

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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**TENDER DOCUMENT**

Procurement of HP Printer cartridges for the printers installed in the Higher Education Department, Lokaseva Bhawan & Heads of Departments Building (Both Campus-I & Campus-II) by reputed Firms.

Date of issue of Tender Document	26.08.2021
Last Date & Time of submission of Tender Document	Up to 01.00 PM on 13.09.2021
Date & Time for opening of Tender Document	
Technical Bids	03.00 PM on 13.09.2021
Financial Bids of eligible Tenderers	04.00 PM on 13.09.2021

**CONTENTS OF TENDER DOCUMENT**

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**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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No. HE-IT-MISC-0006-2019- 34337 /HE, Dated 25.8.21

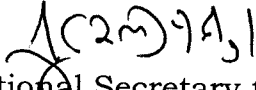
**TENDER CALL NOTICE**

Sealed tenders in plain paper/letter-pad are invited from the Service Registered Firms located in Odisha having valid GSTIN with HP OEM Authorization Certificate and Income Tax clearance certificate for procurement of HP Printer cartridges for the printers installed in the Higher Education Department, Lokaseva Bhawan & Heads of Departments Building (Both Campus-I & Campus-II). The bidders shall have to furnish their offer/price towards cost of HP OEM 110A, HP OEM 88A and HP OEM 12A cartridges separately for each model as mentioned in the financial bid after going through the terms and conditions of the tender documents. The GST as applicable should be indicated on the total offer price. The Department is going to purchase around 400 numbers of such cartridges (HP OEM 110A-300 nos., HP OEM 88A-50 nos., HP OEM 12A- 50 nos.).

The tender should reach the Higher Education Department on or before 13.09.2021 by 01.00 PM at the latest and the tenders shall be opened 13.09.2021 at 03.00 PM in the presence of bidders or their authorised representatives through online Zoom Meeting. The selection shall be made on least cost methodology. Necessary zoom meeting link shall be provided to the bidders in time.

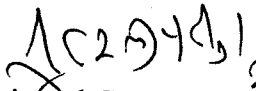
The tenders received in incomplete shape or after the schedule date and time shall be summarily rejected. The undersigned reserves the right to reject any or all tenders without assigning any reason thereof.

The tenders shall remain valid for a period of one year from the date of acceptance or as would be decided by the competent authority.

  
Additional Secretary to Government

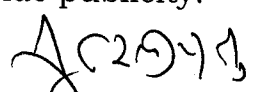
Memo No. 34338 /HE., Dated 25.8.21

Copy forwarded to the Head, State Portal Group, NIC, Lokaseva Bhawan, Bhubaneswar for bringing out the above Quotation Call Notice in Government of Odisha website / Higher Education Department website for wider circulation.

  
Additional Secretary to Government

Memo No. 34339 /HE., Dated 25.8.21

Copy forwarded to all Departments of Government with a request to display the notice in their Notice Board for wide publicity.

  
Additional Secretary to Government

## **ANNEXURE-I**

### **ELIGIBILITY CRITERIA**

The firm must be registered with respective authorities like GST, as per rules. Valid copies of HP OEM Authorization Certificates must be submitted. Copy of Income Tax Return for the last three financial years 2017-18, 2018-19 & 2019-20 or 2018-19, 2019-20 & 2020-21 (provisional, if filed) must be submitted.

- i. The firm should be in existence for over 2 years in the trade with the computers and its peripheral supply business (Copy of proof must be attached). Firms having Income Tax Return for 2 years may also participate.
- ii. The office of the firm should be located in Odisha so that immediate replacement of defective materials can be ensured.
- iii. The average annual turnover of the firm should have at least ₹ 20 lakhs.

### **GENERAL INSTRUCTIONS/TERMS AND CONDITIONS**

- I. Procurement of HP Printer cartridges for the Printers installed in the Higher Education Department, Lokaseva Bhawan & Heads of Departments Building (Both Campus-I & Campus-II).
- II. The interested firm has to submit the tender papers addressed to the Additional Secretary (IT Section), Higher Education Department either by Speed post/ Registered Post.
- III. Any pre-bid query on the matter may be submitted over mail to [hedsec.od@nic.in](mailto:hedsec.od@nic.in) by dated 31.08.2021 and its necessary reply shall be furnished to the respective email by dated 01.09.2021 by the Department positively.
- IV. All entries in the tender form should be legible and filled clearly. No underwriting/overwriting is allowed. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized person may be submitted.
- V. The financial bid of only those tenderers will be opened who qualify in the technical bid.
- VI. No bidding firm will be allowed to withdraw its bid after technical bids have been opened.
- VII. The successful Tenderer has to supply HP Printer Cartridges in Higher Education Department (Campus-I, Lokaseva Bhawan, Campus-II, HOD Building).

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- VIII. The Department may procure the materials phase-wise as per requirement. In case, at any point of time, materials received are found to be defective/not as per quality/specification, the firm will replace the material immediately and in case of failure to do so, the EMD will be forfeited and the contract shall be terminated.
- IX. Higher Education Department reserves the right to accept or reject any tender without assigning any reason thereof.
- X. In case the contracting firm is not able to accept the contract after it is awarded or if it is not able to supply the product after accepting the contract, the Department will award such contract to the L2 firm and so on.
- XI. Any black-listed Firm/Agency shall not be allowed to participate in the tender.
- XII. Any legal dispute is subject to the Civil Courts of Bhubaneswar, Odisha only.
- XIII. The interested bidders have to submit the technical bid and financial bid separately in a single master envelope. The financial bid should contain the EMD as well as quoted price. The cost of **EMD** is **₹30,000/-**. EMD will be furnished in shape of Bank draft/Banker cheque in favour of **Additional Secretary, IT Section, Higher Education Department**.
- XIV. The EMD of the successful bidder will be converted to performance security. The EMD shall be forfeited if the firm is found to have supplied the goods below the prescribed standards/ specifications. EMD of the unsuccessful bidders shall be returned within 15 days of opening of the tender.
- XV. Selection shall be made on least cost methodology on overall total items not on individual items of the financial bid.
- XVI. Bidders applying for goods for either a single specification or of two specifications shall not be entertained. All interested firms must apply for goods for all three specifications.

#### **PAYMENT CLAUSE**

- I. No advance payment will be made to the firm/ company in any case.
- II. Payment shall be made after receipt of the product and after due verification by the Higher Education Department.

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**ANNEXURE-II**

**TECHNICAL BID**

<b>Sl. No</b>	<b>DESCRIPTION</b>	
1	Name of the Firm/Company/Agency	
2	Complete Address & Telephone No.	
3	Name of the Proprietor/Partners of the Agency/Firm	
4	Last 3 years balance sheet/ profit & loss statement.	DOCUMENT TO BE ATTACHED
5	Copy of Income Tax Return and PAN Number with Proof for last 3 financial years i.e. 2017-18, 2018-19 & 2019-20 or 2018-19, 2019-20 & 2020-21 (If filed)	-do-
6	Copy of Registration of Company of Registrar, GST, etc	-do-

Note: All documentary proofs have to be attached for above items.

I hereby agree to abide by all the terms & conditions of the tender document.

Name & Signature of the  
Authorized Signatory of the Firm  
(With Seal of the Agency affixed)

Date:

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**ANNEXURE-III**

**FINANCIAL BID**

Sl. No.	Specification	Approx. nos. of pages to be printed per Unit	Price per Unit	GST	Total Price per unit including GST
01	HP OEM 110A Cartridge				
02	HP OEM 88A Cartridge				
03	HP OEM 12A Cartridge				
	Grand Total				

Yours faithfully

Authorized Signature of the firm/  
proprietor\_\_\_\_\_

Name\_\_\_\_\_

Designation\_\_\_\_\_

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**Annexure-IV**

**TENDER ACCEPTANCE LETTER  
(To be given on Company Letter Head)**

Date

To

The Additional Secretary to Government,  
Higher Education (IT Section) Department

Sub: Acceptance of Terms & Conditions of Tender

Tender Reference No.                      dated

Sir,

1. I/ We have downloaded/ obtained the tender document (s) for the above mentioned Tender Work from the Higher Education Department website i.e. <http://dhe.odisha.gov.in>.
2. I/ We hereby certify that I/We have read the entire terms and conditions of the tender documents which form part of the contract agreement and I/ We shall abide hereby the terms/ conditions/ clauses contained therein.
3. In case any provisions of this tender are found to have been violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Yours faithfully

(Signature of Bidder, with Official Seal)

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**Annexure-V**

Certified that our/ my firm \_\_\_\_\_ has not been blacklisted by any Central Government/ Central PSUs/ any other Department or offices functioning under the State Government since the inception of our/ my firm.

**Signature of the Bidder with seal**

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