

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**GHATIKIA, MAHALAXMI VIHAR, BHUBANESWAR-751 029**

**Bid No. 2085/ OUTR/2024 Date: 27/ 06 /2024**

**NOTICE FOR INVITING TENDER**

Sealed Tenders are invited from **Original Equipment Manufacturers/ Distributor/ Authorized Dealers** for “**Supply of i7 Desktop Computer at OUTR”**, details of which are available in the tender papers. The tenderers must possess valid up-to-date GST /income tax clearance etc. The last date of submission of tender is **19.07.2024** up to 3 PM and will open on **20.07.2024** at 11.00 A.M. The sealed tender will be delivered by **Speed Post/Registered Post or Courier only.** Tender received after the scheduled date and time will not be considered. The authority is not responsible for any postal delay. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available at our university website **www.outr*.ac.in***.

Sd/-

**REGISTRAR**

**BID DOCUMENT FOR**

**SUPPLY OF i7 DESKTOP COMPUTERS**

**AT OUTR**



**Odisha University of Technology and Research**

**(Erstwhile College of Engineering & Technology),**

**Ghatikia, Bhubaneswar-751029**

(All pages of this document except for Commercial-bid to be submitted in original duly signed on each page along with the technical bid Envelope. The Commercial bid in original is to be enclosed in a separate sealed Envelope)

**NOTICE INVITING TENDER**

**Odisha University of Technology and Research is established by Govt. of Odisha by upgrading the College of Engineering & Technology, Bhubaneswar through Odisha Act 17 of 2021 w.e.f. 8th October 2021 under the ministry of Skill Development and Technical Education** invites sealed tenders under two bid systems i.e. Technical and Financial Bid from **Original Equipment Manufacturers/ Distributor/ Authorized Dealers** for **Supply of i7 Desktop Computers** to **Odisha University of Technology and Research, Ghatikia, Mahalaxmi Vihar, Bhubaneswar-751029** as per the schedule given below. Interested eligible bidders may download bid documents for detail information and list of items with technical specifications from **the website of the University,** [**www.**](http://www.nitdgp.ac.in)**outr.ac.in**

**Particulars & Important Information:**

1. Cost of Bids documents (non-refundable) **: Rs. 2,000/- (Rupees Two thousand only)**
2. Earnest Money Deposit (Refundable) **: Rs. 12,80,000/- (Rupees Twelve Lakhs**

**Eighty thousand only)**

1. Date of available of Tender Document : **Dt. 27/06/2024**

in the University web site

1. Last date and time for submission of Sealed Bids **: 19/07/2024 upto 3 PM**
2. Time and date of opening of Technical bid **: 20/07/2024 at 11 AM**
3. Time and date of opening of financial bids **: Will be communicated to the Successful**

**Bidders by phone or e-mail.**

1. Place of opening of bid **: Office of the HOS, School of Computer Science,**

**Odisha University of Technology and Research**

**Techno-Campus,Ghatikia, Bhubaneswar-751029**

1. For any Technical query please Contact **: Prof. S. Mohapatra,**

**PIC, CCF, Phone No : 9437319132**

**e-mail : smohapatra@outr.ac.in**

**Sealed Tenders should be submitted by Speed Post/ Registered Post or Courier within the scheduled date & time in the following address. Tenders submitted by any other mode (e-mail/fax/hand delivery) will not be accepted & rejected summarily.**

**Registrar**

**Odisha University of Technology and Research**

**Techno-Campus, Ghatikia, Bhubaneswar - 751029**

1. **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

The bidder shall have to supply, install and commission the computers at different Departments and Offices of OUTR. The Professor -in-Charge from OUTR will share the details of the Departments/Laboratories for installation and commissioning of the supplied computers at OUTR. The successful vendor shall have to carry out the jobs in consultation with the Professor-in-Charge and have to complete in all respect to the entire satisfaction of the Professor-in-Charge. The supply, Installation and commissioning of the work should be completed within 12 weeks from issue of the purchase order date.

**General Instructions to Bidding Firms**

1. The tender is to be submitted in two separate sealed Envelopes and further sealed in one Envelope mentioning thereon the **Envelope No.1** and **Envelope No. 2** and contents as indicated below:
   * + - 1. a. **Envelope Number-1 (Technical Bid)**

Cover forming Envelope -1 of the Tender shall be super scribed with words **Technical Bid of “Tender for Supply of i7 Desktop Computers”** along with **tender number and due date.**

Envelope number-1 shall contain the DD for EMD & Tender fees, qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the **Original Equipment Manufacturers/ Distributor/ Authorised Dealers**. Any correction should also be authenticated by the Bidding Firm/authorized signatory of the Bidding Firm with his/her full signatures.

b. **Envelope Number-2 (Financial Bid)**

Sealed cover forming Envelope -2 of the Tender shall contain **Financial Bid in the prescribed Proforma** which should be super scribed with words **Financial Bid of “Tender for Supply of i7 Desktop Computers” along with tender number and due date.**

Both the Sealed covers containing Envelope -1 and Envelope -2, shall be put in another third Envelope and sealed properly super scribing the words “Tender for Supply of **i7 Desktop Computer**” along with tender number, date and due date addressed to the Registrar, **Odisha University of Technology and Research** (**erstwhile College of Engineering and Technology), Techno-Campus, Ghatikia, MahalaxmiVihar**, **Bhubaneswar-751029 on or before the date & time mentioned in Tender.** Any tender received after the prescribed date & time will not be accepted.

1. **Eligibility criteria for Pre-qualifications of Bidder:**

The Bidder shall be registered legal entity under relevant act. and a copy of such registration shall be attached with the bids.

1. The Bidding Firm should have been in similar business of **sales, installation, Maintenance for at least 05 years of Experience.**
2. The bidder has an average annual turnover from  **this type of** product sales and services of **at least Rs. 3 Crore (Rupees Three crore only)** during the last three financial years (2020-21, 2021-2022 & 2022-2023).
3. Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years (2020-21, 2021-22 and 2022-23) duly certified by the charted Accountant should be enclosed.
4. Be an experienced IT firm/company having good track record and credentials in supplying and installation (proof of experience in above work to reputed Educational Institutions like IITs, NITs, Central Universities/Govt. Dept. / Govt. Agencies or PSU to be submitted).
5. Have been registered with GST Authorities.(Copy of GST registration Certificate to be furnished).
6. Have PAN allotted to the firm by concerned Department (Copy of Valid PAN to be enclosed).
7. OEM must be ISO27001; ISO20000; ISO50001:2018 certified organization.
8. Vendor should be authorized dealer/distributor of OEM of the products proposed against this tender. MAF (Manufacturer’s Authorization Form as per the Annexure-V) on their letter head and duly signed by the authorized signatory with reference to the tender no & date to be submitted with the Technical Bid.
9. The Bidders should have not been black listed by any State /Central Govt. /State /Central PSUs or Public Sector Societies or Authorities etc. at the time of participating in the tender. The Bidders are required to enclose a self-declaration certificate for the purpose failing which the tender documents shall not be considered.
10. Should furnish the documents duly certified by Charted Accountant in support of the Annual turnover of the agency for the preceding last three financial year i.e. (2020-21, 2021-22 and 2022-23).
11. The terms and conditions in the tender Documents should be duly signed (each page) and the tender document sealed by the authorised signatory of the agency is taken as their acceptance.

**Instruction to the bidder of countries** which share land border with India (Rule 144(xi) GFRs)

1. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
2. Bidders are also required to submit certificate for compliance to restrictions on country sharing land border with India as per Model Format for bid to be considered or accepted.
3. **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**
4. **Cost of the bid documents:** The interested bidders are to download the tender documents from the website of the OUTR (erstwhile CET) [www.outr.ac.in](http://www.outr.ac.in). and should submit a Demand Draft of **Rs. 2,000.00** (not refundable) drawn in any **Scheduled Bank** in favour of “**Odisha University of Technology and Research” payable at Bhubaneswar** towards cost of the bid documents along with the technical bid**. Bids not accompanied with cost of bid documents of the requisite amount or without proper validity will be summarily rejected**.
5. **Bid Security/EMD (refundable without interest):** 
   1. **An Earnest Money Deposit (EMD) of Rs.12,80,000.00 (Rupees Twelve Lakhs Eighty thousand only)** should be submitted in form of Demand Draft drawn in any **Scheduled Bank** in favor of **Odisha University of Technology and Research” payable at Bhubaneswar except MSEs (the certificate to this effect should be attached alongwith Bid Security declaration form)** along with the technical bid**, failing which Bids shall be treated as non-responsive and summarily rejected.**
   2. The EMD of unsuccessful bidders will be discharged / returned to them without any interest within 30 days after finalization of the tender.
6. **TENDER OPENING EVALUATION**

The committee constituted by the competent authority will evaluate the bids on the basis of Specification and eligibility criteria.

The Technical Bids will be opened at OUTR Bhubaneswar in the presence of the bidders or their representatives who choose to attend on the specified date and time. Short listing will be done on the basis of eligibility criteria mentioned in the tender.

5.1 **CLARIFICATION ON TECHNICAL BID EVALUATION**

a) The Technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids and qualification of bidders, the university may, at its discretion, ask any bidder for a clarification of its bid. If a bidder does not provide clarifications of its bid, the bid may be rejected.

c) University also reserves right to seek confirmation/clarification from the issuer agency on the supporting documents submitted by the bidder.

5.**2 FINANCIAL BID EVALUATION**

Financial bid of those bidders who qualify in Technical Specification shall be opened.

Tender for this contract will be assessed in accordance with Least Cost Selection i.e L1 system. The bidder who has quoted lowest total quote in grand total will be awarded the work.

Installation and Commissioning: Free of cost at OUTR, Bhubaneswar. The OEM/Bidder must ensure timely installation of the Desktops Computers with necessary support.

1. **Amendment to bid documents**

At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on University website only not in the News paper.

1. The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid, not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.
2. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or correction is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the correction, if any, in the Technical Bid Application must be initiated by the person authorized to sign the tender bids.
3. **Validity** :The prospective bidders should keep their offers valid for **90 d**ays from the date of tender opening.
4. The Technical bids shall be opened on the scheduled date and time (as mentioned in tender documents) in presence of the Bidders/representatives of the Bidders, if any, who wish to be present on the spot at that time. Only one authorized person for each bidder shall be allowed to be present at the time of opening the tender subject to submission of authorization letter.
5. The Financial bids of the technically qualified bidders shall be opened in presence of the Bidders/their authorized representatives if any, who wish to be present on the spot at that time.
6. **Rejection of tenders:** The incomplete & conditional Bid / tender(s) will not be considered and summarily be rejected. **No overwriting or correction is permitted in the Technical & Financial Bid Form. In such cases, the tender shall be summarily rejected.** Quoting unrealistic rates will be treated as disqualification. A bid submitted with an adjustable price quotation will be treated **as non responsive** and will be rejected.
7. **The authority reserves the right** to accept or reject any bid including the lowest and to cancel the bidding process and reject all bids, at any time prior to award of contract, without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.
8. **Warranty:** The quoted equipment and components must be warranted for a minimum of **Five Years** on site with NBD.
9. **Literature / Product Datasheet :** All the quotations must be supported by the printed technical data sheet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical data sheet/ literature. Buyers will match and verify the data sheet with the product specifications offered. Such offered specifications has to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable to rejection. Technical compliance statement of the offered products along with public URL of the quoted products to be submitted in the bid.
10. **Equipment breakdown**: Any Equipment breakdown must be attended to within NBD during the warranty period of the equipment free of cost.
11. **Training:** If required, free training is to be provided as and when required to OUTR faculty members / staff on the operation, maintenance and troubleshooting of the supplied items.
12. **After Sales Service:** Vendor should clearly state the available nearest after sales service facilities in Odisha.
13. **Dealership Certificate / MAF :** The bidder/tenderer should be either a manufacturer or authorized agent of the foreign/Indian manufacturer. Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate / Manufacturer’s Authorization for the equipment from the manufacture.
14. **Performance Guarantee :** The successful bidder shall furnish an unconditional PBG (as per format at Annexure -XI) for 5% of the Purchase Order value from a nationalized or scheduled Bank of India, before release of the payment. Else 5% of the billed amount will be deducted as security deposit. The PBG shall guarantee that,
15. The Vendor guarantees satisfactory operation of the Equipment & components.
16. The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
17. This guarantee shall be operative from the date of successful installation till 60 days after the warranty period.

The PBG will be returned to the supplier after the completion of warranty period.

**20 . PACKING**

20.1. The Goods shall be packed and marked in a proper manner and any statutory requirements and any requirements of the carrier(s). In particular, the Goods shall be marked with the OUTR Bhubaneswar Purchase Order number, the name of the contents shall be clearly marked on each container and all containers of hazardous goods (and all documents relating thereto) shall bear prominent and adequate warnings.

20.2. The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of appropriate handling facilities at all points in transit.

20.3. All packaging materials shall be non-returnable.

1. **Delivery:**
2. Time Limit: Maximum within 08 weeks from issue of purchase order date and installation within 4 weeks of delivery.
3. Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of OUTR user/representative and vendor’s representative. The intact condition of the package and the seal/indicators for not being tempered with, shall form the basis for certifying the receipt in good condition.
4. Insurance : The supplier is to establish ‘All Risk Transit Insurance’ coverage till door delivery at OUTR, Bhubaneswar, Odisha.
5. Penalty for delay in delivery: The date of delivery should be strictly to be adhered. If the successful bidder on receipt of purchase order fails to execute the order within the stipulated period, in full or part, it will be open to the Vice-Chancellor, OUTR, Bhubaneswar to recover the liquidated damage from the firm @1% of the value of undelivered goods and installation per month or part thereof, subject to maximum of 5% of the value of undelivered & installation.
6. For E-way bills the vendor has to apply online viahttp://ewaybill.nic.in   (E-Services/E-Special Permit Link). All necessary information/documents will be provided by the University wherever required.
7. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
8. **Payment : 80%** payment within 30(thirty) days from date of delivery and submission of clear Invoice and the necessary PBG, balance **20%** payment will be released within 30 (thirty) days of completion of installation, commissioning to operational staff of OUTR.
9. **Enquiry during the course of evaluation not allowed**: After opening the Bids, no enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.  The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
10. At any time prior to the date of submission of bid, OUTR may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the University’s website only**. Prospective bidders are advised to check the University’s website every now and then for any amendment / corrigendum.
11. The acceptance of the quotation will rest solely with the OUTR, who in the interest of the University is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.
12. **CODE OF INTEGRITY**

**1. Commitments of the BUYER**

1.1 No official of the University, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person or organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will during the pre-contract stage, treat all BIDDERs alike and will provide to all BIDDERs the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERs.

1.3. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit will be taken.

**2. Commitments of BIDDERs**

2.1 The BIDDER will take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it.

2.2 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2.3 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

2.4 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

2.5 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier.

2.6 The BIDDER should refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable fact.

2.7 The Bidder shall not lend to or borrow any money from or enter into monetary dealings or transactions, directly or indirectly, with any employee of the Buyer.

1. **Force Majeure:**
2. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within 15 days of its occurrence. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
4. If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussion on either side.
5. **Termination for default:** Default is said to have occurred
6. If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
7. If the supplier fails to deliver any or all of the equipments within the time period(s) specified in the purchase order or any extension thereof granted by OUTR.
8. If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances OUTR may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, OUTR may at its discretion also take the following actions: OUTR may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate OUTR for any extra expenditure involved towards goods and services obtained.

**E.**. **Applicable Law:**

(a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.

(b) Any dispute arising out of this purchase shall be referred to the Registrar, OUTR, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of Vice Chancellor. The decision of Vice Chancellor shall be final and binding. If the dispute persist the Arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.

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| |  |  |  | | --- | --- | --- | | **Technical Specification of i7 Desktop computer** | | | | | **Component** | **Specification** | **Required value** | | Motherboard | Chipset | Intel Original OEM Mother Board with Compatible INTEL chipset. | | Processor | Make | Intel | | Generation | 13th gen or higher | | Chipset | Intel Q Series Chipset or better on OEM based motherboard | | Processor | Intel Core i7 -13700 Processor | | Processor description | 16 Core | | Minimum 30 MB Cache Memory | | Memory | RAM Size | 16 GB DDR4 RAM (8GB x 2) | | Expandability | 64 GB or higher | | Slots | Minimum 4 | | Slot | Expansion Slots | 3 PCIe/Pci slot | | Chassis | Size | Micro Tower Chassis/ SFF Chassis | | Graphics | Type | Integrated HD graphics | | Storage | Type | SSD | | Size | 1 TB SSD (NvME) | | Monitor | Technology | LED | | Size | 23 inch or higher | | Power Supply | Inbulit SMPS No adapter | | Speaker | Integrated | | Resolution | 1920 x 1080 PIXEL or higher | | Input device | Keyboard | USB 104 keys (same OEM make / brand / as System) | | Mouse | 2 button USB optical scroll mouse (same OEM make / brand / as System) | | Network interface and wireless interface | Ethernet | 10/100/1000 Gigabit Ethernet LAN | | WiFi | WIFi6 +Bt (5.0) inbuilt | | Bluetooth | 5.0 or 5.2 or better inbuilt | | Ports | USB v2.0 | 4 nos. or more; Type C port | | USB v3.1 or higher | 4 Nos. or more | | VGA Port / HDMI | Each 1 No. or more | | DP | 1 No  or more | | Serial port | 1 No | | Parallel Port | 1 No | | Audio | HD | HD integrated audio | | Optical Drive | Optical Drive | Internal DVD R/W drive | | Power Supply | SMPS | 250W & 85% energy Efficient | | Operating system | OS to be factory loaded | Windows 11 Professional and Linux certification. (Genuine Microsoft Windows 11 Professional 64-bit preloaded with media, with driver media. | | Driver | Drivers | Latest to be provided through OEM website, with driver media | | Security | Security | Hardware TPM 2.0, OS to be factory pre-.loaded with certification. Declaration of the same must be submitted by OEM while issuing MAF. Factory Preloaded Antivirus in the Desktop, CPU should metal Security Lock option | | Antivirus | (Norton, McAfee, Quick Heal, Kasper sky) with media & Key | Antivirus should be 5 years subscription | | Warranty | Comprehensive onsite | (5 years, Onsite NBD) Warranty information should be available in OEM website | | Approx. Quantity | I7 Desktop Computers | 500 Nos. | | Product  Certification | Certification | For Desktop - EPEAT India Gold , EPR Certificate, Energy Star, FCC, CE, UL. For Monitor - BIS & TCO Certified | | OEM Criteria | Criteria | ISO 27001 ; ISO 20000; ISO50001:2018 | | | | | |
| Data sheet |  | Data Sheet of the products offered in the bid, are to be uploaded along with the bid documents. Buyers will match and verify the data sheet with the product specifications offered. Such offered specifications has to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection. Technical compliance statement of the offered products along with public URL of the quoted products to be submitted in the bid. |

**N.B:- The Bidder must put the Signature with Seal in the all pages of the tender copy before submission, Failing which Bids shall be treated as non-responsive and rejected by the authorities.**

**ANNEXURE – I**

**CHECKLIST FOR THE TENDERER**

Supportive Documents must enclose for fulfilling Eligibility criteria, to be submitted by the Tenderer

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Bidder Information Form | Yes/No | If Yes Page No. |
| 1 | Registration Certificate/Certificate of incorporation |  |  |
| 2 | Minimum Five (5) years’ experience in the field of supply of Computers |  |  |
| 3 | Average Annual Turnover of at least 3 crore INR during last 3 financial years i.e. 2020-21, 2021-22 and 2022-23 is required |  |  |
| 4 | (For Goods/ Services Contracts) Certificate - Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority |  |  |
| 5 | Manufacturers’ Authorization Form |  |  |
| 6 | Bid Security (EMD) in shape of DD or Bid Security Self Declaration Form for MSE |  |  |
| 7 | Tender Cost in shape of DD |  |  |
| 8 | Registration with GST authority. Furnish copies of GST registration certificate and upto date return |  |  |
| 9 | Permanent Account Number (PAN). Furnish copy of PAN, Copy of IT Return Acknowledgement for the last three (2020-21, 2021-22 and 2022-23) financial years |  |  |
| 10 | Specify the maximum value of single work executed. Enclose the copy of the work order executed successfully during the last 5 years. |  |  |
| 11 | Copy of ISO27001; ISO20000; ISO50001:2018 certified organization. enclosed |  |  |
| 12 | Compliance on Technical Specification |  |  |
| 13 | OEM should have service centers in Odisha, Contact details, Toll-free numbers and address should be mentioned in MAF |  |  |
| 14 | Criminal liability Form |  |  |
| 15 | Price Schedule |  |  |

Place:

Date: Name, Signature & Seal of Bidder

**ANNEXURE – II**

(PRE-QUALIFICATION/ELIGIBILITY)

***PARTICULARS OF THE BIDDERS TO BE FURNISHED IN TECHNICAL BID FOR THE PURPOSE OF PRE-QUALIFICATION:***

|  |  |  |
| --- | --- | --- |
| 1 | Name of Organization/Firm/Company |  |
| 2 | Address & Telephone Number  (Furnish address proof) |  |
| 3 | Year of establishment must be in similar business for minimum 05 years upto the date of submission of BID. |  |
| 4 | Status of the Firm  (Company/Firm/Proprietary)  *Supporting document to be enclosed.* |  |
| 5 | Name & Mobile Number of Directors/Partners/Proprietor |  |
| 6 | Registration with GST authority. Mention number & date. Furnish also copies of GST registration certificate alongwith uptodate return. |  |
| 7 | Permanent Account Number (PAN) Furnish copy of PAN alongwith return of preceding three years (2020-21, 2021-22 and 2022-23). |  |
| 8 | State Average Annual turnover of the company in last 3 financial year (2020-21, 2021-22 and 2022-23).  Furnish copies of audited balance sheet & profit & loss account for the last three years Certified Auditor. |  |
| 9 | Specify the maximum value of single work executed / on-going in selling of Desk top computers in last 5 years in the country/State. |  |
| 10 | Copy of ISO27001; ISO20000; ISO50001:2018 enclosed certified organization. |  |
| 11 | Whether firm is MSEs Unit: YES/ NO  (Please Submit the Documentary Evidence for UAM and ownership details.) |  |
| 12 | OEM and Bidder should be qualifying under all Land border rule of Central government |  |
| 13 | OEM should have service centers in Odisha, Contact details, Toll-free numbers and address should be mentioned in MAF . |  |
| 14 | Detail of Bank A/c. : Name of the A/C Holder |  |
|  | 1. A/C Number |  |
|  | 1. Name of the Bank and Branch |  |
|  | 1. IFS Code |  |

Place:

Date: Name, Signature & Seal of Bidder

**ANNEXURE – III**

**FORM FOR FINANCIALA CAPACITY**

|  |  |  |  |
| --- | --- | --- | --- |
| Description | Financial Years | | |
| 2020-2021 | 2021-22 | 2022-23 |
| Annual Turnover |  |  |  |
| Net Worth |  |  |  |
| Current Asset |  |  |  |
| Current Liabilities |  |  |  |
| Total Revenue |  |  |  |
| Profit before Tax |  |  |  |
| Profit after Tax |  |  |  |

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from selling of computers and related products only for the financial years mentioned above in respect of M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME , ADDRESS AND CONTACT DETAILS :

UDIN :

**ANNEXURE – IV**

**LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF** **BID**

To

The Registrar,

Odisha University of Technology & Research,

Ghatikia, P.O.: Mahalaxmi Vihar,

Bhubaneswar-751 029

Ref : Invitation of Tender Notice No. Dated.

I/We, the undersigned declare that :

1. I/ We have downloaded / obtained the Bid document(s) for the above mentioned ‘Bid’ from the web site(s) namely: …………as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the Bid documents from Page No. \_\_\_\_\_\_\_ to \_\_\_\_\_\_ (including all documents like annexure(s) etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document , in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of \_\_\_\_\_ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and purchase order.
7. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
8. The detailed particulars of the tenderer is mentioned and attached separately.
9. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Bidder

(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and designation

**ANNEXURE – V**

**MANUFACTURERS' AUTHORIZATION FORM**

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid].

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To:

[insert complete name and address of Purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer’s factories],do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with terms and conditions of the tender with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ [insert date of signing]

**ANNEXURE –VI**

**MODEL FORMAT CERTIFICATE FOR COMPLIANCE TO RESTRICTIONS ON COUNTRIES SHARING LAND BORDER WITH INDIA**

[The Bidder shall fill and provide the certificate for compliance to restrictions on countries

sharing land border with India in accordance with the instructions indicated below. No

alterations to its format shall be permitted and no substitutions shall be accepted. This should

be done of the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To:

[insert complete name and address of Purchaser]

“**We [insert complete name of Bidder] have read the clause regarding restrictions on**

**procurement from a bidder of a country which shares a land border with India;**

**We [Insert complete name of Bidder] certify that we are not from such a country or; if from such a country, has been registered with the Competent Authority/ Department for Promotion of**

**Industry and Internal Trade(DPIIT). We [Insert complete name of Bidder] hereby certify that**

**we fulfil all requirements in this regard and is eligible to be considered.**

[ Wherever applicable , evidence of valid registration by the Competent Authority shall be

attached.]”

Signature of Bidder (with date and seal) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Business Address with e-mail and Contact No.)

**ANNEXURE –VII**

**BID SECURITY SELF DECLARATION FORM**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bid No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security

Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

* 1. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid

during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of

bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to

furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the

successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the

successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of

(insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all

partners to the Joint Venture that submits the bid)

**ANNEXURE – VIII**

**Compliance on Technical Specification of i7 Desktop computer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component** | **Specification** | **Required value** | Compliance (Yes/No) | Deviation Remarks |
| Motherboard | Chipset | Intel Original OEM Mother Board with Compatible INTEL chipset. |  |  |
| Processor | Make | Intel |  |  |
| Generation…….. | 13th gen or higher |  |  |
| Chipset | Intel Q Series Chipset or better on OEM based motherboard |  |  |
| Processor | Intel Core i7 -13700 Processor |  |  |
| Processor description | 16 Core |  |  |
| Minimum 30 MB Cache Memory |  |  |
| Memory | RAM Size | 16 GB DDR4 RAM (8GB x 2) |  |  |
| Expandability | 64 GB or higher |  |  |
| Slots | Minimum 4 |  |  |
| Slot | Expansion Slots | 3 PCIe/Pci slot |  |  |
| Chassis | Size | Micro Tower Chassis/ SFF Chassis |  |  |
| Graphics | Type | Integrated HD graphics |  |  |
| Storage | Type | SSD |  |  |
| Size | 1 TB SSD (NvME) |  |  |
| Monitor | Technology | LED |  |  |
| Size | 23 inch or higher |  |  |
| Power Supply | Inbulit SMPS No adapter |  |  |
| Speaker | Integrated |  |  |
| Resolution | 1920 x 1080 PIXEL or higher |  |  |
| Input device | Keyboard | USB 104 keys (same OEM make / brand / as System) |  |  |
| Mouse | 2 button USB optical scroll mouse (same OEM make / brand / as System) |  |  |
| Network interface and wireless interface | Ethernet | 10/100/1000 Gigabit Ethernet LAN |  |  |
| WiFi | WIFi6 +Bt (5.0) inbuilt |  |  |
| Bluetooth | 5.0 or 5.2 or better inbuilt |  |  |
| Ports | USB v2.0 | 4 nos. or more; Type C port |  |  |
| USB v3.1 or higher | 4 Nos. or more |  |  |
| VGA Port / HDMI | Each 1 No. or more |  |  |
| DP | 1 No  or more |  |  |
| Serial port | 1 No |  |  |
| Parallel Port | 1 No |  |  |
| Audio | HD | HD integrated audio |  |  |
| Optical Drive | Optical Drive | Internal DVD R/W drive |  |  |
| Power Supply | SMPS | 250W & 85% energy Efficient |  |  |
| Operating system | OS to be factory loaded | Windows 11 Professional and Linux certification. (Genuine Microsoft Windows 11 Professional 64-bit preloaded with media, with driver media. |  |  |
| Driver | Drivers | Latest to be provided through OEM website, with driver media |  |  |
| Security | Security | Hardware TPM 2.0, OS to be factory pre-.loaded with certification. Declaration of the same must be submitted by OEM while issuing MAF. Factory Preloaded Antivirus in the Desktop, CPU should metal Security Lock option |  |  |
| Antivirus | (Norton, McAfee, Quick Heal, Kaspersky) with media & Key | Antivirus should be 5 years subscription |  |  |
| Warranty | Comprehensive onsite | (5 years, Onsite NBD) Warranty information should be available in OEM website |  |  |
| Approx. Quantity | I7 Desktop Computers | 500 Nos. |  |  |
| Product  Certification | Certification | For Desktop - EPEAT India Gold , EPR Certificate, Energy Star, FCC, CE, UL. For Monitor - BIS & TCO Certified |  |  |
| OEM Criteria | Criteria | ISO 27001 ; ISO 20000; ISO50001:2018 |  |  |
| Data sheet | Data Sheet of the products offered in the bid, are to be uploaded along with the bid documents. Buyers will match and verify the data sheet with the product specifications offered. Such offered specifications has to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection. Technical compliance statement of the offered products along with public URL of the quoted products to be submitted in the bid. | |  |  |

**ANNEXURE- IX**

**CRIMINAL LIABILITY UNDERTAKING**

**(To be given on Company Letter Head)**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To

The Registrar,

Odisha University of Technology & Research,

Ghatikia, P.O.: Mahalaxmi Vihar,

Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I …………….…………………………………………………… S/o…………………………………..Resident of ………………………………………………………………………………………………………… do solemnly pledge and affirm that I have not committed any offence.

1. Under the Prevention of Corruption Act 1988; or
2. The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
3. I have not been debarred by any Central/State Government Organisation/Bodies for the last 3 years.

Signature with Designation

**ANNEXURE – X**

**BILL OF QUANTITY & FINANCIAL BID**

**To**

**The Registrar,**

**Odisha University of Technology and Research**

**(Erstwhile College of Engineering and Technology)**

**Techno-Campus, MahalaxmiVihar**

**Bhubaneswar-751029**

Reg. - Tender for “**Supply of i7 Desktop Computers to OUTR”**, – Financial Bid

Sir,

This has reference to your tender for “**Supply of i7 Desktop Computers to OUTR”**, followed by my technical bid. I have read all the terms and the conditions as stipulated in the technical and financial bid. I am ready to execute the purchase order as mentioned in the tender documents. I have gone through all the terms and conditions contained in the agreement and already given my acceptance for it. I confirm that I fulfill the eligibility criteria as stipulated by you in the tender.

I offer my rate in INR as under:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Item Description** | **Unit** | **“A” Qty** | **“B”**  **Unit Price** | **“C”**  **Unit price GST %** | **“D =B+C”**  **Unit Amount with GST** | **“E= D X A”**  **Total Unit Amount with GST** |
| 1 | i7 Desktop Computer | No | 500 |  |  |  |  |
|  | **TOTAL OF THE ABOVE** | | | | |  |  |
|  | **TOTAL AMOUNT IN WORDS :** | | | | | | |

# Please note the following:

1. All quoted prices should be **inclusive of freight, Insurance, taxes and duties etc. up to the Stores of OUTR,** prevailing on the date of proposal submission.
2. Since the price proposal is in INR, OUTR shall not consider any upward variation/ fluctuation on account of any foreign exchange at any time during the currency of the contract.
3. The OUTR may increase and decrease the quantity at the time of issuing purchase order at their own discretion and bidder will accept the same.

# 

Signature:

For and on behalf of the Bidder

**Name :**

**Seal:**  Date: Place :

**ANNEXURE- XI**

**Model Bank Guarantee Format for Performance Security**

**WHEREAS**…………………………………………………………………… (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no. dated to supply …………………… (description of goods and services) (herein after called “the contract”).

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHERE AS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of …………………… …………………………………………. (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the ….. day of ………, 20……

Our.................................................................. branch at ...................\* (Name & Address of the .............................\* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our .............................\* branch a written claim or demand and received by us at our .............................\* branch on or before Dt....................otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

…………………………………………………………..

(Signature of the authorized officer of the Bank)

………………………………………………………….

Name and designation of the officer

………………………………………………………….

………………………………………………………….

Seal, name & address of the Bank and address of the Branch

\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.