



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK
(G.P. Section)

No. 218 /GP Date 31.03 /2026

Invitation for Quotation for supply of Desktop Computer for Office use

Sealed quotations are invited for supply and installation of brand-new Desktop Computer Set for our Office use. The technical specifications and quantities are outlined below-

• **Schedule of Requirements & Specifications-**

Item	Description /Minimum Specification	Qty
A. Desktop Computer	Processor : Latest Gen. Intel Core i5 RAM: 16 GB Storage: 512 GB SSD or higher OS: Windows 11 Pro (Pre-Loaded Licensed) Accessories: OEM Wired Keyboard & Optical Mouse Monitor: 21.5" or higher LED/IPS display (same brand as CPU) Brand-HP	1 Set
B. UPS :	600VA or higher , Microtek / V-Guard	1 Set
C. Printer :	Brand-HP Laser jet , Duplex, ADF, Print, Scan, Copy Model: HP MFP M42625dn	


2. Terms and Conditions –

- **Warranty:** Minimum 3 years on-site comprehensive warranty from the Original Equipment Manufacturer(OEM).
- **Validity :** Quotations must remain valid for 90 days from the submission date .
- **Delivery :** Within 1 week of receiving the purchase order .
- **Installation :** Price should include installation , commissioning and testing in the Office .
- **Tax :** All applicable taxes(GST), transportation and incidental charges must be clearly mentioned.

3. Submission of Quotation-

- Sealed Quotations must be submitted superscribing "Quotation for Computer Set- (Reference No.)" on the envelop.
- **Due Date- Quotations must be reached by 06.04.2026, upto 5 PM.**
- **Address –**

District Panchayat Office, Bhadrak
At- Charigharia, P.O.-Madhabnagar
PIN-756181, Dist- Bhadrak


20/03/2026
District Panchayat Officer,
Bhadrak