



OFFICE OF THE DISTRICT PROJECT COORDINATOR  
SAMAGRA SIKSHA, BOUDH

Circuit House Campus, Boudh, P.O./Dist- BOUDH- 762 014  
website : [www.opepa.in](http://www.opepa.in) email: [dpcboudhssa.opepa@nic.in](mailto:dpcboudhssa.opepa@nic.in)



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No. 483 / SS, Dated. 13/03/2023

**LIMITED TENDER CALL NOTICE**

Limited tenders in plain paper are invited from the Service Registered Firms located in Odisha having valid GSTIN and Income Tax Clearance Certificate for procurement of **Laptop-Notebook (Intel i5) of Dell Make** to be supplied to DPO, Samagra Shiksha, Boudh. The bidders shall have to furnish their offer / price towards cost of **Laptop-Notebook (Intel i5)** as mentioned in the bid after going through the terms and conditions of the tender documents. The GST as applicable should be indicated on the total offer price.

The tender should reach the office of the undersigned on or before **20.03.2023 by 1.00 P.M.** at the latest and the tenders shall be opened on the same day at 3.00 P.M. in presence of bidders or their authorized representatives.

The tenders received in incomplete shape or after the schedule date and time shall be summarily rejected. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

The tenders shall remain valid for a period of one year from the date of acceptance or as would be decided by the competent authority.

  
DEO-cum-DPC

Samagra Shiksha, Boudh

Memo No. 484 / Date 13/03/2023

Copy forwarded to the DIO, NIC, Collectorate, Boudh / Deputy Director, MIS, OSEPA, Bhubaneswar with a request to upload the said notice in [www.boudh.nic.in](http://www.boudh.nic.in) / OSEPA website respectively for wide information of public.

  
DEO-cum-DPC

Samagra Shiksha, Boudh

Memo No. 485 / Date 13/03/2023

Copy submitted to the Collector-cum-Chairman, Samagra Shiksha, Boudh for favour of kind information.

  
DEO-cum-DPC

Samagra Shiksha, Boudh



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**LIMITED TENDER DOCUMENT**

Procurement of **Laptop-Notebook (Intel i5) of Dell Make** Samagra Shiksha, Boudh for the year 2022-23 by the reputed firms;

Date of issue of Tender Document	<b>13.03.2023</b>
Last Date & Time of submission of Tender Document	<b>Up to 1.00P.M. on 20.03.2023</b>
Date & Time for opening of Tender Document	
Opening of Tender Document (Date and Time)	<b>3.00 P.M. on 20.03.2023</b>

**CONTENTS OF LIMITED TENDER DOCUMENT**

Sl. No.	Description of Contents	
1	Limited Tender Call Notice	
2	Eligibility Criteria / Scope of work and General instructions / Terms and Conditions to the Tenderers	ANNEXURE – I
3	Proforma for Bid Document	ANNEXURE – II
4	Tender Acceptance Letter	ANNEXURE – III
5	Form of undertaking regarding not being black listed	ANNEXURE – IV

**ANNEXURE - I**

**ELIGIBILITY CRITERIA**

The firm must be registered with respective authorities like GST, as per rules. Copy of Income Tax Return for the last three financial years, i.e. 2019-20, 2020-21 & 2021-22 must be submitted.

- i. The firm should be in existence for over 3 years in the trade with the **Laptop-Notebook (Intel i5)** (copy of proof must be attached). Firms having Income Tax Return for 3 years may also participate.
- ii. The office of the firm should be located in Odisha, so that immediate replacement of defective materials can be ensured.

**GENERAL INSTRUCTIONS / TERMS AND CONDITIONS**

1. Procurement of **Laptop-Notebook (Intel i5) of Dell Make**, which is to be procured and supplied to DPO, Samagra Shiksha, Boudh.
2. The interested firm has to submit the tender papers addressed to the **District Project Coordinator, Samagra Shiksha, Circuit House Campus, Boudh - 762014 (Odisha)**.
3. Any pre-bid query on the matter may be submitted over mail to [dpcboudhssa.osepa@nic.in](mailto:dpcboudhssa.osepa@nic.in) by dated. 16.03.2023 and its necessary reply shall be furnished to the respective email by dated.17.03.2023 by the office of the undersigned positively.
4. All entries in the tender form should be legible and filled in clearly. No underwriting / overwriting is allowed. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized person may be submitted.
5. The successful Tenderer has to supply the **Laptop-Notebook (Intel i5)** to the office of DPC, Samagra Shiksha, Boudh inclusive of quoted price, transportation in good condition and inclusive of installation charges. No extra price for transportation and installation will be demanded by the selected firm.
6. The office of the undersigned may procure the materials phase-wise as per requirement. In case, at any point of time, materials received are found to be defective / not as per quality / specification, the firm will replace the materials immediately and in case of failure to do so, the EMD will forfeited and the contract shall be terminated.
7. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

8. In case the contracting firm is not able to accept the contract after it is awarded or if it is not able to supply the product after accepting the contract, the undersigned will award such contract to the L-2 firm and so on.
9. Any black-listed Firm / Agency shall not be allowed to participate in the tender.
10. Any legal dispute is subject to the Civil Courts of Boudh, Odisha only.
11. The interested bidder has to submit the bid documents in a single master envelope. The bid document should contain the EMD as well as quoted price, which is refundable one. The EMD is Rs.4,000/- (Rupees four thousand) only, which will be furnished in shape of Bank Draft in favour of "DPC, SSA, Boudh".
12. The EMD of the successful bidder will be converted to performance security. The EMD shall be forfeited, if the firm found to have supplied the goods below the prescribed standards / specifications or fail to supply the materials in due time period. EMD of the unsuccessful bidders shall be returned after completion of whole tender process.

### **PAYMENT CLAUSE**

- i. No advance payment will be made to the firm / company in any case.
- ii. Payment shall be made after receipt/ installation of the product and after due verification by the undersigned.

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**ANNEXURE - II**

**BID DOCUMENTS**

Sl. No.	Description	
1	Name of the Firm / Company / Agency	
2	Complete Address & Telephone No.	
3	Name of the Proprietor / Partners of the Agency / Firm	
4	Last 3 years balance sheet / profit & loss statement	DOCUMENTS TO BE ATTACHED
5	Copy of Income Tax Return and PAN Number with Proof for last 3 financial years, i.e 2019-20, 2020-21 & 2021-22	-do-
6	Copy of Registration of Company of Registrar, GST, etc.	-do-

Note : All documentary proofs have to be attached for above items.

I do hereby agree to abide by all the terms and conditions of the tender document.

**Name & Signature of the**  
Authorized Signatory of the Firm  
(With Seal of the Agency affixed)  
Date :

Sl. No.	Name of the items	Make of	Specification	Quantity	Remarks
1	Laptop	Dell	Laptop-Notebook: Intel i5-1135G7, upto 4.20 GHz, Intel Iris Xe Graphics, 11 <sup>th</sup> Generation, 4 core, 8 MB Cache, DDR4-3200 8 GB RAM,M.2 SSD 512 GB, Windows 10 Pro, 14 inch, HD Camera, 720p, Spill-resistant keyboard, Touchpad, Dual stereo speakers, Internal Mic., Bluetooth 5, Audio jack, USB Port, HDMI Port 1.4b, RJ-45 Port, Intel AX201 Wi-Fi 6 (2*2), HM Screen (1366*768), 3 years warranty	02	

Yours faithfully,

Authorized Signature of the firm /  
Proprietor .....  
Name .....  
Designation .....

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**ANNEXURE – III**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date.

To

The DEO-cum-DPC  
Samagra Shiksha, Boudh.

**Sub. :** Acceptance of Terms & Conditions of Tender

Tender Reference No.                      dated.

Sir,

1. I / We have downloaded / obtained the tender document (s) for the above mentioned Tender Work from the boudh district website, i.e. [www.boudh.nic.in](http://www.boudh.nic.in) or from OSEPA website, i.e. <http://osepa.odisha.gov.in> .
2. I/ We hereby certify that I / We have read the entire terms and conditions of the tender documents which form part of the contract agreement and I / We shall abide hereby the terms / conditions/ clauses contained therein.
3. In case any provisions of this tender are found to have been violated, then your office/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid.

Yours faithfully,

(Signature of Bidder, with Official Seal)

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**ANNEXURE - IV**

Certified that our / my firm ..... has not been black-listed by any Central Government / Central PSUs/ State Govt./ any other Department or offices functioning under the State Government since the inception of our/ my firm.

**Signature of the Bidder with seal**