

## DISTRICT PLANNING AND MONITORING UNIT: MALKANGIRI

### TENDER NOTICE

( for supply of Desktop Computer/ printer etc)

Notice No. <sup>121</sup> date 04.02.2021

Sealed Tenders are invited in two bid Systems from Manufacturers or authorized distributors / dealers/ resellers for supply of the Desktop Compute/ Printer for the District Planning & Monitoring Unit, Malkangiri.

Tender Documents with detail terms & conditions can be downloaded from Malkangiri district website: <http://www.malkangirinic.in>

All the details/document pertaining to the tender such as tender document, corrigendum and any further updates will be available only on Malkangiri district website as above.

For any issues related to tender please contact Deputy Director(P&S), District Planning & Monitoring Unit, Malkangiri or through email id: [malkangiridpmu@gmail.com](mailto:malkangiridpmu@gmail.com)

Sl. No	Particulars	Date & Time	Remarks
1	Date of Tender Notice	04.02.2021	
2	Last date & Time of Submission of Tender (Technical and Financial Bid)	18.02.2021 1 P.M	
3	Opening of Technical Bids	18.02.2021 3 P.M	
	Opening of Financial Bids	18.02.2021 4 P.M	
4	Supply of Computer and printer (in case finalized in favor of any firm etc.)	Within 10 days of receipt of supply order	
5.	Payment of Bill	After receipt / installation of all goods with voucher	

All the communications with respect to the tender shall be addressed to:

**Deputy Director (P&S)**  
**District Planning & Monitoring Unit**  
**DRDA Campus**  
**Malkangiri-764045**  
**Contact No- 06861-230426**

  
**Deputy Director (P&S)**  
**District Planning & Monitoring Unit**  
**MALKANGIRI**

## SECTION-I

### INSTRUCTIONS TO THE TENDERERS

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1.1. Details of specification and quantity requirement is given in Section- IV

1.2. The Deputy Director ( P&S), DPMU, Malkangiri reserves the right to reject any tender/bid wholly or partly without assigning any reason.

1.3. Floating of tender and opening of bids do not mean that the items will be mandatorily purchased from the selected bidder. Keeping in view all the options available for procurement of computer and accessories including e-market place, the authority reserves every right to cancel the tender process.

1.4. Tenderer shall take into account all costs including installation, commissioning, etc. for giving delivery of material at site i.e. DPMU, Malkangiri before quoting the rates. In this regard no claim for any extra payment for any reason shall be entertained.

1.5. The item should be delivered at DPMU, Malkangiri and the supplier shall be responsible for any damage during the transit of goods.

1.6. In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time. The DPMU reserves the right to accept or reject any or all the tenders.

1.7. The bidders may submit duly filled and completed bidding document as per instruction contained in the bidding documents. Incomplete bid shall be rejected.

1.8. Selection of the Bidder: For the purpose of selection of the bidder, a two-stage bidding process will be followed. The response to the tender should be submitted in two parts viz. Technical Bid & Financial Bid & must be submitted in separate sealed envelopes.

1.9. Delivery and Opening of Tender: All tender documents should be sent through courier, speed post, registered post or by person. Any other offer like e-mail etc. will not be considered and ignored straightway. All tender documents received after the specified date and time shall not be considered.

1.10. While submitting the tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the tender is liable to be rejected.



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## SECTION-II

### LIST OF DOCUMENT TO BE SUBMITTED WITH TECHNICAL BID:

- 2.1. The covering letter with acceptance of terms and conditions.
- 2.2. Technical Bid Format-I
- 2.3. Financial Bid Format-II
- 2.4. The intending tenderer, in case of Authorized Distributor/ Authorized Dealer shall possess valid authorized Distributorship /Dealership certificate/letter from Original Equipment Manufacturers (OEM). The tenderer shall enclose the copy of the same while submitting the tender.
- 2.5. Copy of PAN.
- 2.6. Copy of GST Registration/ clearance
- 2.7 copy of IT return
- 2.7. The Bank detail must be submitted along with the quotations /Tenders
- 2.8. Undertaking that in case of selection the BIDDER agrees to give a security deposit amounting to 5% of the purchase order value by way of Demand Draft in favour of The Deputy Director ( P&S), DPMU, Malkangiri. In case of exemption from submission of Bid security, proof of registration with DGS&D/NSIC etc to be submitted.



## SECTION-III

### Instructions for Bid Submission

Sealed Tenders should be addressed to The Deputy Director, (P&S), District Planning & Monitoring Unit, Malknagiri-764045, Odisha, and superscripted "**Tender for Procurement of Desktop Computer & Printer**".

3.1. The tender should reach the office not later than 1:00 PM on 18<sup>th</sup> February, 2021.

3.2. Technical bid & financial bid shall be placed in separate sealed envelopes each marked as Envelope-1: "**Technical Bid**", Envelope-2: "**Financial bid**" respectively. All two envelopes shall be submitted together in another sealed envelope endorsed "**Tender for Procurement of Desktop Computer / Printer**". The bid will be received up to 1:00 PM on 18 February, 2021. No tender will be accepted after 1:00 PM on 18<sup>th</sup> February 2021 under any circumstances whatsoever.

3.3. The Technical Bids shall be opened at 3 PM on the 18.02.2021 at the office of the Deputy Director (P&S), DPMU, Malkangiri in the presence of the tenderer's or their representatives. In case no representative is present at the scheduled time, the tender committee will open the tenders independently.

3.4. Financial bid will be opened for the Pre-qualified bidders only on the same day at 4 PM .

3.5. The bidder must use only the forms issued by the office to fill in the rates.

3.6. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the tender must be attested by initials of the bidder. Overwriting of figures is not permitted.

3.7. Each Page of the Tender Document should be signed by the person or persons of the company submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down.

3.8. No Earnest Money is required to be deposited by the tenderer at the time of submission of Bid. However, the successful bidder shall submit Security Deposit (SD) for 5% of the total order value with the office in form of DD/BG and the same will held by the office for the warranty period without paying any interest as security for execution and fulfillment of the contract.

3.9. DPMU, Malkangiri reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. This office also reserves the right to divide the order between two or more bidders and the Vendor shall carry out even the part orders for various items.



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3.10. Bidder is advised to go through the tender advertisement and the tender document carefully and should take into account any corrigendum published on the tender document before submitting their bids.

3.11. The rates quoted shall include all charges for packing, transport, loading, unloading and for delivery at site. Bidders must include in their rates, applicable taxes, GST, excise duty and any other tax and duty if applicable. No claim in respect of applicable taxes, excise duty or other tax, duty or levy whether existing or future, shall be entertained by the DPMU.

3.12. Time allowed for supply of Desktop computers/ printers will be at best 10 days., which shall be strictly observed by the Vendor and it shall be reckoned from the date of receiving of supply order.

3.13. Time shall be considered as the essence of the contract. This office reserves the right to terminate the Contract if the Vendor fails to supply the the computers/printers within the specified period and his security deposit will be forfeited.

3.14. Guarantee/ Warranty: The equipment should be covered comprehensive on-site warranty against any manufacturing defect for a period of 03 Years from the date of successful installation and acceptance. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repaired free of cost at our premises. Warranty certificate should be submitted with the bill(s).

3.15. Goods should be securely, safely and adequately packed & dispatched and delivered at the risk of supplier. In case of damage consignment the same should be replaced without any cost to the Buyer and the supplier can collect the damaged consignment after satisfactory replacement.

3.16. Items supplied are subject to inspection and acceptance and the supplier should collect/ replace the rejected items at his cost and risk.

3.17. Proof of Registration OR OEM Certificate/Letter OR Distributorship/ dealership Certificate must be attached.

3.18. Cancellation: DPMU, Malkangiri reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof. In case of cancellation of order due to Non-compliance of the Terms and Conditions and Breach of the Contract, No compensation will be paid towards progress of order/procurement.

3.19. For any dispute, the place of jurisdiction shall be Makangiri, only.



## **SECTION-IV**

Minimum technical specifications of AIO, Desktop Computer and printer is given below: The procurement committee may decide any alternation in specification as per suitability.

### **Technical Specifications**

#### **A. SPECIFICATIONS FOR DESKTOP COMPUTER:**

Processor: - Core i5 10th Gen or higher

Memory: 8 GB 2133 MHZ DDR4 RAM WITH 32 GB EXPANDABLE

HDD: - 1TB, DVD RW

Ports: Minimum 8 USB ports or more (at least 4 USB 3.1, 4 USB 2.0 ), 1VGA port, HDMI PORT , RS-232 serial port audio ports for microphone and headphone in front.

Monitor: - 21.5" or Higher LED

Wireless network facility

Keyboard: 104 keys USB Keyboard

Mouse: Optical Mouse USB

Operating System: Windows 10 Professional

Built in speakers

Warranty: - 3 Years onsite warranty

#### **B. Specification for All-in-One Desktop Computers**

Form: All-in-One

Processor: - Core i5 10th Gen or higher

Memory: 8 GB 2133 MHZ DDR4 RAM WITH 32 GB EXPANDABLE

HDD: - 1TB, DVD RW

Ports: Minimum 8 USB ports or more (at least 4 USB 3.1, 4 USB 2.0 ), 1VGA port, HDMI PORT , audio ports for microphone and headphone.

Monitor: - 21.5" or Higher LED

Wifi Adapter

Keyboard: 104 keys USB Keyboard

Mouse: Optical Mouse USB

Connectivity: Bluetooth, wi-fi

Operating System: Windows 10 Professional

Graphics: 2 GB Dedicates Graphics

Camera: HD

Built-in speakers

Software: Pre installed MS Office 2017 or higher

Warranty: - 3 Years onsite warranty

**Preference Model for AIO and Desktop Computer: HP/DELL/LENOVO**

**Approx. Quantity Required: 2 AIO and 4 Desktop computer ( subject to change)**



**SPECIFICATIONS FOR MFP BLACK/ WHITE PRINTER:**

**Type:** Multifunction

**Printing speed:** 20 ppm (A4) above 10ppm(A3) above

**Printing Resolution:** 600 X 600 dpi

**Standard Interface:** USB 2.0 High Speed, USB 2.0 Host (2 ports), 10 / 100 Base-T / 1000 Base-T Ethernet, Network port, wireless 802.11b/g/h

**Toner:** Separate drum technology and toner

**Memory (RAM):** 128 MB

**Paper Size:** A3/A4

**Duplex:** yes

**Color scanning, Flatbed**

**C. SPECIFICATIONS FOR MFP COLOUR PRINTER (Laser):**

**Type:** Multifunction Color LaserJet

**Connectivity:** Hi-speed USB 2.0 port, Fast Ethernet , network, wireless

**Print speed:** 19 ppm ( black) 4 PPM (color)

**Memory:** 128 MB

**Scanner type:** flatbed

**Scan Speed:** 15 ipm( Black & White) , 6ipm ( color)

**Scan resolution:** 600X600 dpi

**Scan file format:** PDF, JPG, TIFF

**Colour scanning**

**D. SPECIFICATIONS FOR COLOUR PRINTER (Inkjet):**

**Type:** Multifunction (Print scan and copy)

**Connectivity:** Hi-Speed USB 2.0, Wi-Fi, Bluetooth

**Supported Page Size:** A4 ,A6; DL envelope, legal, letter

**Print speed:** 11 ppm (black) and 5 ppm (color) or higher

**Color Scanning, Flatbed**

**Preference Model for printer:** HP

**Approx Quantity Required: 1 from each category of printer as above ( subject to change)**



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**SECTION - V**

**COVERING LETTER**

To

The Deputy Director (P&S),  
District Planning and Monitoring Unit, Malkangiri

Sub : Tender for supply of Computer/ Printer at District Planning and Monitoring Unit, Makangiri,

Dear Sir,

I, the undersigned, offer to participate in the tender process to supply the computer and printer in accordance with your Tender Notice No.: \_\_\_\_\_, Dated\_\_\_\_\_. We are hereby submitting our proposal, which includes Technical Bid and Financial Bid sealed in envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender document.

Yours faithfully,

**Authorized Signatory  
with Date**



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**FORM-I**

**TECHNICAL BID**

<b><u>Sl No</u></b>	<b><u>specification</u></b>	<b><u>compliance</u></b>	<b><u>Remarks</u></b>
<b><u>1</u></b>	Name of the Bidder ( attach authorization copy)		
<b><u>2</u></b>	Full Address of Registered Office		
<b><u>3</u></b>	Name & telephone number of the authorized person signing the bid		
<b><u>4</u></b>	Bank Name	Account Number: Bank and Branch Name: IFSC Code	
<b><u>5</u></b>	PAN No. (Attach self-attested copy)		
<b><u>6</u></b>	GSTIN Number Attach self-attested copy.)		
<b><u>7</u></b>	Up-to date GST Clearance ( attach copy)		
<b><u>8</u></b>	Up to date IT Return for FY 2019-20( attach copy)		
<b><u>7</u></b>	Acceptance to all the terms & conditions of the tender (Yes/No).		
<b><u>8</u></b>	<b>Acceptance for Warranty:</b> Three Years on-site Comprehensive warranty from the date of installation for computer/ printer.		
<b><u>9</u></b>	<b>DELIVERY:</b> Within 10days from the date of order.		
<b><u>10</u></b>	<b>INSTALLATION:</b> Firm will install and commission the equipment free of cost.		

I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. The information and documents furnished along with the tender are true and authentic to the best of my knowledge and belief.

Place:

Date:

(Signature of Bidder/ Authorized person)



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**FORM-2**

**Financial bid**

(to be filled by bidder )

Sl. No.	Item (All-in-One Desktop/ Desktop/ Printer- MFP(B/W) / Colour MFP	Make/ Model	Specification (give details)	Rate per Unit (including all taxes etc.)

**Signature of the Bidder/ Authorized person**

( Note: additional sheet may be used as per requirement)



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