



## OFFICE OF THE TAHASILDAR, SONEPUR

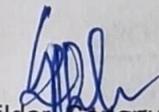
Notice No. 1304 / Dt- 18.03.2025

### TENDER CALL NOTICE

Sealed Tenders are invited from reputed Original Equipment (OEM)/ OEM authorised Suppliers/ Distributors/ Sellers for supply 5 nos. of Laptop for Revenue Inspector Circle Offices under two bid systems( Technical& Financial Bid) as detailed below;

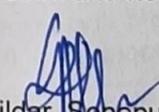
Name of the Tender	Bid Processing fees(Non-Refundable)	Last Date & Time of Receipt of Tender	Date & Time of Opening of Bid
Supply of Laptop	Rs. 1,000/-	Up to 09/04/2025	10/04/2025

The bid document with all information relating to the bidding process, terms & conditions of the bid is available in the website: [subarnapur.odisha.gov.in](http://subarnapur.odisha.gov.in). Corrigendum/ addendum, if required, will be uploaded in the above website. Hence, potential bidders are requested to be in continuous touch with the above website. The Tender Inviting Authority(TIA) Tahasildar, Sonapur 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/ cancellation.

  
Tahasildar, Sonapur  
Sonapur

Memo No. 1305 Date. 18.03.2025

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

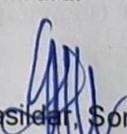
  
Tahasildar, Sonapur  
Tahasildar  
Sonapur

Memo No. 1306 Date. 18.03.2025

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

Copy to Sub-Collector, Subarnapur/BDO, Sonapur/ Asst. Collector, Nizaraat, Collector, Subarnapur for information with a request to publish in notice board.

Copy to Notice Board, Tahasil office, Sonapur.

  
Tahasildar, Sonapur  
Tahasildar  
Sonapur

## INVITATION OF BID FOR SUPPLY OF LAPTOP

The Tahasildar, Sonapur invites bid from the Original Equipment Manufacturer(OEM)/ OEM authorized supplier/ Dealer/ Distributor/ Retail seller for supply of 5 no.s 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 bidders must have

- (i) Valid Registration under Goods and Services Tax(GSTIN) and Income Tax(PAN/TAN)
- (ii) 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( Certificate is optional for retailer)
- (iii) Not been blacklisted/ debarred/ banned by any state govt./ UT/ Central Govt./ Govt. Organisation / Govt. Institution/ PSU/ Govt. run autonomous body, Society and or convicted by any court any court of law due to (a) Service or quality supplied(b) Submission of fake or forged documents(c) submission of incorrect informaion / 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 fillup the technical bid form (Tech-1,2,3) & submit it with a separate envelop 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, Sonapur , At/ PO/ Dist.- Subarnapur, Pin- 767017
- d) The Bid documents shall be available in the website of Subarnapur district: [subarnapur.odisha.gov.in](http://subarnapur.odisha.gov.in). The 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 crossed Demand Draft/ Bankers Cheque in favour of "Tahasildar, Sonapur" payable at SBI, Sonapur along with the Technical Bid.
- e) The interested Bidder are to enclose self attested photocopies 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 Authorization Form(MAF) / Certificate with OEM details such as Name, Designation, Address, e-Mail ID and Phone No. in case of OEM/ authorised supplier/ seller( Certificate is optional for retailer)
- v) Declaration and recognition of service centre of laptop model for the brand quoted available within 100 KMs of Sonapur
- 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 **09/04/2025 at 05.00 PM** addressed to the Tahasildar, Sonapur- 767017 by **Registered Post/ Speed Post/ Courier** only. The Tahasildar, Sonapur 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 dateline 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, Sonapur on **12 Noon of 10/04/2025** in the presence of the authorized representative 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 **5 nos.** of Laptop. However, Tahasildar, Sonapur 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 Laptops given as **Annexure-A** of the 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, Sonapur 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 bidders 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, Sonapur 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.

b) Any bid with incomplete information is liable for rejection.

#### **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 in to an agreement with the Tender Inviting Authority i.e. Tahasildar, Sonapur. 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) no less than worth of Rs. 10/- (Rupees Ten) only should be submitted within 3 days from the date 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 at the rate offered by the lowest evaluated responsive bidder/s, after obtaining approval from the competent authority on the specific recommendation of the respective purchase committee.

#### **10. Delivery Schedule:**

The Materials are required to be supplied to the O/o the Tahasildar, Sonapur 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, Sonapur, 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 laptops supplied does not confirm the required specification as mentioned in the Bid document, the same will be returned to the supplier, the supplier will have to supply the Laptop fresh.

#### **12. Release of payment:**

The 100 % payment will be made within 30 days after receipt of the required reports / papers/ documents as under;

- (i) Satisfactory completion of the supply, installation & commissioning of goods
- (ii) Receipt of receive & stock entry certificate
- (iii) On fulfillment of all other conditions of the contact.
- (iv) Outcome of the Post-delivery inspection (PDI)
- (v) 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, Sonepur reserve the right to exercise its discretion to impose penalty such as price reduction, initiating of proceeding 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, Sonepur reserves the right 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:**

- i. Three days before the last date of submission of Bids, the Tahasildar, Sonepur 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.
- ii. The amendment in shape of **corrigendum/ addendum** will be notified on the website **subarnapur.odisha.gov.in** and the prospective bidder /s are requested to take cognizance of such notification/s while submitting their tender proposal.
- iii. In order to allow Prospective bidder/s reasonable time in which to take the amendment into account in preparing their bid, the Tahasildar, Sonepur 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.** Bidder are advised to check applicable GST on their own before quoting. The Tahasildar, Sonepur will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST%.

**18.** Warranty period of the supplied product 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, Sonepur, OEM Warranty certificates must be submitted by successful 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, Sonapur) 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 a written notice to the Supplier / Seller, if

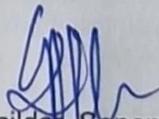
- i. The supplier /seller fails to comply with any material term of the contract.
- ii. The supplier/seller informs Buyer of its inability to deliver the Materials (s) or any part thereof within the stipulated Delivery period or such inability otherwise becomes apparent.
- iii. The supplier /seller fails to deliver the Materials or any part thereof within the stipulated Delivery period and /or to replace / rectify any rejected or defective Materials (s) promptly.
- iv. The supplier /seller becomes bankrupt or goes in to liquidation.
- v. 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. Resoluton of Disputes:**

- a) Any dispute between the tender inviting Authority (Tahasildar, Sonapur) 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 nominated 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 laws of India in force.
- b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the court at Sonapur.
- c) Prior notice shall be given to The Tahasildar, Sonapur 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.

  
Tahasildar, Sonapur  
Tahasildar  
Sonapur

### Annexure- A( Specification- Laptop)

#### Detailed Specification of LAPTOP

LAPTOP of Brand like DELL or LENOVO or HP will be procured

Sl.NO	Parameter	Required Spacification
1	Processor Make	Intel Core i5-1334U
2	Processor Generation	13th Generation
3	Number of Cores per Processor	10 Cores
4	Processor Base Frequency (GHz)	4.6 GHz Turbo
5	Cache(M8)	12 MB cache
6	Graphic Type	Intel® Iris® Xe Graphics
7	Graphic Card Description	Intel HD Graphics
8	Operating System( Factory Pre-Loaded)	Windows 11 Home
9	Recovery Image Media	CD from the OEM/ Stored in Partition of the Hard Disk/ USB Drive
10	OS Certification	form the OEM/ On Line/ Cloud
11	Type of RAM	DDR4,3200MHz
12	RAM Size (GB)	16GB
13	SSD	512 GB PCIe NVMe M.2 SSD
14	Display	15.6",Non Touch, FHD
15	Display Resolution (PIXELS)	1920 x 1080
16	Webcam integrated with Display	Yes , FHD
17	Wireless Connectivity	Wi-Fi 802.11ac
18	Bluetooth Connectivity	Yes, Bluetooth 5.3 Wireless card
19	Number of USB Version 2 Point 0 Ports	1 or more
20	Number of USB Version 3 Point 0/3 point 1/Gen 1 Ports	2or more
21	Number of HDMI Ports	1
22	Internal Speaker (Dual)	Yes
23	Keyboard	Full-size, backlit, with numeric keypad
24	Pointing Device / Touchpad	Touchpad with multi-touch gesture enabled
25	Carrycase	Yes
26	Weight (including Battery) (Kilogram)	Less than 1.6 Kg
27	Battery	Integrated, Li-ion, Backup 07-09 Hours
28	MS Office	MS Office 2021 or above and Lifetime Verson
29	OEM Warranty (Year)	1 Year or More
30	Antivirus (1 Year subscription)	Inbuilt or customized

**Tech-1 (Details of seller with declaration and misconduct)**

Sl. No	Description	Full Details
1	Name of the Bidder:	
2	Address for communication: Tel: e-Mail ID:	
3	Name of the authorised person signing & submitting the bid on behalf of the Bidder: Mobile No: e-Mail ID:	
4	Registration/ Incorporation Details Registratrion No:            Date & Year:	
5	Address of Branch Office in Odisha	
6	Bid Processing Fee Details: Amount: DD No.: Date: Name of the Bank:	
7	PAN/ TAN 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

**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 up to 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 with Date and Seal:

Name and Designation:

Address of Bidder:

**Tech-2 (Check list of documents & items to be enclosed with technical bid)**

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 Valid PAN/TAN		
3	Bid Processing fee as applicable-non refundable		
4	Manufacturers Authorisation Form (MAF)/ certificate with OEM details such as name, designation, address, e-mail ID and phone no. in case of OEM authorized suppliers/ sellor)		
5	Documentary Proof of Head Office/Branch office in the State of Odisha		
6	Declaration of service centre of quoted Brand ( of product which model is quoted) within 100 KMs of Sonepur and proof of company recognition to the Brand at the location.		
7	Properly filled in Format-Tech-1, Tech -2, Tech-3		
8	Financial Bid(Fin-1)		

**Undertaking/Declaration**

1. ....Son/Daughter/ Wife of Shri.....  
.....Proprietor/Director/Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute the 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/We also 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 the BID document are found violated, then the Tahasildar, Sonepur 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-3 Format(Details of product offered)

Sl.NO	Specification	Required Specification	Bid Requirement ( Allowed Values)
1	Processor Make	Intel Core i5-1334U	
2	Processor Generation	13th Generation	
3	Number of Cores per Processor	10 Cores	
4	Processor Base Frequency (GHz)	4.6 GHz Turbo	
5	Cache(M8)	12 MB cache	
6	Graphic Type	Intel® Iris® Xe Graphics	
7	Graphic Card Description	Intel HD Graphics	
8	Operating System( Factory Pre-Loaded)	Windows 11 Home	
9	Recovery Image Media	CD from the OEM/ Stored in Partition of the Hard Disk/ USB Drive	
10	OS Certification	form the OEM/ On Line/ Cloud	
11	Type of RAM	DDR4,3200MHz	
12	RAM Size (GB)	16GB	
13	SSD	512 GB PCIe NVMe M.2 SSD	
14	Display	15.6",Non Touch, FHD	
15	Display Resolution (PIXELS)	1920 x 1080	
16	Webcam integrated with Display	Yes , FHD	
17	Wireless Connectivity	Wi-Fi 802.11ac	
18	Bluetooth Connectivity	Yes, Bluetooth 5.3 Wireless card	
19	Number of USB Version 2 Point 0 Ports	1 or more	
20	Number of USB Version 3 Point 0/3 point 1/Gen 1 Ports	2or more	
21	Number of HDMI Ports	1	
22	Internal Speaker (Dual)	Yes	
23	Keyboard	Full-size, backlit, with numeric keypad	
24	Pointing Device / Touchpad	Touchpad with multi-touch gesture enabled	
25	Carrycase	Yes	
26	Weight (including Battery) (Kilogram)	Less then 1.6 Kg	
27	Battery	Integrated, Li-ion, Backup 07-09 Hours	
28	MS Office	MS Office 2021 or above and Lifetime Verson	
29	OEM Warranty (Year)	1 Year or more	
30	Subscription)	Inbuilt or customized	
31	Brand Name(Dell/ Lenovo/HP)		
32	Model Name		

Fin-1

FINANCIAL BID FORM

CONVERING LETTER

(In Bidder's letter Head)

To:

The Tahasildar, Sonapur

Sir,

I/We, The undersigned, offered to provide 5 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.

- |                                    |   |     |
|------------------------------------|---|-----|
| 1. Rate per unite excluding GST    | : | Rs. |
| 2. GST per Unit                    | : | Rs. |
| 3. Total price per unit (a+b)      | : | Rs. |
| 4. Price for 5nos. of Laptop (cX5) | : | Rs. |

The above quoted price at col. (3) is inclusive of all taxes, charges. Levies, cost of packing, transportation cost, delivery, installation commissioning etc.

I/we do here by undertake that, in the event of 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 modification 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 here by undertake to supply the articles.

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

Yours faithfully,

Authorized Signature (in full and initials)  
Name and Designation of Signatory with Date  
and Seal  
Address of the Bidder