

OFFICE OF THE TAHASILDAR, KASHIPUR

At/Po/PS- Kashipur (765015) Dist-Rayagada, Mail Id: tah.kashi-od@od.gov.in

No. 1274/2026

Dated-23/04/2026

TENDER CALL NOTICE

Sealed Tenders under two bid (Technical and Financial) system are invited from Registered firms /Agencies/Dealer for "Supply of 11 (Eleven) nos of Laptop for RI Circles under Kashipur 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	13.05.2026 by 05.00 P.M
2.Opening of Technical Bid	14.05.2026 at 09.00 A.M
3. Opening of Financial Bid	14.05.2026 at 11.00 A.M

Laptop specifications:

Brand	HP/Dell
Processor	Intel Core i5, 13 th Generation
RAM	16 GB DDR4 or higher
Storage	512 GB SSD (NVMe)
Display	15.6' Full HD (1920 x 1080) Anti-glare LED
Operating System	Windows 11 Home (64-bit) & MS Office with Lifetime License
Warranty	Minimum 01 year
Accessories	Carry bag, wireless keyboard and mouse combo

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 Speed Post only.

The Tahasildar, Kashipur 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, Kashipur, if felt necessary.

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)

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TAHASILDAR KASHIPUR

Envelope No.1: This envelop must be marked as Envelope No.1 (Technical Bid) on the right hand top corner. The "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 envelopes shall be kept in one sealed envelope depicting "TENDER FOR LAPTOP" and submitted to the Tahasildar Kashipur through the Speed Post only.
- 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)
- 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) The Tahasildar, Kashipur 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.
- 12) 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 Kashipur will have the right to cancel the order/ contract without assigning any reason thereof.
- 13) The material not confirming to the specifications and requirements of the office shall be rejected and no payments shall be made for the supplies.
- 14) The selection of bidder will be based on the least cost method (cumulative unit cost of all items).
- 15) The supply should be made within 07(Seven) days from the date of issue of supply order/Work order.
- 16) Payment will be made within 15 days after receipt of the invoice/ bills.

Memo No. 1275 /2026

Dated- 23/04/2026

A. Acharya
23/04/26
Tahasildar, Kashipur
TAHASILDAR KASHIPUR

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

Copy Submitted to the Collector, Rayagada/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. website i.e www.rayagada.odisha.gov.in.

A. Acharya
23/04/26
Tahasildar, Kashipur
TAHASILDAR KASHIPUR

TECHNICAL BID

SUPPLY OF 11(ELEVEN) NOS OF LAPTOPS FOR RI CIRCLES UNDER KASHIPUR TAHASIL

Laptop specifications:

Brand	HP/Dell
Processor	Intel Core i5, 13 th Generation
RAM	16 GB DDR4 or higher
Storage	512 GB SSD (NVMe)
Display	15.6" Full HD (1920 x 1080) Anti-glare LED
Operating System	Windows 11 Home (64-bit) & MS Office with Lifetime License
Warranty	Minimum 01 year
Accessories	Carry bag, wireless keyboard and mouse combo

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	

Date:

Signature of Bidder

Full Name: _____

Address: _____

(Stamp):

Financial Bid

Laptop Brand	HP / Dell	Brand Name: _____
Processor	Intel Core i5, 13th Generation	_____
RAM	16 GB DDR4 or higher	Model No. _____
Storage	512 GB SSD (NVMe)	_____
Display	15.6" Full HD (1920 x 1080) Anti-glare LED	Price Per unit Cost:
Operating System	Windows 11 Home (64-bit) & MS Office with Lifetime License	Rs. _____
Warranty	Minimum 01 Year	Rupees _____
Accessories	Carry bag, wireless keyboard and mouse combo	_____
		(In Capital Letter)

NB: 1. All taxes and transportation charges should be included in the rates quoted above.

Certified that all the terms and conditions of this TENDER are accepted by us.

Signature of Bidder

UNDERTAKING
(ON THE FIRM LETTERHEAD)

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):