



OFFICE OF THE TAHASILDAR, R. UDAYAGIRI, DIST- GAJAPATI

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**Tender Call Notice**

Tender Call No. 253/Niz

Date 28.01.2020

Sealed Tenders are invited from authorized firm/Supplier/dealers for supply of Desktop Computer, UPS for Computer and Multi-Functional Printer as per the specification given below for Official use under Prevention of theft of Minor Mineral and eviction activities for Office of the Tahasildar, R.Udayagiri, District. Gajapati under Government of Odisha as per District Office Memo No.28 Dated.02.01.2020 of Collector, Gajapati .The detailed Quotation paper along with Term & Condition can be obtained from the Office of the Tahasildar,R.Udayagiri,Gajapati or can be downloaded from the District Website [ww.gajapati.nic.in](http://ww.gajapati.nic.in). The evaluation forms and format of quotation complete in all respect must be sealed cover super –scribed as “Quotation for supply of Desktop Computer” addressed to the Tahasildar, R.Udayagiri, District – Gajapati Pin-761016 and should be reach **by Register Post/Speed Post on or before 10.02.2020 by 11.00 AM** and the same shall be opened on the same day at 11.30 AM. The undersigned reserves the rights to accept or modify or reject any or all the quotations without assigning any reason thereof.

**1. Specification of the items:**

Sl.	Brief Description of the Items	Specification of the Items	Delivery period	Quantity
1	Desktop Computer	<ul style="list-style-type: none"><li>• Intel Core i5</li><li>• 8<sup>th</sup> Gen Processor</li><li>• 4GB DDR4 RAM</li><li>• 1 TB Hard Disk</li><li>• 20 Inch screen or Large) LED Digital Colour Monitor or Higher Integrated Graphics</li><li>• Windows 10 Home OS</li><li>• Comprehensive onsite warranty 3 years</li><li>• Antivirus Protection for 2 years</li></ul>	Within 3 days of receipt of Purchase order	01
2	UPS for Computer	600VA to 800VA Min <sup>m</sup> 30 minutes backup	-do-	01

3	Computer Monochrome Laser Printer	<ul style="list-style-type: none"> <li>• Print, Scan &amp; copy from a single device</li> <li>• Auto duplex &amp; booklet printing</li> <li>• Availability of Compatible Toners facility is desired</li> </ul>	-do-	01
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## 2. Bid Price

- a) The transportation and installation charges are also to be included in the Bid/ Quoted Price
- b) All Taxes, duties and other levies payable by the dealer under the contract and shall be included in the Bid/Quoted Price
- c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account

## 3. Term & Conditions:

- 1) Each bidder shall submit only one quotation as per the enclosed Quotation format.
- 2) The bidder are required to deposit an earnest money of Rs.1000/- (Rupees One thousand) only in shape of Demand Draft in favour of the Tahasildar, R.Udayagiri. Quotation paper submitted without E.M.D shall not be accepted. The EMD will be forfeited, if a Bidder (i) withdraws it Bid during the validity period of the Bid or (ii) fails to perform the contractual obligations as per the Purchase order. The EMD amount of the unsuccessful Bidder will be refunded after completion of Quotation Process.

## 3. Validity of Quotation

Quotation shall be valid for a period of 30 days after the dateline date specified for submission of Quotation.

## 4. Evaluation of Quotations

The purchase will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions and specifications. The Quotation would be evaluated for all the items individually given in the Quotation format.

### While submitting the Bid, the bidder should submit the following documents

1. Copy of GST Registration No./TIN No./Sales Tax Registration No.
2. Copy of up to date VAT clearance certificate
3. Copy of dealership certificate

## 5. Award of Contract

- a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered reputed make/model with lowest quotation price
- b) The bidder whose Bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase orders.

- c) Payment shall be made after delivery and installations of the goods through e-transfer after submission of the bills and vouchers
- d) 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
- e) Any legal dispute arising out of this is subject to Gajapati District jurisdiction only.
- f) Notwithstanding the above, the undersigned reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.
- g) The 1<sup>st</sup> lowest Bidder cannot claim to supply, as the above items will be purchased as per the given specification.

*S. S. S. S.*  
28/1/2020  
Tahasildar, R. Udayagri  
Dated. 28/01/2020

Memo No. -254 /Niz

Copy to the Deputy Collector, Nizarat, Collectorate Gajapati/ all District Office / all BDOs, CDPOs & Tahasildar to affix the tender call notice in their notice board for wide publicity.

Copy to DIO, NIC, Gajapati for publication of Quotation Call Notice in the District Website for wide publicity.

*S. S. S. S.*  
28/1/2020  
Tahasildar, R. Udayagri  
Dated. 28/01/2020

Memo No. -255 /Niz

Copy submitted to the Additional District Magistrate, Gajapati for favour of kind information.

*S. S. S. S.*  
28/1/2020  
Tahasildar, R. Udayagri

## EVALUATION FORMAT

1	Name of the Supplier	
2	Full Address  Telephone/Mobile No. E-mail address	
3	GST Registration No. (copy to be attached)	
4	TIN & PAN No.(Copy to be attached)	
5	Up to date VAT ClearanceCertificate(Copy to be attached)	Yes/No
6	Certificate of Dealerships (Copy to be attached)	Yes/No
7	E.M.D	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder with seal

Date:

### QUOTATION FORMAT

(To be filled in by the bidder without ant overwriting)

Sl.	Description of Goods	Specification of Goods	Rate per Unit Offered in Rs.
1	Desktop Computer	<ul style="list-style-type: none"><li>• Intel Core i5</li><li>• 8<sup>th</sup> Gen Processor</li><li>• 4GB DDR4 RAM</li><li>• 1 TB Hard Disk</li><li>• 20 Inch screen or Large) LED Digital Colour Monitor or Higher Integrated Graphics</li><li>• Windows 10 Home OS</li><li>• Comprehensive onsite warranty 3 years</li><li>• Antivirus Protection for 2 years</li></ul>	
2	UPS for Computer	600VA to 800VA Min <sup>m</sup> 30 minutes backup	
3	Computer Monochrome Laser Printer	<ul style="list-style-type: none"><li>• Print, Scan &amp; copy from a single device</li><li>• Auto duplex &amp; booklet printing</li><li>• Availability of Compatible Toners facility is desired</li></ul>	
Total Price			
Rupees (in words) .....			

Full Signature of the Bidder with seal

Date: