

ODISHA STATE HIGHER EDUCATION COUNCIL

Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022

No. 164, Bhubaneswar Dt. 07.06.2017
23/OSHEC

From,

Smt. Dibarani Dora, OFS
Odisha State Higher Education Council,
Higher Education Department

To,

The Director,
I & PR Department,
Bhubaneswar

Sub: Open advertisement of tender for Supply & Installation of Desktop Computers at Odisha State Higher Education Council, Higher Education Department.

Madam/ Sir,

I am directed to invite reference to the subject cited above and to say that an advertisement is required to be published relating to Supply & Installation of Desktop Computers at Odisha State Higher Education Council, Bhubaneswar. Matter to be published is enclosed.

Therefore steps may kindly be taken to publish the same in one local widely circulated daily for one day. Copy of the same advertisement may be supplied to this office for future reference.

Encl: As above

Yours sincerely,

sd/
Finance Officer, OSHEC

Memo No. 165 dated 7.6.17

Copy with copy of enclosure forwarded to Head, State Portal Group, Secretariat with a request to upload the details of Tender document in Higher Education Department's website.

sd/
Finance Officer, OSHEC

Memo No. 166 dated 7.6.17

Copy forwarded to SPD-cum-Joint Secretary to Government, Higher Education Department for kind information.

sd/
Finance Officer, OSHEC

Memo No. 167 dated 7.6.17.

Copy forwarded to Officer in Charge, PTC, Higher Education Department for kind information and further necessary action to publish the tender document in website of Higher Education Department.

sd/
Finance Officer,
Odisha State Higher Education
Council, Bhubaneswar



**ODISHA STATE HIGHER EDUCATION COUNCIL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT of ODISHA**

TENDER DOCUMENT

For

**Supply & installation of Desktop Computers & UPSs at
Odisha State Higher Education Council, Bhubaneswar**

Tender Document No. OSHEC/02/ 2017 Dated: 7th June, 2017

**Issued by
ODISHA STATE HIGHER EDUCATION COUNCIL**

With the purpose of meeting the requirement to fulfill IT infrastructure of the Odisha State Higher Education Council, Bhubaneswar it was decided to Purchase & Install Desktop Computers and UPSs in the council.

Sealed tenders are invited in two cover systems, one in Techno Commercial Bid cover and the other Financial Bid cover, from Original manufacturers / authorized dealers / distributors / agencies / Suppliers having valid registration under the Odisha VAT Act for supply and installation of Desktop Computers along with UPS in the Odisha State Higher Education Council, Bhubaneswar. The tender document with details of make, model and configurations etc are noted as per **Annex "I"** which is available in the office of Odisha State Higher Education Council, Bhubaneswar.

The last date and time for availing of Tender Document will be up to 17th June 2017 up to 2.00 P.M. The Tender document along with other documents must reach to the Odisha State Higher Education Council, Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022, addressing to State Project Director on or before 7th July 2017 up to 02:00 PM. Received documents will be opened on 7th July 2017 at 04:00 PM in the presence of the bidders or their authorized representatives at Odisha State Higher Education Council, Bhubaneswar.


7/6/17
Finance Officer
Odisha State Higher Education
Council, Bhubaneswar

1. Bid Information and Instructions to Bidders:

Though adequate care has been taken while preparing the Tender Document, the participant Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within **seven (07) days from the date of notification of Tender Document/ Issue of the Tender Document**, it shall be considered that the Tender Document is complete in all respects.

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

- a) The Tender Document can be collected free of cost during official time from Odisha State Higher Education Council, Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022 till 17th June 2017 up to 2.00 P.M. But is to be submitted along with the required EMD as in para below.
- b) Prospective bonafide bidders interested to participate in the tender process are required to submit their tender proposals in response to this Tender Document along with a refundable EMD of Rs 5,000/- (Rupees Five Thousand Only) in shape of Bank Draft to be drawn in favour of the State Project Director , Odisha State Higher Education Council, Bhubaneswar. A participating tenderer will be eligible to participate in the bidding process only on submission of refundable EMD. A participating Bidder is allowed to file only one Bid document in response to this tender call notice.
- c) 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 financial bid opening, then the EMD of the respective bidder shall be forfeited.
- d) The tender proposals submitted without EMD as above shall not be considered for the bidding process.
- e) It may be noted that the Odisha State Higher Education Council will not be liable for any claim of charges or expenses of any type and therefore shall not pay any amount / expenses / charges / fees / travelling expenses / boarding expenses / lodging /Bankers Cheque expenses / conveyance expenses etc incurred by any bidder in any manner for this tender process regardless of the conduct or outcome of the Tendering process.
- f) Ms Dibarani Dora, Finance Officer, Odisha State Higher Education Council, is the contact officer for the purpose of this tender process. Any information /intimation

or correspondences, required to be made by the interested participants may do so addressing to the contact officer in writing only.

- h. Tender Document once filed shall remain valid up to Ninety (90) days from the date of submission of tender. Similarly the rate once finalized shall remain valid for a period of 12 calendar months from the date of supply order to be issued after deposit of required performance guarantee fee as stated in the preceding para of this tender document.

1.2 Bid Submission mode, Bid Opening date & Evaluation.

The bidding methodology adopted for this Procurement shall be Two envelop system i.e. The Bidders shall submit two separate sealed proposal covers, super scribing one as "Techno-Commercial Bid Cover" and the other as "Financial Bid Cover" thereafter the two sealed covers should be put inside a third separate sealed envelopes .The whole tender Document should be super scribed as "**Tender for supply of Computers & UPSs**" and send through Speed post only addressing to the State Project Director, Odisha State Higher Education Council, Pustak Bhawan (2nd Floor), A-11, Suka Vihar, Bhubaneswar-751022.

No tender document shall be entertained through courier or hand delivery or any mode other than Speed Post. The last date for submission of bids is **the 7th July 2017, 02:00PM**. No bids shall be accepted after the date and time mentioned above. The council shall not be held responsible for any postal or otherwise delay.

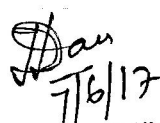
The Techno Commercial Bids shall be opened for evaluation on the same day i.e the **7th July 2017, 4:00 PM**. Date of opening of financial bids shall be notified after short listing of eligible Bidders based on Techno-Commercial bid evaluation. The eligible Bidders shall also be informed by the contact person for the purpose of this tender.

Techno-commercial bids shall be evaluated as per Minimum Eligibility Criteria and acceptability of technical specification for Desktop Computers and UPSs separately and the list of short listed Bidders shall be intimated. In the second stage, Financial Bids of the short-listed Bidders who qualify the minimum threshold shall be opened in presence of their representative who chooses to attend. The bidder who quotes the lowest price against the proposed goods will be considered as successful & preferred bidder.

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 organizations including State or Central Govt. PSUs etc out of preceding five years ending on 31/03/2017.They are required to enclose the documentary evidence in the Techno Commercial Bid.
- ii) The bidder should be an authorized Dealers/ Channel partners/ Distributors having authorization for sales and after sales support for Desktop Computers


Finance Officer
Odisha State Higher Education
Council, Bhubaneswar

and UPSs .Enclose letter of authorization dealership/distributorship etc specific for this tender along with Techno Commercial 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 Bidder should have been registered under the OVAT Act /CST Act as the case may be and the Registered. No. i.e TIN / SRIN should remain valid as on the date of participation in the tender. The copy of the Registration Certificate should be enclosed to Techno Commercial Bid. After selection of the preferred Bidder the VAT Clearance certificate in form VAT 612 is required to be furnished before the Odisha State Higher Education Council within seven days after which only supply orders as per requirement shall be issued.

1.3.B Financial Capability:


- i) The participant Bidders should be financially sound. Their total financial turnover should be minimum 15 lakhs during the three financial years out of preceding five financial years. the financial year ending on 31/03/2017 is a must and the turnover should not be less than minimum 5 Lakhs.

TECHNO-COMMERCIAL BID COVER:

1.4. Documents to be enclosed and filed in techno-commercial bid cover:

- a) Copy of VAT/Sales Tax registration certificate and PAN under Income Tax Act.
- b) Self-attested copies of supply order and their respective completion certificates issued by clients for similar orders during last 3 years.
- c) A Certificate signed by Statutory Auditor /one Practicing Chartered Accountant in support of the required turnover along with audited copies of annual accounts as applicable, of the Financial Years.
- d) A copy of Authorization letters issued to Distributors/ Partners/ Dealers to participate in the bid. Non submission of these certificates will result rejection of submitted bid.

The bidder/s is 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. The Odisha State Higher Education Council reserves the right to reject any or all the Tender Document which does not meet the aforementioned valid requirement.


7/6/17
Finance Officer
Odisha State Higher Education
Council, Bhubaneswar


FINANCIAL BID COVER

"Financial Envelope" - Super scribed as "Financial Bid in response to Tender Document No. OSHEC/02/ 2017 Dated: 7th June, 2017 at the top of the Envelope; and "Name & Address of the Bidder" on the left hand side bottom;

- i) The prices quoted in the financial bid should be without any conditions.
- ii) The price bid must be filled in completely, without any error, erasures or alterations as per the specified format given at **Annex-II**
- iii) The prices should be mentioned in Indian Rupees only in clearly readable format without any overwriting.
- iv) The Financial bid shall be on a fixed price basis and, no price variation on any account shall be considered.
- v) Price quotation accompanied by vague and conditional expression such as "subject to immediate acceptance", "subject to confirmation before sales", etc. will be treated as being at variance and shall be liable for rejection.
- vi) The envelop consisting of Financial Offer shall be marked as "**Financial Bid**"
- vii) Prices quoted will be firm for the entire period of Contract.
- viii) It is the responsibility of the Bidder to clearly identify all costs associated with any item or series of items in this Tender Document and submit the total cost in the financial bid.
- ix) The financial bid should include incidental charges and customization charges if any.
- x) The bidder shall ensure that there is no discrepancy in the rates mentioned in figures and words. In case of any discrepancy, the unit rate mentioned in the words shall be taken as final and binding.
- xi) In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
- xii) The bidder must fill and submit the rates as per instructions given above. If the bidder does not quote a price/rate for any item in the Form of Bid, his tender may be summarily rejected.

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.


7/6/17
Finance Officer
Odisha State Higher Education
Council, Bhubaneswar

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 the Odisha State Higher Education Council on any matter relating to this tender. Any bidder found doing so may be disqualified and his bid may be rejected

No Tender can be withdrawn after submission and during tender validity period i.e 90 days as stated in the preceding paras. Submission of a tender by a bidder implies that he had read all the tender documents including amendments if any, visited the site and has made himself aware of the scope and specifications of the job to be done, local conditions and other factors having any bearing on the required job of supply and installation etc.

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 Desktop Computers and UPSs" as indicated in "Bid Information Sheet". In addition to the above, the envelope shall also contain the name 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 Odisha State Higher Education Council 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 by the Odisha State Higher Education Council. In case of tenders containing any conditions or deviations or reservations about contents of tender document, Odisha State Higher Education Council 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.

Odisha State Higher Education Council's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.

AWARD OF CONTRACT FOR SUPPLY & INSTALLATION

The Odisha State Higher Education Council shall issue LoA (Letter of Award) in duplicate to the successful bidder in writing by a Registered Letter /Speed Post or per bearer. Duly signed and stamped duplicate copy of LoA has to be returned by the


7/6/17
Finance Officer
Odisha State Higher Education
Council, Bhubaneswar

selected bidder three working days of receipt of LoA as token of acknowledgement. Issuance of LoA against an offer made shall constitute a legal and binding contract between Odisha State Higher Education Council and the selected bidder.

Successful bidder is required to submit performance bank guarantee as stated in the preceding para within seven days of the selection of the said bidder. Duly signed and stamped Contract Agreement on stamp paper of requisite value has to be signed with the Odisha State Higher Education Council within one weeks of issuance of supply order.

DELIVERY & INSTALLATION

The delivery and installation period of the supplies should be within 15 working days from the date of confirmed order from the Odisha State Higher Education Council. 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, for 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 day from the day of supply received by the council.

If supplier or their employee shall damage or destroy any Computer and accessories, cable, electric lines etc. at the council premises, the supplier shall make good the damages at their expenses or in default Odisha State Higher Education Council can deduct the expense from any sums that may be due, or at any time thereafter become due to the supplier under the contract or otherwise.

REQUIRED QUANTITY

- ❖ Desktop Computers : 08 (Eight)
- ❖ UPS: 08 (Eight)

PAYMENT TERMS

90% payment of the value of complete hardware supplied shall be paid to the supplier on delivery of material in good conditions along with Certificate of receipt. Balance 10% payment will be released within 15 days from date of installation to the satisfaction of the consignee upon furnishing the certificate of installation of complete hardware.

Payment will be released only on submission of proper Invoice duly completed in all respect.

**Supply & installation of Desktop Computers & UPSs at Odisha State
Higher Education Council, Bhubaneswar**

Tender Document No. OSHEC/02/ 2017 Dated: 7th June, 2017

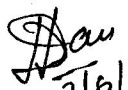
ANNEX "I"

DESKTOP COMPUTERS

SI.No	Components	Specification
1.	Processor	6 th Generation Intel Core i3 Processor, 3.7 GHz, 3 MB Smart Cache, Bus Speed: 8 GT/s DMI2 or higher version OR AMD A10 6700, 3.7 GHz, 4 Core, 4 MB Cache or higher version
2.	Processor Graphics	Intel HD Graphics 530, Graphics frequency-350.00 MHz, Graphics Max Dynamic Frequency-1.05 GHz, Graphics Video Max Memory-64 GB
3.	BUS Architecture	3 PCI (PCI/PCI Express) or more
4.	Memory Type	4 GB 1600 MHz DDR3 RAM with 16 GB Expandability
5.	Hard Disk	1 TB 7200 rpm HDD
6.	Monitor	47 cm (18.5 inch) or larger THT/LED Digital Color Monitor TCO-05 certified
7.	Bays	2 Nos or above
8.	Keyboard	104 keys PS2/USB (Same make as PC)
9.	Mouse	Optical with USB Interface
10.	Ports	6 USB Ports or more (at least 2 USB with 3.0), 1 Display port/VGA port, RJ 45 Network port, audio port for microphone and headphone in front
11.	PCI Express Configuration	PCI Express Revision-3, Max # of PCI Express Lanes-16
12.	DVD ROM Drive	8X or better RW
13.	Operating System	Windows 8.1 OR Windows 10 Professional
14.	Warranty	3 years on site with spare & service

LINE INTERACTIVE UPS

SN.	Required Specification
1	600 VA Line Interactive UPS with minimum 4 minutes battery backup with load. Output Capacity 600 VA / 360 Watts, Input Connection India 6 Amp plug, 1.2 meter power cord, Input Voltage / Frequency 230V / 50 Hz, Input Waveform Type Stepped Approximation to Sine Wave, Three (3) India 3-pin 6 Amp sockets (all with battery backup and surge protection), Output Connections Output Voltage / Frequency (On battery) 230V +/-8%, 50 Hz +/- 1Hz Output Voltage / Frequency (On utility) 230V / 50Hz


 7/6/17
 Finance Officer
 Odisha State Higher Education
 Council, Bhubaneswar

**Supply & installation of Desktop Computers & UPSs at Odisha State
Higher Education Council, Bhubaneswar**

Tender Document No. OSHEC/02/ 2017 Dated: 7th June, 2017

ANNEX "II"

A. For Desktop Computers

Name of the Item	Basic Price (Rs)	Taxes	Total	Incidental & customized charges (if any)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

B. For UPS

Name of the Item	Basic Price (Rs)	Taxes	Total	Incidental & customized charges (if any)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

Dan
7/6/17