



ODISHA SKILL  
DEVELOPMENT AUTHORITY

# DISTRICT EMPLOYMENT EXCHANGE, BHADRAK

At/Po- Charampa, Dist- Bhadrak

Ph- 06784-231717

E-mail ID- [dee.exchange.bhadrak@gmail.com](mailto:dee.exchange.bhadrak@gmail.com)



No. 49 /DEEX,Bdk

Dated. 26/01/2019

## TENDER CALL NOTICE

### Supply, installation and after sales maintenance support of Desktop Computers, Multi Functional device Laser Printer to District Employment Exchange, Bhadrak.

Sealed tenders under Two Bid systems are invited from intending Company / OEMs/ Authorised Dealers/Distributors/Registered firm with valid GST Registration Certificate, PAN No. are to be submitted to the District Employment Officer, Bhadrak , At/Po-Charampa, Dist- Bhadrak, Pin- 756101 along with the relevant documents, rate as per the terms & conditions & Specifications published in this District web site [www.bhadrak.nic.in](http://www.bhadrak.nic.in) on or before 18.02.2019 by 5 PM by registered post/speed post only. Tender through hand / Courier will not be entertained. The authority shall not be responsible for any postal delay.

1. The tender (The Technical Bid) must be accompanied by D.D. drawn in SBI Main Branch, Bhadrak in favour of "District Employment Officer, Bhadrak" amounting Rs.500/- (Rupees Five Hundred) only is towards cost of tender document (non-refundable) even if tender is cancelled.
2. Local Purchase Committee will open the tenders on dt.19.02.2019 at 03.30 P.M. in the office Chamber of Addl. District Magistrate, Bhadrak. Bidder who would like to remain present during the opening of the Bids may do so in person or through their authorised representatives.
3. Any change in the date/timing /venue of opening of the Bids shall be notified to the prospective bidders over telephone/mobile, thus they must give their contact telephone /mobile numbers and address on the left bottom of the sealed tender cover.
4. **Specifications:** For detailed Specifications refer (Annexure- I - A,B,C) as the case may be of the Tender Documents.
5. The bidders may inspect District Employment Exchange, Bhadrak where the Computers and other equipments will be installed.

*Sash*  
26/01/19  
District Employment Officer

Bhadrak

Dated. 26/01/2019

Memo No 50(2) /DEEx,Bhadrak

Copy forwarded to

1. DIO,NIC,Bhadrak for kind information. He is requested to hoist the notice to the District Website for wide Publicity.
2. DI&PRO, Bhadrak for kind information. He is requested to publish the advertisement in one Odia Daily News Paper.

*Sash*  
26/01/19  
District Employment Officer

Bhadrak

Dated. 26/01/2019

Memo No 51(2) /DEEx,Bhadrak

Copy submitted to

1. The Collector & District Magistrate for favour of kind information.
2. The Director of Employment,Odisha,Bhubaneswar for favour of kind information.

Memo No

Copy forward

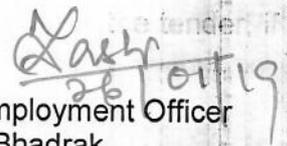
*Sash*  
26/01/19  
District Employment Officer  
Bhadrak

## General Terms and Conditions:

1. The Bid shall consist of two parts: Technical Bid (**Annexure-I, Format 1- 5 including authorisation letter**) and Financial Bid (**Annexure-II**) Both bids are to be placed in two separate sealed envelopes (clearly super scribing "**Technical Bid**" and "**Financial Bid**") which in turn are to be placed in one another sealed cover super scribing "**TENDER FOR SUPPLY OF [COMPUTER, MULTI FUNCTIONAL (Print, Scan & Xerox) PRINTER only.**"
2. Bids of all parties whose Financial Bids are not in separate sealed covers or the rates quoted by them find mentioned in their Technical Bids shall be rejected forthwith. All the information sought under the head General Terms and Conditions" are to be given in the Technical Bid while price quoted for the same will have to be mentioned against each item only in the Financial Bid.
3. The Financial Bid of the bidders shall be opened those who are qualified/eligible in Technical Bids and financial bid shall remain unopened for those who are not qualified bidders of Technical bid.
4. The Bid submitted without D.D of tender cost shall summarily be rejected.
5. No extending benefit will be allowed to SSI units registered under with DIC & NSIC.
6. The rate will be valid for 90 days from the date of opening of tender paper.
7. No correction and overwriting is allowed in the quoted price. The quoted price must be inclusive of all taxes, duties, delivery and installation.
8. The bidder assumes the responsibility of delivery, installation and commissioning of the items/ equipments/ services as the case may be and accordingly price will be quoted.
9. Bidders shall fill up the check list (**Format-1**) before submitting the Tender Paper.
10. Product/ service offered should meet all the Technical specifications given in (**Format- 2&3**).
11. Bidder has to give a self declaration in (**Format-4**).
12. Bidder must submit the valid authorisation letter or certificate from OEMs for Desktop computer, Multi Functional Printer only.
13. Bidders must have successfully undertaken the work order of this nature for at least 3 years details of clients list may be attached (**Format-5**).
14. Bidder must submit Model/Specification and Price in the Financial Bid given in (**Annexure-II**).
15. The office may award the contract to that bidder who has met all the conditions/specifications and quoted the lowest price.
16. The bidder must submit guarantee and warranty for minimum period 3 years of Desktop computer and 1 year for printer.

17. The bidder should not have been blacklisted or should not have any record of poor performance.
18. Quoted price should include cost of items/equipments/services, installation commissioning, Transportation to designated location, maintenance cost for OEM warranty periods and taxes/duties etc.
19. The office reserves the right to negotiate with the successful bidders only.
20. After the maintenance support for warranty periods, the period may be extended further on mutual agreement on similar terms and conditions.
21. Successful bidder will have to deliver the equipments within 01 weeks of work order.
22. The items/equipments are to be installed at designated location within 7 days after PDI.
23. Liquidated damages charge will be applied for late supply @0.5% per week and maximum 5% of total value.
24. Payment will be released after successful installation at designated place.
25. The service provider must attend to the complaints regarding the malfunctioning of the equipments within 72 hrs of report.
26. The Successful bidder has to ensure timely delivery. In case of delay the authority has the liberty to cancel the award at any point of time without stating any reason thereof.
27. No commitment of any kind shall exist unless and until a formal written work order is issued by the office. The office may cancel the procurement at any time prior to issue of work order.
28. The size of work order may increase or decrease as per the requirements of the office.
29. The Authority reserves the right to modify/amend any condition/ criteria on depending on project priorities and urgent commitments.
30. Tender specific Authorisation is required from OEM to participate in the tender, if Bidder is other than OEM.
31. One Bidder one OEM.
32. Bidders have to submit Manufacturer Authorization Form (MAF) issued from OEM.
33. Bidder having ISO 9001 certification is preferable.
34. The participant firm must be registered in the state of Odisha & should have office in Bhubaneswar or Bhadrak.
35. Materials have to be delivered within 7 days from the date of issue of purchase order.
36. 5% performance guarantee has to be furnished by the successful bidder before execution of the order.
37. In the event of any dispute, the matter shall be finalised/ settled within the jurisdiction of the Bhadrak.

**Encl. Annexure-I & II**

  
District Employment Officer  
Bhadrak

**ANNEXURE-I**

**A. I.T. Infrastructure:-**

SL. NO	Name of the Item	Specification
1.	Desktops	<p>HP windows 10 latest updated version with 64bit 8GB Ram, 8<sup>th</sup> Generation Intel-core i5 Processor subject to budget permits.</p> <p><b><u>HP Desktop 280G3 Commercial</u></b>                      Core i5-7500, 4GB DDR4 RAM, Onboard Graphics, 1TB HDD, Win 10 Professional, With ODD, 18.5" TFT Monitor, 3 years Onsite warranty</p> <ol style="list-style-type: none"> <li>1. Intel H110 Chipset, upto 32GB RAM -DDR4</li> <li>2. 1 x PCIe x16,(1) PCI Express x1 ,(1) PCI 2.1, 8 USB Port</li> <li>3. TPM 1.2, 180W APFC Chassis, VGA / DVI-D supports dual display, With Serial port.</li> </ol> <p><b>290-P0049IN SLIMLINE</b>  <b>PC HP CI5-6TH,4GB,1TB,DVD,W-10,1YR</b>                      Core i5-6500, 4GB DDR4 RAM, Onboard Graphics, 1TB HDD, Win 10, With ODD, 18.5" TFT Monitor, 1 years Onsite warranty</p> <ol style="list-style-type: none"> <li>1. Intel H110 Chipset, upto 32GB RAM -DDR4</li> <li>2. 1 x PCIe x16,(1) PCI Express x1 ,(1) PCI 2.1, 8 USB Port</li> <li>3. TPM 1.2, 180W APFC Chassis, VGA / DVI-D supports dual display, With Serial port.</li> </ol>
1.	Desktops	<p><b><u>DELL Desktop Optiplex 5050MT Tower</u></b>                      Core i5-6500, 6th 4GB DDR4 RAM, Onboard Graphics, 1TB HDD, Win 10 Professional, With DVD, 19.5" TFT Monitor, 3 years Onsite warranty</p> <p><b><u>DELL Desktop Optiplex 5050 Tower</u></b>                      Core i5-8500, 8th Gen 4GB DDR4 RAM, Onboard Graphics, 1TB HDD, Win 10 Professional, With DVD, 19.5" TFT Monitor, 3 year Onsite warranty</p>
2.	Multifunction device printer etc.	<p><b>PRINTER CANON ALL-IN-ONE Laser Printer MF4820D</b> Multifunction Printer, USB 2.0 Hi-Speed, 5-Line LCD Display, Copy, Print, Scan Duty Cycle-Monthly A4-Up to 10000 pages, Automatic duplex printing Print/copy Resolution Colour-600*600 dpi Copy Speed Mono- Up to 25 ppm Support-Wireless connectivity/Usb, Warranty onsite 1year</p> <p>HP LaserJet Pro M1136 Multifunction Printer ( Print, Scan, Copy )Print speed black: Normal: Up to 18 ppm,First page out (ready)- Black: As fast as 8.5 sec Duty cycle (monthly, A4)- Up to 8000 pages, Recomd monthly page volume-250 to 2000,, Print quality black (best)- Up to 600 x 600 dpi (1200 dpi effective) Print Resolution Technologies- FastRes 600; FastRes 1200,, Replacement cartridges- HP LaserJet Black Print Cartridge Warranty-1 Year Next Business Day Exchange Support.</p> <p align="center"><b>HP Laserjet Printer Make : HP Model :M1005 MFP</b></p> <p>( Print,Scan,Copy, Prints up to 14ppm A4 Print &amp; Copy,Duty Cycle up to 5000 pages per month,RMPV: Up to 250 to 2,000 pages, 600 x 600 dpi print resolution, 230Mhz with 32MB Ram, Hi-speed USB 2.0 port ) Warranty : 01year</p>

***N.B : All specifications may be same or higher quality.***

M1005 MFP

Duty Cycle up to 5000  
 600 x 600 dpi  
 ) Warranty : 01year

**TECHNICAL BID**

**Format:-1**

**CHECK LIST**

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid

Sl. No	Compliance Document	Provided (Yes/No)	Page No in the Technical Bid
1.	Copy of GST Certificate		
2.	Copy of PAN		
3.	Copy of upto date VAT Clearance Certificate		
4.	Copy of Income Tax Return of last three years ( 2015-16, 2016-17 & 2017-18)		
5.	Tender paper cost (DD No -----Amount----- --Bank-----date-----)		
6.	Earnest Money DD No-----Amount----- -----Bank-----date-----)		
7.	Filled Information in Format- 1 Format- 2 Format- 3 Format- 4 Format- 5		

Date:  
Place:

Full Signature of the Bidder  
With Seal

## TECHNICAL BID

**Format: - 2**

Sl. No	Descriptions	Particulars
1	Name of the Firms	
	Address (Corporate Office and Office in Odisha)	
	Email ID ,	
	web site ,	
	Telephone number of the firm	
	Mobile number of the firm	
3	PAN No.	Documents to be Attached
4	GST No.	Documents to be Attached
5	Nature of Business (As VAT/GST Certificate Description of goods or classes of goods)	Documents to be Attached
6	Details of Clients (for last three years) Annexure-VII	
7	Tender fee Details of Drafts attached (Number date amount)	
8	EMD Details of Drafts attached (Number date amount)	

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place :

Date:

Full Signature

Name

Address

TECHNICAL BID

Format :-3

DETAILS OF TECHNICAL SPECIFICATION OF ITEMS TO BE SUPPLIED BY THE FIRMS

Sl. No.	Item	Brand	Model	Quantity	Specification details
1	Desktop Computer ( Intel Core i-5) for District Employment Exchange, Bhadrak			02	
2	Desktop Computer ( Intel Core i-7) for District Employment Exchange, Bhadrak			02	
3.	Multifunctional Laser Jet Printer			02	

(Authorisation letter in Format-5 should be enclosed for each item)

Place :

Date:

Full Signature  
Name & Address

Place :

Date:

Full Signature  
Name & Address

**TECHNICAL BID**  
**SELF DECLARATION**

Format: - 4

I Sri /Smt \_\_\_\_\_ aged about \_\_\_\_\_.

S/O/D/O W/o \_\_\_\_\_ Proprietor/Partner

/ Director of M/S \_\_\_\_\_ At- \_\_\_\_\_ Po- \_\_\_\_\_

hereby solemnly affirm and state as follows

1. That pursuant to the tender call notices dt \_\_\_\_\_ of District Employment Officer, Bhadrak for Supply. Installation, Commissioning and Support of Desktop & Laser Jet Printer, (Specify the item).
2. I/My firm / company am / is an intended bidder to participate in the said tender process.
3. That as per terms & conditions of the tender documents. I am to declare that. I/my firm / company have not been blacklisted by any Centre/state Govt, Organisation or by any public Sector undertakings of the State /State central Govt.
4. That neither any criminal case nor any vigilance case is pending against me/ firm / company before any forum.
5. That this declaration is required to be produced with tender paper on Firm Letter Pad.
6. That the facts stated above are true to the best of my knowledge and belief.

Place:

Date:

Signature of Bidder  
With Seal

Place:

Date:

Signature of Bidder  
With Seal

**FORMAT FOR LIST OF WORKS/PROJECTS EXECUTED**

Sl. No.	Name of Organization, Name of the Officer Address, Tel/Mobile No.	Amount of Contract (Rs.Lakhs)	Supply order No. and Date	Year
1	(a)			2017-18
	(b)			
2	(a)			2016-17
	(b)			
3	(a)			2015-16 2017-18
	(b)			

(Necessary documentary evidence should be attached in support of the claim)

Place:

Date:

Signature of Bidder  
With Seal

(Necessary documentary evidence should be attached in support of the claim)

Place:

Date:

Signature of Bidder

With Seal

**FINANCIAL BID**

**ANNEXURE-II**

1. Name of the Firm & Address :

Sl. No.	Item	Brand	Model	Basic Price per Unit (Rs)	Taxes (GST)	Total Unit Price in Rs. (Inclusive of All taxes)
1.						
2.						
3.						
4.						
5.						
6.						

Place :

Date :

Signature of the Bidder  
With Seal

Place  
Date