State Level Advisory Unit (SLAU)
Special Development Council (SDC)
Planning & Convergence Department
Govt. of Odisha,
CRPF Square, Bhubaneswar-751003

(Telephone no.-0674-2561630/E-mail.Id-slausdc2018@gmail.com)

L. No.166 / SLAU Date: 23.02.2019

# **QUOTATION CALL NOTICE**

Sealed quotations are hereby invited from established and accredited Original Equipment Manufacturer (OEM)/authorized dealers for Supply and Installation of desktop computers with other Peripherals as per specification required by Advisor(TD &SDC), State Level Advisory Unit, CRPF Square, Bhubaneswar-751003. For details please visit website **www.odisha.gov.in** and our Office Website **www.scstrti.in**. The quotations will be received up to **01.00** PM of Dt. **06.03.2019** and will be opened on the same day at **3.30** PM in presence of the Internal Purchase Committee. The quotation received incomplete or after the scheduled date and time shall be rejected. The quotation or their authorized representative may remain present at the time of opening of the sealed quotations. The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Sd/-Advisor, (TD&SDC),

Memo No. 167 (3)

Dt.23.02.2019

Copy to Notice Board of ST & SC Dev. Deptt / SCSTRTI/ATLC Bhubaneswar for information.

Sd/-Asst. Director (Stat./DDO)

Memo No. 168

Dt 23.02.2019

Copy to the Head Portal Group Secretariat, IT Centre, Bhubaneswar for wide circulation of the Notice through Govt. Web site.

Sd/-Asst. Director (Stat. /DDO)

# State Level Advisory Unit Special Development Council Planning & Convergence Department CRPF Square, Bhubaneswar-751003

# Supply and Installation of Desk top computers with other Peripherals.

Sealed quotations are hereby invited from established and accredited Original Equipment Manufacturer (OEM)/authorized dealers having annual turnover of more than Rs.30 lakhs for supply, installation & commissioning of 05 (five) numbers of desktop from any of the under mentioned specifications to be installed in the office of the State Level Advisory Unit of SDC,CRP Square, Bhubaneswar.

Sl.	Item Description
No	
1	Dell Desktop with;
	(Core 15,4 GB RAM ,1 TB HDD,19.5" LED
	Monitor, KBD, Mouse, Win10 O/S
2	HP All in one with:
	( Core i5, 4 GB RAM, 1 TB HDD,21.5" Display,
	Win 10 Home Basic preloaded)
3	HP 1020+ Laser Printer
4	APC UPS
5	Scanner (Cannon or HP)

- 1. Quotation documents will be available from our Office Website www.SCSTRTI.in.The downloaded bid document shall be accompanied with a crossed Demand Draft of Rs.1000/towards cost of the quotation document payable at Bhubaneswar drawn in favour of "The Director, SCSTRTI, Bhubaneswar" payable at Bhubaneswar.
- 2. The company must be ISO certified . Company having service centre facility at Bhubaneswar shall be preferred.
- 3. The Quotations are required to furnish attested copies of the registration number of the firm along with the CMS I No. allotted by the competent authorities and I. T registration number (P.A.N.) along with the place of registration, with the quotation.
- 4. The Quotations are required to deposit Rs.5,000/- (Rupees five thousand) only as Earnest Money Deposit (EMD) in shape of Bank Draft payable at Bhubaneswar drawn in favour of "The Director, SCSTRTI, Bhubaneswar". The EMD amount of the successful firm will be refunded only after successful installation of the systems and after receipt of the performance security.
- 5. Performance security of 05% of the total value of purchase shall be deducted from bills as per guidelines which will be refunded to the firm after the warranty period is over .
- 6. The items conforming to required specifications are to be delivered to the consignee SLAU of SDC at Bhubaneswar, Odisha and the quotation has to quote the rates giving details of taxes, levies charges, premium etc. separately as stated in the quotation document.

- 7. The quotations should be submitted after due compliance with guidelines given in the quotation documents under Schedule (A) Conditions of Contract, Schedule (B)-Technical specifications, Schedule (C) Delivery Destination, Schedule (D)- Bid Form & Schedule (E)- Price schedule. Quotation submitted in incomplete form shall be rejected outright.
- 8. The filled in sealed quotations containing Techno- Commercial Bid and Price Bid in double cover system as per instruction given in quotation documents, shall be submitted in the office of the (SLAU), Bhubaneswar by dropping the quotation document on the quotation box / registered post or courier service. Quotations received after due date and time will not be entertained and be returned summarily.
- 9. The sealed quotations will be received till 01.00 PM of Dt.06.03.2019 in the Office of the SLAU. The technical bids will be opened on 06.03.2019 at 3.30 PM in presence of the quotationers or their authorized representatives, if they desire to be present. The opening of price bids will be announced later on. Price bids will be opened in respect of only those quotations who qualify in the technical bid assessment.
- 10. SLAU reserves the right to cancel any or all quotations or part thereof, without assigning any reason thereof.

Sd/-Advisor (TD & SDC).

#### Schedule (A)

#### **Conditions of Contract**

- 1. The Quotation papers include instructions issued in the quotation notice along with the scheduled (A)- conditions of Contract, Schedule(B)- Technical specifications, Schedule (C)- Delivery Destination, Schedule (D)- Bid form, Schedule (E)- Price Schedule.
- 2. The quotationers shall submit the following documents and information with the quotation. Lack of complete and adequate information under any of the parameter may render the bid disqualified. The technical document shall be tagged and indexed properly to locate the documents easily.

#### (a) Technical Documents:

- (i) Copy of quotation notice.
- (ii) Acceptance of scheduled (A) & Schedule (B)
- (iii) Documentary evidence that the quotationer is either original equipment. Manufacturer (OEM) or authorized dealer of the OEM.
- (iv) Copies of the registration number of the firm along with the GST No. allotted by the competent authorities and I.T registration number (P.A.N) along with the place of registration.
- (v) Attested copies of service tax registration certificate and latest GST clearance certificate issued by the competent authority.
- (vi) Technical information of products released by the OEM.
- (vii) Documents in support of supplies made during last 2 years to different Govt. and public sector undertaking.
- (viii) The firm should submit an undertaking for providing service/ maintenance during the warranty period effective from the date of commissioning with terms & conditions as well as for taking Annual maintenance contract (AMC) after the warranty period.
- (ix) Bank draft of Rs.1000.00 (Rupees one thousand) only towards quotation paper cost drawn in any Nationalized bank in favour of the Director SCSTRTI payable at Bhubaneswar which is non refundable.
- (x) Attested copies of Audited balance sheet for last 2 years
- (xi) Service facility at Bhubaneswar & other places in Odisha and outside the state.
- (xii) Copy of the ISO certificate.
- (xiii) Bank draft of Rs. 5,000/- (Rupees five thousand) only towards EMD amount drawn in favour of The Director SCSTRTI, payable at Bhubaneswar from any nationalized bank.
- (xiv) Undertaking that the Agency/ Firm has not been blacklisted by any Govt. organization.

#### b) Price Bid Documents:

- (I) Acceptance of Schedule (C) Delivery destination.
- (II) Filled up Scheduled (D)- Bid form
- (II) Filled up Scheduled- Price Schedule
- 3. The quoted rates shall be for destination mentioned in the schedule(C) Delivery Destination inclusive of all taxes, duties, levies, charges, transportation cost and transit insurance cost. The item should be shown separately along with the basic rate. Prices written in words shall be accepted in case of any discrepancy. Bids with conditions or provision of escalation will be summarily rejected.
- 4. Validity of period of the Quotations shall be 90 days from the date of opening of the price bid.
- 5. The items are to be delivered in good condition at the place designed by SLAU, Bhubaneswar as mentioned in the Schedule (C) for delivery destination.

- 6. The H/W & S/W should be new and unused. The items shall be of reputed OEM and should also conform to models, designs and standard i.e. as per schedule- B. SLAU reserves the right to purchase whole or part of the items as required.
- 7. If any items fail to satisfy requirement of standards, the item shall not be accepted and the quotationer at his own cost shall remove it from point of delivery.
- 8. Items are to be delivered within 30 days of issue of purchase order.
- 9. The quotationer shall give a minimum warranty period of 3 years from the date of commissioning of the items at destination and shall submit a declaration from OEM regarding the same.
- 10. The quotationer has to rectify defects in the items supplied within 3 days of issue of intimation during the warranty period. **failing which an amount of 07% of performance security will be forfeited per day of delay.**
- 11. If the Quotationer fails to supply the items within prescribed time period it shall be treated as breach of contract. The EMD may be forfeited and the supply order cancelled for which the quotationer shall remain fully responsible without any liability of SLAU.
- 12. Quotations are to be submitted in a double cover system. The 1<sup>st</sup> sealed envelope should be marked as technical bid and shall contain the technical documents and the 2<sup>nd</sup> sealed envelope shall contain the price bid and should be marked as price bid. Both the 1<sup>st</sup> and 2<sup>nd</sup> sealed envelopes are then to be put inside a 3<sup>rd</sup> envelope duly marked "Supply and Installation of Desk top computer and other peripherals." "From" and "To" addresses shall be written on each of the envelopes.
- 13. In the case of submission of sealed quotations by registered post or Courier service, SLAU shall not be responsible for postal or courier service delays or missing of the documents during transit. Quotations reaching late (as per time mentioned in the quotation notice) shall not be considered by SLAU.
- 14. Conditional quotations may be rejected. Decision of the SLAU authorities in this regard shall be final.
- 15. Terms of payment: payment to the successful quotationers shall be made only after items are received in good and serviceable condition as per conditions stipulated in the quotation documents along with required documents submitted to SLAU in support of Bills. 90% of the bill amount will be released after successful commissioning & operation of the system & 10% of the Bill amount will be retained towards performance security. This amount can be released on submission of Bank Guarantee for equal amount issued by any nationalized bank at Bhubaneswar, which will remain valid till three month beyond the Guarantee period / warranty period.
- 16. The quotationer shall not raise any claim in any manner after the Bill amount are cleared against the purchase order.
- 17. In case of any dispute between the quotationer and SLAU regarding interpretation of quotations documents conditions, the decision of the AdvisorTD & SDC, SLAU, Bhubaneswar shall be final and binding. Jurisdiction of court-Civil suits, if any, arising out of the contract shall have to be filed in the High court of Orissa, Cuttack.
- 18. Accepted the above conditions under schedule (A) of Quotation

	(Signature of Quotationer )
Contact Number-	Name-
E.mail.id-	Address:

# Schedule (B) Technical specification Specification for items to be supplied installed & commissioned

Sl. No	Item	Technical Description
1	Dell Desktop	Core 15,4 GB RAM ,1 TB HDD,19.5" LED Monitor, KBD,Mouse,Win10 O/S
3	HP All in one with:	Core i5, 4 GB RAM, 1 TB HDD,21.5" Display,Win 10 Home Basic preloaded
4	Printer	HP 1020+ Laser Printer
5	UPS	APC UPS
6	Scanner	HP /Cannon

# Schedule "C" delivery destinations

All the items under this quotation should be, commissioned and installed at the Office Building of SLAU in the campus of SCSTRTI,CRP Square, Bhubaneswar.

Accepted the above mentioned conditions under schedule C of the quotation for our items of supply, installing and commissioning of **Desk top computer and other peripherals**.

Signature of Quotationer
Name:
Address:

# Schedule (D)-Bid form

То
The Advisor (TD & SDC)
SLAU
Bhubaneswar.
Sir

I/ We have gone through the Quotation notice relating to supply, installation and commissioning of **Desk top computer and other peripherals** with a minimum period of **3 years** warranty at SLAU and the schedule (A), (B), (C), (D) and (E) of Quotation document.

A sum of Rs.5,000/- (Rupees Five Thousand) only is hereby tendered in shape of Bank Draft duly pledged as Earnest Money Deposit (EMD). I / We also agree that an amount of 10% (Ten percent) shall be deducted from my bill towards performance security. I /We agree that the SLAU shall be at liberty to forfeit the EMD and performance security as per conditions of the contract in case of default in my / our part in fulfilling contractual obligations.

I / we have gone through all terms and conditions stated in the Quotation documents and agree to all the terms and conditions.

Signature of Quotationer
Date:
Name:
Address:
Contact Number:

E.mail.Id:

# Schedule (E)

Price Schedule for Quotation to supply, Installation and commissioning of Desktop Computers, and other peripherals with a minimum period of 3 years warranty (Continuation sheet may be used if required and each page to be signed)

Sl. No	Item Description	Quantity	Unit price	Discount % (If any)	GST %	Other charges if any please specify details	Total price
1	Dell Desktop	1					
2	Lenovo Desktop	1					
3	HP All in one	1					
4	Printer	1					
5	UPS	1					
6	Scanner	1					
Total	Total price						

Total price (In words)	
	Signatureof Quotationer
	Date:
	Name:
	Address
Contact Number:	

E.mail.Id: