



TENDER DOCUMENT

State :- Odisha
District :- Bhadrak
Block :- Tihidi

Procurement of IT Equipment such as Desktop Computers, Peripherals & Network Accessories for supply and installation in the e-libraries set up in 10 (ten) numbers of High Schools under High School Transformation (HST) under 5T.

Sold vide MR No...../ Date.....

This document contains 15 numbers of pages

Handwritten signature and date: 5.4.25

Through E-mail

OFFICE OF THE PANCHAYAT SAMITI, TIHIDI

At/Po - Tihidi
Po - Tihidi
Dist - Bhadrak



e-mail: - ori-tihidi@nic.in
Phone & Fax – 06784274430
Pin – 756130

Letter No. :-1622

/ Date :-05.04.2023

To

The Joint Director
Information and Public Relation Department
Govt. of Odisha, Bhubaneswar

Sub: - Publication of an Advertisement in One Local English Daily & two Local Odia Dailies as Annexed.

Sir,

In enclosing herewith the content of a Short Tender Call Advertisement (as Annexed), I am to request you to publish the same on specifying the minimum space as applicable in One Local English Daily & two Local Odia Dailies. The period of sale of Tender Paper is from dt. 06.04.2023 to 12.04.2023 (1.30 PM).

The receipt of this letter along with the content of the advertisement may please be acknowledged and intimated to the undersigned.

This is for the favour of your kind information and necessary action.

Encl: - As above.

Yours faithfully

Sd/-

Block Development Officer
Tihidi

CC: -

Copy forwarded with the Short Tender Call Notice to the DIO, NIC, DIPRO, Bhadrak for information with a request to upload the same in the District Official Website.

Copy forwarded with the Short Tender Call Notice to the Tahasildar, Tihidi, Medical Officer, Tihidi, IIC, Tihidi PS, Sub-Registrar, Tihidi, Branch Manager, Uco Bank, Tihidi, Branch Manager, SBI, Tihidi, Bhadrak for information with a request to publish the same in their Notice Boards for wide publicity.

Copy to the Notice Board of this Office for publication.

Handwritten signature/initials

OFFICE OF THE PANCHAYAT SAMITI, TIHIDI

At/Po - Tihidi
Po - Tihidi
Dist - Bhadrak



e-mail: - ori-tihidi@nic.in
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Pin - 756130

SHORT TENDER CALL NOTICE

BID IDENTIFICATION NO. 01 / 2023-24, Dt. 05.04.2023

Block Development Officer, Tihidi, Bhadrak, Odisha invites sealed tenders in the prescribed forms (as annexed) from reputed manufacturer (OEM) / Authorized Distributor / Dealer / Supplying Agency for supply of IT Equipment such as Desktop Computers, Peripherals & Network Accessories as tabulated hereunder for supply and installation in the e-libraries set up in 10 (ten) numbers of High Schools in the 3rd Phase of High School Transformation (HST) under 5T. The detailed term and conditions of the tender, general information and specification of the product etc. can be obtained from the office of the Panchayat Samiti, Tihidi, Bhadrak in any working day/hour from Date. 06-04-2023 to Date. 12-04-2023 or can be downloaded from the website www.bhadrak.nic.in.

Date of Commencement of Sale of the Tender Document :- 06.04.2023
Last Date & Time of the Receipt of Tender :- 12.04.2023 (1:30 PM)
Date & Time of Opening of Tender :- 12.04.2023 (3:30 PM)

Cost of the Tender Paper :- Rs. 6,000/- in shape of Bank Draft drawn in favour of the Block Development Officer, Tihidi payable at Bhadrak
Place of opening of Tender :- Office of the Panchayat Samiti, Tihidi, Bhadrak

Sl. No.	IT Equipment	Specification	Qty per School	Total Qty	Preferable Brand
1	Monitor	20 inch	05	50	HP/Dell
2	CPU	Intel Core i5, 12 th Generation, 8 GB RAM, 512 SSD, Windows 11 OS, Warranty 3 years	01	10	HP/Dell
3	Key Board	-	05	50	HP/Dell
4	Mouse	-	05	50	HP/Dell
5	N Computing Device L-300	-	04	40	-
6	Network Switch 16 port	DLlink	01	10	-
7	D Link Cable	-	Per meter	As reqd.	-
8	D Link RJ 45 Connector	-	12	120	-
9	Headphone	-	05	50	HP/Dell

The Tender will be opened in the scheduled venue, on the scheduled date and at the scheduled time in presence of the Bidders or their authorized representatives. In the event of the date being declared as a holiday, the due date of submission of bids and opening of bids will be the next immediate 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 / Speed Post only. The authority reserves the right to reject any or all the Tenders received or may cancel the tender process at any time without assigning any reason thereof. For detailed T & C please refer the Tender Document.

Sd/-

[Handwritten Signature]
5/4/23

TERMS AND CONDITIONS

Sealed tenders will be received by Date. **12-04-2023 up to 1:30 PM** in the office of the Panchayat Samiti, Tihidi, Bhadrak for the purchase of IT Equipment such as Desktop Computers, Peripherals & Network Accessories 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/Speed Post only.

The sealed tenders submitted by the tenderer properly super scribed will be opened on **Date 12-04-2023 at 3.30 PM** in the office of the Panchayat Samiti, Tihidi, Bhadrak. The bidders or their duly authorised representatives are allowed to be present during the opening of the tenders if they so like.

The intended Bidders can purchase the tender documents directly from the office of the Panchayat Samiti, Tihidi, Bhadrak on payment of the Tender Cost of **Rs.6,000/-** (Non-refundable) in shape of Bank Draft/ Demand Draft/ Pay Order drawn in favour of "The Block Development Officer, Tihidi" should be enclosed along-with the Bid in a **single envelope system**. In case of any clarification, responsibility lies with the bidders to collect the same from the office before the last date of submission of the tender document and the authority shall have no responsibility for any error/delay/ omission/commission on part of the bidder.

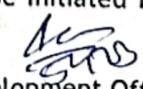
2. TENDER CONDITIONS / ELIGIBILITY CRITERIA:

The bidders/ tenderer shall be a Manufacturer (OEM) / authorised Distributor/ Dealer/ Supplying Agency dealing with Computer/IT goods and services as applicable. The bidder/ tenderer must possess a valid GST registration number. The bidding firms/ agencies who have been blacklisted by any State Government or Central Government organisation cannot participate in the Tender process during the blacklisting period. A declaration to this effect as per **Annexure-III** is to be submitted by the bidder. 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 **3 years**. The warranty & maintenance support shall start from the date of successfully commissioning of all supplied items or from the Final Acceptance Test (FAT).

At the time of equipment delivery, the selected OEC / Bidder shall submit a certificate / undertaking mentioning that the equipment supplied is covered under onsite warranty IT support for a period of **3 years**. Bidder should replace the materials within **one week**, at his own cost if found defective or unsuitable. The cover should be put into a single envelope, which should be superscribed as "**Tender for the supply of IT Equipment for HST, 5T – Tihidi, Bhadrak**". 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. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/ Rules and GST Act/Rules. All entries in the tender form should be legible and filled clearly. No overwriting or cutting or fluidising is permitted in the Bid document. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Bid must be initiated by the person authorized to sign the tender/bid.

Signature of the Bidder


Block Development Officer, Tihidi

The technical bids shall be opened on the scheduled date and time as mentioned above in the office of the Block Development Officer, Tihidi in the presence of the bidders or their authorised representative, who wish to be present on the spot at that time.

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.

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 along- with other documents required (as per relevant clause/clauses),

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.

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 Tax will be charged as per the guidelines given by the Finance Department from time to time.

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 the Central/State Government, 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 at any time.

The Block Development Officer, Tihidi on selection of the lowest bidder (L1) shall intimate the details of the latter to the Head Masters of the concerned HST 5T High Schools and the Head Masters shall procure the materials/services from the L1 at the finalized prices who will therefore be liable for execution of the agreement with the L1. They shall receive the goods and services, execute/supervise the entire work of installation and shall conclude all financial obligations arising out of this tender.

After due communication of the details of the L1 bidder to the Head Masters concerned, the Block Development Officer, Tihidi shall not hold any administrative or financial obligation or any sort of Buyer-Consignee relationship with the bidder(s) in any circumstances.

The bidders should quote their price (both in figures and words) inclusive of excise duty, insurance, packing, forwarding and freight (i.e. door delivery) inclusive of GST only. And 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.

3. DOCUMENTS TO BE SUBMITTED :

The following certificates should be submitted by the tenderer/bidder in a single envelope system. All the submitted documents are to be self-attested. This may be treated as the CHECK LIST.

Signature of the Bidder


Block Development Officer, Tihidi

- i) Tender cost in shape of Bank Draft,
- ii) Earnest Money Deposit (Not applicable)
- iii) Self attested copy of GST registration certificate,
- iv) Self attested copy of PAN Card,
- v) Self attested copy of last Income Tax return filed,
- vi) Self attested copy of up-to-date valid dealership certificate/OEM Authorization Certificate
- vii) Tenderer / bidder's profile (**Annexure- IV**)
- viii) Copy of brochure in support of Technical specification of equipment
- ix) Self -declaration for non-blacklisting by any State Government or Central Government organisation (as per **Annexure -III**)
- x) Check list as per **Annexure-V**.

4. **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,
- iv) Price Schedule (**Annexure-VII**) submitted without signature and seal of the tenderer.
- v) Documents as per the CHECK LIST. (**Mandatory – Annexure-III, Annexure-IV, Annexure-V and Annexure-VII**)

5. **EARNEST MONEY DEPOSIT (BID SECURITY):**

The Earnest Money Deposit (EMD) is not applicable to the tender.

6. **SUPPLY CONDITIONS:**

The approved bidder will supply IT Equipment such as Desktop Computers, Peripherals & Network Accessories to the Head Masters of the ten numbers of High Schools as per **Annexure-II (Provisional BoQ)** within **7 (Seven) days** from the issue of the purchase/ supply order. Necessary arrangement will be made by the supplier for proper installation of computer and other hardware's/ software's as applicable and bring about their functionality with an elaborate demo. No separate transportation and service charges or training charge 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 and the same shall be the onus of the Head Masters concerned and not of the Block Development Officer, Tihidi, Bhadrak.

7. **ISSUE OF PURCHASE/ SUPPLY ORDER:**

The purchase/ supply order (as indicated in **Annexure-VIII**) will be placed to the responsive lowest bidder by the Head Masters of the Schools concerned as per her/his actual requirement and **irrespective** of the items/quantities as under **Annexure-II**. The purchase orders will only be sent to the

Signature of the Bidder


Block Development Officer, Tihidi

concerned approved bidder by E-mail.

8. **AGREEMENT:**

The successful tenderer shall execute an agreement on a non-judicial stamp paper with the Head Masters concerned within **3 (Three) days** from the date of receipt of the purchase order. The specimen format of the said agreement is as per **Annexure-VI** and PO in **Annexure-VIII**.

9. **TERMS OF PAYMENT:**

No advance payment will be made to the supplier. The supplier has to submit the bill/ invoice in triplicate in the name of the Head Master 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 the same before.

All payments will be made online (e-payment/ e-transfer) or through RTGS/NEFT/Cheque (Account Payee Only). No Financial claims for Payment/ interest can be made/claimed against the Block Development Officer, Tihidi in any respect or in case of any Delayed Payment/non-payment.

10. **LEGAL:**

The successful bidder will enter into an agreement with the Head Master within **3 (three) days** from the date of approval of the tender for supply of the items as per **Annexure-I & Annexure-II** and as per their 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, Bhadrak.

Annexure-I
TECHNICAL SPECIFICATION

Sl. No.	IT Equipment	Specification	Qty per School	Total Qty	Preferable Brand
1	2	3	4	5	6
1	Monitor	20 inch	05	50	HP/Dell
2	CPU	Intel Core i5, 12 th Generation, 8 GB RAM, 512 SSD, Windows 11 OS, Warranty 3 years	01	10	HP/Dell
3	Key Board	-	05	50	HP/Dell
4	Mouse	-	05	50	HP/Dell
5	IN Computing Device L-300	-	04	40	-
6	Network Switch 16 port	DLlink	01	10	-
7	D Link Cable	-	Per meter	As per requirement	-
8	D Link RJ 45 Connector	-	12	120	-
9	Headphone	-	05	50	HP/Dell

Signature of the Bidder


Block Development Officer, Tihidi

Annexure-II

PROVISIONAL BILL OF QUANTITY (BoQ)

Sl. No.	Name of the High School	Name of the GP	Monitor	CPU	Key Board	Mouse	N Computing Device L-300	Network Switch 16 Port	D Link Cable	D Link RJ 45 Connector	Headphone	Installation Charge
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Anchalika Sahajog High School	Achak	5	1	5	5	4	1	As reqd.	12	5	As Applicable
2	Uma Charan Sahajog High School	Maharampur	5	1	5	5	4	1	As reqd.	12	5	As Applicable
3	Ramanuja (RN) Vidya Pitha	Paliabindha	5	1	5	5	4	1	As reqd.	12	5	As Applicable
4	SSD High School, Dahapania	Baro	5	1	5	5	4	1	As reqd.	12	5	As Applicable
5	Basuli Nodal High School	Kanpada	5	1	5	5	4	1	As reqd.	12	5	As Applicable
6	Talapada Nodal High School	Talapada	5	1	5	5	4	1	As reqd.	12	5	As Applicable
7	Shyamsundarpur Nodal High School	Shyamsundarpur	5	1	5	5	4	1	As reqd.	12	5	As Applicable
8	Naba Kishore (NK) High School	Bahabalapur	5	1	5	5	4	1	As reqd.	12	5	As Applicable
9	Minamuni High School	Sahapur	5	1	5	5	4	1	As reqd.	12	5	As Applicable
10	Utkalamani Gopabandhu Nodal High School	Narendrapur	5	1	5	5	4	1	As reqd.	12	5	As Applicable
TOTAL =			50	10	50	50	40	10	0	120	50	0

N.B. : - The BoQ is purely provisional. Actual items/quantities may not be uniform as tabulated and may vary among the schools as per their requirements. The names of the schools under Column-2 & Column-3 are indicative only.

Signature of the Bidder

Block Development Officer, Tihidi

ANNEXURE - IIIDECLARATION

I/ We M/s. _____ represented by its Proprietor/ Managing Partner/ Managing Director having its Registered Office at _____ do hereby declare that I/ We have carefully read all the conditions of tender for supply of IT Equipment such as Desktop Computers, Peripherals & Network Accessories to the Tenderer/to the parties as mandated by the Tenderer and will abide by with all the terms conditions of the Tender.

I/We declare that I/ we possess a valid GST registration certificate & registered manufacturer/ dealer of the said equipment.

I/We do hereby declare that I/We have not been derecognized/ blacklisted by any State Government or Central Government organizations for any reasons.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit (N/A) and or Security Deposit and blacklist me/ us for a period of 2 (two) years if, any information furnished by us proved to be false at any time or not abiding by the tender terms and conditions.

I/We do hereby solemnly affirm and stated that the facts stated above are true to the best of my knowledge, belief and best on records.

Signature of the bidder:

Date:

Name & Address of the Firm:

Signature of the Bidder


Block Development Officer, Tihidi

Annexure-IV
BIDDER PROFILE

1)	Name of the Bidder	
2)	Address of the Registered Office	
3)	Address for Communication	
4)	Telephone No	
5)	Mobile (Whatsapp No.)	
6)	Fax	
7)	Email ID	
8)	Whether Registered under GST Act & Rules(GSTIN)	
9)	PAN No	
10)	Name of the authorized person for Negotiation, Mobile No. & address	
11)	Indicate whether Manufacturer/ authorized Dealer/ Distributor/Supply Agency(Certification/Letter No, Date with Validity)	
12)	Name, address & Contact No. of the agency that will provide service after sale	

Signature of the Bidder

With Seal

Date:-

Place:-

Signature of the Bidder


Block Development Officer, Tihidi

Annexure-V
CHECK LIST

***All Documents must be self-attested**

SI No	Type of Document	Submitted (Y/N)	If provided mention page No.
1)	Tender cost in shape of Bank Draft,		
2)	Earnest Money Deposit (Not applicable)		
3)	Self attested copy of GST registration certificate,		
4)	Self attested copy of Pan Card,		
5)	Self attested copy of last Income Tax return filed,		
6)	Self attested copy of up-to-date valid dealership certificate/OEM Authorization Certificate		
7)	Tenderer / bidder's profile (Annexure- IV)		
8)	Copy of brochure in support of Technical specification of equipment		
9)	Self-declaration for non-blacklisting by any State Government or Central Government organisation (as per Annexure -III)		
10)	Check list as per Annexure-V .		
11)	Price Schedule as per Annexure-VII		

Signature of the Bidder

With Seal

Date:-

Place:-

Signature of the Bidder


Block Development Officer, Tihidi

ANNEXURE - VIFORM OF AGREEMENT

THIS AGREEMENT made this _____ day of _____ 20....
 BETWEEN M/s _____ having registered office at in the state of _____
 _____ (hereinafter called the 'supplier' which expression shall, unless excluded in the subject or context, include the heirs, successor, legal representative and permitted assign) of the on Part.

AND

the (hereinafter called the 'the Consignee' which expression shall, unless excluded in the subject or context, include the heirs, successors, legal representatives, and permitted assigns) of the other Part.

WHEREAS the Consignee wants to purchase the goods mentioned in the schedule.

NOW THESE PRESENT WITNESS AND IT IS HEREBY AGREED UPON AS FOLLOWS:

1. That the time shall be the essence of the contract and the supplier shall supply the goods in the schedule completely so as to make delivery at _____ (place) on or before the date _____ failure to do which will entitle the Consignee to rescind the contract immediately.
2. That the goods shall be of the specifications and price mentioned against each. Any variation on inspection will entitle the Consignee to refuse the consignments either in whole or in part, as the case may be, the whole, if the part renders it useless.
3. That the goods shall be inspected at _____ (place) In the presence of the officers of both parties duly authorized In that behalf on a day fixed In a notice by either of the parties, provided such day is not postponed for more than a period of **two months** after the date given in the notice. Default by the Supplier shall disentitle him to raise any objection subsequently to the result of inspection made by the Consignee in his absence and claim any compensation on that account.
4. That, the Supplier shall guarantee durability of the goods for a period of **3 (Three) years** from the date of installation of the equipment and any damage, done to the goods in the usual course of use or any deficiency, detected in them subsequent to such completion and installation and during the period aforesaid shall be made good to render due service at the cost of the Supplier within a period of **two months** from the date of receipt of the notice in that behalf and no decision shall be taken by the Supplier or any person on his behalf as to the defects or deficiency without notice to the Consignee failure to do so shall be deemed that the Supplier has no intention to discharge the obligation and thereupon the amount of security, deposited separately or withhold from his bill, shall stand forfeited to the Consignee.
5. The equipment shall be duly packed and insured by the Supplier for transit and be despatched at the risk of the carriers and the Consignee shall not be responsible for any loss or damage during the transit or at any time prior to inspection and approval.
6. That, the 90% value of the equipment shall be paid to supplier on delivery to the consignee and rest 10% will be paid after successful installation and commissioning of the said equipment.

Signature of the Bidder


 Block Development Officer, Tihidi

7. That, any damage or deficiency if not removed during the stipulated period by the Supplier may be removed by the Consignee at his cost to be reimbursed by the Supplier. Any amount payable to the Consignee hereunder shall be recovered as public demand under the Orissa Public Demand Recovery Act, 1963 and shall bear 6% interest per annum till certificate for recovery is filed.

8. That, the supplier shall deposit Rs.0/- (Rupees NIL) towards earnest money at the time of acceptance of tender for due performance of the covenants hereof and such money shall be forfeited to the Consignee in case of breach of all or any of the covenants.

9. That, the supplier shall have to deposit security money amounting to Rs.15,000/- (Rupees Fifteen thousand) only in shape of payee Demand Draft/ Fixed Deposit/ Bank guarantee from any commercial bank/ Scheduled Bank in favour of the "Head Master of"
within 7 days from the date of issue of purchase /supply order. In case the concerned firm fails to deposit the security money no payment will be released to the supplier/ tenderer.

10. The security money must be valid till completion of the warranty/ guarantee period of the equipment and thereafter the said security money will be returned without any interest.

11. That, 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.

12. That the "Consignee" hereby further agrees to pay the contract price at the time and in the manner prescribed in the said Terms and Conditions.

13. That in the event of any dispute that may arise it shall be settled as per the Terms and Condition of the Contract

14. That this agreement is valid for three years from the date of execution.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above
SCHEDULE OF GOODS as Annexure- I attached herewith.

IN WITNESS WHEREOF the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the officer authorised to sign on behalf of Supplier

Signature of the Authority
An officer acting in the premises for and on behalf of the Consignee

In the presence of witness:

WITNESS

WITNESS

1. Name:.....

1. Name:.....

Address:.....

Address:.....

2. Name:.....

2. Name:.....

Address:.....

Address:.....

Signature of the Bidder

Block Development Officer, Tihid

Annexure-VII
PRICE SCHEDULE

***Units means 01 number**

Sl No	Name of the Equipment	Make/Brand with Model No.	Technical Specification	Qty.	Cost per Unit (inclusive of excise duty, insurance, packing, forwarding, Toll, Fees and freight(i.e. door delivery)	Rate of GST applicable	Amount of GST	Total Price per Unit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Monitor							
2	CPU							
3	Key Board							
4	Mouse							
5	N Computing Device L-300							
6	Network Switch 16 port							
7	D Link Cable							
8	D Link RJ 45 Connector							
9	Headphone							
1	Installation Charge							
1	Any other (Specify)							

Signature of the Bidder

With Seal

Date:-

Place:-

Signature of the Bidder


Block Development Officer, Tihidi

Annexure-VIII
MODEL PURCHASE CUM SUPPLY ORDER

(To be issued under the Letter Head of the Consignee)

Letter No. / Date-

To

.....
.....
.....
EMAIL -
MOBILE -

Sub: - Purchase cum supply order of Items for High School
under High School Transformation under HST, ST.

Ref: - BID IN – 01/2022-23, Dt. 05.04.2023

Madam/Sir,

Consequent upon our satisfactory negotiation on dt. and on further recommendations of the Block Level Tender Committee, this is to place an order for procurement and supply of the following items by way of purchase in exact of specifications, quantities and price as mentioned against each (under Annexure-I) applying all the standard terms and conditions as deemed fit to the case in addition to the following pre-conditions that –

1. The Negotiated Prices must include GST, all the taxes, transportation, logistics and toll charges till the point of supply (i.e. school premises on working hours only) as applicable and are in no way negotiable.
2. The items should strictly satisfy all of the specifications provided to/negotiated/agreed upon with you and can in no circumstance be deviated from.
3. Payment against the supply (in the shape of Credit Tax Invoice) can be claimed only after 3 days from the date of supply of the entire consignment (not any part/parts of it) in good and proper conditions.
4. In case of any defect/defects found in any of the goods supplied under this consignment later on, this office shall hold the right to return and exchange the item/items within 15 days from the date of the supply and all cost arising thereof shall be borne by you.
5. The payment shall be made only through 'account transfer by NEFT/ RTGS' and not through any other modes available.
6. The entire consignment may categorically be splitted into separate and discrete packages each comprising of all of the items w.r.t. Annexure – I, specified and labeled over with a uniform & distinguishable coding and are to be addressed to the Head Master.
7. The total cost of the items shall unconditionally be limited to the price as finalized/negotiated by the Block Development Officer, Tihidi, Bhadrak vide BIN 01/22-23 irrespective of the value of your supply/bills/claims.

You are therefore requested to supply the below tabulated (Annexed) items at once or in a phased manner or may furnish your response *asap* preferably within 1 day of receipt of this letter.

Encl: - Annexure – I (Details of the Supply).

Thanking You
Yours faithfully

Head Master (Seal & Signature)

School.....

Signature of the Bidder


Block Development Officer, Tihidi