

GOVERNMENT OF ODISHA  
LAW DEPARTMENT

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**TENDER CALL NOTICE**

Bhubaneswar, the 18.10.16

No. II-OE.09/2015/10522 /L, Sealed Tenders are invited from the intending registered Firms or Authorized Dealers or Supplier (hereinafter referred to as the Agency) for purchase of **Computer peripherals, Computer Consumable articles and Printer, Desktop-i3,Scanner etc.** with specification details of which are specified in **Annexure-'A'** annexed to this Tender call Notice. The Agency shall quote the price for each article mentioning total cost including VAT. The Agency should carefully go through the General Instructions and the terms and conditions as mentioned in **Annexure 'B'**. annexed to this Tender Call Notice.

The Agency shall have to mention the specification, warranty and other terms and conditions, if any, in respect of each model of the article as mentioned in the proforma provided hereinafter. Authenticated copy of VAT clearance certificate in Form 612 under the OVAT Act, 2004, Income Tax Clearance Certificate, PAN Card, letter of authorization by the Agency to participate in the Tender and deposit EMD Rs.5,000/- (rupees five thousand) as prescribed in Tender document valid at least six months. In case of any doubt, the Authority may verify the same with the original document. The detail of Tender call notice, general instructions and terms and condition as at Annexure-'B' are available in the Law Department website. ([www.lawodisha.gov.in](http://www.lawodisha.gov.in)). and also in [www.odisha.gov.in](http://www.odisha.gov.in). which may be visited by the intending Agencies.

The tender papers should reach this Department latest on **10.11.2016 by 4.00PM failing which the same shall not be entertained**. The Tender shall be opened on the same day in the office chamber of the Chairman of the Purchase Committee in presence of other members of the committee.

**PROFORMA**

Sl. No.	Name of the Articles	Make /Brand/ Specification in configuration	Unit Price	Tax	Total Price	Warranty	Remarks

*Bdus*  
18/10/16  
Under Secretary to Govt.

Memo No. 10523 dt. 18.10.16

Copy forwarded to I & P R Department and request to publish at least two leading odia (daily) news paper having wide circulation before 21.10. 2016

*Bdus*  
18/10/16  
Under Secretary to Govt.

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Memo No. 10524 dt. 18.10.16

Copy forwarded to all Department of Government with a request to display this Notice in their Notice Board for wide publicity.

*Boluw*  
18/10/16

Under Secretary to Govt.

Memo No. 10525 dt. 18.10.16

Copy forwarded to the Head, State Portal Group, Central Computing Facility, Secretariat, Bhubaneswar with a request to hoist the Tender in Website of State Government for wide publicity.

*Boluw*  
18/10/16

Under Secretary to Govt.

Memo No. 10526 dt. 18.10.16

~~send~~ *depute* Copy forwarded to the Chief Executive, OCAC for information and request to kindly ~~send~~ an officer to attend the Purchase Committee meeting on schedule date and time mentioned above.

*Boluw*  
18/10/16

Under Secretary to Govt.

Memo No. 10527 dt. 18.10.16

Copy forwarded to the Chief Receptionist, Home Department for information and necessary action.

*Boluw*  
18/10/16

Under Secretary to Govt.

Memo No. 10528 dt. 18.10.16

Copy forwarded to the Members of the Purchase Committee of Law Department and they are requested to be present in the meeting on the schedule date and time for opening of the Quotations.

*Boluw*  
18/10/16

Under Secretary to Govt.

Memo No. 10529 dt. 18.10.16

Copy forwarded to all earlier suppliers.

*Boluw*  
18/10/16

Under Secretary to Govt.

**Annexure-A**

<b>Name of the Articles</b>	<b>Make/ Brand</b>	<b>Unit Price(per unit) including tax.</b>
HP-Cartridge 16A	Laser Jet-5200n-hp	
HP-Cartridge 88A	Laser Jet-1007/1108/128FW-MFP-hp	
Cartridge Panasonic-31AFS004639	Cartridge Panasonic-31AFS004639	
HP-Cartridge 12A	Laser Jet - 1020/1020+/1022hp/1015/1319MFP	
Ribbon Cartridge Dot matrix printer	Wep-5235-DSI	
Pen drive (8GB, 16GB)	Sony/HP	
RAM	DDR34GB	
Hard disk 1TB	SATA	
Key Board	Logitech /Lenovo e.tc	
Rewritable CD (Pack of 10 joule case)	Sony/HP	
Blank CD (with cover/ without cover)	Sony/HP/Moser bear	
Blank DVD (with cover /without cover)	Sony/HP/Moser bear	
Mouse (cordless/ plane)	Logitech /Lenovo	
CMOS (pack of 10)	CMOS	
Power Cable/VGA Cable (length as per available in market)	Any brand	
Extension Curd (length as per available in market)	Any brand	
<b>Computer Paper</b>		
10X12XII-80GSM-1000sheet	ODDY / Data form	
10X12XI - 80 GSM-1000sheet	ODDY / Data form	
15X12XII -80-GSM-1000sheet	ODDY / Data form	
15X12XI - 80 GSM-1000sheet	ODDY / Data form	
Xerox Paper A4-75GSM-500sheet	JK	
Xerox Paper- A3 75GSM- 500sheet	JK	
Xerox Paper- Legal 75GSM- 500sheet	JK	
Xerox Paper -FS 75GSM- 500sheet	JK	
Desktop-i3	As per specification given in this Annexure	
Sheet-Feed Scanner		
Printer		
UPS		
Monitor (18.5" Led)	Lenovo/Dell	

**Technical Specification of Corei3 Desktop Computer**

Sl.No.	Parameters	Required Specification	Complied (Yes/No)
1	Make/Model	Bidder to Specify:	
2	Processor	Minimum Intel Core i3-6100, 3.7 GHz, 3 MB Cache or higher version	
3	Chipset	Minimum Intel Q8 series or higher version	
4	Bus Architecture	3 PCI (PCI/ PCI Express) or more	
5	Memory	4 GB 1600 MHz DDR3 RAM with 32 GB Expandability	
6	Hard Disk Drive	500 GB 7200 rpm or higher	
7	Optical Drive	8X or better DVD RW Drive	
8	Key Board	104 keys	
9	Mouse	Optical scroll with USB interface	
10	Graphics	Integrated graphics( Intel HD)	
11	Monitor	47 cm (18.5 inch) or larger TFT/LED Digital Colour Monitor TCO-05 certified	
12	Bays	4 Nos. or above	
13	Networking Facility	10/100/1000 on board integrated Network Port with remote booting facility remote system installation, remote wake up, TPM enabled 1.2 chip using any standard management software	
14	Ports	6 USB Ports or more (at least 2 USB with 3.0), 1 Display port/VGA port, audio ports for microphone and headphone in front	
15	Form Factor	Mini Tower/Tower	
16	Operating System	Windows 10 Professional or higher preloaded with Media and Documentation and Certificate of Authenticity	
17	OS Certification	Windows 10 Pro. OS / Linux certification	
18	Power Management	Screen Blanking, Hard Disk and System Idle Mode in Power On, Set up Password, Power supply SMPS Surge protected	
19	Warranty	3 years on-site with spare and service	
20	Antivirus	McAfee/Quick Heal/Trend Micro/Norton or equivalent Latest Version with 3 year License.	

**Technical Specification of 600 VA Line Interactive UPS**

Sl.No.	Required Specification	Complied (Yes/No)
1	600 VA Line Interactive UPS with minimum 15 minutes battery backup with load. Output Capacity 600 VA / 360 Watts, Input Connection India 6 Amp plug, 1.2 meter power cord, Input Voltage / Frequency 230V / 50 Hz, Input Waveform Type Stepped Approximation to Sine Wave, Three (3) India 3-pin 6 Amp sockets (all with battery backup and surge protection), Output Connections Output Voltage / Frequency (On battery) 230V +/- 8%, 50 Hz +/-1Hz Output Voltage / Frequency (On utility) 230V / 50Hz. Warranty-2 Years.	

**Technical Specification of Multifunctional Laser Printer**

Sl.No.	Parameters	Required Specification	Complied (Yes/No)
1	Printer Type	Digital copier & Multifunctional Laser (Monochrome) Printer (Print/scan/copy with or without fax)	
2	Minimum Print Speed	25 PPM	
3	Category	Duplex	
4	ADF/DADF	ADF	
5	Networking	Yes	

**Technical Specification of Laser Printer**

Sl.No.	Parameters	Required Specification	Complied (Yes/No)
1	Printer Type	Digital copier Laser (Monochrome) Printer	
2	Minimum Print Speed	Upto 19/78PPM (ISO) (Letter/A4)266MHZ with 2MBRAM, High speed USB 2.0 port	

**Technical Specification of Scanner**

Sl.No.	Parameters	Required Specification	Complied (Yes/No)
1	Scanner Type	Up to 20ppm at 300dpi (A4/letter), Duplex up to 40ipm at 300 dpi A4/letter, Scan upto 1,000 pages, Scan resolution: Hardware up to 600X600dpi optical up to 600 dpi, 50 sheet ADF with 48bit (internal)24-bit (external) depth. Memory 256mb ram, processor 525MHz, scan size up to 216 X864 MM (8.5X34in)	

**General Instructions.**

1. The Tender in sealed covers should be sent by Registered/ Speed Post or Courier to this Department addressed to the Under Secretary to Government, Office Establishment Section-II, Law Department, Odisha Secretariat, Bhubaneswar. – 751 001 along with all required documents as specified in the tender notice. The envelope containing quotation should be superscribed as “ Tender for supply of Computer Consumable articles and Desktop” . If any Agency desires to supply only desktop computer, Printer, UPS and Scanner, the envelope should be superscribed as “ Tender for supply of Desktop computer and Printer etc ” and if any Agency desires to supply only Computer peripheral and consumables the envelope should be superscribed as “ Tender for supply of Computer Consumables”. Tender document shall contain two part i.e. Technical bid and Financial bid. All the two document i.e. Technical bid and Financial bid cover prepared are to be kept in a single sealed cover with superscribed as aforesaid.
2. The Tender received after the time and date as stipulated in the Notice shall not be entertained and the Tender received incomplete shall also be summarily rejected. The tender will be opened on the same day at 4.00PM. The Agency or his authorized representative may remain present at the time of opening of tender. No claims whatsoever shall be admissible for the loss or damage suffered by the Agency on account of such rejection.
3. The accepted tender shall remain valid up-to the 31<sup>st</sup> March, 2017 and the quoted rate shall not be revised during that period.
4. The authority reserves the right to accept or reject any or all the Tender without assigning any reason therefor.
5. The Agency must quote the rates as per the list of items as mentioned in Annexure-A and any cutting or overwriting, should be countersigned.
6. If the Agency, who intends to supply the Desktop Computer,, Printer, UPS, Scanner etc is not a manufacturer, but a dealer of that manufacturer, he should produce OEM (Original Equipment Manufacturer ) up-to date certificate which shall be attached along with the Tender.
7. In case of Cooperative Societies the relaxation or exemption with regards to rates and deposit of earnest money as provided in the Cooperation Deptt Resolution No. 12282 dt. 22/07/1995 shall be allowed.

## **Terms and Conditions**

1. The articles with the specification mentioned in Annexure-A generally shall be purchased on demand basis.
2. The rate quoted shall be valid up-to the 31<sup>st</sup> March,2017 even if market rate changes.
3. The Agency shall send their tender with complete details of specifications and configurations including features of desktop computer, Printer, scanner and UPS as specified in the annexure 'A'. along with quoted rate.
4. The Agency is required to supply the computer articles on a very short notice as and when needed and as per the instructions, to this Department, to the office of Govt. Advocate, SAT, BBSR & Cuttack and also to the office of the Government Advocate, Central Administrative Tribunal , Cuttack. The Agency should be available on his own landline telephone (office as well as Residence) and also on mobile phone, which he has mentioned in the tender.
5. Earnest Money of Rs. 5000/- (Rupees five thousand only) may be in the shape of demand draft / Bankers cheque payable to the Under Secretary to Government , DDO, Law Department, fixed deposit receipts, bank guarantee from any commercial bank must be enclosed with the Tender. The agency which is found to be not qualified in the Tender process, the EMD will be returned to the agency within seven days from the date of opening of the Tender. No interest will be paid to the party on the Earnest money deposit or security deposit.
6. The Agency selected by the Law Department, shall deliver the items either in the Secretariat Premises i.e. in Law Department or in the office of the G.A. OAT, BBSR or G.A. OAT, Cuttack or G.A. CAT, Cuttack on receipt of purchase orders as may be mentioned in such purchase order.
7. **Sealed bid:**
  - (a) Technical Bid.
    - (i) Details of the Firms;
    - (ii) The Firms should be in existence for over three years in the trade as on 30.09.2016 with turnover more than twenty five lakhs per annum.
    - (iii) The Firms should have up-to-date VAT clearance certificate in Form No. VAT-612 with TIN Number.
    - (iv) Income Tax Clearance certificate with PAN No. and Xerox copy of Pan Card duly certified by the authorised signatory.
    - (v) Tenderer has to produce the OEM (original equipment manufacturer) up to date certificate.
    - (vi) In the Technical bid, the Agency should state that their bid for desktop, printer, UPS , scanner are in conformity with the technical specification as mentioned in Annexure-A.

- (vii) Proof of Earnest money deposit Rs.5000/- (Rupees five thousand only).
- (viii) The bid should be in sealed envelope and labeled as "Technical Bid".
- (b) Financial Bid: This bid should be submitted in sealed envelope and labeled as "Financial Bid":
- (i) The Agency should quote rate of such items which it intends to supply.
- (ii) The Financial bid should be submitted in the proforma as mentioned in the Tender Call Notice.
- (iii) The price quoted for each item or articles should be clear and unambiguous as per the list of articles in Annexure-A.
8. All articles as mentioned in Annexure –A, will be supplied on the basis of only written order from the Department, from time to time.
9. The authority reserves the right to terminate the order with the Agency, at any time, in case of unsatisfactory supply of items.
10. No advance payment or payment against proforma invoice will be made. Payment will be made after receipt, inspection, installation and testing.
11. All damaged or un approved articles shall be returned at the tenderer risk and cost and the incidental expenditure thereupon shall be recovered from the concerned Agency.
12. The Department is not bound to accept the lowest rate and have the right to reject any or all offers without assigning any reason.
13. In case of violation of the above terms of the contract the security deposit shall be forfeited alongwith the other Legal action.
14. The financial bid will be opened of a tenderer if he is qualified in the technical bid.





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Annexure-I

**Model Bank Guarantee Format for furnishing EMD**  
[Ref. Para 21]

Whereas .....  
(hereinafter called the "tenderer") has submitted their offer dated..... for the supply  
of ..... (hereinafter called the "tender") against the  
purchaser's tender enquiry No. ....

KNOW ALL MEN by these presents that WE ..... of  
..... having our registered office at ..... are bound unto  
..... (hereinafter called the "Purchaser) in the sum of ..... for  
which payment will and truly to be made to the said Purchaser, the Bank binds itself, its  
successors and assigns by these presents.

Sealed with the  
Common Seal of the said Bank this..... day of .....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

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