

DIRECTORATE OF GEOLOGY, ODISHA

TENDER DOCUMENT FOR SUPPLY OF COMPUTER HARDWARE & SOFTWARE DURING THE YEAR 2020-2021

1. Date of commencement of sale of tender document : 18.02.2021.
2. Last date / time for sale of tender : 02.03.2021/5.30 P.M
3. Cost of tender paper : Rs. 500+ GST@ 12%
4. Last date / time for submission of tender : 02.03.2021/ 5.30PM
(Only through regd. Post /speed post/courier)
6. Date / time for opening of tender documents : 03.03.2021/12.30 PM
(Both Technical/ Financial bids)

RECEIPT OF BID DOCUMENTS
ADDRESS FOR COMMUNICATION
PLACE OF OPENING OF TENDER

} Directorate of Geology, Bhu-Bigyan Bhawan
}: Bhubaneswar, ODISHA – 751001
} Tel : 0674-2392374/ Fax : 0674-2391776
Email : directorgeology_odisha@yahoo.in



CHAPTER - I
(INSTRUCTIONS TO THE BIDDERS)

- 1.1 The Director of Geology, Odisha, Bhu-Bigyan Bhawan, Bhubaneswar invites sealed tenders on behalf of the Governor of Odisha for purchase of **Computer Hardware & Software, during the year 2020-21**, from reputed Manufacturers or their authorized Distributors/C&F agents/ reputed Dealers/ Suppliers/DGS&D/ EPM rate contract holders in conformity with terms and conditions as laid down in tender documents. In case of imported articles direct importers are also eligible to participate in the tender. The Tender document can be obtained from the Directorate of Geology, Odisha, Bhubaneswar on payment of Rs.560/- (Rupees five hundred sixty) only inclusive of GST @12% by cash on any working days from **18.02.2021 to 02.03.2021/ 5.30PM**. The tender documents can also be downloaded from Departmental website www.orissasminerals.gov.in and a non-refundable tender fee of Rs. 560.00 (Rupees five hundred sixty) only inclusive of GST @12%, in shape of Bank Draft drawn in favour of Director of Geology, Odisha, payable at Bhubaneswar, shall have to be attached with the sealed tender paper.
- 1.2 The last date for submission of Sealed tenders for supply of above items (Details at Chapter-III) to the Directorate of Geology, Odisha, Bhu-Bigyan Bhawan, Bhubaneswar – 751001, is on **02.03.2021/ 5.30PM**, through Regd. Post/ Speed Post/ Courier Service only. Tenders received after the aforesaid time and date will not be considered and will be returned unopened.
- 1.3 The sealed tenders (both technical & financial bids) will be opened by the tender opening committee of Directorate of Geology, Bhu-Bigyan Bhawan, Bhubaneswar on **03.03.2021 at 12.30 PM**, in presence of the bidders or their authorized representatives. Absence of the bidder or his/her authorized representative at the time of opening of the tender will not restrict the authority from opening the tender or carrying on the subsequent tendering process
- 1.4 In the event of the designated date being declared as a holiday for Govt. of Odisha the due date of submission of bids and opening of bids will be the next working day at the appointed place and time.
2. Two covers (**Cover A - Technical Bid**, containing documents/ information as stated in Para-3.1.1 to 3.1.11 & **Cover B-Price Bid**, containing documents as stated in Para-3.2.1, "Super-scribed" separately as "**Cover A - Technical Bid**" & "**Cover B - Price Bid**" respectively) should be separately sealed and put inside a **third sealed cover**. The third sealed cover should be superscribed as "**Tender for supply of Computer Hardware & Software, for the year 2020-21** and is to be submitted to the **DIRECTOR OF GEOLOGY, ODISHA, DIRECTORATE OF GEOLOGY, BHU-BIGYAN BHAWAN, BHUBANESWAR- 751001**.



3.0 Documents required for submission of Tender

3.1 COVER-A (TECHNICAL BID):

The Technical bid shall contain the following documents in a sealed cover with an Index sheet & Page No. **(Annexure-VI)**

- 3.1.1 Original money receipt in support of purchase of tender documents or Crossed Bank Draft of Rs. 560/- (non-refundable) drawn in favour of Director of Geology, Odisha, payable at Bhubaneswar in case tender documents are downloaded from website towards cost of tender document.
- 3.1.2 Earnest Money Deposit as per Para 5.1.
- 3.1.3 The Declaration Form in **Annexure-I**, signed by the bidder or valid power of attorney/ Authorization to a person to transact the business if any must be enclosed.
- 3.1.4 Photo copy of Income Tax PAN Card/ Income tax return duly, signed by the Proprietor or Authorised person with seal.
- 3.1.5 The participants in the tender must be registered under GST Act. (Registration Certificate duly signed by the bidder must be attached).Photo copy of update GSTR(GSTR-1 & GSTR-3B) duly signed by the proprietor.
- 3.1.6 Attested photocopy of the up-to-date Manufacturing license/ Import license/ Authorized dealership certificate/ Tender specific authorization/ Registration certificate under Industries Department/ EPM rate contract document for the quoted products be submitted.
- 3.1.7 Declaration of Current Market Price/ MRP. **(Annexure-II)**
- 3.1.8 Details of Manufacturing Unit/Authorized Distributor/Dealers **(Annexure-III)**.
- 3.1.9 Market Standing Certificate for last three years i.e. 2017-2018, 2018-2019, and 2019-2020**(Annexure – IV)** must be enclosed.
- 3.1.10 A copy of the original tender Terms & Conditions and the schedules signed by the bidder at each page with his office seal duly affixed and be returned along with the tender.
- 3.1.11 If required, the Bidder will have to arrange for a Presentation/ Demonstration before the Technical Evaluation Committee constituted by the Director of Geology/ Purchase Committee, in Bhubaneswar at Bidder's cost, either directly or through authorized Indian Agent/ Dealer/ Distributor as the case may be, on the date of opening of the technical bid or any date fixed for the same, to verify whether the Instrument meets the technical specification, given in Chapter- IV.

3.2 COVER-B (PRICE BID)

- 3.2.1 The tender format prescribed in Chapter- IV, duly filled in for each items, in conformity with Chapter – III, (in duplicate)i.e. the basic price shall beinclusive of all other taxes, levies, duties, transportation & incidental charges, etc. up to the destination pointbut exclusive of GST, which shall be mentioned separately.



4.0 OPENING OF TENDER

- 4.1. The cover 'A' containing the Technical Bid shall be opened first for evaluation. Bidders qualifying in the Technical Bid shall be declared as Qualified Bidders.
- 4.2. Price Bids of the qualified Bidders shall be opened and price bid of the Bidders other than the qualified bidder shall be returned unopened.
- 4.3. The comparison of price shall be made among the qualified bidders basic price only and the bidder offering the lowest price shall be declared as L-I Bidder.
- 4.4. Only L-I Bidder will be asked for producing or demonstrating samples of materials, if required, within the date fixed by the Director of Geology and a copy shall be put in the Notice Board at the Directorate of Geology, Odisha, Bhubaneswar.
- 4.5. The samples submitted should be tagged individually with a label in the format given below. The particulars on the tag should be written in indelible ink and securely fastened. **Annexure-V** should be filled up properly and furnished with the sample.

5.0. EARNEST MONEY DEPOSIT:

- 5.1. The Earnest Money Deposit @ 2% of the net contract value must be enclosed with the tender. The basic price includes all taxes, levies, duties, transportation charges, any other incidental charges for delivery at the destination, etc. The Earnest Money Deposit shall be paid in the form of Demand Draft in favour of Director of Geology, Odisha payable at any Nationalized Bank/Schedule Bank located in Bhubaneswar. EMDs in any other form than Demand Draft will not be accepted.
The Bidders claiming exemption of EMD must have to enclose relevant document in support of such exemption.
- 5.2. The EMD of the unsuccessful bidders will be returned back after publication of the approved list.
- 5.3. The EMD of the successful bidders will be returned back only after submission of performance security.

6.0. SECURITY DEPOSIT/PERFORMANCE SECURITY:

- 6.1. The successful bidders shall be required to pay Security Deposit within 10 days of getting Purchase Order in shape of unconditional Bank Guaranteor Fixed deposit receipts pledged in favour of Director of Geology, Odisha, Bhubaneswar equal to 10% of the contract value of Computer Hardware & Software accepted, valid for one year (12 months) from the date of delivery of the materials.
- 6.2. The security deposit (Bank Guarantee) will be returned back to the bidder after the expiry date of one year from the date of delivery/ installation or after the expiry of the normal comprehensive warranty period, whichever is later.



CHAPTER - II

(CONDITIONS OF CONTRACT)

7. TENDER CONDITIONS:

- 7.1 The details of the materials required with technical specification are shown in Chapter-III of the document. The quantity mentioned is only the probable requirement and may be increased or decreased as per the decision of the Director of Geology, Odisha, Bhubaneswar.
- 7.2 Tenders should be typewritten/ computerized and every correction in the tender should invariably be signed with date by the bidder/ authorized person to transact business before submission, failing which the bidder will not be eligible for further consideration.
- 7.3 The bidders should quote the rates in the format prescribed in **Chapter-IV**, in duplicate, duly filled in for each items in conformity to Chapter - III.
- 7.4 Price quoted must be as per Para-3 above, for each of the required items separately on F.O.R. (Door Delivery) basis in prescribed format as in (Chapter-IV). No tender for the supply items with conditions like "AT CURRENT MARKET RATES" shall be accepted and no tender in which the rate is quoted for a unit other than the one asked for shall be considered.
- 7.5 The rates should be quoted in Indian Currency only both in words and figures against each item. The bidder shall not quote his own rates for any item other than the item specified in this list. Price quoted in any other currency will be rejected.
- 7.6 The price quoted by the bidders shall not in any case, exceed the price, if any, fixed by Central/State Government and the Maximum Retail Price (MRP). **Annexure-II**.
- 7.7 To ensure sustained supply without any interruption, the Director of Geology, Odisha, Bhubaneswar reserves the right to split orders for supplying the requirements among more than one bidder after due recommendation of the Purchase Committee.
- 7.8 The rates quoted and accepted will be binding on the bidder for the current financial year i.e. for 2020-21.
- 7.9 No bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the bidders in the tender forms shall not be considered after opening the tenders. Conditions such as "SUBJECT TO AVAILABILITY" "SUPPLIES WILL BE MADE AS AN WHEN SUPPLIES ARE RECEIVED" etc. will not be considered



under any circumstance and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.

- 7.10 If at any time during the period of contract, the price of tendered items is reduced or brought down by any Law or Act of the Central or State Government, the bidder shall be morally and statutorily bound to inform the Director of Geology, Odisha, Bhubaneswar immediately about such reduction in the contracted price. The Director of Geology, Odisha is empowered to unilaterally effect such reduction as is necessary in rates in case the bidder fails to notify or fails to agree for such reduction of rates.
- 7.11 If any information or document furnished by the bidder along with the tender papers are found to be misleading or incorrect at any stage the tenders of the relevant items in the approved list shall be cancelled and steps will be taken to black list the said firm for three years and legal actions will be taken against the firm as per law.

8.0. WARRANTY:

- 8.1 The warranty shall remain valid for a minimum period of 1(one) year/ (12 months) or more from the date of supply/installation/function of materials. Minimum 3 years onsite warranty is required on Item Code CH-01, 02 & 03.
- 8.2 Any item if found to be not in working condition, broken or rusted within warranty period will be returned back to the supplier for replacement free of cost. If the supplier fails to replace them, then action as per Clause 12.1, 12.2 will be taken against the supplier.

9.0 QUALITY TESTING:

- 9.1 The bidder should deliver the tendered items at the Director of Geology, Odisha, Bhubaneswar. Each tendered item will be chosen at the point of supply/distribution/storage points for testing. The expenditure towards packing, forwarding & testing fees will be borne by the supplier.
- 9.2 The supply will be deemed to be completed only on receipt of the quality certificates from the committee. If the materials do not confirm to specification or standard quality, the bidder will be required to replace the entire quantity of the material declared NSQ (Not of Standard Quality) and take back the available stock (unused) within a period of 15 days of the issue of the letter from the Directorate of Geology, Odisha. The Director of Geology, Odisha has the right to destroy such sub-standard materials, if the bidder does not take back the balance materials within 15 days of issue of the letter.
- 9.3 If the supplier does not replace the 'Not of Standard Quality' stock, it will be derecognized for that product and no further supplies will be accepted from him or



order placed to him. The bidder shall also not be eligible to participate in tender process of the Director of Geology, Odisha for supply of any kind of materials for a period of 3 years. Any amount (price) received by the firm for that product (Not of Standard Quality) must be returned to Director of Geology within 15 days from the date of issue of the order failing which the amount so received will be adjusted from any other dues payable to the supplier concerned or from the EMD and security money deposited by the firm as the case may be.

- 9.4 The bidder should clearly understand that the decision of the Director of Geology, Odisha or any officer authorized by him as to the quality of the supplied tendered items shall be final and binding.

10.0 ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS

- 10.1 The Director of Geology, Odisha reserves the right to reject the tenders or to accept the tenders for the supply of all items or for any one or more of the items tendered for in the tender without assigning any reason.
- 10.2 The Director of Geology, Odisha will be at liberty to terminate the contract either wholly or partly without assigning any reasons. The bidders will not be entitled to any compensation whatsoever in such termination.
- 10.3 Purchase order shall be sent to the approved supplier by e-mail/ Speed Post. **The supply should be completed within 10 days from the date of issue of purchase order**, by the Director of Geology, Odisha unless otherwise specified in the order. If no supply is received within 10 days of issue of the purchase orders or any approved period of extension for supply, by the Director of Geology, Odisha, such orders would stand cancelled automatically without further notice. Penalties thereof shall also apply to the bidder as specified in Clause No. 12. The EMD/ Security deposit in such cases will be forfeited.
- 10.4 If the approved supplier fails to execute the supply within the stipulated time, the Director of Geology, Odisha is empowered to make emergency purchases and claim the difference from the approved suppliers in addition to other penal clause.
- 10.5 Selection of item will be done taking into consideration the quality, past performance as well as the price of the product.
- 10.6 The materials supplied by the Manufacturers will have preference over others.



11.0 TERMS OF PAYMENT

- 11.1 No advance payment towards cost of selected items will be made to the supplier. No payment will be made to the Supplier if he has not deposited the unconditional performance security/ Bank Guarantee for 1 year as mentioned in 6.1 & the warranty for 1 year from the date of supply of materials.
- 11.2 Payment towards 100% (hundred percent) of total value of the supplied items shall be made on receipt of stock entry certificate and satisfactory quality certificate furnished by a Committee constituted by the Director of Geology, Odisha.
- 11.3 TDS @ 2% (1% for CGST & 1% for SGST) will be deducted from the net value of contract if exceed to Rs.2,50,000/- (Rupees two lakhs fifty thousand)only.
- 11.4 No claim shall be made against the Director of Geology, Odisha, Bhubaneswar in respect of interest on earnest money deposit or security deposit.

12.0 PENALTIES,

- 12.1 If the successful bidders fails to execute the agreement and/ or fails to deposit the required security within the time specified or withdraws his tender after acceptance of his tender, owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the earnest money deposited by him along with his tender shall stand forfeited and he will also be liable for all damages sustained by the Director of Geology, Odisha, Bhubaneswar by reasons of such breach, such as failure to supply/delayed supply including the liability to any difference between the prices accepted by him and those ultimately paid for the procurement of the articles concerned. Such damages shall be assessed by the Director of Geology, Odisha, Bhubaneswar whose decision is final and binding in the matter.
- 12.2 If any articles supplied by the bidder have been partially or wholly used or consumed after supply and are subsequently found to be in bad order, unsound, inferior in quality or description or are otherwise faulty or unfit for consumption/use and rusted then the contract price or prices of such articles on full will be recovered from the bidder, if payment had already been made to him. The bidder will not be entitled to any payment for that item and no further order will be given to him. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by Director of Geology, Odisha, Bhubaneswar and the bidder shall be liable for all losses sustained by the Director of Geology, Odisha, Bhubaneswar in consequence of the termination which shall be recovered from the Security Deposit made by the bidder or other money due or become due to him.



- 12.3 Supply of sub-standard items or non-performance of tender terms and conditions will disqualify a firm to participate in the tender process for the next three years.
- 12.4 In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court, Bhubaneswar or Orissa High Court only.

Handwritten signature in blue ink with the date 15/02/2021 written below it.

DIRECTOR OF GEOLOGY, ODISHA



CHAPTER –III
SPECIFICATIONS AND TECHNICAL DETAILS OF
COMPUTER HARDWARE & SOFTWARE

Sl. No.	Item Code	Name of the Item	Minimum Specification	Approx. quantity
1	CH-01	Laptop i7	Intel Core i7 Processor, 10 th Generation, Aluminum material with Metallic hinges, G2B dedicated Graphics (Nvidia) Window 10 Professional (Factory loaded), 16GB DDR4- RAM, Expandable upto 32GB), 512 SSD, Wireless & Bluetooth connectivity, Monitor: 15.6 inches non touch LED HD backlight or more, HD Webcam, Back Pack, 3 years onsite Warranty, Preferably from Hp brand.	1
2	CH-02	Laptop i5	Intel Core i5 Processor, 10 th generation, Aluminum material with Metallic hinges, Integrated Graphics, Window 10 Professional (Factory loaded), 8 GB DDR4- RAM, Expandable up to 32GB), 512 SSD, Wireless & Bluetooth connectivity, Monitor: 15.6 inches non touch LED HD backlight or more, HD Webcam, Back Pack, 3 years onsite Warranty, Preferably from Hp brand.	7
3	CH-03	All-in-One PC	Intel Core i5 Processor, 10 th generation, Integrated Graphics, Window 10 Professional (Factory loaded), 8 GB DDR4- RAM, Expandable up to 32GB), HDD 1000GB, Wireless & Bluetooth connectivity, Monitor: 21.5 inches non touch FHD, IPS, FHD Webcam, DVD R/W, Wired/Wireless Mouse & Keyboard, 3 years onsite Warranty, Preferably from Hp brand.	14
4	CH-04	Scanner	CIS technology, A-4 Integrated Sheet fed & Flat Bed, 600 Dpi minimum, Duplex with ADF technology, Compatibility with Window 7 and above, Duty cycle-3000 or more pages daily, 1 year onsite Warranty, Preferably from Hp brand.	1
5	CH-05	Multi Function Printer, (B&W)	A-4 MFP (Lesser) i.e. Print, Scan, Copy, B&W, Composite Cartridge, Memory 512 MB, Scanning, ADF technology, Duplexing, Networking, Wi fi, Duty Cycle up to 80000 per month, Print speed minimum 35ppm for print, 1 year onsite Warranty.	6
6	CH-06	MS Office	Life time Full version	1



CHAPTER- IV
MODEL TENDER FORMAT (PRICE SCHEDULE)

Sl. No.	Item Code	Name of the item	Brand, Model, Strength/ size & specification	Basic price shall be inclusive of all other taxes,levies, duties, transportation & incidental charges, etc. (Para- 3.2) & excluding GST for each item (Rs.)	GST @ (Rs.)	Total Unit Price (Rs.) (5 + 6)	Tendered quantity	Total value (Rs.) (7 + 8)	Remarks
1	2	3	4	5	6	7	8	9	10

Place :

Date :

- Note: 1. Sl. No. should be as per numbering in the tender document.
2. Copy of manufacturing license of each item quoted must be attached.

Signature of the Bidder:

Name:

Address:



DECLARATION FORM

I/Wehaving
my/ our Office at.....
do declare that I/We carefully read the terms and conditions as laid down in the Tender
document of the Directorate of Geology, Odisha for the supply of materials for the tender
period of one year. I will abide by all conditions set forth in the tender paper for the year
2020-2021.

I/We further declare that I/We possess valid manufacturing license/Distributor
license

Bearing No..... Valid up to

I/We do hereby
declare that I will supply the materials as per the specifications mentioned against each
item of the tender document.

I promise 1 (one) year warranty on the items to be supplied by me against any
manufacturing defect/ rusting/ break down. I shall replace the item without any extra cost
from the purchaser failing which the cost of the materials will be recovered from my
performance security deposit and EMD.

Signature of the Bidder :

Date :

Name & Address of the Firm



DECLARATION FOR CURRENT MARKET RATES

I/We declare that the price quoted by me/ my firm in the tender is not more than the open market price or MRP/ Controlled price and it is not more than the current rates of DGS&D/ EPM.

Signature of the Bidder:

Date:

Name & Address of the Firm:



DETAILS OF MANUFACTURING UNIT/DISTRIBUTOR/REPAIRING UNIT

Name of the Item & Code No in tender	Address of the Manufacturer/ Importer with Phone No., Fax No., E-mail address, Date of Inception, License No & date etc.	Address of the Distributor/ Dealer in Odisha, with Phone No., Fax No., E-mail address, Date of Inception, License No & date etc	Address of the Repairing/ Service Centre/ Branch in Odisha, with Phone No., Fax No., E-mail address, Date of Inception, License No & date etc
1	2	3	4

I/ We hereby declare that the after sales services/ repairing shall be provided by us, beyond the warranty period for the items, for which there is no authorized service Centre in Odisha as per the terms and condition.

Signature of the Bidder

Date:

Official Seal:



ANNEXURE – IV

As per Para: 3.1.9

MARKET STANDING CERTIFICATE

(For period of last three years i.e. 2017-18, 2018-19& 2019-20)

Name of the Firm/ Supplier :

Order placed by (Full address of purchaser)	Order No. & Date	Description & quantity of order	Value of order	Date of completion of delivery as per contract actual	Remarks indicating reasons for late delivery, if any	Was the supply of materials (Attach a certificate from the purchaser/con signee) satisfactory?
1	2	3	4	5	6	7

Signature of the Bidder

Date:

Official Seal:



PROFORMA FOR SUBMISSION OF SAMPLE MATERIALS

Name of the Bidder _____

Address _____

Sl. No.	Item Code	Name of the item	Specification of the items bided for/ Document in support of Specification desired in the tender document	Quantity submitted
1	2	3	4	5

Place:
Date :

Signature of the Bidder:

Official Seal:

**DIRECTORATE OF GEOLOGY, ODISHA
BHU-BIGYAN BHAWAN, BHUBANESWAR-1
Tender for Computer Hardware & Software-
2020-21**

Item No. :
No. of pieces submitted:
Name of the Tender:
Date:



ANNEXURE – VI

As per Para: 3

DOCUMENTS SUBMITTED WITH TECHNICAL BID (COVER-A)

Sl No	Particulars of the document submitted	Details
1	Original money receipt for purchase of Tender Paper/ Crossed B.D. for downloaded document.	Amount : Rs. M.R./ B.D. No.
2	Earnest Money Deposit. (As in Para 5.1)	Amount : Rs. B.D. No. :
3	Declaration form (Annexure-I) signed by the bidder, supported with the "Authorization to transact Business" (if the Bidder is other than the Proprietor) (Para-3.1.3)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
4	Photo copy of Income Tax PAN (Para-3.1.4)	PAN : <input type="text"/>
5	Attested photo copy of GST Certificate (Para-3.1.5)	GST: <input type="text"/>
6	Attested photo copy of (a) Manufacturing license/ (b) Import license/ (c) Authorized dealership certificate/ (d) Registration certificate under Industries Department/ (e) EPM rate contract document for each and every product quoted. (3.1.6)	(a) <input type="checkbox"/> (b) <input type="checkbox"/> © <input type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/>
7	Declaration for current market rate. (Annexure-II) (3.1.7)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
8	Details of Manufacturing Unit/ Distributor/ Repairing Unit. Annexure – III (3.1.8)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
9	Market Standing Certificate, Annexure-IV. (3.1.9)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
10	Copy of Terms & Conditions of Tender duly signed by the bidder in each page. (3.1.10)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
11	Any other document (Please specify)	

(Signature of the bidder)

