

**OFFICE OF THE TAHASILDAR, BISSAMCUTTACK**

No. 3016 /2025(Niz)

Dated 17/10 /2025

**TENDER CALL NOTICE**

Sealed Tenders under two bid (Technical and Financial) system are invited from Registered firms /Agencies/Dealer for "Supply of 13(thirteen) Nos of Laptop for RI Circles under Bissamcuttack Tahasil" as per the specification mentioned in the tender call notice.

The schedule of events i.e. last date of receipt of tender papers and opening of Tender papers etc. are as follow-

SCHEDULE OF EVENTS	
1.Last date for receipt of Tender papers	31.10.2025 by 5.00 P.M
2.Opening of Technical Bid	01.11.2025 at 11.00 AM
3. Opening of Financial Bid	01.11.2025 at 12.00 Noon

The tender documents are available in the govt. website i.e www.rayagada.odisha.gov.in. The interest bidder can download from the website and sealed tender paper should reach to this office through Registered Post/Speed Post along with security money (refundable) of Rs.10,000/-(Rupees Ten Thousand) only and Rs.1000/-(Rupees one thousand) only towards cost of tender paper(Non-Refundable) in shape of Bank Draft/ bankers Cheque drawn in favour of the Tahasildar, Bissamcuttack.

The Tahasildar, Bissamcuttack reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum/ addendum to the Tender Call Notice, which will be published in the District website, District Office Notice Board and notice board of tahasildar, Bissamcuttack, if felt necessary.



Tahasildar, Bissamcuttack

**Terms and Conditions:**

- 1) Bidder must be registered with appropriate authorities as required under law for taxation etc. and must enclose copy of the same.
- 2) The bidder must have valid PAN and GST (attach documents).
- 3) Agency should not have been blacklisted by any Govt. Office/Institution / Firm /Organization /School/ Board etc. (Undertaking in this regard).
- 4) The tender should comprise of two bid system
  - (a) Envelope:1(Technical Bid)
  - (b) Envelope:2(Financial Bid)

Envelope No.1: This envelop must be marked as Envelope No.1 (Technical Bid) on the right hand top corner. This envelope shall contain the "cost of Tender Paper and Earned Money Deposit, depicted as "Technical Bid"(Annexure-I)will be opened first. All the eligible criteria mentioned in the tender document will be evaluated.

Envelope No.2: This envelop must be marked as Envelope No.2 (Financial Bid) on the right hand top corner Containing the sealed envelope "Financial Bid"(Annexure-II)will be opened on the scheduled date and time only of those agencies who will meet the technical requirement of the tender documents.

- 5) The above two envelops shall be kept in one sealed envelope depicting "TENDER FOR LAPTOP" and submitted to the Tahasildar Bissamcuttack through the Regested Post/Speed Post.
- 6) The bidder has to submit his bid in Annexure-I along with all the required documents such as 1. Aadhar Card, 2. Valid PAN CARD, 3. GSTIN registration certificate, 4. GSTIN Return, 5. Income Tax clearance (preceding 3 years) 6. bank drafts towards EMD ,7. Cost of tender papers.
- 7) Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tenders submitted by the firms who resort to canvassing will be liable to rejection.
- 8) All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 9) Bids received after due date will not be entertained and shall liable for rejection.
- 10) All the rates should be quoted including GST and carriage charges.
- 11) Any legal dispute arises out of this is subject to jurisdiction of Rayagada only.
- 12) The Tahasildar, Bissamcuttack reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to issue supply order to L2 firm at the Lowest (L 1) rate in case of L1 bidder fails to supply the Laptop within the stipulated time.
- 13) In case of breach of any terms and conditions and failure to Supply of Laptop within the stipulated time by the successful bidder, the Tahasildar Bissamcuttack will have the right to cancel the order/ contract without assigning any reason thereof and the security deposit of the bidders will be forfeited.

- 14) The earnest money/ security money shall be retained as performance security till the completion of contract.
- 15) The material not confirming to the specifications and requirements of the office shall be rejected and no payments shall be made for the supplies.
- 16) The selection of bidder will be based on the least cost method(cumulative unit cost of all items).
- 17) The requirement in the supply order will be treated as tentative and shall be increased/ decreased as per actual requirement.
- 18) The supply should be made within 07(Seven) days from the date of issue of supply order/Work order.
- 19) TDS and GST shall be deducted at the source as per applicable rates by the deductee (DDO).
- 20) Payment will be made within 15 days after receipt of the invoice/ bills.
- 21) The advertisement cost of publication in news paper shall be bear by the selected bidder.

  
Tahasildar, Bissamcuttack

MemoNo. 3017 /2025

Dated 17/10 /2025

Copy forwarded to All the Tahasildar/BDO/CDPO/Madical Officer in the district/ Sub-Register Rayagada, Gunupur, Kasipur, Bissamcuttack and STO-Bissamcuttack, Gunupur and Kashipur for information with a request publish in the Office Notice Board for wide publication.

Copy Submitted to the Collector, Rayahada/CDO-cum-EOZP Rayagada/District Treasury office, Rayagada / Sub-Collector, Gunupur/Rayagada, PA, ITDA, Gunupur/Rayagada for kind information with a request publish in the Office Notice Board for wide publication.

Copy to Notice Board of this office for wide publication.

Copy to the DeGM, Collectorate, Rayagada for information with a request to upload in the govt. wabsite i.e www. rayagada.odisha.gov.in.

  
Tahasildar, Bissamcuttack

MemoNo. 3018 /2025

Dated 17/10 /2025

Copy forwarded to the Chief Editor, The Dharitri ~~daily~~ news paper, Bhubaneswar for publication of the advertisement for wide publication with a cost of Rs.5000/-(Five thousand).

  
Tahasildar, Bissamcuttack

## TECHNICAL BID

SUPPLY OF 13(THIRTEEN) NOS OF LAPTOPS FOR RI CIRCLES UNDER BISSAMCUTTACK TAHASIL  
1. ABOUT THE FIRM

i)	Name and address of the Registered firms / Agencies / Dealer	
ii)	Contact person with Phone No. Mobile No. Email ID.	
iii)	Type of Firm/Organization (Proprietary / Private / Public / Government)	
iv)		
v)	PAN/TIN No :	
vii)	GST No	

UNDER TAKING

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/ proceedings is pending against the Agency as on date.

Date:

Signature of Bidder

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Stamp):

