand) only towards security deposit in shape of Bank Draft drawn in favour of Tahasildar, Ullunda payable at SBI, Ullunda and to be attached the same in original with the quotation. No exemption certificate will be accepted.
5. The rate inclusive of all taxes with transportation charges should be quoted with specific Brand of Company.
6. The last date of receipt of sealed tender is on. 10.04.2025 up to 5.30 P.M through Registered Post/Speed Post addressed to the Tahasildar, Ullunda, District- Subarnapur. The rate should be clearly mentioned on the tender paper both in figure& words and duly signed by the

- suppliers concerned; otherwise the tender is liable to be rejected. The authority will not be responsible for any postal delay.
7. The tender paper will be opened on. 11.04.2025 at 11.00 AM in the office chamber of the Tahasildar, Ullunda by the Purchase Committee. The tender without sample is liable to be rejected.
  8. The purchase committee shall not be bound to accept the lowest rate, but the acceptance of the tender shall be based on the best quality of the product.
  9. The Earnest Money Deposited by quotationer, whose tender shall not be accepted, will be returned to them only after final acceptance of the Purchase Committee.
  10. The finally accepted tenders shall supply article within 15 (Fifteen) days from the date of receipt of supply order at their own cost to the store-in-charge of the Tahasil Office, Ullunda in good condition as per the selected specifications.
  11. Purchase Order will be placed by the Tahasildar, Ullunda and quantity of article for supply order may increase or decrease subject to their availability of funds.
  12. The Purchase Committee reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

*hukh*  
*25/03/2025*  
**Tahasildar, Ullunda**  
**Tahasildar**  
**Ullunda**

**Memo No.** *1356* **Date.** *25.03.2025*

Copy submitted to the ADM, Subarnapur for favour of kind information and necessary action.

Copy submitted to the Sub-Collector, Birmaharajpur for information and necessary action.

Copy to the Block Development Officer, Ullunda/ CDPO, Ullunda/ Sub-Registrar, Ullunda/ BEO, Ullunda for information. They are requested to display the same in their office notice board for wide publicity.

Copy to the DIO, NIC, Subarnapur for information with a request to publish /host the notice in district website [www.subarnapur.nic.in](http://www.subarnapur.nic.in) .

Copy to the Office Notice Board.

Copy to the Nazir of this Tahasil for information.

*hukh*  
*25/03/2025*  
**Tahasildar, Ullunda**  
**Tahasildar**  
**Ullunda**

## ANNEXURE-A

QUOTATION CALL NOTICE FOR PROCUREMENT OF LAPTOPS AND PRINTERS TO TAHASIL OFFICE, ULLUNDA FOR FILED FUNCTIONARIES TO DELIVER CITIZEN CENTRIC SERVICE IN A SEAMLESS MANNER DURING THE YEAR 2024-25

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1. Name and Address of the Quotationer:

2. Details of EMD: DD No.....Date.....

3. GST No. :

4. Income Tax Return (Last 3 years) :

5. PAN No. :

6. Additional Information if any :

Sl. No.	Name of the Items	Brand	Specification	Rate Quoted by the Quotationer including all taxes
1	2	3	4	5
1	Laptop with Bag	HP/DELL	Processor Make- Intel	
			Processor Generation- 12	
			Processor Description- Intel core i5 or higher	
			Operating System(Factory Preloaded)- Windows 11	
			RAM Size (GB)- 16	
			SSD Size (GB)- 512 or higher	
			Warranty- 1 or higher	
2	Printer	HP	LaserJet P-1108	
Total				

Signature of the Quotationer