

**O/o CHIEF DISTRICT MEDICAL & PUBLIC  
HEALTH OFFICER, RAYAGADA**

**Selection of Agency to Supply of Laptop**

Tender No.....01...../ Date.....09/03/2026/



**Terms and conditions along with the format for participating in the  
Tender Supply of Laptops**

The CDM&PHO cum District Mission Director, NHM, Rayagada invites proposal from the eligible bidders/ vendors to supply Laptops required for RNTCP/NTEP program under Zilla Swasthya Samiti (ZSS), Rayagada through competitive bidding procedure. The reputed bidders may apply with the requisite documents to the undersigned for the participation in tender process. Interested bidders may submit their bids in the prescribed format.

Technical and financial bid for the Tender documents would be evaluated the District Purchase Committee & the bidders qualified in the technical bid assessment will be eligible for financial bid assessment.

1	Tender Processing Cost	Nil
2	Earnest Money Deposit (EMD)	The tender must be accompanied by EMD of Rs.10,000/- only in Technical bid by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favour of ZSS NON NRHM A/C payable at Rayagada. Tenders not accompanied by EMD shall not be considered. EMD of unsuccessful bidders shall be returned without interest after finalization of bid. EMD of successful bidder will be retained & will be refunded on successful completion of the tender period without interest.
3	Tender Paper cost	The bidder should submit the tender paper cost of Rs-1,000/- (Rupees One thousand only/-) in shape of D.D in favour of "ZSS NON NRHM A/C" payable at Rayagada which is not refundable.
4	Last Date of submission of sealed tender document	19.03.2026
5	Mode of Bid Submission	The tenders should reach in readable condition & submitted by speed post or registered post only. No other means will be accepted. The bidders must superscribe on the top left hand corner of the envelop "Tender for Supply of Laptop", without which the same shall not be considered.



6	Date of Opening of Bids	20.03.2026 11.00 A.M. in District Training Unit (DTU), O/o CDM&PHO, Barijholra, Rayagada.
7	Eligibility of the Bidder	<ul style="list-style-type: none"> <li>• The Bidder must be registered under GST.</li> <li>• The Dealer/Agency must have an Authorization Certificate</li> <li>• The bidders must have experience in Govt. or Govt. Undertaking institutions during last three financial years.</li> <li>a. Minimum average annual Turnover of last three years (2022-23, 2023-24, 2024-25) which must not be less than Rs.5 lakhs.</li> <li>b. Bidders must have the IT Return statement for the financial year of (2022-23, 2023-24, 2024-25)</li> <li>c. The agency must have an office set up within Rayagada jurisdiction and the last month electricity payment bill must be attached with the technical bid.</li> <li>d. EMD, Tender Paper Cost in shape of DDs must be attached in the technical bid.</li> </ul>
8	Documents to be submitted	<ul style="list-style-type: none"> <li>➤ Bidder will have to submit the Self attested Xerox copy of GST and PAN Card.</li> <li>➤ The tender paper shall be submitted in two bid system i.e. Technical bid &amp; Financial bid. The bidders have to submit their tender in separate sealed covered envelope super scribing Cover-A (Technical bid) and Cover-B (Financial bid) and both the sealed covers should be put in third outer cover which should be super scribed as "<b>ANNUAL TENDER FOR SUPPLY OF LAPTOP UNDER NTEP FOR THE YEAR 2025-26</b>".</li> </ul>
9	Terms & Conditions	<ul style="list-style-type: none"> <li>➤ All the payments are to be made through PFMS/IFMS/AC Payee only if order of this office is available duly countersigned by CDM&amp;PHO / Wing officer.</li> <li>➤ The chairperson of the District Purchase committee reserves all rights to accept or cancel the tender without assigning any reason thereof.</li> </ul>



		<ul style="list-style-type: none"><li>➤ The bidders have to submit one undertaking to the undersigned in form of affidavit duly from the notary that the bidder is not blacklisted either by the tender inviting authority or any other organization. The agency shall submit the undertaking on Non-judicial stamp paper of Rs.20/-.</li><li>➤ The tender shall remain valid for a period of 12 months from the date of signing of contract and the same may be extended for another 12 months subject to satisfactory performance of the agency with due recommendation by the district purchase committee.</li><li>➤ The Price should be quoted including of freight &amp; transportation charges.</li><li>➤ The price should not exceed the MRP including of GST/Transportation etc.</li><li>➤ Bidders must submit financial audit report for (2022-23, 2023-24, and 2024-25) with valid UDIN.</li><li>➤ Bidders can add any number of rows and columns to the format as per the requirement for better clarity of your products.</li><li>➤ All legal disputes are subject to the Jurisdiction of Rayagada court only.</li><li>➤ The financial bid shall be opened whose technical bid are found to be qualified.</li><li>➤ The Technical Bid &amp; Financial bid of the item should be given in the prescribed format.</li><li>➤ All the bid documents should be self attested &amp; page should be serially numbered.</li><li>➤ Sealed tenders received after the due date and time shall not be entertained, Department will not be held responsible for any postal delay.</li><li>➤ Tender without EMD, Tender Cost shall be rejected.</li><li>➤ All documents submitted must be signed by the authorized signatory of the organization.</li><li>➤ The incomplete tender in any manner form shall be rejected and will not be taken in to consideration for the tender process and documents submitted must be in readable condition.</li></ul>
--	--	---



- The bids should reach to the "Chief District medical & Public Health Officer, Barijholra, Rayagada, AT/Po./Dist-Rayagada, PIN- 765002" through Speed Post/Regd. Post only by 19.03.2026 till (5:00 P.M). The bids shall be opened on 20.03.2026 at 11:00 A.M. in the office chamber of C.D.M. & PHO Rayagada in the presence of bidders or their authorized representative who may wish to be present.
- For any dispute, decision of Collector and District Magistrate, Rayagada shall be final.
- The C.D.M. & PHO, Rayagada reserves its right to accept or reject any or all bids or any part thereof without any liability to communicate any reason.
- The undersigned reserves the right to reject any or all the bids without assigning any reason thereof.



**CHECK LIST CONTAINS THE FOLLOWING:**

Sl. No.	Documents required for Section B	Page No.
1	Name of the Agency.	
2	Address of the Agency	
3	Contact No of the Agency	
4	Mail ID of the Agency	
5	GST Registration and GST updated return copy of last Qtr	
6	PAN	
7	Authorization Certificate	
8	The bidders must have experience in Govt. institutions during any three financial years and submit the self attested copies of such work orders.	
9	Minimum average annual Turnover of past three years (2022-23, 2023-24, 2024-25) Rs.5 lakh . Self attested copies of financial statements for the last three financial years i.e 2022-23,2023-2024,2024-2025 with UDIN.	
10	IT Return for the financial year of (2022-23, 2023-24, 2024-25)	
11	EMD For Rs.10,000/-	
12	Tender paper cost @Rs.1,000/- (non refundable)	
13	The Agency must have an office within Rayagada Jurisdiction. Last month Electricity bill must be submitted as a proof of office within Rayagada jurisdiction	
14	Undertaking in form of affidavit duly from the notary that the bidder is not blacklisted either by the tender inviting authority or any other organization. Also in the Undertaking the bidder has to mention that there will not be any quality deviation on goods / items specified in the Tender (Non-judicial stamp paper of Rs.20/-).	

Q

**COVER-B (TECHNICAL BID) CONTAINS THE FOLLOWING:**

Sl.No	List of Tender Documents Submitted	Yes /No	Remarks
1	Self attested photocopy of GST registration certificate and GST updated return copy of last Qtr		
2	Self attested copy of the PAN Card		
3	Authorization Certificate		
4	Experience in Govt. institutions during any three financial years and submit the self attested copies of such work orders.		
5	Self attested copies of financial statements for the last three financial years i.e 2022-23,2023-2024,2024-2025		
6	IT Return for the financial year of (2022-23, 2023-24, 2024-25)		
7	Earnest Money Deposited (EMD) Rs 10,000/- submitted in the shape of a Demand draft only in favor of <b>ZSS NON NRHM A/C</b> " from any Nationalized/Scheduled Bank payable at <b>Rayagada</b>		
8	Tender Paper Cost Rs Rs 1,000/- submitted in the shape of a Demand draft only in favor of <b>ZSS NON NRHM A/C</b> " from any Nationalized/Scheduled Bank payable at <b>Rayagada</b>		
9	Last month Electricity bill must be submitted as a proof of office within Rayagada jurisdiction		
10	Certificate that Agency/Firm is not black listed in the desired format		



**Signature of the Bidder  
(with Seal)**

**COVER-B (FINANCIAL BID) CONTAINS THE FOLLOWING:**

SPECIFICATION	MAKE (Lenovo/ Dell/ HP)	Rate per Unit	GST	Total Cost including GST per Unit	Quantity	Total Cost of 12 Nos
1	2	3	4	5=3+4	6	7=5*12
13 <sup>th</sup> Gen or more with 15.6 inch IPS display, 16GB Ram, 512 GB SSD, Window 11 Home with MS Office), i5 processor					12 Nos	

Note : The rate quoted is including of freight & transportation charges.



**Signature of the Bidder  
(with Seal)**