

INSTITUTE OF ODIA STUDIES AND RESEARCH (IOSR)
3 R / 9, BJB Nagar, Near BSNL Office, Bhubaneswar-751014, Odisha, INDIA
Email: iosrodisha@gmail.com | Tel No.: 0674-3550224 | Mob: 9090465758
No.: Admin/Gen/1-09/2026-IOSR/Corr-2
Date: [04/10/2026]

ADDENDUM / CORRIGENDUM – 2

Subject: Revision of Technical Specifications and Extension of Submission Deadline for Quotation Invitation (IQ) for Supply of Office Equipment

Title of Quotation Invitation (IQ): Supply of Office Equipment (Computers and Other Equipment) for the Preparation of Technical Books under the Financial Support of BPUT, Rourkela, and the Government of Odisha at the Institute of Odia Studies and Research (IOSR).

Inquiry No.: Admin/Gen/1-09/2026-IOSR

Date of Issue of IQ: 30 September 2026

Original Last Date for Submission: 07 October 2026, up to 05:00 PM

Revised Last Date for Submission: 14 October 2026, up to 05:00 PM

In continuation of the above-mentioned Quotation Invitation (IQ), the following amendment is hereby issued for the information and compliance of all prospective bidders.

1. Revision of Technical Specifications (Annexure–1)

The technical specifications relating to the **computer and other applicable equipment** under **Annexure–1** of the original Quotation Invitation are hereby revised as specified in the **revised Annexure–1 enclosed with this Addendum / Corrigendum.**

All prospective bidders are requested to refer to the revised technical specifications while preparing and submitting their quotations. The revised specifications shall supersede the corresponding specifications provided in the original IQ to the extent of such modification.

2. Extension of Submission Deadline

The last date and time for submission of quotations, originally fixed for **07 October 2026 up to 05:00 PM**, is hereby extended to **14 October 2026 up to 05:00 PM.**

All other instructions regarding the mode, place and procedure of submission shall remain as specified in the original Quotation Invitation, unless otherwise amended by this Corrigendum.

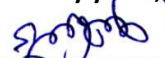
3. Applicability of Other Terms and Conditions

This Addendum / Corrigendum–2 shall form an integral part of the original Quotation Invitation and shall be read together with the original IQ and any other addenda or corrigenda issued in connection with it.

Except for the modifications expressly stated herein, all other terms, conditions, eligibility requirements, evaluation criteria and provisions of the original Quotation Invitation shall remain unchanged and in full force and effect.

All prospective bidders are advised to take note of these amendments and submit their quotations accordingly.

Sincerely yours,


Dr. Subrat Kumar Prusty
(Dr. Subrat Kumar Prusty)
Member Secretary

INSTITUTE OF ODIA STUDIES & RESEARCH

Invitation of quotation (IQ) for
Supply of **office Equipment (Computer and others)**
For Technical Books preparation under the financial
support of BPUT, Rourkela and Govt. of Odisha.

at

Institute of Odia Studies and Research

Inquiry No.: : Admin/Gen/1-09/2026-IOSR

Inquiry Issue Date : 30th September, 2026

Last Date of Submission : 7th October, 2026 at 05:00 PM.



Institute of Odia Studies and Research (IOSR)

3 R / 9, BJB Nagar, Near BSNL Office, Bhubaneswar-751014, Odisha, INDIA

Email : iosrodisha@gmail.com

Tel No. : 0674-3550224

Mob : 9090465758

Background:

As per the decision of the Meeting on the Translation of AICTE Engineering Books into Odia Language and Their Utility held on **23 October 2025** under the chairmanship of the Commissioner-cum-Secretary, SD & TE Department, at the 2nd Floor, Mini Conference Hall, Kharvel Bhawan, Bhubaneswar, the Institute of Odia Studies and Research (IOSR) has been entrusted with the responsibility of coordinating the translation of technical textbooks (both Degree and Diploma level) into Odia, as per the MoU signed between IOSR and AICTE.

In this connection, for the smooth implementation of the textbook preparation work, **logistics support has been provided by BPUT** to IOSR on an urgent basis as per MoU Sign by BPUT and IOSR. Accordingly, as advised by the IOSR Finance Committee, **sealed quotations are hereby invited** from reputed and eligible suppliers for the supply of office equipment and related items as detailed in **Annexure-1**.

We kindly request eligible suppliers to submit **sealed quotations** for the supply and delivery of office equipment to the IOSR, Bhubaneswar, as detailed in **Annexure-1** of this Invitation of Quotation (IQ). When preparing the quotation, suppliers are requested to be guided by the format provided in **Annexure-2**.

Quotations may be submitted on or before 05:00 PM, 7th October, 2026 and via *e-mail* to the following e-mail address: iosrodisha@gmail.com or deposit hard copy with Cover seal at IOSR office Before 05.00 pm on this day.

1. Terms & Conditions:

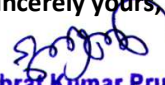
- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of delay this Institute will not be responsible.
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- C) Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.) in **Indian rupees**
- D) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- E) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - Firm shall be registered with the Government of Odisha / Central Government.
 - The firm shall have valid GST/Other taxes and IT PAN.
 - **The firm should not be black listed by any Govt. Agency/Dept.**
- F) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- G) After IOSR has identified the lowest price offer, IOSR reserves the right to award the contract based only on the prices of the goods in the event that the transportation cost (freight and insurance) is found to be higher than IOSR's own estimated cost if sourced from its own freight forwarder and insurance provider
- H) **Delivery Period** – within 7 days from Purchase order.
- I) **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- J) **Payment Terms:** Payment will be only after satisfactory delivery / commissioning of material and after inspection by the IOSR, Bhubaneswar.
- K) IOSR/BPUT reserves the right to accept or reject any quotation without assigning reasons.

2. Special Terms & Conditions:

- A) **Bidder must quote the product as per specification provided in Annexure 1.**
- B) **Catalog must be attached with quotation for technical evaluation.**

Thank you and we look forward to receiving your quotation.

Encl.: Annexure 1 (Specification)
Annexure 2 (Format of price bid)

Sincerely yours,

Dr. Subrat Kumar Prusty
Member Secretary-IOSR
(Dr. Subrat Kumar Prusty)
Member Secretary
INSTITUTE OF ODIA STUDIES & RESEARCH

Annexure– 1

List of Computer items.

Sl	Title	Quantity	Rate per Unit (Rs)	total (Rs)
1	HP OMNI DESKTOP HP OmniDesk Desktop Tower, AMD Ryzen 5 8500G,16GB RAM,1TB SSD,Windows 11 Home,MS Office 24,Wired Keyboard & Mouse, M02-0005IN Desktop PC and HP OMEN 27 inch FHD 165Hz Monitor , (68.6cm), FHD(1920 x 1080), 400 nits, Pivot-Rotation, Anti-Glare, Eye Ease, 8.08kg (3years Warranty)	4		
2	HP OMNI DESKTOP SLIM DT-S03-0007IN I5-13400 ,8GB DDR5 RAM,512GB SSD, WIN11, WIFI & BT, and HP Series 5 27 inch FHD Monitor with Speakers - 527sa, 27inch(68.6 cm), FHD(1920 x 1080), 300 nits, Integrated Speakers, Anti-Glare, Eye	2		
3	UPS 600VA	6		
4	LAPTOP HP Omnibook 5 OLED, Snapdragon X Processor 45 Tops (16GB LPDDR5x, 1TB SSD) 2K, 16"/40.6cm, Win11, Office24, fb0001QU, FHD Camera w/Privacy Shutter, Backlit, Multi-Day Battery AI Laptop	1		
5	EXTERNAL HARD DRIVES (2TB)	2		

Date_____

Place _____

(Name)_____

Name of Firm/ suppliers_____

GSTIN No.: _____

(Signature of Authorized Person) _____

Seal:_____

[On the letter head of firm]**PRICE BID FORM**

To,

Director- Cum- Administrative Officer,
Institute of Odia Studies and Research
3R9, BJB Nagar, Near BSNL Office, Bhubaneswar- 751014, Odisha, INDIA

Dear Sir,

I/We Submitted the quotation for Enquiry No. **“QUOTATION (IQ) FOR SUPPLY OF OFFICE EQUIPMENT’S AT INSTITUTE OF ODIA STUDIES AND RESEARCH AGAINST THE INQUIRY NO. Admn/Gen/1-09/2026-IOSR”** Date ON 30.09.2026.

I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

I/We hereby offer to supply at the following rates.

S. No	Particular: “Supply of Office Equipment’s <u>Specification:-</u> As per Annexure–1 With Warrenty	Qty.	Price/Unit Exclusive of GST (INR)	GST/ Other Taxes	Price/ Unit Inclusive of GST (INR)	Total Cost Inclusive of GST (INR)
1.						
2						
3						

Note:- The bidder must quote their quotation only in above said format on the letter of firm otherwise quotation will be **REJECTED**.

Date _____

(Name) _____

Place _____

Name of Firm/ suppliers _____

GSTIN No.: _____

Bank Name:- _____

Bank Account No.: _____

IFSC Code:- _____

Branch Name: _____

Phone No. _____

Email: _____

(Signature of Authorized Person) _____

Seal: _____

[On the letter head of firm]

FORMAT-B

To

The Director- Cum- Administrative Officer,

Institute of Odia Studies and Research

3R9, BJB Nagar, Near BSNL Office, Bhubaneswar- 751014, Odisha, INDIA

DECLARATION

Sir,

Having examined the details given in Notice/Advertisement and IQ document for the above work, I/We hereby submit the IQ proposal and other relevant information and declared as under,

1. I, _____ Son / Daughter / Wife of Shri _____
Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the IQ and hereby convey our acceptance for the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/We shall accept the final decision of short-listing of Firm/ suppliers and will abide by the decisions of IOSR in this regard.
5. I/We also authorise IOSR to approach individuals, employers, firms and corporation to verify our competence and general reputation.
6. I/we also certify that our firm has **not been black-listed** by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society in India .
7. This is also certified that neither I nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Yours faithfully,

FULL SIGNATURE OF THE AUTHORISED OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp of Firm/ suppliers

FORMAT-C**General Details of the Firm/ suppliers**

Sl No.	Description	Full Details
1	Name of the Name of Firm/ suppliers	
2	Address for Communication Tel : Mob. No.: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Name of Firm/ suppliers: Mobile No. : Email id :	
4	GSTIN No.:	
5	Bank Name:-	
6	Bank Account No.:	
7	IFSC Code:-	
8	Branch Name:	
9	Confirm to carry out assignments as per the provisions of the IQ Document	YES
10	Confirm to accept all the terms and conditions as specified in the IQ Document	YES

Place: Full Signature of The Name of Firm/ Suppliers Authorised Official Signatory

Date: Name & Designation with Rubber Stamp

FORMAT-D**Check list of Documents produced**

SI No.	Description of the documents	Submitted / not submitted	Page no of the proposal
1	PAN / TAN (Compulsory) GSTIN (Optional)		
2	Income Tax Return (Acknowledgement) i.e Assessment Year 2023-24, 2024-25 & 2025-26 (Financial Year 2022-23, 2023-24 & 24-25)		
3	Updated Bank Pass book/ Bank statement clearly indicating registered in the name of Firm/ suppliers only. (Copy of the 1 st page and the last page of the bank passbook/ Bank statement).		
4	Forwarding Letter as per Annexure-1		
5	Price of Books as per Annexure-2, Format-A		
6	Declaration in Format -B.		
7	organization details as per Format- C		
8	Checklist Format- D		

Place: full signature of the name of firm/ suppliers authorised official signatory

Date: Name & Designation with Rubber Stamp