



ଜିଲ୍ଲା ପରିଷଦ, କେନ୍ଦ୍ରାପଡ଼ା

(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ୍, ମିଶନ୍ ଶକ୍ତି ବିଭାଗ)

ZILLA PARISHAD, KENDRAPARA (ODISHA LIVELIHOODS MISSION, DEPTT. OF MISSION SHAKTI)

Zilla Parishad Building, At/P.O./Dist.-Kendrapara, Odisha – 754211.

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Letter No. ୫୭/OLM

Date. 16.03.26

Quotation Notice

Sealed quotations are invited in the prescribed format from the registered firms/suppliers/agencies having valid PAN & GST for Supply of **Laptop & Inverter with Battery** for DMMU, OLM, Zilla Parishad, Kendrapara.

1. List of items

Sl. No	Name of the Item	Minimum Specification	Qty in Nos.	Place of Delivery with installation	Delivery Period
1	Laptop (Brand-HP & Lenovo)	<ul style="list-style-type: none"> ❖ Core-i5 ❖ Processor Generation-13th or higher. ❖ RAM-16 GB ❖ 512 GB SSD Hard Drive ❖ Window 11 Professional (Preloaded) ❖ Warranty- Minimum 3 years ❖ OS/MS Office package Preloaded ❖ Antivirus- Quick heal Total security for 3 Years validity (the user key to be submitted) ❖ Carry Bag 	1	DMMU, OLM, ZP, Kendrapara	Within 7 days of receipt of Purchase Order
2	Inverter with Battery (Luminous, Excide, Microtek & VGuard)	<ul style="list-style-type: none"> ❖ Tall Tubular Inverter Battery with battery trolley-220 Ah ❖ Sinewave Inverter UPS-1100 VA to 1200 VA ❖ Warranty-Minimum 5 years on Inverter Battery & Minimum 2 years on Inverter UPS 	1	DMMU, OLM, ZP, Kendrapara	

2. Bid Price

- a) The bid price shall be quoted for the items as mentioned in the format of quotation paper. The format of price bid specified in **Annexure- I (Vendor information & Financial Bid Format)** should be used. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) **All duties, taxes, other levies, installation and transportation cost if any payable by the contractor under the contract shall be included in the unit price & total price.**
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.
- e) The bidder shall quote their price separately for each item in the price bid format.

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3. Validity of Quotation

Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.

4. Evaluation of quotation

The Purchaser will evaluate and compare the quotation(s) determined to be substantially responsive i.e. which

- (a) are properly signed
- (b) confirm to the terms and conditions, and specifications
- (c) Filled in Indian Currency
- (d) Quoted in Unit
- (g) Firm and vendor should submit the copy of valid PAN & GST certificate

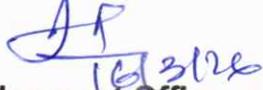
The quotation price would be evaluated for each item separately.

5. Award of contract

The Purchaser will award the contract to the bidder whose price has been determined to be substantially responsive and who has offered the lowest evaluated quoted price item wise. Purchase order will be issued to the bidder (s), who have offered lowest price in each item. If there will be discrepancy between Unit price & Total Price then Unit price will be taken for evaluation.

- 6. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation (s) and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 8. The Successful bidder will ensure the timely supply/Installation of items to the DMMU, OLM, Kendrapada.
- 9. There will be standard warranty/guarantee at least as mentioned in the specification from the date of delivery, any failure of the same during the warrantee period, you have to make good of it immediately.
- 10. Payment shall be made after delivery and installation of the goods through E-FMS after submission of the bills and vouchers.
- 11. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- 12. Any legal dispute arising out of this is subject to Kendrapara district jurisdiction only.
- 13. The agency should not be blacklisted by any government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
- 14. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the DMMU, OLM, ZP, Kendrapara.

15. Interested bidders may submit their sealed tender in the prescribed format with all the documents mentioning "**Quotation for Supply of Laptop & Inverter**" on cover of the envelop to the **CDO-cum-EO, DMMU, OLM, Zilla Parishad, Kendrapara** latest by **23rd March 2026 by 1.00 PM through Speed/Registered Post/Courier/by hand only**. DMMU, OLM, Zilla Parishad, Kendrapara shall not responsible for any postal delay. Bidders may be present in person or through their authorized representative(s) during the opening of quotation at **3.30 PM on the same day, i.e. 23.03.2026** at **Zilla Parishad Conference Hall, Kendrapara**.


Chief Development Officer-cum-
Executive Officer,
DMMU, OLM,
Zilla Parishad, Kendrapara.



- CC to:**
1. The DeGM, Collectorate, Kendrapada for information and requested to publish the quotation documents in the district website Kendrapara for wide publication.
 2. The Notice Board of Zilla Parishad, Kendrapara for wider publication.

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Annexure-1

VENDOR'S INFORMATION

1	Name of the Individual/Firm/Company:	
2	Full address: Telephone no. E-mail address:	
3	GSTIN No. (with copy of certificate)	
4	PAN Number with copy of the PAN Card	

FINANCIAL BID DOCUMENT FORMAT

SI No	Name of the Item	Make/ Brand	Specification	Qty in Nos.	Unit Rate Including tax, transportation & installation (INR)	Total Amount including tax transportation & installation (INR)
1	Laptop			1		
2	Inverter with Battery			1		
Total Amount (INR)						

In words (Rupees.....)

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal:

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature:

Date:

Name

Address

Designation:

[Handwritten Signature]