



GOVT. OF ODISHA
PLANNING & CONVERGENCE DEPARTMENT

TENDER DOCUMENT

For

**Supply & installation of Desktop Computers & UPSs
At P&C DEPARTMENT 2019-20**

Tender Document No. P & C Deptt /IMU / 02 Dated: 12 Sept., 2019
ISSUED BY

P & C DEPARTMENT 2019-20 Odisha Secretariat Bhubaneswar Odisha,
Website: <https://pc.odisha.gov.in/Advertisement.html>

1. Sale of Tender/Bid Document:

The prospective bidders/ agency may download the complete set of the tender documents directly from the websites i.e. <https://pc.odisha.gov.in/Advertisement.html> and submit the same to Planning and Convergence Department, Government of Odisha, Odisha Secretariat, Bhubaneswar along with the cost of tender paper for Rs. 1,000/- only in shape of crossed Demand Draft / Pay Order (Non-Refundable) drawn from Bank regulated under RBI norm in favour of "Drawing & Disbursing Officer (DDO) Planning & Convergence Department. The cost of the tender paper & EMD should be submitted separately in separate demand drafts & no exemption will be given regarding EMD & Tender paper cost.

Sealed tenders are invited in two bid system i.e. **Technical Bid & Financial Bid**, **Financial Bid** should contain only the price Bid exclusively as per format enclosed at **Annexure-B** without any deviation and Technical Bid should contain all other documents as per the tender terms along with EMD & Tender paper cost. The **Technical Bid & Financial Bid** will be covered in two separate envelopes clearly written on envelope as "**Technical Bid**" & "**Financial Bid**" respectively and these two bids will be put in a Big envelop by mentioning on the top of envelop "**Tender for supply of Computers & UPS etc.**" and send through Registered Post or Speed post only addressing the "**Joint Secretary, i/c IMU branch of P & C Department, Odisha Secretariat, Bhubaneswar, Pin- 751001** with reference to advertisement number & date and the same should reach this Department **by 1st October 2019 till 5 PM**. No bids shall be accepted after the date and time mentioned above. The department shall not be held responsible for any postal or otherwise delay. The tender documents with details specification and configurations etc. are noted as per **Annex-A**".

2. Bid Security , Documents & other Details:

The Bidder shall furnish Earnest Money Deposit (EMD) for **Rs. 20, 000/-** (Twenty Thousand) only in the shape of Bank Draft / Pay Order drawn from Bank regulated under RBI norm in favour of "**the Drawing & Disbursing Officer (DDO) Planning & Convergence Department**". The above bid security will be forfeited if a bidder (i) Withdraws its bid during the period of bid validity. (ii) Fails to perform the contractual obligations as per the approved and placed purchase Order.

- a. The EMD of the unsuccessful Bidders will be return after finalization of the tender without any interest.
- b. A participating Bidder is allowed to file only one Bid document in response to this tender call notice.
- c. The tender proposals submitted without Bid Processing Fee or EMD as above shall not be considered for the bidding process. The participant bidder or his authorised person should sign on each page and all the pages should be numbered serially.
- d. Tender Document Once filed shall remain valid up to Ninty (90) days from the date of submission of tender. Similarly the rate once finalised shall remain valid for a period of 12 calendar months from the date of supply order to be issued after deposit of required performance guarantee fee or Bank guarantee as stated in the preceding para of this tender document.
- e. The goods offered by the Bidder must meet with the mentioned Technical Specification and conform that the standards of the quoted items is up to the standard quality as mentioned in Technical Specifications.
- f. Each Bidder shall submit price bid as per **Annexure-II** mentioned in the advertisement. Any alternative price bid submitted by the same agency will be rejected. The said agency will be debarred from the bid process.

3. Performance Security:

- a. The successful Bidder/Agency irrespective of its registration status will submit the **Performance Security @ 10% of the order value**. And Performance Security may be furnished in the form of an Account Payee Demand Draft / Bank Guarantee. If it is Account Payee Demand Draft or Pay Order should be submitted then it should be submitted in favour of **"the Drawing & Disbursing Officer (DDO) Planning & Convergence Department"**.
- b. The EMD will be returned to the successful Bidder/Agency after receipt of the Performance Security, otherwise EMD of the Agency will be forfeited, order will be cancelled and the Bidder/Agency irrespective of its registration status will debar / Blacklisted by this Department.
- c. The performance Security of the Agency will be returned without interest only after successful completion of supply followed by necessary verification certificate by the approved committee only.
4. The purchase order will be placed to the selected Bidder/Agency, whose Package bid has been determined to be substantially responsive. The lowest responsive Package bid price will be taken into consideration subject to valid Technical bid.

4. Eligibility Criteria (Any deviation will not be considered):

- ✓ Required Tender Paper Cost and EMD must be in favour of **"the Drawing & Disbursing Officer (DDO) Planning & Convergence Department"**.
- ✓ Self attested of Final photo copy of GSTR – 3 B and Final photo Copy of GSTR - 1 return form upto March'19
- ✓ Photo Copy of GST Registration.
- ✓ Self attested photo copy of PAN card.
- ✓ Rate should be quoted as per format at **Annexure-B**.

- ✓ Last 3 years IT Return copy (for the Assessment years 2016-17 ,2017-18 & 2018-19).
- ✓ Audit Report / Chartered Report of above mentioned Assessments years must be enclosed.
- ✓ Undertaking on self-letter head that the firm has not blacklisted by any Govt. Organization / Institution.

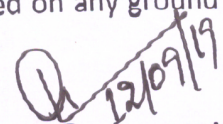
- ✓ Undertaking that the quoted item qualifies the required technical specification.
- 5. The Purchase order will be placed to the Bidder quoted the lowest responsive price and the terms of the accepted offer shall be incorporated in the purchase order.
- 6. Planning & Convergence Department reserves the right to place purchase order on phase wise as per the availability of fund. The estimated annual requirement of consumables for 2019-20 may increase or decrease as per the requirement of this Department and purchase order will be placed in favour of the selected bidder accordingly.
- 7. The tender shall remain valid for a period of 90 days from the last date of Tender submission.

8. Required Quantity:

- A. Desktop Computers : 14 Nos. (Fourteen)
- B. UPS: 14 Nos. (Fourteen)

The quantity as stated above may increase or decrease depending on the requirement by this Department.

- 9. The delivery and installation period of the supplies should be within 15 working days from the date of placement of order from the P & C department. In case bidder fails to supply or installation within the accepted period, liquidated damages at the rate of 1% of contract value of the order, for per week of delay subject to maximum of 10% of the order value will be levied. The systems will be, installed & made operational within two working day from the day of supply received by the department.
- 10. If supplier or their employee shall damage or destroy any Computer and accessories, cable, electric lines etc. at the departmental premises, the supplier shall make good the damages at their expenses or in default P & C department can deduct the expense from any sums that may be due, or at any time thereafter become due to the supplier under the contract or otherwise.
- 11. Full payment will be released only on submission of proper invoice / Bill duly completed in all respect, certified by Officer—in-Charge of the IMU branch with the bank details submitted by the bidder/firm. Subject to the randomized verification done by the approved technical committee report. If any adverse report submitted by the technical committee then Bidder / Agency must replace the item / items and re-supply the item as per specification standard within next 10days time period as mentioned or time period communicated by this office.
- 12. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- 13. Notwithstanding the above the authority reserves the right to accept or reject any or all tenders and to cancel the bidding process at any time prior to the issue of work order without assigning any reasons thereof.
- 14. Bidders will be intimated to present in person or their authorized representative during the opening of technical bids at **11.30 AM on 03.10.2019** and financial bid at **3.00 PM on 03.10.2019** at the office Chamber of FA-cum-Additional Secretary, Planning & Convergence Department. No request for change of time, date or venue will be entertained on any ground from bidders.


Joint Secretary to Government



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Sl. No.	Components for Desktop	Specification for Desktop
1	Processor	8th Gen Intel Core i3, 3.7 GHz
2	Processor Graphics	Intel HD Graphics 600
3	Memory	4 GB DDR4-2400 SDRAM (1 x 4 GB)
4	Hard disk	1 TB 7200 rpm SATA
5	Monitor	18 inch and above
6	Keyboard	104 keys PS2/USB (Same make as PC)
7	Mouse	Optical with USB Interface
8	Port and cabinet	Port: 6 USB Ports or more (atleast 3 USB with 3.0), 1 Display port/VGA Port, RJ 45 Network Port, Audio port for microphone and head phone Cabinet: desktop tower/SFF Model
9	DVD ROM Drive	8X or better RW
10	Network Facility	10/100/1000 gigabit on board integrated Network port
11	Power Management	Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power Supply SMPS surge protected
12	Operating system	Windows 10 Professional pre-loaded
13	Warranty	3 years on site with spare & service
14	Microsoft Office	Licensed version of Microsoft Office 365

Sl. No.	Required Specification for UPS
1	600 VA Line Interactive UPS with minimum 20 minutes battery backup with load. Output Capacity 600VA/360 Watts, Input Connection India 6 Amp Plug, Three India 3-pin 6 Amp sockets (all battery backup and surge protection).


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For Desktop				
Name of the Item	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5

For UPS				
Name of the Item	Unit Price(in Rs.)	GST (in %)	Total Price (in Rs.)	Remarks
1	2	3	4	5


Joint Secretary to Government