

**COLLECTORATE, NABARANGPUR.
(NIZARAT SECTION)**

No. 5483 XVIII-03 /2025

Date: 10.04.2025.

Tender Call Notice


Sealed tenders are invited from intending reputed manufacturer (OEM) / Authorised Distributor / Dealer / Supplying Agency for supply of 66 Nos of Laptops(Detailed specification of the laptops are at Annexure -1) for existing Revenue Inspector Circles of Nabarangpur. The bidders need to submit the tender papers along with the other required documents in sealed packet, in the Nizarat Section Collectorate, Nabarangpur till 1.00 PM of 30/4/2025 by Regd. Post/ Speed Post only. The tender papers received beyond the time and date mentioned above shall not be taken into consideration. The tender papers will be opened on Dt. 01/05/2025 at 10.00 AM in the presence of Tender Committee constituted for this purpose and the bidders of their authorized representative at Ashok Mehta Conference Hall, Collectorate, Nabarangpur.

The tender paper will be available at Nizarat Section Collectorate, Nabarangpur during the office hour on payment of **Rs.5,000/- (Rupees five Thousand only)** (i.e. towards cost of Tender Paper), in shape of bank Draft in favour of Collector, Nabarangpur payable at Nabarangpur in any Nationalized Bank. The cost of tender paper is non-refundable.

Sealed covers containing the tender /bid in the prescribed form should be submitted in two sealed envelopes i.e. "Cover -A" (Technical Bid) & "Cover -B" (Financial Bid). Both the covers should be put into a third envelope, which should be superscribed as "**Tender for the supply of Laptop**". No conditional bids shall be entertained and the same will be out rightly rejected in first instance.

The Tender paper as well as details of Terms & Conditions of the Tender is available in the website <http://nabarangpur.odisha.gov.in> . The Tenderer can also obtain the Tender paper from the Nizarat Section Collectorate, Nabarangpur or download from the Website. In case the Tenderer download the tender paper from the Website then they will deposit the said amount with the tender paper failing which the Tender shall be cancelled.

The undersigned reserves the rights to reject/ cancel / withdraw any or all the tender paper without assigning any reason thereof.


COLLECTOR, NABARANGPUR

Memo No. 5484/2025

dated . 10.04.2025

Copy forwarded to the Sub collector, Nabarangpur for information and wide publication.
Copy to All the DLOs of Nabarangpur/ All Tahsildars / All BDOs for information and wide publication.
Copy to the Notice board

COLLECTOR, NABARANGPUR

Memo No. 5485/2025

dated . 10.04.2025

Copy to the DeGM, Collectorate, Nabarangpur for information and necessary action & he is requested to upload this tender notice in official website & Govt. e-portal for wide publication.

COLLECTOR, NABARANGPUR

Memo No. 5486/2025

dated 10.04.2025

Copy to the DIPRO, Nabarangpur for information and necessary action & he is requested to publish this tender notice in two Nos of daily news paper i.e. one each in widely circulated Odia & English daily for wide publication.

COLLECTOR, NABARANGPUR

Memo No. 5487/2025

dated . 10.04.2025

Copy submitted to the Additional Secretary to , Govt in R&DM Department, Odisha, Bhubaneswar for favour of kind information with reference to letter No 2280 date 20.01.2025.

COLLECTOR, NABARANGPUR

Additional Terms And Conditions

1. **Bidder Registration Document:**

The bidders must submit valid GST registration certificate, copy of valid PAN (Permanent Account Number), GST returns for the last six months, and IT returns of last 3 year.

2. **Acceptance Certificate:**

The bidder must submit a bid-specific self-declaration on their letterhead, stating that they fully understand and accept the terms and conditions of the bid. This declaration must be accompanied by a Terms & Conditions Acceptance Certificate.

3. **Security Deposit:**

The successful bidder must submit a security deposit equivalent to 5% of the order value after the award of the bid. This deposit will be retained for a period of one year as a performance guarantee.

4. **EMD & Hardcopy:**

The bidder must submit an EMD of **Rs. 2,00,000/- (Rupees Two Lakh) only** in the form of a demand Draft (DD) in Favor of **Collector, Nabarangpur**. A hard copy of the EMD, affidavit, and all annexures must be submitted by the bidder in **Cover -A**. The EMD of the unsuccessful bidder will be returned to the bidder after the completion of the bidding process. Bids received without EMD (other than those who are exempted from payment of EMD) as specified in the bid document, shall be rejected out rightly.

5. **EMD Exemption:**

The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category. Under MSE category only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

6. **Project Experience:**

Bidders have to submit minimum 3 nos, of contract order of similar work from state/Central Govt. organization with performance; will get preference.

7. **Experience Criteria:**

The bidder should submit the copy of the work order/completion certificate of contracts worth in the tune of Rs.50 Lakh (Rupees Fifty Lakh only) single order from any Govt. Department during last 03 financial years. Copy of experience certificate to be enclosed as a proof of supplies along with the order copies.

8. Blacklisted Or Defaulted Bidders:

The defaulter and blacklisted bidders/suppliers are debarred from participation in this tender/procurement process. Accordingly, if any firm/Agency/Bidder/Supplier has been blacklisted earlier and participated in this tender/procurement process, the tender/bid of such firm(s)/Agency/Bidder/supplier will not be considered by the tender committee.

the bidder must submit an affidavit on non-judicial stamp paper of ₹100/- declaring that their firm has not been blacklisted by any PSU, state Government, central Government, or railway department as Annexure-II. Failure to submit this affidavit will result in the bid being summarily rejected.

9. Certifications:

The Manufacturer/Bidder must submit the following important quality certificates for the bid: Certifications Like ISO 9001 Certification for Quality Management standards and CE Certification, ISO 50001:2018 for Energy Management System, ISO 45001:2018 Certification for occupational Health & Safety Management Standard, Certification relating Energy and Environment Design as per given guideline of Indian Green Building Council (IGBC), Certification for Environmental Management System , MSME Udyam Certificate of the Same Category, these above documents are required to demonstrate compliance with quality standards and service provisions.

10. Data Sheet Submission:

The bidder must submit Data Sheet of the product(s) offered in the bid, along with details such as the make, model, and a drawing/picture of the product, must be submitted as part of the bid documents.

11. Sample Testing:

All products should be of reputed brand. Bidder/Seller must submit the sample of the laptop before the end date of bid for verification of the Specification of the Laptop with Backpack as per bidding. Product Sample should be authenticated by OEM.

12. Document Submission:

The bidder must ensure the submission of all documents specified in the bid document, additional terms and conditions (ATC), compliances to annexure and any corrigendum issued. Failure to do so will result in the rejection of the bid. Self-attestation of all submitted documents. All the required documents (Relating to Laptop & Antivirus) must be submitted as per Bid requirement, failing to which the bidder will be rejected.

13. Annexure and Undertaking:

- a. The bidder must submit a self-declaration on their letterhead stating their complete understanding and acceptance of the bid's terms and conditions. This declaration should include a terms & conditions acceptance certificate & regarding non blacklisted from any Central/State/PSU Organization as in annexure-II.
- b. Products must adhere strictly to the specifications mentioned in the tender. The bidder must also submit a "No Deviation Certificate", as detailed in Annexure-III.
- c. The bidder must provide an undertaking ensuring the smooth and timely supply of items.
- d. A bid-specific support escalation matrix with contact numbers must be provided, along with an undertaking on Rs. 100 non-judicial stamp paper (as per Annexure-IV), confirming the resolution of complaints within 48 hours of registration.

14. Warranty:

The bidder or OEM must provide onsite warranty service at the consignee's District. Contact details for the service provider must be submitted on the OEM's letterhead, specific to this bid. The warranty will start after installation.

15. Service Centre:

The Bidder/OEM must have a Service Center in Odisha State. The Bidder/OEM must also have an Authorized Service Center in Nabarangpur District or adjacent Districts of Nabarangpur in Odisha. The selection of the Bidder will be on the basis of Authorized Service Centers/ Qualified Service Professionals to provide onsite service. Documentary evidence of the same must be submitted. Bidders are also required to provide the details of telephone numbers of Customer Service Support.

16. Affidavit for Document Authenticity:

The bidder is required to submit a bid-specific affidavit affirming the authenticity and validity of the certificates and documents provided. These documents will undergo thorough verification, and if any instance of forgery or manipulation is discovered, the bidder will face disqualification and legal action, including permanent blacklisting.

17. EMD Forfeiture Terms:

The EMD shall be forfeited if:

- (i) The bidder fails to commence the work as per the award letter for undertaking the job/acceptance of the letter of intent, or
- (ii) In the event of withdrawal of offer during the validity period, or
- (iii) Non-confirmation of acceptance of the letter of intent/work order within the stipulated time as per the letter of intent/work order issued by the department, or
- (iv) The bidder withdraws or amends its/his tender or impairs or derogates from the tender in any respect within the period of validity of the tender, or
- (v) If any information/documents furnished by the bidder is found to be incorrect/forged/fake at any stage.

18. Manufacturer Authorization Form (MAF):

The bidder is required to provide a bid-specific Manufacturer Authorization Form (MAF) from the Original Equipment Manufacturer (OEM) for the respective items. The MAF must include the full address and contact details (email id and phone No.) of the OEM or its authorized dealer the Authorization must be issued by the local state sales manager OEM of the bid issuing state.

19. Rejection and Removal of Rejected Goods:

If Testing and Inspection reveals that the goods do not comply with the specifications, they shall be rejected. The rejected goods will have to be lifted by the supplier at their own cost within a month of receipt of rejection advice from department.

20. Delivery Assurance and Compliance:

Bidder must have to ensure the supply of all the enlisted items. A successful delivery report/ certification duly signed by the concerned person need to be submitted before release of any payment. Delivery should be within 15 days of generate of contract. Bidder must submit an undertaking for delivery with bid document.

21. Transit and Installation Damage Replacement:

The item or any portion gets damaged or lost during the transit and installation to be replaced by the supplier within 7 days without any additional cost.

22. Pricing For LAPTOP:

The bid price for the LAPTOP must include the cost of the product, transportation, installation costs up to the delivery point & all taxes as in Annexure-V.

23. Right To Cancel:

The authority retains the absolute right to cancel the bid process at any stage without assigning any reason and no claims or objections in this regard will be entertained. All legal disputes, if any relating to purchase-bid etc. are subject to Jurisdiction of **Nabarangpur** district.


Collector: Nabarangpur

ANNEXURE-I

Detailed specification of Laptop:-

SINo	Item	Specifications
1	Form Factor	Clampshell
2	Chassis	With metallic hinges
3	Chipset	Integrated in Processor
4	Processor	Intel® Core™ i5 13 th Gen Processor or above
5	Memory	16 GB (1X16GB) DDR4-2933 MHz RAM, should support Dual Channel, Memory expandability up to 32 GB with 2 DIMM Slots
6	Storage	512GB NVMe Solid State Drive Or above
7	Graphics	Integrated Intel UHD Graphics
8	Audio	Integrated audio controller with 2 Integrated stereo speakers
9	Operating System	Microsoft Windows 11 Professional
10	Networking	Integrated Gigabit 10/100/1000 Ethernet Controller 802.11ac (2x2) WLAN and Bluetooth® 5.0
11	Ports	Video: 1 HDMI 1.4, Audio: 1 Headphone/microphone. combo jack Minimum Two USB-A 3.2 Gen 1 ports, One USB-C 3.2 Gen 1 port
12	Slots	2 M.2 for WLAN & Storage
13	Accessories	Backpack (Original OEM Back pack)
14	Keyboard	Full size textured island type keyboard
15	Touchpad	Touchpad with gestures support
16	Battery	Up to 5.00 Hours, Battery capacity 41-45 WHr with Compliant of UL 1642 Standard and should Support battery fast charge-Approximately 90% in 90 minutes
17	Weight	up to 2.00 Kg including battery
18	Security	TPM 2.0
19	Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be

		available on OEM Website for download
20	Certifications	Microsoft Windows 11 FCC, CE, RoHS, UL, EPEAT, Energy Star, MIL-STD 810, ISO 9001,14001,20001,27001 for OEM
21	Sustainable impact specifications	Low Halogen, Percentage is required of ocean-bound plastic contained in product.
22	Display	15.6" HD Support upto 250 NITS, STB ratio should be 82% and above and 720p HD camera with temporal noise reduction
23	Anivirus	Antivirus: Total security Malware Protection-Real World Protection %should be more than 98.5% in all test conducted by AV comparatives in 2021-2022. 2-MII-Completely made in India including AV Engine and Web server. 3-The solution should be powered by MAT-Multi Layered Artificial Intelligence Technology 4-The solution should have Certification by VB100, ISO9001-2015, 27001-2013 & ISO 20000-1:2018 5-The solution should have AV test certification in all previous 4 years 2022,2021,2020,2019. 6-The solution should have AV comparative Certification in all previous 4 years-2022, 2021,2020,2019. 7-The solution should rank in Top 5 in Impact score on AV Comparatives.
24	Warranty	One Years Or Above

Collector: Nabarangpur

ANNEXURE-II
Undertaking/Self Declaration

(Rs. 100/- Non – Judicial Stamp Paper)

Date: _____
Bid No: _____

To,
Collector, Nabarangpur,

I, [Name], Son/Daughter/Wife of Shri [Name], Proprietor/Director/Authorized Signatory of [Name of Bidder], am competent to sign this declaration and execute the bid document.

I/We hereby declare that I/We have thoroughly read and understood all the terms and conditions mentioned in the BID document and agree to fully abide by them. The information and documents provided along with this application are, to the best of my/our knowledge, true and authentic. I/We understand that providing any false information or fabricated documents will result in the rejection of my/our BID at any stage and may also lead to legal prosecution under relevant laws.

I/We further certify that our firm has not been blacklisted, debarred, or banned by any State Government, Union Territory, Central Government, Government organization, institution, Public Sector Undertaking (PSU), or any government-run autonomous body or society. Additionally, we have not been convicted by any court of law due to:

- (a) Issues with service or product quality
- (b) Submission of fake or forged documents
- (c) Provision of incorrect information or suppression of vital facts
- (d) Non-performance or non-supply
- (e) Any other related reasons

It is also certified that neither myself nor my organization will engage in any corrupt practices in relation to this bidding process.

Authorized Signatory: _____
Name and Designation: _____
Date and Seal: _____
Address of the Bidder: _____

Annexure- III

No Deviation Certificate

Date: _____

Bid No: _____

To,
Collector, Nabarangpur,

This is to certify that, the product(s) quoted items by our firm M/s..... is as per the given technical specifications in the tender document & there is no deviation in relation to any conditions / requirements specified in the tender document. It is also to declare that all other commercial clauses stipulated in the tender have been carefully seen. I hereby convey the unconditional acceptance of the same.

Authorized Signatory: _____

Name and Designation: _____

Date and Seal: _____

Address of the Bidder: _____

ANNEXURE-IV

DECLARATION FOR SERVICE & WARRANTY

(Rs. 100/- Non - Judicial Stamp Paper)

Date: _____

Bid No: _____

To,
Collector, Nabarangpur,

We, _____, hereby declare that we have the office address at _____. We hereby declare that the mentioned office will serve the purpose of delivery and Warranty related Terms and Conditions. We, hereby also declare that the mentioned office will be available for future communications and will serve as the Service Center and the complaint will be attended within 48 Hrs.

Authorized Signatory: _____

Name and Designation: _____

Date and Seal: _____

Address of the Bidder: _____

ANNEXURE-V

MODEL TENDER FORMAT (PRICE SCHEDULE)(for Cover -B)

Sl No	Make /Brand with Model No.	Technical Specification	Cost per Unit (include excise duty , insurance, packing, transportation, installation costs up to the delivery point,	Rate of GST Applicable	Total
1	2	3	4	5	6

Place :

Date:

Signature of bidder:

Name & Address of Bidder

(Annexure-VI)

Check list for LAPTOP

S.N	Additional Terms & Condition for LAPTOP	Submitted (Yes/NO)/	Remarks
1	Bidder Registration Document: The bidders must submit self attested copy of valid GST registration certificate, copy of PAN (Permanent Account Number), GST returns for the last six months, and IT returns of last 3 year.		
2	Cost of Tender Document		
3	Earnst money deposit		
4	Project Experience: Bidders have to submit minimum 3 nos, of contract order of similar work from state/Central Govt. organization with performance; will get preference.		
5	Experience Criteria: The bidder should submit the copy of the work order/completion certificate of contracts worth in the tune of Rs.50 Lakh single order from any Govt. Department during last 03 financial years.Copy of experience certificate to be enclosed as a proof of supplies along with the order copies		
6	Copy of Bid Specific OEM Authorization Certificate (MAF)/Certificate with OEM details such as name, designation, address etc.		
7	ISO 50001:2018 for Energy Management System,		
8	ISO 45001:2018 Certification for occupational Health & Safety Management Standard,		
9	Certification relating Energy and Environment Design as per given guideline of Indian Green Building Council (IGBC),		
10	Certification for Environmental Management System		
11	MSME Udyam Certificate of the Same Category		
12	ISO 9001 Certification for Quality Management standards and CE Certification, ,		
13	Undertaking / Self Declaration (Annexure-II).		
14	No Deviation Certificate (Annexure-III)		

15	Declaration for service & warrenty(Annexure-IV)		
16	Manufacturer Authorization Form (MAF): The bidder is required to provide a bid-specific Manufacturer Authorization Form (MAF) from the Original Equipment Manufacturer (OEM) for the respective items. The MAF must include the full address and contact details (email id and phone No.) of the OEM or its authorized dealer the Authorization must be issued by the local state sales manager OEM of the bid issuing state		
17	Data Sheet Submission: The bidder must submit Data Sheet of the product(s) offered in the bid, along with details such as the make, model, and a drawing/picture of the product, must be uploaded as part of the bid documents.		
18	Acceptance Certificate		
19	Cover –“B” with Price Schedule (Annexure-V)		
20	Any other documents submitted if any (indicate briefly)		

Seal & Signature of Bidder