

Sl. No.



**ODISHA COMPUTER APPLICATION CENTRE
BHUBANESWAR**

TENDER DOCUMENT

TENDER NO. OCAC-CAD-13/2013/ENQ/17027

**Supply and Installation of Desktop
Computers, Printer, Projector &
Networking Items**

The Tender Document contains total 28 pages.

**IMPORTANT INFORMATION / KEY EVENTS / ACTIVITIES
AND DATES OF THE TENDER**

| Event | Remarks |
|--|---|
| Availability of Tender documents at OCAC website | From Dt. 16-07-2017 to 5-8-2017 up to 2:00 PM |
| Bid closing date and time for submission of Bids by Bidders | Dt. 5-8-2017 up to 2:00 PM |
| Date and time for opening of General Bids | Dt. 5-8-2017, 3:30 PM |
| Date and time for opening of Technical Bids | Selected bidders will be intimated by e-mail/fax/phone |
| Date and time for opening of Commercial Bids | Selected bidders will be intimated by e-mail/fax/phone |
| Completion of Delivery & Installation by the successful bidder | 2 weeks from the date of placing the indent or Purchase order whichever is earlier |
| Cost of Tender Paper | Rs. 1,500/- (Rupees One Thousand Five Hundred Only) to be submitted along with the General Bid |
| EMD | Rs. 30,000/- (Rupees Thirty Thousand Only) to be submitted along with the General Bid |
| Place of Submission of Tender Document | Odisha Computer Application Centre Plot No.- N-1/7-D, Acharya Vihar Square, PO - RRL, Bhubaneswar - 751013 |

NOTE: The dates are subject to change according to the convenience and needs of the Purchaser.

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NOTICE INVITING TENDER

TENDER NO. OCAC-CAD-13/2013/ENQ/17027

Sealed tenders are invited from OEMs/Authorised Business Partners/ Authorised Channel Partners and Distributors for supply and installation of Desktop Computers, Printer, Scanner and Projector in the training labs of OCAC facility center at Berhampur & Rourkela for conducting training. The tender document can be downloaded from OCAC website, <http://www.ocac.in>, after duly filled in, should be submitted at OCAC latest by dt.5-8-2017, 2:00 PM. The general bids will be opened in the presence of the bidders on dt.5-8-2017 at 3:30 PM. The authority reserves the right to accept/reject any part of or all the quotations and without assigning any reason thereof.

GENERAL MANAGER (ADMIN)
ODISHA COMPUTER APPLICATION CENTRE
PLOT NO.-N-1/7-D, ACHARYA VIHAR SQUARE, P.O.-RRL, BHUBANESWAR-751013
PHONE: 0674-2567064/2567280, FAX: 91-674-2672842

SECTION – I
INVITATION FOR BIDS

1.1 OBJECTIVE

Odisha Computer Application Centre (OCAC) proposes to procure and install Desktop Computers & Peripherals for the training lab located at OCAC Facility Centre at Berhampur & Rourkela.

1.2 SCHEDULE OF THE TENDER PROCESS

- ❖ The Tender will have 3 (Three) Parts viz. Eligibility Claim/General Bid, Technical Bid & Commercial Bid.
- ❖ Issue of Tender Document – The tender document will be available at OCAC website, www.ocac.in, from dt.16-07-2017 to 5-8-2017 up to 2:00 PM. The Tender Document can be downloaded by any prospective bidder from the website free of cost.
- ❖ Receipt of Bids – The tender document, after duly filled in, should be submitted at OCAC latest by 5-8-2017, 2:00 PM. Tender Document Fee of Rs.600/- and EMD must be submitted along with the General bid document in form of a Demand Draft, drawn on a scheduled bank, in favour of **Odisha Computer Application Centre** and payable at Bhubaneswar.
- ❖ Opening of General Bids, Eligibility Claims and EMD – On 5-8-2017 at 3:30 PM in Odisha Computer Application Centre in the presence of bidders who may choose to attend.
- ❖ Opening of Technical Bids – To be confirmed by E-mail/FAX/Telephone/website
- ❖ Opening of Commercial Bids – To be confirmed by E-mail/FAX/ Telephone/ website

Notwithstanding anything else contained to the contrary in this tender document, OCAC reserves the right to cancel / withdraw / modify fully or partially the “Invitation of Bids” or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

1.3 AMENDMENT OF INVITATION

In case of any seeming discrepancy between the Press Advertisement, other detailed provisions of the Tender print-document and the updated version on the web (up to 5-8-2017 till 2:00 PM), the web-version will prevail. At any time prior to the deadline for submission of bids, OCAC reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to the all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.

SECTION- II

ELIGIBILITY CRITERIA

In order to be eligible for the opening of the technical and commercial bids the bidder should be/ must submit:

| S.NO | CRITERIA | DOCUMENTS REQUIRED |
|------|---|---|
| 1. | <p>The responding firm/agency should have</p> <p>a. Submitted RFP document fee</p> <p>b. Submitted EMD</p> <p>Note :As per the rules & regulations of NSIC, Firms registered with NSIC may be exempted from submission of EMD and tender fee. However after bid submission, if the bidder found to be not eligible for NSIC exemption, their bids shall be rejected and no further request to consider the bid shall be entertained.</p> | <p>a. Demand Draft for Rs. 1,500/-</p> <p>b. Demand Draft for Rs. 30,000/-</p> |
| 2. | <p>The bidder should be a company registered under the Companies Act, 1956 not less than last 5 years (Consortium Not Allowed)</p> | <p>a) Certificate of Incorporation</p> <p>b) Income Tax Returns for the last 3 years as on 31st Mar 2016.</p> <p>c) PAN Number</p> <p>d) GSTN Certificates</p> |
| 3. | <p>The bidder should be engaged in the job of supply/ installation / maintenance activities of IT & Support Infrastructure for more than 3 years as on 31/03/2017 in India.</p> <p><u>Project Criteria :</u></p> <p>One relevant project worth Rs. 1.2 crores or two projects worth Rs. 90 lakhs each or three projects worth Rs. 75 lakhs each.</p> | <p>a) Work Orders confirming year and area of activity. Completion / Performance Certificates as applicable.</p> |
| 4. | <p>Bidder must have valid ISO 9001 : 2008 certification</p> | <p>Valid Copy of Certificates</p> |
| 5. | <p>The bidder should be a profit-making concern with an average annual turnover of Rs.1.5 crores for the last three years in supply and installation of IT & Support Infrastructure.</p> | <p>Copy of the audited Balance Sheet and Profit & Loss statements of the company as on 31st Mar 2016.</p> |

| | | |
|----|---|--|
| | The bidder should have positive net worth for last three years | Chartered Accountant certificate for Net-worth. Net-worth shall exclude any revaluation reserve. |
| 6. | The OEM / Partner should have technically qualified engineers who have expertise & certification to support the installations of all the components under this tender. | Self certificate by the authorized signatory of the bidder (Power of Attorney in the name of authorised signatory) |
| 7. | The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies. | Declaration in this regard by the authorized signatory of the bidder (Power of Attorney in the name of authorised signatory) |
| 8. | The bidder should submit valid letter (Original) from the OEMs confirming following: <ul style="list-style-type: none"> • Authorization for bidder • Confirm that the products quoted are not end of life products • Undertake that the support including spares, patches for the quoted products shall be available for next 6 years. | Relevant Documents |
| 9. | The bidder should have an office/Service Centre in Odisha Maintenance personnel equipped to handle the service support as and when required based out of Bhubaneswar | Relevant documents or Undertaking signed by the Authorized Signatory Service |

Necessary supporting documents on fulfilment of eligibility criteria should be attached for authentication along with a signed copy of the tender document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.

SECTION – III

SCOPE OF WORK

The scope of work involves the supply, installation, commissioning, testing, handing over and providing warranty services for Desktop Computers & Peripherals in the training labs located at Berhampur & Rourkela Facility Centre. (As per specification in the Technical bid)

Note: The type and quantity of items indicated in the tender are provisional and may change as per the actual requirement.

SECTION- IV

INSTRUCTION TO BIDDERS

1. The bidder will be responsible for supply, delivery, installation and commissioning of items as per specification mentioned in the technical bid. The items will be supplied and installed at training labs located in OCAC building.
2. All items for the above supply & installation will be completed within 2 weeks from the date of Purchase Order/LOI whichever is earlier.
3. **The bidder will be responsible to deliver all the items at OCAC Facility Centers located at Berhampur & Rourkela as mentioned in the Technical Bid.**
4. In a single tender paper the bidder can quote only the make and models as per the specification given by OCAC according to client's requirement. The bidder shall not be allowed to quote alternate options in specification/ additional/alternate models. The bids with alternate options/ models quoted in a tender paper may be *rejected*. Equipments with only higher specifications will be considered.
5. The price and conditions of the offer should be valid for at least a period of 180 days from the date of tender opening. Tender with validity of less than 180 days may be rejected.
6. The purchaser reserves the right to *accept or reject* any or all tenders without assigning any reason whatsoever. The purchaser may also alter the quantities of material at the time of placing orders and may split orders among more than one bidder for all or any particular item, if required.
7. Bidders shall carefully examine the tender documents and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a bidder find discrepancies in or omissions from the specification or other documents, or should there be any doubt as to their meaning, he should at once inform the purchaser and obtain clarification in writing. This however does not entitle the bidder to ask for *time beyond the due date fixed for receipt of tender*.
8. A non-refundable draft of **Rs.1,500/- (Rupees One Thousand Five Hundred Only)** in favour of Odisha Computer Application Centre is to be submitted along with the general bid towards the cost of the tender document. Besides, the EMD as indicated later at clause 25 (Bid Security Clause) must be enclosed the General Bid document. **General Bid document not accompanying the requisite tender document fee and EMD will not be considered for further evaluation.**
9. There are three parts of tender papers namely General Bid, Technical Bid, and Commercial Bid. The bidder is required to fill out all the three parts of tender papers and place them in three separate sealed envelopes which should be super scribed as (a) "General Bid-ENQUIRY NO.- OCAC-CAD-13/2013/ENQ/17027", (b) "Technical Bid ENQUIRY NO.- OCAC-CAD-13/2013/ENQ/17027", and (c) "Commercial Bid. ENQUIRY NO. - OCAC-CAD-13/2013/ENQ/17027". These envelopes should be placed in another sealed envelope and addressed to ***Odisha Computer Application Centre, Plot No. N-1/7-D, Nayapalli, Near Planetarium, Acharya Vihar Square, Bhubaneswar -751013.*** The envelope must show the name of the tenderer, address and should be superscribed as **"Quotation for supply, installation, commissioning, testing and providing warranty services for Desktop Computers and**

Peripherals ENQUIRY NO. - OCAC-CAD-13/2013/ENQ/17027", on the top of the envelope. In addition, outer envelope should indicate tender opening date. The Tenders which are opened before the due date, for non indication of **Tender Opening Date** on the outer envelope are liable for disqualification.

10. Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
11. The sealed tenders will be opened at Odisha Computer Application Centre, Plot No.- N-1/7-D, Nayapalli, Near Planetarium, Acharya Vihar square, Bhubaneswar-751013 as per the following schedule in presence of the tenderers or their authorised representatives as may desire to be present. Authorised representatives will be required to produce their **authorisation** before opening of the tender, failing which they will not be allowed to be present.
 - (a) General Bid : 5-8-2017 at 3:30 PM
 - (b) Technical Bid : Will be communicated to the firm through e-mail/FAX/Telephone
(For the bidders qualified in General bid)
 - (c) Commercial Bid : Will be communicated to the firm through e-mail/FAX/Telephone
(For the bidders qualified in both General bid & Technical Bid.)

The bidders who qualified in both General and Technical bids will be informed for their Commercial bid within stipulated time and this will be communicated to the firm through e-mail/FAX/Telephone. Any clarification/alteration in specification found suitable by the technical committee will be informed to the successful bidders for commercial inclusion.

12. Tenders shall be fully in accordance with the requirements of the General Terms and Conditions and the technical specifications attached hereto. Appropriate forms furnished with this specification shall be used in quoting tender prices. **Incomplete, illegible, unsealed and without signature** tenders will be rejected. **Telegraphic** tenders will not be accepted.
13. All offers should be made in **English and clearly type written**. Offers if submitted in any other language must be accompanied by its English translation.
14. Submitted tender forms with **overwritten or erased or illegible rate or rates** not shown in **figures and words in English** will be liable for rejection. In case of discrepancy between words and figures noted against each items of the tender and between unit rates and the total amount, the decision of the competent authority accepting the tender will be final and binding on the bidder. Total of each item and grand total of whole tender should be clearly written. Corrections in the tender, if unavoidable, should be made by rewriting with date and initial of the bidder after scoring out of the wrong entries. **Clerical and arithmetical** mistakes may result in **rejection** of the tender.
15. In comparing tenders and in making awards, the purchaser may consider such factors as compliance with the specifications, relative quantity of supply, ability to furnish repairs and maintenance service, the time of delivery and such other conditions, as he may consider relevant.
16. Request from the bidder in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender may not be considered.
17. Necessary supporting documents on fulfillment of eligibility criteria should be attached for authentication along with a signed copy of the tender document to indicate acceptance of all terms and conditions set forth in the tender. Organizations failing to provide complete information on any of the requirements are liable to be rejected.
18. The bidder must submit all documents as asked in Annexure-G7.
19. The bidders should furnish the following information and documents with the General, Technical and Commercial Bids.

20. General Bid:

- (a) The address of their *local office* in Odisha along with contact no (both fixed and mobile), FAX and e-mail address.
- (b) The details of *Service Networks* available in Odisha.
- (c) The detail of authorization certificates from the OEM's for all the required products.
- (d) The details of authorized service networks in Bhubaneswar for all the required products.
- (e) The list of qualified *Service Engineers* with contacts telephone/FAX/mobile numbers for consideration in the tender.
- (f) Bidder should give an undertaking that they are not under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India or any State Govt.
- (g) Relevant working certificates for eligibility for the required solution as needed.
- (h) Annexure **G-1 to G-7** duly filled in along with all necessary supporting documents for authentication.
- (i) Authorized signatory for the bid from the bidder.
- (j) Signed copy of the tender document as an acceptance to the terms and conditions of the tender.

21. Technical Bid

Signed and duly filled up Technical formats (Annexure T-1 & T2).

22. Financial Bids

Signed and duly filled up Financial format (Annexure F-1 & F2)

- 23. The tender paper should accompany the **ink signed Authorization letter of the manufacturer.** (If the bidder is quoting on behalf of the manufacturer).
- 24. Conditional offers and offers qualified by such vague and indefinite expression such as *“Subject to immediate acceptance”*, *“Subject to prior sale”* etc. will not be considered.
- 25. **Bid Security (EMD):**
 - (a) **EMD of Rs.30,000/- (Rupees Thirty Thousand Only)** shall be furnished along with the bid as bid security.
 - (b) The bid security shall be only in the form of **Demand Draft** in favour of **Odisha Computer Application Centre**, payable at Bhubaneswar drawn in any nationalized/scheduled bank.
 - (c) The demand draft shall be submitted along with General bid envelope. **Bids without bid security shall be rejected.**
 - (d) The bid security shall be *forfeited* if a bidder withdraws its bid during the period of bid validity.
 - (e) In case of a successful bidder the bid security may be *forfeited* if the bidder fails to accept the Purchase Order or fails to furnish performance security after accepting the Work/ Purchase Order.
- 26. Modification of specifications and extension of closing date of tender if required will be made by an **Addendum**. Copies of Addenda will be sent to those who have purchased the tender paper. This shall be signed and shall form a part of the tender.
- 27. The purchaser reserves the right to **accept or reject** any or all tenders without assigning any reason whatsoever. The purchaser may also alter the quantities of material at the time of placing order.

28. Tenderers shall carefully examine the tender documents and the technical specification and fully inform themselves as to all the conditions and matters, which may in any way, affect the work or the cost thereof. Should a tenderer find discrepancies in or omissions from the specification or other documents, or should there be any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing. This however does not entitle the tenderer to ask for *time beyond the due date fixed for receipt of tender*.
29. Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
30. In comparing tenders and in making awards, the purchaser may consider such factors as compliance with the specifications, relative quantity of supply, ability to furnish repairs and maintenance service, the time of delivery and such other conditions, as he may consider relevant.
31. Request from the tenderer in respect of additions, alterations, modifications, corrections etc. of either terms or conditions or rates after opening of the tender may not be considered.
32. The tenderer shall make his own arrangements, for supply of materials according to the instruction of competent authority of OCAC.
33. While tenders are under consideration, bidders and their representatives or other interested parties, are advised to *refrain from contacting by any means, and Purchaser's personnel or representatives* on matters relating to the tenders under study. The purchaser if necessary will obtain clarification on tenders by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary. The bidders will not be permitted to change the substance of his offer after the tenders have been opened. This includes any post tender price revision/major modifications. In the event of non-compliance with this provision, the tender is liable to be disqualified.

34. Evaluation Criteria

- (a) The bidder who has complied with all the general and technical criteria will be qualified for commercial bid opening. Non compliance of any one of the criteria by the bidder will be liable to be rejected.
- (b) Award of the contract shall be made to the bidder with the lowest **(L1)** commercial quotation.
- (c) OCAC reserves the right to evaluate each item either by basic configuration or by combining with one or more of the options asked. Purchaser's decision in this matter shall be final and binding.
- (d) OCAC reserves the right to negotiate specifications, prices during evaluation if found necessary.
- (e) Evaluation will be made on the basis of Total bid price inclusive of all taxes. The bidder has to quote GSTN separately in the Tax Columns of Financial Bid Format. Evaluation will be done on the basis of Grand Total cost (inclusive of all Taxes) [Total cost = (Unit cost + Tax)].

SECTION- V

GENERAL TERMS & CONDITIONS OF THE TENDER

1. Purchaser

Odisha Computer Application Centre, Plot No.- N-1/7-D, Nayapalli, Near Planetarium, Acharya Vihar Square, Bhubaneswar-751013.

2. Release of equipment

The suppliers shall be responsible for releasing the equipment from the carriers/ transporter. The equipments shall be delivered and installed at sites specified by the purchaser.

3. Performance Bank Guarantee

The company shall furnish Performance Security to OCAC @ **10%** of the total value of quoted bid by way of irrevocable and unconditional Bank Guarantee (form any nationalized bank located in Bhubaneswar) in favour of Odisha Computer Application Centre for the entire warranty period (As per OCAC format to be issued at the time of issue of purchase order).

4. Payment

(i) **90%** of the contract price shall be paid on successful delivery, installation and commissioning of all the equipments at site and successful operation of the equipments for at least 1 week from the date of installation and certification thereof by designated authority from OCAC and on submission of bill.

(ii) Balance **10%** will be released after 1 month of successful operation of the equipments from the date of installation, after deducting the statutory dues and against submission performance guarantee in shape of Bank Guarantee (BG) from any Nationalized Bank in Odisha.

(iii) No claim towards interest can be made by the bidder for some unforeseen delay in release of payment.

5. Billing

The supplier shall specify the **Branch / Location** from which they will raise the bill and in whose favour payment will be released.

6. Warranty

The hardware shall have comprehensive on-site warranty with spares.

7. Hardware Warranty Maintenance

The equipments should be guaranteed for satisfactory operation during the warranty period from the date of successful installation and commissioning. The bidder should rectify any defects, which is noticed during this period, provided such defects are due to faulty design, bad workmanship or use of bad materials on free of cost. If the installation and commissioning of the equipments get delayed by the vendor, the guarantee for satisfactory operation shall extend till end of warranty period from the date of commissioning.

8. Penalty

Penalty will be charged in the following circumstances:

Late delivery

In the event of delay in execution of work, specified in the Contract / PO, the bidder shall be liable to a penalty @0.5 % of the value of work order for every week of delay up to a maximum of 5%, after which OCAC shall be at liberty to cancel the award/contract/order. For the purpose of this clause, part of a week shall be considered to be a full week. Delay in supply /installation / commissioning on the part of the supplier for equipments shall be treated as delay in the delivery/ installation of the goods. **The order may be cancelled after 4 weeks delay and the entire EMD amount will be forfeited unless specified some valid reason.** However, for valid reasons (like any unavoidable situation) duly notified in advance and considered by the purchaser, revised delivery schedule may be accepted at the sole discretion of the purchaser.

Downtime

The bidder must have to give written assurance of more than **97%** uptime of all the equipments to be supplied and installed by them. If the equipment is down for more than **24 hours** from the time of complaint lodged, penalty @**0.5%** per week or part will be charged subject to maximum up to **5%** of the cost of the equipment.

8. Force Majeure Condition

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of fire, flood, acts of God, then OCAC may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the OCAC, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

9. Standards

The equipment shall confirm to a National / International standard as applicable.

10. Completeness of Equipments

The equipments shall be complete in all respects. Any components which may not have been specifically mentioned in the specification but which are usual and necessary for the equipments shall be deemed to have been included in the contract and shall be supplied by the supplier at no extra cost.

11. Insurance of Equipments

The materials to be supplied should be **insured** by the vendor on behalf of the purchaser from his warehouse to the purchaser's site. The insurance coverage should cover the transport of materials by Rail/Road to the destination and till the installation and commissioning of equipments at site and handing over the same to the client. The materials/equipments found lost or damaged in transit or during installation and commissioning should be immediately replaced to avoid delay in commissioning the equipment.

12. Right to Reject/Accept the Tender

The purchaser reserves the right either to reject or accept any or all tender. **The purchaser has exclusive right to alter the quantities of materials at the time of placing the final purchase order. The type and quantity of items indicated in the tender are provisional and may change as per the actual requirement.** After placing the purchase order, the purchaser may order to defer the delivery of the

material. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

13. Patent Rights

The vendor shall indemnify the purchaser against all claims, actions, suits and proceedings for the infringement or alleged infringement of any patent, design or copy write protected either in the country of origin or in India by use of any equipment supplied by the vendor claims if made on the purchaser, shall be notified to the vendor of the same and the vendor shall at his own expense either settled such dispute or conduct any litigation that may arise there from.

14. Disputes

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the High Court of Odisha extends.

16. Final Authority

The final authority for payments will be Odisha Computer Application Centre except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Odisha Computer Application Centre, Plot No. - N-1/7-D, Nayapalli, Acharya Vihar square, Bhubaneswar-751013 whose decision in consultation with the IT Department, Govt. of Odisha on such matters shall be final and conclusive.

Place :

Signature & Seal of the Bidder

Date :

GENERAL INFORMATION

| | | | |
|-----------------------------------|--|---------------|--|
| Company Name | | | |
| Registered Office Address | | | |
| City | | Pin | |
| State | | URL | |
| Telephone | | Cell | |
| Fax | | E-mail | |
| Office Address (in Odisha) | | | |
| City | | Pin | |
| State | | URL | |
| Telephone | | Cell | |
| Fax | | E-mail | |
| Company Name | | | |
| Address | | | |
| City | | Pin | |
| State | | URL | |
| Telephone | | Cell | |
| Fax | | E-mail | |

**SERVICE NETWORKS DETAILS IN BHUBANESWAR AND
OTHER LOCATIONS THROUGH OUT ODISHA**

| Sl. No. | Service Station with Address | Officer-in - Charge | No. of Service Engineers | Contact Phone/ Mobile Nos. | Areas Covered |
|----------------|---|--------------------------------|-------------------------------------|---------------------------------------|----------------------|
| | | | | | |

SELF DECLARATION

Date : _____

Ref : _____

To

**ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013**

In response to the ENQUIRY NO. - OCAC-CAD-13/2013/ENQ/17027, Dt: 16-07-2017, Ms. /Mr.

_____, as a _____, I / We hereby declare that our company
_____ is having unblemished past record and was not declare ineligible for
corrupt & fraudulent practices either indefinitely or for a particular period of time.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

SELF DECLARATION

Date : _____

Ref : _____

To

**ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013**

In response to the **ENQUIRY NO.- OCAC-CAD-13/2013/ENQ/17027**, Ms. / Mr. _____
_____, as a _____, I / We hereby declare that our company
_____ is having unblemished past record and have not been declared blacklisted
by any Central/State Government institution and there has been no pending litigation with any government
department on account of similar services. I/We further declare that our company has not defaulted in
executing any Government order in the past.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

REPRESENTATIVE AUTHORIZATION LETTER

Date : _____

Ref : _____

To

**ODISHA COMPUTER APPLICATION CENTER
OCAC BUILDING, PLOT NO. N1/7-D,
RRL POST OFFICE, BHUBANESWAR-751 013**

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with invitation reference **ENQUIRY NO.- OCAC-CAD-13/2013/ENQ/17027**, Dt:16-07-2017. She/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS

To

The General Manager (Admn.)
Odisha Computer Application Centre
OCAC Building, Plot No. N-1/7-D
Acharya Vihar Square
RRL Post Office
Bhubaneswar – 751 013
Odisha

Sir,

I have carefully gone through the Terms & Conditions contained in the Tender Document **ENQUIRY NO.- OCAC-CAD-13/2013/ENQ/17027**, regarding supply and installation of Desktop Computers and Peripherals in the training labs located in the building of OCAC.

I declare that all the provisions of this Tender Document are acceptable to my company. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

LIST OF ENCLOSURES

| S No. | Enclosure description | Enclosed (Yes/No) | Annexure / Attachment / Page No. / Envelop No. of the enclosure |
|-------|--|---------------------|---|
| 1. | Copy of Registration certificate of the firm | | |
| 2. | Organization Profile | | |
| 3. | Annexure-G1: General Information | | |
| 4. | Annexure-G2: List of service networks in Bhubaneswar and other locations through out Odisha indicating officer name, office address, telephone no., areas covered under that service centre, no. of Service Engineers posted in the service centre etc. [As per format] | | |
| 5. | Annexure-G3: Declaration of ineligibility for corrupt and fraudulent practices | | |
| 6. | Annexure-G4: Self Declaration that the bidder hasn't been black listed by any Govt./PSU agencies. | | |
| 7. | Annexure-G5: Representative Auth. letter | | |
| 8. | Annexure-G6: Acceptance of terms and Condition | | |
| 9. | Valid ISO 9001:2008 Certificate till 31/03/2016 | | |
| 10. | GSTN certificate | | |
| 11. | Copy of PAN no allotted by Income Tax Department, Govt. of India | | |
| 12. | Documentary proof of authorized partners of manufactures (OEM) of items quoted. | | |
| 13. | Tender Paper Cost in a sealed envelope (Super scribe Tender Paper cost on the top of the sealed envelope) with general bid | DD No : Amount : | |
| 14. | EMD in a sealed envelope (EMD on the top of the sealed envelope) with general bid | DD No : Amount : | |
| 15. | General bid duly signed (sealed envelope) | | |
| 16. | Technical bid duly signed (sealed envelope) | | |
| 17. | Commercial bid duly signed (sealed envelope) | | |
| 18. | Technical Brochure (separate envelope super scribing "Technical Brochure") | | |
| 19. | List of important installations in Odisha and around the country | | |
| 20. | Signature with Date | | |
| 21. | Name | | |

TECHNICAL BID

Enquiry No. - OCAC-CAD-13/2013/ENQ/17027

1. Desktop Computers : 22 Nos. (12 for Rourkela & 10 for Berhampur)

| Component | Specification | Vendor to specify |
|---------------------|--|-------------------|
| Make : | | |
| Model : | | |
| CPU | Intel Core i5- 6500, 3.2 GHz, 6 MB Cache, 4 Core) or higher version | |
| Mother Board | Intel H110 | |
| Bus Architecture | 3 PCI (PCI/ PCI Express)or more | |
| Memory | 4 GB 1600 MHz DDR4 RAM with 16 GB expandability or higher | |
| Hard Disk Drive | 500 GB 7200 rpm or higher | |
| Monitor | 19" inch or larger TFT/LED Digital Colour Monitor TCO-05 certified with 1366 X 768 resolution. | |
| Keyboard | 104 Keys | |
| Mouse | Optical with USB interface | |
| Bays | 3 Nos. or above | |
| Ports | 4 USB Ports or more (at least 2 USB with 3.0), 1 Display port/VGA port, audio ports for microphone and headphone in front | |
| Cabinet | Mini Tower | |
| DVD ROM Drive | 8X or better DVD RW Drive | |
| Networking Facility | 10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up, TPM enabled 1.2 chip using any standard management software. | |
| Operating System | Windows 10 Professional Academic Version with Media and Documentation and Certificate of Authenticity | |
| OS Certifications | Windows & Linux certification | |
| Power Management | Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge protected | |
| Preloaded Software | Mc-Afee/Kaspersky/Quickheal/Norton with 3 years license | |
| Warranty | 3 Years comprehensive on-site with spare | |

2. 5 KVA Online UPS and 30 minutes battery backup – 1 No. (Rourkela)

| Component | Specification | Vendor to specify |
|--|--|-------------------|
| Make : | | |
| Model : | | |
| Technology | Micro Controlled based Technology | |
| Voltage Regulation | Closed loop output Voltage Regulation | |
| Visual Indication | Mains, UPS, Battery & Load | |
| Voltage Regulation in Mains and Inverter | Built in AVR | |
| Rating | 5000 VA, 168 VAH | |
| Input DC Supply | 12V DC | |
| AC Mains Supply | 160 to 280 Volts | |
| Input Frequency | 50 Hz +/- 3 Hz | |
| Output Voltage | 220V +/- 10% | |
| Output Frequency | 50 Hz +/- 0.5% | |
| Efficiency | Above 92% | |
| Power Factor | 0.6 | |
| Environmental Temp | 0-45 deg C | |
| Battery | 7AH SMF 12V Batteries (Exide/Quanta/ Amaron/Amarraja or same OEM make) | |
| Certification | ISO 9001:2008 and 14001:2004, CE | |
| Warranty | 3 Years comprehensive onsite warranty on equipment and 1 (one) year comprehensive onsite warranty on battery | |

3. Laser Printer – 2 Nos. (1 No. for Rourkela & 1 No. for Berhampur)

| Component | Specification | Vendor to specify |
|-----------------------|---------------------------------------|-------------------|
| Make : | | |
| Model : | | |
| Cartridge Technology | Separate Drum & Toner | |
| Print Speed (A4) Mono | 30 PPM | |
| Duplex | Yes | |
| Resolution | 2400x600 dpi | |
| Paper Size | A4 | |
| Paper Tray Capacity | 250 Sheets | |
| Number Of Paper Tray | 1 | |
| Memory | 8 MB | |
| Print Language | PCL 6 | |
| Warranty | 3 Years comprehensive onsite warranty | |

4. Flatbed Scanner - 2 Nos. (1 No. for Rourkela & 1 No. for Berhampur)

| Component | Specification | Vendor to specify |
|-----------------------------|---------------------------------------|--------------------------|
| Make : | | |
| Model : | | |
| Scanner Type | Flat Bed | |
| Scanning Technology | CIS | |
| Document Size | A4 | |
| Scanning Feature | Simplex | |
| Resolution | 1200 dpi or higher | |
| USB Interface | 2.0 | |
| Multi Fed Detection Feature | Yes | |
| Type Of Mounting | Desktop | |
| Mounting Arrangement | Available | |
| BIS Registration | Yes | |
| Warranty | 3 Years comprehensive onsite warranty | |

5. Projector - 2 Nos. (1 No. for Rourkela & 1 No. for Berhampur)

| Component | Specification | Vendor to specify |
|--|---------------------------------------|--------------------------|
| Make : | Model : | |
| Technology | LCD | |
| Projection Method | Front | |
| Native Resolution | 1024 x 768 (XGA) or higher | |
| Brightness | 2500 Lumens or higher | |
| Contrast Ratio (Minimum) | 1 | |
| Zoom Feature | Yes | |
| Zoom | 1.1x % | |
| Throw Ratio | 100 or higher | |
| Aspect Ratio | 4:3 (Minimum) | |
| Keystone Correction | Automatic | |
| Projection Lamp | UHP | |
| Minimum Life Of Projection Lamp (In Normal Mode) | 2,000 Hours or higher | |
| Lamp Hour Counter (In-Built) | Yes | |
| Video Compatibility | In-built | |
| HDMI/DVI Port | Yes | |
| Analog RGB In Port | Yes | |
| Analog RGB Out Port | Yes | |
| Power Consumption in Sleep-mode | 0.47Watt | |
| Power Consumption in Normal-mode | 297 Watt | |
| Power Supply | 210V-240V, 50 Hz | |
| Warranty | 3 Years comprehensive onsite warranty | |

6. LAN connection for 20 Connector – (Rourkela)

| Sl. | Items | Qty | Unit | Make & Model | Unit Rate in Rs. (inclusive of all taxes) | Total in Rs. (inclusive of all taxes) |
|-------------------------------------|--|-----|-------|--------------|---|---------------------------------------|
| 1 | 24 port 10/100/1000 rack mountable unmanaged switch | 1 | Nos. | | | |
| 2 | Cat6 single Information Outlet with SMB | 20 | Nos. | | | |
| 3 | Cat6 UTP patch cable 1 Mtr. | 20 | Nos. | | | |
| 4 | Cat6 UTP patch cable 2 Mtr. | 20 | Nos. | | | |
| 5 | 24 port CAT6 UTP patch panel | 1 | Nos. | | | |
| 6 | 19" 9U Rack mount with cable manager, Power strip and fixing accessories | 1 | Nos. | | | |
| 7 | Cat6 UTP cable | 1 | Box | | | |
| 8 | Cassing Capping 1" (Synco/Kingal) | 100 | Mtrs. | | | |
| 9 | Laying of Cassing Capping | 100 | Mtrs. | | | |
| 10 | Laying of UTP cable | 300 | Mtrs. | | | |
| 11 | Fixing of Information Outlet | 20 | Nos. | | | |
| 12 | Fixing of Rack mount | 1 | Nos. | | | |
| 13 | Fixing of Patch panel | 1 | Nos. | | | |
| Grand Total (Rs.) | | | | | | |
| Amount in Words (Rupees _____) Only | | | | | | |

Place & Date :

Signature & Seal of the Bidder

TECHNICAL SPECIFICATION OF BUYBACK ITEMS

Enquiry No. - OCAC-CAD-13/2013/ENQ/17028

| Sl. | Description | Specification, Make & Model of items | Approx. Date (Month & Year) Purchased/ installed at RFC | Year old/ | Working Condition | Qty |
|-----|----------------------------|--|---|-------------|---|-----|
| 1. | P4-IBM Net Vista Computer | 128MB, 20GB, External speaker box | 5-2002 | 15 years | Not working | 7 |
| 2. | P4-HCL Computer | 128MB, 40GB, | 3-2009 | 10 years | Not working | 2 |
| 3. | P4-HP COMPAQ-D330 Computer | 256MB, 40GB, | 3-2009 | 10 years | Working with problem | 2 |
| 4. | P4-HP COMPAQ-D380 Computer | 128MB, 40GB, | 3-2009. | 10 years | Not working | 1 |
| 5. | P4-WIPRO Computer | 256MB, 80GB, | 3-2009 | 10 years | 1-Not working 2-working with problem | 3 |
| | | | | | Total | 15 |
| 6. | HP Laser Jet 1000 printer | | 7-2002 | 15 | Not working | 1 |
| 7. | UPS 0.5 KVA (Spec) | Blaze-6,Sun-3, Vikrant-1, APC-1, HCL-2 | 5-2002-(Blaze) 3-2009 (others) | 10-15 years | Not working | 13 |
| 8. | UPS 1 KVA (Spec) | APC | 3-2009 received from Head office. | 8 | Not working | 1 |

FINANCIAL BID

Enquiry No. - OCAC-CAD-13/2013/ENQ/17027
Supply and Installation of Systems & Peripherals

| Sl. | Description | Unit Rate in Rs. (inclusive of all taxes) (A) | Taxes & duties (in Rs.) on Unit Price (B) | Approx. Qty. (C) | Total Price (in Rs.) $D = (A+B)*C$ |
|---|-------------------|---|--|------------------------|--|
| 1. | Desktop | | | 22 nos. | |
| 2. | Laser Printer | | | 2 nos. | |
| 3. | Scanner | | | 2 nos. | |
| 4. | Projector | | | 2 nos. | |
| 5. | 5 KVA ON-LINE UPS | | | 1 no. | |
| 6. | Networking | | | 1 no. | |
| Total (in Rs.) | | | | | |
| Amount in Words (Rupees _____ _____ only) | | | | | |

Note:

- All the above items shall be quoted with prices inclusive of all taxes, duties and cost of delivery and installation at site. The authority reserves the right to accept/reject any part of or all the quotations and without assigning any reason thereof.
- Printed brochures of items quoted should be enclosed.
- The bidder should mention the warranty period against all manufacturing defects.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

Place & Date :

Signature & Seal of the Bidder

FINANCIAL OF BUYBACK ITEMS

Enquiry No. - OCAC-CAD-13/2013/ENQ/17028

| Sl. | Description | Unit Rate in Rs. (A) | Qty. (B) | Total Price (in Rs.) $C = (A*B)$ |
|-------------------------|---------------|----------------------------|-------------|--|
| 1. | Computer | | 15 nos. | |
| 2. | Laser printer | | 1 no. | |
| 3. | UPS 0.5 KVA | | 13 no. | |
| 4. | UPS 1 KVA | | 1 no. | |
| Total (in Rs.) | | | | |
| Amount in Words (Rupees | | | | only) |

- **Note :** All the above buy-back items shall be quoted with prices inclusive of all taxes & duties if any. The bidder may visit the Facility Center to assess the buy-back items during the office hour with prior information. The bidder will be responsible to take these buy-back items on its own cost. The authority reserves the right to accept/reject any part of or all the quotations and without assigning any reason thereof.

Place & Date :

Signature & Seal of the Bidder