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**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

H.E. O.E-MISE -0118/2016 **3592** /H.E. Dt **8-2-17**

**Tender documents for procurement of computers
for Higher Education Department**

1. Sealed tenders are invited from reputed Company/ Authorized Supplier/Agency for supply of computer systems (Branded) for office use in the Department of Higher Education. The interested Company/ Authorized Supplier/Agency may submit their Technical and Financial bid documents in the prescribed format in separate sealed cover. Details of specification of computer and estimated quantities are as follows.

Sl. No.	Name of the item	Specification	Quantity
1.	Computer Desktop	As enclosed	32
2.	UPS	As enclosed	32

Intending bidders may obtain bid documents free of cost from the office of the undersigned on any working day between 10.00 A.M. to 5.00 P.M. upto dated 22.02.2017. The bid documents may also be downloaded from our website www.dheodisha.gov.in. Bidders shall have deposit EMD of Rs. 30,000/- (Rupees thirty thousand) only as Bid security in the form of demand draft drawn in any Nationalized Bank in favour of D.D.O., Higher Education Department payable at Bhubaneswar, along with the Bid documents.

Technical and financial bid documents sealed in separate covers and marked with "Technical/Financial Bid" must be delivered to the undersigned upto 23.02.2017 till 2.00 P.M. All sealed quotations received till then will be opened on the same day before the bidder or their authorized representatives in the office at 3.00 P.M.

Under Secretary to Government.

Memo No. **3593**

H.E. dt. **8-2-17**

Copy along with enclosure forwarded to Stat Portal Group I.T. Center, Secretariat with a request to transmit the Notice in Govt. Website of Department for wide publicity.

Under Secretary to Government.

(P.T.O.)

Memo No , 3594 (40) H.E. Dt. 8-2-17

Copy along with enclosure forwarded to All Departments with a request to display the Notice in their Board for wide publicity/Guard file four copies.

Under Secretary to Government.

Memo No. 3595 H.E. Dt. 8-2-17

Copy forwarded to Chief Receptionist, secretariat for information & necessary action. She is requested to allow the tender to enter into Secretariat Campus up to 23.02.2017.

Under Secretary to Government.

Memo No . 3596 H.E. Dt. 8-2-17

Copy forwarded to the I & PR Department for information.

Under Secretary to Government.

Memo No . 3597 H.E. Dt. 8-2-17

Copy forwarded to the Sergeant, secretariat security for information.

Under Secretary to Government.

**Department of Higher Education
Odisha Secretariat, Bhubaneswar-I**

Tender documents for Procurement of computers for Higher Education Department,
Secretariat, Bhubaneswar

1. Sealed tenders are invited from reputed Companies/Supply agencies for supply of computer (Branded) for office use in the Department of Higher Education. The interested Company/Suppliers may submit their technical and financial Bid documents in the prescribed format in separate sealed cover. The details of specification of computer systems and estimated quantities are as follows.

Si No.		Specification	Quantity
1	Computer Desktop	<p>Processor- Minimum Intel Core i3-6100, 3.7GHz, 3 MB Cache or Higher Version. Chipset- Minimum Intel Commercial series or higher version. Bus Architecture- 3 PCI (PCI/PCI Express) or more Memory- 4GB 1600 MHz DDR 3 RAM with 32GB expandability Hard Disk Drive- 500 GB 7200rpm or higher Optical Drive- 8x or better DVD RW Drive Monitor- 47 cm or larger (18.5 inch or larger), TFT/LED Digital colors monitor. TCO-05 certified. Keyboard- 104 Keys Mouse- Optical scroll with USB interface. Graphics- Integrated graphics (Intel HD) Operating System- Windows 10 professional or higher preloaded with Media and Documentation and Certificate of authenticity. Bays- 4 nos. or above Networking Facility- 10/100/1000 on board integrated Network port with remote booting facility, remote system installation, and remote wake up, TPM enabled 1.2 chip using any standard management software. Ports- 6 USB Port or more (at least 2 USB with 3.0). 1 display port/VGA port, audio port for Microphone and headphone in</p>	

		<p>front.</p> <p>Form Factor- Mini Tower/Tower.</p> <p>OS Certification- Windows 10 Pro. OS/ Linux certification.</p> <p>Power Management- Screen Blanking. Hard Disk and System idle mode in Power On, Set up Password, Power Supply SMPS Surge protected.</p> <p>Warranty- 3 years onsite with spares and service.</p>	
2	UPS	<p>600 VA Line interactive UPS with minimum 15 minutes battery back-up with load output capacity 600VA/360 watts. Input Connection India 6 Amps plug, 1.2 meter power cord, input voltage/Frequency 230V/50Hz, Input Waveform Type Stepped Approximation to Sine Wave. Three India 3 pin 6 AM socket(all with battery back-up and surge protection), Output Connections Output/Voltage/Frequency(on battery)230v+1-8%,50Hz+1-1Hz Output Voltage/Frequency(On utility) 230v/50Hz.</p> <p>Delivery Place- Higher Education Department, Bhubaneswar.</p>	
3	Qualification Conditions	<p>a) Bidder should be a authorized supplier of the quoted item and shall submit the relevant documents/certificate.</p> <p>b) Bidder shall have experience in supplying of such item and will have to furnish details of Previous supplies.</p> <p>c) Bidder shall provide all relevant records i.e. IT Return Certificate/ Commercial Tax Clearance/ VAT Certificates.</p>	
4	Bid Price	<p>a) The contract shall be for a period of one year.</p> <p>b) The rate quoted by the bidder shall be fixed for the duration of the contract.</p> <p>c) All duties, taxes and other levies including the transportation charges are payable by the supplier and shall be included in the total price.</p> <p>d) Each Bidder shall submit only one bid. Bidder submitting more than one bid for the same package will not be entertained.</p>	
5	Submission of	<p>a) Each bidder should submit sealed</p>	

	quotation/Bid	<p>bid in two separate parts i.e. Technical (Part-I) and Financial (Part-II) in separate sealed cover.</p> <p>b) The following documents will form the Technical part (Part-I) of the bid (Photo copy duly self attested to be enclosed)</p> <ol style="list-style-type: none"> 1. Establishment Registration Certificate 2. IT Return Certificate 3. Commercial Tax Clearance Certificate 4. Authorization of the company 5. Bid security as stipulated 6. Work Experience <p>c) The financial part (Part-II) shall consist of only rate/price in the prescribed pro- forma supplied on the companies/firms letter pad. All the column and requisite information must be filled in the prescribed format.</p>	
6	Performance Security	<p>a) 5% of the total bid/ contract value will have to be deposited as performance security in form of Bank Guarantee/ Demand Draft in favour of D.D.O., Higher Education Department, payable at Bhubaneswar by the lowest evaluated responsive bidder before award of the supply. The performance security will be refunded only after the expiry of the contract as specified in the bid documents.</p> <p>b) The performance security deposit shall be forfeited in case any terms & conditions of the contract/agreements etc. are infringed or the bidder fails to complete the supply in time.</p>	
7	Earnest Money Deposit	<p>a) Each bidder shall have to submit EMD of Rs.30,000/- (Rupees Thirty Thousand) only in the form of Demand Draft in the name of D.D.O., Higher Education Department payable at Bhubaneswar.</p> <p>b) The EMD shall be forfeited in case the bidder withdraws its bid after opening of Technical Bid (Part-I) and before the validity period of the bid.</p> <p>c) If the bidder fails to deposit the</p>	

		<p>performance security within the specified period.</p> <p>d) If the bidder fails to execute the agreement within specified time as intimated.</p>	
8	Validity of quotation	Quotation shall remain valid for a period of 90 days after the dateline specified for submission.	
9	Evaluation of Quotation	The purchase committee will evaluate and compare quotations determined to be substantially responsive i.e. properly signed and confirm to terms, conditions and specifications.	
10	Award of Contract	<p>a) The committee will award the contract to the bidder, whose quotation has been found to be substantial responsive and has offered the lowest evaluated quoted price</p> <p>b) Not withstanding the above, the committee reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contact.</p> <p>c) The bidder whose bid is accepted will be notified for the award by the committee. The terms of the accepted offer shall be incorporated in the supply order.</p>	
11	Other terms & conditions	<p>a) The undersigned reserves the right to postpone/ cancel the tender without assigning any reason thereof.</p> <p>b) Payment shall be made after supply of the goods and submission of the bill. The payment is subject to the satisfactory verification of the quality & quantity of the goods as per specification.</p> <p>c) Successful bidder will have to enter into an agreement with the undersigned for timely execution of the order.</p> <p>d) No payment shall be made for any damage of goods supplied.</p>	

**DEPARTMENT OF HIGHER EDUCATION,
ODISHA PROFORMA FOR TECHNICAL BID (PART -1)**

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD Package No. -	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number (copy to be enclosed)	
8	Sales Tax/VAT Registration Number (copy to be enclosed)	
9	Attested copy of return for last month/quarter as the case may be submitted towards Central and State Sales Tax/VAT/Service Tax if applicable, (copy to be enclosed)	
10	Attested copies of IT returns for the last three years filed by the agency	
11	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
12	Experience in dealing with Govt. Departments attach copies of supply orders placed on the agency)	
13	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
14	Whether agency profile is attached?	

Place :

Date:

Signature of the Bidder

Office Seal