



OFFICE OF THE DISTRICT EDUCATION OFFICER AND DISTRICT NODAL OFFICER, DPMU
(MDM), KEONJHAR-758001

Ph.06766-255586, Fax-06766-255587, Email ID-deokeonjhar18@gmail.com

No. 6448 / DPMU(MDM) / Date 02.08.2019

To

The D.I.O.
N.I.C, Keonjhar.

Sub:- Hosting of quotation call notice in the website of NIC, Keonjhar.

Sir,

With reference to the subject cited above, I am to enclose herewith the draft quotation call notice regarding purchase of one desktop and request you to hoist the same in the website of NIC, Keonjhar for information of general public.

Encl. Draft quotation call notice.

Yours faithfully,


District Education Officer
& District Nodal Officer, DPMU(MDM)
Keonjhar

Memo No 6449 / Dt 02.08.19

Copy to DEO, Keonjhar (notice board) Collectorate, Keonjhar (notice board) for information and necessary action.


District Education Officer
& District Nodal Officer, DPMU(MDM)
Keonjhar

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No. 6546 /DPMU(MDM)/Date 08.08.19

Expression of Interest for purchase of Computer, Printer & UPS

Expression of interest are invited in sealed cover from the intending Firm having valid authorization of Original Equipment Manufacturer [OEM] for supply of 1 Desktop for **District Education Office, Keonjhar**. The Proposal paper containing detailed specification of work along with terms and conditions is available in the Notice Board of DEO, Keonjhar and hoisted in the website www.kendujhar.nic.in. The last date of receipt of the proposal paper is **14.08.2019** up to **3.00 P.M.** through **Speed / Registered post** only.

The authority reserves the right to accept/reject all any/part of the proposals without assigning any reason thereof.

*By Order of the
Collector-cum-Chairman, MDM, Keonjhar*


**District Education Officer
Keonjhar**

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No. 6547 /DPMU(MDM)/Date. 03.08.2019

**BID DOCUMENT FOR SUPPLY OF 1 DESKTOP FOR DISTRICT EDUCATION OFFICE
OF KEONJHAR DISTRICT**

- a) Period for issue of Proposal Document : 02/08/2019 to 14/08/2019
- b) Date and time for submission of Proposal Document : By 14/08/2019 up to 03 pm.
- c) Date and time and venue for opening of the Proposal
- Venue: - On 14/ 08/2019, 04 PM.**
- At: -District Education Office, Keonjhar**
- d) Date for supply & installation of Work Station : Office of the DEO, Keonjhar

The Successful Firm will have to Supply the Desktop at DEO, Keonjhar within 15 days from the date of the issue of the work order from the District Education Office, Keonjhar.

Terms & Conditions

A. General

01. The intending proposer may apply by downloading proposal form and document from the website www.kendujhar.nic.in as per format enclosed at **Annexure - A**.
02. **Place, Date and Time of receiving the tender:**-Proposal shall be received at District Education Office, Keonjhar through Speed Post/Registered Post only in the office on or before **14.08.2019 up to 3.00 PM**.
03. The interested and eligible Firm are advised to submit sealed envelope superscribing "*Quotation For supply of Desktop*" to District Education Office, Keonjhar, Pin: 758001, Dist: Keonjhar, Odisha.
04. **Opening of the Proposal:** - The sealed documents shall be opened at the **District Education Office, Keonjhar on 14.08.2019 at 4.00 PM** in presence of Bidder or their authorized representatives and Members of the District Purchase Committee. The authority reserves the right to cancel/reject all or any / part of the notice without assigning any reason thereof. In case of any unavoidable circumstances the proposal could not be opened on the scheduled date, then another date will be fixed as per decision of the authority.
05. The authority is not bound to accept the lowest quoted rate, if the bidder does not fulfill all requisites as considered necessary, in no case the specification of the item will be compromised.
06. The intending firm should submit an undertaking in his own letter pad that his Firm has not been black listed by any Govt. organization.

B. Selection Criteria

Eligible Criteria: The proposer should be authorized partner/dealer of OEM for supply of the Computers & peripheral items having minimum specification at **Annexure-A**. The price of the item should not exceeds the sealing price i.e Rs.58967/-. No deviations from the minimum specifications after opening of proposal should be allowed.

The proposer

- Should be a registered Company/Firm/Sole Proprietor having valid license and registration number.
- Should be in existence in core computer hardware sales and services business for the last five (5) years.
- Should have direct support centers at Odisha. In case of support through service partners, details of customers supported by the services partners to be attached.
- The intending Firm should submit the photocopy of the sales tax Regd. No. and up to date GST clearance certificate, PAN Card with the original quotation document.

- **As per decision of District Level Purchase Committee, the Desktop will be as per specification therein.**
- Price proposed by the Firm should include all local taxes, GST, duties, levies transportation cost and insurance cost till the equipment is accepted.
- The Prices proposed shall be valid for a minimum period of three months from the last date for submission of offers.

C. Place of Delivery

01. The successful Firms will have to supply & install the materials within 15 (Fifteen) days as per required specification from the date of the issue of work at DEO,Keonjhar.
02. No transportation cost is allowed.
03. If the proposer fails to install the items within one (01) month, they will be imposed a penalty of 01% of the order value for late installed item for each weeks delay or part thereof subject to maximum of 2% of value of the late installed items.
04. Installation will be treated as incomplete in one/all of the following situations.
 - Non-Delivery of any hardware or other components and software modules mentioned in the order.
 - Non-delivery of supporting documentation.
 - Delivery but non-installation of the components and/or software.
 - System Operational but unsatisfactory.
 - Products shall be supplied in a ready to use condition alongwith all cables, connectors, software, drivers, manuals and media etc.

D. Payment Conditions

01. The proposer will be entirely responsible for all applicable present and future duties levies, charges licenses fees, GST etc. in connection with delivery of goods at site including incidental charges and commissioning.
02. Up to 100 % of billing amount will be paid to the Firm through A/c payee cheque only after submission of the bills in addition with Warranty Certificate, Installation Certificate, Configuration statement, Challan copy etc at DEO, Keonjhar.
03. No Advance will be given to the selected Firm.
04. TDS will be deducted as per Govt. norms.
05. All payments will be made to the proposer in Indian Rupees only.

APPLICATION FORM FOR PROPOSER

1. Name of Registered Firm :-
2. Name of Authorized Person:-
3. Address:-
4. Contact No:-
5. PAN No (encl. Photocopy):-
6. TIN No (encl. Photocopy) :-.
7. GST TIN Clearance Certificate No. with date:-
8. Enclosed
 - i) Xerox copy of PAN Card
 - ii) Xerox copy of GST TIN Clearance certificate
 - iii) Photo copy of Registration certificate
 - iv) Authorization Certificate
 - v) Undertaking as not black listed by any Govt. Organization

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place :

Date :

Seal & Full Signature of the Applicant

Specification Sheet				
Sl. No.	IT items	Unit Price	GST (INR)	Amount (INR)
1	2	3	4	5
1	7th Gen Intel Core i5 Processor, 4 GB RAM, Window 10Home/Professional, Hard Disk-1000GB,DVD-RW,Onsite Warranty-at least for 3 Years			
Grand Total				

Rupees in Word _____

Date :

Place :

Seal & Full Signature of the Applicant