

DISTRICT EMPLOYMENT EXCHANGE, KEONJHAR

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Quotation Call Notice No 1005 /DEEx, Keonjhar Dt. 6/11 /2018

Sealed Quotations are invited from the reputed manufacturers/authorized dealers/distributors/suppliers /intending firms/agencies for supply of Multifunctional Printer/Computer (Desktop)/Split AC/Electric Back-up Power Supplier Invertors/UPS power Break-up Battery/LED TV/ Stabilizer for AC/ S type Chairs/Executive Tables/Computer Tables for setup of Mission Mode Project for Modernization of Employment Exchanges(EEMMP) and Revitalizing of Employment Exchanges to Career Centre under Nation Career Service (NCS) scheme of District Employment Exchange, Keonjhar. The complete bid documents can be downloaded from the District website: [kendujhar.nic.in](http://kendujhar.nic.in). The last date of receipt of quotation at the office of the undersigned is **22.11.2018 up to 5.00 p.m.**

District Employment Officer  
Keonjhar

Date

Memo No 1006 (30) DEEx, KJR

Copy submitted to the:-

1. ADM, Keonjhar / PD, DRDA, Keonjhar / Sub-Collector, Keonjhar / Anandapur Champua/DIPRO, Keonjhar/ All District Level Officers/ District Treasury Officer, Keonjhar / Principals, OSME, Keonjhar/Govt. ITI, Barbil / Executive Officer, Keonjhargarh Municipality for favour of kind information with request to display in their notice board for wide publication.
2. Collector & District Magistrate, Keonjhar for favour of kind information.
3. DIO, NIC, Keonjhar for favour of kind information with a request to publish the advertisement in the district web site.
4. Director of Employment & Member Secretary, OSDA, Odisha, Bhubaneswar for favour of kind information with reference to Directorate letter no.5174, dtd.25.07.2016.
5. Regional Assistant Director of Employment, Sambalpur for favour of kind information.

District Employment Officer  
Keonjhar

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QUOTATION CALL NOTICE

SUB:- INVITATION OF QUOTATION FOR SUPPLY OF ELECTRONICS / ELECTRICAL AND FURNITURE ITEMS FOR SET UP OF MODEL CAREER CENTER AT DISTRICT EMPLOYMENT EXCHANGE, KEONJHAR.

Dear Sirs,

You are invited to submit your most competitive quotation in enclosed format for the following goods of 07 (seven) schedules as enclosed in Annexure- IV.

1. Govt. of India has submitted Grant-in-Aid to Govt. of Odisha, for establishment of Mission Mode Project for Modernization of Employment Exchanges(EEMMP) and Revitalizing of Employment Exchanges to career centre under Nation Career Service (NCS) scheme of District Employment Exchange, Keonjhar under National Career Service Project (Mission Mode Project for Employment Exchanges) and intends to apply part of the process of this credit to eligible payments under the contract for which this invitation for quotations is issued.

2. **Bid Price:-**

- a). The contract shall be for the full quantity of particular schedule as described above.
- b). Corrections in the quotation, if any, shall be made by crossing out, initiating, dating & re-writing.
- c). All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- d). Sales tax / VAT / CST / GST in connection with the sale shall be shown separately.
- e). Transportation and installation shall be included in the total quoted price.
- f). The rate quoted by the quotation per unit excluding tax shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- g). The prices shall be quoted in Indian Rupees only.
- h). In the quotation of format should specify detail specification and make / model of the item.

3. **Each bidder shall submit only one quotation** for one or more schedule. If submitting quotation for more than one schedule shall fill up separate format of quotation (Annexure- I) for each schedule and enclose all, to submit with one application bids in one quotation sealed envelope.

4. **Validity of Quotation:-**

Quotation shall remain valid for a period not less than 90 days after the deadline specified for submission.

#### 5. **Evaluation of Quotations:-**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which.

- a) Are properly signed; and
- b) Conform to the terms and conditions, and specifications.
- c) Verification of original PAN Card, TIN No., Sale tax clearance certificate, GST Registration, GST Return(if applicable by due date) and Registered Authorized Dealership/Supplier Certificate (for electronics items) with submitted signed copy before award of contract.
- d) Verification of Demand Draft of EMD (Bid Security) submitted.
- e) Electronics items of other brands apart from quotation will not be considered for evaluation.
- f) Selection will be made on the unit rate quoted by the bidder for each schedule, excluding tax. Tax will be calculated as per Government prevalent rate. Bidding price should include tax as per government rate. Any tax in connection with sale of goods shall not be taken into account in evaluation.

The quotations will be evaluated separately for each schedule of item.

#### 1. **Award of contract:-**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 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 order.

#### 2. **Payment Terms:-**

- a) The delivery period should be within one month from the date of issue of purchase order.
  - b) Place of delivery item is at District Employment Exchange, Keonjhar.
  - c) Payment shall be made immediately after supply, installation, demonstration and verification of goods within due date of delivery.
  - d) The tax will be calculated separately and will be paid as per market prevalent rate
3. Normal commercial warranty / guarantee shall be applicable to the supplied goods.
  4. **The last date submission of quotation is 22.11.2018 up to 5.00 p.m.**
  5. We look forward to receive your quotations and thank you for your interest in this project.
  6. Special conditions enclosed will also be applicable.

**SPECIAL CONDITION**

## 1) Bid security (EMD)

The firms participating in the quotation is required to submit Earnest Money Deposit (Bid Security) not less than @1% (Round up to nearest Hundred) of the quoted value per schedule in shape of Demand Draft drawn in favour of **District Employment Officer, Keonjhar**, on any Nationalized Bank, payable at **Keonjhar**, failing which the bid shall be summarily rejected. EMD of bidders applying for more than one schedule should submit single EMD of total Gross amount of all format of quotations ( Annexure-I) of all schedules. The bid security shall be returned to unsuccessful bidders on finalization of order. In the event of failure to execute the supply order or violation of terms and conditions, the EMD shall be forfeited.

## 2) The penalty clause also will be applicable in case of late delivery of items. The rate of penalty charge shall be 0.5% per week .

## 3) If tax rate decreases / increases during revision of GST rate, it will be deducted/added from/with Gross total cost and payment will be made accordingly

## 4) Bidders shall furnish signed copy of original PAN Card, TIN No., Sale tax clearance certificate, GST Registration, GST return (if any) and Registered Authorized Dealership/Supplier Certificate (must for electronics items/optional for furniture items) . Enclose detail Technical Literature / Brochure of the Product quoted for confirmation with specifications.

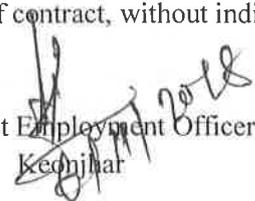
## 5) Proof of past performance

Details of experience and past performance of the bidder on items offered and on those of similar nature within the past three years and details of current contracts in hand and other commitments have to be submitted (maximum-8, at Annexure-II).

## 6) Delivery of Goods/Consignee:

The material shall be delivered at District Employment Exchange, Keonjhar within 30days from the date of issue of Purchase Order. The goods on delivery will be physically verified by District Employment Officer, Keonjhar through local experts and it shall be responsibility of the suppliers to arrange demonstration on functioning of individual Goods within maximum 15 days from the date of supply.

## 7) The Purchaser reserves the right to cancel the bidding process or reduce or increase the item quantities or reduce the schedule / schedules at any time prior to the award of contract, without indicating any reason.

  
District Employment Officer  
Keonjhar

APPLICATION – BID

1. Name of the Bidding Agency :.....
2. Full address of Registered Office :.....  
(with Pin Code) :.....  
:.....  
Telephone No. :.....  
Mobile No. :.....  
FAX No. / E-Mail :.....
3. Name and Mobile No. / e-mail address :.....  
of Authorized officer / person of Registered office:.....
4. PAN No. :.....  
(Attach self attested copy)
5. TIN No. :.....  
(Attach self attested copy)
6. Sale Tax clearance certificate enclosed : Yes / No  
(Attach self attested copy)
7. GST Registration No. :.....  
(Attach self attested copy)
8. GST Return (if any) :.....  
(Attach self attested copy)
9. Registered authorized dealership / supplier certificate enclosed : Yes / No  
(Attach self attested copy)
10. Details of Earnest Money Deposit (EMD) : DD No.....date.....  
Rs..... Name of the Bank.....  
Branch .....
- Proof of past performance enclosed (Annexure-II) : Yes / No  
(Enclose performance statement & orders)
12. Technical literature / brochure of the product for confirmation with specifications, attached – Yes / No  
  
Signature & seal of the bidder  
Name of the authorized person:  
Date : Mobile No.:  
Place : E-mail address :

**ANNEXURE-I**  
**FORMAT OF QUOTATION**

**Schedule No:.....**

Sl. No.	Name of Goods / Equipment	Specifications with Make & Model	Quantity	Quoted Unit Rate	Value of Goods
	Total Amount-				
	Rate of Tax (Inclusive of all Taxes) (Sales Tax / VAT/GST) -				
	Amount of Tax -				
	Gross Total Cost-				

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.....(Amount in figures) (Rupees.....) (amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee / guarantee of 36 months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of Supplier  
with Seal

**ANNEXURE-II**

**PERFORMANCE STATEMENT**

**REF: BID NOTICE NO.....**

**(In proof of eligibility of bidders)**

Order placed by the organisation with address	Order No. & Date	Name of the goods ordered	Value of order	Date of completion of delivery	Remarks indicating reasons for late delivery, if any	If the equipment are giving trouble free service. (Attach a certificate from the Purchaser / Consignee wherever applicable)

Signature of bidder  
with seal

Contd//8//

**ANNEXURE-III**

**DECLARATION**

1. I,.....Son / Daughter / Wife of Shri  
.....Proprietor / Partner / Director / authorized signatory of  
the Bidding Agency named:.....and competent to sign  
this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the client and  
undertake to abide by them.

3. 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.

Date :  
Place :

Signature of the authorized person  
Name :  
Seal :

Mobile no. :  
E-mail address :

ANNEXURE-IV

Sl. No.	Equipment	Specification of the item	No. of Item
1	Multi Functional Printer	<ul style="list-style-type: none"> <li>• Copy, Print, Fax &amp; Scan Multifunction capabilities</li> <li>• Print capability: Yes and maximum A3 copy size</li> <li>• Printer speed black: Normal :Up to 20 ppm</li> <li>• First Copy Time: 6.4 Sec.</li> <li>• Magnification: 25 – 400 %</li> <li>• Resolution – Reading - 600 x 600 dpi, writing 1200 x 1200 dpi</li> <li>• Duplex printing: Standard</li> <li>• Print Specification : PDL, Network OS</li> <li>• Minimum of above specifications or higher version</li> <li>• Item of reputed brand like HP</li> </ul>	One
2	Desktop	<ul style="list-style-type: none"> <li>• Processor: Core i5</li> <li>• RAM: 4 GB or higher</li> <li>• Hard Disk Capacity: 1 TB</li> <li>• Operating System: Windows 10</li> <li>• 18.5 inch screen or higher</li> <li>• Minimum of above specifications or higher version</li> <li>• Item of reputed brand like HP.</li> </ul>	Three
3	UPS	1000 VA UPS, Line Interactive, 30 minutes backup, Battery included, Battery replaceable, Sealed Lead Acid Battery, Battery capacity 12 V / 7.2 Ah, Tower Model / Rack Mount Model Brand- V Guard.	Three
4	LED TV	<ul style="list-style-type: none"> <li>• 56 inches in latest version.</li> </ul>	One
5	Split AC	<ul style="list-style-type: none"> <li>• Capacity 1.5</li> <li>• Invertors model</li> <li>• Model- Godrej NXW GSC18GIG5DGOG</li> <li>• Compressor Warranty 10 years.</li> <li>• Condenser warranty 05 years.</li> <li>• Cooling Capacity 5000 w</li> </ul>	Two
6	Stabilizers for Split AC	<ul style="list-style-type: none"> <li>• Auto take Voltage Stabilizers</li> <li>• Model- 4kva90VCOPP2R.</li> <li>• Output -200V-235 V.</li> </ul>	Two
7	Power Beck-up Invertors Battery	<ul style="list-style-type: none"> <li>• Luminous Tall Tubular Battery</li> <li>• 150 AH, 75 months Warranty</li> <li>• Model-Life Max LM-18075.</li> </ul>	Two
8	Executive Tables & Chairs	<ul style="list-style-type: none"> <li>• Godrej Company Brand.</li> </ul>	Two
9	Computer Tables	<ul style="list-style-type: none"> <li>• Godrej Company Brand.</li> <li>•</li> </ul>	Three
10	S Type Chairs	<ul style="list-style-type: none"> <li>• Godrej Company Brand</li> </ul>	Twenty

