

**GOVERNMENT OF ODIHSA  
COLLECTORATE, KALAHANDI**



**LAND ACQUISITION OFFICER,  
KALAHANDI**

**INVITATION OF BID:-**

**For**

**"(Procurement of 09 nos. Laptop & 40 nos. MFP Laser Printer for  
Collectorate, Kalahandi)"**

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SECTION -II	Instruction To Bidder (ITB)

## Important Dates

Sl No.	Description	Date
1.	Sale of Bid Documents	17.08.2021
2.	Last date for receipt of Bid Documents	01.09.2021
3.	Opening of Bid Document(Technical Bid)	02.09.2021

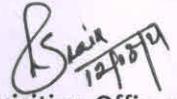
## SECTION-I

TENDER CALL NOTICE NO. 2682 /2021-22

Dt. 12-08-2021

Sealed bids in double cover system are invited from the intending reputed Suppliers/Dealers for supply of "Laptop and MFP Laser Printer" to Collectorate, Kalahandi as per the detailed specification annexed herewith separately. The bidder must possess GST/GSTIN & PAN. The quotation must be incorporated with aforesaid documents along with EMD for Rs. 35000/- (Rupees Thirty Five Thousand) only in shape of DD in favour of "Land Acquisition Officer, Collectorate, Kalahandi" payable at SBI, Main Branch, Bhawanipatna failing which the quotation summarily be rejected.

2. The bid documents can be downloaded from the website <http://www.kalahandi.nic.in> till **31.08.2021 by 4:00 PM** & can be submitted with DEMAND DRAFT for Rs.1000/- (Rupees one thousand only) in favour of "Land Acquisition Officer, Collectorate, Kalahandi" payable at SBI, Main Branch, Bhawanipatna towards cost of bid documents.
3. The bid documents can also be had from office of the Land Acquisition officer, Collectorate, Kalahandi from **17.08.2021 to 31.08.2021 by 4:00 PM** on working days on payment of Rs. 1000/- (One Thousand only) towards cost of bid documents.
4. The tender shall reach the LAO, Collectorate, Kalahandi by Registered post / Speed post only on or before **01.09.2021 by 4:00 PM**. The tender received beyond the date and time as mentioned shall not be considered for acceptance.
5. The Bid documents must be accompanied with Demand Draft of Rs. 1000 ( One Thousand only ) towards cost of Bid documents, EMD for Rs. 35000/- (Rupees Thirty Five Thousand) only in shape of DD, GST/GSTIN, PAN and other relevant documents as mentioned in the bid documents.
6. The sealed bids/ quotation will be opened on **02.09.2021 at 11 AM** in presence of the bidders or their authorized representatives and members of the District level purchase Committee constituted for the said purpose in the office chamber of Additional District Magistrate, Kalahandi.
7. The Committee reserves the right to cancel or reject any or all the tenders without assigning any reason thereof.

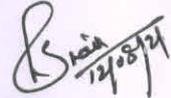


Land Acquisition Officer,  
Kalahandi.

Memo No. 2683 /

Date: 12-08-2021

Copy to the Notice Board of Collectorate, Kalahandi/ Notice Board of LAO, Kalahandi for wide publicity.

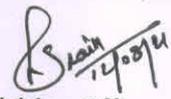


Land Acquisition Officer,  
Kalahandi.

Memo No. 2684 /

Dated 12-08-2021

Copy to the District Informatics Officer, NIC, Kalahandi for web hoisting in the District website.



Land Acquisition Officer,  
Kalahandi

## SECTION - II

### Name of Work:

1. **Procurement of 09 nos. of Laptop with 3 years warranty & 40 nos. of MFP Laser Printer with 1 year warranty for Collectorate, Kalahandi".**
2. **Definitions**
  - 2.1 'OWNER' shall mean Collector, Kalahandi and shall include his legal representatives, successors and assigns.
  - 2.2 "Bidder(s)" shall mean those who have participated against this BID floated by the Land Acquisition Officer, Kalahandi for the work **"Procurement of 09 nos. of Laptop with 3 years warranty & 40 nos. of MFP Laser Printer with 1 year warranty for Collectorate, Kalahandi"**.
  - 2.3 'Contract' shall mean the agreement entered into between the OWNER and the successful bidder for the work **"Procurement of 09 nos. of Laptop with 3 years warranty & 40 nos. of MFP Laser Printer with 1 year warranty for Collectorate, Kalahandi"**.
  - 2.4 "BID" shall mean this document consisting of NIT, ITB, GCC, Bidding Form and Technical Specifications, Techno-Commercial and price bid invited from prospective Bidder(s).
  - 2.5 "LOA/W.O" i.e. **"Letter of Award/Work Order"** shall mean the official letter issued by the OWNER notifying the successful bidder regarding acceptance of the bid and intimation to execute the project at the Approved Price of the bidder and as per the Terms & Conditions of the BID including amendment there to.
  - 2.6 "Specifications" shall mean the technical specifications, Warranty d Particulars, Drawings & Design specified in the BID Document and such other schedules as may be mutually agreed upon.
  - 2.7 'Warranty Period' shall mean period of 3 years for Laptop and 1 year for Printers after completion of supply work in all respects during which the Bidder shall remain liable for repair or replacement of any defective part of the equipment performed under the Contract at his own cost.
  - 2.8 'Warranty' shall mean a written letter to the purchaser of article by its manufacturer promising to repair or replace the defective parts/ whole thereof within warranty period of 3 years for Laptop and 1 year for Printers.
  - 2.9 The term 'Contract Price' shall mean the total price derived by multiplying the Unit Price of each work **"Procurement of 09 nos. of Laptop with 3 years warranty & 40 nos. of MFP Laser Printer with 1 year warranty for Collectorate, Kalahandi"**.
  - 2.10 "Lowest Price" shall mean the work wise Lowest evaluated Price determined from the price bids quoted by the eligible bidders pursuant to invitation of this BID.
  - 2.11 "Month" shall mean the calendar month and "Day" shall mean the calendar day.
3. **Scope of the Work:**

3.1 The board scope of the work shall be ""Procurement of 09 nos. of Laptop with 3 years warranty & 40 nos. of MFP Laser Printer with 1 year warranty for Collectorate, Kalahandi".

4. Eligibility of the Bidder

4.1 This bid is open to all suppliers, dealers possessing GST / GSTIN/ PAN etc.

**Eligible Bidder**

i. Supplier, dealers possessing GST / GSTIN/ PAN/ Registration certificate/ dealership certificate etc

**A. Work Experience**

The bidder as a Dealer, Supplier must have successfully completed some similar nature of work costing Rs. 10,00,000/- (Rupees Ten Lakh only) & shall be supported with work experience certificate.

**B. Financial Criteria:**

i. The Minimum Average Annual Turnover (MAAT) requirement of the bidder (the average of last of 3 years Financial Years (FY 2017-18 to FY 2019-20) shall not be less than Rs.500000/- (Rupees Five Lakh only) as per the Audited Accounts duly certified by a Chartered Accountant Firm. The documentary evidence that is balance sheet, profit loss account must be accompanied with bid documents.

C. IT return for last 3 years (FY 2017-18 to FY 2019-20)

**D. Other Requirement:**

- i. Registration Certificate / Company Certificate / Dealership Certificate
- ii. Pan Card
- iii. GST Registration Certificate
- iv. Cost of Tender Document
- v. EMD
- vi. Work Orders and Performance Certificates
- vii. Audited Annual Accounts for last three years (FY 2017-18 to FY 2019-20)
- viii. IT Return for last 3 years ( FY 2017-18 to FY 2019-20)
- ix. Undertaking for not being black listed in recent past from any Central/State Government.
- x. Authorisation letter for signing of the bid on bidders letter head.
- xi. Manufacturer's Authorisation Certificate (MAC) & manufacturer's conformation for extending the required warranty for the products.

The bidder failing to comply with the above will summarily be rejected.

5. **Price Bid :** The price bid shall be submitted in separate cover super scribing price bid as per the enclosed format. The rate shall be inclusive of GST & other taxes.

5.1 **Procedure for Submission of Bids:**

- The bids shall be submitted super scribing the name of work in double cover system enclosing the techno commercial bid and price/ financial bids in two separate envelopes separately super scribing techno commercial bid and price/ financial bid by registered or

speed post/ courier service only duly self attesting all pages duly filled in and annexing all requisite documents.

- The bidder must ensure that the bids are submitted to the appropriate authority as specified place, date and time indicated in the Tender notice/ bid documents.
- The bidders are required to provide their phone numbers for necessary communication.
- Bidders shall not be permitted to alter or modify bid after expiry of deadline for receipt of bid.
- The money receipt towards cost of tender paper shall be annexed with techno commercial bid. It is non refundable.
- The bidder shall comply the requirements and submitted to the appropriate authority in double cover mode.
- The bidders shall sign on all the statements, documents certificates & responsible for their correctness/ authenticity.
- The bid must be accompanied with Bid Security (EMD) strictly as per the tender requirement and the same shall be delivered to the OWNER before the schedule date and time given in the tender.
- If it is not possible to pen the tender on the scheduled date and time due to any technical reason the said bid will be opened on a later date at the earliest. If the opening of the bid is re-scheduled the small shall be intimated to the participant bidder(s) through online system.
- The bidder must furnish Affidavit in the prescribed format to the effect that the documents and information furnished by them in their bid offers in respect of the said tender are true and correct.

#### **5.2 Late Bids:**

- In the case of advertised tender enquiry or limited tender enquiry, late tenders (i.e., tenders received after the specified date and time) shall not be considered.
- The bidders shall not be entertained to submit the bid by any other mode not mentioned in the bid document. In such case, even if the bidder has submitted the specific document in hard copy in original within the stipulated date line, the bid shall be considered as late bid and not acceptable.

#### **5.3 Modification and withdrawal of Bids:**

- No bid shall be withdrawn after the deadline for submission of bids. Withdrawal / Modification of bid before the expiry of bid validity shall result in forfeiture of Bidder's EMD.

#### **5.4 Procedure for opening the Bids:**

- All the tenders received on time shall be opened in the presence of bidder or their authorized representatives.
- The techno commercial bid will be opened first. The financial bid will be opened next, if the technical bid of a bidder is found responsive/valid. The techno commercial bid of a bidder if found irresponsive will be rejected and his price bid will not be opened.
- If due to any reason the due date is declared as a holiday the bid will be opened on the next working day at the same time and venue.
- The opening date of financial bid of responsive bids will be intimated separately

#### **6. EMD**

6.1 The Earnest Money Deposit (EMD) shall be submitted of **Rs. 35000/-** in shape of DD .

6.2 Any bid not accompanied with the requisite EMD in proper shape shall be rejected.

6.3 EMD of the non-responsive bidders/ bidders other than L-1 who do not meet the eligibility criteria shall be returned by the Land Acquisition Officer, Kalahandi within 30 days after conclusion of the contract.

- 6.4 EMD of the successful bidders shall be returned by the Land Acquisition Officer, Kalahandi after signing of the Contract Agreement and Submission of Performance Security by the Successful bidder.
- 6.5 In case the successful bidder does not acknowledge the LOA/ Work order or does not execute the Contract Agreement his EMD shall be forfeited.
- 6.6 EMD of a bidder will be forfeited if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender.

7. **Period of Validity of Bids**

- 7.1 Bids shall remain valid for 90 days from the due date of receipt of tender papers.

**(A) Price Bid Proposal:**

The financial proposal should be submitted in separate envelope as per the BoQ.

8. **Bid Opening**

- 8.1 All the tenders received on time shall be opened in the presence of authorized representatives of the tenders.
- 8.2 The techno commercial bid will be opened first. The financial bid will be opened next, if the technical bid of a bidder is found responsive/valid. The techno commercial bid of a bidder if found irresponsive will be rejected and his price bid will not be opened.
- 8.3 if due to any reason the due date is declared as a holiday the bid will be opened on text working day at the same time and venue.
- 8.4 The bid will be opened in the presence of the bidders or their authorized representatives. The authority will not be responsible, if the bidder is not present.
- 8.5 The opening date of financial bid of responsive bids will be intimated separately.
- 8.6 The authorized representatives, who intend to attend the tender opening, are to bring with them letters of authority from the corresponding tenderers.
- 8.7 The bidder shall demonstrate sample of the goods to be supplied failing which his tender will not be considered.
9. **Rejection of Bids**
- 9.1 A tender shall be rejected , if,
- a) Cost of Tender document is not enclosed.
  - b) EMD is not enclosed.
  - c) Price bid is enclosed with the Technical Bid.
  - d) All other documents along with affidavit is not enclosed as per BID.
  - e) If the sample of goods are not demonstrated prior to opening of price bid.
  - f) Unduly law and unworkable tendered rates are quoted.

10. **Singing of Contract**

Within 15 days of award, the Contractor shall sign the contract agreement in non-judicial stamp paper with the Land Acquisition Officer, Kalahandi.

11. **Advance to Contractor**

- No advance shall be made to the contractor.
- The payment shall be made on satisfactory completion of distribution/supply of Installation, commissioning of Laptop and Printers as specified herein after.

12. **Acceptance of Bid Documents**

When the person to whom the proposal is made signifies his assent thereto, the proposal is said to be accepted provided it shall be a responsive bid. A proposal when accept becomes a promise.

**SPECIFICATION  
FOR PROCUREMENT OF LAPTOP & MFP LASER PRINTER**

Sl.No	Description of Item
1	<p>Procurement of Laptop with following Features</p> <p>Processor Make : Intel</p> <p>Processor Generation: 11</p> <p>Number of Cores per processor: 4</p> <p>Processor Description : Intel Core i5</p> <p>Operating system (Factory Pre-loaded): Windows 10 Professional</p> <p>RAM size (GB) : 8</p> <p>Type of Drives used to populate the internal Bays: SSD/HDD</p> <p>Total HDD capacity (GB): 1000</p> <p>Total SSD capacity (GB): 256</p> <p>Wireless connectivity : Yes</p> <p>Display size ( Inch): 15.6</p> <p>Display Type : Non Touch</p> <p>Display Resolution (Pixels): 1920X1080</p> <p>Carry case : Yes</p> <p>Battery Warranty: 1</p> <p>On site OEM warranty (Year) : 3</p>
2	<p>Following Features of Multifunctional Laser Printer</p> <p>Type Machine : Multifunction Machine</p> <p>Print Technology: Laser</p> <p>Type of Printing: Mono</p> <p>Catridge Tehcnology : Composite Catridge</p> <p>Platen / Flatbed Size : A4</p> <p>Paper Size (Original / Image) : A4/A4</p> <p>RAM size (MB) : 512</p> <p>Minimum speed per minute as per ISO/IEC 24734 in A4 Size- Mono 27</p> <p>Minimum speed per minute as per ISO/IEC 24734 in A4 Size - Colour 0</p> <p>Scanning Feature availability : Yes</p> <p>Duplexing Feature availability : Yes</p> <p>Networking Feature availaility: Yes</p> <p>Wi-Fi Availability : Yes</p> <p>Original Document Feeder Type: ADF</p> <p>Number Main paper Tray: 1</p> <p>Bypass Facility : Yes</p> <p>On site OEM Warranty (Year) : 1</p>

**PRICE BID  
FOR PROCUREMENT OF LAPTOP & MFP LASER PRINTER**

Sl.No*	Description of Item	Quantity	Quoted Rate		Total Amount
			In Figure	In Word	
1	Procurement of Laptop with following Features Processor Make : Intel Processor Generation: 11 Number of Cores per processor: 4 Processor Description : Intel Core i5 Operating system (Factory Pre-loaded): Windows 10 Professional RAM size (GB) : 8 Type of Drives used to populate the internal Bays: SSD/HDD Total HDD capacity (GB): 1000 Total SSD capacity (GB): 256 Wireless connectivity : Yes Display size ( Inch): 15.6 Display Type : Non Touch Display Resolution (Pixels): 1920X1080 Carry case : Yes Battery Warranty: 1 On site OEM warranty (Year) : 3	9			
2	Following Features of Multifunctional Laser Printer Type Machine : Multifunction Machine Print Technology: Laser Type of Printing: Mono Cartridge Tehcnology : Composite Catridge Platen / Flatbed Size : A4 Paper Size (Original / Image) : A4/A4 RAM size (MB) : 512 Minimum speed per minute as per ISO/IEC 24734 in A4 Size- Mono 27 Minimum speed per minute as per ISO/IEC 24734 in A4 Size - Colour 0 Scanning Feature availability : Yes Duplexing Feature availability : Yes Networking Feature availaility: Yes Wi-Fi Availability : Yes Original Document Feeder Type: ADF Number Main paper Tray: 1 Bypass Facility : Yes On site OEM Warranty (Year) : 1	40			