



PRANANATH COLLEGE (AUTONOMOUS)

KHORDHA – 752057 (ODISHA)

NAAC Accredited 'A' Level

Tender Document

For

**Supply of
“DESKTOP COMPUTER
AND
LASER MFP PRINTER”
at**

Prananath College (Autonomous)

Tender Document No: 19152904/2020-21/OHEPEE/001

Dated: 20.04.2021

Issued By:

Principal,

Prananath College (Autonomous), Khordha-752057

TABLE OF CONTENTS

DESCRIPTION	Page No.
Schedule for Tender	3
Eligibility Criteria	4
Bid Submission	5-6
General Terms & Conditions of the Bid	7 – 9
Annexure I – Specification of Items to be Supplied and Installed	10
Annexure II - Details of the Tenderer	11
Annexure III - Price Schedule	12
Annexure IV - Self Declaration for not black listed	13
Annexure V - Works Executed / Work in Progress of Similar Nature	14

SCHEDULE OF TENDER

Tender No.	19152904/2020-21/OHEPEE/001
Name of the tender issuer	Principal, Prananath College (Autonomous)
Scope of Work	Supply of Desktop Computer (All in One) and MFP Printer (Details as per Annexure I)
Quantity to be supplied	As per Annexure I
Cost / fee of Tender Documents	Rs. 500/- in form of DD drawn in favour of Principal, Prananath College (Autonomous) payable at Khordha
Earnest Money Deposit (EMD)	2% of Bid Value
Performance Bank Guarantee (PBG)	5% of Bid Value
Date of issue of tender document	20.04.2021
Date & Time of Pre Bid clarification	27.04.2021
Last Date & Time for Submission of Bids	18.05.2021
Date & Time of Opening of Technical Bids	19.05.2021
Date & Time of Price Bid Opening	20.05.2021
Name of the contact person for communication	Mr. Priyabrata Mohanty, Reader in Chemistry
Contact Number of the concern person	9437046757
Address for communication	Principal, Prananath College (Autonomous), Khordha, 752057

ELIGIBILITY CRITERIA

The bidders who are desirous for above work require fulfilling the following conditions:

- 1) Must be registered under GST Act.
- 2) Must have average annual turnover for the last three years i.e. 2018-19,19-20, & 20-21 should not be less than Rs 3 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the Technical bid.
- 3) Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self-declaration is required as per **Annexure IV**.
- 4) Experience of having successfully completed similar* jobs during last 3 years (as of 30.04.2018 - 30.04.2021) as follows:-

One similar* completed work costing not less than Rs 2 Lakhs

OR

Two similar* completed works each costing not less than Rs 1 Lakh

***Similar work – Supply of Photocopier at any Government /Private office.**

The bidder is required to submit the work order

- 5) Must have a valid PAN.
- 6) Preferably with 24 hours customer care.
- 7) The systems should of branded companies like HP,ACER,LENOVO,DELL etc.

BID SUBMISSION

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

i) **Earnest money Deposit (EMD):** Bidder has to submit EMD of required amount in the form of Demand draft.

Order drawn in favour of “**Principal, Prananath College (Autonomous)**” payable at Khordha. The EMD should be sealed in one envelope marked as “EMD”.

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned/adjusted on submission of performance security.

The bid not accompanying EMD is liable to be rejected.

ii) **The Technical bid** sealed in another envelope marked as “Technical Bid” and shall contain

- The bidder should supply the items as per technical specification mentioned in **Annexure I**.
- The bidder should Details as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
- A self-declaration that the tenderer has not been blacklisted by any

State Government/ / Central Govt. / PSU in India as per **Annexure IV**.

- Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last three financial years i.e. 2018-19, 19-20, & 20-21.
- Details of successfully completed or work in progress of similar jobs (as explained in point 4 of Eligibility Criteria) during last 3 years as per Annexure V.

(iii) **The Price bid** shall be sealed in an envelope marked as “Price Bid” and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST. No extra cost will be borne by the college towards transport of goods. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as **“Supply of Desktop Computer (All in One) and MFP Printer”**.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Prananath College (Autonomous), Khordha and send it through **Speed Post/Registered Post/Courier only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document through the website <https://www.pnautonomouscollege.in> / **Notice board of the office of Prananath College (Autonomous), Khordha**. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid as per **Annexure III**. In case the prices are indicated in the Technical bid, the bid shall stand rejected.
- 4) **"PRE-BID Meeting"** with the intending bidders shall be held on from 10:00 A.M. at Prananath College (Autonomous), Khordha. Any queries related to this tender shall be sent to the mail id: **prananathautonomouscollege.com** one day in advance. The clarifications if any will be uploaded in the in the department web site. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting. On the date of pre bid meeting the bidders may make a site verification where installations is to be made.

5) **OPENING OF TECHNICAL BID**

The Technical proposal will be opened on **19.05.2021 at 10:00 A.M** in the presence of the tender Committee and representative of the bidders. No separate intimation will be given to the bidders in this regard.

6) **EVALUATION PROCESS**

Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Financial proposal will be opened only of those bidders who qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

- 7) **Award of Contract:** Financial bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and award of contract. However where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.
- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of 5% of Bid Value in the form of a demand draft/ fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank within Fifteen (15) working days of the date of notice of award of the tender. The performance security deposit will be retained till completion of the warranty period.
- 9) **WARRANTY:** The Desktop computers and laser MFP printer which are to be Supplied to the College should be NEW as on date of receipt and should be having all components required. The entire System including accessories will remain under **onsite comprehensive maintenance and warranty for a period of at least one year** from the date of successful commissioning and testing.

The service support during warranty period shall be for all components of System. The bidder shall impart onsite training to the officials as to operating the systems.

- 10) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- 11) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 12) In the financial bid the total figures should be written in figures followed by words
- 13) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- 14) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.

- 3 The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 17) All the transit risks shall be the responsibility of the supplier.
- 18) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Khordha.
- 19) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 20) If the work is found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the contractor.
- 21) Any notice given by one party to the other pursuant to this contract shall be sent in writing to **Principal, Prananath College (Autonomous), Khordha - 752057.**
- 22) **Payment Terms:** All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of **Principal, Prananath College (Autonomous), Khordha.**
- 23) **Completion Period:** The work shall be completed in all respect within 30 days from the date of issue of work order.

Items to be Supplied and Installed

Four nos of Desktop Computers and 01 MFP Printer.

Technical Specification and Description of each individual item is as under:-

1. Desktop Computer:

- Operating System: Windows 10 Home 64
- Processor Name: 10th Generation Intel Core i3/i5
- Memory: 8GB DDR4
- Storage: 1TB 7200 rpm SATA HDD
- Memory Card Device: 3-in-1 memory card reader
- Audio: Dual Speakers
- Webcam: Privacy Camera with integrated dual array digital microphones
- Keyboard: USB Black Key board and mouse combo
- Network: Integrated 10/100/1000 GbE LAN
- Wireless: Wifi and Bluetooth 4.2/5 combo

2. MFP Printer:

- Storage: Front-facing USB/Flash drive
- Multitasking Supported: Must have
- Duty Cycle (monthly, letter): Up to 30,000 pages
- Functions: Print, Copy, Scan, Fax
- Paper Tray, standard: 1 (plus 10-sheet priority tray)
- Print Technology: Laser
- Duplex Printing: Automatic (Standard)
- Target user and print volume: For teams upto 5 users; Prints up to 2,000 pages/month
- Scan size (ADF), maximum: 216×356 mm
- Scan file Format: JPEG, PDF, PNG
- Color Scanning: Yes
- Scan size, Minimum: No minimum

- Auto document feeder capacity: Standard, 35 sheets
- Scanner type: Flatbed, ADF
- Scan size, maximum: 216 x 297 mm
- Levels of grayscale: 256
- Scan input modes: Windows: Front control panel, TWAIN-compliant or
W WIA - compliant software

ANNEXURE – II**DETAILS OF THE TENDERER**

Sl. No.	Particular	
1	Name of the Firm / Agency/ Company	
2	Registered Office Address & Complete postal address	
3	Telephone Number & E-mail ID	
4	Name of Authorized signatory (in block letters)	
5	Contact No. of authorized signatory	
6	Type of / Firm (Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd.)	Tenderer has to provide relevant documents (with the technical bid) as a proof of firm type.
7	Date of establishment and Experience in business (in number of years)	Work order to be attached for complying point no 4 of eligibility criteria
8	G.S.T. Registration No.	
9	PAN no.	
10	Details of Earnest Money Deposit i.e. Draft no, date and bank name	
11	Yearly turnover of the organization during last 3 years (yearwise) and furnish audited balance sheet and Profit and Loss A/c for the last 3 years. 2018-19 2019-20 2020-21	
12	Furnish the names of 3 responsible persons along with their designation, address, Telephone No etc. for whose organization, you have completed / work in progress as mentioned in Annexure V and who will be in a position to certify about the performance of your organization.	

Date:**Place:****Signature & Seal of the Bidder**

ANNEXURE – III

PRICE SCHEDULE

To,
Principal,
Prananath College (Autonomous),
Khordha - 752057

Ref: Bid no. ----- Dated -----

Sir,

I/We ----- hereby offer to supply the following items at the prices
and within the period indicated below:

Sl No.	Description	Make and Model	Qty. in Nos.	Unit Price	Total Amount
1					
2					
3					
4					
Total					

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

No change in the Performa is permissible.

Date:

Place:

(Signature and seal of the bidder)

SELF DECLARATION FOR NOT BLACK LISTED

To,
The Principal,
Prananath College (Autonomous),
Khordha - 752057

Ref: Tender no. ----- Dated: -----

Madam/Sir,

I / We.....here by confirm that our firm has not been
banned or blacklisted by any Government organization/Financial institution/Court
/Public sector Unit /Central Government.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE – V

Work „Executed/ in-progress“ as Prime Contractor on works of similar nature (of value not less than Rs 2 Lakhs) over the last -3- years

Sl. No	Name and address of Client	Description of work	Contract no.	Value of work (in lacs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Project Name	Remarks explaining reason for delay

Notes:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive In Charge
3. Document proofs of work orders and performance certificates from the client's needs to be attached.

(Signature and seal of bidder)