



**ODISHA COMPUTER APPLICATION CENTRE
BHUBANESWAR**

Enquiry No. - OCAC-TE-07/2022/22037

SHORT TENDER CALL NOTICE

Sealed tenders are invited from the interested firms towards Procurement, Installation & Warranty Support of Computer Hardware & Accessories in the Office of the PHDMA, Bhubaneswar. Tender document shall be downloaded from the web site www.ocac.in , www.odisha.gov.in and <https://enivida.odisha.gov.in> from 28-05-2022 to 10-06-2022, 12: 00 Noon. **The authority reserves the right to accept/reject any and part of there or all the tenders and without assigning any reason thereof.**

GENERAL MANAGER (Admn.)

ODISHA COMPUTER APPLICATION CENTRE

PLOT NO.-N-1/7-D, ACHARYA VIHAR SQUARE, P.O.-RRL, BBSR-15

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1.1 INTRODUCTION

Odisha Computer Application Centre (OCAC), Bhubaneswar invites competitive bid proposals from interested firms who have experience in Supply, Installation & Support related to Computer Hardware, Peripheral & Accessories.

1.2. OBJECTIVES

Odisha Computer Application Centre (**OCAC**) proposes to procure three Apple iMac Desktop Computer, five Apple Macbook Pro Laptop Computer, five Desktop Computer, one HP Enterprise Scanner 7500 with Duplex Scanning facility with ADF, three high speed monochrome Multifunctional Laser Printer(Print/Scan/Copy) HP-MFP-329dw, three HP-202dw Laser Printer, one HP Colour Laser Jet Managed MFP-E78223dn Multifunctional Printer (Print/Scan/Copy), A3

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size, duplex printing & Networking facility, eight nos. 600 VA Line Interactive UPS and thirteen sets Microsoft Office for Mac & Windows of the PHDMA, P&C Department, Bhubaneswar.

1.3 SCOPE OF WORK

Scope of work includes Supply, Installation and Warranty Support of the entire Computer Hardware & Accessories as mentioned in the "Objective" above. The selected bidder shall be responsible for execution of the following work.

- The firm shall supply, install, configure, operate and support all the components of the proposed Computer Hardware, Peripheral & Accessories etc., and shall ensure smooth deployment/integration of the device at the department premises.
- The firm shall ensure the safe delivery of the equipment up to the designated place of installation. Any transit insurance, labour, road permits etc., if required for the same, shall be arranged by the firm at no extra cost to OCAC/Department.
- The firm shall ensure that the device supplied shall not be End of Support / End of Service for a period of five years and the software upgrades shall be available for at least five years from the date of commissioning of the device.
- The firm shall provide warranty of the device for a period of 3 years and provides support (on call basis) as per the requirement of department.
- The firm should have the warranty agreement with OEM to ensure the smooth working and to achieve the highest uptime on the offered solution for a period of THREE years.

1.4 TERMS & CONDITIONS OF THE TENDER

- The firm must be a company registered in India under Indian Companies Act 1956/2013/Partnership/Proprietorship and operating since last 2 years as on 31st March 2022. The firm must have GST registration & up-to-date Income Tax Return, PAN Number as on 31st March, 2021. (Copy of relevant documents)
- The average annual turnover of the firm during the last 3 financial years ending with 2021-22 should not be less than 2 crores from IT/ITeS. (Audited/Provisional Balance Sheets)
- The firm should have a local office at Bhubaneswar. (Relevant documents for supporting office address).
- Proof of successful execution of minimum TWO similar type of works i.e. supply & installation of Computer Hardware, Peripheral & Accessories and maintenance in Govt./PSU during the last three Financial Years ending with 31st march 2022 must be submitted. (Copy of Work Order/Work completion certificates from the client)

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- The bidder shall furnish a Performance Bank Guarantee (PBG) of 3% (three percent) of the order value while submission of bill for payment. The PBG must be from the nationalized bank only in India and the validity of the PBG shall be one year.
- The firm is required to attend the support call within 24 hrs & rectify any maintenance issues/defects.
- Any maintenance schedule shall be prepared in consultation with department officials.
- OCAC reserves the right to accept or reject any bid without assigning any reason thereof and OCAC's decision in this regard will be treated as final.
- Un-signed & un-stamped bid shall not be accepted.
- Undertaking for subsequent submission of any of the document asked in the tender will not be entertained under any circumstances. However, OCAC reserves the right to ask clarifications on the already submitted documents.
- Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, the bid shall be summarily rejected and no correspondence on the same shall be entertained.
- Over-writing/over-typing or erasing of the figures are not allowed and shall render the tender invalid.
- Least Cost Selection (LCS) i.e., L1 method shall be used to select the bidder. The bidder is required to submit the bids General & Technical and Financial bid in eNivida portal (<https://enivida.odisha.gov.in>). Financial bid of those bidders who qualify in General & Technical shall be opened. (**General & Technical Bid Opening Date – 10.06.2022**, Financial Bid Opening will be intimated later)
- Authorization of OEM/Distributor for the product quoted shall be submitted.

1.5 TECHNICAL SPECIFICATION

Part-A – (Apple make Desktop & Laptop)

i. Apple iMac Desktop Computer

Sl. No.	Technical Specification	Compliance (Yes/No)
	Make : Model Name:	
1	Apple iMac All-in-One Desktop Computer having the following configuration: Apple M1 processor, 8 Core CPU and 7 Core GPU, 8GB Memory, 256GB SSD Storage, 24" Display, Keyboard, Mouse, Wireless, Bluetooth, integrated Webcam & Audio, Mic etc. Latest MAC OS along with other free	3 Nos.

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software preloaded, Power adaptor with 1 year warranty. Additional two years care pack & USB-C to multiport adaptor.
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ii. **Apple Mac book Pro Desktop Computer**

Sl. No.	Technical Specification	Compliance (Yes/No)
	Make :	Model Name:
1	Apple Mac Book Pro Laptop Computer having the following configuration: Apple M1 processor, 8 Core CPU and 8 Core GPU, 8GB Memory, 256GB SSD Storage, 13.3" Display, Backlit Magic Keyboard, Touch Bar, Touch ID Sensor, Wireless, Bluetooth, integrated Webcam & Audio, Mic etc. Latest MAC OS along with other free software preloaded, Power adaptor with 1 year warranty. Additional two years care pack & USB-C to multiport adaptor.	5 Nos.

iii. **Microsoft Office for MAC**

Sl. No.	Technical Specification	Compliance (Yes/No)
	Make :	Model Name:
1	Microsoft Office 2019 or latest (Home & Student) Edition for MAC	08 Nos.

PART-B (Other Hardware, Peripheral & Accessories)

i. **Desktop Computer, Peripheral & Accessories**

Sl. No.	Technical Specification	Compliance (Yes/No)
	Make :	Model Name:
1	Desktop Computer having the following configuration: Intel Corei7 11 th Generation Processor or higher, 8GB Memory, 1TB HDD, 21.5" Display Full HD, Ports: USB 3.0/3.1, USB 2.0, Ethernet etc., Keyboard, Mouse, Graphics & Audio, Windows 10 Professional with 3 Years warranty.	5 Nos.
2	Enterprise Scanner with duplex scanning & ADF, HP-Scanjet Enterprise 7500 scanner. Warranty-3 Years.	1 Nos.
3.	Monochrome Multifunctional Printer (Print/Scan/Copy) HP MFP-329dw with duplex printing & networking facility. Warranty-3 Years.	3 Nos.
4.	Monochrome Laser Printer with duplex & networking facility, HP-202dw Printer. Warranty-3 Years.	3 Nos.

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5.	Colour Laser Jet Managed Multifunctional Printer (Print/Scan/Copy), A3 size with duplex and networking facility, HP-MFP-E78223dn. Warranty-3 Years.	1 No.
6.	600 VA Line Interactive UPS, Make-APC with 2 Years warranty	8 Nos.

ii. **Microsoft Office**

Sl. No.	Technical Specification	Compliance (Yes/No)
Make :		Model Name:
1	Microsoft Office 2019 or latest (Home & Student) Edition for windows	5 Nos.

1.6 FORMAT FOR PRICE BID

PART-A (Apple Make Desktop & Laptop)

Sl.No.	Particulars	[A] Quantity	[B] Price of Device (INR)	[C] Taxes as Applicable (INR)	Grand Total Price (B + C) (INR)
1	Apple iMac Desktop Computer as per detail Specification above at Part-A.	03			
2.	Apple Mac Book Pro Laptop Computer as per detail Specification above at Part-A.	05			
3.	Microsoft Office 2019 or latest (Home & Student) for Mac OS	08			
Grand Total Amount (Inclusive of all taxes)=					

PART-B (Other Hardware, Peripheral & Accessories)

Sl.No.	Particulars	[A] Quantity	[B] Price of Device (INR)	[C] Taxes as Applicable (INR)	Grand Total Price (B + C) (INR)
1	Desktop Computer as per specification above at Part-B	05			
2.	Enterprise Scanner with duplex scanning & ADF as per detail Specification above at Part-B.	01			

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3.	Monochrome Multifunctional Laser Printer MFP(Print/Scan/Copy) with duplex printing & Networking facility as per detail Specification above at Part-B	03			
4.	Monochrome Laser Printer with duplex printing & Networking facility as per detail Specification above at Part-B	03			
5.	Colour Laser Jet Managed Multifunctional Printer MFP(Print /Scan/Copy) A3 size with Duplex printing & Networking facility as per detail Specification above at Part-B	01			
6.	600 VA Line Interactive UPS as per detail Specification above at (Part-B)	08			
7.	Microsoft Office 2019 or latest (Home & Student) Edition for Windows	05			
Grand Total Amount (Inclusive of all taxes)=					

1.7 PAYMENT TERMS: - 100 percent payment against successful installation & Commission after submission of BG as mentioned in the point no.1.4 (Terms & Condition of the Tender) above.

Instruction to Bidders for Online Bid Submission

e-Nivida is the complete process of e-Tendering, from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://enivida.odisha.gov.in>

Bidder Enrolment can be done using "Bidder Enrolment".

The instructions given below are meant to assist the bidders in registering on the e-Nivida Portal, and submitting their bid online on the portal as per uploaded bid. More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://enivida.odisha.gov.in>

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GUIDELINES FOR REGISTRATION:

1. Bidders are required to enroll themselves on the eNivida Portal <https://enivida.odisha.gov.in> or click on the link "Bidder Enrollment" available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id odishaenivida@gmail.com, for activation of the account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.

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3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.

5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.

3. Bidder has to select the payment option as per the tender document to pay the tender fee / Tender Processing fee & EMD declaration as applicable and enter details of the instrument.

4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the yellow Coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

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6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using eNivida Portal:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e-tendering.

Phone No. 011-49606060

Mail id: - odishaenivida@gmail.com

Place:
Date:

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