

OFFICE OF THE SUB-COLLECTOR, KEONJHAR

TENDER CALL NOTICE

No 8758 /Niz. Dated 12.09.2022

Sealed Tenders under two bid (technical and financial) system are hereby invited from Registered Firms/Agencies for **Supply of Computer System (Desktop)** for office use at Sub-Collector Office, Keonjhar as per the specification mentioned in the tender call notice.

Sl.No.	Item	Earnest Money Deposit	Delivery of Materials
01	Computer System(Desktop)	Rs 5,000/-	Within 7 days from receipt of supply order

SCHEDULE OF EVENTS

	Date and Time
1. Publication of Tender :	12.09.2022/11.00 A.M.
2. Last date of submission of Bids	28.09.2022/01.00 P.M.
3. Opening of Technical Bid:	28.09.2022/03.30 P.M.
4. Notification of qualified bidders based on Technical bid evaluation	28.09.2022/04.00 P.M.
5. Opening of Financial Bid	28.09.2022/04.30 P.M.

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) 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)
- d) The tender documents are available in the website www.kendujhar.nic.in.

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e) 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**.

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

g) 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.

h) Conditional Tenders are liable to be rejected.

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

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 then 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.

1. The above said two envelopes shall be kept in one sealed envelope and submitted to Sub-Collector, Keonjhar on or before dt. 28.09.2022 up to 1.00 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. Sub-Collector, 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 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 be liable for rejection.

4 The Sub-Collector, Keonjhar reserves the right to assign the job to the L-1 as well as to other bidders in part.

5. 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.

6. Each bidder shall submit only one tender; joint venture is not allowed. A bidder who submits or participates in more than one tender will be disqualified.

7. Interpretations, corrections and changes to the Tender Documents shall be made by Addendum, if required which shall be uploaded in the District website

8. The materials not confirming to the specification and requirements of the Office shall be rejected and no payment shall be made for the supplies.

9. The rate of tender should include all taxes and levies. No carriage charges for transportations of goods shall be entertained by the Office.

10. The Earnest Money in case of unsuccessful bidder shall be refunded after final decision/ acceptances of the contract within a period of one month, whereas in case of successful bidder, it shall be treated as the part of security deposit and will be released only after successful completion of the contract.

11. The bidder shall sign in each page and at the end in token of acceptance of all the terms and condition of the tender.

12. 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.

13. Rates offered by the successful bidder and acceptance of which is communicated to them, will under no circumstances be enhanced at any stage during the period of contract.

14. Rates offered once in the tender shall be treated as final and irrevocable and any later addition and intimation will not be entertained.

15. **The firm shall supply the items in accordance with the approved quality and specification 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.**

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

17. The bidders are to submit sealed TENDER Papers by the due date only by Speed post/Regd.post/Dropped in the assigned dropped box kept in the Sub- Collector Office, Keonjhar.

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PAYMENT TERMS:-

I. Payment shall be made after items received by this Office and after properly brought on stock 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 Sub-Collector, Keonjhar shall be final & binding on the bidder in this regard.


Sub-Collector, Keonjhar

Memo No 8759 /Niz. Dated 12/ 09/2022

Copy alongwith enclosures forwarded to Sub- Collector Campua /Anandpur/ all Tahasildars/ all Block Development Officers/ OMC Ltd, Bhubaneswar/Regional Manger, OMC Ltd, Gandhamardan for favour of information and necessary action. They are requested to affix the same in their office notice board for wide publicity.

Copy forwarded to the D.I.O., NIC, Keonjhar for uploaded the tender notice along with its enclosures in the District Website for information of the General Public.


Sub-Collector, Keonjhar

Memo No. 8760 /Niz./ Dated 12/ 09/2022

Copy to all Members of Purchase Committee, Sub-Collector Office, Keonjhar, for information and necessary action .


Sub-Collector, Keonjhar

OFFICE OF THE SUB-COLLECTOR, KEONJHAR (ODISHA) 758001
TECHNICAL BID

Supply of Computer System(Desktop)

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.	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

OFFICE OF THE SUB-COLLECTOR, KEONJHAR (ODISHA) 758001

FINANCIAL BID

Supply of Computer System(Desktop)

Name & Address of the Firm:-

Name of the Proprietor of the Firm:-

Contact details of the Proprietor:-

Sl. No.	Name of the Item	Description/Specification	Unit Price to be quoted.(Rs.)	Remarks
1	Computer System(Desktop)	1-Brand /Dell /Lenovo 2-Processor Make-Intel 3- Processor Generation-10 th 4- Processor Description-Intel core i7 5-Ram Size Minimum-8GB 6-HDD Capacity-1000GB 7-Monitor Size-21.5 inches 8- Processor Base Frequency-2.9 GHz to 3.8 GHz 9-Operating System-Preloaded Windows 10 10-Onsite OEM Warranty-3 years.		

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)**

**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)**