

OFFICE OF THE TAHASILDAR: TARBHA
(Nizarat Section)

Notice No. 1053 Date- 09.04.25

TENDER CALL NOTICE

Sealed Tenders are invited from reputed Original Equipment Manufacturer (OEM) / OEM authorized Suppliers / Distributors/ Sellers for supply 07(seven) nos. of Laptops for Revenue Inspector Circle Offices under two bids systems(Technical & Financial Bid) as detailed below;

| Name of the Tender | Bid processing fees (Non refundable) | Last Date & time of receipt of Tender | Date & time of opening of Bid |
|--------------------|--------------------------------------|---------------------------------------|-------------------------------|
| Supply of Laptop | Rs. 1,000/- | Upto 25/04/2025 | 25/04/2025 |

The bid document with all information relating to the bidding process, terms & conditions of the bid is available in the websites: <https://subarnapur.odisha.gov.in/>. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above website. The Tender Inviting Authority(TIA), Tahasildar, Tarbha reserves the right to accept / reject any or all bids/cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections / cancelation.

Memo No. 1054 Date- 09.04.25

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


26.03.25
Tahasildar, Tarbha

Memo No. 1055 Date-09.4.25

Copy to the DIO, NIC, Subarnapur for information with a request to publish / host the notice (Tender call Notice & Bid for supply of Laptop) in <https://subarnapur.odisha.gov.in/>.


26.03.25
Tahasildar, Tarbha

Copy to the Sub-Collector, Sonapur/ BDO, Tarbha/ CDPO, Tarbha/ Sub-Registrar, Tarbha/ District Treasury Officer, Subarnapur / Asst. Collector, Nizarat, Collectorate, Subarnapur for information with a request to publish in notice board.

Copy to Notice Board, Tahasil Office, Tarbha.


26.03.25
Tahasildar, Tarbha

INVITATION OF BID FOR SUPPLY OF LAPTOP

The Tahasildar, Tarbha invites bid from the Original Equipment Manufacturer (OEM) / OEM authorized supplier/ Dealer/ Distributor/ Retail seller for supply of 07 nos. of "Laptop" for its Revenue Inspectors Circle Offices under two bid systems (Technical & Financial).

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria:

The bidder must have

- (i) A valid registration under Goods and Services Tax (GSTIN) and Income Tax (PAN/TAN).
- (ii) Manufacturers Authorisation Form (MAF)/certificate with OEM details such as name, designation, address, e-mail ID and phone no. in case of OEM/ authorized Supplier/seller (Certificate is optional for retailer)
- (iii) Not been blacklisted/debarred/banned by any State Govt./UT/Central Govt./Govt. organization/Govt. Institution/PSU/Govt. Run autonomous body, Society and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribing "**Technical Bid for supply of Laptop & Financial Bid for supply of Laptop**". Both sealed envelopes should be kept in another sealed envelope super scribing "**Proposal for Supply of Laptop**".
- (b) **Technical & Financial Bid.**
The Bidder has to fill up the technical bid Form (**Tech-1,2,3**) & submit it with a separate envelope with photo copy of all self-attested documents as mentioned in **para-2 (e) below**. The technical Bid should be serially page marked. Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1**) and to be submitted in separate sealed envelopes.
- (c) The Bid document for tender should be addressed to the Tahasildar, Tarbha, At- Tarbha 767018 (Dist-Subarnapur).
- (d) The Bid document shall be available in the website of Subarnapur district: <https://subarnapur.odisha.gov.in/> Interested bidder can download the same from the above website and the cost of the bid processing fee is to be enclosed in shape of Demand Draft/ bankers cheque in favour of "Tahasildar, Tarbha" payable at SBI, TARBHA along with the Bid documents.
- (e) The interested Bidder are to enclose self-attested photo copies of the following valid documents in the Technical Bid envelope.
 - (i) GST Registration Certificate (GSTIN).
 - (ii) PAN/TAN
 - (iii) DD/Bankers cheque amounting to Rs.1,000/- as Bid processing fee (Non refundable)
 - (iv) Manufacturers Authorisation Form (MAF) / certificate with OEM details such as name, designation, address, e-mail ID and phone no. in case of OEM authorized Supplier / seller. (**optional for retailer**)
 - (v) Declaration and Name with details address of fulltime Operational Service Centre of respective Laptop Model for the brand quoted available within 100KMs of Tarbha.
 - (vi) Format Tech-1, Tech-2, Tech-3
 - (vii) Format Fin-1

3. The Bidder who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered for opening.

4. Submission & opening of Tender:

- (a) The interested Bidders may submit the tender document complete in all respects and other requisite documents on or before **25/04/2025 at 10.00 AM** addressed to the Tahasildar, Tarbha 767016, Dist-Subarnapur mentioned "TENDER DOCUMENT FOR LAPTOP" in closed cover and submitted by **registered**

- Post / Speed Post/Courier only. The Tahasildar, Tarbha shall not held responsible for any postal delay.
- (b) The Authority may, at its discretion extend the dateline for submission of tenders by amending the tender documents in which case all rights and obligation rest on the authority.
 - (c) **Late Bidders:** Any bid received by the authority after the prescribed time and date line for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.
 - (d) The Technical bids shall be opened at Office Chamber of Tahasildar, Tarbha on 11.00 AM of **25/04/2025** in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
 - (e) The Financial Bid of technically qualified bidders shall only be considered for opening. The Financial BID will be opened after technical evaluation.
5. **Requirement:** At present the approximate requirement is **07 nos.** of Laptop. However, Tahasildar, Tarbha reserves the right to increase or decrease the quantity up to 25 percent at the time of placement of supply order at the contracted rates.
6. **Specifications :** The detailed specifications of the Laptop is given as **Annexure-A** of this Bid document. The bidder is to offer the product in conformity with the specifications mentioned in the BID document. The Bidder is to submit Data Sheet of the product offered in the bid in **Tech-3 format**. The Tahasildar, Tarbha can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the proposal of the bidder is liable for rejection.
7. **Evaluation of BID & award of Contract.**
The Purchase Committee for the purpose will evaluate the Technical BID & Financial BID as follows;
- a. **Evaluation of Technical Bid:** On opening the technical bid, the documents/ papers as asked for in the bid document as well as offer product of the bidders in respect of the specifications will be evaluated by the purchase committee. The bidder submitted all the requisite documents/ papers and offered the required product in conformity with the specifications as asked for in the bid will be declared as "Technically Qualified". Financial Bid of the technically qualified bidder/s so declared will only be considered for opening.
 - b. **Opening of Financial Bid:** The names of the technically qualified bidders after evaluation will be declared in the meeting. Financial Bid of only the technically qualified bidders will be opened in the meeting. The rate quoted by the bidders will be declared in the meeting. **If two bidders come up with lowest quoted price, preference will be given to local and nearest supplier/settler/retailer.**
8. **Acceptance or Rejection of the Bids:**
- (a) The Tahasildar, Tarbha reserves the right to accept / reject any or all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/ damage suffered by the bidder/s on account of such rejections.
 - (b) Any bid within complete information is liable for ejection.
9. **Award of Contract, Signing of agreement and deposit of performance security**
- (a) The contract will be awarded to the Bidder/s substantially responsive to the Bid & who has offered the lowest evaluated cost.
 - (b) The selected bidder/s will have to enter into an agreement with the Tender Inviting Authority i.e. Tahasildar, Tarbha. The agreement duly filled in indicating the amount of "Performance Security" and signed by the supplier with the attestation and common seal affixed with special adhesive stamp (Non-Judicial) not less than worth of Rs.10/- (Rupees Ten) only should be submitted within 03 days from the date of issue of supply order. The first page of the Agreement should be written on non-judicial stamp paper of Rs.10/- if stamp paper of Rs.10/- denomination is not available, a no. of small denomination may be used in that place.
 - (c) The Authority reserves the right to modify any term in the bid document at the time of execution of agreement, if necessary.
 - (d) If a special situation arises, where the lowest evaluated responsive bidder/s is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered on the next higher responsive bidder/s(s) at the rate offered by the lowest evaluated responsive bidder/s, after recommendation of the purchase Committee.
10. **Delivery Schedule:**
The materials are required to be supplied to the O/o the Tahasildar, Tarbha, Dist- Subarnapur within **07 days** from the date of issue of purchase order.

- 11. Post delivery Inspection:** After supply, installation and commissioning of the Laptop by the successful bidder at the Tahasil Office, Tarbha, the Post Delivery Inspection (PDI) shall be done by the purchase committee member in presence of the authorized person of the supplier. In case of the Laptop supplied does not confirm the required specifications as mentioned in the Bid document, the same will be returned to the supplier. The supplier will have to supply the Laptop afresh.
- 12. Release of payment**
The 100% payment will be made within 30 days after receipt of the required reports /Papers /documents as under ;
- Satisfactory completion of the supply, installation & commissioning of goods
 - Receipt of receive & stock entry certificate
 - On fulfillment of all other conditions of the contract.
 - Outcome of post delivery inspection(PDI)
 - Four self-inking carbon copies of the GSTIN invoice level as well as bank details for payment purpose.
- 13. Penalty:**
Overall responsibility of the quality confirming the tendering specification shall rests with successful bidder/s. If the goods supplied are not fully in conformity to the required specification, the Tahasildar, Tarbaha reserves the right to exercise its discretion to impose penalty such as price reduction, initiating of proceedings towards blacklisting of bidder/s etc which will be binding on the supplier.
- 14. Bid validity period.**
The BID shall remain valid for a period of **90 (Ninety Days)** from the date of opening of the Bid. The Tahasildar, Tarbha reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.
- 15. Amendments to BID terms, conditions and issue of Corrigendum/ addendum:**
- Three days before the last date of submission of Bids, the Tahasildar, Tarbha may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment/corrigendum.
 - The amendment in shape of corrigendum/addendum will be notified on the websites subarnapur.odisha.gov.in and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
 - In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the Tahasildar, Tarbha may at its discretion, extend the deadline for the submission of bids.
- 16.** Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. In such case, the bids will not be considered.
- 17.** Bidders are advised to check applicable GST on their own before quoting. The Tahasildar, Tarbha will not take any responsibility in this regards. GST reimbursement will be as per actual or as per applicable rates (which ever is lower), subject to the maximum of quoted GST%.
- 18.** Warranty period of the supplied products shall be as given in specifications from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods at Office of the Tahasildar, Tarbha. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods. Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. For Service Support.
- 19. Non-return of Hard Disk :** To maintain safety & security of data, faulty Hard Disk of the Laptop will not be returned back to the OEM /supplier against warranty replacement.
- 20.** Without prejudice to Buyer's (the Tahasildar, Tarbha) right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Supplier/Seller, if:
- The Supplier/ Seller fails to comply with any material term of the Contract.
 - The Supplier/Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
 - The Supplier/Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
 - The Supplier/Seller becomes bankrupt or goes into liquidation.
 - The Supplier/Seller makes a general assignment for the benefit of creditors.

vi) A receiver is appointed for any substantial property owned by the Supplier/Seller.

vii) The Supplier/Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase

21. Resolution of Disputes:

- (a) Any dispute between the Tender Inviting Authority (Tahasildar, Tarbha) and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act, 1996 of India.

22. Applicable Law and Jurisdiction of Courts:

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of Indian force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Tarbha.
- (c) Prior notice shall be given to The Tahasildar, Tarbha in writing in their respective letter heads signed only by the designated signatories as in contract agreement all proceedings related to the Contract. Arbitration shall be invoked as a pre-condition before approaching courts and tribunals.


26.03.25
Tahasildar, Tarbha

Annexure-A (Specification – Laptop)

| Specification | Specification Name | Bid Requirement (Allowed values) |
|---|---|---|
| Body | Metallic body | Yes |
| Manufactured | Manufactured in year | 2024, 2025 |
| Processor | Processor Make | Intel |
| | Processor Generation | 13th generation |
| | Number of Cores per Processor | 4 or higher |
| | Processor Description | Intel Core i7 |
| Operating System | Operating System (Factory Pre-Loaded) | Windows 11 and higher |
| | OS Certification | Windows |
| Application software | MS Office package | Inbuilt and Lifetime free access |
| Memory | RAM Size (GB) | 16 GB DDR4 Or higher |
| | RAM Expandability up to (using spare DIMM Slots in GB) | 32 or higher |
| Storage | Type of Drives used to populate the Internal Bays | PCL e SSD |
| | Total HDD Capacity (GB) | 1 TB or higher |
| Hardware connectivity | Ethernet | For internet |
| | No. of Ports | 3 nos. & higher |
| Connectivity | Wireless Connectivity | Yes |
| | Bluetooth Connectivity | Yes |
| Display | Display Size (Inch) | 15.6 Or higher |
| | Display Type | NonTouch |
| | Panel Technology | FHD/LED |
| | Display Resolution (Pixels) | 1920x1080 Or higher |
| | Availability of Webcam integrated with Display | Yes |
| | If Yes, Resolution of Webcam | HD |
| Miscellaneous | Internal Speaker (Dual) | Yes |
| Warranty | Battery | 1 year and higher |
| | OnSite OEM Warranty | 1 year and higher |
| Fulltime Operational Service Centre of the Proposed Brand of Laptop | Operational Service Centre of Quoted Brand of Laptop must be within 100KMs of TARBHA hqrs. for hassle free service after expiry of Warranty period. (Zone of service shall not be considered as service centre) | Bidder have to quoted for Model of Laptop which service centre as per condition & a declaration of Name of Service center with location duly recognized by respective Brand to be attached. |
| Model | Name/Code of Model quoted | |
| | Brand Name | |

Addl. Accessories

| | | |
|------------------------|-----------------------------------|--|
| Antivirus | Antivirus (1 year subscription) | Inbuilt or customized |
| Additional accessories | Carry Case | |
| | Wireless Keyboard and Mouse Combo | Any brand or customized (Specification not required) |

Tech -1 (Details of Seller and Undertaking)

| Sl.No. | Description | FullDetails |
|--------|---|-------------|
| 1 | Name of the Bidder: | |
| 2 | Address for communication: Tel: Fax: Email ID: | |
| 3 | Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email ID: | |
| 4 | Registration/Incorporation Details Registration No: Date & Year. : | |
| 5 | Address of Branch office in Odisha | |
| 6 | Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank: | |
| 7 | PANTAN Number: | |
| 8 | Goods and Services Tax Identification Number (GSTIN) | |
| 9 | Willing to carry out assignments as per the scope of work of the Bid Document | YES |
| 10 | Willing to accept all the terms and conditions as specified in the Bid Document | YES |

Undertaking/Declaration

1. I, _____ Son/Daughter/Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information /fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/wealso certify that our firm has not been blacklisted/debarred/banned by any State Govt./UT/ Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.
6. I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provisions of this BID document are found violated, then the Tahasildar, Tarbha shall without prejudice to any other right or remedy be at liberty to reject our Bid.

Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:
Address of the Bidder

Tech-2(Check list of documents & Items to be enclosed with Technical Bid) and Declaration on Service Centre

| Sl. No | Nature and Type of Document/ Items | Whether enclosed (with page reference) | |
|--------|--|--|----------------|
| | | Yes/No | Page Reference |
| 1 | Self attested Copy of valid GST Registration Certificate(GSTIN) | | |
| 2 | Self attested copy of Valid PANTAN | | |
| 3 | Bid Processing fee as applicable--non refundable (Rs.1,000/-) | | |
| 4 | Manufacturers Authorization Form (MAF) / certificate with OEM details such as name, designation, address, e-mail ID and phone no.(in case of OEM authorized supplier/seller) | | |
| 5 | Documentary Proof of Head office/Branch office in the State of Odisha (for MAF/OEM) | | |
| 6 | Declaration of Fulltime service centre of quoted Brand(of product which Laptop model is quoted) within 100KMs of Tarbha and supported document of company recognition to service centre for Laptop of the Brand at the specified location. | | |
| 7 | ProperlyfilledinFormat-Tech-1,Tech-2,Tech-3 | | |
| 8 | Financial Bid (Fin-1) | | |

9. Declaration on Service centre

I/We, hereby declare that a full time authorized service centre of the Laptop Model quoted is located at _____ (Name and address of service centre) duly approved by the Brand/Company(supported document on company authorization is attached) as on Jan, 2025 which is within 100KMs from TARBHA hqrs. and all types of repairing/maintenance/replacement of parts can be done after expiry of warranty period.

Authorized Signatory

DECLARATION

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I/we accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance upto **90 Days** from the date of opening of the BID and I/we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

**Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:
Address of the Bidder**

Tech-3 Format (Details of product offered)

| Specification | Specification Name | Bid Requirement (Allowed value) |
|---|--|---------------------------------|
| Body | Metallic body | |
| Manufactured | Manufactured in year | |
| Processor | Processor Make | |
| | Processor Generation | |
| | Number of Cores per Processor | |
| | Processor Description | |
| Operating System | Operating System (Factory Pre-Loaded) | |
| | OS Certification | |
| Application software | MS Office package | |
| Memory | RAMSize(GB) | |
| | RAM Expandability up to (using spare DIMM Slots in GB) | |
| Storage | Type of Drives used to populate the Internal Bays | |
| | Total HDD Capacity (GB) | |
| Hardware connectivity | Ethernet | |
| | No. of Ports | |
| Connectivity | Wireless Connectivity | |
| | Bluetooth Connectivity | |
| Display | Display Size (Inch) | |
| | Display Type | |
| | Panel Technology | |
| | Display Resolution (Pixels) | |
| | Availability of Webcam integrated with Display | |
| | If Yes, Resolution of Webcam | |
| Miscellaneous | Internal Speaker (Dual) | |
| Warranty | Battery | |
| | OnSiteOEMWarranty | |
| Fulltime Operational Service Centre of the Proposed Brand of Laptop | Operational Service Centre of Quoted Brand of Laptop must be within 100KMs of TARBHA hqrs. for hassel free service after expiry of Warranty period. <i>(Zone of service shall not be considered as service centre)</i> | |
| Model | Name/Code of Model quoted | |
| | Brand Name | |

Addl. Accessories

| | | |
|------------------------|-----------------------------------|----------------------------|
| Antivirus | Antivirus (1 year subscription) | Both Inbuilt or customized |
| Additional accessories | Carry Case | |
| | Wireless Keyboard and Mouse Combo | |

Fin-1

FINANCIAL BID FORM

COVERING LETTER

(In Bidder's letter Head)

To:

The Tahasildar, Tarbha

Madam,

I/We, the undersigned, offered to provide 07 nos. of Laptop in accordance with your tender call notice No. _____ dated _____. Our attached Financial Proposal is for the sum of Rs. _____ (_____) [Insert amount (s) in words and figures] as detailed below.

I/We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

- (a) Rate per Unit excluding GST:Rs.
- (b) GST per Unit:Rs.
- (c) Rate per unit of Addl. Accessories (including GST):Rs.
- (d) Price per unit(a+b+c) :Rs.
- (e) Price for 07 nos. of Laptop with addl. Accessories (dX7) :Rs.

The above quoted price at col. (d) is inclusive of all taxes, charges, levies, cost of packing, transportation cost, delivery, installation commissioning etc.

I/we do hereby undertake that, in the even to acceptance of our bid, the supply shall be made in accordance with the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**.

I/We have carefully read and understood the terms and conditions of the BID document and do hereby undertake to supply the articles.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder: