



TENDER DOCUMENT FOR PROCUREMENT OF LAPTOPS

Tender Reference No.: MSF/LAPTOP/2026-27/01

Date: 15.04.2026

1. INVITATION FOR BIDS

Mahashakti Foundation invites sealed quotations from authorised vendors/suppliers for the supply of laptops as per the specifications mentioned below.

2. TECHNICAL SPECIFICATIONS

The laptops to be supplied must meet the following minimum specifications:

- **Model/Series:** HP 250 R Series or equivalent
- **Processor:** Intel Core i3 (latest generation preferred)
- **RAM:** 8 GB
- **Storage:** 512 GB NVMe SSD
- **Display:** 15.6" Full HD Screen
- **Connectivity:** Built-in Wireless LAN & Bluetooth
- **Camera:** HD Webcam
- **Operating System:** DOS / Compatible OS
- **Accessories:** Laptop Bag included
- **Warranty:** Minimum 1 Year

3. QUANTITY REQUIRED

- Total Quantity: **04 (Four) Units**

4. PRICING


- Vendors must quote **unit price and total price**, inclusive of all taxes (GST, transportation, etc.).
- The quoted price should remain **valid for at least 7 days** from the date of submission.


5. TERMS & CONDITIONS

1. **Payment Terms:**
 - 50% advance payment (if applicable)
 - Remaining 50% upon delivery and successful inspection
2. **Delivery Timeline:**
 - Within **3-5 days** from the date of purchase order
3. **Warranty:**
 - Minimum **1-year manufacturer warranty**
4. **Taxes:**
 - Prices must be inclusive of applicable GST
5. **Eligibility Criteria:**
 - Authorized dealer/reseller of the brand
 - Valid GST registration
 - Prior experience in similar supply preferred

Contact

 mahashaktifoundation.in

 mahashakti@mahashaktiindia.org

 +91 81180 95070

Registered Office:

Sanchaya Shakti Bhawan, Burat
M Rampur, Kalahandi - 766102

Head Office:

HIG- 05, Dharma Vihar, Khandagiri, Bhubaneswar - 751030, Odisha, India

Zonal Office:

Ground & 1st Floor, Lane II,
Mahalaxmi Nagar, Balangir - 767001



Mahashakti Foundation



TRANSFORMING COMMUNITIES

6. DOCUMENTS REQUIRED

- GST Registration Certificate
- Vendor Profile
- Authorization Certificate (if applicable)
- Previous supply/work references

7. SUBMISSION DETAILS

- **Last Date of Submission:** 25.04.2026
- **Submission Mode:** Sealed quotation / Email submission
- **Share in Email –** mahashakti@mahashaktiindia.org
- **Address:**
Mahashakti Foundation
HIG-05, Ground & 1st Floor, Dharma Vihar, Khandagiri, Bhubaneswar, Odisha -751030

8. SELECTION CRITERIA

- Compliance with technical specifications
- Competitive pricing
- Delivery timeline
- Vendor credibility

9. RIGHT TO ACCEPT/REJECT

Mahashakti Foundation reserves the right to accept or reject any or all quotations without assigning any reason thereof.



Authorized Signatory

Saroj Kumar Mohapatra
Head-Finance
Mahashakti Foundation

Contact

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