

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

No.HE-IT-MISC-0006-2019- 30973 /HE, Dated 04.08.2021.

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 200 numbers of such cartridges (HP OEM 110A-100 nos., HP OEM 88A-50 nos., HP OEM 12A- 50 nos.).

The tender should reach to the undersigned on or before 21.08.2021 by 2.00PM at the latest and the tenders shall be opened 23.08.2021 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. 30974 /HE., Dated 04.08.2021.

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. 30975 /HE., Dated 04.08.2021.

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

GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

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	06.08.2021
Last Date & Time of submission of Tender Document	Up to 05.00 PM on 21.08.2021
Date & Time for opening of Tender Document	
Technical Bids	03.00 PM on 23.08.2021
Financial Bids of eligible Tenderers	05.00 PM on 23.08.2021

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of Contents	
1	Tender Call Notice	
2	Eligibility Criteria /Scope of work and General Instructions/Terms and Conditions to the Tenderers	ANNEXURE-I
3	Proforma for Technical Bid	ANNEXURE-II
4	Proforma for Financial Bid	ANNEXURE-III
5	Tender Acceptance Letter	ANNEXURE-IV
6	Form of undertaking regarding not being black listed	ANNEXURE-V

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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 years for financial year 2018-19, 2019-20 & 2020-21 must be submitted.

- i. The firm should be in existence for over 5 years in the trade with the computers and its peripheral supply business. Copy of proof must be attached.
- ii. The office of the firm should be located in Odisha so that immediate replacement of defective materials can be ensured.

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 addressing to the Additional Secretary (IT Section), Higher Education Department either by Speed post/ Regd. Post.
- III. Any pre-bid query on the matter may be submitted over mail to hedsec.od@nic.in by dated 10.08.2021 and its necessary reply shall be given to the respective email by dated 13.08.2021 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 bids 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).
- VIII. Higher Education Department reserves the right to accept or reject any tender without assigning any reason thereof.
- IX. 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.

2021

- X. Any black-listed Firm/Agency shall not be allowed to participate in the tender.
- XI. Any legal dispute is subject to the Civil Courts of Bhubaneswar, Odisha only.
- XII. The interested bidders has to submit the technical bid and financial bid separately in a single master envelope. The financial bid should contain the EMD. The cost of EMD is Rs.15,630/-.
- XIII. The EMD shall be returned within 15 days after supply of goods by the selected firm. The EMD shall be forfeited if the firm found to have supplied the goods below the prescribed standards/ specifications. EMD of the participating firms shall be returned within 7 days of opening of the tender to the unsuccessful bidders.
- XIV. Selection shall be made on least cost methodology on overall total of the financial bid in general.
- XV. 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

Sl. No	DESCRIPTION	
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 and 2019-20	-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:

ANNEXURE-III

FINANCIAL BID

Sl. No.	Specification	Apprx. 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. _____

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)

Annexure-V

Certified that our/ my firm _____ has not been listed by any Central Government/ Central PSUs/ any other State Government since inception of our/ my firm.

Signature of the Bidder with seal