

TENDER

FOR

SUPPLY OF COMPUTER HARDWARE AND COMPUTER CONSUMABLES

IMPORTANT DATES:

Last date of Tender submission: **24/01/2019 by 14:30HRS**

Opening of Tech bids: **24/01/2019 at 15:30 HRS**

Opening of Financial bids: Will be intimated to technically qualified bidders.

TENDER NOTICE
FOR
SUPPLY OF COMPUTER HARDWARE AND COMPUTER CONSUMABLES

Tender Ref No. VIEMM-26/2017

Dated: 08/01/18

1. Sealed tenders are invited from original manufacturers or Authorized Distributors/Suppliers of original manufacturer for supply of Desktop Computer and computer Consumables (Toner Cartridges/pen drives) of different specifications for Printers as listed out in this Tender Document to the **Directorate of EPM, 1st floor, Raptani Bhawan, Nayapalli, Bhubaneswar-751015**. The approximate value of annual procurement is Rs.5.0 lakh at present.
2. The tender should be submitted in **two-bid system**. The complete tender document containing Instruction to Bidders, Terms & Conditions, Technical Bid and Financial Bid can be downloaded from the website of Directorate of EPM i.e. www.depmoisha.nic.in
3. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents in sealed envelopes addressed to the **Director, EPM**, must reach on or before **24 / 01/2019 by 14:30 HRS**. Tenders (i) may be dropped in the TENDER BOX placed at the **Diary Section i.e office of the Directorate, Export Promotion and Marketing, 1st floor, Raptani Bhawan, Nayapalli, Bhubaneswar 751015** or (ii) sent by Registered Post/Speed Post so as to reach the aforementioned address on or before the said date. If sent by post, the authority shall, Odisha will not be responsible for loss or delay in transit.
4. Bidders have to deposit the **Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand only)** in the form of Demand Draft drawn in favour of **Director, Export Promotion and Marketing, Odisha** payable at Bhubaneswar.
5. The technical bids will be opened **24/01/2019 at 15:30 HRS** and evaluated by the competent Committee or authority. At the second stage, **Financial Bids of technically qualified Bidders only will be opened on a date and time to be intimated to technically qualified bidders** for further evaluation and ranking before awarding the contract.
6. Eligibility of the bidders- Bidders should;
 - i. have minimum **03 years** of experience of supplying various branded Computer and Computer Consumables (At least three Purchase Orders) to any of the Govt/PSUs/Public Limited Company /Organisation in the last three financial years (Valid proof of Purchase Order has to be attached).
 - ii. have minimum Turnover of **₹1.00 crore (Rupees one crore)** per year during each of the last three financial years. (Self-certified as per **Annexure-II** / Audited Turnover Statement

- duly certified by a Chartered Accountant can also be submitted in lieu of **Annexure-II**).
- iii. be either original manufacturer of the item covered under this tender or authorized distributor / Supplier / dealer of such items. A duly attested copy of such authorization has to be compulsorily attached with the technical bid, failing which the bidder will stand disqualified. The authorization letter / Certificate from original manufacturer should be valid for the entire period of contract. The authorization format should be as per the **Annexure-III** provided in the tender document.
 - iv. not have been blacklisted by any of the Govt/PSUs/Public Limited Company/ Organisation.
 - v. have GSTN registration (Copy to be enclosed).
 - vi. have an Office at Bhubaneswar, Odisha.
 - vii. Submit the documents as mentioned in **Annexure-I** in Technical-Bid.
7. This tender document consists of (i) **SECTION-I** i.e Instructions to the Bidders; (ii) **SECTION-II** i.e Terms and Conditions of the tender; (iii) **SECTION-III**:i.e list of items to be purchased with specifications (iv)Technical Bid Checklist (**Annexure-I**); (v) Annual Turn Over Statement (**Annexure-II**); (vi) Manufacturer's Authorisation Form (**Annexure- III**); (vii)Declaration (**Annexure-IV**); (viii) Financial Bid (**Annexure-V**); (ix) Annexure to Fianacial Bid (**Annexure-VI**). **Bidders are requested to go through the instructions to the bidders and terms and conditions contained in the bid document.**
8. **The authority reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason thereof.** Further Addendum/Corrigendum if any will be uploaded onto the website of DEPM only besides the Govt. of Odisha portal. The decision of Director, EPM, in this regard, shall be final and binding on all.

Important Dates:

Last date of Tender submission	: 24/01/2019 by 14:30 HRS
Opening of Technical bids	: 24/01/2019 at 15:30 HRS
Opening of Financial bids	: Will be intimated to technically qualified bidders

SECTION-I
INSTRUCTIONS TO THE BIDDERS

1. Two Bid System

The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested companies/agencies/firms/suppliers are advised to submit two separate sealed envelopes superscribing **“Technical Bids for Supply of Computers and Computer Consumables”** and **“Financial Bids for Supply of Computers and Computer Consumables”**. Both sealed envelopes should be kept in a **third** envelop superscribing **“Tender for Computer Consumables on Rate Contract Basis”**. The Technical Bids will be opened at the first stage and evaluated by Competent Committee or Authority. At the second stage, Financial Bids of technically qualified Bidders only will be opened for further evaluation and ranking before awarding the contract.

The **Technical bid** should consist of performance report from the organization, authorization certificate from original manufacturer, experience certificate, tax registration details (PAN/GST), Income Tax returns, turnover details, etc. along-with commercial terms and conditions. **It will be submitted in the same format as given in the tender document.**

The **Financial bid** shall indicate the price for the items proposed to be quoted **as per the format given in schedule of rates.**

2. Earnest Money Deposit (EMD)

The Earnest Money Deposit (EMD) for a value of **₹10,000/-** (Rupees Ten Thousand Only) should accompany the Technical Bid in the form of Demand Draft drawn in favour of **‘Director, EPM, Odisha’** payable at Bhubaneswar. **Tender received without EMD or EMD of lesser amount will be summarily rejected .**

The EMD in respect of the companies/agencies/firms/suppliers, which do not qualify the Technical Bid (First Stage) and the Financial Bid (second Competitive Stage) shall be returned to them without any interest, **after finalization of tender**. However, EMD in respect of successful Bidder will be released after receipt and satisfactory installation of the materials in good condition. EMD will be forfeited, if the bidders withdraw after submission of the bids or opening of the tenders.

3. Documents/Certificates

The Tendering firms/agencies are required to submit technical bid enclosing therewith photocopies of following documents (if required documents in original should be produced for verification before issue of the purchase order), failing which their bids will be summarily/out-rightly rejected and will not be considered any further:

- i. Technical bid check list as per **Annexure-I**;
- ii. Annual Turn Over Statement for last three financial years as per **Annexure-II** (Self-certified as per **Annexure-II** / Audited Turnover Statement duly certified by a Chartered Accountant can also be submitted in lieu of **Annexure-II**);
- iii. Copy of GSTN Registration Certificates;
- iv. Copy of PAN;
- v. Attested copy of authorization from original manufacturer (for computer hard wares / printers etc.) against this Tender valid throughout the contract period, in case the firm is not a manufacturer of the item as per **Annexure-III**.
- vi. Proof of last 03 years of experience of supplying various branded computers and Computer Consumables (**At least Five Purchase Orders**) to any of the Govt/PSUs/Public Limited Company /Organisation in the last three financial years. (Valid proof of P.O has to be attached)
- vii. Declaration regarding blacklisting or otherwise. (**Annexure-V**) has to be submitted in stamp paper of ₹20 attested and signed by notary.

4. Mode of and last date for submission of the Bid

The tender, complete in all respect, should be submitted in the prescribed form along with supporting documents in sealed envelopes addressed to **Director, Export Promotion and Marketing Raptani Bhawan, 1st Floor Nayapalli, Bhubaneswar, 751015** must reach on or before **24/01/2019 by 14:30 HRS.**

Tenders (i) may be dropped in the TENDER BOX placed at the **Diary Section i.e office of the Directorate of EPM, Odisha** or (ii) sent by Registered Post/Speed Post so as to reach the aforementioned address on or before the said date. If sent by post, the authority shall not be responsible for any loss or delay in transit.

5. **Opening of the technical and financial bids**

The technical bids will be opened at the first stage on the prescribed technical bid opening date i.e. **24.01.2019 at 15:30 HRS in the conference hall of Directorate of EPM, Odisha, Bhubaneswar** and be evaluated by the Competent Committee or authority. At the second stage, **Financial Bids of technically qualified Bidders only will be opened on the same date or a date to be intimated later to the technically qualified bidders** for further evaluation and ranking before awarding the contract. The representatives of the bidders, who would like to witness the opening of the technical and financial bids, are required to submit details such as name and address (residence and office), phone & mobile no., etc., and valid written authorization from the company/firm to Director, EPM, Odisha before opening of bids.

6. **Signature of the authorized person**

The Tender should be signed by the authorized person and his full name and status should be indicated below his signature along-with the official stamping of the firm.

7. **Proper filling up of the tender form**

All entries in the tender form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the financial bid Form.** In such cases, the tender shall be summarily rejected. However, the cuttings, if any, in the technical bid application must be initialled by the persons authorized to sign the tender bids.

8. **Rejection of incomplete and conditional tenders**

The incomplete and conditional tenders will be summarily rejected.

9. **No withdrawal after submission of bids**

No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm will be **forfeited**.

10. **Non acceptance of the tenders received after the last date**

Tenders received after the closing date and time prescribed in the tender notice shall **NOT** be accepted under any circumstances.

11. Non transferability

This tender is non-transferable.

12. Extension of last date at the Discretion of DEPM

DEPM, Odisha, may in its discretion extend the last date for submission of the Tender and such extension shall be binding on all the Bidders.

13. Signature on each page of the tender document

Each page of the tender document should be signed by the bidder as proof of having read the contents therein and to ensure that bidders do not plead ignorance of the contents subsequently.

SECTION-II
TERMS & CONDITIONS OF THE TENDER

1. Rates/ Prices

The rates quoted in **Annexure to Financial bid** i.e **Annexure-VIII** should be quoted in Indian Rupees only in figures. Prices should be quoted FoD basis (Free of Delivery) at **Directorate of Export Promotion and Marketing, Raptani Bhawan, 1st Floor Nayapalli, Bhubaneswar, 751015**, Odisha, Bhubaneswar. Taxes (GST) as applicable shall have to be quoted in the relevant column in the financial bid format.

2. Penalty

The contractor shall execute the Purchase Orders (P.Os) placed by the concerned Officer **within seven days after receipt of the P.O.** Further it would be responsibility of Supplier to supply the articles at consignees' location i.e at the office of **Directorate of Export Promotion and Marketing, Raptani Bhawan, 1st Floor Nayapalli, Bhubaneswar, 751015**. Delayed execution of order would deemed to be unsatisfactory performance and repeated delays may lead to cancellation of the Contract.

If the selected bidder/firm does not supply the items within the stipulated period as may be indicated in the purchase order, the Director, EPM reserves the right to arrange the supply from another firm and the bidder will have to reimburse the additional expenditure, if any, incurred by EPM and penalty of 5% of the total order value or of the value of the product which has not been supplied will be imposed.

3. Settlement of disputes

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of Director, EPM, Odisha or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

4. Frequency of Purchase orders/ delivery

Initially Purchase Orders (POs) will be issued as **per the requirement of DEPM**. DEPM may or may not procure the exact quantity mentioned in the tender document; the quantity of procurement may increase or decrease. The delivery of computer and computer consumables of different specifications has to be effected within **07(seven) working days** of placing of the order. However, DEPM reserves the right to place the purchase orders even at shorter intervals and get the supply immediately depending upon their urgent requirement. The name and mobile number of the nodal person, who can be contacted at any time, even beyond office hours and on holidays should be provided to this Office. This person should be capable of taking orders and arrange for supply of the desired items, even at short notice.

5. Purchasers Rights

- i. The DEPM reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.
- i. The DEPM reserves the right to award the supply orders in parts to more than one Bidder.
- ii. DEPM reserves the right to decrease or increase the quantity of items with respect to the quantity requested for in the tender document.
- iii. The DEPM reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- iv. The DEPM reserves the right to black list a bidder for a suitable period in case the firm fails to honour its bid without sufficient grounds.
- v. If a firm after award of the contract violates any of the terms and conditions, it shall be blacklisted and its EMD shall be forfeited.

6 Basis of Awarding The Contract

- i. The technical responsive bidder's financial bid shall only be opened and L1 bidder shall be decided on the basis of each item wise lowest rate (inclusive of tax) quoted by any of the bidder and the bidder who have quoted L1 rate for maximum number of items shall be given opportunity by the Tender Committee of DEPM and ask the firm in writing to match L1 price of other items quoted by the firm, where his quote is not found L1.
- ii. If two bidder quotes the same L1 price, then the turnover criteria of the bidders will be evaluated and the bidder with highest turnover will be selected.
- iii. In case of the bidder (who quotes the L1 rate for maximum items), agrees to L1 rate of items (it is not L1) and the bidder quoting the L1 rate agrees to supply those items(s) only, in which they are not L1 then while placing purchase order, preference shall be given to the bidder (L1 rate for maximum items), who has quoted the original L1 rates.
- vi. In case both the bidders does not agree as condition mentioned in (ii) above, L2, L3...(in that order) shall be asked to match the L1 rate for consideration if empanelment of these item(s).
- vii. In order if required to create a panel of two bidders, L2, in that order would be asked to match the L1 rates. If L2 agrees they are considered for empanelment otherwise the opportunity will be extended to L3 and so on. In case none of the L2, L3... agree to match L1 rates then L1 alone shall be on the panel. In case the L1, L2 and L3 bidders are empanelled after matching their rates with L1, the authority reserves the right to place order to the L1 bidder or the empanelled bidder.
- viii. All such computers and computer consumables should be from original manufacturers sealed individually in OEM packed boxes with Maximum Retail Price (MRP), inclusive of all taxes, duly printed on the box/carton.
- ix. The accepted rates of the bidders shall remain valid throughout the Contract period or extended period, if any. During the period, no request for modification of rates shall be accepted under any circumstances.

Similarly any supplier supplying inferior items / spurious, refilled, fake, duplicate or defective or low quality/standard cartridge/toner shall face penalties, cancellation of contract, blacklisting and even criminal action.

2. **Genuinity of The Supplies**

The material shall be in original packing from the manufacturer clearly indicating manufacturing date, expiry date & maximum retail price (MRP) inclusive of all taxes etc. Any manufacturing defect of any shape/kind shall have to be immediately replaced with a new one. **The expiry date period of cartridges should not be shorter than 12 months from the date of actual supply based on the requisition made by DEPM.** In no case refilled cartridges or refurbished items should be supplied. If any item is subsequently found to be of a substandard (inferior quality)/substitute/refurbished or refilled, the same will be rejected and any loss caused to the printers due to such cartridges shall be recovered from the firm and the payment of bill against the materials issued will not be made and the firm will be liable for appropriate action. The supply shall be completed within the delivery time as in point provision four (4) of Terms & Conditions of the Tender Document from the date of placement of Purchase Order.

3. **Validity of Rates**

The rates quoted by the selected firm and approved by this Office shall remain valid throughout the period of the contract and requests to increase the rates for any items (s), during the currency of the contract, shall not be considered.

4. **Mode of Payment**

Payment against bill/invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the EPM. Payment will be made direct to the supplier through **NEFT / RTGS** only. **No advance payment will be made in any case.**

5. **General/Others**

- i. The tenderer will be bound by the details furnished by him/her to DEPM, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of the contract making him / her liable for **legal action besides termination of contract.**
- ii. The charges such as Octroi, packaging, forwarding, freight, insurance, loading, unloading and demo, etc. will be paid by the bidder only.
- iii. In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and

EMD will be forfeited.

- iv. The Officers of D EPM or their representatives may inspect the items before installation and payment.

SECTION-III

SCHEDULE OF TENTATIVE REQUIREMENT OF ITEMS WITH SPECIFICATIONS

Sl.No.	Description	QTY
1	DESKTOP COMPUTER	5 nos.
2	LASER PRINTERS (MULTI TASK SUPPORTING)	2 nos.
3	DESKTOP MONITERS	1 nos.
4	HIGH SPEED SCANNER	1 nos.
5	LASER PRINTERS	3 nos.
6	COLOUR PRINTER	1 nos.
7	24 PORT SWITCH FOR INTERNET	1 nos.
8	PEN DRIVE 8GB/16GB	12each
9	CATRIDGE 12A(FOR HP LAZER PRINTER) DUAL, ORIGINAL	2 nos.
10	CATRIDGE 88A(FOR HP LAZER PRINTER) DUAL, ORIGINAL	10 nos
11	CATRIDGE 12A(FOR HP LAZER PRINTER) DUAL, COMPATABLE	5 nos.
12	CATRIDGE 88A(FOR HP LAZER PRINTER) DUAL, COMPATABLE	10 nos

SPECIFICATION

1.DESKTOP COMPUTER		
Sl No	Parameters	Required Specification
1.	Make/Model	Bidder to specify
2.	Processor	Minimum Intel Core i5 8600 K, 3.8 Ghz, 9 MB cache
3.	CPU Cores	6 cores
	CPU Thread	6
	Boost Clock	4.30 GHZ
4.	Architecture Features	Enhanced Speed Step technology, Execute Disable Bit capability, Intel Virtualization Technology, Intel 64 Technology, Intel Trusted Execution Technology
5.	Memory	8 GB DDR4 RAM
6.	Hard Disk Drive	1TB 7200 RPM
7.	Optical Drive	8
8.	Key Board	104 Keys
9.	Mouse	Optical Scroll with USB interface
10.	Graphics	Integrated Graphics
11.	Monitor	15.6 “ or Larger TFT/LED digital colour monitor
13.	Type/Form Factor	Intel Core i5 8600K (7th Gen)
14.	Networking Facility	
15.	Operating System	Windows 10 professional or higher preloaded with Media and Documentation and Certificate of Authenticity
16.	Warranty	3 yr On-site warranty with spares and service
3.	Type	USB Pen Drive
4.	Backup	Data backup Function
5.	Driver	Driverless USB
6.	Interface	USB 2.0 & USB 3.0
2.LASER PRINTERS (MULTI TASK SUPPORTING)		
Sl No	Description /Parameter	Required Specification
1	Print Technology	Laser
2	Multi Tasking Supported	Yes
3	Display	LCD (colour graphics)
4	Print Speed	Up to 31 PPM
5	Connective Technology	Ethernet



6	Minimum System Requirements	Windows 10 (32-bit/64-bit), Windows 8 (32-bit/64-bit), Windows 7 (32-bit/64-bit), Windows Vista (32-bit/64-bit): 1 GHz 32-bit (x86) or 64-bit (x64) processor, 1 GB RAM (32-bit) or 2 GB RAM (64-bit), 400 MB available hard disk space, CD/DVD-ROM or Internet, USB or network port
7	Printer Output	Monochrome
8	Media Size supported	A3,A4,A5,B4 (JIS),B5 (JIS)
9	Media types	Paper (coloured, letterhead, light, plain, pre printed, pre punched, recycled, rough, heavy), bond, cardstock, envelope, labels, transparency, vellum
10	Operating System	Windows
11	Duty Cycle	Up to 55000 pages/Month
12	Port	USB
13	Print Quality	Up to 1200 x 1200 dpi
14	Print Speed (A4)	35 PPM
15	Print Speed (A3)	30 PPM
16	Print Memory	256 MB
17	Processor Speed	750 Mhz
18	Wireless Capability	Yes, built-in WiFi 802.11b/g/n
19	Network Ready	Standard (built-in Ethernet, WiFi 802.11b/g/n)
20	Power consumption	700 watts
21	Scan Resolution	Up to 1200 dpi
22	Warranty	01 Year

3.DESKTOP MONITERS

Sl No	Parameters	Required Specification
1.	Brand/ Make	Bidder to specify
2.	Screen size	18 “
3.	Resolution	1366 x 768
	Frequency	Up to 75 Hz
	Brightness/Contrast	200 cd/m2/ 1000:1
3.	Interface	HDMI=1, VGA=1
4.	Aspect Ratio	16:9
5.	Viewing Angles	Upto 178 degree
6.	Warranty	Onsite warranty for 3 years

4.HIGH SPEED SCANNER

Sl No	Description /Parameter	Required Specification
	Brand/Make	Bidder to specify
1	Type	Full-color scanner
2	Scan Method	Flatbed scanning
3	Image sensor type:	CCD Image Sensor
4	Scan Type	Sheet, book, three-dimensional object
5	Original sizes that can be scanned:	Length 10–297 mm (0.4–11 inches) Width 10–432 mm (0.4–17 inches)
6	Scan sizes automatically detectable from the exposure glass:	A3 □, B4 JIS □, A4 □ □, B5 JIS □ □, A5 □, 8½ × 1311 × 17 □, 8½ × 14 □, 8½ × 11 □ □, 5½ × 8½ □
7	Scan speed (Types 1 and 2):	When using the E-mail, Scan to Folder, WSD (Push Type), Scan to Removable device, or network delivery scanner function (Original size: A4 □, Resolution: 200 dpi, one-side scanning): Black and white: 51 pages/minute (Original Type: B & W: Text / Line Art, Compression (Black & White): MH, ITU-T No1 Chart) Full Color: 51 pages/minute (Original Type: Full Colour: Text / Photo, Compression (Grey Scale / Full Colour): Default, Original Chart)

		Scanning speed differs depending on the following; operating environment of the machine and computer, scan settings, and the content of originals (denser images require more time).
8	Scan speed (Types 3 and 4; models equipped with the ARDF):	When using the E-mail, Scan to Folder, WSD (Push Type), Scan to Removable device, or network delivery scanner function (Original size: A4  , Resolution: 200 dpi/300 dpi, one-side scanning): Black and white: 67 pages/minute (Original Type: B & W: Text / Line Art, Compression (Black & White): MH, ITU-T No1 Chart) Full Color: 67 pages/minute (Original Type: Full Colour: Text / Photo, Compression (Grey Scale / Full Colour): Default, Original Chart) Scanning speed differs depending on the following; operating environment of the machine and computer, scan settings, and the content of originals (denser images require more time).
9	Scan speed (Types 3 and 4; models equipped with the one-pass duplex scanning ADF):	When using the E-mail, Scan to Folder, WSD (Push Type), Scan to Removable device, or network delivery scanner function (Original size: A4  , Resolution: 200 dpi/300 dpi, one-side scanning): Black and white: 85 pages/minute (Original Type: B & W: Text / Line Art, Compression (Black & White): MH, ITU-T No1 Chart) Full Color: 85 pages/minute (Original Type: Full Colour: Text / Photo, Compression (Grey Scale / Full Colour): Default, Original Chart) Scanning speed differs depending on the following; operating environment of the machine and computer, scan settings, and the content of originals (denser images require more time).
10	Tone	Black and white: 2 tones Full color / Gray scale: 256 tones
11	Basic scanning resolution:	200 dpi
12	Image compression type for black and white (two-value) :	TIFF (MH, MR, MMR, JBIG2)
13	Image compression type for gray scale/full color:	JPEG
14	Interface:	Standard Ethernet interface (100BASE-TX/10BASE-T) USB 2.0 (Type A) port (on the control panel) SD card slot (on the control panel) Option: Gigabit Ethernet interface (1000BASE-T/100BASE-TX/10BASE-T) IEEE 802.11a/b/g wireless LAN interface

5.LASER PRINTERS

Sl No	Description /Parameter	Required Specification
	Brand/ make	Bidders to specify
1	Frequency Range	50-60 Hz
2	Print Technology	Laser
3	Memory	8 MB
4	Operating Humidity Range	20-70% Rh
5	Colour	Black & White
6	Technology	Print Resolution: ReCP
7	Media Size	76x127 to 216x356 mm

8	Monthly Duty Cycle	up to 10000 Pages
9	Storage Capacity	1.5 GB
10	First Printout Time	As fast as 8.5 sec
11	Connectivity and Compatibility Details	CD-ROM or Internet. USB or Network connection OSX 10.5 or newer .1 GB HD space .1 GB RAM
12	Item Code	SL-M2021
13	Print Language	SPL
14	Warranty	1 Year
15	Print Speed	up to 20 ppm
16	Operating Temperature Range	10-30 deg C
17	Dimensions	Minimum: 331x215x178 mm Maximum: 331x350.4x178.1 mm
18	Input Voltage	110-240 V AC
19	Output Capacity	up to 100 Sheets
20	Weight	3.97 kg
21	Processor Speed	400 MHz
22	Paper Size	A4, A5, B5 (ISO), B5 (JIS), Oficio, Envelope (DL, C5) Plain, Thick, Thin, Cotton, Color, Preprinted, Recycled, Lables, CardStock, Bond, Archive, Envelope
23	Energy Rating Compatible Operating Systems	Energy Star Windows: XP (32/64 bit), 2003 Server (32/64 bit), Vista (32/64 bit), 2008 server (32/64 bit), 7 (32/64 bit), 2008 Server R2, 10 (32/64 bit), 2012 Server, 2016 Server MAC OS 10.5- 10.11 Linux: Red Hat Enterprise Linux (5, 6, 7),
24	Acoustic Noise Power Consumption Interface Display RAM	50 dB Printing: 310 W Power Save: 1.1 W Ready: 30 W USB 2.0 LED 128 MB

6.COLOUR PRINTER

SI No	Description /Parameter	Required Specification
1	Brand & Model	Bidders to specify
2	Printing Type	Colour
3	Printing Technology	Laserjet
4	Print Resolution (Black & White)	1000 x 1000 DPI
	Print Resolution (Colour)	1200 x 1200 DPI
5	Network	LAN, Wi- Fi, USB
6	Printer Type	Single Function
7	Print speed: Letter-size and A4-size page	Black and white: up to 12 pages per minute Color: up to 8 pages per minute
8	Monthly duty cycle	Up to 25,000 sheets of paper
9	Duplex printing (printing on both sides of paper)	Yes
10	Power requirements	220 to 240 V (+/-10%) 50 to 60 Hz (+/-2 Hz)
11	Interface	Ethernet(100Base-TX/10Base-T), USB2.0

7.24 PORT SWITCH FOR INTERNET		
Sl No	Description /Parameter	Required Specification
1	Brand/ Make	Bidders to specify
2	No of Ethernet ports	Twenty-four 10/100/1000 Ethernet ports
3	Standards	802.3 10BASE-T Ethernet, 802.3u 100BASE-TX Fast Ethernet, 802.3ab 1000BASE-T Gigabit Ethernet, 802.3z Gigabit Ethernet, 802.3x flow control, 802.3ad LACP, 802.3af POE, 802.1d Spanning Tree Protocol (STP), 802.1Q/p VLAN, 802.1w Rapid STP, 802.1s Multiple STP, 802.1X port access authentication
4	Data Transfer Rates	<ul style="list-style-type: none"> • 10 Mbps (half duplex) • 20 Mbps (full duplex)
5	Network Cables	<ul style="list-style-type: none"> • UTP CAT 3, 4, 5/5e (100 m max) • UTP CAT 5/5e (100 m max)
6	Functionality	
	Security	Storm Control
	Quality of Service	8 queues
7	Switching Features	
	Protocol	CSMA/CD
	Switching capacity	Up to 48 GBPS
	Packet Filtering/Forwarding Rate	Up to 14,880 pps per port
8	Power	100–240V AC, 50–60 Hz, internal, universal; also equipped with redundant power supply connector for external power supply, 48V DC
9	Warranty	Limited lifetime warranty with return to factory replacement, one year telephone support and software fixes for the warranty term.
8.PEN DRIVE		
Sl No	Description /Parameter	Required Specification
1.	Capacity	8 GB/ 16 GB
2.	Comaptibility	PC/ Macintosh
3.	Type	USB Pen Drive
4.	Backup	Data backup Function
5.	Driver	Driverless USB
6.	Interface	USB 2.0 & USB 3.0
.		

TECHNICAL BID CHECKLIST
SUPPLY OF COMPUTER HARDWARE AND COMPUTER CONSUMABLES

The bidder to be eligible for technical qualification must satisfy the following conditions/ qualifications. Any bid not fulfilling any of the essential requirements would be classified as "Technically Not Qualified" and rejected. Financial bids of such bidders will not be opened.

1. Name of the Tenderer Firm/Agency/Company: (Yes/No – Page. No.....)
2. Registered Address of the Tenderer Firm/Agency/Company: (Yes/No – Page. No.....)
3. Branch office Address of the Tenderer Firm/Agency/Company in Bhubaneswar if registered address is not in Bhubaneswar: (Yes/No – Page. No.....)
4. Contact Details of the Tendering Firm/Agency: (Yes/No – Page. No.....)
 - a. Tel. No. with STD (O)..... (Fax).....(R).....
 - b. Mobile No.....(c)E-mail.....(d) Website.....
5. Name of Proprietor/Partners/Directors of the firm/agency: (Yes/No – Page. No.....)
6. Tenderer's bank, its address and his current account number: (Yes/No – Page. No.....)
7. Registration and incorporation particulars of firm: (Yes/No – Page. No.....)
(Pl. attach copies of the relevant documents/certificates)
8. Original copy of authorization from manufacturer against this Tender valid throughout the contract period, in case the firm is not a manufacturer of the item. (Yes/No – Page. No.....)
9. GSTN, etc. registration details (Yes/No – Page. No.....)
(Pl. attach copies of the relevant documents/certificates)
10. Permanent Income Tax Number (PAN)/Income Tax Circle/TIN (Yes/No – Page. No.....)
(Pl. attach certified copies of last three years Income Tax Returns)
11. Annual turnover for the last three years (Yes/No – Page. No.....)
(Self-certified as per Annexure-II / Audited Turnover Statement duly certified by a Chartered Accountant can also be submitted in lieu of Annexure-II)
12. Proof of last three years of experience of supplying various branded Toner Cartridges/Ink cartridges and Computer Consumables (At least Five Purchase Orders) to any of the Govt/PSUs/Public Limited Company /Organisation in the last three financial years (Valid proof of P.O has to be attached). (Yes/No – Page. No.....)
13. Details of Award / Certificates of merit etc. if any received from any organization (Please attach copy of the certificates) (Yes/No – Page. No.....)
14. Declaration regarding blacklisting or otherwise by Govt/PSUs/Public Limited Company/ Organisation in Stamp paper of ₹20/- duly attested and signed by notary. (Yes/No – Page. No.....)
15. Details of Earnest Money Deposit (EMD): (Yes/No – Page. No.....)

Any other information:

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

NOTE: Only those firms who fulfil the aforesaid conditions as mentioned at Sl.No. (1) to (15) shall be eligible for consideration in the next stage.

Dated.....

Name & Address of Firm.....

Authorised Signature & Seal of the Firm



ANNUAL TURN OVER STATEMENT

[To be submitted in the Technical Bid in the letter head of the Chartered Accountant]

The Annual Turnover of M/s _____

For the past three years are given below and certified that the statement is true and correct.

Sl. No.	YEAR	Turnover in Lakhs(in Rs.)	
		In Figures	In Words
1.	2015-2016		
2.	2016-2017		
3.	2017-2018		

Date:

Place:

Signature of the Chartered Accountant
(Full Name in Capital Letter)

Membership No: _____

Seal

NOTE: [Audited Profit & Loss Statement of the above mentioned Financial Years must be submitted in support of the information mentioned in Annexure-II]



MANUFACTURER'S AUTHORIZATION FORM (MAF)
[To be submitted in Technical Bid in case the bidder is not an OEM]

(In letterhead)

Dated _____

To,
Director, EPM, Odisha , Bhubaneswar

Dear Sir,

Tender Reference No. _____, dated _____.

We _____, who are established and reputable manufactures of _____ having offices at _____ and _____ do hereby authorize M/s. _____

(Name and address of Authorised Business Partners) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We hereby extend our full guarantee of providing warranty support during the warranty period as per terms and conditions of the tender and the contract for the equipment, services offered against this invitation for tender offer by the above firm.

Yours faithfully,

(Name)

For and on behalf of M/s _____

(Name of OEM)

Note: This letter of authority (MAF) should be on the letterhead of the manufacturer (OEM) and should be signed by a competent person of the manufacturer.



DECLARATION

SUPPLY OF COMPUTER HARDWARE AND COMPUTER CONSUMABLES

[To be submitted in 20/- Stamp paper duly attested & signed by notary]

From

M/s.

.....

.....

To

The Director

EPM, Odisha, Bhubaneswar.

Dear Madam/Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Demand Draft.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned / suspended business dealing. I/We further undertake to report to EPM immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

Date:

: Signature of the Tenderer)

Name

Designation with Seal of the Firm



FINANCIAL BID
SUPPLY OF COMPUTER HARDWARE AND COMPUTER CONSUMABLES

[To be submitted in Financial Bid]

(In letterhead)

From

To

Director
EPM, Odisha, Bhubaneswar.

Sir,

Ref: Your tender notice No.

dated

I/we have gone through and understood fully the contents/terms & Conditions of said tender and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of the items required. I hereby submit my financial bid along with the rate of items which is inclusive of all taxes . as applicable as per **Anexure-VIII** of the tender to this letter.

Important Notes:

1. Please read the instructions in the tender document carefully before filing the financial bid.
2. Provide the rate of items listed at **Anexure-VIII** in annexure to the financial bid.
3. The bidders have to quote for all the items mentioned at **Anexure-VIII**. The price column should not be left blank.
4. Cost of the item includes all taxes i.e GST with packaging & transportation to the locations, insurance and delivery at site. The TAX (GST) rate to be mentioned in the tax column.

Name & address of the bidder Signature of the Bidder Authorized Signatory



LIST OF THE ITEMS:

Sl.No.	Toner/Cartridge Description	Unit Rate (Exclusive of Taxes)	Taxes (GST) % & amount to be mentioned for each item	Unit Rate (Inclusive of Taxes)
1	DESKTOP COMPUTER			
2	LASER PRINTERS (MULTI TASK SUPPORTING)			
3	DESKTOP MONITERS			
4	HIGH SPEED SCANNER			
5	LASER PRINTERS			
6	COLOUR PRINTER			
7	24 PORT SWITCH FOR INTERNET			
8	PEN DRIVE 8GB/16GB			
9	CATRIDGE 12A (DUAL) (FOR HP LAZER PRINTER), ORIGINAL			
10	CATRIDGE 88A (DUAL) (FOR HP LAZER PRINTER), ORIGINAL			
11	CATRIDGE 12A (DUAL) (FOR HP LAZER PRINTER), COMPATABLE			
12	CATRIDGE 88A (DUAL) (FOR HP LAZER PRINTER), COMPATABLE			

I hereby confirm that I am the manufacturer/authorized dealer/supplier of items listed above and for which I have indicated the price as on date of filing the tender and I would be able to supply the requisite quantity of these items to EPM as per work orders issued to me from time to time during the contract period.

Dated.....

Name & Address of the Firm

Authorised Signature & Seal of the Firm





