

## PANCHAYAT SAMITI OFFICE: TARBHA

### TENDER DOCUMENT

For

Supply & Installation of Desktop Computers and Printer

Tender Document No. 676 Dated: 13/02/2024

Sealed tenders are invited in two bid system i.e. one in Technical Bid and the other in Financial Bid, from Original manufacturers / authorized dealers / distributors / agencies / Suppliers having valid GST registration for supply and installation of Computer and Printer in Panchayat Samiti, Tarbha. The tender document with details of Specification and configuration etc. are mentioned in **Annex "A"** which is available in the website "<https://subarnapur.nic.in>". The last date and time of submission of tender document in Panchayat Samiti Office is Dt.26/02/2024 by 3.00 PM. The Tender documents received by the office will be opened on Dt.27/02/2024 at 11.00 AM in the Conference Hall of Panchayat Samiti, Tarbha in presence of members of Purchase Committee.

#### 1. Bid Information and Instructions to Bidders:

##### 1.1 Obtaining Tender Document & Cost of the Tender Document and EMD.

a) The Tender Document is available in Subarnapur District website vide Tender No.676 dtd.13/02/2024 and can be downloaded free of cost from the website till 25/02/2024. But it is to be submitted along with the Bid processing fee/ cost as well as required EMD as in para below.

b) Bidders interested to participate in the tender process are required to submit their tender proposals in response to this Tender Document along with a non-refundable tender processing fee of Rs.1000/- (One thousand only) and refundable EMD of Rs. 22,000/—(Twenty two thousand only) in shape of Bank Draft to be drawn in favour of the BDO, Tarbha. A participating tenderer will be eligible to participate in the bidding process only on submission of Non-Refundable Bid processing fee as well as refundable EMD. A participating Bidder is allowed to file **only one Bid document** in response to this tender call notice.

c) The bidding methodology adopted for this Procurement shall be Two envelop system i.e. The Bidders shall submit two separate sealed covers, superscribing one as "Technical Bid Cover" and the other as "Financial Bid Cover". Thereafter the two sealed covers should be put inside a third sealed envelopes which should be superscribed as "**Tender for supply of Computers and Printer**" and to be send through Registered Post or Speed post only addressing to the "**Panchayat Samiti Office, Tarbha**". No tender document shall be entertained through courier or hand delivery or any mode other than Regd. Post/Speed Post.

d) The EMD of the successful bidder will be returned after submission of Performance Bank Guarantee equivalent to 5 % (five percent only) of the total procurement order value or shall be adjusted to the above amount of EMD already submitted with this Tender Document and shall deposit the balance amount. Such adjustment shall be made only on written request of the preferred Bidder declared and asked to deposit

performance guarantee. The EMD of the unsuccessful bidders shall be returned to them within one month of issue of supply order to the successful bidder. But no interest will be payable thereon.

In case it is found that, the bidder(s) has furnished misleading/wrong or fraudulent information /documents or information furnished by them is not found to be true, the Earnest Money of the bidder(s) will be forfeited. Also in case the bidder withdraws the bid before opening of financial bid, then the EMD of the respective bidder shall also be forfeited.

e) The tender proposals submitted without Bid Processing Fee or EMD as above shall not be considered for the bidding process. The participant bidder or his authorised person should submit bid document signed on each page and all the pages should be numbered serially.

f) The last date and time for submission of tender paper is the **Dt.26/02/2024 by 3.00 PM**. No bids shall be accepted after the date and time mentioned above. The Office shall not be held responsible for any postal or otherwise delay.

g) The Technical Bid shall be opened for evaluation on **27/02/2024 at 11.00 AM** and Financial Bid on **27/02/2024 at 12.00 Noon**. Technical bids shall be evaluated as per Minimum Eligibility Criteria and acceptability of technical specification for Computer and printer separately. In the second stage, Financial Bids of the technically qualified Bidders shall be opened.

## 1.2 Bid Submission mode, Bid Opening date & Evaluation, Selection of the Bidder

The tender documents should be submitted in two parts viz. Technical Bid & Financial Bid & must be submitted in separate sealed envelopes.

(a) **Technical Bid:** Technical bid should contain information regarding the business turnover, experience and other details of the firm to judge the suitability of the bidder. Bidder must submit the following documents in a sealed cover subscribed as "Technical Bid for supply of Computer and printer":

- a) Detailed about the organization with copy of registrations, GST Certificate must be closed as per Annex-D.
- b) Signed & Stamped compliance sheet of the technical specification as per **Annex-B1 & B2** of the offered equipment/ item with technical printed literature must be closed with the technical bid.
- c) Authorization letter from manufacturer in case of dealer/s for the said equipment in bidding.
- d) Clientele list Performance Certificates from clients
- e) Self-attached photo copy of annual turnover, IT clearance Certificate
- f) The bidder/OEM self-declaration stating that he/she is not banned/debarred or blacklisted by any Central/ State Govt. of India/ PSU/ Organizations/ Institutes in India or abroad in prescribed format
- g) Demand Draft for EMD amount in favour of BDO, Tarbha.
- h) Tender Processing fee
- i) Document of GST return filing of financial year 2022-23



The Tender who submits all above documents complete in all respects satisfactorily and qualifies the Technical Bid, then the Financial Bid of all such technically qualified bidders will be opened.

**(b) Price Bid:**

- a) Financial bid should be submitted in the prescribed format as per **Annex- C** and signed by the authorized person.
- b) All cost should be given in figures and words including in all taxes. However, all taxes will be paid at actual rates applicable at the time of delivery.
- c) Prices shall not be subject to escalation of any nature
- d) Prices should be inclusive of all levies & installation charges.

**1.3 Minimum Eligibility Criteria**

**1.3. A. General Eligibility:**

- i) The bidder must have at least 3 years of experience / operation in the field of successful supply of such or similar goods to State or Central Government organisations including State or Central Govt. PSUs etc. out of preceding five years ending on 31.03.2023. They are required to enclose the documentary evidence in the Technical Bid.
- ii) The bidder should be an OEM or authorized Dealers/ Channel partners/ Distributors/ Regd. Supplier having authorization for sales and after sales support for Desktop Computers and Printer. Enclose OEM certificate/ letter of authorization dealership/ distributorship etc specific for this tender along with Technical Bid failing which the tender documents shall not be considered.
- iii) The Bidder should have not been black listed by any State /Central Govt. /State /Central PSUs or Public Sector Societies or Authorities etc. at the time of participating in the tender. The Bidders are required to enclose a self-declaration in shape of an affidavit for the purpose failing which the tender documents shall not be considered.
- iv) The copy of the updated GST Registration Certificate should be enclosed to Technical Bid.

**1.3. B. Financial Capability:**

The participant Bidders should be financially sound.

The bidder(s) are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, the bid may be considered non-responsive and are liable to be rejected outright. BDO Tarbha reserves the right to reject any or all the Tender Document which does not meet the aforementioned valid requirement.

**1.4. Miscellaneous instructions:**

The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the original tender documents. Bidders are advised not to make any corrections, additions or alterations in the original tender documents. If this condition is not complied with, tender is liable to be rejected.



The bidder must obtain for itself on its own responsibility and its own cost all the information including risks, contingencies & other Circumstances in execution of the supply, and installation. The bidder shall also carefully read and understand all its obligations & liabilities given in tender documents.

No bidder is permitted to canvass to any officials of this office on any matter relating to this tender. Any bidder found doing so maybe disqualified and his bid may be rejected.

All completed tender documents shall be sealed in an envelope super-scribed with the name of the Bidder, the Tender Document Number and the name of package "**Supply & Installation of Computers and Printers**" as indicated in "Bid Information Sheet". In addition to the above, the envelope shall also contain the name, contact no. and address of the bidder.

Bidders shall mention the name of the contact person and complete address of the Bidder in the covering letter along with the authorized signatory for the purpose of this tender.

The Bidders may add additional sheets as and where required to do so for submitting information relating to the tender.

#### **EXAMINATION OF THE BIDS:**

The Purchase Committee of Panchayat Samiti Office, Tarbha shall examine & determine whether each bid is of acceptable quality, is generally complete and is substantially responsive to the bidding documents. For purposes of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it shall be rejected. In case of tenders containing any conditions or deviations or reservations about contents of tender document, BDO, Tarbha may ask for withdrawal of such conditions/ deviations/ reservations. If the bidder does not withdraw such conditions/ deviations/ reservations, the tender shall be treated as non-responsive.

The decision of Purchase Committee of Panchayat Samiti Office, Tarbha regarding responsiveness or non-responsiveness of a tender shall be final and binding.

#### **Delivery & installation:**

The delivery and installation period of the supplies should be within 7 (seven) working days from the date of confirmed order from this office. In case bidder fails to supply or installation within the accepted period, liquidated damages at the rate of 1% of contract value of the order, per week of delay subject to maximum of 10% of the order value will be levied. The systems will be, installed & made operational within two working days from the day of supply received by the office.

If supplier or their employee shall damage or destroy any Computer and accessories, cable, electric lines etc. at the office premises, the supplier shall make good the damages at their expenses or in default BDO Tarbha can deduct the expense from any sums that may be due, or at any time there after become due to the supplier under the contract or otherwise.





**Required Quantity:**

The quantity as stated at Annex-A may increase or decrease while placing final order depending on the requirement by this Office.

**Payment terms:**

Payment will be released and credited to the suppliers Bank A/c only on submission of proper invoice / Bill after installation of the machines duly completed in all respect, certified by BDO, Tarbha.

**Dispute:**

All disputes are subject to Subarnapur jurisdiction.

  
Block Development Officer, Tarbha

**Memo No.677**

**Dt.13/02/2024**

Copy submitted to the District Information Officer, NIC, Subarnapur for information and necessary action. He is requested to web hosting the same up to 25/02/2024 in the website of subarnapur.nic.in.

  
Block Development Officer, Tarbha

**TENDER DOCUMENT**  
For  
**Supply & installation of Desktop Computers and Printer**

Tender Document No. \_\_\_\_\_ Dated: \_\_\_\_\_

Sl. No.	Item	Major Specification	Quantity	Maximum price per unit	EMD Cost
1	Desktop Computers	<b>Processor:</b> 10 <sup>th</sup> or 11 <sup>th</sup> Gen Intel Core i5 64bit; <b>RAM:</b> 16GB DDR4(preferably); <b>HDD:</b> 1TB with 512GBSSD; <b>Graphics:</b> Intel UHD(preferably); <b>Keyboard:</b> USB; <b>Network:</b> Integrated10/100/1000GbELAN,Intel 802.11Wi-Fi, Bluetooth; <b>Mouse:</b> USB; <b>Display/Monitor:</b> 21.5"(Non Touch); <b>Audio:</b> Dualspeakers; <b>Operating System:</b> Windows11Pro 64bit; <b>Warranty:</b> 3Years	06	60000/-  (including installation charge & tax)	18000/-
2	Printer (High Speed-Commercial)	<b>Printing Technology:</b> Laser (Print,Copy,Scan with ADF); <b>PrintingType:</b> Mono; <b>Paper Size:</b> A4/A3; <b>Duplexing:</b> Yes; <b>Networking:</b> Yes; <b>PrintSpeed:</b> 40/43PPM; <b>Warranty:</b> 3year	01	80000/-  ( including installation charge & tax )	4000/-



Technical Specification to be filled by Bidder

Particular- Desktop Computer set

Quantity required- 6nos.

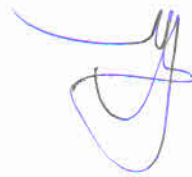
Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding Page no. and Sl. No./para no. of data sheet catalogue/ Brochure in support of Specification	Deviation /Remarks
1	<b>Processor</b>	10 <sup>th</sup> or 11 <sup>th</sup> Gen Intel Core i5 64bit				
2	<b>RAM</b>	16 GBDDR4 (preferably)				
3	<b>HDD</b>	1TB				
4	<b>SSD</b>	512GB				
5	<b>Graphics</b>	Intel UHD (preferably)				
6	<b>Keyboard</b>	USB				
7	<b>Network</b>	Integrated 10/100/1000GbE LAN, Intel 802.11 Wi-Fi				
8	<b>Bluetooth</b>	integrated				
9	<b>Mouse</b>	USB				
10	<b>Display / Monitor</b>	21.5"(Non Touch)				
11	<b>Audio</b>	Dual speakers				
12	<b>Operating System</b>	Windows 11 Pro 64bit				
13	<b>Warranty</b>	3 Years				

Technical Specification to be filled by Bidder

Particular- Printer (High Speed-Commercial)

Quantityrequired-1nos.

Sl. No.	Item	Detail Specification	Make/ Model	Compliance (Yes/No)	Corresponding page no. and Sl.No./para no. of data sheet catalogue/ brochure in support of Specification	Deviation /Remarks
1	<b>Printing Technology</b>	Laser (Print, Copy, Scan with ADF)				
2	<b>Printing Type</b>	Mono				
3	<b>Paper Size</b>	A4/A3				
4	<b>Duplexing</b>	Yes				
5	<b>Networking</b>	yes				
6	<b>Print Speed</b>	40/ 43PPM				
7	<b>Warranty</b>	3Years				





**TENDERDOCUMENT**  
For  
**Supply & installation of Desktop Computers and Printer**  
Tender Document No. \_\_\_\_\_ Dated: \_\_\_\_\_

For Desktop				
Make&Model	Unit Price(inRs.)	GST (in%)	Total Price (inRs.)	Remarks
1	2	3	4	5

For High speed- Commercial Printer				
Nameoftheltem	Unit Price(inRs.)	GST (in%)	Total Price (inRs.)	Remarks
1	2	3	4	5

**(To be Filled by the Vendor/Bidder)**

1. Name of the Vendor:-----

2. Full Address of the Vendor:-----

3. Telephone/Mobile No./Email:-----

4. Fax No. (If any):-----

5. Registration No. of Firm:-----

6. PAN:-----

7. GST Registration No.: -----

**8. Details of DD**

(a) For Tender Fee: DD No.-----Dated -----drawn on \_\_\_\_\_ Bank  
(Non-refundable)

(b) For E.M.D.: DD No.-----Dated -----drawn on \_\_\_\_\_ Bank  
(Refundable without interest)

**9. Documents Submitted:**

- a)
- b)
- c)
- d)
- e)
- f)

