



OFFICE OF THE DIRECTOR
ROURKELA GOVT. HOSPITAL

Tender for purchase of
Computers , Laptops,&
Photocopier

Address of Communication: Office of the Director,
Rourkela Govt. Hospital
Raghunathpalli , Rourkela -769004


Director
Rourkela Govt. Hospital
Govt. of Odisha

TENDER NOTICE

Tenders for supply of Desktop, Laptops and printers are hereby invited from the vendors by Rourkela Govt. Hospital through the tendering process using the website www.sundargarh.nic.in.

The bidders have to be submit the tender as per Terms & Conditions mentioned at **Annexure- 'A'**. Format of Technical Bid mentioned at **Annexure-'B'**, format of financial bid mentioned at **Annexure-'C'** and detailed specification, estimated quantity are mentioned in scope of work section.

The tender document containing "Technical bid" and "Financial bid", complete in all respect should reach be speed post on or before **12/01/2022** up to 5:00 PM which will be opened in the presence of the tenderers or their representatives who may like to be present at that time as per the schedule mentioned in the tender document.

Failure to furnish any information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the vendor's risk and may result in rejection of the proposal and forfeiture of the bid. The tender fees shall not be refunded even if the bid is not submitted.

Director, Rourkela Govt. Hospital reserves the right to reject all or any of the bids/tenders without assigning any reason thereof. The bid which is conditional/ incomplete/ belated/ without, tender fees will not be entertained.


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**OFFICE OF THE DIRECTOR,
ROURKELA GOVT. HOSPITAL**

Tender No: 4104 Dated: 23/12/2021

TENDER DOCUMENT

1. **Name and Address of the party :** Director,
Rourkela Govt. Hospital
2. **Tender Document for :** Purchase of Desktop Computers ,
Laptops & Printers
3. **Cost of Tender Document :** Rs. 5000/- (Demand Draft In
favour of Rogi Kalyan Samiti, Rourkela Govt. Hospital)
4. **Last Date & Time for submission :** 12/01/2022 upto 5 PM.
5. **Pre-bid Meeting:** 02/01/2022 at 12:30 PM.
6. **Technical bid to be opened on :** 13/01/2022 up to 12:30 PM
7. **Financial bid to be opened on :** 13/01/2022 up to 1:00 PM
8. **Place of submission of Tender :** OFFICE OF THE DIRECTOR
Rourkela Govt. Hospital
Raghunathpalli, Rourkela


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**ANNEXURE-'A' –
(TERMS AND CONDITIONS)**

1.	Tender documents can be downloaded from district website www.sundargarh.nic.in , as per the dates mentioned in the tender
2.	Late submission will not be entertained.
3.	Last minute submission should be avoided. As such this Directorate will not be responsible for any failures in submission of bids.
4.	The vendors are expected to examine all instructions, forms, terms and other information in the tender documents.
5.	Tender shall be submitted under Two Bids System viz. Technical bid & Financial bid, as per the prescribed formats only. Failure to comply with these requirements may result in rejection of the bid.
6.	Incomplete or conditional bids will be summarily rejected.
7.	The tender fees shall not be refunded even if rejected.
8.	If any vendor does not qualify in technical evaluation, the financial Proposal of the vendor shall not be opened.
9.	The price should not be mentioned in the Technical bid in any form or manner. In case the prices are mentioned in the technical bid, the offer will be liable for rejection.
10.	The technical bid and financial bid will be opened one by one.
11.	The financial bid will be opened in respect of only those vendors whose documents are found in order and whose items qualify technically. The price comparisons in deciding lowest quotation for the complete value of all the items shall be made only over the rates quoted inclusive of all taxes and comprehensive on-site warranty support as required. The lowest evaluated valid quotation will be selected.
12.	The successful vendor shall supply the prescribed hardware within 10 days from the issue of supply letter.
13.	The payment will be released after installation of complete supply of material based on duly certified installation reports after installations are done.
14.	If the tenders opening day happens to be holiday, the same will be accepted and opened on the next working day.
15.	The make / brand of the quoted hardware must be mentioned.
16.	The warranty shall cover the following: <ul style="list-style-type: none">• If any parts needs to be replaced, then the same shall be done within 48 Hrs including data transfer and completion of complaints in totality.• In case of failure of operating System the same shall be reinstalled.
17.	Earnest Money Deposit : Rs. 30,000/- in shape of Demand Draft, in favor of Rogi Kalyan Samiti, Rourkela Govt. Hospital. The EMD of the unsuccessful bidders will be returned after finalization of tender.


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Envelope No. A

Complete set of tender document Part-I Technical Bid (Part-I) as issued, duly filled and signed by the tenderer on all pages along with all supporting certificates, work orders, etc of similar works preferably for Govt. institutions, PSUs, Banks etc.

Envelope No. B

Complete set of tender document Part-II (i.e., Price Bid BoQ) duly filled & signed by the tenderer.

Envelope No. C

Complete set of tender document including the both envelope A&B with superscripted , "submission of tender documents for supply of computer, laptops etc)

SCOPE OF WORK

- 1. Supply of Desktops, Laptops and printers:** The vendor has to deliver the Desktops, Laptops, and Printers as per the locations provided after finalizing the tender and ensure installation of the same along with related drivers.
- 2. Maintenance of Desktops, Laptops and printers:** The vendor has to give onsite 3 years warranty over supplied Desktops, Laptops and Printers.
- 3. Replacement of Parts:** The vendor has to ensure rectification of the faulty Desktops, Laptops and Printers providing replacement for the same as per requirements within 72 hours of receipt of complain in the warranty period.
- 4. Rates should be valid for one year from the date of submission of tender.**


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ANNEXURE 'B' (TECHNICAL BID FORMAT)-
Envelope -A

Rourkela Govt. Hospital, Rourkela

Tender No: _____ Dated: _____

Sl. No.	Particulars	Remarks/Details (Page No.)
1.	Name Of Agency	
2.	Detail about the Agency	
	Address:	
	Phone No.:	
	Email ID:	
	Website:	
	Contact Person:	
	Mobile No:	
3.	Status of Applicant (proprietorship/partnership firm/Pvt. Ltd. Co./Public Ltd Co.)	
4.	Copy of registration certificate to be attached	
5.	Certified copy of the turnover of Agency/CA certificate Applicant during last financial three years	
6.	PAN No. (copy will be attached)	
7.	GST No. (copy will be attached)	
8.	Detail of Tender Fees attached	
9.	Details of EMD attached	

Signature& Seal of the Bidder

Date :


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DECLARATION

1. I/ We have read the instructions appended to the proforma and I/we understand that if any false information is detected at a later date, any contract made between ourselves and the Directorate on the basis of the information given by me/us can be treated as invalid by the Directorate and I/we will be solely responsible for the consequences.
2. I/We agree that the decision of Directorate in selection of successful bidders will be final and binding to me/us.
3. All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.
4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us here in above and/or in the accompanying sheets.

Place:

Date:

Name

Designation

Seal of the company:


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The technical bid should contain the following documents which must be attached with the technical bid:-

1. The vendor should submit the tender payments to be paid by DD mode.
2. The person signing the tender shall be deemed that he has the authority to sign the tender on behalf of the said company. Letter of Authority to be attached.
3. Proof of Income Tax, GST Registration number (As applicable): Self attested copies to be attached.
4. The product profile of the company along with last 3 years' turnover, not less than Rs.50 lakh per year. Audited Balance Sheet and Profit and Loss account or CA Certificate for last three years should be submitted.
5. The vendor shall be Original Equipment Manufacturer (OEM) of Desktop computers and peripherals or the Authorised System Integrator/ Partners / Dealer of OEM. In case the vendor is offering Desktop computers from more than one OEM, he shall be authorised System Integrator/Channel Partner/Dealer for the Desktop computers and peripherals offered by him. Proof of the above shall be submitted in the form of authorization of dealership/SI/Partnership issued by the respective OEM.
6. The vendor should have at Cuttack or Bhubaneswar, fully functional service/support centre.
7. The vendor should have successfully supplied Hardware amounting to Rs. 25 Lac to at least one customer in Government Department or Public Undertaking in Odisha /Any renowned Company in the last 3 years. Purchase Order and proof of satisfactory service from the customer shall be attached.
8. The company/firm should be in existence and should have been in operation for a period of at least 3 years. The company/firm has to produce Certificate of Incorporation/Registration.
9. The bidder should not have any of their contracts terminated or blacklisted in the last three years by any State or Central Government / PSU/ BFSI/ Private Sector. (Submit an affidavit on Rs.20 non judicial stamp paper duly certified by the notary)


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**ANNEXURE-“C” (Financial Bid Format)
FINANCIAL OFFER FOR SUPPLY OF COMPUTER DESKTOP,
LAPTOP'S & PRINTERS**

Sl. No	Item	Specification/Configuration	Rate (Per Item)
1.	Desktop Computers (HP/Dell/Lenovo) Onsite Warranty:3 years	<p>PROCESSOR: Intel Core i5 9th Gen RAM: 8GB min HDD: 1 TB Integrated Graphics Card DVD/CD ROM Drive USB port 6+(out of which at least two are USB 3.0+) HDMI Port 1 VGA Network Gigabit Ethernet and WIFI Integrated audio controller Audio Port (Front: 1Mic, 1 Speaker out rear 1 Line in,1 Line out) Monitor 18” or more USB Keyboard USB Optical Mouse Small Form factor(SFF) casing OS: Windows 10 Pro MS Office Professional</p>	
2.	Laptop (HP/Dell/Lenovo) Onsite Warranty: 3 years	<p>PROCESSOR: Intel Core i7 9th Gen RAM: 16 GB min HDD: 1 TB SSD: 256 GB Integrated Graphics Card DVD/CD ROM Drive USB port 4+(out of which at least Two are USB 3.0+) HDMI Port 1 VGA Network Gigabit Ethernet, WIFI and Bluetooth 1Headphone/ microphone combo pack Integrated stereo speakers Web camera (720 p HD min) Click pad and full size keyboard , Display 15.6 inches OS: Windows 10 Pro MS Office Professional</p>	
3.	Photo Copier Machine (Make :- Konica/Brother/Canon/HP) onsite warrant : 3 years	<p>Operating System : Windows Wattage: 700 to 1000 watt Two sided auto document feeder Print (Black & white) Wifi System</p>	


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Financial Terms and Conditions:

- 1 The vendor must provide the Commercial Proposal strictly in Hardcopies.
- 2 The rates should be quoted in figures as well as in words, on the form attached at Annexure-'C' and duly signed and stamped by the authorized person.
- 3 Rates mentioned above are inclusive of all taxes, F.O.R. destination and Installation charges and all other charges. No charges of whatsoever nature would be paid additional to the cost mentioned above.
- 4 Director, RGH reserves the right to alter the quantity of the computers and peripherals.

Authorized Signatory


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