



DISTRICT OFFICE: SUNDARGARH
SOCIAL SECURITY SECTION
E-Mail- dssso.sundargarh@gmail.com



Notice No. 431 /

Date. 6.2.19

SHORT TERM TENDER CALL NOTICE

Sealed Tenders are invited from the intending reputed Firms / suppliers/ distributor etc. having valid PAN & GST no. to offer their rates for supply & installation of **Desktop Computer, Laptop UPS & LCD Projector** for DISTRICT SOCIAL SECURITY OFFICE, Sundargarh. The willing bidders are requested to submit their sealed quotations to the office of the undersigned by Speed Post/ Regd. Post/ Courier on or before dated- 19/02/2019 till 05.00 P.M. The said tenders will be opened on date 20/02/2019 day at 11.30 A.M. in the office Chamber of the undersigned. The bidders or their representatives are requested to remain present in the fixed date & time for opening of tenders. The details terms & conditions and items list can be down loaded from the district website- www.sundargarh.nic.in. Any tenders submitted after the above scheduled date will not be entertained by the undersigned.

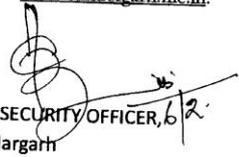
The authority reserves the right to accept or rejects any or all quotations without assigning any reason thereof.

By order of Collector
SD/- Ashok Kumar Bisi
DISTRICT SOCIAL SECURITY OFFICER, SUNDARGARH

Memo No- 432

Date- 6.2.19

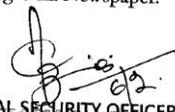
Copy forwarded to the District Information Officer, NIC, Sundargarh for favour of information and necessary action. He is requested to upload the details information in the district website www.sundargarh.nic.in.


DISTRICT SOCIAL SECURITY OFFICER, 6/2
Sundargarh

Memo No 433

Date- 6.2.19

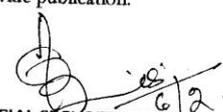
Copy forwarded to the Dy. Director (Advertisement) & Secy. To Govt. of Odisha, Information & Public Relation Department, Bhubaneswar for favour of kind information and necessary action. He is requested to publish the above mentioned matter in minimum size in one of the widely circulating Odia Newspaper.


DISTRICT SOCIAL SECURITY OFFICER,
Sundargarh

Memo No- 434

Date- 6.2.19

Copy forwarded to the Notice Board, of the DTO/DWO/DSSO/Collectorate Sundargarh for information and necessary action. They are requested to display the same in their notice board for wide publication.


DISTRICT SOCIAL SECURITY OFFICER,
Sundargarh

***TERMS & CONDITIONS & SPECIFICATION FOR
SUPPLY & INSTALLATION OF COMPUTER/LAPTOP/UPS/
LCD PROJECTOR..***

Name of the Organisation: **District Social Security Office, Sundargarh
(SSEPD DEPARTMENT, GOVT. OF ODISHA)**

Tel: (06622-272292)

Tender No. – 01 /DSSO/2018-19

**TENDER DOCUMENT FOR SUPPLY & INSTALLATION
OF
Computer/Laptop/UPS/LCD Projector**

**OFFICE OF THE DISTRICT SOCIAL SECURITY OFFICER,
SUNDARGARH**

SECTION –I: INSTRUCTION TO BIDDERS:

1. SALE OF TENDER / BID DOCUMENT:

The Bidders have to download the Tender Documents directly from the website: www.sundargarh.nic.in. The Tender cost fee of Rs.1,000/-(one thousand) (Non-refundable) by way Demand Draft drawn in favour of DSSO, Sundargarh should be enclosed along with the Technical Bid. The Tender cost fee and the EMD amount should be submitted separately in shape of demand drafts in the technical bid. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website or from the office notice board before last date of purchase of tender document and the DSSO shall have no responsibility for any delay / omission on part of the bidder.

2. DATE OF AVAILABILITY OF BID DOCUMENT IN WEBSITE: From 06.02.2019

3. LAST DATE & TIME OF AVAILABILITY OF BID DOCUMENTS (In website):

19.02.2019

4. LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 19.02.2019, till 5 PM

5. DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 20.02.2019, 11.30 AM

6. DATE OF OPENING OF COVER-B (Price Bid) : Same day after opening of Technical bid.

7. PLACE OF OPENING OF BID DOCUMENTS / ADDRESS FOR COMMUNICATION / RECEIPT OF BID DOCUMENTS : District Social Security Officer, At/P.O Sundargarh, Dist.: Sundargarh -770001

8. PURCHASER& INDENTER : DSSO, Sundargarh

9. CONSIGNEE : District Social Security Officer, Sundargarh

10. DELIVERY : Door Delivery & within 45 days from issue of the supply order

The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.

SECTION –2

TERMS & CONDITION FOR SUPPLY OF ERECTION OF HOARDING & VINYL PRINT

- Purchase of Tender Document: Tender document obtained by downloading from the website **www.sunderagarh.nic.in**.
- The bidders downloading the tender document & required to submit the tender fee through Demand Draft along with their tender bid, failing which the tender bid shall be not be considered for qualifying in technical bid.
- The bidder(s) are to submit their tenders in separate sealed covered envelopes for Technical bid and Price bid by superscribing Cover “A” (Technical Bid) & Cover “B” (Price Bid) and both the sealed covers should be put into a third outer Cover, which should be superscribed as **“Tender for the supply of Computer/Laptop/UPS/LCD Projector”**.
- The tender should reach to the under signed on or before Date **19.02.2019 at 05.00 PM** through postal (speed post/registered post) service/ Courier Services only in the address **District Social Security Office, C/o: Office of the District Social Security Officer , Sundargarh, At/Po/Dist-Sundargarh, Odisha PIN-770001.**
- The Sealed tenders “Cover A” (Technical Bid) submitted by the tenderers will be opened by the DSSO, Sundargarh in the office chamber of the DSSO, Sundargarh on **20.02.2019** at 11.30 A.M.
- The Sealed tenders “Cover B” (Price Bid) submitted by the tenderers will be opened by the DSSO, Sundargarh in the office chamber of the DSSO, Sundargarh on **20.02.2019** after opening of Technical bid.
- The tenderer or their duly authorized representatives are requested to be present during the opening of the tenders.

TENDER FEE

Tender document fee of **Rs. 1,000/- (Non refundable)** in shape of Demand Draft in favour of **District Social Security Officer, Sundargarh** from any Nationalized / Scheduled Bank payable at Sundargarh.

EMD MONEY:-

Earnest Money Deposit of Rs. 5,000/- (Rupees five thousand only) (Refundable) in shape of Demand Draft in favour of District Social Security Officer, Sundargarh from any Nationalised / Scheduled Bank payable at Sundargarh.

- The EMD of successful bidder is liable to be forfeited if the tendered, revokes any terms of the tender within the validity period.

- EMDs given by unsuccessful bidders will be refunded after placing of purchase order to the successful bidder.
- EMD of the successful bidder will be forfeited in case the successful bidder fails to accept/execute the order.
- EMD of successful bidder will be returned after receiving of successful completion of terms & condition of supply certificate of all items.
- EMD shall not carry any interest.
- All rate quoted should be type written, both in figure & word.
- During tender evaluation process, all bidders & their representative have to behave professionally & any type of misconduct may lead to suitable action against the bidder as deemed fit.
- The bidder or their authorized representative may remain present during the opening of technical & financial bid, if they show wish.

Security Deposit (Performance Security):

- The selected firm should submit the performance security in shape of account payee demand draft from a Nationalized Bank in favour of DSSO, Sundargarh equal to the amount of 5 % of the purchase order value of the items within 21 days of issue of the purchase order & will be returned back after completion of warranty period. Bid security will be refunded to the successful bidder on receipt of performance security.
- The decision of the purchase committee will be final with regards to selection of bidders and any matter arises from time to time.

Submission of Tender:

a. Sealed tenders will be received by Dated **19.02.2019** up to **5 PM** by the DSSO, Sundargarh. Any tender received after the due date & time will be rejected / returned to the sender unopened. **The tenders will be received through Regd. Post / Speed Post/Courier only.**

b. The bidder(s) are to submit their tenders in **separate** sealed covered envelopes for **technical bid** and **Price bid** by super scribing **Cover “A” (Technical Bid) & Cover “B” (Price Bid)** and both the sealed covers should be put into a **Third outer Cover**, which should be super scribed as “Tender for the supply & installation of **Computer/Laptop/UPS/LCD Projector** to the Office of the DSSO, Sundargarh, Orissa” & Tender Reference No. /DSSO.

c. The Sealed tenders “Cover A” (Technical Bid) submitted by the tenderers will be opened by the District Committee in the office chamber of the DSSO Sundargarh at **11.30 AM** on dtd. **20.02.2019**. The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders, subject to production of Authorization.

SECTION –3

ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS:

- The DSSO, Sundargarh reserves the right to reject the tenders or to accept the tenders for the supply of the item tendered without assigning any reason thereof.
- The DSSO, Sundargarh, Odisha will be at liberty to terminate the contract either wholly or in part without assigning any reasons thereof. The tenderers will not be entitled to any compensation whatsoever for such termination.
- The supply should be completed within 30 days from the date of issue of purchase order unless otherwise specified. If no supply is received even after 30 days or 45 days with liquidated damage from the date of issue of the purchase orders from the DSSO, Sundargarh, Odisha, such orders will stand cancelled automatically without further notice. Penalties shall also thereafter be applied to the tenderer.
- The approved firm shall also suffer forfeiture of the EMD and Security Deposit.
- If the approved supplier fails to execute the supply within the stipulated time, the DSSO, Sundargarh, Odisha is empowered to purchase the same items from L₂ or L₃ tenderer if they match the L₁ rate.

DELIVERY:-

The items will be delivered to the office of the consignee i.e. DSSO or any where of the Sundargarh district.

LIQUIDATED DAMAGE :-

- The DSSO, Sundargarh may allow extension for a maximum period of 2 (two) weeks (14 days), after the stipulated date of supply (i.e. 45 days) with a penalty of 0.5% which will be deducted from the purchase order value as “Liquidated Damage”, for each week (7 days) upto a maximum 2% on the value of the goods.
- If the supplier fails to complete the supply within the extended period, i.e. 45 days after being allowed by the DSSO, no further purchase order will be placed to the firm for the said item and the concerned firm will be blacklisted for three (3) years from the date of issue of letter for the said item.

TERMS OF PAYMENT :

- No advance payments towards cost of material will be made to the tenderer.
- 100% payment will be made after successful supply of the items to the supplying firm.
- No claims shall be made against the DSSO, Sundargarh in respect of interest on earnest money deposit or security deposit or any delayed payment or any other deposit.
- Payments in shape of Draft / Pay Order will preferably be dispatched to the supplier by Registered post with A.D or e-payment / on-line transfer or may be handed over to the authorized person of the supplier.

ELIGIBILITY CRITERIA

1. Tender fee of Rs.1,000/- (non-refundable) should be submitted issued from a Nationalised Bank in favour of DISTRICT SOCIAL SECURITY OFFICER, SUNDARGARH payable at Sundargarh.
2. EMD money of Rs.5,000/- in shape of demand draft should be submitted issued from a Nationalised Bank in favour of DISTRICT SOCIAL SECURITY OFFICER, SUNDARGARH payable at Sundargarh which will be refunded after the validity of Tender.
3. Copy of valid GSTIN registration No & clearance certificate should be submitted with the Tender Document.
4. Copy of Income Tax return Certificate of Firm for Last three Years.
5. Copy of PAN should be submitted with the Tender Document.
6. Copy of Registration certificate of the Firm with the Tender Document.
7. Proof for supply of the printing material to any Govt. Organization / PSUs / UN Agencies and certificate in support of that from the user in last 2 years.

Other Term & Conditions

1. The firm will have to submit an undertaking indicating the following-
 - a) Our organization has not been blacklisted by any Government Organization.
 - b) Our organization does not have any legal suit / criminal case pending against it for violation of GST/VAT/ST/CST Act or any other law.
 - c) The DSSO, Sundargarh will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.

- d) Our organization agrees to abide by all terms & conditions of tender & Our organization will quote prices inclusive of all taxes
2. Liquidated damage will be charged @ 0.5% per week beyond 45 days & up to 60 days subject to maximum 4% total from the date of issue of the purchase order. Once the delivery period exceed beyond the extended period with LD, purchase may be considered termination of the contract/Purchase Order.
3. The undersigned/Committee is not bound to accept the lowest tender rate considering the technical and quality aspect.
4. The goods should be supplied to the FOR destination and no charge for freight should be claimed.
5. The rates should be mentioned as rate with GSTN and all other taxes cost in the prescribed Performa separately.
6. The tender will not be entertained after due date & time fixed for.
7. If any information or documents furnished by the tender are found to be incorrect or misleading at any stage the tender will be rejected.
8. All the documents should be attested by the authorized signatory of the organization in **each page with seal**.
9. The approved rate will be valid for one year from the date of finalisation of the tender.
10. All legal disputes are subject to the jurisdiction of Sundargarh Courts.

-Sd-

DISTRICT SOCIAL SECURITY OFFICER
Sundargarh

FORWARDING LETTER/SELF DECLARATION FORM

(To be submitted by Bidder's)

[To be submitted in Technical Bid]

To,

DISTRICT SOCIAL SECURITY OFFICER , Sundargarh
At/Po- Sundargarh-77001
Dist- Sundargarh.

Dear Madam/Sir,

Sub: Your Tender Ref. No. _____, Dated _____.

This is with reference to your above mentioned tender for _____ . Having examined the tender document, we hereby submit our proposal along with the necessary documents. I / We hereby declare that our Organization (registered distributor/wholesaler/manufacturer) is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that, the authority/purchase committee reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Date: _____/_____/2019

Authorized Signatory:

Name:

Designation:

Place:

Phone:

Email:

Annexure I
TENDER FORMAT
(Technical Bid) – Cover A
(To be furnished in Cover A-Technical Bid)

1	Name of the Organization	
2	Address of the Organization	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory	
5	Telephone number & e-mail Id of authorized signatory / organization	
6	GSTIN Registration No. & clearance certificate	(Photo copy to be attached)
7	Registration Certificate	(Photo copy to be attached)
8	PAN No.	(Photo copy to be attached)
9	Draft number and date of the Tender Document Cost of Rs. 1,000/- (Non-Refundable)	(Draft to be submitted)
10	Draft No. & date of EMD of Rs 5,000/-	(Draft to be submitted)
11	Copy of Income tax return (last three financial years) i.e. 2015-16, 2016-17 & 2017-18	(Photo copy to be attached)
12	Declaration of the organization does not have any legal suit / criminal case pending	(Undertaking)
13	<u>Submission of Bank Account Details:-</u> Bank a/c No., Name of the bank, Branch & IFSC code.	(photo copy of Bank account to be attached)

15	The bidder should have experience of satisfactory supply of tendered item during the last 2 years (put together) considered from the date of publication.	(Photo copy experience to be attached.)
17	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place :

Date :

Annexure II
TENDER FORMAT
(Price Bid) – Cover B
(To be furnished in Cover B-Price Bid)

COVER – B (PRICE BID)

Cover –B (Price Bid) of those bidders will be opened, only who qualifies in the Technical Bid evaluation. The tender format (Price Schedule) in the prescribed form (as per **Annexure – IX**) must be submitted in Cover-B. The price of the item should be quoted inclusive of excise duty, insurance, packing, forwarding, freight (door delivery) and warranty. The price of CMC for 3 years, GST and entry tax charges (if any) should be quoted in a separate column. The rate should be quoted for *each item* both in figures and words. **In case of difference in words and figures, words will be taken into consideration for evaluation.**

N.B: Valid means the certificate should be valid on or beyond the date of opening of tender (Cover-A).

- The Cover “B” of tenderers who qualifies in their technical bid & sample verification as applicable, will only be opened at the office chamber of the DSSO, Sundargarh by the Purchase committee in the presence of the tenderers or their authorized representatives.

REJECTION OF TENDER

- i.** The tender paper will be rejected, if any of the documents are wanting / not submitted with the tender and if there is violation of any Terms & Conditions of the tender.
- ii.** The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.
- iii.** In this regard the decision of the purchase committee will be final.

EARNEST MONEY DEPOSIT

- i.** The Earnest Money Deposit will be submitted in the shape of demand Draft only in favour of DSSO, Sundargarh from any Nationalized / Scheduled Bank payable at Sundargarh
- ii.** The EMD of the unsuccessful bidders will be returned back without interest after placement of purchase order to the successful tenderer and EMD of successful tenderer will be returned after submission of performance security.
- iii.** The EMD will be forfeited if the tenderer withdraws the tender or doesn't sign the contract / doesn't supply the items (in case of successful bidder) within the stipulated time period.

SECURITY DEPOSIT: (Performance Security)

- 1.** The performance Security should be submitted in shape of Bank Draft from a Nationalised Bank in favour of DSSO, Sundargarh (payable at Sundargarh) equal to the amount of 5 % of the purchase order value of the item within 21 days of issue of the purchase order.
- 2.** The agreement (**as per Annexure – X**) will be signed between the supplier and the consignee / purchaser and will be kept by the consignee. A copy of the agreement may be kept by the supplier.
- 3.** The Security Money will be returned back to the tenderer **without interest** after the expiry of the warranty period.
- 4.** Security money will be forfeited if there is any violation of the tender terms and conditions.
- 5.** Tenders should be typewritten or computerized and every correction in the tender should invariably be attested with signature by the tenderer with date before submission, failing which the tender will be ineligible for further consideration.

6. The rates quoted should be in **Indian Rupees only**. Rates quoted in any other currency will not be accepted.
7. The price quoted by the tenderers shall not be in any case, exceed the controlled price, if any, fixed by the Central / State Government / DGS&D and the Maximum Retail Price (MRP). The purchaser, at his discretion, will in such case, exercise the right of revising the price at any stage so as to conform to the controlled price or MRP as the case may be.
8. To ensure sustained supply without any interruption the tender inviting authority reserves the right to split orders for supplying the requirements among more than one tenderer if the lowest eligible bidder fails to supply in scheduled time and L₂ & L₃ firms agree to match the L₁ rate.
9. The rate quoted and accepted will be binding on the tenderer for a period of **one year** from the date of placement of purchase order and on no account any increase in the price will be entertained till the completion of this tender period.
10. No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rate quoted by him. Clerical error / typographical error, etc. committed by the tenderers in the tender forms shall not be considered after opening of tenders. Conditions such as “ **SUBJECT TO AVAILABILITY**” / “**SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED**” etc., will not be considered under any circumstance and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be rejected.
11. If any information or documents furnished by the tenderer with the tender papers are found to be misleading or incorrect at any stage the tender of the relevant items in the approved list shall be cancelled and steps will be taken to blacklist the said firm for five (5) years.

PACKAGING:

All the packaging should be primary (New). The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination. The packaging shall be sufficient to

withstand without limitation, rough handling during transit and exposure to extreme temperature, salt and precipitation during transit and upon storage.

COMPREHENSIVE WARRANTY & CMC:

(Undertaking as per Annexure – XI)

- i.** The comprehensive warranty will remain valid as mentioned in the technical specification of each item from the date of installation & commissioning of the equipment/Instrument. The original copy of warranty documents will be submitted to the consignee after installation.
- ii.** The warranty will cover **all the parts of the machine or item and any replacement or repair required** within the warranty period will be provided by the supplier with free of cost at the destination point (installation point). The supplier will take back the replaced parts / goods at the time of their replacement. No claim whatsoever shall be on the purchaser for the replaced parts / goods thereafter. No travelling allowances or transportation cost will be paid by the purchaser during the warranty period.
- iii.** The Supplier shall warrant that the Goods supplied under this contract are new, unused, of the most recent or current models and they incorporate all recent improvements in design and materials. The Supplier shall further warrant that all Goods supplied under this contract shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the place of final destination.
- iv. CMC:** The tenderer shall also commit to provide offer for CMC (**Labour + all spare**) for the next three (3) years after Comprehensive warranty (**as applicable**). No extra cost will be paid other than the CMC cost for functioning of the item during this period. The supplier will provide **two (2)** preventive maintenance in every **six months** during the period of CMC.

In no case equipment should remain in non-working condition for more than 7 (seven) days from the date of complaint, beyond which a penalty will be applicable as per Rule.

SPARE PARTS:

- a. The spare price list of all spares and accessories (including minor) required for maintenance and repairs in future after guarantee / warranty period should be attached / enclosed along with the sealed quotation.
- b. The tenderers are required to furnish the list of spares along with their cost in the financial Bid separately which will not be taken for evaluation.

ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS:

- a. The DSSO, Sundargarh, Odisha reserves the right to reject the tenders or to accept the tenders for the supply of the item tendered without assigning any reason thereof.
- b. The DSSO, Sundargarh, will be at liberty to terminate the contract either wholly or in part without assigning any reasons thereof. The tenderers will not be entitled to any compensation whatsoever for such termination.
- c. The supply should be completed within 45 days from the date of issue of purchase order unless otherwise specified. If no supply is received even after 45 days or 73 days with liquidated damage from the date of issue of the purchase orders from the DSSO, Sundargarh, such orders will stand cancelled automatically without further notice and other suitable action will be taken as deemed fit like forfeiture of the EMD and Security Deposit/ penalties etc..
- d. If the approved supplier fails to execute the supply within the stipulated time, the DSSO, Sundargarh is empowered to purchase the same items from L₂ or L₃ tenderer if they agree to supply with the L₁ rate.
- e. The DSSO, Sundargarh, Orissa or his authorised representative (s) has the right to inspect the factory of those company who have quoted for the tender, before

accepting the rate quoted by them or before releasing any purchase order (s) or at any point of time during the validity period of tender and has also the right to reject the tender or terminate / cancel the orders issued based on the facts brought out during such inspections.

EVALUATION:

- I.** *The rates of the item quoted by the tenderer who qualify technically will be evaluated after taking the following points into consideration: -*
- a)** Rate quoted including all charges like excise duty / customs duty, transportation, insurance, packing & forwarding , comprehensive warranty (as applicable in Years), cost of turnkey (cost of accessories if any for installation /commissioning) and GST.
 - b)** The circulars issued by the Finance Department, Govt. of Orissa from time to time regarding tax matters shall be taken into account for evaluation and shall be binding on the bidders.
 - c)** The warranty period in years will be also taken in to consideration while evaluating the price.

SECTION-IV

SCHEDULE OF REQUIREMENTS

SL NO.	Name of the Item	Specification	Place of Supply	Delivery Time
1	LCD Projector	As per Tender Specification	Office of DSSO, Sundargarh	Within 45 days from issue of Purchase order
2	Computer with UPS			
3	Laptop			

SECTION –V

TECHNICAL SPECIFICATIONS OF Computer/Laptop/UPS/LCD Projector Specifications

1. TECHNICAL SPECIFICATION OF DESKTOP COMPUTER

SL. NO.	Components	Specifications
1	Processor	Intel Core i5-Processor (8 th Gen)
2	RAM	4 GB DDR4
3	HDD	1 TB
4	Monitor	Minimum 15.6 ”
5	KeyBoard	104 Keys with USB interface
6	Mouse	Optical with USB Interface
7	Graphic Type	Integrated
8	Operating System	Windows 10 Pro 64-bit
10	Antivirus	Latest version of Antivirus (Kaspersky/ NOD32/ eTrust /McAfee/Quick Heal/Norton) with features like anti-virus, Anti- Spyware, Intrusion Prevention Browser protection with single management console 1 years subscription) with 1 year subscription with support updates and patches. Should be able to Prevent attacks below the operating system
11	Warranty	3 years onsite comprehensive warranty with spare and labour
12	Accessories	With required connecting cables and driver media should be supplied

2. TECHNICAL SPECIFICATION OF LAPTOP

SL. NO.	Components	Specifications
1	Processor	Intel Core i3-Processor (8 th Gen)
2	RAM	4 GB DDR4
3	HDD	1 TB
4	Monitor	Minimum 15.6 ”
5	KeyBoard	104 Keys with USB interface
6	Mouse	Optical with USB Interface
7	Graphic Type	Integrated
9	Operating System	Windows 10 Pro 64-bit
10	Antivirus	Latest version of Antivirus (Kaspersky/ NOD32/ eTrust /McAfee/Quick Heal/Norton) with features like anti-virus, Anti- Spyware, Intrusion Prevention Browser protection with single management console 1 years subscription) with 1 year subscription with support updates and patches. Should

		be able to Prevent attacks below the operating system
11	Warranty	3 years onsite comprehensive warranty with spare and labour
12	Accessories	With required connecting cables and driver media should be supplied

3. TECHNICAL SPECIFICATIONS OF UPS

SL. NO.	Items	Specifications
1	Line Interactive UPS	LI UPS with rated 1.0 KVA, Minimum VAH: 216 AVR for single phase AC 160V to 280V input, output 230 Volt, Output Connections: Two (2-pin) 6A (Surge Protection) + Three (3-pin) 6A (Battery Backup) with Two year onsite Comprehensive Warranty including battery, spare and labour.

4. LCD Projector

Resolution-	:(1280X720) HD, Color Light
Output	: 1700 lm (Low Lamp Mode), 0.63 inch x 3 BrightEra
LCD Panel,	
Replacement Lamp Time	: 5000 hrs (High),
Filter Cleaning Cycle	: Maximum 1000 hrs,
Screen Size	: 30 inch to 300 inch,
Maximum Display Resolution:	UXGA 1600 x 1200 dots,
HDMI Port	:- 2 Nos, D-SUB,
Warranty	: 2 years.

SECTION –VI (ANNEXURES) (Technical Bid, Price Bid, Agreement, Undertaking for CMC)

ANNEXURE –I

CHECK LIST

(To be submitted in Cover A Technical Bid)

Note : The documents has to be arranged serially as per the order mentioned in the check list

Please put ✓ in the respective box

COVER – A (TECHNICAL BID)

DOCUMENTS: SUBMITTED OR NOT

1.	List of Item (s) – Annexure II	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Tender document Fee(Rs.1000/-)	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Earnest Money Deposit (as specified)	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Details of Manufacturing Unit / contract person Liaisoning agent / servicing centre (Annexure III)	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Declaration form (Annexure -IV) signed by the Tenderer & affidavit before Notary Public / Executive Magistrate	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Authorization from Manufacturer (Annexure – V)	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Proof of avg. Annual turnover of Rs. 1 Crore or more for preceding 3 financial years (Annexure - VI) (Enclose Audit report)	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Proof of avg. Annual turnover of Rs. 20 lakh or more for preceding 3 financial years for authorize Distributors only (Annexure - VI) (Enclose Audit report)	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Performance Statement (Item wise) during the last two year (Annexure -VII)	Page No. <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

- | | | | | | | |
|---|----------|--|-----|--|-----|--|
| 10. Copies of Purchase order (Item wise) in support of the performance statement | Page No. | | Yes | | No | |
| 11. Proof of supply of 20 nos. or more to any Govt. Hospital Only (applicable for Distributor only). Attach order copies. | Page No. | | Yes | | No | |
| 12. Deviation/No deviation Statement (Item wise) & details of technical specification (Annexure -VIII A & B) | Page No. | | Yes | | No | |
| 13. Leaflets/Technical Brochures of the Products offered (Item wise) | Page No. | | Yes | | No. | |
| 14. Copy of Manufacturing License / import license | Page No. | | Yes | | No | |
| 15. Copy of Valid ISO-9001, ISO-13485& ISO-14001 Certificate (As per Technical Specification) | Page No. | | Yes | | No | |
| 16. Photocopy of PAN | Page No. | | Yes | | No | |
| 17. Photocopy of GST Regd. certificate of manufacturer. | Page No. | | Yes | | No | |
| 18. Photocopy of GST Regd. certificate Of Distributor | Page No. | | Yes | | No | |
| 21. Copy of original Tender docs (all pages and schedules, duly signed by the Tenderer) | Page No. | | Yes | | No. | |
| 22. Other relevant documents/test reports etc as per the technical specification in Section IV | Page No. | | Yes | | No. | |

ANNEXURE – III

(To be submitted in *Cover A -Technical Bid*)

DETAILS OF THE TENDERER & LOCAL CONTACT PERSON

	Corporate Office (The address in which the purchase orders and payment details will be communicated)	Local Contact Person / Branch Office / Zonal Office / Service Centre if any, in Orissa.
Name & Full Address		
Telephone Nos., landline		
Mobile		
Fax		
E – Mail		
Manufacturing License Nos. & Date	Copy of manufacturing licence of Manufacturer)	

**Signature of the Tenderer :
with seal**

Date :

ANNEXURE – IV

(To be submitted in *Cover A -Technical Bid*)

DECLARATION FORM

I / Wehaving My
/ ouroffice
at.....do declare that I / We have
carefully read all the terms & conditions of tender of the _____, Orissa for the
supply of (Item Name). The approved rate will remain valid for a period of one year from the
date of approval. I will abide with **all the terms & conditions** set forth in the **Tender
Reference no.** _____

I/We do hereby declare I/We have not been de-recognised / black listed by any State
Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for
supply of Not of Standard Quality (NSQ) items / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit
and or Security Deposit and blacklist me/us for a period of 5 years if, any information furnished
by us proved to be false at the time of inspection / verification and not complying with the
Tender terms & conditions.

I / We do
hereby declare that I / we will supply the quoted items as per the terms, conditions &
specifications of the tender document.

Signature of the bidder :

Seal

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public

ANNEXURE – V

(To be submitted in *Cover A -Technical Bid*)

MANUFACTURER’S AUTHORISATION FORMAT

To

The DSSO, Sundargarh
Deptt. of SSEPD
Govt. of Orissa.

Ref: Tender No. _____ Dated _____

Dear Sir,

We, _____ are the manufacturers of _____
_____ (name of Item (s) having factories at _____
_____.

1. Messrs _____ (name and address of the agent) is our authorized agent for sale and service of _____ (name of equipment(s))
2. We confirm that Messrs. _____ (name of the above agent) is authorized to submit a tender, and enter into a contract with for the above goods manufactured by us.
3. We also extend our full guarantee / warranty and also full back-up support for AMC/CMC as required by the purchaser.

Yours faithfully,

(Signature with date, name and designation)

(Name & address of the manufacturers)

Seal

Note :

1. This letter should be on the *letterhead* of the *manufacturer* and should be signed by a person having the power of attorney to legally bind the manufacturer.
2. Original letter shall be attached to the technical bid.

ANNEXURE – VI
(To be submitted in **Cover A -Technical Bid**)

*(To be furnished in the **letter head** of the Auditor)*

ANNUAL TURN OVER STATEMENT

The Annual Turnover of M/s _____
_____ (Manufacturer/Distributor) for the last 3 years are given
below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Lakhs (Rs.)
1.	2015-16	
2.	2016-17	
3.	2017-18	

Average Annual Turnover (for the above three years) (in **Rs.**) _____

Date:
Place:

Signature of Auditor/
Chartered Accountant
(Name in Capital)

Seal

Membership No.-

Registration No. of Firm

Note:

- a) *To be issued in the **letter head** of the Auditor.*
- b) *Separate certificates should be furnished for **different manufacturer** in case the bidder is quoting products of **different manufacturers**.*

(To be submitted in *Cover A - Technical Bid*)
Annexure VII
PROFORMA FOR PERFORMANCE STATEMENT
(For the period of last **two** years)

Tender Reference No. :

Name of Tenderer :

Name of Manufacturer : _____ Name of the Item

(s) : _____

Sl.	Order placed by (Name of Purchaser) (attach documentary proof)*	Telephone No. with address of the purchaser	Item Name	Qty	Value of Contract (Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature and seal of the Tenderer

* The documentary proof will be **copies of the purchase order** (during the last 2 years).

(To be submitted in *Cover A -Technical Bid*)
Annexure VIII A

STATEMENT REGARDING DEVIATIONS FROM TECHNICAL SPECIFICATIONS (IF ANY)

Following are the Technical deviations and variations from the purchaser's Technical Specifications.

Sl. No.	Item Name	Clause of Technical Specification	Statement of Deviations / Variations if any
1			
2			
..			
..			
..			

In case there is no deviation from technical specification, Pl. Mention *No Deviation*.

Signature of the Bidder

Name :

Date :

Place :

Seal

(To be submitted in *Cover A -Technical Bid*)
Annexure VIII B

DETAILS OF TECHNICAL SPECIFICATION OF THE PRODUCT OFFERED BY THE BIDDER

Sl. No.	Item Name	Make	Model	Detail Specification of the product offered* (Pl. Describe the detail specification of the product offered)
1				
2				
..				
..				
..				

* Leaflets/Technical Brochures of the product offered must be attached in support of the information provided above.

Signature of the Bidder

Name :

Date :

Place :

Seal

To be submitted in Cover B – Price Bid
MODEL TENDER FORMAT (PRICE SCHEDULE)

ANNEXURE-IX

Name of the Item (s) (Items mentioned in the schedule of requirement)	Make & Model	Unit Price which includes excise duty / customs duty, packing, insurance, forwarding / transportation (door delivery) with onsite comprehensive warranty , Turnkey & excludes GST	GST (Mention the % of tax & its value in Rs.)	CMC , if applicable (excluding Service Tax) for three years after expiry of comprehensive warranty period (please mention on yearly basis)	Warranty in years
		Cost in Rs. (both in words & figures)			
1	2	3	4	5	6
				1 st year: 2 nd year: 3 rd year: Total	

Price of each item (s) quoted should be mentioned separately by creating separate rows for each item

Signature of the Bidder:

Name

Seal

Date :
Place :

1. Rates should be quoted both in figures & words for each item and if there is any discrepancy, the quoted rates in words will be taken for evaluation.

ANNEXURES
(Agreement, Warranty and CMC Undertaking)

ANNEXURE – X
AGREEMENT (on stamp paper of Rs. 100/-)

THIS AGREEMENT IS MADE AT _____ THIS THE DAY OF _____ 2019

BETWEEN

Name of the Supplier
with full address

Hereinafter called the “approved Supplier” _____ as 1st Party

AND

The DSSO
SSEPD. Department
Sundargarh, the **CONSIGNEE**. Hereinafter called the “PURCHASER” _____ as 2nd Party.

Relying on the documents and representation of facts connected to the issue of aforesaid parties to undertake the responsibilities of sell and purchase of following equipment(s) etc. with the terms & conditions mentioned in the tender documents.

And whereas the 2nd party “Purchaser” is willing to purchase

Name of the Item:

Specifications: As per specifications laid down in the Tender terms & conditions, subjected to decision of the committee.

The Supplier(s) has agreed to sell the equipment/Instruments/Furnitures etc. completed in all respects according to the Tender requirements and their / his offer dtd. _____ and the Supplier(s) has also agreed to install to make them operative at the destination mentioned in the Tender document with the following descriptions and their cost mentioned against each.

<u>Description of goods:</u>	<u>Offered Price</u>
------------------------------	----------------------

The price / cost of the item also include the followings in addition to above.

1. Insurance
2. Freight /Transportation
3. Customs duty / Excise duty
4. Charges for documents, instructions manual, tools
5. F.O.R. at the destinations mentioned in the consignee list

6. Training to doctors & technicians.
7. Maintenance of the system includes all accessories supplied and their spare parts required during comprehensive warranty period of two year at free of cost from the date of successful installation and satisfactory functioning of the system at the site.
8. Installation and commissioning of the system by the Supplier's engineer at site.
9. Any other charges including loading & unloading, packing & forwarding etc. will be paid by the Supplier(s) till the completion of the installation and turnkey job if any.

CMC cost for next 3 (three) years after the warranty period shall be paid after completion of the warranty period (on a six monthly basis).

The Terms & Conditions of the tender document appended to this agreement will be deemed to be taken as integral part of this agreement and binding on the parties executing this agreement.

Following documents /letters/correspondence undertaken between the parties shall also form part of this agreement.

District authority	Approved supplier
a. Tender Document & any amendment there it if any.	a. Proposal submitted in response to Tender Document advertisement.
b. Office Orders Subsequent to Tender document Advertisement.	b. Terms & Condition mentioned in the tender documents

TERMS OF CONTRACT :

The DSSO., Sundargarh will be at liberty to terminate the contract either wholly or in part without assigning any reason. The tenderers will not entitled to any compensation whatsoever in such terminations.

CHANGE OF TERMS AND CONDITIONS :

Any amendment to the terms & conditions and clauses of the agreement if required must be done in writing duly signed by the two parties.

In witness whereof the parties hereto have set hands on theday of2019.

Signature of the approved Supplier

Signature of the DSSO, SNG

Date

Date

1. Witness
2. Witness

1. Witness
2. Witness

ANNEXURE – XI

**WARRANTY / GUARANTEE /CMC UNDERTAKING
(To be submitted on Rs.50/- stamp paper)**

Tender Ref. No. _____

Name of the Equipment/Instrument:

Date of Installation:

Name of the Supplier:

Name of the purchaser:

I / we / M/s _____

hereby declare that

- i. I / we do Accept / Agree for the warranty / guarantee / years Warranty (as per technical specifications) followed by 3 years CMC (Spares + Labour) as per this tender .
- ii. I / we will not charge / quote any extra price on account of the above said warranty / guarantee.
- iii. Theyear comprehensive warranty is valid from dt._____ to dt._____.
- iv. The 3 year CMC is valid from dt._____ to dt._____.(If applicable)

Date:

Place:

Signature of the competent authority

on behalf of the company / firm.

Seal of the firm.