

# DISTRICT RURAL DEVELOPMENT AGENCY, SUNDARGARH



District Rural Development Agency,  
Sundargarh – 770001  
Tel / Fax No. 06622-273873  
E-mail – ori-dsundargarh@nic.in

Letter No. 411/OLM

Dated the 13/12/2021

## Short Tender Call Notice

Sealed Quotations are invited from the interested reputed Suppliers/ Dealers/ Firms/ Agencies for supply of AC with Stabilizer & installation, Desktop, Laptop, UPS, Projector, Printer, Desktop Table, Locker Almirah, Inverter with one battery and trolley, Battery(Tubular), Inverter UPS, Aqua Guard, Executive Chair, Executive Table, Cushion Chair, fiber Chair, Steel Almirah, File case, as per the specification given below for official use of DMMU, OLM, Sundargarh. Category wise package is mandatory. The evaluation forms & format of quotation completed in all respect should- reach the undersigned on or before 20.12.2021 by 01:00 PM by REGISTERED/SPEED post (Indian post) only in the address of PD, DRDA-cum- District Mission Co-ordinator, Odisha Livelihoods Mission, DRDA, Sundargarh, At/Po/Dist- Sundargarh, Pin-770001 DMMU, OLM, Sundargarh. The quotations will be opened on 20.12.2021 at 03.00 PM in presence of the bidder/authorized person.

The undersigned reserves to accept or reject any or all the bids without assigning any reason thereof. For Tender Form and other Details visit the website of Sundargarh district & Olm: - [www.olm.nic.in](http://www.olm.nic.in) & [www.sundargarh.nic.in](http://www.sundargarh.nic.in) portal

### Category A- Purchase of IT Equipments:-

Brief Description of the items	Specification	Period of Delivery	Installation Requirement if any	Warranty	Brand
Laptop	Core-i5-11 <sup>th</sup> Gen, 8GB-RAM, 1TB HDD ,2GB GFX, Win-11, 15.6" led FHD Display, Office-19	Within 10days of receipts of purchase order	Yes	3 Years on site with spare and service.	DELL/ HP or equivalent
Desktop	Desktop PC, Core i5 11 <sup>th</sup> Gen, 20" LED Monitor, 8GB RAM, 2GB GFX, 1TB HDD, Win 11, Office-19, UPS 600VA	Within 10days of receipts of purchase order	Yes	3 Years on site with spare and service.	DELL/ HP or equivalent
Projector	Resolution 1080p, Screen Size: 67cm-686cm Projection Distance:- 1.35-1.64m, Connectivity:-	Within 10days of receipts of purchase order	Yes	3 Years on site with spare and service.	Sony/ EPSON or equivalent

	USB,HDMI X 2(One terminal support MHL) Manual zoom & focus with WiFi & screen				
Multi Purpose Printer	Multi functional Laser Printer Function- Print, Copy, Scan, Auto Duplex, wireless, network Upto 33PPM 1200X600 dpi	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	HP/ Canon/Samsung or equivalent
Scanner	A4 Flatbed, 3 Colour RGB, 4800X4800 scan Resolution, Contact Image Sensor	Within 10days of receipts of purchase order	Yes	2 Years	DELL/ HP or equivalent

**Category B- Purchase of Non- IT Equipments:-**

Brief Description of the items	Specification	Period of Delivery	Installation Requirement if any	Warranty	Brand
AC 1.5 Tonne Inverter (SPLIT) with Stabiliser. & Installation charges	Cooling Capacity- above 3000KW/hr, Air Circulation (CFM)-450, Moisture removal – above 1.8, Capacity-4 KVA, Input 130-300 V Rated- 5 star	Within 10days of receipts of purchase order	Yes	2 Years or on above and Compressor Warranty- 10 yrs,	VOLTAS/ Carrier / Haier / SAMSUNG/ Godrej or equivalent
Battery (Tubular)	Capacity: 150AH	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	V-Guard / EXIDE Sukam / Luminious / Microtek or equivalent
Inverter UPS	Inverter – 1050 VA	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	V-Guard / EXIDE Sukam / Luminious / Microtek or equivalent
Inverter with Battery	Battery 150AH Tubular Inverter-1050VA	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	V-Guard / EXIDE Sukam / Luminious / Microtek or equivalent
Cooler	Water Tank Capacity- 50L, Input Power-0.18 KW, Honeycomb Cooling Pads, Ice Chamber, Castor	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	Symphony or equivalent

Wheels-4, Auto louver movement.				
---------------------------------	--	--	--	--

**Category C- Purchase of Furniture & Fixtures :-**

Brief Description of the items	Specification	Period of Delivery	Installation Requirement if any	Warranty	Brand
Steel Almirah	Material of almirah should be M S Sheet (Thickness 0.8 mm) material of lock and Key – Brass and steel Finish, Lock – Three way bolting device controlled by 6 lever lock. Power coated finish, Provide maximum storage with 4 adjustable shelves that can store just about anything for width 910 depth 480 height 1855 mm without locker	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	Godrej or Equivalent
Executive office Chair with Hands	The chair has an option of a permanent contact mechanism, Upright position locking, Premium leatherette upholstery, Ergonomical lumbar support, Fixed Loop armrest,5-prolonged metal pedestal, which allows the back to flex naturally as your recline, for maximum comfort and relief, Moulded Foam, Pneumatic height adjustment, Swive Mechanism, Twin Wheel castors Width-70.0cm Depth-70.0 cm, Height 102.5cm Seat Height 44.0-56.5 cm	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	Godrej or Equivalent
Executive Table	Table have very strong steel pipe of 25mm dia frames with wall thickness of 1.1 mm of powder coated,	Within 10days of receipts of purchase	Yes	The warranty in years to be furnished by	Godrej or Equivalent

	fitted with very smooth and polished surface (18 mm MDF on Top)with PVC tape on Table Top with the help of hot melt glue of 2mm, fitted with 3 side cabinets or drawer (One Side) for keeping and organizing office files and accessories with Foot Rest of 25mm steel pipe with wall thickness of 1.1 mm having finish with powder coated Width 1199* Depth 590 * Height 750	order		the supplier	
Desktop Table	Computer cum Printer table with key board pullout tray ,Table top and side panelsto be 15mm thickness and Edges to be banded with PVC tape of 2mm thick with the help of hot melt glue, wheels provided W x H x D: 800 mm x 685 mm x 460 mm Pre laminated particle board keyboard tray	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	Godrej or Equivalent
Aquaguard	7 Ltr.	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	
Close File case	Thickness of MS Sheet used for Top, Bottom, Back and Sides in 7mm , Type of lock - cam lever lock with common key, Number of Doors (2 NOS) , Scissor mechanism for receding inside the top of respective component, Thickness of Transparent glass in Shutters in 4 mm, WxHxD: 914x900x305 mm With Power coated	Within 10days of receipts of purchase order	Yes	The warranty in years to be furnished by the supplier	Godrej or Equivalent
Steel Open	Dimension 6'X36"X15"	Within	Yes	The	Godrej or Equivalent

Rack	with 5 Shelves with 20 Gazze (Auto Adjustment), High Loading Capacity & Powder coded	10days of receipts of purchase order	warranty in years to be furnished by the supplier
------	--	--------------------------------------	---

**1. Bid Price:**

- The transportation & installation charges also to be included in the Bid Price.
- All duties, taxes and other levies payable by the dealer under the contract shall be included in the quoted price.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.

**2. Eligibility criteria of the Bidder:**

The bidder shall furnish the following documents to establish the bidder's eligibility

- Attested photocopies of PAN number.
  - GST Registration Certificate and latest Tax Payment details.
  - Price Bid in the prescribed format duly signed and sealed in each page.
  - Bid Security & EMD as specified in the quotation Document.
3. Quotation received beyond the date fixed and incomplete documents will not be considered. The bidder should sign and stamp each page of the quotation documents.

**4. Bid Security:**

The bidder shall furnish bid security(EMD) of Rs. 10000/- Rupees (Ten Thousand Only) in the shape of Account Payee Bank draft drawn in favour of the Project Director, DRDA, Sundargarh payable at State Bank of India, Sundargarh. The above bid security will be forfeited if a bidder.

- Withdraws its bid during the period of bid validity or
  - Fails to perform the contractual obligations as per the purchase order.
- The EMD of the unsuccessful bidder will be returned after finalization of the quotation & will return to successful bidder within 28days after supply of items.

**5. Validity of Tender:**

Quotation shall remain valid for a period not less than 30 days after the last date as specified in the quotation document.

**6. Evaluation of Quotations**

The Purchaser will evaluate and compare the quotation determined to be substantially responsive i.e. which

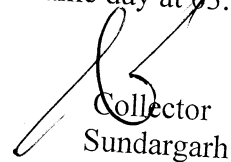
- Are properly signed and sealed
- Confirm to the terms and conditions and specifications.
- Submitted as per the prescribed format.
- The quotation would be evaluated for each item separately

**7. Award of contract**

- The purchase Order will be placed on the selected bidder(s) whose bid has been determined to be substantially responsive
- Payment shall be made after delivery of the goods through account transfer after submission of the bills and vouchers.
- Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidders offer.
- Any legal dispute arising out of this is subject to concerned district jurisdiction only.
- Notwithstanding the above, the DMMU, OLM Sundargarh reserves the right to accept or reject any Quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter. The bidders may be present in person or through one of their representative(s) during the opening of Quotations as per the date and time fixed by the Project Director, DRDA, Sundargarh.

- (e) The 1<sup>st</sup> Lowest Bidder cannot claim to supply the articles, as the articles will be purchased as per the specification, quality & requirement of DRDA, OLM, Sundargarh.
- (f) The quantity specify is tentative which may vary as per requirement.

8. Interested bidders may submit their sealed Quotations in the prescribed format mentioning "**Quotation for "IT Equipments", "Non- IT Equipments" and "Furniture & Fixtures**" on cover of the envelop address to the Project Director, DRDA, Sundargarh, At/Po/Dist-Sundargarh, Pin-770001 latest by 01:00 PM on 20.12.2021 by speed/Registered post only. The quotations will be open on the same day at 03.00 PM in presence of the bidder/authorized person.

  
Collector  
Sundargarh

Memo no. 412 Date 13/12/2021

Copy forwarded to The Samaj & The Sambad Sundargarh for publication in the newspaper.

  
Collector  
Sundargarh

Memo No. 413 Dated 13/12/2021

Copy submitted to the DIO, NIC, Sundargarh for webhosting in [www.sundargarh.nic.in](http://www.sundargarh.nic.in), Executive Director, and Procurement -cell, OLM, Bhubaneswar with a request to webhost in [www.olm.nic.in](http://www.olm.nic.in).

  
Collector  
Sundargarh

Memo No. 414 Dated 13/12/2021

Copy to Collectorate, Sundargarh with a request to affix the above quotation call notice in their notice board for wide publicity.

  
Collector  
Sundargarh

## EVALUATION FORM

1	Name of the Supplier	
2	Full address of Supplier's shop/showroom Telephone no. Fax no. E-mail address	
3	Are you a dealer/reseller	
4	Trade Tax / GST Registration no. with place (Copy to be attached)	
5	TIN/ PAN No. (with copy of certificate)	
6	Up to date GST Clearance Certificate (Copy to be attached)	
7	EMD details	DD no. _____ Amount _____ /- Date ____ / ____ / ____

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

Full Signature of the Bidder  
Date:

Seal

**DECLARATION BY THE BIDDER:**

It is hereby declared that I undersigned, and examined all the terms and conditions of the quotation document for which I have signed and submitted the bid personally under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our organization / firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature :

Date:

Name

Address

Designation:

## FINANCIAL BID DOCUMENT FORMAT

### Category A- Purchase of IT Equipments:-

<u>Sl no.</u>	<u>Particulars</u>	<u>Specification</u>	<u>Tentative quantity.</u>	<u>Unit Rate including tax</u>	<u>Total amount including tax</u>
1	Laptop		12		
2	Desktop		8		
3	Projector		3		
4	Multi Purpose Printer		12		
5	Scanner		2		

Gross Total Cost : Rs.....

Total bid price (including Taxes and other) in Rs. \_\_\_\_\_ (in numbers)  
\_\_\_\_\_ (In Words)

Name of the firm/Agencies

Signature of the Bidder

Address

Date

Place

Seal

The DMMU, OLM, Sundargarh will not be bound to accept the lowest Quotation.  
The decision of the DMMU, OLM, Sundargarh shall be final in this regard.

## FINANCIAL BID DOCUMENT FORMAT

### Category B- Purchase of Non-IT Equipments:-

<u>Sl no.</u>	<u>Particulars</u>	<u>Specification</u>	<u>Tentative quantity.</u>	<u>Unit Rate including tax</u>	<u>Total amount including tax</u>
1	AC 1.5 Tonne (SPLIT) with Stabliser & Installation charges		1		
2	Inverter with one Battery & Trolley		7		
3	Tubular Battery		2		
4	Inverter UPS		1		
5	Cooler		5		

Gross Total Cost: Rs.....

Total bid price (including Taxes and other) in Rs. \_\_\_\_\_ (in numbers)  
\_\_\_\_\_ (In Words)

Name of the firm/Agencies

Signature of the Bidder

Address

Date

Place

Seal

The DMMU, OLM, Sundargarh will not be bound to accept the lowest Quotation.  
The decision of the DMMU, OLM, Sundargarh shall be final in this regard.

## FINANCIAL BID DOCUMENT FORMAT

### Category C- Purchase Non Electrical/Electronic item

<u>Sl no.</u>	<u>Particulars</u>	<u>Specification</u>	<u>Tentative Quantity</u>	<u>Unit Rate including tax</u>	<u>Total amount including tax</u>
1	Executive Chair with Hands		13		
2	Executive Table		9		
4	Close file case		1		
5	Steel Rack		9		
6	Desktop Table		7		
7	Aquaguard		2		
8	Steel Almirah		10		

Gross Total Cost : Rs.....

Total bid price (including Taxes and other) in Rs. \_\_\_\_\_ (in numbers)  
\_\_\_\_\_ (In Words)

Name of the firm/Agencies

Address

Date

Place

Seal

Signature of the Bidder

The DMMU, OLM, Sundargarh will not be bound to accept the lowest Quotation.  
The decision of the DMMU, OLM, Sundargarh shall be final in this regard.