



OFFICE OF THE  
COLLECTOR & DISTRICT MAGISTRATE  
GANJAM, CHATRAPUR  
(GENERAL & MISC. SECTION)



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L. No. 328 / Census

Dated. 19.02.2026

### SHORT NOTICE INVITING TENDER (SNIT)

Sealed Quotations in enclosed format inviting from the intending Registered Proprietors/ Agencies for **supply of IT Infrastructure (CPU Desktop Computer, All in one Printer, UPS, Computer Table)** for the ensuing Census Operation-2027. The details of information and documents to be furnished are given in the following manner.

#### Schedule of Events

Publication of tender	:-	19-02-2026
Last Date for receipt of bids	:-	25-02-2026 (5 PM)
Opening of General bids	:-	26-02-2026 (11 AM)
Notification of qualified bidders based on General bid evaluation	:-	26-02-2026 (11 AM)
Opening of Financial bid	:-	26-02-2026 (3 PM)

Interested bidders can download the tender documents from the district website and submit the bid duly filled in alongwith the EMD of Rs. 10,000/- (Rupees Ten thousand) only in shape of demand draft in favour of Collector, Ganjam, Chatrapur

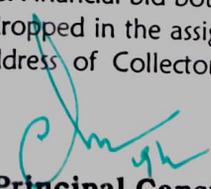
The tender documents are available at G&M Section, Ganjam, Collectorate, Chatrapur. The bidders are advised to visit frequently or contact G&M Section, Collectorate to track any modification /corrigendum etc. or to know the any type of information in this connection. They are also advised to go through the term and condition carefully before submitting the tender paper.

Canvassing in any form shall be liable for disqualification.

Last date of submission of tenders is **25-02-2026 by 5 PM**. No tenders will be received after due date and time. The tender paper if any received after the above said date will not be taken into account.

Collector & PCO, Ganjam reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

The bidders are to submit sealed tender papers (General bid & Financial bid both in separate cover) by the stipulated period by Speed Post / Registered post / shall be dropped in the assigned drop box kept at the G&M Section, Ganjam, Collectorate, Chatrapur in the address of Collector & PCO, Ganjam, Chatrapur

  
Collector & Principal Census Officer,  
Ganjam, Chatrapur

Memo No. 329 / G&M

Dated 19.02.2026

Copy to Notice Board, Ganjam Collectorate, Chatrapur.

Copy to DIO, NIC, Ganjam Collectorate, Chatrapur for information and necessary dissemination of the information / quotation in the district website.

Copy to all Sub-Collectors / Municipal Commissioner, BeMC, Berhampur / all BDOs / All Tahasildars / All NAC Executive Officers of this district for information with a request to publish the notice in their office notice board for wide publicity in the interest of the General public.

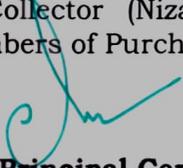
Copy to DIPRO, Ganjam, Chatrapur for information and necessary action.

  
**Collector & Principal Census Officer,  
Ganjam, Chatrapur**

Memo No. 330 / G&M

Dated 19.02.2026

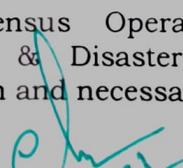
Copy to ADM-cum-District Census Officer, Ganjam / Treasury Officer, District Treasury, Ganjam, Chatrapur / Deputy Collector (Nizarat), Ganjam, Chatrapur / Deputy Collector, (G&M), Ganjam (all members of Purchase committee) for information and necessary action.

  
**Collector & Principal Census Officer,  
Ganjam, Chatrapur**

Memo No. 331 / G&M

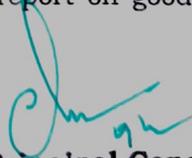
Dated 19.02.2026

Copy submitted to the Director, Census Operation, Odisha, Bhubaneswar / Addl. Chief Secretary, Revenue & Disaster Management Department, Odisha, Bhubaneswar for kind information and necessary action.

  
**Collector & Principal Census Officer,  
Ganjam, Chatrapur**

**Terms and conditions :-**

1. Photocopy of valid PAN card, GSTIN registration certificate, IT return documents of last three years must be enclosed by the bidder alongwith their proposals. All the pages of the tender papers should be signed with seal of the firms / agencies.
2. EMD of Rs. **10,000/-** (Rupees Ten thousand) only in shape of Demand Draft in favour of Collector, Ganjam payable at Chatrapur must be furnished by the tenderer. The EMD of unsuccessful bidders will be refunded after finalization of tender
3. Relevant self-attested copies of documents in support of the above criteria must be enclosed alongwith General bid documents failing which the bid will be liable to be rejected.
4. Any legal dispute arises out of this is subject to jurisdiction of Ganjam District only
5. The bidder should have not been blacklisted by any Govt. organization/court etc. If found later on, action shall be initiated against the firm as per the law by the undersigned.
6. The successful bidder shall not assign or sublet the contract to any other firm
7. Prices shall be quoted in **Indian Rupees** (both in figures & words) carefully and legibly.
8. Time is the essence of the contract and delivery must not be later than the date specified in the order. If the supplier fails to deliver the items or any consignment thereof within the stipulated period, the undersigned will take action as deemed fit.
9. The Collector & PCO, Ganjam reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot / distribute the work to L2 supplier / firm at the Lowest (L1) rate in case if L1 bidder fails to deliver items within the stipulated period. No request or prayer to extend the date of supply will be considered at any circumstances & In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the Collector, Ganjam will have the right to cancel the order / contract without assigning any reason thereof and nothing will be paid by this office in that event and the EMD will also be forfeited. In case of the bidder after fully supply of materials, the EMD will be refunded after receipt of report on good quality as per sample.

  
**Collector & Principal Census Officer,  
Ganjam, Chatrapur**

**GENERAL BID****For supply of IT Infrastructure in connection with Census, 2026-2027**

1.	Name of Tendering Proprietor	
2.	Details of Earnest Money Deposit DD NO. & Date	
3.	Name of the Proprietor / Partner / Director	
4.	Full Address of registered office with telephone number and e-mail ID	
5.	Name & Telephone number of Authorized officer	
6.	PAN / GIR No. (attach self-attest copy)	
7.	GST Registration No. ( attach self-attest copy)	
8.	Bank name, Account No. & IFSC No.of the Proprietor of the said Bank	
9.	Financial Turnover of the tendering manpower service provider for the last three financial years (attach self-attest copy)	

Full Signature and Seal

## TECHNICAL SPECIFICATION OF 650VA UPS

CAPACITY	650VA/360W	
INPUT	VOLTAGE RANGE	140V-300V AC
	FREQUENCY	50Hz + 10%
OUTPUT	VOLTAGE (Bott.Mode)	230V AC NOMINAL
	FREQUENCY (Bott.Mode)	50Hz + 1Hz
	WAVEFORM (Bott.Mode)	MODIFIES SINEWAVE
	TRANSFER TIME	TYPICAL 4-8ms
	RATING	650VA MAX
BATTERY	BATTERY TYPE	SMF (SEALED MAINTENANCE FREE)
	DC v/AH / NOS.	12V /7AH X 1 BATTERY
	RECHARGE TIME (Typ.)	6 Hrs to 90% AFTER COMPLETE DISCHARGE.
ENVIRONMENT	0° -40°C, 0-90% RH NON-CONDENSING NOISE LEVEL < 40DB	
PHYSICAL	WEIGHT	EXACT 4 KG NOT LESS NOT MORE
TECHNICAL FEATURES	AUTO SWITCH OFF IN BATTERY LOW IS IN BUILT OFF MODE CHARGING AND OVERLOAD PROTECTION ARE IN BUILT	YES SMF
OEM TURNOVER	1000CR, OR HIGHER	
OEM CERTIFICATION	ISO 9000, ISO 14001, ISO 45001, ISO 50001, ISO 27001, FCC, CE, ROHS, TL 9001, BIS, EPR	
SERVICE CENTER	OEM OWN MINIMUM FIVE NO'S OF SERVICE CENTER IN ODISHA NOT AUTHORISED SERVICE CENTER	
WARRANTY	2 YEARS ON UPS AND 2 YEARS ON BATTERY	
MADE IN INDIA CONTENT	50% OR HIGHER	

**ALL IN ONE PRINTER SPECIFICATIONS**  
**(MULTI-FUNCTION PRINTER)**

- PRINT SPEED (A4): 18 PAGES PER MINUTE
- DUTY CYCLE: 8,000 PRINTS \*\*3
- DEVICE MEMORY:64 MB
- PRINT LANGUAGE: UFR II
- PAPER HANDLING:  
     PAPER INPUT-150 SHEETS  
     PAPER OUTPUT-100 SHEETS
- CONNECTIVITY: WINDOWS, MAC & LINUX \*\*4
- 600 DPI CIS SCANNER WITH PULL SCAN

<b><u>COMPUTER TABLE</u></b>	
DIMENSIONS	DESCRIPTION
HEIGHT	30 INCH
WIDTH	2.5 FT
LENGTH	4 FT
KEYBOARD (LEFT)	1 NOS
WIDTH	1 FT
LENGTH	25 INCH
DRAWER-1 (RIGHT)	3 NOS
HEIGHT	26 INCH
WIDTH	2.5 FT
LENGTH	15 INCH
NO OF LOCK(LINK)	3

### DESKTOP SEPCIFICATION

SL NO	COMPONENTS	REQUIRED SPECIFICATION
1	CABINET FORM FACTOR	TOWER/MICRO TOWER (13.1 TO 26 LITRES)
2	CHASSIS	TOOL-LESS CHASSIS (TOOL-LESS HARD DRIVE, MEMORY & OPTICAL DRIVE REMOVAL)
3	CHIPSET	INTEL H670/H770 CHIPSET
4	PROCESSOR MAKE	INTEL
5	PROCESSOR DESCRIPTION	I5 13 <sup>TH</sup> GEN 13500
6	NUMBER OF CORES AND THREADS PER PROCESSOR	10 CORES AND 16 THREADS
7	OPERATING SYSTEM	MICROSOFT WINDOWS 11 PROFESSIONAL WITH OEM RECOVERY DVD OR OPTION OF CLOUD RECOVERY (FACTORY PRE-LOADED CERTIFICATE ATTACHED) WITH OFFICE
8	RAM SIZE (GB)	DDR5 8 GB
9	MINIMUM DIMM SLOT	2 OR HIGHER
10	RAM EXPANDABILITY UP TO (USING SPARE DIMM SLOTS IN GB)	64 GB OR HIGHER
11	INTEGRATED GRAPHICS	INTEL UHD GRAPHICS 770 OR HIGHER
12	AUDIO	INTEGRATED AUDIO CONTROLLER WITH INTERNAL SPEAKER OF ATLEAST 2 WATT
13	SUPPORTED FOR DISCRETE NVIDIA/AMD GRAPHICS CARD UP TO 4 GB	YES
14	STORAGE	512GB SSD M.2 NVME OR HIGHER
15	OPTICAL DRIVE	9.5 DVD WR, NA
16	NETWORKING	INTEGRATED 10/100/1000 ETHERNET CONTROLLER, INTEGRATED WIFI 802.AC (2 X 2) WITH BLUETOOTH
17	PORTS AND CONNECTORS	FRONT: 1 HEADPHONE/MICROPHONE COMBO; 6 USBS IN FRONT FOR EASY ACCESS REAR: 1 HDMI; 1 LINE IN; 1 LINE OUT; 1 POWER CONNECTOR; 1 RJ45; 1VGA; 2 USB 2.0
18	SLOTS FOR UPGRADATION	1 PCI EXPRESS 4.0 X 16,1 PCI EXPRESS 3.0 X 1, 1 PCI (FULL HEIGHT),2 M.2 SLOTS FOR WLAN & SSD

19	SECURITY	TRUSTED PLATFORM MODULE TPM 2.0, INTEGRATED INTRUSION SENSOR
20	HARDWARE SECURITY LOCK SLOT	SECURITY LOCK SLOT
21	POWER SUPPLY	180 W WITH 90% EFFICIENCY OR BETTER
22	CERTIFICATIONS	MICROSOFT WINDOWS, LINUX, ENERGY STAR 8.0 CERTIFIED FCC, CE, ROHS, UL, EPEAT, EPEAT 2019 REGISTERED, ISO 9001,14001,20001,27001,45001 AND 50001 FOR OEM
23	KEYBOARD MOUSE	USB KEYBOARD; USB OPTICAL MOUSE
24	MONITOR	21.5 FHD 1920 X 1080, BOTH HDMI AND VGA OPTION, WITH TCO 8.0 CERTIFIED
25	YEARS OF WARRANTY	3 YEARS ONSITE WARRANTY
26	ENVIRONMENTAL OPERATING TEMPREATURE	ENVIORNMENTAL OPERATING TEMPERATURE: 10 TO 35° C ; OPERATING HUMIDITY:10 TO 90% RH
27	MANAGEABILITY	“OUT OF BAND MANAGEMENT INDEPENDENT OF THE OPERATING SYSTEM STATE AND POWER STATE OF PC INTEGRATED UTILITY TO ENABLES HARDWARE LEVEL TESTING OUTSIDE THE OPERATING SYSTEM & DRIVERS SHOULD BE AVAILABLE ON OEM WEBSITE FOR DOWANLOAD”
28	PROTECTION SOFTWARE	MII- COMPLETELY MADE IN INDIA INCLUDING AV ENGINE & WEB -SERVER, MALWARE PROTECTION-REAL WORLD PROTECTION % SHOULD BE MORE THAN 98.5% IN ALL TEST CONDUCTED BY AV COMPARATIVES IN 2021,2022, THE SOLUTION SHOULD BE POWERED BY MAT-MULTI LAYERED ARTIFICIAL INTELLIGENCE TECHONOLOGY, THE SOLUTION SHOULD HAVE CERTIFICATION BY CERTIFICATION IN ALL PREVIOUS 4 YEARS, THE SOLUTION SHOULD HAVE AV-COMPARATIVE CERTIFICATION IN ALL PREVIOUS 4 YEARS , THE SOLUTION SHOULD RANK IN TOP 5 IN IMPACT SCORE ON AV COMPARATIVES.

## ADDITIONAL TERMS & CONDITIONS

1. Bidder to submit bid specific authorization on letterhead with details like (name, email id and phone number) of the signatory.
2. The bidder must be in a similar business of supplying and implementing similar work any government departments within the last three years. The detailed copies are to be attached as required documents.
3. During the warranty period, experts shall be deputed at the site by the bidder within 2-3 working days of receipt of a request from the purchaser, to rectify and fix the defects of material at the locations where materials are supplied. The cost of deputation of the expert and any other associated expenditure shall be borne by the bidder.
4. Data sheet and certifications to be provided along with bid and warranty/ configuration should be visible on the (public domain) online portal.
5. Bidder must submit the affidavit properly notarized regarding non-blacklisted on five hundred rupees stamp paper from any Govt. Organization in non-judicial stamp paper with the appropriate value must be addressed to the buyer authority.
6. The buyer has the right to disqualify without a single clarification to any bidder if any of the documents supplied by the seller is found to be forged/shortfall. After disqualify, no representation will be accepted.
7. Bidder should have a registered office or branch at consignee state.
8. The product compliance sheet must be on OEM letterhead.
9. Desktop Original Equipment Manufacturer (OEM) must have the Indian Standard Organization (ISO) 9001,14001, 20001, 27001, 45001 and 50001 certificate, bidder should submit product vis of monitor, EPEAT INDIA, ROHS, UL, CE, ROHS, FCC, TCO 8, energy star certificate, windows and linux certificate of products at the time of participation of the bid.
10. OEM product with detailed specification should be available in the public domain.
11. The product must have extended producer's responsibility certification provided by the given by the central pollution control board(CPCB) under MOEFCC, Government of India.
12. Final payment will be released only after submission of satisfactory installation certificates from all the points of delivery assigned to the bidders.
13. OEM should have at least 5 to 6 service center in Odisha, agreement copy attached.
14. Bidder has to provide a warranty period declaration on the letterhead of OEM, signed by local business manager must be attested by a notarized person.
15. OEM escalation matrix must be notarized, and the service center must be showing on the portal.
16. The operating system must be supported linux, windows 11 pro or higher notarized declaration by the OEM
17. The competent authority has discretionary power to accept/reject of any /all bidder without any reason thereof during the bid validity period.
18. Bidder must submit bid specific technical compliance sheet for quoted products (make & model) on bidder and OEM letterhead with signed by the OEM representative with name, designation, mobile number and email id etc.

**FINANCIAL BID**

Quotation call notice No. :-  
Name of the Supplier / Firm / Agency :-  
Address of Supplier / Firm / Agency :-  
PAN No. :-  
GISTIN Number of Supplier / Firm / Agency :-

**Rate quoted for required items**

Name of the article	Rate to be quoted for	Rate (In Rs) Excluding of taxes)	Applicable taxes with percentage
Desktop Computer including CPU	1 (one)		
UPS	1 (one)		
All in one Multi- Function Printer	1 (one)		
Computer Table with chair	1 (one)		

SIGNATURE AND SEAL