



ORMAS

Odisha Rural Development & Marketing Society, Gajapati
Panchayati Raj & Drinking Water Department, Govt. of Odisha
O/o – Zilla Parishad, Dist.-Gajapati, Paralakhemundi, Odisha-761200
Ph: 06815 – 223596 Email: ormasgajapati@gmail.com

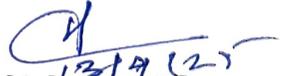


Letter No. 1223/ORMAS, Gjp/2025-26.

Date: 13/09/2025

Quotation Call Notice

Sealed quotations are invited from reputed Firms/ Agencies etc. for procurement of IT equipment required for the office of ORMAS Gajapati. The detail quotation paper along with terms and conditions may be obtained from the district office of ORMAS latest by 25.09.2025 up to 11.00 AM/~~PM~~ and will be opened on 26.09.2025 at 11.00 AM/~~PM~~ at Zilla Parishad Conference Hall, Gajapati


CDO-cum-EO

Zilla Parishad, Gajapati

Memo No. 1224

Dt. 13/09/2025

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Zilla Parishad, Gajapati

**ORMAS**

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Notice No. 1225Date 13/09/2025**Quotation Call Notice**

Sealed quotations are invited from interested reputed suppliers/ dealers providing different items as per the specification given below for official use of Odisha Rural Development & Marketing Society (ORMAS), Gajapati. The evaluation forms and format of the quotations completed in all respect should reach the undersigned **on or before by 25 .09.2025 (11.00 A.M.) and will be opened on the Date: 26 .09.2025 at 11.00 AM/PM.**

Sl. No.	Item	Minimum Specification	Qty	Warranty	Brand
IT Equipment					
1.	Desktop computer (All in one)	Core – i5 Processor 13 th generation, 16 GB RAM, 1 TB SSD-Hard Disk, 27" full HD display, Intel UMA graphics, wireless keyboard & Mouse, MS office package, Wi-fi & Bluetooth & USB connectivity, web cam Windows 11 or above.	01	Preferably One Year	HP /Dell/Lenovo
2.	Multifunctional laser Colour Printer (Print, Scan, Copy)	Multifunctional laser Colour Printer, (print, scan, copy)	01	Preferably One Year	HP/Canon/Epson
3.	UPS	220 Volte AC minimum one hour back up	01	Preferably One Year	APS/Microtek /Vguard/equivalent
4.	Laptop	Core – i5 Processor 13 th generation, 16 GB RAM, 1 TB SSD-Hard Disk, 15" full HD display, keyboard & wireless Mouse, MS office package Wi-fi & Bluetooth connectivity, Windows 11 or above.	01	Preferably One Year	HP /Dell/Asus
5	DSLR Camera	DIGIC 8 Image Processor, 4K 24p Video with Crop, Full HD 60p, Dual Pixel CMOS AF with 143 AF Zones, 6.5 fps Electronic Shutter, 2.36m-Dot OLED EVF, 3" 1.04m-Dot LCD Screen, Creative Assist Mode, Silent Mode for Quiet Operation, Bluetooth with SD Card Slot Effective Pixels: 24.1 MP Sensor Type: CMOS, Wi-Fi Available, 4K	01	Preferably One Year	Canon/Nikon/Sony



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2. Bid Price

- a) The rate quoted should be inclusive of all Taxes, delivery and installation charges at ORMAS, Gajapati.
- b) All duties, taxes and other levies payable by the dealer under the contract shall be included in the 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.

3. Eligibility criteria of the Bidder: -

- a. Attested photocopies of PAN Number
- b. GST registration certificate and up to date Tax Clearance Certificate
- c. Local Address Proof (Electric Bill/Trade License/Telephone Bill)

4. Bidders shall submit their sealed quotations for IT Equipment.

5. The details of the above quotation call can be downloaded from district website www.gajapati.nic.in Interested Firms/Enterprises are requested to submit quotation forms on before 25.09.2025 by 11.00 A.M at office of the Dy. Chief Executive Officer, ORMAS, At- Zilla Parishad, Gajapati (through drop box placed at the office/register Post) in the prescribed format super scribing **"Quotation for Procurement of IT Equipment on the envelope to the office of Dy CEO, ORMAS, Office of Zila Parishad, Gajapati, Odisha, 761200.** The quotation, received beyond the scheduled date and time mentioned above, shall not be taken into consideration.

6. The 1st Lower Bidder cannot be claiming to supply the items, as the items will be purchased as per the specification and quality. The undersigned is not bound to place order to the lowest bidder. While considering the lowest bidder of any item other conditions such as suitability of the items, financial standard of the bidder, past business experience/brand, reliability of the guarantee/warranty/service for the specified period etc. will also be considered.

7. The original certificate may be produced for verification when asked for. Quotation papers received beyond the stipulated date and time, and other required document shall be liable for rejection. The authority will not be held responsible for postal delay in the delivery of the documents or non-receipt of the same.

8. The bidder has to bear the responsibility for proper and timely delivery and installation of goods and he has to bear the loss or damage if any of items during transit and installation.

9. The suppliers should attend the complains on the items supplied. Minimum specifications specified in this quotations document to be complied strictly.



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10. The evaluation form of quotations, format for submission of quotations can be collected from the Office **by Dt. 25 .09.2025 up to 10 AM** during the working hour and will be opened on **the Date: 26 .09.2025 at 11.00 AM/PM.**
11. Any legal dispute arising out of this is subject to concerned district jurisdiction only.
12. Notwithstanding the above, the undersigned reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter without assigning any reason thereof.
13. The delivery and installation of the above item should be completed within 7 days.
14. No advance payment will be made. Payment will be made after satisfactory completion of work/installation.
15. The firm/ Enterprises should provide free after-sale service for a period of one year and having local registered office.

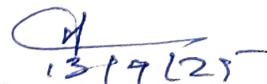
Memo No: 1226

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13/9/25
CDO-cum-EO

Zilla Parishad, Gajapati

Date: 13/09/2025


13/9/25
CDO-cum-EO
Zilla Parishad, Gajapati



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EVALUATION FORM

1.	Name of the Supplier	
2.	Full Address of Supplier's shop/ showroom: Telephone No. Fax No. E-Mail Address:	
3.	Are you a dealer/ reseller	
4.	GST Registration no. with place (Copy to be attached)	
5.	PAN No. (with copy of certificate)	
6.	Up to date Tax Clearance Certificate (Copy to be attached)	
7.	Local Registered Shop/Office (Copy to attached of Rent Agreement/Tarde Licence/Electric Bill/Telephone Bill)	



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DECLARATION BY THE BIDDER

It is hereby declared that I the undersigned, have read and examined all the terms and condition etc of the quotations 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 quotations 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, have no objection in signing the purchase contract if the opportunity for the supply of the items against these quotations is given to me/us.

Full Signature of the Bidder with:

Date:

Name:

Address:

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Quotation for Supply & Installation of IT Equipment

To

The Chief Development Officer-cum-Executive Officer
Zilla Parishad, Gajapati
Paralakhemundi, Gajapati dist.
Odisha, PIN- 761200

Sir,

I/We do hereby submit the items wise quotation below for Supply & Installation of IT Equipment to ORMAS, Gajapati.

Sl. No.	Item	Specification	Qty	Warranty	Brand	Rate per Unit	Total Amount
IT Equipment							
1.	Desktop computer (All in one)		01				
2.	Multifunctional Colour Printer (Print, Scan, Copy)		01				
3.	UPS		01				
4.	Laptop		01				
5.	DSLR Camera		01				
Gross Total Amount in (Rs.)							

Gross Total Cost Rs. _____ Total Bid Price (including Taxes and Other) in Rs. _____ (in Numbers) _____ (In words)

Name of the Firm/ Agencies:

Address:

Contact No:

Date:

Place:

Signature of the Bidder with Seal