

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KEONJHAR

TENDER CALL NOTICE

No 13 /Niz Dated 06 /01/2022

Sealed Tenders under two bid (technical and financial) system are hereby invited from Registered Firms/Agencies for supply of **DESKTOP LENOVO, PRINTER WITH SCANNER, UPS, LAPTOP, HEAVY DUTY PRINTER AND HEAVY DUTY XEROX MACHINES** for official use as per the quantity mentioned in the tender call notice.

Sl.No.	Description	Earnest Money Deposit	Delivery of Materials
01	DESKTOP LENOVO, PRINTER WITH SCANNER, UPS, LAPTOP, HEAVY DUTY PRINTER AND HEAVY DUTY XEROX MACHINES	Rs. 100000/-	Within 7 days from receipt of supply orders

SCHEDULE OF EVENTS

	Date and Time
1. Publication of Tender :	07.01.2022/11.00 A.M.
2. Last date of submission of Bids	28.01.2022/02.30 PM
3. Opening of Technical Bid:	28.01.2022/4.00 PM
4. Notification of qualified bidders based on Technical bid evaluation	28.01.2022/4.30 PM
5. Opening of Financial Bid	28.01.2022/5.00 PM

The schedule of bidding will be as follow:

ELIGIBILITY CRITERIA: -

1. a) The bidder should be a Firm/Agency registered in India or a authorized dealer of manufacturer.
- b) Adequate experience of providing satisfactory services of such types of assignments in the relevant field to any Govt. institutions or other related organizations during last 5 years
- c) The Minimum Annual Financial Turnover should be 50 Lakh or more in any of the last three financial years (Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant) (2018-19, 2019-20 & 2020-21)

(Contd..P-2...)

d) Agency must be registered with appropriate statutory authorities as required under law for taxation etc. and must enclose copy of the same. The bidder must have valid PAN/TAN/GST (attach document)

e) The tender documents are available in the website **www.keonjhar.nic.in**.

f) Agency should not have been black listed by any Govt. Office/ Institution/ Firm / Organization /School /Board /University etc. Undertaking in this regard to be submitted by tenderers with the technical bid as per **ANNEXURE -III**.

g) Earnest Money in shape of Demand Draft of a scheduled/Nationalized bank duly pledged in favour of the "**Deputy Collector, Nizarat, Collectorate Keonjhar**" should be enclosed with the technical bid.

h) In case the date of issue / receipt of tenders are declared /happens to be a public holiday, the tenders will be issued / received on the next working day.

i) Conditional Tenders are liable to be rejected.

j) The Collector, Keonjhar reserves the right to cancel/reject in full or any part of the tender without assigning any reason.

2. Agreement shall be drawn with the successful bidder.

An amount of Rs. 200000/- (Rupees two lakh) only towards security shall be deposited by the successful bidder in shape of FDR payable to Collector, Keonjhar at Keonjhar (District Headquarter)

TERMS AND CONDITIONS

1. The tender should comprise of two bid system :-
 - (a) Envelope:-1 = Technical bid
 - (b) Envelope:-2 = Financial bid

Envelope No. 1: This envelope must be marked as **Envelope No. 1** on the right hand top corner. This envelope shall contain two parts.

Part-I: Shall contain only the "**Earnest Money Deposit**" and will be opened first. If the Earnest Money Deposit is not found to be in accordance with the procedure prescribed then the other sealed envelope containing Part-II shall not be opened and as such the tender submitted by the tenderer shall not at all be considered.

Part-II: Containing the covering letter depicting "**Technical Bid**" (**ANNEXURE-I**) which will be opened in case of such tenderers whose Earnest Money Deposit is in order. These will be scrutinized and comments/conditions which have financial implications will be evaluated. Comments/ conditions may be discussed with the tenderer, if deemed necessary. If required, a meeting in respect of technical bids shall be held on notified date, time and place.

Envelope No. 2: Containing the Sealed "**Financial bid**" (**ANNEXURE-II**) will be opened on the scheduled date. The Financial bid will be opened only of those agencies who meet the technical requirements of the tender document.

The above said two envelopes shall be kept in one sealed envelope and submitted to Additional District Magistrate, Keonjhar on or before **28.01.2022 up to 2.30 P.M.** Bid not on the prescribed Performa without requisite details/ EMD and received after the closing date and time of Bid will be summarily rejected.

2. Additional District Magistrate, Keonjhar does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without assigning of any reason.
3. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the Firms who resort to canvassing will liable for rejection.
- 4 The Collector, Keonjhar reserves the right to assign the job to the L-1 as well as to other bidders in part.
5. The successful tenderers shall have to execute an agreement before receipt of supply orders and are bound to fulfill the terms and conditions of the agreement and in case of default the security deposit shall be forfeited and penalty of 5% of the total cost of materials shall be imposed on the defaulters
6. The bid for the works shall remain open for acceptance for a period of one month from the date of opening of financial bid. If any tenderer withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender the said earnest money as aforesaid shall be forfeited.
7. Each tenderer shall submit only one tender; joint venture is not allowed. A tenderer who submits or participates in more than one tender will be disqualified.
8. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded in the District website
9. The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.
10. The rate of tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office.
11. The Earnest Money in case of unsuccessful tenderer shall be refunded after final decision/ acceptances of the contract within a period of one month, whereas in case of successful tenderers, it shall be treated as the part of security deposit and will be released only after successful completion of the contract.
12. The tenderer shall sign in each page and at the end in token of acceptance of all the terms and condition of the tender.
13. The rates approved and accepted by the District Purchase committee will remain in force for one year from the date of issue of supply order.
14. Rates offered by the successful tenderers and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.
15. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.

(Contd..P-4...)

16. The firm shall supply the items in accordance with the approved quality, specification and quantity as finalized by the District Purchase Committee within 5 days from the date of issuance of supply order. The requirement in the supply order will be treated as tentative and shall be increased/ decrease as per actual requirement.

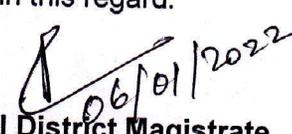
17. The Collector, Keonjhar reserve the right to accept or reject any or all bid/ tender or any part of it without assigning any reason thereof.

18. The sealed TENDER must be dropped in the Box placed in front of Nizarat Section, Colletorate ,Keonjhar.

PAYMENT TERMS:-

I. Payment shall be made after items received at District Office and after properly brought on duly verified by the purchase committee with specification and submission of invoice by the bidder. No advance payment shall be made.

II. The security deposit is liable to be forfeited wholly or partially if any deficiency is found in the services or bidder fails to fulfill any agreed terms and conditions. The decision of the Collector, Keonjhar shall be final & binding on the bidder in this regard.

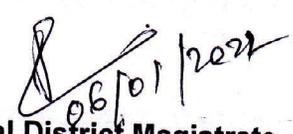

Additional District Magistrate,
Keonjhar

Memo No 14 /Niz. Dated 06/01/2022

Copy to D.I.O., NIC, Keonjhar for uploading the tender notice alongwith its enclosures in the District Website for information of the general public.

Copy alongwith enclosures forwarded to all Sub- Collectors/ all Tahasildars/ all Block Development Officers/ all Executive Officers of ULBs/NAC for display of the same in their office notice board for wide publication.

Copy to Collectorate Notice board.


Additional District Magistrate,
Keonjhar

Memo No. 15 /Niz. Dated 06/01/2022

Copy to all members of District Purchase Committee, Collectorate, Keonjhar, for information and necessary action with reference to this office Order No. 692 /Niz. Dt. 31.12.2021.


Additional District Magistrate,
Keonjhar

ANNEXURE-I

**COLLECTOR AND DISTRICT MAGISTRATE, KEONJHAR (ODISHA)
758001
TECHNICAL BID**

SUPPLY OF DESKTOP LENOVO, PRINTER WITH SCANNER, UPS, LAPTOP, HEAVY DUTY PRINTER AND HEAVY DUTY XEROX MACHINES

1. ABOUT THE FIRM:

i.	Name and Address of the Registered Firms/Printing Press/Agencies	
ii.	Contact Person with Phone No. Mobile No. Email Id.	
iii.	Month & Year of establishment	
iv.	Type of firm / organization (Proprietary / Private / Public / Govt.)	
v.	Copy of Registration, if applicable	
vi.	Total Annual Financial Turnover : during(Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	2018-19
		2019-20
		2020-21
vii.	Income Tax No. (PAN No. / TIN No./ GST) (attach Photocopy)	
	Authorization Certificate of the manufacturer	
	(attach photocopies of Income Tax clearance certificate)	

Note- All documentary proof to be enclosed for above items.

2. Have you ever been debarred / blacklisted by any Govt. Office/ Institution / Board / University / Organization / Government Agency: If Yes, Please provide the details.

i. Whether any Court Case / Legal Proceeding is pending against the Tenderers: If Yes, Please provide the details.

It is certified that we have gone through all the terms and conditions of this TENDER and the same are acceptable to us.

Contact Person:

Telephone No.:

WhatsApp Mobile No.:

Email Id:

**Authorized Signatory
(With full name, designation and stamp)**

ANNEXURE-II

**COLLECTOR AND DISTRICT MAGISTRATE, KEONJHAR (ODISHA)
758001**

FINANCIAL BID

SUPPLY OF DESKTOP LENOVO, PRINTER WITH SCANNER, UPS, LAPTOP, HEAVY DUTY PRINTER AND HEAVY DUTY XEROX MACHINES

Name & Address of the Firm:-

Name of the Proprietor of the Firm:-

Contact details of the Proprietor:-

Sl.No	Name of the Items	Description/ Specification	Quantity	Price to be quoted. (Rs.)	Remarks
01	All in one DESKTOP	Cor-I5 10 th generation, 1TB HDD, 8GB DDR4 RAM, 23.8" screen, Window10 pro 3years warranty.	34		
02	Printer with Scanner	All in one printer HP Laser jet M126A	25		
03	UPS	600VA offline	40		
04	LAPTOP	DELL inspiron Corel-5 11 th generation 8GB RAM DDR4, 512 GB SSD, 13.3" screen backlid Keyboard, window 10, Office.	9		
05	Heavy duty printer	HP Laser Jet MFP M438 NDA	1		
06	Heavy duty Xerox Machine	HP Scanjet Pro 4500FN network scanner	1		

All Taxes should be included in the rates quoted above.

- The rates must be quoted inclusive of Travelling, Boarding and Lodging Charges of Manpower, if any.

Certified that all the terms and conditions of this TENDER are accepted by us.

Contact Person:

Telephone No.:

WhatsApp Mobile No.:

Email Id:

**Authorized Signatory
(With full name, designation and stamp)**

ANNEXURE-III

**UNDERTAKING
(ON FIRM LETTERHEAD)**

This is to certify that M/s _____
address _____ has not ever been
blacklisted from any by any Govt. Office/ Institution/ School / Board / University /
Organization / Government Agency, etc. for any reason at any point of time and no legal
case / proceedings is pending against the Agency as on date.

Date:

**Authorized Signatory
(With full name, designation and stamp)**

OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KEONJHAR

Order No.. 692 / Niz Date 31 /12/2021

The Purchase committee for purchase of **Desktop (Lenovo) Printer with Scanner, UPS, Laptop, Heavy duty printer and Heavy duty Xerox machine** of Collectorate, Keonjhar is constituted of the following members.

1. Additional District Magistrate, Keonjhar-Chairman
2. Land Acquisition Officer, Keonjhar- Member
3. Treasury Officer, Keonjhar- Member
4. DIO NIC, Keonjhar- Member
5. DC, General & Misc. Collectorate, Keonjhar- Member
6. DC, Nizarat Collectorate, Keonjhar- Member Convenor,


Collector, Keonjhar

Order No.. 693 / Niz Date 31 /12/2021

Copy to the Officer concern for information and necessary action. They are instructed to attain the purchase committee meeting as and when necessary.


Collector, Keonjhar