

OFFICE OF THE PRINCIPAL  
ODISHA ADARSHA VIDYALAYA PARLA  
Block-Dharamgarh, Dist-Kalahandi  
Email ID: [dharmagarh@oav.edu.in](mailto:dharmagarh@oav.edu.in)  
ESTD: 2016  
(UNDER S & ME DEPT., GOVT. OF ODISHA)



School Code: 17177

Affiliation No. 1520061

No. 418/2025

Date: 18 / 10 / 2025

**QUOTATION CALL NOTICE**

Quotation in sealed cover are hereby invited from the intending Suppliers/ firms for supply of the Desktop Computers for use in Odisha Adarsha Vidyalaya, Parla. The quotations should indicate clearly the rates (inclusive of all taxes), Name of the Company of the articles and specifications. The intending suppliers should have a valid GST registration number along with GST clearance certificate. Self attested photocopies of the above certificates must be enclosed along with quotation. The payment shall be made by online to their account after due delivery of the articles and verification.

The quotations should reach this office of Principal, Odisha Adarsha Vidyalaya, Parla, At/Po - Parla, Dist - Kalahandi, Pin-766103 through Speed Post/Courier during office hours by 04.00 PM up to 31-10-2025 except Govt./Public holidays. Received quotations will be opened on 03-11-2025 at 11.00 AM by the Purchase Committee. The quotation received beyond the date & time shall not be taken into consideration.

The undersigned reserves the right to cancel any / all the quotations without assigning any reason thereof.

*The sealed envelope containing the quotations should be superscribed with "Quotations for Desktop Computer"*

Sl. No.	Name of the Equipment	Specifications	Make	Quantity
1	Desktop Computer	- Intel Core i3 13 <sup>th</sup> Generation or higher - 8 GB RAM or higher - 512 GB SSD or higher - Windows 11 or higher - MSO24 - Monitor size: 19.5" or higher - Wired Keyboard and Mouse	HP or other reputed brand	3 Nos.
2	UPS for Desktop Computer	Standard UPS compatible with desktop computers	Microtek or other reputed brand	3 Nos.

The following documents are to be submitted along with the Quotation:-

1. Application Form (Annexure-A and Annexure-B)
2. Self-attested copy of PAN.
3. Self-attested copy of GST registration certificate.
4. Self-attested copy of 1<sup>st</sup> page of Bank Passbook for payment purpose.

*Dharmagarh*

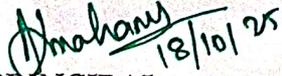
## TERMS AND CONDITIONS

1. The intending registered firms / supply agencies / authorized dealers must attach copies of their valid GST certificate, PAN card, and Income Tax return at the time of submission of the quotation.
2. The entity should not be blacklisted by any State/Central Government or any other organization. A declaration to this effect must be submitted along with the quotation.
3. All rates quoted should be inclusive of GST and other applicable taxes/charges.
4. Any defective or damaged materials must be replaced by the supplier within 3 days of reporting.
5. The quotations must be filled correctly and legibly as per the specifications given in Annexure B, without any overwriting.
6. The successful bidder must supply the items within 7 days from the date of the purchase order.
7. Transportation costs to the Vidyalaya will be borne by the firm.
8. The quotation documents must be submitted in a sealed envelope superscribed as "SUPPLY OF DESKTOP COMPUTERS" and sent via Speed Post/Courier to:

The Principal  
Odisha Adarsha Vidyalaya, Parla  
At/PO-Parla, Block: Dharmagarh,  
Dist: Kalahandi, Odisha.  
Pin: 766103

Submissions must be made within the stipulated date and time.

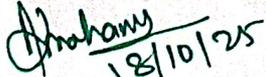
9. Detailed specifications of the IT items are attached in Annexure B. Items must be of reputed brands only.
10. The bidder must provide free services and warranty as per the respective company norms.
11. Payment shall be made only after necessary verification and successful installation of the goods.
12. Quotations that are incomplete in any respect are liable to be rejected.
13. This office reserves the right to modify the terms and conditions, extend the last date of receipt, or accept / negotiate / reject any or all quotations, in full or in part, without assigning any reason.
14. Any changes in schedule will be notified via the District Website.

  
18/10/25  
PRINCIPAL  
Odisha Adarsha Vidyalaya,  
Parla, Dharmagarh

Memo No. 419/2025

Date: 18/10/2025

Copy submitted to the District e-Governance Manager, Collectorate, Kalahandi for kind information and necessary action with a request to upload the Quotation Call Notice in the official website of Kalahandi District.

  
18/10/25  
PRINCIPAL  
Odisha Adarsha Vidyalaya,  
Parla, Dharmagarh

**APPLICATION FORM**  
(to be filled in by the Bidder)

Sl. No.	Information Required	
1.	Name of the Supplier / Firm	
2.	Full Address	
3.	Name of the Contact person with contact number	
4.	e-Mail id	
5.	Date of the establishment of the firm	
6.	GSTN No (attach self attested photocopy of the certificate)	
7.	Bank Account Details (Copy of cancelled Cheque or copy of passbook to be attached)	
8.	Name of the Bank	
9.	Name of the Branch	
10.	IFSC of the Branch	
11.	MICR code of the Branch	
12.	PAN (attach self attested photocopy of PAN card)	

Certified that,

1. I/ we have read the terms and conditions governing this work of the office and hereby agree to abide by them.
2. The agency or any of its members has neither blacklisted by any central or state government organizations nor any litigation pending with any of these department or any court of law.
3. The information provided by us as above regarding the details of firms is correct and noting has been concealed. In case of any information is found to be incorrect at later stage, our bids shall be summarily rejected.

Name & Authorized Signatory with date & seal.

(To be filled by the Bidder)

Sl. No.	Item Name (Desktop Computer/ UPS)	Rate per unit (Including all taxes and transportation charges)/ Brand Name/ Warranty	Item specification
		Rate per Unit: _____ Brand: _____ Warranty Period: _____ Warranty Type _____ (Onsite/Carry in)	
		Rate per Unit: _____ Brand: _____ Warranty Period: _____ Warranty Type _____ (Onsite/Carry in)	
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		Rate per Unit: _____ Brand: _____ Warranty Period: _____ Warranty Type _____ (Onsite/Carry in)	

Name &amp; Authorized Signatory with date &amp; Seal.