

GOVERNMENT OF ODISHA



DRDA, Kalahandi

Bid Documents

Name of the work :

Supply of Computer Desktop & Printer

CONTENTS

SECTION	DESCRIPTION
SECTION -I	Notice inviting tender
SECTION -II	Instruction To Bidder (ITB)
SECTION- III	TECHNICAL SPECIFICATION
SECTION- IV	FINANCIAL BID

Important Dates

SI No.	Description	Date
1.	Bidding Date	23-05-2022
2.	Last date for receipt of Bid Documents	31-05-2022
3.	Opening of Bid Document(Technical Bid)	02-06-2022 at 11:00 am

Checklist of Documents

Sl. No.	Particulars of Item	Status (Yes/No)
1	Copy of valid Company Registration Certificate and GST Certificate.	
2	Photo copy of the Income Tax Clearance Certificate for last One years	
3	Photo copy of the PAN card of the supplier	
4	Demand Draft of Rs. 500/-as proof of cost of Tender paper.	
5	EMD for Rs,5,000/- in shape of DD.	
6	Undertaking for capacity to deliver and onsite installation in stipulated time frame.- Annexure- B	
7	Undertaking for no blacklisting.- Annexure- C	
8	All documents are to be self attested	

SECTION-I
DISTRICT RURAL DEVELOPMENT AGENCY, KALAHANDI
TENDER CALL NOTICE NO. 1937 /2021-22, Date:- 21.05.2022

Sealed item rate tenders in double covers system are invited from Sole Supplier/ Dealer/ Manufacturer having valid Registration Certificate / dealership certificate, GST, PAN Card, other relevant documents for the work "**Supply of Computer Desktop & Printer**".

The bids must be submitted incorporating the documents as mentioned at Section- II with required amount of Earnest Money Deposit (EMD) failing which the bid shall summarily be rejected.

The Bid documents can be downloaded from district portal www.kalahandi.nic.in. While bidding, the bidder has to submit an amount of Rs. 500/- (Rupees Five Hundred only) towards tender cost in shape of Demand Draft (Non-refundable) drawn in favour of **Project Director, DRDA Kalahandi** & payable at SBI, Bhawanipatna (Main Branch).

Sl. No.	Item	EMD (in Rupees)	Completion period
01.	Supply of Computer Desktop & Printer	5,000.00	10 Days after work order

The bids will be received only through Speed Post/Regd. Post. The last date of receipt of the bid documents is 31-05-2022.

The bids will be opened on 02-06-2022 at 11 AM in the conference hall of Project Director, DRDA, Kalahandi in the presence of the concerned bidders or their authorized representatives.

The authority reserve the right to accept/reject any or all the quotations without assigning any reason thereof.


Project Director
DRDA Kalahandi

Memo No. 1938 / Date 21.05.2022

Copy submitted to the Collector, Kalahandi/ PD, DRDA, Kalahandi for favour of kind information.


Project Director
DRDA Kalahandi

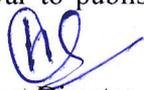
Memo No. 1939 / Date 21.05.2022

Copy to the DIO, NIC Kalahandi to web host the tender call notice for wide publication and notice boards of DRDA, Kalahandi for wide publication


Project Director
DRDA Kalahandi

Memo No. 1940 / Date 21.05.2022

Copy to the Deputy Director (Advt), I & PR Deptt., Bhubaneswar to publish the tender call notice in two daily news papers for wide publication.


Project Director
DRDA Kalahandi

SECTION-II **Instruction to Bidders**

1. Name of the work :

Supply of Desktop Computer & Printer

2. Supplier / Dealer:

A written letter from the dealers/ Supplier / Agent for an article promising to repair or replace the items, if necessary, within a specified period of time.

4. ELIGIBILITY CRITERIA

4.1 The dealers/ Supplier / Agent for items not manufactured by them can also participate in the bidding system. If the dealers/ Supplier / Agent certified documentary evidence to this effect is to be attached along with the quotation/bid. This is necessary to ensure quotation/bid from a responsible party offering genuine product, also backed by warranty obligation from the concerned manufacturer.

4.2 The firm must have valid GST / GSTIN.

4.3 The firm must have valid income tax PAN.

4.4 The product must conform to minimum technical requirements/standards.

4.5 Photo copy of the Income Tax Clearance Certificate for last One years

4.6 Demand Draft of Rs. 500/- as proof of cost of Tender paper.

4.7 EMD for Rs,5,000/- in shape of DD.

4.8 Undertaking for capacity to deliver.

4.9 Undertaking for no blacklisting

4.10 All documents are to be self attested

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

5. SCOPE OF THE WORK

The equipment will be delivered at DRDA Kalahandi as per the specifications

General Instructions

- Interested bidders are advised to view the detailed tender documents before submission.
- Earnest money as specified in bid i.e. **Rs. 5,000/- (Rupees Five Thousand only)** shall be deposited in shape of Demand Draft from any nationalized bank in favour of Project Director, DRDA Kalahandi payable at SBI, Bhawanipatna (Main Branch). The EMD shall remain valid at least three month after satisfactory completion of the work.
- The supplied materials shall strictly in accordance with the specifications as mentioned in the bid; otherwise the bids will be rejected.
- Since timely supply of items is the essence of the contract, requests for extension of time shall not ordinarily be entertained.
- Notice inviting tender, bid documents, prescribed Technical bid, Financial bid, terms & conditions shall form the part of the tender/bid.
- All Taxes applicable at the time of supply will be admissible.
- In case of supply of any defective material or substandard material, the materials will be rejected. It will be the responsibility of the supplier for taking back or replace the rejected materials at their

own cost. In case of non-lifting of such rejected materials within a reasonable time offered by the purchaser, it shall be the right to suitably dispose of the same and to forfeit the amount from bidder.

- Project Director, DRDA Kalahandi will not be responsible for any incidental or consequential losses of the firms.
- During the warranty period the Project Director, DRDA Kalahandi reserves the right to cross check the performance of the systems with reference to specifications.
- Deviations in terms and conditions, specification of material etc. will not be accepted under any condition.
- The Financial and Technical bid along with the photo copies of documents in support of meeting the minimum qualifying requirement of the tender shall be given as attachments.
- Prices quoted must be firm and fixed. The rate quoted should be including cost, GST, Transportation, Installation & other taxes. It shall be quoted in both figure and word. No price variation/escalation shall be allowed.
- Conditional tender shall not be accepted. Therefore, it is in the responsibility of the bidders not to write anything extra in the Price Bid except price.
- Canvassing in any manner shall not be entertained and will be viewed seriously.
- The bidder is not entitled to withdraw his offer after opening of tender.

6 Submission of Bids:

6.1 The bids must be submitted in double cover system. The technical bid and price bid are to be placed in two separate envelopes super scribed, "technical bid / price bid" and then putting them in a single cover super scribing name of work by registered or speed post only.

6.2 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.

6.3 The bidders are required to provide their phone numbers for necessary communication.

6.4 Bidders shall not be permitted to alter or modify their bid after expiry of deadline for receipt of bid.

6.5 All the bid documents shall be self-attested in all pages failing which the bid will be rejected.

6.6 The bids received after the scheduled date and time will not be entertained and non-acceptable.

7. Late Bids: The bids receipt beyond the prescribed date and time shall not be entertained.

8. 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.

9. Procedure for opening the Bids:

9.1 The Technical bid will be opened first. The financial bid will be opened next, if the technical bid of a bidder is found responsive. If the technical bid of a bidder is found irresponsive then it will be rejected and his price bid will not be opened.

9.2 If due to any reason the due date is declared as a holiday the bid will be opened on next working day at the same time & venue.

9.3 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.



10. Technical Evaluation Criteria

Bidder, who fulfils all the below mentioned technical evaluation criteria will be considered eligible to compete in the financial bid.

Sl.No	Criteria	Supporting Documents to be Submitted
i.	The bidder should be a Manufacturer/Dealers/ Supplier / Agent	Certificate/incorporation details along with a copy of PAN CARD
ii.	The Bidder should submit a bid processing Fee of Rs 500/-	Demand draft in favour of Project Director, DRDA Kalahandi Payable at: SBI, Bhawanipatna (To be kept in the Technical Bid envelope)
ii.	The Bidder should submit an Earnest Money Deposit (EMD) of RS 50,000/-	Demand draft in favour of Project Director, DRDA Kalahandi Payable at: SBI, Bhawanipatna (To be kept in the Technical Bid envelope)
iii.	The Bidder should submit the items within stipulated time period	Attach self-certification/ by the competent undertaking on company letter authority of head duly signed and stamped Bidder. (Annexure- B)
iv.	Bidder should submit an undertaking That, it is not blacklisted by the government of India or the state government of Odisha or any other government authority.	Attach self-certification/ by the competent undertaking on company letter authority of head duly signed and stamped Bidder. (Annexure- C)
v.	Bidder should submit the Income Tax Clearance Certificate for last One years	Attach Income Tax / IT Return for the last year
vi.	Bidder should submit the valid GST / GSTIN.	Attach GST/GSTIN certificate

Note- All the documents must be self-attested by the Bidders.

11. Advance to Contractor

11.1 No advance shall be made to the supplier.

11.2 The payment shall be made on satisfactory completion of the installation.

12. Acceptance of the Bid Documents

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

13. Cancellation/Rejection of the Bid Documents

The bids shall be cancelled or rejected on the following grounds:

- Special conditions which are not in the tender notice and which are unacceptable.
- Indefinite conditions which will make difficult to access the financial implications.
- Tenders being incomplete in some important aspect.
- Failure to specify the time within period.
- Failure to deposit the specified amount of earnest money.
- Unduly low and unworkable tendered rates.
- Irrational rate in different items of a tender.
- Failing to submit necessary documents as asked for.

The Project Director, DRDA Kalahandi reserves the right to accept or reject any or all bids without assigning any reason thereof.

14. COMMERCIAL TERMS & CONDITIONS

14.1 Quoted Rate

The quoted rate shall be the unit cost of the material. This shall be the basic cost including cost of packing, forwarding, loading & unloading charges, cost of insurance and transportation for destination where the system will be installed as per the work order.

14.2 Tax & Duties etc.

Applicable as per GST Rule.

14.3 Earnest Money Deposit

- Earnest money is required to be deposited along with the bid without which the bid will not be accepted.
- No interest will be payable on the EMD amount under any circumstances.
- Earnest money can be deposited in shape Demand Draft from any nationalized bank in favour of Project Director, DRDA Kalahandi payable at SBI, Bhawanipatna (Main Branch).
- EMD shall be refunded to the unsuccessful bidders after finalization of the bid without any interest after finalization of bid.
- EMD shall be refunded to successful bidder(s) six month after satisfactory completion of the work.
- EMD shall be forfeited in case of non-compliance of the purchase order by the successful bidder within the time limit.
- In case of claim for exemption from deposition of Earnest money, sufficient proof in support of claim for exemption of EMD is to be attached with the bid.

15. Undertaking as to litigation/Black Listed

The bidder shall submit self-certified undertaking to the effect that there is no major legal cases pending against it or him and not being black listed by Govt. of Odisha and any other Govt. of union territory and other authorities.

16. AWARD OF WORK:

- The L1 bidder will be intimated with letter of award (LOA)
- The purchase order shall be given by the Project Director, DRDA Kalahandi
- The quantity of order may vary from the numbers specified in the financial bid.

17. DELIVERY PERIOD/PROGRAMM EXECUTION SCHEDULE

The delivery period shall be 10 days as specified in the bid documents.

18. VALIDITY OF OFFER

The offer will remain valid for a period of 10 days from the date of receipt of the bid. The validity can be further extended with mutual consent.

19. ESCALATION

No escalation clause except the admissible tax component under the period of consideration shall be accepted.

20. GST

The bidders must submit attested copy of valid GST certificate along with the bid. The bid shall not be considered without this document. The original certificate shall be produced at the time of opening of the bid or before placement of purchase order if required.

21. The supplier should submit self-attested copies of the Income tax clearance certificate for last three years.

22. WARRANTY

22.1 The repair and maintenance including replacement of defective accessories of the system during the warranty period shall be done by the bidder at his own cost.

23. LIQUIDATED DAMAGES

In case the supplier fails to complete the work within the stipulated period the liquidated damages maximum upto 10 percent shall be recovered over the left over work.

24. PAYMENT

24.1. Payment shall be made by Project Director, DRDA Kalahandi on satisfactory installation of the system 7 days.

24.2. Modes of Payment:

The payment shall be made in INR through NEFT/RTGS etc.

24.3. Deduction of Income Tax, Service Tax, etc. at Source from Payments to Suppliers

This will be done as per the existing law in force during the currency of the contract.

25. SETTLEMENT OF DISPUTE

In case of any dispute arises between the supplier and purchaser shall be resolved amicably by mutual understanding. If the party fails to do so, it shall be settled through arbitration under the jurisdiction of Bhawanipatna Court only as per Indian Arbitration and Conciliation Act-1996.



**Project Director
DRDA, Kalahandi**

Specification of Desktop Computer & Printer

SL No.	Brief Description the Items	Specification	Unit
01	All-in-One PC- Specifications and UPS	<ul style="list-style-type: none"> * Screen and CPU is required in a combined Unit * Screen Size:22" (±2 Inch) * Intel®Core™i5-6500 Processor with Intel HD Graphics 530 (3.2 GHz, up to 3.6 GHz with Intel Turbo Boost, 6 MB cache, 4 core) * Windows 10 Pro 64 * 500 GB 7200 rpm SATA * 8 GB DDR4-2133 SDRAM (1x 4GB) * 50.80 cm (20) diagonal TN widescreen WLED backlit anti-glare non-touch LCD * Intel®HD Graphics 530 * Display Port 1.2 to HDMI 2.0a Active 4K 60Hz 	03
02	Desktop with UPS, Key Board and Mouse	<ul style="list-style-type: none"> * Windows Edition: Windows 10 Pro * Processor: Intel (R) Core (TM) i5-7500 * Hard Disk-1 TB * <u>CPU@3.40GHz 30.41GHz</u> * Memory (RAM) : 4.00GB * System Type: 64 bit * Operating System: x64-based processor 	01
03	Multifunctional laser colour printer (A3)	<ul style="list-style-type: none"> * Printer Type: Print, Scan, Copy, Fax with ADF * Maximum Print Resolution: 48900 x 1200 dpi (with Variable-Sized Droplet Technology) * Automatic: Duplex Printing: Up to A3 size * Print Direction: Bi-directional printing, Uni-directional printing * Print Speed: * Photo Default-10 x15 cm / 4x6" Approx. 42 sec per photo (with Border) * Draft, A4 (Black /Colour): Up to 32 ppm / 20 ppm * A4 Simplex (Black /Colour): Up to 18 ipm / 10 ipm * A4 Duplex (Black /Colour): Up to 8.7 ipm / 6.0 ipm * A3 Simplex (Black /Colour): Up to 10 ipm / 5 ipm * Copy Function / Resolution: 600 x 600dpi * Max Copies: 999 copies * Reduction /Enlargement: 25 – 400%, Auto Fit Function * Maximum Copy Size: A3 * Scan Function * Flatbed colour image scanner * Sensor Type: CIS * Optical Resolution: 1200 x 2400 dpi * Scanner Bit Depth (colour): 48-bit input, 24-bit output * Scanner Bit Depth (Gray colour): 16-bit input, 8-bit output * Scanner Bit Depth (Black & White): 16-bit input, 1-bit output 	01
04	Printer (All in One)	<ul style="list-style-type: none"> * Printer Type- Multi Functional Laser Printer * Brand- Reputed. * Colour- Black & White. * Printer option- Duplex. * PPM- 22 ppm * DPI- 1200x600 dpi. * Photo copier and Scanner 	01

PRICE BID

For Procurement of Desktop Computer & Printer

SL No.	Brief Description the Items	Specification	Quantity	Rate Quoted per Unit including GST & All Taxes (In Figure	TOTAL Amount including GST & All Taxes
01	All-in-One PC- Specification s and UPS	<ul style="list-style-type: none"> * Screen and CPU is required in a combined Unit * Screen Size:22" (±2 Inch) * Intel®Core™i5-6500 Processor with Intel HD Graphics 530 (3.2 GHz, up to 3.6 GHz with Intel Turbo Boost, 6 MB cache, 4 core) * Windows 10 Pro 64 * 500 GB 7200 rpm SATA * 8 GB DDR4-2133 SDRAM (1x 4GB) * 50.80 cm (20) diagonal TN widescreen WLED backlit anti-glare non-touch LCD * Intel®HD Graphics 530 * Display Port 1.2 to HDMI 2.0a Active 4K 60Hz 	03		
02	Desktop with UPS, Key Board and Mouse	<ul style="list-style-type: none"> * Windows Edition: Windows 10 Pro * Processor: Intel (R) Core(TM) i5-7500 * Hard Disk-1 TB * CPU@3.40GHz 30.41GHz * Memory (RAM) : 4.00GB * System Type: 64 bit * Operating System: x64-based processor 	01		
03	Multifunctional laser colour printer (A3)	<ul style="list-style-type: none"> * Printer Type: Print, Scan, Copy, Fax with ADF * Maximum Print Resolution: 48900 x 1200 dpi (with Variable-Sized Droplet Technology) * Automatic: Duplex Printing: Up to A3 size * Print Direction: Bi-directional printing, Uni-directional printing * Print Speed: * Photo Default-10 x15 cm / 4x6"Approx. 42 sec per photo (with Border) * Draft, A4 (Black /Colour): Up to 32 ppm / 20 ppm * A4 Simplex (Black /Colour): Up to 18 ipm / 10 ipm * A4 Duplex (Black /Colour): Up to 8.7 ipm / 6.0 ipm * A3 Simplex (Black /Colour): Up to 10 ipm / 5 ipm * Copy Function / Resolution: 600 x 600dpi * Max Copies: 999 copies * Reduction /Enlargement: 25 – 400%, Auto 	01		

		<i>Fit Function</i> * Maximum Copy Size: A3 * Scan Function * Flatbed colour image scanner * Sensor Type: CIS * Optical Resolution: 1200 x 2400 dpi * Scanner Bit Depth (colour): 48-bit input, 24-bit output * Scanner Bit Depth (Gray colour): 16-bit input, 8-bit output * Scanner Bit Depth (Black & White): 16-bit input, 1-bit output			
04	Printer (All in One)	* Printer Type- Multi Functional Laser Printer * Brand- Reputed. * Colour- Black & White. * Printer option- Duplex. * PPM- 22 ppm * DPI- 1200x600 dpi. * Photo copier and Scanner	01		

Supply of Desktop Computer & Printers inclusive of all taxes/transportation etc. with warranty
Grand Total:- Rs. _____ (in Word.....)

[Handwritten Signature]

To,

Project Director,
DRDA Kalahandi

UNDERTAKING FOR SUPPLY OF DESKTOP COMPUTER & PRINTERS

We confirm that we have the capacity to supply the required items amounting to Rs_____lakhs to Project Director, DRDA Kalahandi (.....nos) as per their requirement in a time frame of 10 days.

For and on behalf of:

Signature(with Seal)

To,

Project Director,
DRDA Kalahandi

UNDERTAKING THAT THE FIRM/INSTITUTION IS NOT BLACKLISTED

We confirm that we are not blacklisted by any Government Institution/CPSE/SLPE/Local Authority.

For and on behalf of:

Signature (with Seal)