

**COLLECTORATE, MALKANGIRI
(NIZARAT SECTION)**

Letter No.....103...../XVI-26/2021.Nizarat

Date.05.02.2021

TENDER CALL NOTICE

Sealed Tender in plain paper are invited from the reputed Registered Firms/ Suppliers having branded Company Authorization to be preferred, subject to favorable cost & Quality for supply of Desktop and Server which to be supplied to the Nizarat Section, Collectorate, Malkangiri for use of all Sections of Collectorate, as decided by the District Level Purchase Committee for current financial year 2020-21.

Categorically, item wise specification is mentioned as follows. The bidder has to super scribe on the envelop that for which item or category of items he/ she intends to participate in the tender. The details of tender along with terms & conditions is available in the District website i.e. www.malkangiri.nic.in

| Sl.No. | Name of the Articles | Specification | Quantity |
|--------|------------------------------------|---|----------|
| 1 | 2 | 3 | 4 |
| 1 | DESKTOP | 9 th Generation,i5 Processor, 4GB RAM, 1TB,Windows 10 Professional, 21.5 inch size Monitor, Wi-Fi Facility, Warranty 3 years, SSD up to any GB @Xtendable (preferable HP,LENOVO & DELL or equivalent | 30 |
| 2 | WINDOW SERVER | Dell t30 server with 16gb ram ,SSD 500GB, HDD-2TB, Xeon 4C 3.3Ghz or equivalent | 1 |
| 3 | Printer - cum - Scanner (Big size) | <ol style="list-style-type: none"> 1. Printing Technology- LaserJet 2. Function- Print, Scan & Copy Paper size A3 3. Minimum Print speed- (Normal, Letter A4) up to 23 PPM 4. Processor Speed- 600 MHz 5. No of Cartridge- 1 Black 6. Multi tasking supported- Yes 7. Duplex feature availability- Yes 8. Network feature availability- Yes 9. Onsite warranty- 3 Years 10. Multimedia & Input device resolution- 600 X 600 dpi | 2 |

TENDER DOCUMENTS

IMPORTANT INFORMATION TO THE BIDDERS

| | | |
|---|--|--|
| 1 | Availability of Tender | www.malkangiri.nic.in |
| 2 | Date and time for submission of the Tender documents by Speed Post / Registered Post only. | Last Date: 25.02.2021 at 5.00 PM |
| 3 | Performance Guarantee/Security | 10% of in shape of Bank Guarantee in favour of Assistant Collector, Nizarat, Collectorate, Malkangiri till expiry of warranty period. |
| 4 | Non-refundable paper cost | Rs.5,000.00 (Rupees five thousand) only |
| 5 | (i) Technical Bid | Duly filled up and to be opened at 3.00 P.M. on dtd.26.02.2021. |
| | (ii) Financial Bids of eligible Tenderer | Financial Bids of the bidders will be opened, those who would have qualified in technical bid. |
| | (iii) Venue | In the Office Chamber of Additional District Magistrate, Malkangiri, Collectorate, Malkangiri |
| 6 | Materials to be supplied | The materials are to be supplied within 15(Fifteen) days from the date of placement of order, failing which order will be automatically cancelled and EMD will be forfeited. |

TERMS & CONDITIONS AND GENERAL INSTRUCTIONS FOR BIDDERS

01. PROCEDURE:

- (A) The Bid has been invited under two bid system i.e. "Technical Bid". The interested Bidders are advised to submit two separate sealed envelopes super scribing Technical Bid and Financial Bid.
- (B) Technical Bid and Financial Bid- The Bidders have to fill up the Technical Bid form (Format-A) (Copy enclosed) and submit it with a separate envelope with self-attested documents. Similarly, the Financial Bid form has to be filled up as per prescribed form (Format-B) (Copy enclosed) and to be submitted in separate envelope.
- (C) The Tender should be addressed to the Additional District Magistrate, Malkangiri, Nizarat Section, Collectorate, Malkangiri At/Po/Dist- Malkangiri-764045 and super scribing as Tender for supplying.....(Name of the item / category).
- (D) The Tenderers / Firms have to submit EMD of Rs. 50,000/- (Rupees Fifty Thousand) only in shape of Demand Draft payable to Assistant Collector, Nizarat, Collectorate, Malkangiri in the Tender Bid.
- (E) The interested Bidder has to enclose self-attested photo copy of the following documents in the technical bid envelope, stated above, such as:
- (i) Valid company authorization / Registration Certificate of Firm/ Authorised dealer certificate of the manufacturer.
 - (ii) Registration Certificate of GST.
 - (iii) Copy of PAN Card.
 - (iv) Last three years IT Returns Acknowledgement (2017-18, 2018-19 & 2019-20)
 - (v) Last three years Audit Report (2017-18, 2018-19 & 2019-20)
 - (vi) Experience in Government Supply (if any).
 - (vii) Bank Account Number (Cancelled cheque)
 - (viii) Declaration as per Format-C (Copy enclosed).
 - (ix) The bidder should not have suffered losses during any of the last three financial year i. e (2017-18, 2018-19 & 2019-20)
 - (x) The bidder should have Trade Mark Registration issued by the Government of India for the product offered in the Tender.
 - (xi) Tenders from Joint Ventures/ consortium are not eligible.
 - (xii) If bidder is a distributor, he/she should have an authorization letter from the brand owner/ company/ OEM to showcase the trade mark registration issued by the Government of India for the product offered in the tender.
 - (xiii) The bidder should have a valid GST Number.
 - (xiv) Declaration not black listed in Judicial paper.
- (F) The Bidders who meet the qualitative requirements specified in the Technical Bid will only be considered for participating in the financial Bid. The technically disqualified bidders will not be entertained in the Financial Bid.
- (G) The Committee is not bound to accept/select L1 with low quality, but the best quality item as per specification with in affordable price limit, will be the criteria of selection.
- (H) The Bidders required furnishing the quotation price of the items, the Committee has reserved the right to consider or select the article basing upon the qualitative product.
- (I) Non-Refundable paper cost of Rs.5,000.00. In shape of Demand Draft payable to SBI., Malkangiri in favour of Assistant Collector, Nizarat, Collectorate, Malkangiri in the Technical Bid through downloading the Tender Paper and details of terms and condition from the website www.malkangiri.nic.in without Demand Draft of the paper cost, the tender paper shall not be accepted and liable to be rejected.
- (J) The Committee reserves the right to reject or cancel the tender/ quotation or supply orders without assigning any reason thereof.
- (K) The Tenderers should quote rate for each items / article given in the tender schedule

- (L) The Committee shall not be responsible for any postal delay or missing of tender papers. The incomplete tender papers or without EMD received after the scheduled date and time shall not be accepted and liable to be rejected.
- (M) The items should be delivered/install in good conditions.
- (N) On failure to supply the items, within stipulated period, the order stand automatically cancelled and EMD, so deposited by him / her will be forfeited to Government.
- (O) There shall be no compromise of the quality of materials as approved by Purchase Committee.

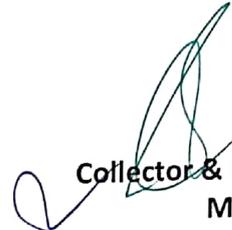
2. Submission and opening of Tender:

The interested bidders may submit the tender document completely in all respect along with EMD, Non-refundable paper cost and other requisite documents on or before dt.03.03.2021 at 5.00 PM addressing to the Additional District Magistrate, Malkangiri, Nizarat Section, Collectorate, Malkangiri At/Po/Dist: Malkangiri, PIN-764045 by Registered Post/ Speed Post. The Technical Bids shall be opened on the next day i.e. on dtd 26.02.2021 at 3.00 P.M. in the Office Chamber of Additional District Magistrate, Malkangiri, Collectorate, Malkangiri in presence of bidders or authorized representatives of the bidders.

The bid received by the authority after the prescribed Time and dateline will not be opened or considered. Thus, the same is deemed to be rejected.

The authority reserves the right to cancel. Approve or alter the terms and conditions without assigning any reason thereof.

Encl: Format-A, B & C.


**Collector & District Magistrate,
Malkangiri**
Date. 05.02.2021

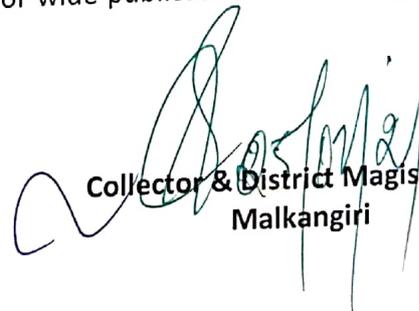
Memo No. 104 /2021

Copy to the Sub-Collector, Malkangiri/ BDOs/Tahasildars for information with a request to affix above tender papers in their office Notice Board for wide publication.

Copy to G.M., DIC, Malkangiri/ DIO, NIC, Malkangiri for information. The DIO, NIC, Malkangiri is requested to upload the advertisement in the District website for wide publication.

Copy to the D.I & P.R.O., Malkangiri for wide publication in one daily ODIA news paper.

Copy to Notice Board.


**Collector & District Magistrate,
Malkangiri**

**FORMAT-A
APPLICATION FOR TECHNICAL BID**

| | | |
|----|---|--|
| 1 | Name of the Bidders | |
| 2 | Details of Earnest Money Deposit | DD No..... Date..... Rs. _____ drawn on bank |
| 3 | Name of Proprietor | |
| 4 | Full address of Registered Office | |
| 5 | Full address of Operating / Branch Office | |
| 6 | Name and Telephone authorized officer | |
| 7 | Registration Certificate any such equivalent certificate in support of formation / recognition of the bidder organization obtained from the Government authority. | YES/NO |
| 8 | Valid company authorization/EPM rate contract/ M.S.M.E. Registration Certificate of the item. | YES/NO |
| 9 | Provisional Registration Certificate of GST. | YES/NO |
| 10 | Copy of PAN Card attached | YES/NO |
| 11 | IT Return acknowledgement of last three year | YES/NO |
| 12 | Last three year Audit Report | YES/NO |
| 13 | Experience in Government supply (if any) | YES/NO |
| 14 | Bank Account No. & Copy of cancelled cheque | YES/NO |
| 15 | Declaration as per Format-C | YES/NO |
| 16 | Non-refundable paper cost in shape of Demand Draft. | YES/NO |

Place:
Date:

Bidders Official Signature
Name & Designation with Rubber
Stamp / Official Seal of the firm.

**FORMAT-B
APPLICATION FOR FINANCIAL BID**

| Sl. No. | Name of the article | Description / Specification | Quantity required | Rate quote (Rs.) including all taxes/delivery & installation charges. |
|---------|------------------------------------|---|-------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| 1 | DESKTOP | 9 th Generation,i5 Processor, 4GB RAM, 1TB,Windows 10 Professional, 21.5 inch size Monitor, Wi-Fi Facility, Warranty 3 years, SSD up to any GB @Xtendable (preferable HP,LENOVO & DELL or equivalent | 30 Nos | |
| 2 | WINDOW SERVER | Dell t30 server with 16gb ram ,SSD 500GB, HDD-2TB, Xeon 4C 3.3Ghz or equivalent | 1 No. | |
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Place:
Date:

Bidders Official Signature
Name & Designation with Rubber
Stamp / Official Seal of the firm.

FORMAT-C

DECLARATION

01. I _____, Son/Daughter/Wife of
Sri _____ proprietor/Authorised
signatory of the bidders, mentioned above, are competent to sign this declaration and
execute this tender document.
02. I have carefully read and understood all the items and conditions of the tender and
undertake to abide by them.
03. The information / documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/We/ Am/Are well aware of the fact
that furnishing of any false information / fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.
04. I also certify that our firm has not been black listed by Central / State Government Board
/ Corporation /Autonomous body under administrative control of Central or State
Government etc.
05. This is also certified that neither myself nor organization will indulge in any corrupt
practices so far as this bidding is concerned.

Place:
Date:

Bidders Official Signature
Name & Designation with Rubber
Stamp / Official Seal of the firm.