

Government of Odisha
Odisha Tribal Empowerment & Livelihood Programme (OTELP) Plus
Integrated Tribal Development Agency (ITDA), Panposh
Short Quotation Call Notice

Letter No.:- 03 Date:- 03.01.2020
File No.:- PM/ 22/2019

Sealed quotations are invited from interested reputed Firms / Supplier /authorized dealers for supply of Desktop Computer, Multi Functional Printer & UPS as per the specification given below for official use. The detailed Quotation paper along with other terms & conditions can be obtained from the office of Project Administrator, OTELP Plus, ITDA, Panposh or can be downloaded from www.sundergarh.nic.in or www.otelp.org. The evaluation form and format of quotation completed in all respect must be in sealed cover super-scribed as 'Quotation for supply of Desktop Computer & others' addressed to **Project Administrator, OTELP Plus, ITDA, Panposh, Udit Nagar, Rourkela, PIN-769012** and should be reached by Registered Post/ Speed Post/ Ordinary Post or by Hand on or before **21.01.2020** up to 1:00 PM and shall be opened on the same day at 3:00 P.M in presence of the bidders or his/her authorized representatives in the office chamber of Project Administrator, ITDA, Panposh. The quotation received after the due date & time will not be entertained.

1. Specification of Items:

Sl. No.	Brief Description of Items	Specification of Items	Delivery Period	Approx Quantity
1	Desktop Computer (HP/ Dell / Lenovo / Sony / Samsung)	<ul style="list-style-type: none">Intel Processor Core i38th Gen Processor4 GB DDR4 RAM2 TB 5400 rpm eSATA Hard Disk20" TFT MonitorOn Board GraphicsDVD R/WWindows 10 Home OS	Within 7 days of receipt of purchase order	2 Nos.
2	Computer Printer (HP/ Epsom/ Canon)	Print, Scan & Copy from a single compile device <ul style="list-style-type: none">Printer Type – LaserJet14 PPM- Print & CopyManual duplex & Booklet PrintingHP 88A Black Original LaserJet Toner Cartridge & Compatible with 12A TonerPage Yield - 1500 pagesPrint resolution - Up to 600 x 600 DPI	Within 7 days of receipt of purchase order	1 Nos.
3	UPS (APC/ V-Guard/ i-Ball / Cyber Power / Power Guard)	<ul style="list-style-type: none">Input 208 V / 120 VOutput- 220 VOperating Frequency- 50 /60 HzBack up- 30 Minutes	Within 7 days of receipt of purchase order	2 Nos.

2. Bid Price

- No extra transportation & installation charges are to be given to the successful quotationer.
- All taxes, duties and any other levies payable by the dealer under the contract shall be included in the Bid /Quoted Price.

- The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

3. Terms & Conditions:

- For all items each bidder shall submit only one quotation as per the enclosed format only.
- The bidders are to deposit earnest money of Rs 2000/- (Rupees Two Thousand) only in shape of Demand Draft in favour of "OTELP Plus, Panposh" payable at Rourkela. Quotation paper submitted without E.M.D shall not be accepted. The EMD will be forfeited if the bidder fails to perform the contractual obligation as per the inconsistency with terms & conditions. The EMD amount of the unsuccessful Bidder will be refunded after completion of the Quotation process & to the successful bidder after full supply of the materials within (6) six months from date of supply.

4. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed and (b) confirm to the terms and conditions and specifications. The Quotations would be evaluated for all the items individually given in the Quotation format.

While submitting the bid, the bidders must submit the following documents

- (i) Copy of Sale Tax Registration No. / TIN No. / GST Registration No.
- (ii) Copy of up to date VAT clearance certificate.
- (iii) Copy of Dealership Certificate.

Non-submission of any above mentioned documents is subjected to rejection of the quotation.

5. Award of Contract

- The Purchaser will award the contract to the bidder whose quotation is as per the specification and to be substantially responsive with lowest quotation price.
 - The 1st Lowest bidder will be notified of the award of contract by the Purchaser and bidder will supply the items within 7 days of receipt of the purchase order.
6. Payment shall be made after delivery & installations of the goods through e-transfer / RTGS / NEFT after submission of the bills and vouchers.
 7. Any legal dispute arising out of this is subject to Sundergarh district jurisdiction only.
 8. Notwithstanding the above, the undersigned reserves the right to accept or reject any or all quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter without assigning any reason there off.



Project Administrator
OTELP Plus, I.T.D.A., Panposh

Memo No 04

Date 03-01-2020

Copy to D.I.O, NIC, Sundergarh for information and necessary action, She / He is requested to hoist this notice in the official website of the district from dated 03 / 01 / 2020 to date 21 / 01 / 2020 for wide publication.



Project Administrator
OTELP Plus, I.T.D.A., Panposh

Memo No 05(10)

Date 03.01.2020

Copy submitted to Project Director, DRDA, Sundergarh / Additional District Magistrate, Sundergarh / Additional District Magistrate, Rourkela / Sub-Collector, Panposh/ Bonai / Sundergarh / District Welfare Officer, Sundergarh / DI& PRO, Sundergarh/ SDPRO, Rourkela / RTO, Rourkela for kind information with a request to display the same in their notice board for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

Memo No 06

Date 03.01.2020

Copy to Notice Board of Collectorate, Sundergarh for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

Memo No 07

Date 03.01.2020

Copy to Notice Board of ITDA, Panposh for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

Memo No 08

Date 03.01.2020

Copy submitted to Project Director, OTELP Plus, Programme Support Unit, Bhubaneswar for favour of kind information with a request to hoist this notice in the OTELP Plus official website from dated 03 / 01 / 2020 to date 21 / 01 / 2020 for wide publication.


Project Administrator
OTELP Plus, I.T.D.A., Panposh

EVALUATION FORMAT

1	Name of the Supplier	
2	Full Postal Address with Telephone No. & E-Mail address	
3	GST / Sale Tax Registration No. (Copy to be attached)	
4	PAN & TIN No. (Copy to be attached)	
5	Up to date VAT Clearance Certificate (Copy to be attached)	Yes/ No
6	Certificate of Dealership (Copy to be attached)	Yes/ No
7	EMD	
8	Bank account Details with IFS Code (Attach 1st page of Bank Pass Book)	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder with Seal
Date:-

DECLARATION

It is hereby declared that I / we the undersigned, have read and examined all the terms and conditions of Bid documents for which I / we have signed and submitted the bid. It is also certified that all the terms and conditions of the Bid documents are fully acceptable to me / us and I/ we will abide by the terms and conditions laid in the document.

Full Signature of the Bidder with Seal
Date:-

QUOTATION FORMAT

(To be filled by the Bidder. The rate must be quoted in both word & numeric value without any over writing)

I do hereby submit the items wise quotation below.

Sl. No.	Items	Specification of Items	Rate per Unit Offered (In Rs.)	Total Price @ 2 Nos. (In Rs.)
1	Desktop Computer (HP & Dell)	<ul style="list-style-type: none"> Intel Processor Core i3 8th Gen Processor 4 GB DDR4 RAM 2 TB 5400 rpm eSATA Hard Disk 20" TFT Monitor On Board Graphics DVD R/W Windows 10 Home OS 		
2	Computer Printer (HP)	Print, Scan & Copy from a single compile device <ul style="list-style-type: none"> Printer Type – LaserJet 14 PPM- Print & Copy Manual duplex & Booklet Printing HP 88A Black Original LaserJet Toner Cartridge & Compatible with 12A Tonner Page Yield - 1500 pages Print resolution - Up to 600 x 600 DPI 		
3	UPS	<ul style="list-style-type: none"> Company Make- APC/ V-Guard/ i-Ball Input 208 V / 120 V Output- 220 V Operating Frequency- 50 /60 Hz Back up- 30 Minutes 		
Total Price				
Rupees in Words.....				

Full Signature of the Bidder with Seal

Date:-