



ସହକାରୀ ନିର୍ଦ୍ଦେଶକ, ରେଶମ ଶିଳ୍ପ, ସୁନ୍ଦରଗଡ଼ ଜିଲ୍ଲା କାର୍ଯ୍ୟାଳୟ
OFFICE OF THE ASST. DIRECTOR OF SERICULTURE, SUNDARGARH
At: Maheshdihi, Dist: Sundargarh, PIN: 770001
Email : adssundergarh@yahoo.com/ads-sundargarh@gov.in

Order No ...862. Date1.7.2025

TENDER CALL NOTICE FOR SUPPLY OF DESKTOP COMPUTER, MULTI FUNCTIONAL LASER PRINTER, 600 VA UPS, COMPUTER TABLE AND CHAIR TO THE DIFFERENT UNITS OF SERICULTURE IN SUNDARGARH DISTRICT

Sealed tenders are invited from reputed manufacturer / Authorised Distributor / Dealer / Supplying Agency for supply of 5 Nos. of Desktop Computers, 5 nos. of Multifunctional Laser Printer, 5 nos. of 600 VA UPS, 5 nos. of Computer Table and 5 nos. chair for the sericulture units of Sundargarh district like Khuntgaon, Sarsara, Lahunipada, Badgaon, PPC-K.Bolang. The detailed term and conditions of the tender, general information and specification of the product etc. can be obtained from the office of the Asst. Director of Sericulture, Sundargarh in any working day from 02-07-2025 to 15-07-2025 at 11 a.m. to 5 p.m. or can be downloaded from the website www.sundargarh.odisha.gov.in

Date of Commencement of Sale of the Tender Document : 02-07-2025

Last Date & Time of the Receipt of Tender : 15-07-2025 at 5.00 P.M

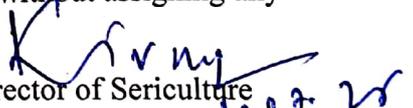
Date & Time of Opening of Tender (Cover-A) : 16-07-2025 at 11.00 A.M

Date & Time of Opening of Tender (Cover-B) : 16-07-2025 at 4.00 P.M

Cost of the Tender - Rs. 100/- in shape of Bank Draft in favour of Assistant Director of Sericulture, payable at Sundargarh

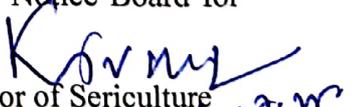
Place of opening of Tender - Office of the Assistant Director of Sericulture, At-Maheshdihi, Sundargarh, PIN-770001

The Tender will be opened on scheduled date and time in the office of the undersigned in the presence of Bidders or their authorized representatives. In the event of the date being declared as holiday for Govt. of Odisha, the due date of submission of bids and opening of bids will be next working day. Any tender received after the due date & time will be rejected and returned to the sender unopened. The tender will be received through Regd. Post/Courier Service / Speed Post only. The authority reserves the right to reject any or all the Tenders received without assigning any reason thereof.


Asst. Director of Sericulture
Sundargarh

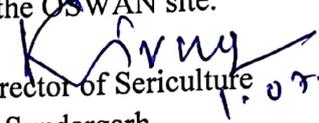
Memo No...863... Date1.7.2025

Copy submitted to all Divisional and Zonal Officer of Sericulture & Textiles Sector for favour of kind information. It is requested to display the Notice in their Office Notice Board for appraisal of interested bidders.


Asst. Director of Sericulture
Sundargarh

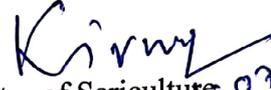
✓ Memo No. 864 / Dated 1.7.2025

Copy submitted to the District E-governance Manager, The Collectorate, Sundargarh (both hard & soft copy) for information and wide publicity of the Tender Notice in the OSWAN site.


Asst Director of Sericulture
Sundargarh

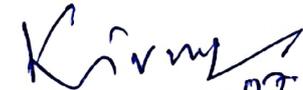
Memo No. 865 / Dated 1.7.2025

Copy submitted to the Director of Textiles & Handlooms, Odisha, Bhubaneswar for favour of kind information and necessary action.


Asst Director of Sericulture
Sundargarh

Memo No. 866 / Dated 1.7.2025

Copy to office Notice Board.


Asst Director of Sericulture
Sundargarh

TERMS AND CONDITIONS OF THE TENDER FOR SUPPLY OF DESKTOP COMPUTER, MULTI FUNCTIONAL LASER PRINTER, 600 VA UPS, COMPUTER TABLE AND CHAIR TO THE DIFFERENT UNITS OF SERICULTURE IN SUNDARGARH DISTRICT

Sealed tenders shall be received by dated. 15-07-2025 up to 5:00 PM in the office of the Asst. Director of Sericulture, Sundargarh for the purchase of Desktop Computer, Multi Functional Laser Printer, 600 VA UPS as per technical specification given in **Annexure -1**. Any tender received after the due date & time will be rejected and return to the sender unopened. The Tenders will be received through Regd. Post/ Courier Service/Speed Post only.

The sealed tenders 'Cover A' (Technical Bid) submitted by the tenderer will be opened by Purchase Committee on 16-07-2025 at 11.00 AM in the office of Asst. Director of Sericulture, Sundargarh, chamber. The bidders or their duly authorised representatives are allowed to be present during the opening of the tenders if they so like.

The Bidders may download the tender documents directly from the Website www.dhsodisha.nic.in. The Tender cost fee of Rs.100/- (Non-refundable) in shape of Bank Draft/ Demand Draft/ Pay Order drawn in favour of "Assistant Director of Sericulture, Sundargarh", payable at Sundargarh should be enclosed along with the Technical Bid. The Tender cost fee and the EMD amount should be submitted separately in two separate Bank Drafts/ Demand Drafts/ Pay orders. In case of any clarification, responsibility lies with the bidders to collect the same from the office before last date of submission of the tender document and the ADS, Sundargarh shall have no responsibility for any delay/ omission on part of the bidder.

2. TENDER CONDITIONS/ELIGIBILITY CRITERIA:

- a. The bidders/ tenderer shall be a Manufacturer / authorised Distributor/ Dealer/Supplying Agency dealing with Computer & Printer and UPS.
- b. The bidder/ tenderer must possess a valid GST registration number.
- c. The bidding firms/ agencies who have been blacklisted by any State Government or Central Government organisation cannot participate in the Tender process during the blacklisting period. A declaration to this effect as per **Annexure -III** is to be submitted by the bidder.
- d. The Bidder shall supply, install, configure and support all components of the proposed Item (Hardware & Software) and shall ensure smooth functioning of all quoted items.
- e. The selected Bidder shall be responsible to provide on-site warranty and maintenance support for the supplied item for a period of 1 or 3 years as per the model of the system they mentioned.
- f. The warranty & maintenance support shall start from the date of successfully commissioning all supplied items or from the Final Acceptance Test (FAT).
- g. At the time of equipment delivery, the selected Bidder shall submit a certificate /undertaking mentioning that the equipment supplied is covered under onsite warranty & support for a period of 1 or 3 years specifically.
- h. Bidder should replace the materials within one week, at his own cost If found defective or unsuitable.

- i. Sealed covers containing the tender/bid in the prescribed form should be submitted in two sealed envelopes i.e. "Cover -A" (Technical Bid) & "Cover -B" (Financial Bid). Both the covers should be put into a third envelope, which should be superscribed as "Tender for the supply of Desktop Computer, Multi Functional Laser Printer, 600 VA UPS, Computer Table and Chair".
- j. No conditional bids shall be entertained and the same will be out rightly rejected in first Instance.
- k. The tenderers/ bidders must quote their price in INR only as the payments will be made in Indian Currency only.
- l. The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/Rules.
- m. All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the Technical Bid must be Initialed by the person authorized to sign the tender/bld.
- n. The technical bids shall be opened on the scheduled date and time as mentioned above in the office of the Asst. Director of Sericulture, Sundargarh in the presence of the bidders or their authorised representative, who wish to be present on the spot at that time.
- o. The financial bid of only those bidders will be opened whose Technical bids are found in order. The date & time of opening of financial bids shall be done in due date & time as mentioned.
- p. The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalisation stage.
- q. A copy of the tender/ bid documents should be signed by the tenderer/ bidder on the bottom of each page with office seal duly affixed and submitted in 'Cover A' along with other documents required, Tender cost & E.M.D etc. The paging must be done on all the documents submitted in "Cover -A" & "Cover B".
- r. Tenders should be type-written or Computerized and every correction /over-writing in the tender should invariably be attested with signature of the tenderer/ bidder before submission of the tenders to the authorities concerned. No revision of price (upward or downward) will be allowed once the tender is opened ("Cover -B").
- s. No tenderer/ bidder shall be allowed at any time on any ground whatsoever to claim revision or modification of rate quoted by him due to clerical or typographical error.
- t. The Tax will be charged as per the guidelines given by the Finance Department from time to time.
- u. The price quoted by the tenderers/ bidders shall not in any case exceed the privilege market price.
- v. The approved rate will remain valid for one year from the date of approval of the rate and it can be extended further by mutual consent.

- w. In the event of the date being declared as a holiday for Government of Odisha, the due date of submission of bids and opening of bids will be the following working day at the appointed place & time.
- x. All the documents submitted must be in English/ Odia otherwise its attested English version must be attached in the tender document.
- y. The Authority reserves the right to reject all bids/ terminate the tender process without assigning any reason thereof.

3. DOCUMENTS TO BE SUBMITTED:

The following certificates should be submitted in "Cover-A" (Technical Bid) by the tenderer/ bidder (Technical Bid). **All the submitted documents are to be self attested.**

TECHNICAL BID (COVER-A):

- I. Tender cost in shape of Bank Draft,
- II. Earnest Money Deposit in shape of Bank Draft,
- III. Self attested copy of GST registration certificate,
- IV. Self attested copy of up to date GST clearance certificate,
- V. Self attested copy of Pan Card,
- VI. Self attested copy of last Income Tax return filed,
- VII. Tenderer/bidder's profile (**Annexure-II**)
- VIII. Self declaration for non-blacklisting by any State Government or Central Government organisation (as per **Annexure -III**)
- X. Check list as per **Annexure-IV**.

FINANCIAL BID (COVER-B):

The price schedule in the prescribed form (as per **Annexure-V**) duly signed by the tenderer/ bidder should be submitted in a separate sealed cover hereinafter called as 'Cover-B'.

The bidders should quote their price (both in figures and words) Inclusive of Insurance, packing, forwarding and freight (i.e. door delivery) but exclusive of GST only. The GST should be mentioned separately.

The financial bid of only those bidders will be opened whose technical bids are found in order. The financial bids shall be opened in the office of the ADS, Sundargarh in the presence of the tenderers/ bidders or their authorised representatives, who may wish to be present on the spot at that time. The date and time of opening of the financial bids will be on 16.07.2025 at 4.00 PM.

The bidder with lowest evaluated financial bid (I.1) would be considered for award of contract. In case, the lowest bidder (I.1) is disqualified after selection for any reason then negotiations will be

made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalisation stage.

4. NON RESPONSIVE/REJECTION CRITERIA

The tender/ bid document will be rejected if any of the following documents are not submitted with tender.

- i. Tender cost.
- ii. Earnest Money Deposit (EMD),
- iii. Any pre-condition by the bidder/ tenderer to supply the equipment.
- iv. Self attested copy of GST registration certificate.
- v. Financial Bid/ quoted rates submitted without signature and seal of tenderer.

5. EARNEST MONEY DEPOSIT (BID SECURITY):

The Earnest Money Deposit (EMD) will be **Rs.10,000/-** (Rupees Ten Thousand) only in the shape of Bank Draft/ Demand Draft/ Pay order drawn in favour of "**Assistant Director of Sericulture, Sundargarh**" from any Nationalised / Scheduled Bank payable at Sundargarh. The EMD should be submitted with the tender in 'Cover-A' (i.e.Technical bid). **The E.M.D in shape of Cheque/ Cash/ Postal Order will not be accepted.**

The E.M.D will be forfeited by the ADS, SNG, if the tenderer

- a) Withdraws the tender in any respect within the submission or validity of the bid or does not accept the approved rate.
- b) Fails to furnish the required performance security within the specified period.
- c) On submission of false or fabricated documents/ information in bid documents.

The E.M.D of the unsuccessful bidders only will be returned back without interest after finalisation of the tender/ bid and E.M.D of the successful tenderers will be returned **only after deposit of the performance report duly signed by the Ex- Officio Secretary of concerned TMCS.**

7. SUPPLY CONDITIONS:

The approved bidder will supply Desktop Computer, Multi Functional Laser Printer & 600 VA UPS to the different units of Sericulture in Sundargarh District as per the technical specification given in **Annexure I** within 15 (Fifteen) days from the issue of the purchase/ supply order. Necessary arrangement will be made by the supplier for proper installation of computer with printer and UPS about functional of the equipment. No separate transportation and service charges to this effect will be paid by the consignee.

In all the cases the responsibility of the purchaser will start only after delivery and due Post Delivery Inspection of the equipment.

ISSUE OF PURCHASE/SUPPLY ORDER:

The purchase/ supply order quantity and destination will be placed to the responsive lowest bidder. The purchase orders will only be sent to the concerned approved bidder by E-mail.

10. TERMS OF PAYMENT:

No advance payments will be made to the supplier. The supplier has to submit the bill/ invoice in triplicate and a photocopy of the purchase order at the time of supply for necessary stock entry.

Payments will only be released as soon as possible after completion of supply order and Post Delivery Inspection.

All payments will only be made online (e-payment/ e-transfer).

No claims for Interest shall be made against the Asst. Director of Sericulture, Sundargarh in respect of Earnest Money Deposit or Delayed Payment.

Specification

I. ALL IN ONE Computer:

| Sl. No. | Required Specification |
|---------|--|
| 1 | Minimum 12 th generation Intel Core i5, or higher version, Monitor- minimum 22inch (FHD), RAM-8GB, 512GB SSD, Windows 11, graphics, 64 bit OS, x-64 based processor |
| | Mouse, Keyboard , Camera |
| | wi-fi , bluetooth, USB PORT, Audio jack and others |
| | |

2. Multi function Laser printer (MFP)

| SI No. | Parameter | Details |
|--------|------------------------------|---|
| 1 | Functions | Print, copy, Scan |
| 2 | Print technology | Laser |
| 3 | Print Speed | 21PPM or Higher |
| | Scan Speed (Normal, A4) | 15 PPM or more |
| | Scan Resolution, Optical | Upto 1200 DPI |
| | Memory | 128 MB |
| | Compatible Operating Systems | Windows 10; Windows 8; Windows Vista; Windows Server; Linux |

3. UPS

| SI.No | Required Specification |
|-------|------------------------|
| 1 | 600 VA. |

4. Computer Table and Chair

| SI.No | Required Specification |
|-------|---|
| 1 | Table - Prelaminated Wood Material, Drawer to keep a keyboard, height -74 cm, Length – 90cm, breath – 60 cm (minimum requirement) |
| | Chair – revolving, height – 77-87 cm (adjustable), seat – 46cmx43cm, |

DETAILS OF THE BIDDER TENDERER

| | | |
|------|---|--|
| (1) | Name of the Bidder: | |
| (2) | Address of the Registered Office: | |
| (3) | Address for communication: | |
| (4) | Telephone No.: | |
| (5) | Mobile: | |
| (6) | Fax: | |
| (7) | E-mail ID: | |
| (8) | Whether Registered Under GST Act & Rules: | |
| (9) | Pan No: | |
| (10) | Name of the authorised Person, Mobile No. & address: | |
| (11) | Indicate whether Manufacturer/authorised Dealer/ Distributor/Supply Agency: | |
| (12) | Name of the agency that will provide service after sale. | |

Signature of the Tenderer:
with seal

Date:

DECLARATION

We/I represented by its Proprietor/ Managing Partner/Managing Director having its Registered Office at do hereby declare that I/ We have carefully read all the conditions of tender for supply of Desktop Computer, Multi Functional Laser Printer , 600 VA UPS and computer table & Chair to the different sericultural units of the Asst. Director of Sericulture, Sundargarh and will abide by with all the terms conditions of the Tender.

I/ We declare that I/ we posses a valid GST registration certificate.

I/We do hereby declare that I/We have not been derecognized/ blacklisted by any State Government or Central Government organizations for any reasons.

I/We agree that the Tender Inviting Authority can forfeit the EMD and or blacklist me/ us for a period of 2 (two) years if, any information furnished by us proved to be false at any time or not abiding by the tender terms and conditions.

I/We do hereby solemnly affirm and stated that the facts stated above are true to the best of my knowledge, belief and best on records.

Signature of the bidder:

Date:

Name & Address of the Firm:

CHECK LIST

Please put ✓ In the respective box

DOCUMENTS: SUBMITTED OR NOT

| Sl. No. | Details | Provided or not | If provided mention page No. |
|---------|--|-----------------|------------------------------|
| 1 | Cost of Tender document | Yes / No | |
| 2 | Earnest Money Deposit | Yes / No | |
| 4 | Details of bidder/contract person | Yes / No | |
| 5 | Self Attested copy of valid GST registration certificate | Yes / No | |
| 8 | Attested copy of last income tax return filed | Yes / No | |
| 9 | Declaration form (Annexure-III) signed by the Tenderer | Yes / No | |
| 10 | Terms & conditions signed by the Tenderer | Yes / No | |
| 11 | Cover 'B' with price schedule | Yes / No | |
| 12 | Any other documents submitted if any (Indicate briefly) | Yes / No | |

ANNEXURE-V

MODEL TENDER FORMAT (PRICE SCHEDULE)

| Sl. No. | Name of the equipment with Make/ Brand with Model Name. | Technical Specification | Cost per Unit (Inclusive of packing, forwarding and freight (ie. door delivery)) | Rate of GST applicable | Total |
|----------|---|-------------------------|--|------------------------|----------|
| <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> |
| | | | | | |

Place:

Date:

Signature of the Bidder:

Name

N.B: units means. 01 number

& Address of the Bidder