



BID DOCUMENT
FOR
PROCUREMENT OF
COMPUTER(AIO), DESKTOP
COMPUTER, MONITOR, DOCUMENT
SCANNER AND PRINTER(AIO) FOR
DMF, SUNDARGARH

DISTRICT MINERAL FOUNDATION
Collectorate Campus, Sundargarh-770001
Email ID- dmfsundergarh@gmail.com

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ଜିଲ୍ଲା ଖଣିଜ ପ୍ରତିଷ୍ଠାନ, ସୁନ୍ଦରଗଡ଼
DISTRICT MINERAL FOUNDATION, SUNDARGARH
Collectorate Campus, Sundargarh-770001, Email ID: dmsundergarh@gmail.com, Tel No. - 06622-273846

No: 626

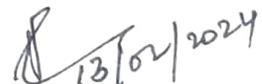
Date: 13/02/2024

NOTICE INVITING TENDER (NIT)

Sealed Tenders are invited from reputed Original Equipment Manufacturer (OEM) / OEM authorized Suppliers / Sellers for supply of 1 no. of HP/DELL Brand Computer (Desktop-All in One), 10 nos. of HP/DELL/LENOVO/ACER brand Desktop Computer & 11 nos. Desktop Monitor, 1 no. of HP/FUJITSU/CANON brand Document Scanner and 3 nos. of HP/EPSON/CANON brand Black /White Printer(All-in-One) & 1 no. of Colour Printer (All-in-One), for DMF, Sundargarh, Odisha under two bid systems (Technical & Financial Bid) as detailed below;

Name of the Tender	Bid Processing fee	Last Date & time of receipt of Tender	Date & time of opening of Bid
Procurement of Computer (All in One), Desktop Computer, Monitor, Document Scanner & Printer (All-in-one) (B/W & Colour).	Rs. 500/-	26/02/2024 at 5:30 PM	27/02/2024 at 11.30 AM

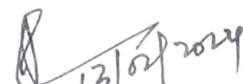
The bid document with all information relating to the bidding process, terms & conditions of the bid is available in the websites: Corrigendum / Addendum, if required, will be uploaded in the website of DMF Sundargarh <https://sundergarh.nic.in/>. Hence potential bidders are requested to be in continuous touch with the above website. The Tender Inviting Authority (TIA) i.e. DMF, Sundargarh reserves the right to accept / reject any or all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections / cancelation.


Chief Executive Officer
DMF, Sundargarh

Memo No. 627 /DMF

Dated. 13/02/2024

Copy to DIO, NIC, Sundargarh with a request to upload this Notice Inviting Tender & Enclosures in the Sundargarh District web site www.sundergarh.nic.in for wide publication and timely response by the intending Manufacturers/Suppliers.


Chief Executive Officer
DMF, Sundargarh

DISCLAIMER

This Tender is issued by the District Mineral Foundation (DMF), Sundargarh for **“Procurement of Computer (Desktop-All-in-One), Desktop Computer, Monitor, Document Scanner & Printer (All-in-one) (B/W & Colour)” for DMF, Sundargarh.** While the information in this Bid document has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither DMF, Sundargarh nor any of its officers or employees, accept any liability or responsibility for the accuracy, reasonableness or completeness of ,or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this Bid Document or on which this Bid Document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is here by expressly disclaimed.

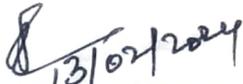
The information contained in this Bid document is selective and subject to updating, expansion, revision and amendment at the sole discretion of the DMF Sundargarh. It does not claim to contain all the information that a recipient may require for the purposes of making a decision for participation in this selection process. Each bidder/s must conduct its own analysis of the information contained in this Bid Document, to correct any inaccuracies there in and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies there to and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This Bid document includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees

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of the Sundargarh, which the assumptions and the base information on which they are made may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this Bid Document is, or should be relied on as, a promise, representation or warranty.

DMF, Sundargarh shall be the sole and final Authority with respect to selection of a bidder/s through this tender.


13/02/2024
Chief Executive Officer
DMF, Sundargarh

IMPORTANT INFORMATION TO THE BIDDER.

Sl. No.	Item	Description
1	Availability of tender document	Sundargarh District website: - https://sundargarh.nic.in/
2	Date and time for submission of the Tender document by speed post /Registered post	Last Date of Submission of Tender Document i.e. 5:30 PM of 26/02/2024
3	Bid processing fee (non-refundable)	Rs. 500/- (Rupees Five Hundred) only. (DD / Banker's cheque drawn in any nationalized/scheduled bank favoring " Chief Executive Officer, DMF, Sundargarh " payable at Sundargarh to be enclosed with the Technical Bid)
4	Earnest Money Deposit (EMD) (Refundable)	Rs.37,000/- (Rupees Thirty-Seven Thousand) only. (DD / Banker's cheque drawn in any nationalized/scheduled bank favoring " Chief Executive Officer, DMF, Sundargarh " payable at Sundargarh to be enclosed with the Technical Bid)
5	Date, time and venue of opening of Bids	11.30AM of 27/02/2024 Conference Hall, DMF, Sundargarh
6	Point of Delivery & Date for Completion of supply	District Mineral Foundation (DMF), Collectorate Campus, Sundargarh Pin-770001 & within 07 days from the date of issue of <u>supply order</u> .
7	Bid validity period	90 days from the date of opening of the Bid.
8	Performance Security	5 % of the value of the Contract to be given by the successful bidder.

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**INVITATION OF BID FOR SUPPLY OF DESKTOP
COMPUTER, MONITOR, DOCUMENT SCANNER AND
COLOUR PRINTER(AIO).**

District Mineral Foundation, Collectorate Campus, Sundargarh Pin- 770001 invites bid from the Original Equipment Manufacturer (OEM) / OEM authorized supplier/seller for supply of Computer Items for its office under two bid systems. *(Technical & Financial)*

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria:

The bidder must have

- (i) Head office / Branch office in the State of Odisha.
- (ii) Valid registration under Goods and Services Tax (GSTIN) and Income Tax (PAN/TAN).
- (iii) Manufacturers Authorization Form (MAF) / certificate with OEM details such as name, designation, address, e-Mail and phone no. in case of OEM authorized Supplier/seller.
- (iv) Minimum Ten Contract of Cumulative value of 10,00,000/- of supplying Computer hardware or similar articles to in last three years 2020-21, 2021-22, 2022-23.
- (v) Not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
- (vi) The average annual turnover of the bidder during the last 3 financial years ending with 2022-23 should not be less than ₹ 10 Lakhs from computer and other IT hardware supply (as per the last published audited balance sheets).

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribing "**Technical Bid for SUPPLY OF COMPUTER (Desktop-All-in-One), DESKTOP COMPUTER, MONITOR, DOCUMENT SCANNER AND PRINTER(All-in-One)(B/W & COLOUR).**" and "**Financial Bid for SUPPLY OF COMPUTER (Desktop-All-in-One), DESKTOP COMPUTER, MONITOR, DOCUMENT SCANNER AND PRINTER(All-in-One)(B/W & COLOUR)**". Both sealed envelopes should be kept in another sealed envelope super scribing "**Proposal for supply of Computer(Desktop-All-in-One), Desktop Computer, Monitor, Document Scanner & Printer (All-in-one) (B/W & Colour)**".
- (b) **Technical & Financial Bid.**
- The Bidder has to fill up the technical bid Forms & submit it with a separate envelope with photo copy of all self-attested documents as mentioned below. The technical Bid should be serially page marked. Similarly, the Financial Bid form has to be filled up as per prescribed form and to be submitted in separate sealed envelope.
- (c) The tender should be addressed to "Chief Executive Officer, District Mineral Foundation, Sundargarh, Collectorate Campus, Sundargarh Pin- 770001".
- (d) The Bid document shall be available in the web site of Sundargarh District i.e. <https://sundergarh.nic.in/>. The interested bidder can download the same from the above website and the cost of the bid processing fee is to be enclosed in shape of crossed Demand Draft / bankers cheque in favour of "**Chief Executive Officer, DMF, Sundargarh**" payable at **Sundargarh** along with the **Technical BID**.
- (e) **Earnest Money Deposit (EMD):**
- i. The bid / proposal submitted without Bid Processing Fees & Bid Security, will be summarily rejected.

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(f) The interested Bidder are to enclose self-attested photocopies of the following valid documents **in the Technical Bid envelope**.

I. Company Registration Certificate.

II. GST Registration Certificate (GSTIN).

III. PAN / TAN.

IV. Copy of Similar Work Order.

V. DD/Banker's cheque amounting to **Rs.500/-** (Rupees Five Hundred) only as Bid processing fee.

VI. DD/Banker's cheque amounting to **Rs.37,000/-** (Rupees Thirty-Seven Thousand) only as EMD.

VII. Copy of work order or agreement or any other document in support of minimum one contract of supplying of similar articles to any one of last three years i.e. 2020-21, 2021-22 & 2022-23.

3. The Bidder who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered for opening.

4. **Submission & Opening of Tender:**

(a) The interested Bidders may submit the tender document complete in all respects along with EMD & Bid processing Fees and other requisite documents on or before **5:30 PM of 26/02/2024** _ addressed to "**Chief Executive Officer, DMF, Sundargarh, Collectorate Campus, Sundargarh Pin- 770001**" by **registered Post / Speed Post**. DMF Sundargarh shall not held responsible for any postal delay.

(b) The Authority may, at its discretion extend the dateline for submission of tenders by amending the tender documents in which case all rights and obligation rest on the authority.

(c) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus, the same is deemed to be rejected.

(d) The Technical bids shall be opened at Conference Hall, DMF, Sundargarh on **11.30 AM of 27/02/2024** in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.

(e) The Financial Bid of technically qualified bidders shall only be considered for opening. The Financial BID will be opened after technical evaluation.

5. **Requirement:** 1 no. of HP/DELL brand Computer (Desktop-All in One), 10 nos. of HP/DELL/LENOVO/ACER Brand Desktop Computer & 11 nos. Desktop Monitor, 1 no. of HP/FUJISU/CANON Brand Document Scanner and 3 nos. of HP/Epson/Canon brand Black & White Printer (All-in-One) & 1 nos. of Colour Printer (All in-One). **The Tender Inviting Authority is having right to increase and decrease the quantity and as per the requirement, the order will be placed to the successful bidder.**

6. **Specifications:** The detailed specifications of the aforesaid items are given as **(Annexure-A)** of this Bid document. The bidder is to offer the product in conformity with the specifications mentioned in the BID document. The Bidder is to submit Data Sheet of the product offered in the bid format. DMF, Sundargarh can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the proposal of the bidder is liable for rejection.

7. **Evaluation of BID & award of Contract.**

The Purchase Committee of DMF, Sundargarh will evaluate the Technical BID & Financial BID as follows;

a. **Evaluation of Technical Bid:** On opening the technical bid, the documents / papers as asked for in the bid document as well as offer product of the bidders in respect of the specifications will be evaluated by the purchase committee. The bidder submitted all the requisite documents/ papers and offered the required product in conformity with the specifications as asked for in the bid will be declared as "Technically Qualified". Financial Bid of the technically qualified bidder/s so declared will only be considered for opening.

b. **Opening of Financial Bid:** The names of the technically qualified bidders after evaluation will be declared in the meeting. Financial Bid of only the technically qualified bidders will be opened in the meeting. The rate quoted by the bidders will be declared in the meeting.

c. **Selection Criteria: -**

The selection will be based on Low Cost Selection Method (L1). The financial evaluation will be based on the total value of all the items inclusive of all taxes and accordingly the L1 bidder will be selected and awarded for the above assignment.

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8. Acceptance or Rejection of the Bids:

- (a) DMF Sundargarh reserves the right to accept / reject any or all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

9. Award of Contract, Signing of agreement and deposit of performance security

- (a) The contract will be awarded to the Bidder/s substantially responsive to the Bid & who has offered the lowest evaluated cost in total.
- (b) The selected bidder/s will have to enter into an agreement with the Tender Inviting Authority i.e. DMF, Sundargarh. The agreement duly filled in indicating the amount of "Performance Security" and signed by the supplier with the attestation and common seal affixed with special adhesive stamp (non-judicial) not less than worth of Rs.10/- (Rupees Ten) only should be submitted within 07 days from the date of issue of supply order. The first page of the Agreement should be written on non-judicial stamp paper of Rs.10/-, if stamp paper of Rs.10/- denomination is not available, a no. of small denomination may be used in that place.
- (c) The selected bidder/s shall have to submit performance security deposit of 5% of the contract value in shape of Bank Draft / Banker's cheque / Bank Guarantee (BG) drawn on any Nationalized or scheduled bank in favour of "**Chief Executive Officer, DMF, Sundargarh**" along with the agreement. The performance security shall be kept by DMF, Sundargarh for a period of 60 days beyond the date of completion of all contractual obligations of the supply including warrantee obligation. The "Performance Security" may be forfeited partly or fully for failure to fulfil the terms and conditions of supply and obligation as mentioned in Contract Agreement. The Bank Guarantee if furnished towards performance security should be enforceable and payable at Sundargarh.
- (d) The Authority reserves the right to modify any term in the bid document at the time of execution of agreement, if necessary.

- (e) If a special situation arises, where the lowest evaluated responsive bidder/s is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered on the next higher responsive bidder/s at the rate offered by the lowest evaluated responsive bidder/s, after obtaining approval from the competent Authority on the specific recommendation of the respective purchase Committee.

10. Delivery Schedule:

The materials are required to be supplied to the O/o District Mineral Foundation, Sundargarh, within **15 days** from the date of issue of purchase order.

- 11. Post Delivery Inspection:** After supply, installation and commissioning of the Items by the successful bidder at O/o District Mineral Foundation, Sundargarh, the **Post Delivery Inspection (PDI)** shall be done by the technical team of DMF, Sundargarh in presence of the authorized person of the supplier. In case of the items so supplied does not confirm the required specifications as mentioned in the Bid document, the same will be returned to the supplier. The supplier will have to supply the items afresh.

12. Release of Payment.

100% payment will be made within 30 days after receipt of the required reports / Papers/ documents as under;

- (i) Satisfactory completion of the supply, installation & commissioning of goods.
- (ii) Receipt of receive & stock entry.
- (iii) On fulfillment of all other conditions of the contract.
- (iv) Outcome of post-delivery inspection (PDI).
- (v) Four self-inking carbon copies of the GSTIN invoice level as well as bank details for payment purpose.
- (vi) TDS will be deducted both under IT & GST as per IT Act norms.
- (vii) Copy of PAN card.

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13. Extension of Delivery Period, Liquidation Damages, Force Majeure and Penalty:

The Tender Inviting Authority i.e. Chief Executive Officer, DMF, Sundargarh may, on the request of the Supplier or otherwise, extend the delivery date suitably subject to the following conditions:

i. Extension of Delivery Period:

- (a) The original Delivery Period may be re-fixed by the Tender Inviting Authority, CEO, DMF, Sundargarh without any Liquidated damages subject to Force Majeure conditions mentioned below and also on the ground / reasons of delay attributable to the Tender Inviting Authority, DMF, Sundargarh.
- (b) For other cases, the Delivery Period may be suitably extended for which an amount equal to the Liquidated Damages for the extended period(s) for delay in the supply of the Goods after the expiry of contract delivery period /re-fixed delivery period, shall be recovered from the Supplier as mentioned hereinafter for the extended period. Nevertheless, the Tender Inviting Authority (TIA) i.e., DMF, Sundargarh shall be entitled to the benefit of any decrease in price on account of reduction in GST/other taxes, levies or duties if any taking place during extended delivery period.

- ii. Liquidated Damages:** If the Supplier fails to deliver any or all of the ordering quantity within the original / re-fixed delivery period(s) specified in the contract, the Tender Inviting Authority i.e. , DMF, Sundargarh will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions as mentioned below, @ 0.5% per week or part of the week of delayed period of the value of the quantity supplied after the original/re-fixed delivery period(s) as pre- estimated damages not exceeding 10% of the value of the quantity supplied after the original/re-fixed delivery period(s) without any controversy/dispute of any sort whatsoever.

iii. **Force Majeure Conditions:**

If at any time during the continuance of the Contract agreement, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Tender Inviting Authority i.e. DMF, Sundargarh as to whether the deliveries have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 10 days, either party may at its option terminate the contract provided also that the Tender Inviting Authority i.e. DMF, Sundargarh shall be at liberty to take over from the Supplier at a price to be fixed by Tender Inviting Authority i.e. DMF Sundargarh, which shall be final, all unused, undamaged and accepted material, bought out components and Goods in course of manufacture in the possession of the Supplier at the time of such termination or such portion thereof as the Tender Inviting Authority i.e. DMF, Sundargarh may deem fit excepting such materials, bought out components and Goods as the Supplier may with the concurrence of the Tender Inviting Authority i.e. DMF, Sundargarh elect to retain.

- iv. Overall responsibility of the quality confirming the tendering specification shall rests with successful bidder/s. If the goods supplied are not fully in conformity to the required specification, DMF, Sundargarh reserves the right to exercise its discretion to impose penalty such as price reduction, forfeit of performance security, initiating of proceedings towards blacklisting of bidder/s etc. which will be binding on the supplier.

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14. Bid validity period

The BID shall remain valid for a period of **90 (Ninety Days)** from the date of opening of the Bid. The DMF, Sundargarh reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

15. Amendments to BID terms, conditions and issue of Corrigendum / Addendum:

- (i) Three days before the last date of submission of Bids, DMF, Sundargarh may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment/corrigendum.
- (ii) The amendment in shape of corrigendum/addendum will be notified on the district website <https://sundergarh.nic.in/> and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- (iii) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, DMF, Sundargarh may, at its discretion, extend the deadline for the submission of bids.

- 16.** Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. In such case, the bids will not be considered.
- 17.** Bidders are advised to check applicable GST on their own before quoting. DMF, Sundargarh will not take any responsibility in this regard. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.
- 18.** Warranty period of the supplied products shall be as given in specifications from the date of final acceptance of goods or after completion of installation, commissioning & testing of goods at DMF, SUNDARGARH. OEM Warranty certificates must be submitted by Successful Bidder at the time of delivery of Goods.

- 19. Dedicated /toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
- 20. Without prejudice to Buyer's (DMF, SUNDARGARH) right to price adjustment by way of discount or any other right or remedy available to Buyer, Buyer may terminate the Contract or any part thereof by a written notice to the Supplier/Seller, if:
 - (i) The Supplier fails to comply with any material term of the Contract.
 - (ii) The Supplier/Seller informs Buyer of its inability to deliver the Material(s) or any part thereof within the stipulated Delivery Period or such inability otherwise becomes apparent.
 - (iii) The Supplier/Seller fails to deliver the Material(s) or any part thereof within the stipulated Delivery Period and/or to replace/rectify any rejected or defective Material(s) promptly.
 - (iv) The Supplier/Seller becomes bankrupt or goes into liquidation.
 - (v) The Supplier makes a general assignment for the benefit of creditors.
 - vii) The Supplier/Seller has misrepresented to Buyer, acting on which misrepresentation Buyer has placed the Purchase

21. **Resolution of Disputes:**

- (a) Any dispute between the Tender Inviting Authority (DMF, SUNDARGARH) and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

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22. **Applicable Law and Jurisdiction of Courts:**

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Sundargarh.
- (c) Prior notice shall be given to DMF, SUNDARGARH in writing in their respective letter heads signed only by the designated signatories as in contract agreement all proceedings related to the Contract. Arbitration shall be invoked as a pre-condition before approaching courts and tribunals.

Technical Bid Formats

APPLICATION- TECHNICAL BID - FOR SUPPLY OF COMPUTER (All-in-One), DESKTOP COMPUTER, DESKTOP MONITOR, DOCUMENT SCANNER AND BLACK & WHITE PRINTER-(All-in-One), COLOUR PRINTER-(All-in-One)

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

**Chief Executive Officer, DMF
Sundargarh**

Subject: Supply of HP/DELL brand 1 no. of Computer (Desktop-All-in-One), HP/DELL/LENOVO/ACER Brand 10 nos. of Desktop Computer & 11 nos. Desktop Monitor, HP/FUJITSU/CANON Brand 1 no. of Document Scanner & HP/EPSON/CANON brand 3 nos. of Black & White AIO-Printer & 1 nos. of Colour Printer (All-in-One).

Dear Sir

I/We, the undersigned, request you to participate in the selection process towards Procurement of "HP/DELL brand 1 no. of Computer (Desktop-All-in-One), HP/DELL/LENOVO/ACER Brand 10 nos. of Desktop Computer & 11 nos. Desktop Monitor, HP/FUJITSU/CANON Brand 1 no. of Document Scanner & HP/EPSON/CANON brand 3 nos. of Black & White Printer (All-in-One) & 1 nos. of Colour Printer (All-in-One)." in accordance with your Notice Inviting Tender no. _____ dated _____ I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I/we accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to 90 Days from the date of opening of the BID and I /we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provisions of this BID document are found violated, then DMF, SUNDARGARH shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full earnest money deposit.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

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A. Bidder Details

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Address of Branch office in Odisha	
6	Bid Processing Fee Details Amount: DD No.: Date: Name of the Bank:	
7	PAN /TAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the Bid Document	YES
10	Willing to accept all the terms and conditions as specified in the Bid Document	YES
11	Do you have a Branch office in Sundargarh.	YES/NO

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

B. Check list of documents & Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes/ No	Page Reference
1	Proof of Company Registration		
2	Self- attested Copy of valid GST Registration Certificate (GSTIN).		
3	Self-attested copy Valid PAN/TAN		
4	Bid Processing fee as applicable – non refundable		
5	Manufacturers Authorization Form (MAF) / certificate with OEM details such as name, designation, address, e-mail ID and phone no. in case of OEM authorized Supplier / seller		
6	Documentary Proof of Head office / Branch office in the State of Odisha.		
7.	Audited Balance Sheets & CA Certificate of last 3 FY ending with 2022-23 Turnover of Rs. 10 Lakhs.		
7	Copy of work order or agreement or any other document in support of minimum three contract of supplying the Computer Items or similar articles to Govt./ Govt aided organization in any one of last three years i.e 2020-21, 2021-22 2022-23.		
8	Financial Bid		

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

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Data Sheet of the offered Product.

Item No	Required Items	Nos
1	HP/DELL brand Computer (Desktop-All-in-One) Licensed Windows 11/Intel i7 13th Gen./ /RAM 16GB / 1TB NVME SSD.	01
2.	HP/DELL/LENOVO/ACER brand Desktop Computer (CPU, UPS Keyboard & Mouse) Licensed Windows 11/Intel i7 /13th Gen./RAM 16GB / 512 GB NVME SSD.	10
3.	HP/DELL/LENOVO/ACER Brand Desktop Monitor (27inch, 1920 X 1080 pixel)	11
4.	HP/CANON/EPSON brand Printer (All-in-One) - Black and White A4 Laser Multifunction, Print, Copy, Scan and Fax, ADF/ USB, Ethernet, Wi-Fi.	03
5.	HP/CANON/EPSON Brand Colour Printer All-in-One (Print, Scan, Copy)/ Wi-Fi, USB/ Auto-Duplex, Refillable Ink Tank, Compact.	01
6.	HP/FUJITSU/CANON brand Sheet feed High Speed Document Scanner.	01
	Total	27

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

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Undertaking / Declaration

(In Bidder's letter Head)

[Location, Date]

To:

**The Chief Executive Officer
DMF, SUNDARGARH,**

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / DMF, SUNDARGARH and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____

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FINANCIAL BID FORM

FIN-1

(In Bidder's letter Head)

To:

[Location, Date]

**The Chief Executive Officer
DMF, SUNDARGARH,**

Sub - Price Quotation for Computer (All-in-One), Desktop Computer, Monitor, Document Scanner & Printer (All-in-One) (B/W & Color).

Sir:

I/We, the undersigned, offered to provide Computer Items in accordance with your tender No _____ Dated _____. Our attached Financial Proposal is for the sum of Rs. [Insert amount (s) in words and figures] as detailed below. I/We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

S N	Required items	Unit	Rate per Unit in INR	GST per Unit	Total price per unit in INR	Total price in INR. (Inclusive of all taxes)
		(A)	(B)	(C)	(D=B+C)	(E=A*D)
1	HP/DELL brand Computer (Desktop-All-in-One) Licensed Windows 11/Intel i7 13th Gen./RAM 16GB / 1TB NVME SSD.	01				
2.	HP/DELL/LENOVO/ACER brand Desktop Computer (CPU, UPS, Keyboard & Mouse) Licensed Windows 11/Intel i7 13th Gen./RAM 16GB / 512 GB NVME SSD.	10				
3.	HP/DELL/LENOVO/ACER Brand Desktop Monitor (27inch, 1920 X 1080 pixel)	11				
4.	HP/CANON/EPSON brand Printer - Black and White A4 Laser Multifunction, Print, Copy, Scan and Fax, ADF/ USB, Ethernet, Wi-Fi	03				

5.	HP/EPSON/ CANON Brand Colour Printer All-in-One (Print, Scan, Copy)/ Wi-Fi, USB/ Auto-Duplex, Refillable Ink Tank, Compact.	01				
6.	HP/FUJITSU/CANON brand Sheet feed High Speed Document Scanner	01				
	Total Cost	27				

The financial evaluation will be based on the total value of all the items inclusive of all taxes and accordingly the L1 bidder will be selected and awarded for the above assignment.

The above quoted price at col. (D) is inclusive of all taxes, charges, levies, cost of packing, transportation cost, delivery, installation commissioning etc. I/we do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in accordance with the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of **90 days**. I/We have carefully read and understood the terms and conditions of the BID document and do hereby undertake to supply the articles.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

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Technical Specification

1. HP / DELL All in One (AIO) Computer-

Item	Description	Specification
Processor	Processor Generation	13 th
	Number of cores per processor	16
	Processor Base Frequency (GHz)	5.0
	Processor Description	Intel Core i7
	Processor Number	Intel Core i7 13700K
Graphics	Graphics Type	UMA
	Graphic Card Description	Intel UMA Graphics
Operating System	Operating System (Factory Pre-Loaded)	Windows 11 (MS Office) (In built)
	OS Certification	Windows
Memory	Type of RAM	DDR4
	RAM Size (GB)	16
	RAM Speed (MHz)	3200
	RAM Expandability up to (using spare DIMM Slots in GB)	64
Storage	Type of Drives used to populated the Internal Bays	SSD 1 TB (NVME)

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Display	Display Size (INCHES)	27"
	Display Type	Non-Touch
	Availability of Speakers integrated with Display	Yes
	If Yes, Number of Speakers available	2
Connectivity	Number of Ethernet Ports (inbuilt Wi-Fi)	1 (Yes)
Ports	Number of USB Version 2 Point 0 Ports	4
	Number of USB Version 3 point / 3 point 1, Gen 1, ports	4
Power	Power Supply	Internal
Input Devices	Mouse Connectivity	Wireless
	Types of Mouse	Optical Scroll
	Keyboard Connectivity	Wireless
	Type of Keyboard	Standard
Warranty	On Site OEM Warranty (Year)	3

2. HP/DELL/LENOVO/ACER brand Desktop Computer- 10 Units

Item	Description	Specification
Processor	Processor Generation	13 th
	Number of cores per processor	16
	Processor Base Frequency (GHz)	5.4
	Processor Description	Intel Core i7
Graphics	Graphics Type	Integrated
	Graphic Card Description	Intel Integrated
Operating	Operating System (Factory Pre-Loaded)	Windows 11 (MS Office) (in built)

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System	OS Certification	Windows
Memory	Type of RAM	DDR5
	RAM Size (GB)	16
	RAM Speed (MHz)	5600
	RAM Expandability up to (using spare DIMM Slots in GB)	64
Storage	Type of Drives used to populate the Internal Bays	SSD (NVME)
	Capacity of each SSD (GB)	512 GB

Connectivity	Number of Ethernet Ports	1
Ports	Number of USB Version 2 Point 0 Ports	4
	Number of USB Version 3 point / 3 point 1, Gen 1, ports	4
Input Devices	Mouse Connectivity	Wired
	Types of Mouse	Optical Scroll
	Keyboard Connectivity	Wired
	Type of Keyboard	Standard
Warranty	On Site OEM Warranty (Year)	3

3. HP/DELL/LENOVO/ACER brand Desktop Monitor- (27inch, 1920 X 1080 pixel)- 11 Units

4. HP/CANON/EPSON brand Black & White Printer – A4 Laser Multiplication (Scanner/Copy/Fax/Wi-fi/USB/Auto-Duplex, Refillable Int Tank, Compact) (All-in-One)- 3 Units

5. HP/CANON/EPSON brand Color Printer – (Scanner/Copy/Wi-fi/USB/Auto-Duplex, Refillable Int Tank, Compact) (All-in-One) -- 01 Unit

6. HP/FUJITSU/CANON brand Sheet feed High Speed Document Scanner - 01 Unit

Annexure-B

PERFORMANCE BANK GUARANTEE FORMAT

To,

**The Chief Executive Officer
DMF, SUNDARGARH**

WHEREAS(Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply of " 1 no of Computer (Desktop-All-in-One), 10 nos. of Desktop Computer, 11 nos. Desktop Monitor, 1 no. of Document Scanner, 3 nos. of Black & White AIO-Printer & 1 nos. of Colour Printer (AIO) (description of goods & services) (herein after called "the contract").

AND WHEREAS it has been stipulated by DMF, SUNDARGARH in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in anyway release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of,20__ Our branch at Sundargarh, Odisha (Name & Address of the Sundargarh branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our Bhubaneswar branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

..... Name
and designation of the officer

..... Seal,
name & address of the Bank & Branch