

DSMS

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## DISTRICT SUPPLY AND MARKETING SOCIETY, SONEPUR

(A district unit of ORMAS, PR & DW Deptt., Govt. of Odisha)

C/o: DRDA, Sonepur

No.....3/1.....// Dtd...27-11-2020

### QUOTATION CALL NOTICE

Sealed Quotations are invited from interested Suppliers/ Distributors/ Dealers for supply of Desktop Computer & Printer as per the specification given below for official use. The detailed Quotation Paper along with terms & conditions can be obtained from the office of the undersigned or can be downloaded from the website [www.subarnapur.nic.in](http://www.subarnapur.nic.in). The evaluation forms & format of quotation completed in all respect must be sealed cover super scribed as "Quotation for supply of Computer & Accessories" addressed to the Deputy CEO, ORMAS, Subarnapur-767017 should reach by Post / Courier on or before 07.12.2020 by 1.00 PM and shall be opened on the same day i.e 07.12.2020 at 4.00 PM in the presence of the Bidders or their authorized representatives.

The undersigned reserves the rights to accept or modify or reject any or all the quotation(s) without assigning any reasons thereof.

#### 1: Specification of the Items:-

Sl. No.	Description of the Items	Specification	Brand	Delivery period
1.	Laptop	HP Windows Edition: Windows 10 Pro, Processor: Intel (R) Core (TM) i5-(10 <sup>th</sup> Gen), RAM – 4 GB Hard Disk- 1TB, 256 SSD, System Type-64 Bit, in build Office, 15.6" Screen	HP	Within 7 days from issue of Purchase Order
2.	Desktop Computer Set	HP Windows Edition: Windows 10 Pro, Processor: Intel (R) Core (TM) i5- (10 <sup>th</sup> Gen), RAM – 4 GB Hard Disk- 1TB, System Type-64 Bit, in build Office, 20" Monitor	HP	
3.	Printer (All in One)	HP LaserJet Pro MFP M226dw Multifunctional Laser Printer (Black & white) Duplex, Wireless Printing	HP	
4.	U.P.S.	600VA	Microtek	
5.	Antivirus	Total Security	Quick heal	
6.	Pen Drive	64GB 3.0 Speed	HP	

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## 2. Bid Price:-

- a) The transportation & Installation charges are also to be included in the Bid Price.
- b) All taxes, duties and other levies payable by the dealer under the contract shall be included in the Bid Price.
- c) 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.
- d) The Prices should be quoted in Indian Rupees only.

## 3. Cost of Tender Paper

The bidder have to download the tender documents from the district website [www.subarnapur.nic.in](http://www.subarnapur.nic.in) and the bidder will have to submit DD of **Rs.1,000/- (Rupees One Thousand) only** (Non Refundable) towards processing fees in favour of DSMS, Sonepur along with the technical Bid.

## 4. EMD

The bidder has to submit in its technical bid, the EMD of Amount of **Rs.5,000/- (Rupees five thousand) only** refundable. The EMD shall be in the shape of demand draft in favour of **DSMS, Sonepur**. Tender not enclosed with EMD will be rejected. The EMD will be returned back to unsuccessful bidders within a period of One Month. The EMD of the successful bidder will also be returned but only after the completion of work order.

## 5. General Information:-

- i) There are two parts of the Tender Documents, namely Technical Bid and Financial Bid. The Bidder is required to fill out all the two parts of tender documents and placed them in two separated sealed envelopes, which should be super scribed as **Quotation for supply of Computer & Accessories – Technical Bid and Financial Bid**. The inner envelopes should be placed in another outer sealed envelope and addressed to **Deputy CEO, ORMAS, Subarnapur**. The outer envelope must be show the name of the bidder, address and should be super scribed as **Tender for Supply of Quotation for supply of Computer & Accessories** on top of the envelope.
- ii) The bids will be opened in the office chamber of **Project Director, DRDA, Subarnapur**. The sealed cover containing bids will be opened in the presence of bidders and their representatives. One representative per tender would be permitted to present at the time of opening tender. The price bids of any of the bidder's short listed forms the technical bid will be opened. The bids will be opened on the scheduled date and time even in case of absence of tenderers.
- iii) The tender document is not transferable.
- iv) Each bidder shall submit only one quotation as per the enclosed Quotation format.
- v) Approved Tender should supply the above articles within 7 days from the date of approval.
- vi) The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.
- vii) The Authority also reserves the right to negotiate with the L1 Bidder before placement of supply order for the aforementioned materials.
- viii) Rate finalize under this tender process will be applicable for a period of one year from the date of first order for supply.
- ix) The bidder should be signed and mark serial number of each and every documents.
- x) TDS under IT & GST as applicable will be deducted from the bills amount as per the provisions

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**6. Validity of Quotation-**

Quotation shall be valid for a period not less than 30 days after the deadline date specified for submission of Quotation.

**7. 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 & conditions and specifications. The Quotations would be evaluated for each item separately given in the Quotation format.

**While submitting the bid, the bidders should furnish the following documents:-**

- i. Copy of PAN No.
- ii. Copy of GST Regd. Certificate
- iii. Copy of up to date GST clearance certificate.
- iv. Copy of income tax return for F.Y.2018-19 & 2019-20

**8. Award of contract-**

- i. The Purchaser will award the contract to the bidder(s) whose quotation has been determined to be substantially responsive.
- ii. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- iii. Payment shall be made after delivery and installation of the goods through e-transfer on submission of the bills and vouchers.
- iv. 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 bidder's offer.
- v. Any legal dispute arising out of this is subject to Subarnapur district jurisdiction only.
- vi. The 1st Lowest Bidder cannot claim to supply, as the above items will be purchased as per the specification and requirement.

  
Project Director  
DRDA, Subarnapur

Memo No. 312 / Date 27-11-2020

Copy forwarded to the DIO, NIC, Subarnapur for information and necessary action with a request to hoist the notice in District website.

Copy to the Notice Board of DRDA, Subarnapur

  
Project Director  
DRDA, Subarnapur

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**TECHNICAL BID**

Please check whether the following have been enclosed in the respective cover namely Technical Bid (Please arrange the documents in the following orders)

1	Name of the Supplier		
2	Full address: Telephone/ Mobile no. Fax no. E-mail address :		
3	PAN No. (Copy to be attached)	Yes/No	
4	GST TIN No. (Copy to be attached)	Yes/No	
5	Up to date GST Clearance Certificate (Copy to be attached)	Yes/No	
6	EMD	Yes/No	
7	Cost of Tender Paper	Yes/No	
8	Income Tax F.Y 2018-19 & 2019-20	Yes/No	

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

**Full Signature of the Bidder with seal**

**Date:**

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**FINANCIAL BID**

Please check whether the following have been enclosed in the respective cover namely Financial Bid (Please arrange the documents in the following orders)

Sl. No.	Description of the Items	Specification	Brand	Unit Cost (Rs.)(Including all Taxes & Transportation & Installation)
1.	Laptop	HP Windows Edition: Windows 10 Pro, Processor: Intel (R) Core (TM) i5-(10 <sup>th</sup> Gen), RAM – 4 GB Hard Disk- 1TB, 256 SSD, System Type-64 Bit, in build Office, 15.6" Screen	HP	
2.	Desktop Computer Set	HP Windows Edition: Windows 10 Pro, Processor: Intel (R) Core (TM) i5- (10 <sup>th</sup> Gen), RAM – 4 GB Hard Disk- 1TB, System Type-64 Bit, in build Office, 20" Monitor	HP	
3.	Printer (All in One)	HP LaserJet Pro MFP M226dw Multifunctional Laser Printer (Black & white) Duplex, Wireless Printing	HP	
4.	U.P.S.	600VA	Microtek	
5.	Antivirus	Total Security	Quick heal	
6.	Pen Drive	64GB 3.0 Speed	HP	

Full Signature of the Bidder with seal  
Date: