

**OFFICE OF THE NOTIFIED AREA COUNCIL, REDHAKHOL
(ODISHA), DIST- SAMBALPUR**

E-mail -eonacrdl@gmail.com

Ph. No. - 06644- 253466

TENDER CALL NOTICE

Letter No. 2355

Date: 08 .10.2025

Sealed tenders are invited from intending and eligible manufacturers/firms/suppliers/authorized dealers having GSTIN, PAN, authorization certificate from the manufacturer, audited financial statement and IT return of preceding three financial years for procurement and installation of Desktop Computers, UPS & Multifunction Printers. The Tenders must reach the undersigned by speed post/registered post/ courier within 23/10/2025 by 5.00 pm. The quoted price should include GST, delivery and installation charges. The undersigned reserves the right to cancel/reject all or any one of the quotations without assigning any reasons thereof.



**Executive Officer
NAC, Redhakhol**

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SCHEDULE OF TENDER

Tender No	2355
Date	08.10.2025
Scope of work	Supply of Desktop, UPS & Multifunction Printers as per Annexure- I
Last date & time for submission of bids	23/10/2025 by 5.00 pm
Date & time and venue of Opening of bids	24/10/2025 by 11.00 am, NAC Office, Redhakhol
Name of the contact person for Communication	Amit Kumar Behera
Contact number of the concerned Person	7205596889
Cost/Fee of Tender Document	Rs. 500/- in form of a DD Drawn in Favor of "Executive Officer, NAC, Redhakhol"
Earnest Money Deposit (EMD)	Rs.10,000/- In form of a DD Drawn in Favor of "Executive Officer, NAC, Redhakhol"
Performance Bank Guarantee (PBG)	2% of the total order value

ELIGIBILITY CRITERIA

The bidders who are desirous for above work require fulfilling the following conditions:

1. OEM Present in India 20 Years or above (Bidder Must Submit OEM Incorporation Certificate) and OEM should have a registered office in India to provide after sales service support in India. Proof copy must be enclosed.
2. Dedicated/ Toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/Toll Free Telephone No. for Service Support. Proof copy must be enclosed.
3. Escalation Matrix for Service Support: Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support. Proof copy must be enclosed.
4. Bid Specific Manufacturer Authorization in OEM Letter Head with Seal, Signature, Name, Email Id, Designation and Contact Number., OEM must mention Bidder name with details Communication Address by Local Manager/country Head, Proof copy must be enclosed. (Authorization Verified by OEM for authenticity) for all product.
5. Bidder has to submit offered Product Compliance Sheet and Warranty Certificate with Brand, Model in OEM Letter Head with Seal, Signature, Name, Email Id, Designation and Contact Number from local Manager for all products.
6. OEM product certification for Safety & Quality: OEM certification: BIS, CE, FCC, ROHS, EPEAT, Energy Star, TCO, MIL STD 810H, ISO 9001, ISO 14001, ISO 20001, ISO 27001, Proof copy must be enclosed.
7. Data Sheet of the product(s) offered in the bid are to be uploaded along with the bid documents and should approved from Buyer. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection. Proof copy must be enclosed for all products.
8. Bidder Present in Consign State minimum 3 Year or More (Bidder Must Submit 3 Pages GST Registration) for easy and quick service support.
9. Bidder should provide MSME certificate.
10. Bidder should provide not being black listed from any Govt. Organization in Non-Judicial stamp paper with appropriate value of Rs.20 stamp paper.
11. OEM Must have the rating of 1-3 in the latest IDC report.
12. Bidder to Submit Last 3 Financial Year IT Returns 2022-23, 2023-24, 2024-25 Audit Reports along with Balance Sheet & Turnover Certificate signed by chartered accountant.

13. Bidder's offer is liable to be rejected if they don't upload/Submit any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
14. If the firm does not upload any of the requisite certificate along with the bid their offer is liable to be rejected.

BID SUBMISSION

Steps to be followed for submission of Bid:

1. The bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

i) Earnest money Deposit (EMD): Bidder has to submit EMD of required amount in the form of Demand draft drawn in favor of "Executive Officer, NAC, Redhakhol". The EMD and Tender Cost should be sealed in one envelope marked as "EMD and Tender Cost". Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned on submission of performance security.

ii) The Technical bid sealed in another envelope marked as "Technical Bid" and shall contain

➤ The bidder should supply the items as per technical specification mentioned in Annexure-1. The list of items that is available with the tender.

➤ The bidder should detail as per Annexure-II, duly filled in, signed and complete in all respects. No alteration modification in the format shall be permitted.

➤ A self-declaration that the bidder has not been blacklisted by any State Government/ Central Govt. / PSU in India as per Annexure IV.

➤ Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last three financial years.

iii) The Price bid shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per Annexure III duly completed in all respects.

Rate quoted should be inclusive of GST. No price increase on account of change in tax structure, duties, levies, charges etc., shall be permitted.

The three separate envelopes containing EMD and Tender Cost, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as "**Desktop, Computer, UPS and Multifunction Printer**".

GENERAL TERMS AND CONDITIONS OF THE BID

A Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

1. Bidder shall prepare the bid and submit it in a sealed envelope addressed to Executive Officer, NAC, Redhakhol and send it through Speed Post/Registered Post/Courier only (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However, the authorities shall not be responsible for postal and other delays in receipt of the bids.

2. The bidders should note that prices should not be indicated in the technical bid and should be quoted only in the Price Bid as per Annexure III. In case the prices are indicated in the technical bid, the bid shall stand rejected.

3. Opening of technical BID:

The Technical proposal will be opened on 24/10/2025 at 11.00 A.M in the presence of the Technical and Purchase Committee and bidders/representative of the bidders. No separate intimation will be given to the bidders in this regard.

4. Evaluation process:

Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification and other terms and condition stipulated in the tender document. Financial proposal will be opened after finalization of Technical bid only. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof. Also the proposal can be opened without the presence of the bidder or their representative.

5. Awarded of Contract:

Financial bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and awarded of contract. However, where there is tie between bidders in lowest evaluation package price, the person will be selected through lottery.

6. Performance bank guarantee:

The selected bidder shall deposit performance security of 2% of the total order value in the form of a demand draft fixed deposit receipt from a commercial bank /bank guarantee from a commercial bank within Ten (10) working days of the date of notice of award of the tender. The performance security deposit will be retained till completion of the warranty period.

7. The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.

- 8.** All the information as called for in the tender document should be submitted truly clearly, legibly, transparently, unambiguously and without using abbreviations.
- 9.** In the financial bid the total figures should be written in figures followed by words.
- 10.** Each page of the tender document should be signed by the bidder with seal in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- 11.** A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening tenders.
- 12.** The bidder only quoted the price for the product to a single OEM for each item no other option could not be considerable for the bid.
- 13.** The Tendering Authority reserves the right to accept any bid and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 14.** All the transit risks shall be the responsibility of the supplier.
- 15.** All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Sambalpur.
- 16.** Completion Period: The work shall be completed in all respect within 15 days from the date of issue of work order.
- 17.** This office will not bear any cost towards the transportation of the materials.

ANNEXURE I
SPECIFICATION OF ITEMS TO BE SUPPLIED AND INSTALLED

ALL IN ONE PC	
Warranty	3 years on site warranty
Processor Number	Intel Core i5-13500
Mouse Connectivity	Wired
Keyboard Connectivity	Wired
Type of Keyboard	Standard
Graphics Type	Integrated
Operating System (Factory Preloaded with Certification)	Windows 11 Professional
Recovery Image Media	On Line / Cloud
Type of RAM	DDR5
RAM Size (GB)	16
Total Numbers of DIMM Slots Available	2
Number of DIMM Slots populated	1
RAM Expandability up to	64
Type of Storage Installed with the System	NVMe SSD
Storage Capacity (in GB)	512
Display Size - Diagonal (in Inches)	58.1 - 63 (22.87" - 24.8")
Panel Technology	In Plane Switching (IPS)
Display Resolution (in PIXELS)	1920x1080
Type of In-built Wireless Connectivity	Wi-Fi 6 (802.11ax) + Bluetooth 5.2
Number of Ports	1-HDMI,1-DP,2-USB 3.1 Gen 1 TYPE A,1-USB 3.1 Gen 2 TYPE A,Universal Audio Jack,1- RJ-45 (10/100/1000 Ethernet Port),1-USB 3.1 Gen 1 TYPE C,2-USB 3.1 Gen 2 TYPE A
Stand	Height Adjustable
Maximum Power Supply Capacity (Watt)	150

Minimum Operating Temperature	10
Maximum Operating Temperature	35
Operating Humidity (in Percentage)	10 to 90
BIS CRS Compliance	Yes, as per IS 13252 (Part 1)
BIS Registration Number	R-61002135
ROHS Compliance	Yes
Certification for Environmental Management System with Manufacturer	Yes. As per IS/ISO:14001
Compliance of Information Security, Cybersecurity and Privacy Protection- Information Security Management Systems Requirements	Yes. Complies as per IS/ISO/IEC 27001
EPR Registration in respect of the manufacturer as per E waste rules as amended up to date	Yes
Agreed to Provide a copy of EPR Registration Certificate to Buyer on Demand	Yes

Line Interactive UPS	
GENERIC	
Rating (in KVA)	0.65
Technology	MOSFET-PWM
Inverter Efficiency (%)	60% or better
Minimum Guaranteed Battery Backup time (Minutes) on Full Load	15
Warranty for Line Interactive UPS	2 Years
Battery/Backup Bank	
Type of battery	SMF-VRLA confirming to JISC-8702 Pt 1,2 &3
Location of Battery	Inside the Enclosure of UPS
Battery capacity (Ah)	7Ah
Minimum Guaranteed VAH provided to meet or exceed minimum guaranteed Back up time	84
Battery Make (hint: Name of the Brand)	relicell/LIOACH
Battery Model Number	12V-7AH
Number of Batteries	1
Weight of the Battery (kg)	2.4
Warranty for the battery from the date of delivery	2 Years
CONSTRUCTIONAL	

Enclosure	ABS
Degree of protection	IP 20
Gross Weight (UPS+Battery) (kg)	4.4
FEATURES	
Rated Output (Volt) with Total Harmonic Distortion (%)	Single Phase Sinewave 230v AC 50Hz with Total Harmonic Distortion as <3%
Input (Volt)	Single Phase AC (160-280V)
Salient Features	Maximum 10 milliseconds Switching over time
Variation in AVR output in AC mode (AVR Voltage regulation)	230 Volts +/-9%
Protection	Under voltage Protection (Input Voltage <160 V)
BUYER SPECIFIC REQUIREMENT	
Environmental Test Report Requirements	NA
Any Other Requirements	As per Meity (Government of India) guidelines UPS shall have valid IS16242-Part 1 CRS certification
CERTIFICATION / TEST REPORT	
Type of lab which carried out Test of Complete Product to prove the conformity of product as per specification	Certificate of Govt.Lab/NABL/ILAC accredited for UPS Testing
Agree to provide all relevant documents Test Reports/supporting document /reports etc to the buyer at the time of bidding or on demand	Yes

Multifunction Printer B/W

Generic	
Description of Stores	Multifunction Machine Printer with Minimum 1 Year On Site Warranty, including Cartridge and Power Cord/Adapter
Core Function	Print, Scan and Copy
Print Technology	Laser
Cartridge Technology	Composite Cartridge
Type of Printing	Monochrome (Black)
RAM Size (MB)	256
Storage Capacity (in GB)	0
Features	Fax
Operating System Compatibility	Windows 10 and Above, Linux, MacOS, Windows Server
Printing	
Print Paper Size	A4 and Legal
Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-	31 to 35

Monochrome (Black) (in PPM)	
Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in PPM)	Not Applicable
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Mono (in PPM)	Not Applicable
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Colour (in PPM)	Not Applicable
Auto Duplexing Printing/Coping (2-sided Feature)	Yes
Scanning	
Maximum Scan Area (Platen/Flatbed Size)	A4
A4 Scan Speed -Colour (Image Per Minute) @ 300 x 300 dpi	11 to 20
Scan To Functions	Email
A4 Scan Speed - Mono (Image Per Minute) @ 300 x 300 dpi	11 to 20
COPYING	
Reduction and Enlargement Feature	Yes
PAPER HANDLING	
Original Document Feeder Type (For Scanning and Copying)	Automatic Document Feeders (ADF)
Feeder Capacity (Number of Sheets) (For Scanning and Copying)	31 to 40
Number of Main Paper Tray	1
Total Paper Tray Combined Capacity (Number) at 75 GSM	201 to 300
Bypass Tray Facility	No
If Yes, Bypass Tray Capacity	0
Connectivity	
Connectivity	USB Port,Ethernet Port
Accessories Provided	USB Cable
Performance	
Minimum Yield of the Cartridge/Ink/Toner supplied with Machine as per IS/ISO/IEC: 19752/2017/ 24712/24711 for Black (Number of Prints)	1000
Minimum Yield of the Cartridge/Ink/Toner Supplied with Machine as per IS/ISO/IEC: 19798:2017/24712/24711 for Cyan, Yellow and Magenta Colour (Number of Prints)	0
Minimum Duty Cycle (Number of Prints/Month)	30,001 to 50,000

POWER	
Power Supply	Single Phase AC 220 - 240 V, 50 - 60 Hz
Maximum Power Consumption (in Watt)	1020
Environmental	
Minimum Operating Temperature (Degree C)	10
Maximum Operating Temperature (Degree C)	30
Minimum Operating Humidity (%RH)	20
Maximum Operating Humidity (%RH)	80
Dimension	
Standard Machine Weight with Single Tray (in Kg)	12.5
Certification	
BIS CRS Compliance	Yes as per IS 13252 (Part 1)
Maximum Number of Prints covered under Product warranty (Whichever is earlier)	30000
EPR Registration in respect of the manufacturer/authorised importer as per E waste rules as amended up to date	Yes
Agreed to Provide a copy of EPR Registration Certificate to the Buyer on Demand	Yes

Multifunction Printer (Colour)	
Generic	
Description of Stores	Multifunction Machine Printer with Minimum 1 Year On Site Warranty, including Cartridge and Power Cord/Adapter
Core Function	Print, Scan and Copy
Print Technology	Inkjet
Cartridge Technology	Ink Cartridge/Bottle
Type of Printing	Colour
RAM Size (MB)	128
Storage Capacity (in GB)	0
Features	NA
Operating System Compatibility	Windows 10 and Above, MacOS, Linux
Printing	
Print Paper Size	A4 and Legal
Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in PPM)	11 to 15
Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour	6 to 10

(in PPM)	
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Mono (in PPM)	Not Applicable
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Colour (in PPM)	Not Applicable
Auto Duplexing Printing/Coping (2-sided Feature)	No
Scanning	
Maximum Scan Area (Platen/Flatbed Size)	A4
A4 Scan Speed -Colour (Image Per Minute) @ 300 x 300 dpi	1 to 5
Scan To Functions	Email
A4 Scan Speed - Mono (Image Per Minute) @ 300 x 300 dpi	1 to 5
COPYING	
Reduction and Enlargement Feature	No
PAPER HANDLING	
Original Document Feeder Type (For Scanning and Copying)	Platen
Feeder Capacity (Number of Sheets) (For Scanning and Copying)	NA for Platen
Number of Main Paper Tray	1
Total Paper Tray Combined Capacity (Number) at 75 GSM	50 to 100
Bypass Tray Facility	No
If Yes, Bypass Tray Capacity	0
Connectivity	
Connectivity	USB Port,Wi-Fi
Accessories Provided	USB Cable
Performance	
Minimum Yield of the Cartridge/Ink/Toner supplied with Machine as per IS/ISO/IEC: 19752/2017/ 24712/24711 for Black (Number of Prints)	3100
Minimum Yield of the Cartridge/Ink/Toner Supplied with Machine as per IS/ISO/IEC: 19798:2017/24712/24711 for Cyan, Yellow and Magenta Colour (Number of Prints)	4400
Minimum Duty Cycle (Number of Prints/Month)	2,001 to 3,000
POWER	
Power Supply	Single Phase AC 220 - 240 V, 50 - 60 Hz

Maximum Power Consumption (in Watt)	15
Environmental	
Minimum Operating Temperature (Degree C)	5
Maximum Operating Temperature (Degree C)	35
Minimum Operating Humidity (%RH)	10
Maximum Operating Humidity (%RH)	90
Dimension	
Standard Machine Weight with Single Tray (in Kg)	6
Certification	
BIS CRS Compliance	Yes as per IS 13252 (Part 1)
Maximum Number of Prints covered under Product warranty (Whichever is earlier)	30000
EPR Registration in respect of the manufacturer/authorised importer as per E waste rules as amended up to date	Yes
Agreed to Provide a copy of EPR Registration Certificate to the Buyer on Demand	Yes

Date:

Place:

Signature & Seal of the Bidder

DETAILS OF THE TENDER

Sl. No.	Particular	
01	Name of the Firm/ Agency/Company	
02	Registered office Address & Complete postal address	
03	Telephone Number & E-Mail Id	
04	Name of Authorized Signatory (In block Letter)	
05	Contact No. of authorized Signatory	
06	Type of Firm (Proprietary/Partnership/ Pvt. Ltd./Public Ltd.)	
07	Date of Establishment and Experience in business (In number of Years)	
08	GST Registration No.	
09	PAN No.	
10	Details of Earnest Money Deposit i.e. Draft no. date and bank name.	
11	Average annual turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit and Loss A/C for the last 3 years 2022-23, 2023-24, 2024-25	

Date: -

Place: -

Signature & Seal of the Bidder

PRICE SCHEDULE

To
**The Executive Officer,
 Notified Area Council, Rairakhol,
 Sambalpur, Odisha.**

Ref: Bid No----- Dated: -----

Sir,
 We M/s. ----- hereby offer to supply the following items at the prices and within the period indicated below:

Sl. No.	Name	Qty-	Unit Price (Including GST)	Total Price

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply item strictly in accordance with the requirement and the terms mentioned in the bid.

Date:-

Place: -

(Signature and seal of the bidder)

SELF DECLARATION FOR NOT BLACK LISTED

To

**The Executive Officer,
Notified Area Council, Rairakhol,
Sambalpur, Odisha.**

Ref: Tender no. ----- Dated: -----

Madam/Sir,

We M/s. ----- here by confirm that our firm has not been banned or blacklisted by any Government organization / Financial Institution / Court/ Public sector Unit/ Central Government.

Date: -

Place: -

(Signature and seal of the bidder)

Manufacturer's Authorization Form (MAF)

(To be submitted on OEM Letterhead)

Ref. No. _____ Dated _____

To

**The Executive Officer,
Notified Area Council, Rairakhol,
Sambalpur, Odisha,**

Dear Sir,

Tender Reference No.: _____

Name of the item:

We M/s. _____ who are established and reputable manufacturers of _____ do hereby authorize M/s. _____ (Name and address of Agent / Dealer) to participate in the above tender.

We hereby extend our technical assistance to the bidder during installation and inspection of the product.

We hereby certify that, the equipment's being sold would not be declared End of Support (Eos) or become obsolete in the next 3 years. Also, we certify that the products being sold would be covered under Warranty (as specified in the Tender /) from the date of installation, even in the case, the bidder becomes "Out of service".

We have studied the requirements of the product and confirm that we will adhere to the specifications of the tender and quality plan and extend all support during the inspection and provide documentary evidence at the time of inspection for the verification by Client/Client's representative.

Yours faithfully

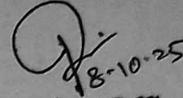
(Name)

For and on behalf of M/s. _____

(Name of manufacturers)

Memo No. - 2356 **Date - 08.10.2025**

Copy submitted to the Collector, Sambalpur/ Project Director, DUDA, Sambalpur for information.



Executive Officer
NAC, Redhakhhol

Memo No. - 2357 **Date - 08.10.2025**

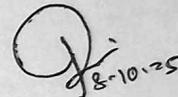
Copy submitted to the Sub-Collector, Rairakhhol/ B.D.O., Rairakhhol/ Tahasildar, Rairakhhol for information and necessary action. They are requested to publish the same in their Office Notice Board for wide publication.



Executive Officer
NAC, Redhakhhol

Memo No. - 2358 **Date - 08.10.2025**

Copy forwarded to the DeGM, Sambalpur for information and necessary action. He is requested to publish the advertisement in District Website.



Executive Officer
NAC, Redhakhhol

Memo No. - 2359 **Date - 08.10.2025**

Copy to the MIS, NAC Redhakhhol for information and instructed to publish the advertisement in Office Website.



Executive Officer
NAC, Redhakhhol