



ଓଡ଼ିଶା ଆଦର୍ଶ ବିଦ୍ୟାଳୟ, ସୁତେଇ, ରେମୁଣା, ବାଲେଶ୍ଵର

ODISHA ADARSHA VIDYALAYA, SUTEI, REMUNA, BALASORE

At – Sutei, Po – Chhanapur, Via – Kuruda, Pin – 756056

(Under The Department of School & Mass Education, Government of Odisha)

E-mail Id : remuna@oav.edu.in, Website: www.oav.edu.in, School No.- 17264

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SHORT TENDER CALL NOTICE

Notice No.: 04/2023, Date: -23/11/2023

PROCUREMENT OF PHOTOCOPIER MACHINE FOR ODISHA ADSRAHA VIDYALAYA, SUTEI, REMUNA, BALASORE IN BALASORE DISTRICT

Sealed Tenders (Technical & Financial) are invited from the intending Registered Firms/Authorized Dealers/ Whole sellers/Govt. Stores/ Agencies/ Manufacturers/ Companies (with GST registration having valid GSTIN) with experience certificates about supply of furniture items to any Govt./ Govt. undertaking offices/ institutions. The Tender documents should reach the office of the Principal, Odisha Adarsha Vidyalaya, Sutei, Remuna, Balasore by **04.12.2023 till 5.30PM** through **Speed Post/ Registered Post** only. The envelope should be superscribed as “**Tender for supply of Photocopier Machine to OAV, SUTEI, REMUNA, BALASORE**”. The Tender will be opened on **06/12/2023 at 11.00 AM** in the **Office Chamber of the Principal, OAV, Sutei, Remuna, Balasore** by the Purchase Committee constituted for the purpose in presence of the Bidders or their authorized representatives. Any tender paper received after due date & time will be summarily rejected. Tender details regarding items, quantities, specification, terms & conditions and format for submission of Tender enclosed in **Annexure - A and B**.

The authority reserves the right to reject any or all the tenders without assigning any reason thereof.


Principal

Odisha Adarsha Vidyalaya
Sutei, Remuna, Balasore.

Copy Submitted to -

1. Notice Board , OAV, Sutei for wide publicity
2. Notice Board, Block Education Office, Remuna for wide publicity
3. Notice Board, District Education Office, Balasore for wide publicity
4. Copy to the District NIC Officer , Balasore to display in the district web portal.
5. Notice Board, Collector and District Magistrate, Balasore for wide publicity


Principal

Odisha Adarsha Vidyalaya
Sutei, Remuna, Balasore.

TERMS & CONDITIONS**TECHNICAL BID should contain following documents:**

1. Registration Certificate of the Firms/Agency/Supplier/Companies etc.
2. GST Registration Certificate
3. Copy of PAN
4. Copy of up to date GST Return (GSTR 3B)
5. IT Return (2022-23 AY)
6. Address and contact details of firm/agency/supplier/company etc. (Local address of business place at Balasore with contact details).
7. The firm/agency/company/supplier etc. must have designated place of business and submit full local address and contact details.
8. Experience certificate about supply of furniture items to any Govt./Govt. undertaking organizations/ institutions.
9. An affidavit regarding the firm/agency/company etc. has not been blacklisted by any State Govt./ Central Govt. / Govt. undertaking organizations/Institutions.

FINANCIAL BID should contain the price of each item in prescribed format per unit of supply. All prices should be inclusive of taxes.

FORMAT FOR OFFER (FINANCIAL BID)

3. Name of the Firm :
(with full particulars)

Sl. No.	Name of the Item	Make/ Model	Specification	Unit	Unit Cost (inclusive of all taxes) (in Rs.)	Remarks
1	2	3	4	5	6	7

4. Those who do not qualify in the technical bid their financial bid will not be opened.

C. General Terms & Conditions :

1. The bidders should submit the Technical & Financial Bid in separate sealed envelopes mentioned in the top of the envelop as "Financial Bid" & "Technical Bid" and put the said two envelopes in one envelope with superscription "Tender for supply of Photocopier Machine to OAV, Sutei, Remuna, Balasore".
2. The selected bidder shall install all items at the respective Odisha Adarsha Vidyalaya point.
3. The selected bidder shall be responsible to provide on-site warranty and maintenance support for the supplied items for a period of **01 years**.
4. No conditional bids shall be entertained and the same will be out rightly rejected at first instance.
5. Quality being the essential for procurement of the articles, the Principal of the respective OAV reserves right to select the items verifying the specification and brand of the articles.
6. The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after physical verification of the items or any other reason then negotiation will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the Vidyalaya Level Committee will be final for award of contract.
7. The price quoted by the bidders shall not in any case exceed the unit cost prescribed by OAVS inclusive of transportation cost and labour cost.
8. The items should be as per the specifications enclosed in the tender notice.
9. Preference will be given to the branded items.
10. The Authority reserves the right to reject all bids / terminate the entire tender process without assigning any reason thereof.

(1) DIGITAL PHOTOCOPIER 22 COPIES PER MINUTES

Make, Model quoted by the Bidder

Sl. No.	Minimum required specification of machine	Complete Specification of machine for which bidder quoted
1	Print Speed –	22 Pages Per Minute (PPM)
2	Printing Paper Size –	Maximum A3
3	Resolution-	600 X 600 DPI
4	Duplex Automatic (back to back copying)	
5	Computer compatible with computer interface/LAN Card/Network Printer	
6	Colour Scanner	
7	Memory	256 MB
8	Scan to Folder	
9	No. Of Main Paper Tray with By pass facility 100 sheet	02
10	Paper Supply Capacity.....	
11	Warm up Time.....	
12	Dimension without stand	
13	Weight without stand	
14	CVT (Minimum 2 KVA)	
15	Manual along with all spares and accessories required for the functioning of the equipment	
16	Warranty	1 Year

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28-11-23