



ଉପଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ପାରଳାଖେମୁଣ୍ଡି, ଗଜପତି
SUB-COLLECTOR OFFICE, PARALAKHEMUNDI
Email ID- subcollector.pkd@gmail.com Phone No: 06815-222226



No.26/Elec. (VII-46/2023)

Date: 05.01.2024

BID NOTICE

Sealed Bid for supply of IT equipment (Desktop computer/ Digital photocopier machine/ UPS) is hereby invited from the intending registered vendors/ authorised dealers by ERO-cum-Sub-Collector, Paralakhemundi, Dist:Gajapati, Odisha through two bid system. The Bid documents can be downloaded from the website of the District portal <http://gajapati.nic.in>. The Bids have to be submitted as per Terms & Conditions mentioned at Annexure-1. Detailed specification, estimated quantity are mentioned in scope of work section (Annexure-2), format of Technical Bid mentioned at Annexure-3 and format of Financial Bid mentioned at Annexure-5.

The Bid document containing "Technical Bid" and "Financial Bid" complete in all respect should be sent through speed post/ registered post only on or before **Dt.25.01.2024 upto 05.00 PM** which will be opened in presence of the Bidders or their representatives who may like to be present at that time as per the schedule mentioned in the Bid document.

Failure to furnish any information required as mentioned in the Bid documents or submission of a proposal not substantially responsive to the Bid documents in every respect will be at the Vendor's risk and may result in rejection of the proposal and forfeiture of the Bid.

ERO-cum-Sub-Collector, Paralakhemundi, Dist:Gajapati, Odisha reserves all right to reject all or any of the Bid/ Bids without assigning any reason thereof. The Bid which is conditional/ incomplete/ belated shall not be entertained.

Special Terms & Conditions

1. Procuring Entity (PE): ERO-cum-Sub-Collector, Paralakhemundi, Dist:Gajapati.
2. Information of award of contract shall be communicated to all participating Bidders on the website www.gajapati.nic.in. Please note that individual Bidder will not be intimated.

3. The Bidding process shall be subject to the provisions of Procurement Guidelines issued vide Office Memorandum No.4939/Dtd.13.02.2012 of Govt. in Finance Deptt., Odisha, Bhubaneswar and Letter No.12255/ dtd.04.12.2023 issued by Home (Elections) Deptt., Govt. of Odisha, Bhubaneswar regarding utilisation of funds in connection with purchase of IT infrastructure for the ensuing Simultaneous General Elections – 2024 in Gajapati District. In case of any discrepancy in the terms & conditions of the Bid document and the provisions of the said rules, the latter shall prevail.

BID DOCUMENT

1.	Name & Address of the party	:	ERO-cum-Sub-Collector, Paralakhemundi, Dist:Gajapati, Odisha.
2.	Estimated cost in Rs.	:	Rs.3,00,200/-
3.	Bid document for	:	Purchase of IT equipment (Desktop computer/ Digital photocopier machine & UPS)
4.	Date & time of uploading Bid document on Gajapati District portal	:	06.01.2024 at 01.00 PM
5.	Date from which Bidding document will be provided from the website or downloaded from Gajapati District portal	:	06.01.2024 at 01.00 PM
6.	Last date & time for submission of Bid	:	25.01.2024 at 05.00 PM
7.	Technical Bid to be opened	:	29.01.2024 at 11.30 AM
8.	Financial Bid to be opened	:	30.01.2024 at 11.30 AM
9.	Place of submission of Bid	:	Office of the ERO-cum-Sub- Collector, Paralakhemundi, Dist:Gajapati


ERO-cum-Sub-Collector
Paralakhemundi
05/01/2024

Memo No.27/Election

Dt.05.01.2024

Copy to office Notice Board/ Notice Board of District Election Office, Collectorate, Gajapati/ Notice Board of all District Level Office, Gajapati for wide publicity of the Bid Notice.

Copy to the District Informatics Officer, NIC, Gajapati (Both in hard copy & soft copy) for information with request to upload the same in the District website for wide publicity of the Bid Notice.


ERO-cum-Sub-Collector
Paralakhemundi

Memo No.28/Election

Dt.05.01.2024

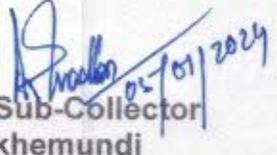
Copy submitted to the Dy. CEO-cum-Dy. Secretary to Govt. Home (Elections) Deptt., Odisha, Bhubaneswar for information.


ERO-cum-Sub-Collector
Paralakhemundi

Memo No.29/Election

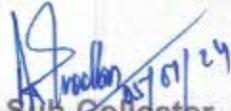
Dt.05.01.2024

Copy submitted to the Collector, Gajapati for favour of kind information.


ERO-cum-Sub-Collector
Paralakhemundi

ANNEXURE-1
(Terms & Conditions)

1.	Bid documents can be downloaded from website http://gajapati.nic.in as per the dates mentioned in the Bid.
2.	Late submission will not be entertained.
3.	Last minute submission should be avoided. As such ERO-cum-Sub-Collector, Paralakhemundi will not be responsible for any failures in submission of Bids.
4.	The vendors are expected to examine all instructions, forms, terms and other information in the Bid documents.
5.	Bid shall be submitted under Two Bids System viz. Technical Bid & Financial Bid, as per the prescribed formats only (Separate covers for Technical Bid & Financial Bid should be submitted). Failure to comply with these requirements may result in rejection of the Bid.
6.	Incomplete or conditional Bids will be summarily rejected.
7.	The Bid should be submitted through Speed post/ Registered post only to the ERO-cum-Sub-Collector, Paralakhemundi, Dist:Gajapati.
8.	Bid should be valid for a period of 90 days from the opening date of the Technical Bid.
9.	If any vendor does not qualify in technical evaluation, the financial proposal of the vendor shall not be opened.
10.	The price should not be mentioned in the Technical Bid in any form or manner. In case the prices are mentioned in the Technical Bid, the offer will be liable for rejection.
11.	The Technical Bid and Financial Bid will be opened one by one.
12.	The Financial Bid will be opened in respect of only those vendors who are technically qualified (whose documents are found in order and whose items qualify technically). The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The lowest evaluated valid quotation will be selected.
13.	The successful vendor shall supply the prescribed hardware within 07 days from the issue of supply order letter.
14.	The payment will be released after installation of complete supply of material based on duly certified installation report after installation is done.
15.	If the Bid opening day happens to be holiday, the same will be accepted and opened on the next working day.
16.	The make/ brand of the quoted hardware must be mentioned.
17.	The warranty shall cover the following: <ul style="list-style-type: none">• If any parts need to be replaced, then the same shall be done within 48Hrs including data transfer and completion of complaints in totality.• In case of failure of operating system, the same shall be reinstalled.
18.	Brand/ company having authorised service centre at Berhampur shall be given preference.


ERO-cum-Sub-Collector
Paralakhemundi

ANNEXURE-2
SCOPE OF WORK

1. **Supply of IT equipment:** The vendor has to deliver the desired equipment as per the locations provided after finalizing the Bid and ensure installation of the same along with related drivers.
2. **Maintenance of computer:** The vendor has to maintain supplied equipment.
3. **Replacement of parts:** The vendor has to ensure rectification of the faulty equipment providing replacement for the same as per requirements.
4. At present 01 no. of Desktop computer, 01 no. of Digital photo copier machine & 01 no. of UPS are required (Detail specifications given below). Quantity may be increased/ decreased as per requirement.
5. Vendor should supply additional quantity as required by the office in near future. Rates should be valid for 3 months from the date of submission of Bid.

Sl. No.	Item	Specification
1.	Desktop Computer (Assembled)	<ul style="list-style-type: none"> • OS: Windows 11 Professional • Processor-Intel i5 13400 or better/ Rygen 57600 or better • Mother Board – Gigabyte brand • Ram- 16 GB DDR-4 (corsair/ Kingston) (expandable upto 64 GB or more) • SMPS- 550W (Gigabyte/ Cooler master) • Storage (SSD)-256 GB / M2 PCIE Gen 3 x 4 • Storage (HDD)-1TB or SSD – 1 TB • Monitor-23.8 inches LED backlit (HP/ Lenovo/ Dell) • Monitor Resolution- 1920x 1080 or better • OEM onsite Warranty- 3 Years or more
2.	Digital Photocopier Machine	<ul style="list-style-type: none"> • Type- Mono, Digital Copier (Heavy duty) • Print Technology-Laser • Paper size-A3/A4 • Memory: 2 GB • Minimum print speed per minute- 31 or more • Scanning (Duplex)- Yes • Copy- Yes • Print (Duplex)- Yes • Document feeder type-DADF • Feeder capacity- 100 nos. or more • No of Main paper tray- 2 Nos or more • Each main tray capacity- 500 nos. or more • Bypass tray- Yes • Bypass tray capacity- 100nos. or more • Duty Cycle (No of Prints/month)-80000 or more • Operating Temperature- 15- 30 Degree C • Operating Humidity- 10% RH- 80% RH • Network Lan Port- Yes (Ethernet 10/100/1000) • OEM onsite Warranty- 3 Years or more
3.	1 KVA LI UPS	<ul style="list-style-type: none"> • Rating- 1KVA • Technology- MOSFET-PWM • Inverter efficiency- 70% or better • Minimum Guaranteed Battery Backup time (Minutes) on Full Load- 30 minutes • Degree or protection- IP 20 • Battery Make – OEM • Enclosure- ABS • Input(volt)- Single Phase AC(160-280V) • Rated Output (Volt) with Total Harmonic Distortion (%)- Single Phase Sinewave 230v AC 50Hzwith Total Harmonic Distortion as <3% • Variation in AVR output in AC mode (AVR Voltage regulation)- 230 Volts+/- 9% • Warranty (UPS)- 3 years onsite warranty • Warranty (Battery)- 2 Years onsite warranty

[Signature]
ERO-cum-Sub-Collector, Paralakhemundi

**ANNEXURE-3
(TECHNICAL BID FORMAT)**

Sl. No.	Particulars	Remarks/ Details (Page No.)
1.	Name of Agency	
2.	Detail about the Agency	
	Address:	
	Phone No.:	
	e-mail ID:	
	Website:	
	Contact person:	
	Mobile No.:	
3.	Status of applicant (Proprietorship/ Partnership firm/ Pvt. Ltd. Co./ Public Ltd. Co./ Authorized Dealer)	
4.	Annual Financial Turn Over (Rupees in Lakh)	2020-21: 2021-22: 2022-23:
5.	PAN No.(Copy will be attached) as applicable	
6.	GST No.(Copy will be attached as applicable	

**TECHNICAL OFFER BY THE FIRM FOR SUPPLY OF IT EQUIPMENT BASING ON
SPECIFICATIONS MENTIONED IN THE SCOPE OF WORK SECTION (ANNEXURE-2).**

Sl. No.	Item	Specification
1.	Desktop Computer (Assembled)	
2.	Digital Photocopier Machine	
3.	1 KVA LI UPS	

**Signature & Seal of the Bidder
Date:**

ANNEXURE-4
DECLARATION (ACCEPTANCE OF TERMS & CONDITIONS)

1. I/ We have read the instructions appended to the proforma and I/ We understand that if any false information is detected at a later date, any contract made between ourselves and the office on the basis of the information given by me/ us can be treated as invalid by the office and I/ We will be solely responsible for the consequences.
2. I/ We agree that the decision of Office in selection of successful Bidders will be final and binding to me/ us.
3. All the information furnished by me/ us above here is correct to the best of my/ our knowledge and belief.
4. I/ we agree that I/ we have no objection if enquiries are made about the work listed by me/ us here in above and/ or in the accompanying sheets.

Place:

Date:

Signature:

Name:

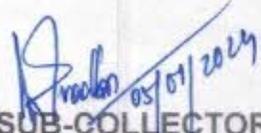
Designation:

Seal of the company:

The Technical Bid in Annexure-3 should be submitted alongwith the following documents which must be attached with the Technical Bid

1. Registration certificate (Proprietorship/ Partnership firm/ Pvt. Ltd. Co./ Public Ltd. Co./ Authorized Dealer).
2. PAN/ GSTIN registration certificate alongwith latest GST clearance/ IT return of last three years (as applicable): **Self attested copies to be attached.**
3. Letter of acceptance of terms & conditions as per Annexure-4.
4. Declaration of ineligibility for corrupt or fraudulent practices/ insolvency/ blacklisting of the firm as per Annexure-7.
5. Letter of authorization as per Annexure-8.

Technical specifications offered by the firm should be clearly mentioned on the format given in the Technical Bid (Annexure-3) and duly signed and stamped by the authorized person.


ERO-CUM-SUB-COLLECTOR
PARALAKHEMUNDI

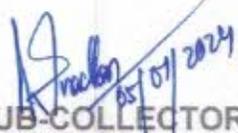
ANNEXURE-5
(FINANCIAL BID FORMAT)
FINANCIAL OFFER FOR SUPPLY OF IT EQUIPMENTS

Sl. No.	Item	Specification	Qty.	Rate (Per Item)
1.	Desktop Computer (Assembled)	<ul style="list-style-type: none"> • OS: Windows 11 Professional • Processor-Intel i5 13400 or better/ Rygen 57600 or better • Mother Board – Gigabyte brand • Ram- 16 GB DDR-4 (corsair/ Kingston) (expandable upto 64 GB or more) • SMPS- 550W (Gigabyte/ Cooler master) • Storage (SSD)-256 GB / M2 PCIE Gen 3 x 4 • Storage (HDD)-1TB or SSD – 1 TB • Monitor-23.8 inches LED backlit (HP/ Lenovo/ Dell) • Monitor Resolution- 1920x 1080 or better • OEM onsite Warranty- 3 Years or more 	01	
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3.	1 KVA LI UPS	<ul style="list-style-type: none"> • Rating- 1KVA • Technology- MOSFET-PWM • Inverter efficiency- 70% or better • Minimum Guaranteed Battery Backup time (Minutes) on Full Load- 30 minutes • Degree or protection- IP 20 • Battery Make – OEM • Enclosure- ABS • Input(volt)- Single Phase AC(160-280V) • Rated Output (Volt) with Total Harmonic Distortion (%)- Single Phase Sinewave 230v AC 50Hzwith Total Harmonic Distortion as <3% • Variation in AVR output in AC mode (AVR Voltage regulation)- 230 Volts+/- 9% • Warranty (UPS)- 3 years onsite warranty • Warranty (Battery)- 2 Years onsite warranty 	01	

SIGNATURE OF BIDDER

Financial Terms and Conditions

1. The rates should be mentioned clearly in figures as well as in words on the Financial Bid (Annexure-5) and duly signed and stamped by the authorized person.
2. Rates mentioned above are inclusive of all taxes, F.O.R. destination and installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
3. ERO-cum-Sub-Collector, Paralakhemundi reserves the right to alter the quantity of the computers and peripherals.


ERO-CUM-SUB-COLLECTOR
PARALAKHEMUNDI

Annexure-6

Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall –

- a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- c) not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- d) not misuse any information shared between the procuring entity and the bidders with an intent to gain unfair advantage in the procurement process;
- e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- f) not obstruct any investigation or audit of a procurement process;
- g) disclose conflict of interest, if any; and
- h) disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:-

The Bidder participating in a bidding process must not have a conflict of interest.

A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - a) Have controlling partners/ shareholders in common; or
 - b) Receive or have received any direct or indirect subsidy from any of them; or
 - c) Have the same legal representative for purposes of the Bid; or
 - d) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the procuring entity regarding the bidding process; or
 - e) The bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - f) The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g) Bidder or any of its affiliates has been hired (or is proposed to be hired) by the procuring entity as engineer-in-charge/ consultant for the contract.


ERO-CUM-SUB-COLLECTOR
PARALAKHEMUNDI

Annexure-7
Declaration by the Bidder regarding Qualifications
Declaration by the Bidder

In relation to my/ our Bid submitted to.....
for procurement of in response to their Notice
inviting Bids No...../Dtd..... I/We hereby declare that –

1. I/ We possess the necessary professional/ technical, financial and managerial resources and competence required by the Bidding document issued by the Procuring Entity;
2. I/We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/We are not insolvent, in receivership, bankrupt or being wound up, not have my/ our affairs administered by a court or a judicial officer, not have my/ our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have been convicted of any criminal offence related to my/ our professional conduct or the making of false statements or misrepresentations as to my/ our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict or interest as specified in the Act, Rules and the Bidding document, which materially affects fair competition.

Date:

Place:

Signature of Bidder

Name:

Designation:

Address:

ANNEXURE-8
Letter of Authorization

Date:

Ref:

To

The ERO-cum-Sub-Collector
Paralakhemundi.

Ms./ Mr..... is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference no...../ dtd..... She/ He is also authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Signatory

Representative's Signature

Signature of the Bidder

Signature attested

Annexure-9
Additional Conditions of Contract

1. Correction of arithmetical errors

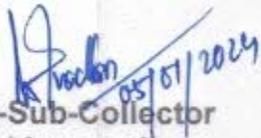
- i. Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:
- ii. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- iii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iv. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) & (ii) above.
- v. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2. Procuring Entity's Right to Vary Quantities

- i. At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except provided in the conditions of contract.
- iii. In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose bid is accepted.


ERO-cum-Sub-Collector
Paralakhemundi