



## OFFICE OF THE SUB-COLLECTOR, BALASORE

At/P.O/P.S: Balasore, Dist. Balasore, Pin-756001, Contact No.06782-262052

E-Mail: [subcollector\\_balasore@yahoo.com](mailto:subcollector_balasore@yahoo.com)

Letter No. 100 / Elec. Dated 29.01.2024

### TENDER CALL NOTICE

As per kind instructions of Govt. in Home (Elections) Department, Odisha, Bhubaneswar vide Letter No. 12255/Elec. Dated. 04.12.2023, SEALED TENDER in plain paper are invited from the different Vendors / Firms having valid Service Tax registration, GST registration, IT return for the financial year 2022-23.

The Sealed Tender should be submitted in a sealed envelope subscribed in as "Quotation for (Item Name)" along with the tender document fee of Rs 500/- (Rupees Five hundred) only and EMD of Rs 10,000/- (Rupees Ten Thousand) only in shape of a Demand Draft in favor of Sub-Collector, Balasore payable at State Bank of India, Main Branch, Balasore and must be delivered to the Sub-Collector's Office, Balasore on or before **09.02.2024 by 1:00 PM** through Registered Post/ Speed Post on Indian Postal Department or dropped in the assigned Box at the Sub-Collector Office, Balasore. The quotation received after stipulated date & time shall not be entertained. **The quotation will be opened on the same day at 4:00 PM in the Office Chamber of the Sub-Collector, Balasore.** The quotationers or their authorized person (with due authorization) may remain present at the time of opening of quotation. The lists of Quotation Items are as follows:

#### 1. Specification of items:-

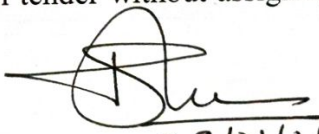
SLN o.	Item	Specification	Quantity
1	2	3	4
1	<b>Desktop Computer</b>	<b>OS-</b> Windows 11 Professional <b>Processor-</b> Intel i5 13400 or better / Rygen 5 7600 or better <b>RAM-</b> 8 GB or more (expandable up to 64 GB or more) <b>Storage (SSD)-</b> 256 GB or more <b>Storage (HDD)-</b> 1TB or more <b>Monitor-</b> 23.8 inches LED backlit <b>Monitor Resolution-</b> 1920 x 1080 or better <b>OEM onsite Warranty -</b> 3 Years or more	01
2	<b>Printer</b>	<b>Type-</b> Mono <b>Print Technology-</b> Laser <b>Paper size-</b> A4 <b>RAM-</b> 256 MB <b>Minimum print speed per minute (A4)-</b> 40 or more <b>Print (Duplex)-</b> Yes <b>Resolution-</b> 1200x1200 <b>Main paper tray-</b> 1 No or more <b>Main tray paper capacity-</b> 200 or more <b>Bypass tray -</b> Yes <b>Bypass tray capacity-</b> 100 or more <b>Duty cycle (No. of prints per month)-</b> 80000 <b>Network LAN Port -</b> Yes (Ethernet 10/100/1000)	01

		<p><b>Operating Temperature-</b> 15 degree C to 30 degree C  <b>Operating Humidity-</b> 10% RH to 80% RH  <b>OEM onsite Warranty-</b> 3 Years or more</p>	
3	<b>Document Scanner</b>	<p><b>Type-</b> Sheetfed Scanner  <b>Optical resolution-</b> 600 DPI x 600 DPI (Horizontal x Vertical)  <b>Network-</b> LAN RJ 45  <b>Colour/BW</b>  <b>Scanning Speed-</b> 45 pages/min (Monochrome, Single-sided, 300 dpi, ADF); 45 ppm (Colour, Single-sided, 300 dpi, ADF); 90 ipm (Monochrome, Double-sided, 300 dpi, ADF ); 90 ipm ( Colour, Double-sided, 300 dpi, ADF)- OR Better  <b>Paper Setting Capacity-</b> 100 sheets or more  <b>Automatic Document Feeder Type-</b> Single pass dual scanning  <b>Reliability Daily Duty Cycle-</b> 7000 pages  <b>Duplex scan-</b>Yes  <b>Warranty-</b> 3 years onsite warranty</p>	01
4	<b>Digital Photo Copier Machine</b>	<p><b>Type-</b>Mono, Digital Copier (Heavy duty)  <b>Print Technology-</b> Laser  <b>Paper size-</b> A3/A4  <b>RAM-</b>1500 MB  <b>Minimum print speed per minute -</b> 30 or more  <b>Scanning (Duplex)-</b> Yes  <b>Copy-</b>Yes  <b>Print (Duplex)-</b> Yes  <b>Document feeder type-</b> DADF  <b>Feeder capacity-</b> 100 nos. or more  <b>No of Main paper tray-</b> 2 Nos or more  <b>Each main tray capacity-</b> 500 nos. or more  <b>Bypass tray -</b> Yes  <b>Bypass tray capacity-</b> 100 nos, or more  <b>Duty Cycle (No of Prints/month)-</b> 80000 or more  <b>Operating Temperature-</b> 15-30 Degree C  <b>Operating Humidity-</b> 10% RH-80% RH  <b>Network LAN Port-</b>Yes (Ethernet 10/100/1000)  <b>OEM onsite Warranty-</b> 3 Years or more</p>	01
5	<b>1 KVA LI UPS</b>	<p><b>Rating-</b> 1 KVA  <b>Technology-</b>MOSFET-PWM  <b>Inverter efficiency-</b> 70% or better  <b>Minimum Guaranteed Battery Backup time (Minutes) on Full Load-</b> 30 minutes  <b>Degree or protection-</b> IP 20  <b>Battery Make -</b> OEM  <b>Enclosure-</b> ABS  <b>Input (volt)-</b> Single Phase AC (160- 280V)  <b>Rated Output (Volt) with Total Harmonic Distortion (%) -</b> Single Phase Sinewave 230v AC 50Hzwith Total Harmonic Distortion as&lt;3%  <b>Variation in AVR output in AC mode (AVR Voltage regulation)-</b> 230 Volts +/- 9%  <b>Warranty (UPS)-</b> 3 years onsite warranty  <b>Warranty (Battery)-</b> 2 years onsite warranty</p>	01

## Terms & Conditions:

1. The intending supplying agencies must be bonafied registered body having valid GST Registered No. and IT return. Self attested photo copy of the GST registered certificate and IT return should be attached.
2. The supplying agencies should have valid PAN Card. Self attested photo copy of PAN Card should be attached.
3. The supplying Agency must not have been blacklisted by any Govt. Organization. (Attach declaration in Stamp Paper of Rupees Ten).
4. The earnest money will be refunded to the unsuccessful quntationer or whose quotations are not accepted. The EMD of the successful quotationer will be refunded after completion of validity period. (i.e. 2 months).
5. No extra transportation & installation charges are to be given to the successful bidder.
6. All taxes, duties and other levies payable by the bidder under the contract shall be included in the bid/ quoted price.
7. If any dispute arises, the mater shall be referred to purchase committee for settlement of dispute.
8. The quotations received in incomplete form or after scheduled date & time shall be summarily rejected.
9. If any problems arise during the warranty period of said items the successful bidder must be take responsible for updatation/ repair the above items on his own cost.
10. The authority reserve right to reject any or all the quotations without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.
11. The quoted price will valid till 01<sup>st</sup> December, 2024 or till invitation of next quotation in this regard or whichever is earlier (except Launch).

The specifications, Evaluation Form, Format of Quotation, General Bid information and Terms and conditions for supply of Desktop Computer System/ Printer/ Document Scanner/ Digital Photocopier Machine/ 1 KVA LI UPS are available at the District website [www.balasore.nic.in](http://www.balasore.nic.in) . The undersigned reserves the right to reject any all tender without assigning any reason thereof.

  
29/01/24  
Sub-Collector, Balasore

Memo No. 101(2)/Elec. Dt. 29.01.24

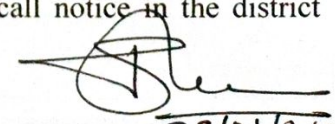
Copy to Office Notice Board for wide publication.

Copy to Notice Board Collectorate, Balasore for wide publication.

  
29/01/24  
Sub-Collector, Balasore

Memo No. 102 /Elec. Dt. 29.01.24

Copy to D.I.O, NIC, Balasore with a request to upload the tender call notice in the district website for wide publicity.

  
29/01/24  
Sub-Collector, Balasore

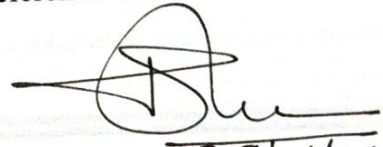
Memo No. 103 /Elec. Dt. 29.01.24

Copy to CDO-cum-EO, Zilla Parishad, Balasore/ all Tahasildars/ BDOs/ DIPRO, Balasore for information and necessary action. It is requested for wide publication of General Public by displaying the Notice in their concerned Office Notice Boards.

  
29/01/24  
Sub-Collector, Balasore

Memo No. 104 /Elec./Date 29.01.24

Copy forwarded to the Deputy Chief Electoral Officer-Cum-Deputy Secretary to Govt. in Home (Elections) Deptt. Odisha, Bhubaneswar for information with reference to his letter No. 12255/Elec. Dt. 04.12.2023.

  
29/01/24  
Sub-Collector, Balasore

## QUOTATION FORMAT

(To be filled by the bidder. The price must be quoted in both word & numeric value without any over writing)

Sl.No	Item	Specification	Rate per Unit Offered including all taxes, duties, transportation and any other levies (in Rs.)	
			Brand/ Model/ Amount	In words
1	Desktop Computer	OS- Windows 11 Professional Processor- Intel i5 13400 or better / Rygen 5 7600 or better RAM-8 GB or more (expandable up to 64 GB or more) Storage (SSD)- 256 GB or more Storage (HDD)- 1TB or more Monitor- 23.8 inches LED backlit Monitor Resolution- 1920 x 1080 or better OEM onsite Warranty -3 Years or more		
2	Printer	Type- Mono Print Technology- Laser Paper size- A4 RAM-256 MB Minimum print speed per minute (A4)- 40 or more Print (Duplex)- Yes Resolution- 1200x1200 Main paper tray- 1 No or more Main tray paper capacity- 200 or more Bypass tray - Yes Bypass tray capacity- 100 or more Duty cycle (No. of prints per month)- 80000 Network LAN Port -Yes (Ethernet 10/100/1000) Operating Temperature- 15 degree C to 30 degree C Operating Humidity- 10% RH to 80% RH OEM onsite Warranty- 3 Years or more		
3	Document Scanner	Type- Sheetfed Scanner Optical resolution- 600 DPI x 600 DPI (Horizontal x Vertical) Network- LAN RJ 45 Colour/BW Scanning Speed- 45 pages/min (Monochrome, Single-sided, 300 dpi, ADF); 45 ppm (Colour, Single-sided, 300 dpi, ADF); 90 ipm (Monochrome, Double-sided, 300 dpi, ADF ); 90 ipm ( Colour, Double-sided, 300 dpi, ADF)- OR Better Paper Setting Capacity- 100 sheets or more Automatic Document Feeder Type- Single pass dual scanning Reliability Daily Duty Cycle- 7000 pages Duplex scan-Yes Warranty- 3 years onsite warranty		

	<p>Digital Photo Copier Machine</p>	<p>Type-Mono, Digital Copier (Heavy duty)  Print Technology- Laser  Paper size- A3/A4  RAM-1500 MB  Minimum print speed per minute - 30 or more  Scanning (Duplex)- Yes  Copy-Yes  Print (Duplex)- Yes  Document feeder type- DADF  Feeder capacity- 100 nos. or more  No of Main paper tray- 2 Nos or more  Each main tray capacity- 500 nos. or more  Bypass tray - Yes  Bypass tray capacity- 100 nos, or more  Duty Cycle (No of Prints/month)-  80000 or more  Operating Temperature- 15-30 Degree C  Operating Humidity- 10% RH-80% RH  Network LAN Port-Yes (Ethernet 10/100/1000)  OEM onsite Warranty- 3 Years or more</p>		
5	1 KVA LI UPS	<p>Rating- 1 KVA  Technology-MOSFET-PWM  Inverter efficiency- 70% or better  Minimum Guaranteed Battery Backup time (Minutes) on Full Load- 30 minutes  Degree or protection- IP 20  Battery Make - OEM  Enclosure- ABS  Input (volt)- Single Phase AC (160- 280V)  Rated Output (Volt) with Total Harmonic Distortion (%)- Single Phase Sinewave 230v AC 50Hzwith Total Harmonic Distortion as&lt;3%  Variation in AVR output in AC mode (AVR Voltage regulation)- 230 Volts +/- 9%  Warranty (UPS)- 3 years onsite warranty  Warranty (Battery)- 2 years onsite warranty</p>		

Full Signature of the Bidder with Seal

Date:-