

DISTRICT EMPLOYMENT EXCHANGE, BALASORE

At.- Rajabagicha, P.O.- Balasore, Dist.- Balasore

TENDER CALL NOTICE**Supply, installation and after sales maintenance support of Desktop Computers, UPS, Multi Functional device Laser Printer, LAN Cabling, Air Conditioner, Electrical Inverter, Electrical fittings to District Employment Exchange, Balasore.**

Sealed tenders under **Two Bid** systems are invited from intending Company / OEMs/ Authorised Dealers/Distributors/Registered firm with valid GST Registration Certificate, PAN No.

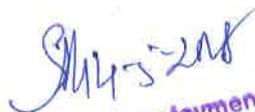
1. The tender (The Technical Bid) must be accompanied by two D.D. drawn in SBI Main branch Balasore, in favour of "District Employment Officer, Balasore". One amounting Rs.5,00/- (Rupees Five hundred) only is towards cost of tender document (non-refundable) even, if tender is cancelled and other one of Rs.10,000/- (Rupees Ten thousand) only towards EMD (Refundable interest free).
2. The last date and time for submission of completed tender forms is **dt.31.05.2018 by 11 A.M.** The tender is to be submitted to "The DISTRICT EMPLOYMENT OFFICER, BALASORE, At-Rajabagicha, Near ADM Chhak, Po/Dist:-Balasore Pin: 756001, Odisha through either by speed post or Registered Post only. Tender through hand / Courier will not be entertained. The authority shall not be responsible for any postal delay.
3. The tender will be opened on **dt.31.05.2018 at 11.30 A.M** in the office of Addl. District Magistrate, Balasore. Bidder who would like to remain present during the opening of the Bids may do so in person or through their authorised representatives.
4. Any change in the date/timing /venue of opening of the Bids shall be notified to the prospective bidders over telephone/mobile, thus they must give their contract telephone /mobile numbers and address on the left bottom of the sealed tender cover.
5. **Specifications:** For detailed Specifications refer (**Annexure- I, I-A, I-B**) as the case may be of the Tender Documents.
6. The bidders may inspect District Employment Exchange, Balasore where the Computers and other equipments will be installed.

Ar.
14-5-2018
District Employment Officer
Balasore

General Terms and Conditions:

1. The Bid shall consist of two parts: Technical Bid (**Annexure-I, Format 1- 5 including authorisation letter**) and Financial Bid (**Annexure-II**) Both bids are to be placed in two separate sealed envelopes (clearly super scribing "**Technical Bid**" and "**Financial Bid**") which in turn are to be placed in one another sealed cover super scribing "**TENDER FOR SUPPLY OF [COMPUTER, UPS, MULTI FUNCTIONAL (Print, Scan & Xerox) PRINTER, OR AIR CONDITIONER, ELECTRICAL INVERTER, LAN CABLING OR TABLE (Executive & Computer), CHAIR (Executive, Office, Computer & Waiting area)]**".
2. Bids of all parties whose Financial Bids are not in separate sealed covers or the rates quoted by them find mentioned in their Technical Bids shall be rejected forthwith. All the information sought under the head "General Terms and Conditions" are to be given in the Technical Bid while price quoted for the same will have to be mentioned against each item only in the Financial Bid.
3. The Financial Bid of the bidders shall be opened those who are qualified/eligible in Technical Bids and financial bid shall remain unopened for those who are not qualified bidders of Technical bid.
4. The Bid submitted without D.D of tender cost & EMD shall summarily be rejected. The EMD of the successful bidder will be refunded after completion of the work. EMD of all other bidders will be refunded within 15 days of the completion of the bidding process without interest.
5. No extending benefit will be allowed to SSI units registered under with DIC & NSIC.
6. The rate will be valid for 90 days from the date of opening of tender paper.
7. No correction and overwriting is allowed in the quoted price. The quoted price must be inclusive of all taxes, duties, delivery and installation.
8. The bidder assumes the responsibility of delivery, installation and commissioning of the items/ equipments/ services as the case may be and accordingly price will be quoted.
9. Bidders shall fill up the check list (**Format-1**) before submitting the Tender Paper.
10. Product/ service offered should meet all the Technical specifications given in (**Format-2&3**).
11. Bidder has to give a self declaration in (**Format-4**).
12. Bidder must submit the valid authorisation letter or certificate from OEMs for Desktop computer, UPS, Multi Functional Printer only.
13. Bidders must have successfully undertaken the work order of this nature for at least 3 years details of clients list may be attached (**Format-5**).

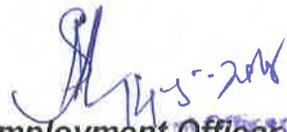
14. Bidder must submit Model/Specification and Price in the Financial Bid given in (Annexure-II).
15. The office may award the contract to that bidder who has met all the conditions/specifications and quoted the lowest price.
16. The bidder must submit guarantee and warranty for minimum period 3 years of Desktop computer and 1 year for printer and 2 years for UPS.
17. The bidder should not have been blacklisted or should not have any record of poor performance, if found so then the EMD will be forfeited.
18. Quoted price should include cost of items/equipments/services, installation commissioning, Transportation to designated location, maintenance cost for OEM warranty periods and taxes/duties etc.
19. The office reserves the right to negotiate with the successful bidders only.
20. After the maintenance support for warranty periods, the period may be extended further on mutual agreement on similar terms and conditions.
21. Successful bidder will have to deliver the equipments within 01 weeks of work order.
22. The items/equipments are to be installed at designated location within 7 days after PDI.
23. Liquidated damages charge will be applied for late supply @0.5% per week and maximum 5% of total value.
24. The security & EMD will be forfeited if the vendor fails the terms & condition.
25. Payment will be released after successful installation at designated place.
26. The service provider must attend to the complaints regarding the malfunctioning of the equipments within 72 hrs of report.
27. The Successful bidder has to ensure timely delivery. In case of delay the authority has the liberty to cancel the award at any point of time without stating any reason thereof.
28. No commitment of any kind shall exist unless and until a formal written work order is issued by the office. The office may cancel the procurement at any time prior to issue of work order.
29. The size of work order may increase or decrease as per the requirements of the office. The Authority reserves the right to modify/amend any condition/ criteria on depending on project priorities and urgent commitments.
30. Tender specific Authorisation is required from OEM to participate in the tender, if Bidder is other than OEM.
31. One Bidder one OEM.
32. Bidders have to submit Manufacturer Authorization Form (MAF) issued from OEM.
33. Bidder having ISO 9001 certification is preferable.


District Employment Officer
Balasore

(4)

34. The participant firm must be registered in the state of Odisha & should have office in Bhubaneswar or Balasore.
35. Materials have to be delivered within 7 days from the date of issue of purchase order.
36. 5% performance guarantee has to be furnished by the successful bidder before execution of the order.
37. In the event of any dispute, the matter shall be finalised/ settled within the jurisdiction of the Balasore.

Encl. Annexure-I & II


District Employment Officer,
Balasore

REQUIRED TECHNICAL SPECIFICATIONS

Sl. No.	Item	Specification
1	Desktop Computer	<ol style="list-style-type: none"> 1. Processor Make: Intel, 2. Processor: Intel Core i5-7500 (7th Generation) (3.9 GHz, 3 MB Cache, 2 Cores) 3. Hard Disk: 1000 GB 4. Power Supply: 300 Watts or more 5. Internal Bays: 1 No. 6. Cabinet : Tower 7. USB Port 2.0: 3 Nos. or higher 8. Type Of RAM: DDR 4 9. RAM Speed: 2400 MHz 10. Power Efficiency: 85-90 % 11. External Bays: 1 No. 12. USB Port 3.0: 2 Nos. 13. Chipset: Intel H110 14. Graphics Type: Integrated 15. Graphics: Intel HD Graphics 16. Operating System: Windows 10 Professional (Pre-Loaded) 17. RAM Size: 4 GB. 18. RAM Expandability : 32 GB 19. DIMM Slots: 2 No., 20. Optical Drive: DVD RW. 21. Cabinet Volume : 25 Litres 22. Network Connectivity : 10/100/1000 on board Integrated Gigabit Port 23. Expansion Slots (PCI): 1 No. 24. Expansion Slots (PCIe X 1) : 2 No., 25. Expansion Slots (PCIe X 16): 1 No. 26. Serial Port : Available 27. Parallel Port : Available 28. Monitor Resolution : 1366x768 PIXELS 29. Keyboard: Standard 30. Mouse: Optical 31. Energy Star For The Given Model: Yes 32. ROHS Compliance : Yes 33. Monitor Size : 19.5 INCHES 34. VGA : Available, 35. HDMI: Available 36. DVI-D: Available 37. Monitor Certification: TCO 6.0 38. Warranty : 3 Years onsite including CPU with Monitor 39. Make:- MNC Brand 40. Mouse Pad : Included 41. Desktop Certification: Quoted Model Should be EPEAT Gold Certified
2	Desktop Computer	<ol style="list-style-type: none"> 1. Processor Make: Intel, 2. Processor: Intel Core i7-7500 (7th Generation) (3.9 GHz, 3 MB Cache, 2 Cores) 3. Hard Disk: 1000 GB 4. Power Supply: 300 Watts or more 5. Internal Bays: 1 No. 6. Cabinet : Tower 7. USB Port 2.0: 3 Nos. or higher 8. Type Of RAM: DDR 4 9. RAM Speed: 2400 MHz 10. Power Efficiency: 85-90 % 11. External Bays: 1 No. 12. USB Port 3.0: 2 Nos. 13. Chipset: Intel H110 14. Graphics Type: Integrated 15. Graphics: Intel HD Graphics 16. Operating System: Windows 10 Professional (Pre-Loaded)

		<ul style="list-style-type: none">17. RAM Size: 4 GB.18. RAM Expandability : 32 GB19. DIMM Slots: 2 No.,20. Optical Drive: DVD RW.21. Cabinet Volume : 25 Litres22. Network Connectivity : 10/100/1000 on board Integrated Gigabit Port23. Expansion Slots (PCI): 1 No.24. Expansion Slots (PCIe X 1) : 2 No.,25. Expansion Slots (PCIe X 16): 1 No.26. Serial Port : Available27. Parallel Port : Available28. Monitor Resolution : 1366x768 PIXELS29. Keyboard: Standard30. Mouse: Optical31. Energy Star For The Given Model: Yes32. ROHS Compliance : Yes33. Monitor Size : 19.5 INCHES34. VGA : Available,35. HDMI: Available36. DVI-D: Available37. Monitor Certification: TCO 6.038. Warranty : 3 Years onsite including CPU with Monitor39. Make:- MNC Brand40. Mouse Pad : Included41. Desktop Certification: Quoted Model Should be EPEAT Gold Certified
3	UPS	<ul style="list-style-type: none">1. Rating in KVA/Min VAH capacity of Battery : 600 VA/360 Watts2. Input : Single phase sine wave(145v-290v) Volte3. Output :Single Phase sine wave 230v AC, 50Hz Volt4. Recharge Time:4-6 Hr(s)5. UPS Type: Line Interactive6. Surge Protection: Minimum 20 use / Energy Saving7. Type of Battery : 12V SMF8. Warranty: 2 years on UPS onsite9. Make : APC / Numeric10. Power Cord: 1.2 metre11. BIS Certification: Yes12. Battery Saver Mode-Available13. Separate Charging LED14. Warranty- 2 years15. Brand:-APC/Exide/Numeric/ Other MNC Brand
4	Multi Functional Laser Jet Printer	<ul style="list-style-type: none">1. Printing Technology: Laser2. Print Speed (A4)- Mono: 22 PPM3. First Page Out Time: Less than 8 seconds or better4. Processor:600 Mhz or Higher5. Paper Size: A4, Paper Tray Capacity: 150 Sheets6. Input Tray : 10 sheets multipurpose tray,150 sheets7. Output Tray: 100 sheets or more8. Memory: 128 MB or more9. Connectivity : 1 Hi-Speed USB, 1 wireless10. Duty cycle (monthly, A4): Up to 10000 pages or more11. Compatible operating systems : Windows® 7, 8, 8.1, 10 (32-bit/64-bit), Windows Vista® (32-bit/64-bit), Windows® XP (32-bit/64-bit), Windows® Server 2008 (32-bit/64-bit), Windows® Server 2003 (32-bit/64-bit), Mac OS X v 10.9, v 10.10, v 10.1112. Media sizes supported: A4/A5/A6/B5/postcards/envelopes (C5, DL, B5)13. Warranty : 2 Year onsite14. Make : HP/ Canon/ other reputed MNC Brand

N.B : All specification may be same or higher version

Signature
District Employment Officer
Balasore

Annexure- I-A

SPECIFICATION OF THE ITEM

Item	Parameter	Specification	
AC (Split)	Cooling Capacity	5150	
	ISEER(Btu/hw)	3.6	
	Cop(w/w)	3.6	
	Star Rating	3	
	Operating Temp.	46	
	Electrical Data		
	Voltage	230	
	Running Current	6.5	
	Power Input	1430	
	Moisture Removal		
	l/h	3.0	
	Pt/h	6.3	
	Air circulation (indoor /Hi)		
	M/Min	18	
	ft/Min	635	
	Dimensions-Indoor		
	Length	107	
	Breadth	22	
	Height	29	
	Dimensions-Outdoor		
	Length	82.4	
	Breadth	29.9	
	Height	61.9	
	Noise Level		
	indoor(H/L/Q-Lo)	48/43	
	outdoor	58	
	Net weight		
	Kg	12(39)	
	Lb	26(86)	
	Refrigerant Pipe Diameter		
	Liquid Side	0.635	
	Gas Side	1.588	
Pipe Extension			
Chargeless pipe length	7.5		
Maximum Pipe length	15		
Maximum Elevation Length	5		
Additional Refrigerant Gas	20		
Power Supply	indoor		
Warranty on Out Door	5 year		
Out Door Type	Super Dyma, Anti rust coated		
Make	MNC Brand		

S. M. S. 2018
District Employment Officer
Balasore

9

Annexure- I-B

Specification of items

Sl. No.	Name of the Item	Model	Quantity
1.	8 port Switch 10/100 MBPS.	D-Link/ Digilink/ Cisco	As per actual
2.	Information Outlet Box (I/O Box)	D-Link/Molex/ Lanbit	As per actual
3.	CAT 6patch Card (2Meter)	D-Link/Molex/ Lanbit	As per actual
4.	CAT 6 Cable	D-Link/Molex/ Lanbit	As per actual
5.	CAT 6 Cable (Wiring)	D-Link/Molex/ Lanbit	As per actual
6.	PVC casing with fitting Materials & Labour Charges.	Best Quality	As per actual
7.	Setup LAN & Broadband Connectivity configuration charges per Desktop/ Workstation/ Printer/MFP		As per actual

N.B : All specification may be same or higher quality.


District Employment Officer
Balasore

TECHNICAL BIDCHECK LIST

Please check whether following have been enclosed in the respective covers, namely, letter of Technical Bid

Sl. No	Compliance Document	Provided (Yes/No)	Page No in the Technical Bid
1.	Copy of GST Certificate		
2.	Copy of PAN		
3.	Copy of upto date VAT Clearance Certificate		
4.	Copy of Income Tax Return of last three years (2015-16, 2016-17 & 2017-18)		
5.	Tender paper cost (DD No -----Amount----- --Bank-----date-----)		
6.	Earnest Money DD No-----Amount----- -----Bank-----date-----)		
7.	Filled Information in Format- 1 Format- 2 Format- 3 Format- 4 Format- 5		

Date:
Place:

Full Signature of the Bidder
With Seal

S. S. S. S.
District Employment Officer
Balasore

TECHNICAL BID

11

Format: - 2

Sl. No	Descriptions	Particulars
1	Name of the Firms	
	Address (Corporate Office and Office in Odisha)	
	Email ID ,	
	web site ,	
	Telephone number of the firm	
	Mobile number of the firm	
3	PAN No.	Documents to be Attached
4	GST No.	Documents to be Attached
5	Nature of Business (As VAT/GST Certificate Description of goods or classes of goods)	Documents to be Attached
6	Details of Clients (for last three years) Annexure-VII	
7	Tender fee Details of Drafts attached (Number date amount)	
8	EMD Details of Drafts attached (Number date amount)	

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place :
Date:

Full Signature
Name
Address

District Employment Officer
Balasore

TECHNICAL BID

12

Format :-3

DETAILS OF TECHNICAL SPECIFICATION OF ITEMS TO BE SUPPLIED BY THE FIRMS

Sl. No.	Item	Brand	Model	Quantity	Specification details
1	Desktop Computer (Intel Core i-5) for District Employment Exchange, Balasore			02	
2	Desktop Computer (Intel Core i-7) for District Employment Exchange, Balasore			02	
3	UPS			04	
4	Multifunctional Laser Jet Printer			02	
5.	LAN Cabling			As per actual requirement	

(Authorisation letter in Format-5 should be enclosed for each item)

Place :

Date:

Full Signature

Name & Address



District Employment Officer
Balasore

TECHNICAL BID

13

Format:-3-A

DETAILS OF TECHNICAL SPECIFICATION OF ITEMS TO BE SUPPLIED BY THE FIRMS

Sl. No.	Item	Brand	Model	Quantity	Specification details
1	Air Conditioner with stabilizer			01	
2	Electrical Inverter			01	
3.	Electrical cable with fitting			As per actual requirement	

(Authorisation letter in Format-5 should be enclosed for each item)

Place :

Full Signature

Date:

Name & Address

S. M. 5-2014
District Employment Officer
Balasore

14

TECHNICAL BID
SELF DECLARATION

Format: - 4

I Sri /Smt _____ aged about _____.

S/O/D/O W/o _____ Proprietor/Partner

/ Director of M/S _____ At- _____ Po- _____

hereby solemnly affirm and state as follows

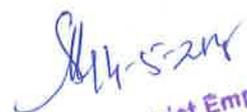
1. That pursuant to the tender call notices dt _____ of District Employment Officer, Balasore for Supply. Installation, Commissioning and Support of Desktop, UPS, Laser Jet Printer, LAN cabling, Air Conditioner with stabilizer, Inverter and Electrical cable with fittings (Specify the item).
2. I/My firm / company am / is an intended bidder to participate in the said tender process.
3. That as per terms & conditions of the tender documents. I am to declare that. I/my firm company have not been blacklisted by any Centre/state Govt, Organisation or by any public Sector undertakings of the State /State central Govt.
4. That neither any criminal case nor any vigilance case is pending against me/ firm / company before any forum.
5. That this declaration is required to be produced with tender paper on Firm Letter Pad.
6. That the facts stated above are true to the best of my knowledge and belief.

Place:

Signature of Bidder

Date:

With Seal


District Employment Officer
Balasore

FORMAT FOR LIST OF WORKS/PROJECTS EXECUTED

Sl. No.	Name of Organization, Name of the Officer Address, Tel/Mobile No.	Amount of Contract (Rs.Lakhs)	Supply order No. and Date	Year
1	(a)			2017-18
	(b)			
2	(a)			2016-17
	(b)			
3	(a)			2015-16
	(b)			

(Necessary documentary evidence should be attached in support of the claim)

Place:

Date:

Signature of Bidder

With Seal

M. S. 2017
District Employment Officer
Balasore

16

FINANCIAL BID

ANNEXURE-II

1. Name of the Firm & Address :

Sl. No.	Item	Brand	Model	Basic Price per Unit (Rs)	Taxes (GST)	Total Unit Price in Rs. (Inclusive of All taxes)
1.						
2.						
3.						
4.						
5.						
6.						

Place :

Date :

**Signature of the Bidder
With Seal**


District Employment Officer
Balasore