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OFFICE OF THE TAHASILDAR KHALLIKOTE, Dist.- GANJAM

Letter No. 1130/

Dated: 17.02.24

TENDER CALL NOTICE FOR SUPPLY OF DESKTOP PC, UPS AND AII IN ONE LASER PRINTER TO THE TAHASIL OFFICE, KHALLIKOTE, GANJAM

Sealed tenders are invited from reputed Authorized Distributor / Dealer / Supplying Agency/SHOP for supply of the following Computer Items for the Tahasil Office, Khallikote, Ganjam. The detailed term and conditions of the tender, general information and specification of the product etc. can be obtained from the office of The Tahasildar, Khallikote, Ganjam in any working day from 18.02.2024 to 26.02.2024 at 11 a.m. to 2 p.m.

Date of Commencement of Sale of the Tender Document: 18.02.2024

Last Date & Time of the Receipt of Tender : 26.02.2024

Date & Time of Opening of Tender : 26.02.2024 05.00 P.M

Cost of the Tender Rs. 100/- of Application Fees or Demand Draft in Favour of Tahasildar, Khallikote. Ganjam.

Place of opening of Tender Office of The Tahasildar, Khallikote, Ganjam.

The Tender will be opened on scheduled date and time in the office of the undersigned in the presence of Bidders or their authorized representatives. In the event of the date being declared as holiday for Govt, of Odisha, the due date of submission of bids and opening of bids will be next working day. Any tender received after the due date & time will be rejected and returned to the sender unopened. The tender will be received through Regd. Post / Courier Service / Speed Post or Tender Box only. The authority reserves the right to reject any or all the tenders received without assigning any reason thereof.


Tahasildar, 17.02.24

Khallikote, Ganjam.

Memo No. 1131 Date 17.02.24

Copy forwarded to the Block Development Officer, Khallikote, Ganjam/ Executive Officer, NAC, Khallikote, Ganjam/ Sub-Treasury Officer, Khallikote, Ganjam /Block Education Officer, Khallikote, Ganjam/CDPO, ICDS Project , Khallikote, Ganjam for information and necessary action.They are requested to display the Notice in their Office Notice Board for appraisal of interested.

Copy to District Informative Officer, NIC, Collectorate, Ganjam, Chatrapur for information and with a request to publish the same in District Website .


Tahasildar, 17.02.24

Khallikote, Ganjam

TERMS AND CONDITIONS OF THE TENDER FOR SUPPLY OF DESKTOP COMPUTER,,ALL IN ONE FUNCTIONAL PRINTER, LASER PRINTER & 600 KVA UPS TO DIRECTORATE OF HEALTH SERVICES, ODISHA

Sealed tenders will be received by dated. **26.02.2024** up to **2:00 PM** in the office of the Tahasildar, Khallikote, Ganjam for the purchase of Desktop Computer, Laser Printer & 600 KVA UPS as per technical specification given in **Annexure -I**. Any tender received after the due date & time will be rejected and return to the sender unopened. **The Tenders will be received through Regd. Post/ Courier Service/ Speed Post/ Tender Box only.**

The sealed tenders '**Cover A**' (**Technical Bid**) submitted by the tenderer will be opened by Tahasildar, Khallikote on **26.02.2024** at **05.00 PM** in the office chamber of Tahasildar, Khallikote, Ganjam. The bidders or their duly authorised representatives are allowed to be present during the opening of the tenders if they so like.

The Tender cost fee of **Rs.100/** (Non-refundable) in shape of Application Fees/ Bank Draft/ Demand Draft/ Pay Order drawn in favour of "Tahasildar, Khallikote, Ganjam should be enclosed along-with the Technical Bid. The Tender cost fee amount should be submitted separately in separate Bank Drafts/ Demand Drafts/ Pay orders. In case of any clarification, responsibility lies with the bidders to collect the same from the office before last date of submission of the tender document and for any delay/ omission on part of the bidder.

1. TENDER CONDITIONS / ELIGIBILITY CRITERIA:

The bidders/ tenderer shall be a Manufacturer (OEM) / authorized Distributor/ Dealer/ Supplying Agency/Computer Shop dealing with Computer & Printer and UPS. The bidder/ tenderer must possess a valid GST registration number.

The Bidder shall supply, install, configure and support all components of the proposed item (Hardware, Software, & Firmware etc.) and shall ensure smooth functioning of all quoted items.

The selected OEM / Bidder shall be responsible to provide on-site warranty and maintenance support for the supplied item for a period of 1 year. The warranty & maintenance support shall start from the date of successfully commissioning of all supplied items or from the Final Acceptance Test (FAT).

Bidder should replace the materials within one week, at his own cost if found defective or unsuitable

No conditional bids shall be entertained and the same will be out rightly rejected in first instance.

The tenderers/ bidders must quote their price in INR only as the payments will be made in Indian Currency only.

All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid must be initiated by the person authorized to sign the tender/ bid.

The technical bids shall be opened on the scheduled date and time as mentioned above in the office of the Tahasildar, Khallikote, Ganjam in the presence of the bidders or their authorized representative, who wish to be present on the spot at that time.



The financial bid of only those bidders will be opened whose Technical bids are found in order. The date & time of opening of financial bids shall be intimated to the eligible bidder in due course to remain present at the time of opening.

The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalization stage.

A copy of the tender/ bid documents should be signed by the tenderer/ bidder on the bottom of each page with office seal duly affixed and submitted in 'Cover -A' along-with other documents required (as per clause 3.1), Tender cost etc. The paging must be done on all the documents submitted in "Cover -A" & "Cover -B".

Tenders should be type-written or Computerized and every correction /over-writing in the tender should invariably be attested with signature of the tenderer/ bidder before submission of the tenders to the authorities concerned. No revision of price (upward or downward) will be allowed once the tender is opened ("Cover -B").

No tenderer/ bidder shall be allowed at any time on any ground whatsoever to claim revision or modification of rate quoted by him due to clerical or typographical error.

The price quoted by the tenderers/ bidders shall not in any case exceed the privilege market price.

The approved rate will remain valid for one year from the date of approval of the rate and it can be extended further by mutual consent.

In the event of the date being declared as a holiday for Government of Odisha, the due date of submission of bids and opening of bids will be the following working day at the appointed place & time.

All the documents submitted must be in English/ Odia otherwise its attested English version must be attached in the tender document.

The Authority reserves the right to reject all bids/ terminate the tender process without assigning any reason thereof.

2. **DOCUMENTS TO BE SUBMITTED :**

The following certificates should be submitted in "**Cover -A (Technical Bid)**" by the tenderer/ bidder (Technical Bid). **All the submitted documents are to be self attested.**

FINANCIAL BID (COVER-B):

The price schedule in the prescribed form duly signed by the tenderer/ bidder should be submitted in a separate sealed cover hereinafter called as '**Cover-B**'.

The bidders should quote their price (both in figures and words) inclusive of excise duty, insurance, packing, forwarding and freight (i.e. door delivery) but exclusive of GST only. The GST should be quoted separately. But, the price evaluation will be made as per Finance Department Memo No.48317/F, dated.23.11.2010.

The financial bid of only those bidders will be opened whose technical bids are found in order. The financial bids shall be opened in the office of the Tahasildar, Khallikote, Ganjam in the presence of the tenderers/ bidders or their authorised representatives, who may wish

to be present on the spot at that time. The date and time of opening of the financial bid will be intimated to the qualified tenderer/ bidder in due course.

The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalisation stage.

3. NON RESPONSIVE / REJECTION CRITERIA

The tender/ bid document will be rejected if any of the following documents are not submitted with tender.

- i) Tender cost,
- ii) Any pre-condition by the bidder/ tenderer to supply the equipment.
- iii) Self attested copy of GST registration certificate,
- v) Financial Bid/ quoted rates submitted without signature and seal of tenderer.

4. SUPPLY CONDITIONS:

The approved bidder will supply Desktop Computer, Laser Printer & 600 KVA UPS to Tahasil Office, Khallikote, Ganjam as per the technical specification given in Annexure - I within / **(Seven) days** from the issue of the purchase/ supply order. Necessary arrangement will be made by the supplier for proper installation of computer with printer and UPS about functional of the equipment. No separate transportation and service charges to this effect will be paid by the consignee.

In all the cases the responsibility of the purchaser will start only after delivery and due verification of the equipment.

5. ISSUE OF PURCHASE/ SUPPLY ORDER:

The purchase/ supply order quantity will be placed to the responsive lowest bidder. The purchase orders will only be sent to the concerned approved bidder.

6. TERMS OF PAYMENT:

No advance payments will be made to the supplier. The supplier has to submit the bill/ invoice in triplicate and a photocopy of the purchase order at the time of supply for necessary stock entry.

Payments will only be released as soon as possible after keeping the security deposit if any from the supplier, if they have not deposited same before.

All payments will only be made online (e-payment/ e-transfer).

No claims for interest shall be made against the Tahasildar, Khallikote, Ganjam Odisha in respect of Earnest Money Deposit or Security Deposit or Delayed Payment.

7. LEGAL:

The successful bidder will enter into an agreement with Tahasildar, Khallikote, Ganjam, Odisha within 7 (Seven) days from the date of approval of the tender for supply of Desktop Computer, Laptop, Laser Printer St 600 KVA UPS as per requirement, terms and conditions.

In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

In the event of any litigation arising out of the tender such matters would be subject to the jurisdiction of the Hon'ble High Court, Orissa or Civil Courts, Bhubaneswar.


Tahasildar,
Khallikote, Ganjam.

1. Desktop Computer : Specifications

Sl. No.	Parameters	Required Specification
1	Processor	Intel i3 12Gen., 1Tb, 8GB
2	Chipset	Minimum Intel commercial series or higher version
3	Bus Architecture	3 PCI (PCI/ PCI Express) or more
4	Memory	8GB 1600 MHz DDR3 RAM with 32 GB Expandability
5	Hard Disk Drive	1 TB 7200 rpm or higher
3	Optical Drive	8X or better DVD RW Drive
7	Key Board	104 keys
5	Mouse	Optical scroll with USB interface
9	Graphics	Integrated graphics (Intel HD)
10	Monitor	47 cm (18,5 inch) or larger TFT/LED Digital Colour Monitor TCO-05 certified
11	Bays	4 Nos. or above
12	Networking Facility	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up. TPM enabled 1.2 chip using any standard management software
13	Ports	4 USB Ports or more (at least 2 USB with 3.0), 1 Display port/VGA port, audio ports for microphone and headphone in front
14	Form Factor	Mini Tower/Tower
15	Power Management	Screen Blanking, Hard Disk and System idle Mode in Power On, Set up Password, Power supply SMPS Surge protected
16	Warranty	1 year on site with spare and Service

Laserjet Printer

Sl.No.	Parameter	Specifications
1	Description	Laser-jet A4 Mono Printer
2	Print Technology	Laser All In one
3	Print speed	Up to 15 ppm (letter), 14 ppm (A4) .
4	Print speed	Up to 15 ppm (letter), 14 ppm (A4)
	Resolution	1200 dpi effective output quality
5	Memory	2 MB RAM
6	Monthly duty cycle	5000 pgs or more
7	Type	Paper (plain, laserjet, photo), Envelopes, transparencies, labels, postcards
8	Processor speed	230 MHz
9	Input tray	150 sheet input tray, single sheet multi purpose input tray.
10	Output tray	100 sheets
11	Interface	Hi-speed USB 2.0 port
12	Power consumption (Energy star compliant)	Printing- 250 watts, Stand by- power save - 2 watts, OFF- 0 watt.
13	Language and fonts	Host based printing
14	Warranty	One year Comprehensive OEM onsite warranty.