

# TENDER PAPER

[TERMS & CONDITION OF TENDER PAPER]

**Supply, Installation and After Sale Maintenance  
Support of computer, printers and other items for  
the Scholarship Management Unit of ST & SC  
Development Dept., Govt. Of Odisha**

**Tender Call Notice No: 19760/SSD**

**PT1-STSCD-PRMS-PLAN2-0012-2014**

**Date: 6.10.2015**

Sl.	Events	Date, Time
1.	Availability of Tender Document on the Department's Website	8.10.2015, 11.00 hrs.
2.	Pre bid meeting	13.10.2015, 15.00 hrs
3.	Last date and time for Submission of Tender Document	16.11.2015, 14.00 hrs.
4.	Opening of Technical bids	18.11.2015, 16.00 hrs.

**N. B. If the last date of submission of tender paper/ opening of technical bid/ opening of price bids falls on government holiday [Central/ State], then that date shall be the next working day of the state.**

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## 1. Fact Sheet

This **Fact Sheet** comprising important factual data on the tender is for quick reference of the bidder.

Clause	Brief Description
Method of Selection	Quality and Cost Based Selection (QCBS) method shall be used to select the supplier. The Bidder has to submit the bid in two separate sealed envelopes marked Technical & Price bid. Price bid of only those bidders who qualify in Technical Bid shall be opened. Technically qualified bidder, who quotes the least price, will be selected as supplier for the assignment. Consortium is not allowed.
Tender Fee	Tender Paper can be Downloaded from <a href="http://stscodisha.gov.in">http://stscodisha.gov.in</a> . The bidders are required to submit the document fee of Rs. 1,000/- in shape of Account Payee Demand Draft in favour of Under Secretary (DDO), ST&SC Development Department and payable at Bhubaneswar from any of the scheduled commercial bank along with the Proposal.
Earnest Money Deposit (EMD)	Earnest Money Deposit of amount of <b>Rs. 50,000/-</b> only in shape of Account Payee Demand Draft in favour of Under Secretary (DDO), ST&SC Development Department payable at Bhubaneswar from any of the scheduled commercial bank must accompany with the technical bid.
Scope of Work	Selected vendor is expected to deliver the equipment listed in Bill of Material (Section 7.2) such as Laptop, Desktop, UPS, Printer, Scanner, Computer table-chair, Almira and necessary accessories required for installation at the designated locations (State level or District level). Responsibility of the vendor includes transportation, installation, commissioning of the supplied equipment at designated locations with onsite warranty & maintenance support for a period of 3 years.
Project Timeline	Selected bidder need to deliver the required equipment and install at designated sites within <b>30 working days time</b> from award of work order. The bidder will also provide onsite support and maintenance of the equipment for a period of 3 years after successful installation of the equipment.
Language of Bid	Proposal should be prepared by the Bidder in English language only.
Currency of Bid	The bidder should quote price in Indian Rupees only.
Taxes & Duties	The offered price must be exclusive of taxes and duties. The taxes as appropriate & applicable would be paid at the prevalent rates.

Clause	Brief Description
Validity Period	Proposals/ Bids must remain valid minimum for 180 days after the submission date.
Bid to be Submitted at	<p>The proposal must be submitted to:</p> <p><b>Director, SC Welfare, ST&amp;SC Development Department OMTES, Adivasi Exhibition Ground, Unit-1, Bhubaneswar – 751 009</b></p> <p>through registered post or speed post only.</p> <p>The tender paper, technical bid [Form 1 to Form 8], tender fees and EMD shall be put in a sealed envelope with superscription as “Technical Bid”. The price bid [Form 9,10, 11] shall be put in a separate sealed envelope with superscription as “Price Bid”. Both the envelopes shall be put in a separate envelope with superscription as “<i>Tender Paper for supply of computer, printers and other items for the Scholarship Management Unit and School &amp; Hostel Monitoring Unit of ST &amp; SC Development Dept., Govt. Of Odisha</i>”.</p>

## 2. Proposal

ST & SC Development (SSD) Dept. invites Tenders from OEMs /authorized Partners (“Bidders”) for the supply of Computer, Printer, Scanner, Printer and other items as described in Clause 7.1 of this tender paper, “Scope of Work”.

### 3. Pre Bid Meeting :The Pre Bid Meeting will be held on 13.10.2015 at 15.00 hrs at OTDS Conference Hall, Adivasi Exhibition Ground, Unit-I, Bhubaneswar.

Authorised representatives of different firms may attend the meeting at the said time and venue. Interested bidders are requested to send their queries in advance by mail in the following mail id [stscdev@gmail.com](mailto:stscdev@gmail.com) by 9.10.2015 at 15.00 hrs failing which their queries will not be entertained.

## 4. Background Information

### 4.1 Basic Information

Any contract that may result from this Tender Process will be issued for a term of 3 Years (“the Term”) which would include the hardware supply, installation, commissioning, comprehensive onsite warranty and maintenance support.

Tender papers must be received not later than time, date and venue mentioned in the Cover Page. Tender papers that are received after the deadline WILL NOT be considered in this procurement process.

### 4.2 Project Background

Scholarship is one of the most important schemes of the ST & SC Development (SSD) Department aimed at incentivizing the parents of disadvantaged ST, SC, OBC & Minority communities for continuation of the education of their wards and thereby accelerating the educational attainment among these disadvantaged communities. The increased volume

of applications for the Scholarship Schemes over the years is one of the major indicators of genuine interest and requirement of the beneficiaries. Being the nodal department, SSD Department is implementing different Scholarship Schemes for ST, SC, OBC and Minority students. The scale of the Scholarship Programme is considerably high in the Department with about 20 lakh students being covered under different Pre & Post-matric scholarship schemes.

Further, The SSD Department runs 1670 residential Educational Institutions to provide primary, upper primary, secondary and senior secondary education to the children of ST communities and more than 4.3 lakh students study in these schools. Ensuring well-being and safety & security of the boarders, especially girls, is one of the significant challenges in front of the Department.

The Department has therefore decided to set up adequately staffed technical team in form of Scholarship Management Unit to exclusively manage all aspects of Scholarship programme and act as a support unit under the administrative control of the SSD Department. For the regular monitoring of these schools and hostels, a School and Hostel Monitoring Cell would also be constituted within the Department. The Dept. is now proposing to procure computers, printers, scanners, etc. for these 2 units for the State and district offices.

### 4.3 Definitions

- a. Government: The term "**Government**" shall mean Government in ST & SC Development Department of Govt. of Odisha, Bhubaneswar.
- b. SSD: The terms '**SSD**', shall mean the ST & SC Development Department of Government of Odisha.

## 5. Instructions to the Bidders

### 5.1 General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the project to meet the requirements based on their past experience.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the SSD Department.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the SSD Department. Any notification of preferred bidder status by the SSD Department shall not give rise to any enforceable rights by the Bidder. The SSD Department may cancel this procurement at any time prior to a formal written contract being executed by or on behalf of the SSD Department
- d) This Tender Paper supersedes and replaces any previous public documentation & communications on the same subject, and Bidders shall place no reliance on such communications.

## 5.2 Compliant Proposals/ Completeness of Tender Paper

- a) Submission of the bid shall be deemed to have been done after careful study and examination of the tender paper document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph or any clause of the Tender Paper may render non-compliant and the tender paper may be rejected. Bidders must:
  - i. Include all documentation specified in this tender paper;
  - ii. Follow the format prescribed in this tender paper and respond to each element in the order as set out in this tender paper.
  - iii. Comply with all requirements as set out within this tender paper.

## 5.3 Key Requirements of the Bid

### 5.3.1 Right to Terminate the Process

- a. SSD Department may terminate the Tender process at any time and without assigning any reason thereof. SSD Department makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. The submission of tender paper does not constitute an offer by SSD Department. The bidder's participation in this process may result in selecting the bidder to engage towards execution of the contract.

### 5.3.2 Cost of Tender Paper

- a. Tender document can be downloaded from <http://stscodisha.gov.in>. The bidders are required to submit the non-refundable tender **document Fee of Rs.1,000/-** in shape of an account payee Demand Draft in favour of Under Secretary (DDO), ST&SC Development Department and payable at Bhubaneswar from any of the scheduled or commercial bank along with the Tender Paper. Proposals received without or with inadequate fees shall be rejected.

### 5.3.3 Earnest Money Deposit (EMD)

- a. Bidders shall submit, along with their Technical Bids, **EMD of Rs. 50,000/- only**, in the shape of an account payee Demand Draft issued by any Scheduled or Commercial bank in favour of Under Secretary (DDO), ST&SC Development Department payable at Bhubaneswar, and shall be valid for 90 days from the due date of the tender / tender paper.
- b. EMD of all unsuccessful bidders would be refunded by SSD Department within 180 days of the bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of successful bidder would be kept as part of Performance Guarantee till acceptance of final deliverable.
- c. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d. The tender paper submitted without EMD, mentioned above, will be summarily rejected.
- e. The EMD may be forfeited:

- If a bidder withdraws its bid during the period of bid validity.
- In case of a successful bidder, if the bidder fails to sign the contract in accordance with this tender paper.
- If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced Commercial failures etc.

#### **5.3.4 Performance bank Guarantee**

- a. Bank Guarantee in the prescribed format [Form 12] in favor of the Under Secretary (DDO), ST&SC Development Department shall be submitted by the successful tenderer equivalent to 10% of the cost of material to be supplied before execution of the agreement.
- b. The Bank guarantee shall be valid for a period of 38 months from the date of intimation to the selected tenderer for execution of the agreement.
- c. Agreement shall be executed on confirmation of the Performance Bank Guarantee from the Concerned Bank.
- d. The performance bank guarantee if not submitted by the vendor, 10% of the cost of the equipment (along with applicable taxes) will be withheld out of the payment of the vendor and will be paid at the end of 3 years of maintenance support period

#### **5.3.5 Submission of Proposals**

- a. The bidders shall submit their tender paper as per the format given in this tender paper in the following manner
  - Technical Bid [Form 1 to Form 8] - in first envelope [Tender Paper, Technical Bid, EMD, Cost of Tender Paper]
  - Price Bid [Form 9, 10 & 11] - in second envelope
- b. The response to Technical Bid and Price Bid (As mentioned in previous paragraph) should be covered in separate sealed envelopes super-scribing "Technical Bid" and "Price Bid" respectively.
- c. Please Note that Prices shall not be indicated in the Technical Bid but shall only be indicated in the Price Bid.
- d. The two envelopes containing copies of Technical Bid and Price Bid shall be put in another single sealed envelope clearly marked "Tender paper for supply of Computer, Printers and other Items".
- e. The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, E-mail ID and fax number of the bidder.
- f. All the pages of the tender paper must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- g. The original bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initialed by the person (or persons) who sign(s) the tender paper.
- h. All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.



### 5.3.6 Authentication of Bids

The tender paper shall be accompanied by a power-of-attorney in the name of the signatory of the proposal who can bind the HUF/ Firm/ Company.

## 5.4 Preparation and Submission of Tender Paper

### 5.4.1 Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, preparation of tender paper, in providing any additional information required by SSD Department to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. SSD Department will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### 5.4.2 Language

The Proposal shall be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

### 5.4.3 Venue & Deadline for Submission of Tender Paper

Proposals, in its complete form in all respects as specified in the tender paper, must be submitted on or before the last date and time of submission of bid as mentioned on the cover page of the tender paper at the address specified below through register post/ speed post [Indian Post] only. No other way of submission of tender paper including submission through courier shall be considered. Corporation shall not be responsible for any postal delay.

**Director, SC Welfare,  
ST&SC Development Department  
OMTES, Adivasi Exhibition Ground, Unit-1,  
Bhubaneswar – 751 009**

### 5.4.4 Late Bids

- a. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned unopened.
- b. The bids submitted by telex/ telegram/ fax/ e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- c. SSD Department shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- d. SSD Department reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities and urgent commitments. Such amendments shall be hosted in the Corporation website and shall be published in the same newspaper in which the tender call notice is published.

## 5.5 Evaluation Process

- a. SSD Department will constitute a Tender Evaluation Committee [Tender Committee] to evaluate the responses of the bidders.
- b. The Tender Evaluation Committee constituted by the SSD Department shall evaluate the tender papers and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence as specified in clause – 5.1 of tender paper may lead to rejection.
- c. The decision of the Committee in the evaluation of tender papers shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d. The Committee may ask for meetings with the Bidders to seek clarifications on their proposals
- e. The Committee reserves the right to reject any or all proposals on the basis of any deviations.
- f. Each of the tender paper shall be evaluated as per the criteria and requirements specified in this tender paper.

### 5.5.1 Tender Opening

The Bids submitted up to the stipulated last date and time as mentioned on the cover page will be opened on scheduled date and time by the tender committee, in the presence of the Bidders or their authorized representatives, who may be present at the time of opening. The representatives of the bidders are advised to carry the identity card or a letter of authority from the tendering firms to identify their *bona fides* for attending the opening of the proposal.

### 5.5.2 Tender Validity

The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.

### 5.5.3 Tender Evaluation

- a. Initial Bid scrutiny will be held and incomplete details as given below will be treated as non-responsive and liable to be rejected. If tender papers;
  - Are not submitted in the format as specified in the tender document
  - Received without the Letter of Authorization (Power of Attorney)
  - Are found with suppression of details
  - With incomplete information, subjective, conditional offers and partial offers submitted
  - Submitted without the documents requested in the checklist
  - Have non-compliance of any of the clauses stipulated
  - With lesser validity period
  - Received without Cost of Tender Paper/ EMD or both

- b. All responsive Bids will be considered for further processing as below.

Tender Committee will make scrutiny of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this tender paper document. The decision of the Committee will be final in this regard.

## 6 Criteria for Evaluation

Tenders for this contract will be assessed in accordance with Quality and Cost-based Selection (QCBS) system on 50 : 50 basis. All bids will primarily be evaluated on the basis of eligibility criteria. The Tender Committee will carry out a detailed evaluation of the Technical Proposals, only those who qualifies all eligibility criteria by taking into account the following factors:

- a. Overall completeness and compliance with the requirement
- b. Proposed work-plan which will demonstrate whether the bidder can achieve the performance standards within the time frame described in documents or not.
- c. Any other relevant factors, if any, listed in the document, or the SSD Department deems necessary or prudent to take into consideration

In order to facilitate the technical proposal evaluation, the technical criteria laid down have been presented in subsequent section. Bidders qualifying in the technical evaluation will only be considered for further financial bid evaluation. Bids of Tenders which don't possess the minimum specified documents will be considered technically non-responsive and hence debarred from being considered for financial evaluation.

### 6.1 Qualification Criteria

All bids will primarily be evaluated on the basis of Qualification Criteria. The Tender Committee will carry out a detailed evaluation of the Proposals, only those who have submitted documents detailed below as relevant to the bidder.

Sl.	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	i. The bidder should be a Company registered under the Companies Act, 1956 or Limited Liability Partnerships (registered under LLP Act, 2008) since last 3 years ii. Sales Tax/ VAT Registration iii. Service Tax Registration iv. Income Tax Registration	- Certificates of incorporation - Sales Tax Registration - Service Tax Registration Certificate, - PAN copy
2	Up-to-date Clearance	The company must have cleared up-to-date VAT	up-to-date VAT clearance
3	Minimum Sales Turnover	Average Annual Turnover during last three financial years (as per the last published Balance sheets), should be minimum 1 Crore that is generated from supply and support IT infrastructure and power equipment.	Copy of the Audited Balance sheet; Showing the relevant trade for last three financial years (2012-13, 2013-14 and 2014-15)

Sl.	Basic Requirement	Specific Requirements	Documents Required
4	Letter of authorization from OEM	The bidder must submit the Authorisation from OEM(s) on the products quoted under this tender	Letter of authorization; as per template provided [Form 6]
5	Technical Capability	Bidder must have successfully undertaken at least following numbers of assignment(s) of supplying and installing Computer, Printers and Office furniture Items. The assignment(s) must be of value specified herein in last 3 FY ending 2014-15: <ul style="list-style-type: none"> <li>- One project not less than the amount `25 Lakhs</li> <li>OR</li> <li>- Two projects, not less than the amount `15 Lakhs each</li> <li>OR</li> <li>- Three projects not less than the amount `10 Lakhs each;</li> </ul>	Work order(s) and Completion Certificate(s) from the client mentioning details and no of articles supplied and amount of claim on such supply.
6	Proven product	The Bidder or their OEM must have already supplied minimum 100 units of Computer, Printers and other Items as mentioned in the RFP and the same model which they have proposed in this bid by financial year ending 2014-15.	Work order(s) and Completion Certificate(s) from the client mentioning details and number of articles supplied and amount of claim on such supply.
7	Guarantee/ Warranty	The Bidder must have submitted the guarantee & warranty period (3 Years) indicating details of guarantee and warranty to be provided.	Self-Certified Letter
8	Quality Certifications	ISO 9001	Copy of certificate
9	Local Service Centres	The bidder should have presence in Odisha with support Centres. The bidder should have technical manpower with experience to provide service in Bhubaneswar location/ District location for support under this contract.	A Self Certified letter by an authorized signatory
10	Blacklisting	Affidavit by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of 31.03.2014 must be submitted on original letter head of the bidder with	Affidavit in prescribed format [Form 8]

Sl.	Basic Requirement	Specific Requirements	Documents Required
		signature and stamp.	
11	Performance	The Bidder must not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.	A Self Certified letter
12	Tender Fees	The Bidder must have submitted ` 1, 000/ (Rupees One Thousand) only towards the cost of the Tender Document.	In shape of Account Payee DD from Scheduled/ Commercial Bank
13	EMD	The Bidder must have furnished the EMD of Rs. 50,000 (Rupees Fifty Thousand only).	In shape of Account payee DD from Scheduled/ Commercial Bank

## 6.2 Technical Evaluation

Bidders who meet the qualifications/eligibility requirements would be considered as qualified to move to the next stage of Financial evaluations. The Product offered should meet all the technical and functional specifications given in the “**Form 7: Compliance Sheet for Technical Bid**”. Non-compliance to any of the technical and functional specification will attract rejection of the proposal.

Response except “Yes” or “No” is not acceptable. If any bidder provides response other than “Yes” or “No” the same will be treated as ‘Not Available’. Bidders, whose bids are responsive to all the items in the Compliance Sheet for Technical Proposal and meet all the technical and functional specifications, would be considered technically qualified.

## 6.3 Quoting of Rate

Bidder must consider the installation and commissioning cost which includes cost of Computer, Printers and other Items such as Power Cable etc required for installation, transportation to designated location, maintenance cost for 3 years at the designated location from the date of installation, while quoting the rate. The bidder must quote price exclusive of any taxes and duties. **Arithmetical errors** will be rectified on the following basis. Amount mentioned in word will prevail against the figure in case of any discrepancy in Financial Proposal. Technically qualified bidder quoting the lowest price will be declared as preferred bidder.

## 7 Appointment of Supplier

### 7.1 Award Criteria

ST & SC Development Department will award the Contract to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

## **7.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

ST & SC Development Department reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

## **7.3 Notification of Award**

Prior to the expiration of the validity period, SSD Department will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process/ public procurement process has not been completed within the stipulated period, SSD Department Ltd. may like to request the bidders to extend the validity period of the bid. In such case such extended period shall be accepted as mutually agreed upon.

Notification of award will constitute formation of the contract. Upon successful bidder's signing the contract, SSD Department will notify each unsuccessful bidder and return their EMD.

## **7.4 Contract Finalization and Award**

SSD Department shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Price Evaluation. On this basis the draft contract agreement would be finalized for award & signing.

## **7.5 Signing of Contract**

After the SSD Department notifies the successful bidder that its proposal has been accepted, SSD Department shall enter into a contract, incorporating all clauses and the proposal of the bidder between SSD Department and the successful bidder. The Draft Legal Agreement will be provided as a separate document.

## **7.6 Failure to Agree with the Terms and Conditions of the Tender Paper**

Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the tender paper shall constitute sufficient grounds for the annulment of the award, in which event SSD Department may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, the SSD Department shall forfeit the EMD of the successful bidder.

## **7.7 Period of Contract**

The period of contract shall be for a period of three years from the date of execution of agreement. The period may be extended for further periods on mutual agreement by both the parties on similar terms and conditions.

## 8 Terms of Reference

### 8.1 Scope of Work

Selected vendor is expected to deliver the equipment listed in Bill of Material (Section 7.2.) such as Laptop, Desktop, UPS, Printer, Scanner, Computer table-chair, almirah and necessary accessories required for installation at the designated locations (State Capital & District Headquarters). Responsibility of the vendor includes transportation to designated location, installation, commissioning of the supplied equipment at designated depot locations with onsite warranty & maintenance support for a period of 3 years. Equipment bid shall be new, current models manufactured with 100% new OEM parts.

All products should be offered in current production as of the date of the award. For purpose of this contract "current production" shall mean that the equipment model is being manufactured as new equipment for the Indian market. Refurbished equipment is not acceptable. All equipment ordered as stated in the tender paper must be shipped fully configured with the required components.

The procurement order may be increased or decreased of same specification at the same rate decided in the tender process.

#### 8.1.1 Delivery and Installation

The Bidder will deliver the equipment at the designated sites in his own arrangement. No additional transportation cost will be provided. Final list of designated sites will be provided to the selected bidder at the time of work order. No additional cost will be provided for installation.

#### 8.1.2 Maintenance Support

Maintenance support service is for a period of 3 years. Three Years onsite warranty Period will be started after successful installation of the equipment at the designated sites. The service provider must attend to the complaints regarding malfunction of the equipment with in 24 hour of report. Maximum resolution time for any type of complaint is 3 working days.

### 8.2 Bill of Material

Sl.	Description	Approximate Quantity
1	Laptop	6 Nos
2	Heavy Duty Laser Printer	1 No
3	Multifunction Printer	1 No
4	Desktop	33 Nos
5	UPS	33 Nos
6	Standard Laser Printer	32 Nos
7	Scanner	32 Nos
8	Computer table-chair, almirah	40 Nos

The requirement mentioned above is tentative, order may be increase or decrease of



same specification at the same rate decided in the tender process subject to requirement of the corporation and satisfactory performance of the bidder.

### 8.2.1 Specification of Desktop (33 Nos.)

SL	PARAMETERS	SPECIFICATION
1	Processor	CORE I3 4130
2	Motherboard	Intel Q87 chipset based OEM motherboard with support for PCI Express x16 graphics port. Motherboard should be ROHS compliant.
3	BIOS	With support for: Flash, Plug and Play, DMI 2.0, ACPI
4	Memory:	4 GB DDRIII RAM Memory @ 1333/1600 MHz or better with 4 DIMM slots Expandable upto 32 GB
5	Hard Disk Drive:	500 GB 7200 rpm SATAII (3Gb/s) Drive with pre-failure alert with 8MB Cache Buffer
6	Hard Disk Controller:	Integrated On-Board Hard Disk Controller supporting Serial ATA Interfaces
7	Monitor	18.5" Wide TFT TCO 06 monitor. Monitor resolution to be 1068*766. Aspect ratio of 16:9, response time: 5 ms, contrast ratio: 10mn:1
8	Key Board	104 Keys or more Multimedia Keyboard Rupee ready isolated keyboard
9	Mouse	USB/PS2 Optical Scroll Mouse
10	Network Card	Integrated on board Ethernet Controller 10/100/1000 with PXE support and Remote wake up
11	Interfaces	1Serial, 1 parallel, Minimum 6 USB Ver. 2.0. (with 2 in front) & 2 nos USB Ver. 3.0. Audio Ports
12	Expansion-Graphics Slots	4 PCI series slots including minimum 1 PCI E X16 slot and 1 PCI slot
13	Cabinet	MATX Cabinet with atleast 4 bays (2x5.25" External, 1x3.5" External, 1x3.5" Internal)
14	Audio	Integrated on board ALC 892 or higher Audio Controller
15	DISPLAY	Support for QUAD displays with minimum 1 VGA, 1 DVI
17	Power Supply	250 W SMPS
18	Certifications AND Compliance's	ISO 9001: 2000 for OEM Manufacturing, Windows OS Certification, Microsoft certificate of authenticity – COA to have OEM's name, Direct Named OEM and Partner certificate from Intel
20	Anti-Virus Software	3 years subscription of MCAFEE or similar anti-virus
21	Operating System:	OEM Windows 8.1 Professional with recovery media to be preloaded. Vendor must furnish a list of serial numbers of all CoA along with the corresponding list of PC system serial numbers for Operating system licenses which are pre-loaded.
22	Application Software	MS Office Indic (OLP)
23	Certifications and Other Quality Documents	Green Peace Rating of 5.0 and Above

### 8.2.2 Specification of Laptop (6 Nos.)



SL	PARAMETERS	SPECIFICATION
1	Processor	Intel Core i5 - series 5th generation Mobile Processor Family or higher.
2	Clock Speed	2.2 Ghz. Or higher
3	Processor Speed	1.2 GHz
4	Chipset	System on Chip
5	Cache Memory	3MB or higher
6	Flash Memory (sd slot)	Card Reader slot for SD/MICRO SD card
7	RAM	Minimum 8GB DDR3 or higher
9	Display	14.0" HD high brightness anti-Glare LED backlight display with 1366X768 pixel resolution or more
10	Hinges	Metal "reinforced hinges.
11	Graphics	Integrated Graphics Card
12	Audio	Two built-in stereo speakers (2x2) with high definition audio support. Dual Array Microphone
13	Bluetooth	Enabled 4.0 or higher
14	Webcam	HD Video webcam with High Dynamic Range Support
15	Security	Finger Printer Reader, Trusted Platform Module 1.2
16	HDD Protection	G Sensor to be available along with cushion on the HDD for protection
17	Optical Device Drive	
18	Hard Disk	500GB HDD 5400rpm or higher
19	Ethernet Controllers	Gigabit Ethernet
20	Wireless Device	Integrated Wireless, Intel 2x2 dual Antennae, 802.11ac

21	Interfaces	VGA out, Rj-45, 2 USB2.0 & 2 USB 3.0 or more, Audio combo port, AC Adapter Jack, HDMI port, Kensington lock slot, etc.
22	Keyboard & Touch Pad Device	Standard Keyboard with touch pad with Multi Gesture support. Supporting two-finger scroll and pinch. Swipes access charms, application commands
23	Accessories (Cost Included)	Indian 3 Pin Adapter 45W or higher
24	Battery & Backup	4 cell battery or higher, with 53 Whr Battery capacity or more
25	Carry Case	OEM carry Bag or Back pack
26	Weight	Not exceeding 1.9 KGS including battery
27	Operating System (OS)	Preloaded Microsoft Windows 10 Home 64 bit
28	CERTIFICATE	UL/FCC or equivalent certification, RoHS compliant. Energy star certified. Quality Certification ISO 9001-2000. Production Environment Certification ISO 14001, EPEAT Gold
29	Direct Named OEM	The manufacturer of the Laptop should be direct named OEM of Microsoft Corporation for preloading Microsoft products.
30	Warranty	1year Comprehensive warranty

### 8.2.3 Specification of Scanner (32 Nos.)

SL	PARAMETERS	SPECIFICATION
1	Scanner Type	Flatbed
2	Document scanning	Upto legal size
3	Bit Depth	48 bit
4	Light Source	LED

5	Scan Technology	CCD
6	Control Panel	4 button
7	Scan Resolution	4800 X 9600dpi
9	Image Scaling	10 to 2400 in 1% increment
10	Standard Connectivity	USB 2.0
11	Output Format	PDF, PDF searchable, TIFF, TIFF compressed, JPG, BMP, PNG, FPX, GIF, PCX, RTF, TXT, HTML
12	Operating System	Window 7,8, professional and MAC
13	Warranty	1 year

#### 8.2.4 Specification of Printer (1 No.)

SL	PARAMETERS	SPECIFICATION
1	Print Speed	UP to 55 PPM
2	Print Resolution	Black Upto 1200 X 1200 dpi
3	Processor Speed	1.2 GHz
4	Mobile Printing Capabilities	Having Mobile Printing capabilities
5	Memory	512 MB
6	Duty Cycle	Up to 225,000 Pages
7	Paper Handling	Input Tray 1,100 Sheet and Out put capacity upto 600 sheet standard
9	Standard connectivity	2 Hi-Speed USB 2.0 Host, 1 Hi-Speed USB 2.0 Device, 1 Gigabit Ethernet 10/100/1000T network, 1 Hardware Integration Pocket (HIP) Optional: 2 internal USB ports
10	Automatic both Side Printing	YES

#### 8.2.5 Specification of Multifunction printer (1 No.)

SL	PARAMETERS	SPECIFICATION
<b>Print</b>		
1	Print Speed	Normal, A4: Up to 25 ppm; Normal, letter: Up to 26 ppm; Duplex (A4): Up to 15 ipm; Duplex (letter): Up to 16 ipm
2	Print Resolution	Black (best): Up to 1200 x 1200 dpi; Black (normal)
3	Duplex print options	Automatic (standard)
4	Print technology	Laser
<b>Scan</b>		
5	Scan type/technology	Flatbed, ADF
6	Technology	Contact Image Sensor (CIS)
7	Scan speed	Normal, A4: Up to 14 ppm (b&w), up to 5 ppm (colour)
8	Scan size maximum	Flatbed: 216 x 356 mm (8.5 x 14 in)
9	Bit depth/Grayscale levels	Bit Depth: 24-bit; Grayscale: 256
<b>Copy</b>		
10	Copy speed	Normal, A4: Up to 25 cpm black; Normal, letter: Up to 26 cpm black
11	Copy resolution	Black (text): Up to 600 x 600 dpi; Black (graphics): Up to 600 x 600 dpi
12	Max no of copies	Up to 99 copies
13	Copier resize	25 to 400%
14	Copier settings	Up to 99 multiple copies; Collation; Reduce/Enlarge from 25% to 400%
<b>Fax</b>		
15	Fax speed	3 sec per page
16	Fax speed dialing (max numbers)	Up to 120 numbers
<b>Connectivity</b>		

17	Standard connectivity	Hi-Speed USB 2.0 port (host/device); built-in Fast Ethernet 10/100Base-TX network port; Phone line port (in/out)
18	Network ready	Standard (built-in Ethernet)
19	Network capabilities	10/100 Ethernet
<b>General Specification</b>		
20	Memory	256 MB
21	Digital sending features	Scan to email; Scan to network folder
22	Processor speed	600 MHz
23	Duty cycle	Up to 15,000 pages
24	Input	250-sheet input tray, 10-sheet priority tray, 35-sheet Automatic Document Feeder (ADF)
25	Output	100-sheet output bin

### 8.2.6 Specification of Printer (32 Nos.)

SL	PARAMETERS	SPECIFICATION
1	Print Speed	UP to 35 PPM
2	Print Resolution	Black Upto 1200 X 1200 dpi
3	Processor Speed	800 MHz
4	Mobile Printing Capabilities	Having Mobile Printing capabilities
5	Memory	256 MB
6	Duty Cycle	Up to 50,000 Pages
7	Paper Handling	50-sheet multipurpose tray 1, 250-sheet input tray 2, automatic duplexer for two-sided printing <b>Input Capacity:</b> Up to 300 sheets, Up to 10 envelopes <b>Output Capacity:</b> Up to 150 sheets, Up to 10 envelopes, Up to 75 sheets transparencies <b>Media Type</b> Paper (plain, Green mode, light, heavy, bond,

		color, letterhead,
9	Standard connectivity	1 Hi-Speed USB 2.0; 1 Ethernet 10/100/1000T network
10	Automatic both Side Printing	YES

### 8.2.7 Specification of UPS (33 Nos.)

SL	PARAMETERS	SPECIFICATION
1	Output Power Capacity	660 Watts / 1100 VA
2	Nominal Output Voltage	230 V
3	Output Connections	India 2/3-pin 6A (Surge Protection) India 2/3-pin 6A (Battery Backup)

### 8.2.8 Specification of Computer Chair & Table, Almira (Cupboard) (40 Nos.)

SL	PARAMETERS	SPECIFICATION
<b>Computer Table</b>		
1	Dimension	W. 1200 X D. 600 X H. 750 in mm.
2	Material	Pre-laminated Particle board
3	Finish	Boverian Beach
4	Pull Out Tray	One for key board
5	Drawer	1 no. with lock
6	Shelf	1 no for keeping CPU on the right hand side bottom of the table
7	Other	Adjustable stud at the bottom
<b>Chair</b>		
1	DEPTH	650
2	WIDTH	560
3	HEIGHT	970
4	Other	<ul style="list-style-type: none"> <li>• Gas lift mechanism</li> <li>• PU molded Seat &amp; Back</li> </ul>

		<ul style="list-style-type: none"> <li>• PP Arms</li> <li>• Push-back facility</li> <li>• Ergonomically designed for hand support, back support and to avoid strain, with 5 twins prolonged castor wheels</li> </ul>
<b>Almirah</b>		
1	Thickness	Almirah are made of 0.80mm thick MS CRCA sheet is Conforming to IS-513
2	Shelves	The shelves have two lipped flanges of 25mm & 15mm. Each shelf is supported on four adjustable steel brackets of 3.0mm thickness. Four rack strips are provided to support the shelves, covering full height of the Almirah. These rack strips are made of 1.25mm MS CRCA sheet.
3	Doors	These are made of 1.0mm thick MS CRCA sheet conforming to IS-513. Doors are provided with 0.8mm thick stiffeners, spot-welded at equal pitch.
4	Pedestal	It is made of 1.0mm thick MS CRCA sheet. It's height is 125mm.
5	Hinges	Double-folded type hinges are made of 1.6 mm MS CRCA. There are three hinges per door leaf in large Almirah & two on each door leaf in small Almirah.
6	Locking	There is a 3 way bolting device for locking the Almirah. Locking bar is made of steel Bright bar. The Locking-bar is guided into a fork-type double-flange steel-guide. A superior quality 6 lever lock with duplicate stainless steel keys is provided in Almirah.
7	Finish	Almirahs are given proper Zinc-phosphating pre-treatment before painting with superior A.D Stove enamels paint. The DFT of Paint is approx. 70-80µ, The standard shades of these almirah is HAVELLS Grey . Any other shade may also be provided on request.

### 8.3 Methodology

- A. Selected vendor will collect the final list of designated sites from the ST & SC Development (SSD) Department along with the work order.
- B. The vendor will deliver the items as per the final list of designated sites.
- C. The vendor will coordinate with the office-in-Charge and install the item at the office in a suitable location within the office space.
- D. The vendor will collect a certificate from the Office-in-Charge on successful installation and proper functioning of the items.
- E. The vendor will submit all the certificates along with the claims for payment on the basis of no of items supplied to the ST & SC Development (SSD) Department
- F. ST & SC Development (SSD) Department will collect a report on proper functioning for one complete month of all items supplied by the vendor.

### 8.4 Deliverable & Project Timeline

The delivery, installation and commissioning of all the items should be completed within time duration of 15 days from the date of work order. The vendor is responsible to deliver the equipment at the designated sites and install them successfully. Three Years onsite warranty Period will be started after successful installation of the equipment at the designated sites.

### 8.5 Payment Schedules

- I. Selected vendor can raise claims for payment on the basis of number items supplied and installed successfully and the certificates obtained from the office.
- II. 80 % of the cost of equipment (along with applicable taxes) will be paid on successful installation and commissioning of the equipment basing on the report of the office in charge.
- III. Balance 20% of the cost of equipment (along with applicable taxes) will be paid after successful running of the system for a period of one month basing on the report of the office in charge. A performance bank guarantee of 10% of the order value will be kept till end of support period.
- IV. The performance bank guarantee if not submitted by the vendor 10% of the cost of equipment (along with applicable taxes) will be paid after successful running of the system for a period of one month basing on the report of the office in charge and remaining 10% of the cost of the equipment (along with applicable taxes) will be paid at the end of 3 years of maintenance support period.

### 8.6 Liquidated Damages

#### 8.6.1 Service Level for Delivery and Installation

In the event of delay in execution of work in delivery & installation of equipment specified, the bidder shall be liable to a penalty @1% of the value of work order in respective phases, for every week of delay up to a maximum of 10%. As the project is highly time bound, in case of delay, ST & SC Development (SSD) Department shall be at liberty to cancel the award at point of time without stating any reason there off.

#### 8.6.2 Service Level for Maintenance Support



The service provider must attend to the complaints regarding malfunction of the equipment within 24 hours of report. Maximum resolution time for any type of complaint is 3 working days. The Service Provider has to resolve at least 95% of complaints within stipulated time mentioned above. In the event of failing to meet the above service level, the bidder shall be liable to a penalty as mentioned in the table given below:

% of Complains Resolved complying the service level within the stipulated time	Penalty % on order value to be deducted towards performance guarantee
95% to 100%	0
90% to less than 95%	1
85% to less than 90%	2
80% to less than 85%	3
75% to less than 80%	4
70% to less than 75%	5
65% to less than 70%	6
60% to less than 65%	7
55% to less than 60%	8
50% to less than 55%	9
Less than 50%	10

## Appendix-I: Technical Bid

### Form 1: Compliance Sheet for Technical Bid

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid.

Sl	Compliance Document	Provided (Yes/ No)	Page No in the Technical Bid
1	Copy of Certificate of Incorporation and Certificate of Commencement		
2	Copy of Sales Tax/ VAT Registration Certificate		
3	Copy of Service Tax Registration Certificate		
4	Copy of PAN		
5	Copy of Up to date VAT Clearance Certificate		
6	Copy of Audited Balance sheet and Profit & Loss Account; Showing the relevant trade as proof of Annual Turnover of last three years (2012-13, 2013-14 and 2014-15) as of Mar 31, 2015.		
7	Copy of Income Tax Return of last three years(2012-13, 2013-14 and 2014-15) as of Mar 31,2015		
8	Tender Paper Cost (DD No.: _____, Amount: _____, Bank: _____, Date: _____)		
9	Earnest Money (DD No.: _____, Amount: _____, Bank.: _____, Date: _____)		
10	Acceptance of terms & conditions contained in the tender documents [Form 2]		
11	Particulars of the Bidder (In the format attached at Form 3)		
12	List of Projects Executed (In the format attached at Form 4) [Certificate from the client as per clause 5.1]		

13	Project Citation of each Project listed in Form 4 (In the format attached at Form 5)		
14	Letter of authorization from OEM (In the format attached at Form 6)		
15	Specification Compliance of Proposed Equipment (In the format attached at Form 7)		
16	Affidavit of not be under Ineligibility(In the format attached at Form 8)		
17	Copy of Power of Attorney in the name of the Authorized signatory		
18	Self-Certified letter on Guarantee/ Warrantee		
19	Self-Certified letter on Local Service Center		

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

## Form 2: Bid Letter (Technical Bid)

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

<Location, Date>

To

**Director, SC Welfare,  
ST&SC Development Department  
OMTES, Adivasi Exhibition Ground, Unit-1,  
Bhubaneswar – 751 009**

**Subject:** Submission of the Technical bid for Supply, Installation, Commissioning & Support of Laptop, Desktop, Printer, Scanner and Accessories for SSD Department.

Dear Sir/Madam,

We, the undersigned, offer to provide our services to the ST&SC Development Department on your Tender Call Notice vide no <insert tender no> dated <insert date>. We are hereby submitting our Proposal, which includes this Technical bid and the Financial Bid sealed in separate envelopes.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our tender is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the tender paper document.

We understand you are not bound to accept any tender you receive.

Yours sincerely,

Authorized Signature [*In full and initials*]: Name and  
Title of Signatory:

Name of Firm:

Address:

Location:

Date:

**Form 3: Particulars of the Bidder**

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

1. Name of the Organisation:
2. Organisation Status of Registration
3. Address of Corporate Office
4. Address of Office in Odisha
5. Telephone No      Fax No
6. Email Address
7. Website
8. Registration No of Certificate of Incorporation & Date
9. Registration No of Sales Tax/ VAT & Date
10. Registration No of Service Tax
11. Permanent Account Number of Income Tax & Date of Regn.
12. No. of years of proven experience of providing similar Services:
13. Annual Turnover

11	Annual turnover  Audited Annual Turnover in last three years	Annual turnover of the company in Rs.			
		FY	Turn Over (Rs.)		
			PBT	PAT	ATO
	2012-2013				
	2013-2014				
	2014-2015				

14. No. of employees :

Technical	Managerial	Support	Total

15. Total Value of the Organisation (in Rupees):

Signature of witness  
Date:  
Place:

Signature of the Tenderer  
Date:  
Place:

Company Seal

### Form 4: Format for List of Projects Executed

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

Sl	Name, Address of the Client	Name of the Project	Project Period		Total Project Cost	Is this Project Similar to current assignment (Yes/ No)
			From	To		
(1)	(2)	(3)	(4)	(5)	(7)	(8)

Note: The information provided in the above table must supported by relevant work order copy.

Signature of witness  
Date:  
Place:

Signature of the Tenderer  
Date:  
Place:

Company Seal

### Form 5: Project Citation Format

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

#### I. Client Details

1. Name of the Client

2. Sector of the Client (Put a tick Mark '✓'): a. Govt. in India  b. Govt. in Odisha   
c. PSU in India  d. Others

3. Client Reference (Name, Designation, Postal Address, Phone, Fax, e-mail):

#### II. Project Detail

4. Name of the Project:

5. Work Order No & Date

6. Project Start Date:  Completion Date:

7. Project Cost(Excluding Tax in INR):

8. No. of skilled Professionals involved in the project:

9. Brief details about scope of the project:

Signature of witness  
Date:  
Place:

Signature of the Tenderer  
Date:  
Place:

Company Seal

**Form 6: Manufacturers/ Producers Authorization Form**

Letter No. \_\_\_\_\_

Date: \_\_\_\_\_

To

**The Director,  
SC Welfare,  
ST&SC Development Department  
OMTES, Adivasi Exhibition Ground, Unit-1,  
Bhubaneswar – 751 009**

**Sub: OEM Authorization Letter**

Dear Sir:

**Ref: Your Tender Ref:** \_\_\_\_\_

We who are established and reputable manufacturers / producers of \_\_\_\_\_ having factories / development facilities at (*address of factory / facility*) do hereby authorize M/s \_\_\_\_\_ (*Name and address of Agent*) to submit a Bid, and sign the contract with you against the above Bid Invitation.

We hereby extend our full guarantee and warranty for the Solution, Products and services offered by the above firm against this Bid Invitation.

We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Supplier:

- a. Such Products as the SSD Department may opt to purchase from the Supplier, provided, that this option shall not relieve the Supplier of any warranty obligations under the Contract; and
- b. In the event of termination of production of such Products:
  - i. Advance notification to the SSD Department of the pending termination, in sufficient time to permit the SSD Department to procure needed requirements; and
  - ii. Following such termination, furnishing at no cost to the SSD Department, the blueprints, design documents, operations manuals, standards, source codes and specifications of the Products, if requested.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully,

(Name)

(Name of Producers)

**Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it.**



## Form 7: Specification Compliance of the Proposed Equipment

### A. Laptop

Make \_\_\_\_\_ Model \_\_\_\_\_

SL	PARAMETERS	SPECIFICATION	RESPONSE (YES/NO)
1			
2			
3			

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

**Form 8: Affidavit of not be under Ineligibility**

Before the Executive Magistrate/ Notary Public

**AFFIDAVIT**

I, Sri/Smt. \_\_\_\_\_ aged about \_\_\_\_\_  
S/o./D/o./W/o. \_\_\_\_\_ Proprietor/Partner/  
Director of \_\_\_\_\_ M/s. \_\_\_\_\_ At- \_\_\_\_\_ Po-  
\_\_\_\_\_, P.S- \_\_\_\_\_, Dist- \_\_\_\_\_ do  
hereby solemnly affirm and state as follows:

- 1) That pursuant to the tender call notice dt. \_\_\_\_\_ of SSD Department. for Supply, Installation, Commissioning and Support of Desktop, Laptop, Printer, Scanner and Other Accessories for State and District Level offices of the ST & SC Development Department (SSD Department), I/my firm/company am/is an intended bidder to participate in the said tender process.
- 2) That as per terms & conditions of the tender documents, I am to declare that, I/my firm/company have not been blacklisted by any Central/State Govt. Organisation or by any Public Sector undertakings of the State/Central Govt.
- 3) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- 4) That this affidavit is required to be produced with tender paper before the Director, SC Welfare, SSD Department
- 5) That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

The above deponent being present before me & duly identified by Sri \_\_\_\_\_ Advocate states on oath that the facts stated above are true to the best of his/her knowledge.

Deponent

**\*Strike out whichever is not applicable.**

Executive Magistrate/

Notary Public \_\_\_\_\_

## Appendix-II: Price Bid

### Form 9: Compliance Sheet for Price Bid

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

Please check whether following have been enclosed in the respective covers, namely, Financial Bid.

- a. Bid Letter (Price Bid)  
(In the format attached at Form 10) Yes/No
- b. Financial Bid  
(In the format attached at Form 11) Yes/No

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

## Form 10: Bid Letter (Price Bid)

<Location, Date>

To

**The Director,  
SC Welfare,  
ST&SC Development Department  
OMTES, Adivasi Exhibition Ground, Unit-1,  
Bhubaneswar – 751 009**

**Subject:** Submission of the price bid for tender to Supply, Installation Commissioning & Support of Desktop, Laptop, Printer, Scanner and Other Accessories for State and District Level offices of the ST & SC Development Department (SSD Department).

Dear Sir/Madam,

We, the undersigned, offer to provide our services for Transportation, Supply, Installation Commissioning & Support of Desktop, Laptop, Printer, Scanner and Other Accessories for State and District Level offices of the ST & SC Development Department (SSD Department) in accordance with your Tender Document <<tender paper No. >> dated <<Date>> and our Bid (Technical and Price Bid). Our Financial Bid is attached in Form 11.

### 1. PRICE AND VALIDITY

All the prices mentioned in our Tender are in accordance with the terms as specified in the tender paper documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the tender paper. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

### 2. UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

### 3. QUALIFYING DATA

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

**4. BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section [7.1] in the tender paper. These prices are indicated at Price Bid attached with our Tender as part of the Tender.

We understand you are not bound to accept any tender you receive.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive.

Thanking you,

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

## Form 11: Financial Bid

Tender Call Notice No: \_\_\_\_\_, Date: \_\_\_\_\_

Unit Rate/ Value must be quoted below exclusive of any taxes and duties. Tax percentage and Tax amount should be mentioned separately. The Price Bid will be evaluated as per Total Value of the equipment exclusive of taxes & duties.

Sl	Item	Specification	Quantity in Nos.	Unit Rate In Rs. (In Figure)	Unit Rate In Rs. (In Words)	Value In Rs.
(A)	(B)		(C)	(D)	(E)	(E=C X D)
1	Laptop		6			
2	Heavy Duty Leaser Printer		1			
3	Multifunction Printer		1			
4	Desktop		33			
5	UPS		33			
6	Standard Leaser Printer		32			
7	Scanner		32			
8	Computer table-chair, almirah		40			
<b>A. Total Value in Figure</b>						
<b>B. %age of CST/ VAT</b>				<b>CST/ VAT Amount</b>		
<b>C. %age of Other Taxes &amp; Duties (If any)</b>				<b>Other Tax Amount</b>		

Note: Amount mentioned in 'A. Total value in Figure' will be considered for the financial bid evaluation. Tax amounts will not be considered for evaluation.

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

Company Seal

## Appendix III: Other Formats

### Form 12: Performance Bank Guarantee

To

**The Director,  
SC Welfare,  
ST&SC Development Department  
OMTES, Adivasi Exhibition Ground, Unit-1,  
Bhubaneswar – 751 009**

Whereas, <<name of the supplier and address>> (hereinafter called “the Bidder”) has undertaken, in pursuance of contract no. <<insert contract no.>> dated <<insert date>> to provide services for <<name of the assignment>> to Director, SC Welfare, SSD Department (hereinafter called “the beneficiary”)

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<name of the bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> 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 Rs.<<insert value>> (Rupees <<insert value in words>> only) 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 Rs .<<insert value>> (Rupees <<insert value in words>> only) 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 Bidder 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 Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

Notwithstanding anything contained herein:

- I. Our liability under this bank guarantee shall not exceed Rs<<insert value>> (rupees <<insert value in words>> only).
- II. This bank guarantee shall be valid upto<<insert expiry date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before <<insert expiry date>>) failing which our liability under the guarantee will automatically cease.

Seal & Signature of the authorized officer of the Bank

Name & Designation of the Officer

Date:

Seal, Name & address of the bank & address of the branch