



OFFICE OF THE PRINCIPAL ODISHA ADARSHA VIDYALAYA SUNDARAPAL
HATADIHI, KEONJHAR-758023
Ph.8658612282, Email ID-oavhatadihikeonjhar@gmail.com

No.....104...../OAVSH/Date...07/12/2019

**Expression of Interest for purchase of Desktop computer, Printer, UPS,
Audio System, Sports material, Computer table.**

Expression of interest are invited in sealed cover from the intending Firm having valid authorization of Original Equipment Manufacturer [OEM] for supply of **Desktop computer, Printer, UPS, Audio System, Sports material, Computer table** for Odisha Adarsha Vidyalaya Sundarapal Hatadihi, Keonjhar. The Proposal paper containing detailed specification of work along with terms and conditions is available in the Notice Board of DEO, Keonjhar, Notice board Collectorate, Keonjhar Notice board of BEO, Hatadihi and Notice board of NIC Keonjhar. The last date of receipt of the proposal paper is **13/12/2019** up to **2.00 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
State Project Director, OAVS, Bhubaneswar*

N. Barua
07.12.19
Principal
OAV Hatadihi
Principal I/C
OAV, Sundarapal, Hatadihi



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No. 105...../OAVSH/Date 07/12/2019

**BID DOCUMENT FOR SUPPLY OF 1 DESKTOP 1 PRINTER 1 AUDIO SYSTEM 1 UPS AND
SPORTS MATERIALS FOR OAV SUNDARAPAL HATADIHI OF KEONJHAR DISTRICT**

Period for issue of Proposal Document : 07/12/2019 to 13/12/2019

a) Date and time for submission of
Proposal Document : **By 13/12/2019 up to 2 pm.**

b) Date and time and venue for opening of the Proposal :

Venue: - on 13/12/2019, 03 pm.

At: -Office of the Principal, OAV Sundarapal, Hatadihi, Keonjhar

c) Date for supply & installation of Work Station : OAV Sundarapal, Hatadihi, Keonjhar

**The Successful Firm will have to Supply the Desktop at OAV Sundarapal
Hatadihi, Keonjhar within 7 days from the date of the issue of the work order from
the OAV Sundarapal, Hatadihi, Keonjhar.**

N. Barua
Principal
07-12-19
OAV Hatadihi

Terms & Conditions

A. General

01. The intending proposer may apply by downloading proposal form and document from the Principal Ph: 8658612282, OAV Sundarapal as per format enclosed at **Annexure - A**.

02. **Place, Date and Time of receiving the tender:**-Proposal shall be received at Odisha Adarsha Vidyalaya Sundarapal Hatadihi, Keonjhar through Speed Post/Registered Post only in the office on or before **13/12/2019 up to 2.00 PM**.

03. The interested and eligible Firm are advised to submit sealed envelope super scribing "*Quotation For supply of Desktop*" to Odisha Adarsha Vidyalaya Sundarapal Hatadihi, Keonjhar, Pin: 758023, Dist: Keonjhar, Odisha.

04. **Opening of the Proposal:** - The sealed documents shall be opened at the **Odisha Adarsha Vidyalaya Sundarapal, Hatadihi, Keonjhar on 13/12/2019 at 3.00 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.40000/-,20000/-,8000/-,30000/-,10000/-,5000/- respectively for Desktop computer, Printer, UPS, Audio System, Sports material, Computer table**. 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 Purchase Committee, Desktop computer, Printer, UPS, Audio System, Sports material & Computer table 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 7 (Seven) days as per required specification from the date of the issue of work order at OAV Sundarapal, Hatadihi Keonjhar.
02. No transportation cost is allowed.
03. If the proposer fails to install the items within ten days, they will be imposed a penalty of 01% of the order value for late installed item for each days 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 OAV Sundarapal, 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	QUANTITY	UNIT PRICE	GST(INR)	AMOUNT(INR)
1	2	3	4	5	6
1	Desktop computer: (8th Generation ,Core-i3,4GB RAM,1 TB HDD,minimum 19 inch monitor,Key board and mouse of reputed brand like Acer, HP, Lenovo etc.Inbuilt OS and Ms Office). Onsite Warranty at least for 3 years.	1			
2	Printer: (MFP auto duplex without fax, of reputed brand like HP)	1			
3	UPS: (1 KVA(Offline) of good brands like Luminous, APC, Numeric, Delta etc.)	1			
4	Audio System: Audio System 250 watt amplifier 2 number of 150 watt speakers and micro phone (2 cordless and one with cord with stand), Ahuja make(branded)	One Set			
5	Sports Material: (Football, Volley ball, Volley net, Badminton racquets, shuttlecock, badminton net, skipping lace, chess, carom, ring balls etc.)	One Set			
6	Computer Table	1			
	GRAND TOTAL				

Rupees in Word _____

Date :

Place :

Seal & Full Signature of the Applicant