

DETAILS ON TENDER PAPER, EMD FOR SUPPLY OF IT EQUIPMENTS

- A) TENDER PROCESSING : **Rs. 500/- only in shape of DD**
B) AVAILABILITY OF TENDER PAPER : www.dhenkanal.nic.in
C) E.M.D (Refundable) : **Rs. 5,000/-**-(Rupees fiveThousand) only in shape of
DD in favour of **Project Director, DRDA, Dhenkanal.**

To be filled by bidder:

Tender Processing Fees Payment details.

Demand Draft / Pay Order No.....Dated.....

(DD / PO to be attached with the Tender Paper)

EMD Payment details.

Demand Draft / Pay Order No.....Dated.....

(DD / PO to be attached with the Tender Paper)

- D) **NAME AND ADDRESS OF BIDDER:** To be filled in by the bidder.

Bidder Name & Address:

M/s

.....
.....
.....

Signature of the Bidder

- E) LAST DATE & TIME FOR RECEIPT OF TENDER : _____/by 5.00 PM.
F) DATE & TIME OF OPENING OF TENDERS: _____/at 11.00 AM at DRDA
Office, Dhenkanal.

G) ADDRESS FOR SUBMISSION OF TENDER PAPER

Tender Box of DRDA, Dhenkanal ,At: Mahisapat, Dhenkanal-759001, Odisha

1. Name of the items:-

IT Equipment such as Desktop, LED Monitor, UPS, 3-in-1 Printer etc. as details in Annexure – I.

2. Bid Price:

A) The transportation and other incidental charges for delivery of the goods to be included in Bid price.

B) The rate will be exclusive of all taxes/GST. The successful bidder will furnish the bill, declaring the fraction value of GST and amount of goods separately.

D) The price should be quoted in Indian price only.

3. Documents to be submitted by the Bidder:

The Bidder shall furnish the following documents to establish the Bidders eligibility.

- a) Self-attested photocopy of PAN number.
- b) GST Registration Certificate.
- c) BID security as specified in the Tender documents.
- d) The relevant dealership certificates of the Brand of the item.

4. The Tender Paper should be dropped only in the Tender Box of DRDA, Dhenkanal, At-Mahishapat, Dhenkanal-759001, Odisha on or before the tender close time positively. The Tender received late and incomplete will not be considered. The Bidder should sign and stamp each page of the Tender document. The **financial bid should be submitted in a separate sealed envelope** along with the tender paper. The Financial Bid of those bidders will only be considered, who will qualify the technical bid.

5. Bid Security:

The bidder shall furnish bid security of **Rs. 5,000/- (Five Thousand Only)** in the shape of Account Payee bank draft drawn in favour of **Project Director, DRDA, Dhenkanal** Payable at Dhenkanal along with the Tender Paper. The Bidder shall be present in the tender opening meeting along with a set of prototype with paper quality to be used, before the committee for quality assessment. The Bid security will be refunded to the unsuccessful bidder after finalization of rates. The Bid security of successful Bidder will be refunded after supply of the required quantity to DRDA, Dhenkanal.

6. Validity of Tender :

Price quoted by the bidder shall remain **valid for this Financial Year or, as desired by the undersigned.**

Annexure – I

Details of Specification for supply of Computers& Printers

Sl No.	Items		Specification	Quantity	Remarks
1	CPU (HP)	:	ROM - 1 TB HDD, RAM - 4 GB, Intel Core i5 processor, WINDOWS-10, 6-in-1 memory card reader, Processor Speed-2.9 GHz with WIFI, RAM Speed-1600 MHz,	01	With three years warranty.
2	Monitor (HP)	:	LED Display, Size- 19 inch.	01	
3	3 in 1 Printer	:	Scan-Copier-Printer, HP Laserjet M 1136	01	
4	UPS	:	Preferable Make APC 0.5 KVA	01	

**Project Director
DRDA, Dhenkanal**

Annexure-II**TECHNICAL BID****To****Project Director, DRDA, Dhenkanal****From**-----

Sub:- Supply ofreg.

Ref:- Tender Notification No:-_____Dated:_____

I. TENDERER'S PROFILE

1	Name of the product for which technical bid submitted	
2	Details of EMD paid	a) DD No. : b) DD Date: c) Name of the Bank : d) Amount Rs. :
3	Name & address of the tenderer along with Phone number, Fax number and Email ID	
4	Status of the firm (Tick any one) i) Registered firm ii) Sole proprietorship firm iii) Partnership firm iv) Private limited company/ Public limited company	Please tick () the appropriate furnished documentary proof as shown against each (Registration certificate) (Registration certificate, Name & address of the proprietor-Address proof copy) (Partnership agreement deed and authorized from other partner to bid for this tender) (Certificate of incorporation issued by Ministry of Corporate Affairs, Govt. of India.
5	Name of the authorized contact person who deal with this tender matters	
	a) Name	

	b) Designation	
	c) Telephone Number	
	d) Mobile Number	
	e) Fax Number	
	f) Email ID	
	g) PAN Number	
6	VAT/GST registration number	GSTIN (..... (Please enclose photo copies of Registration certificate or latest renewal certificate)

II. PRODUCTION/ SUPPLY PROFILE: Furnish the following details

- i) Name & Address of the firm:
- ii) Name of the product to be supplied:
- iii) Production/Supply details for -

IV. CLEARANCES / CERTIFICATES:

Copy of the latest VAT/ GST Clearance certificates/returns filed submitted:

V. DECLARATION BY THE TENDERER

- i) I have read and understood the tender terms and condition relevant to tender notification No:- date and I have submitted the technical bid in accordance with the terms and condition of the above notification and tender documents.
- ii) The information furnished in the Technical bid are true and factual and I clearly understand that our tenders are liable for rejection, if any information furnished is found to be not true and not factual at any point of time.
- iii) I would abide by the terms and conditions governing this tender. In case if I fail to supply as per the departmental requirement, I would be fully responsible for all the consequences that may arise and department can exercise appropriate action like black listing in addition to forfeiting of EMD. I shall pay the difference of higher cost involved and other related expenses paid if any for supply of the product.
- iv) The financial bid is separately submitted against this tender.
- v) He is to submit separate self -declaration in own letter head of not being black listed by any department/ agency.

Place:

Date:

**Seal & Signature
of the tenderer**

LIST OF ENCLOSURES TO BE SUBMITTED ALONG WITH TECHNICAL BID APPLICATION

Sl	Particular	Yes/No
1	Duly filled and signed Technical and financial Bid application.	
2	Copy of the certificate of registration of the firm	
3	A copy of the partnership deed (if it is partnership firm)	
4	A copy of the memorandum & Articles of Association (if it is Limited /Private Limited Company)	
5	An Affidavit of ownership (if it is proprietary firm/Sole distributor)	
6	A copy of Authorization for Signing (If it is a limited / Private Limited Company or a Partnership firm with signature attestation of the authorized person.)	
7	If representative is participating, letter of authorization from the person who has signed the technical and financial Bids to participate in the tender opening & negotiation of rates for items tendered.	
8	GST Registration Certificate (Valid)	
9	Latest VAT/GST Clearance Certificate.	
10	All supplier/ manufacturers should submit Certificate of Registration obtained from the respective Competent authority in the given format only	
11	If the tenderer is a distributor of firm/Firms then a letter of appointment from such firm/firms is to be enclosed.	
12	PAN	
13	Declarations of not being black listed	
14	Cost of Tender ProcessingRs. 500/-	
15	EMD of Rs. 5,000/-	
16	Any other mentioned in the Tender paper	

- Note-**
- (i) Legible and readable copies should be attached.
 - (ii) Enclosed document should be dully attested by the component authority.
 - (iii) One set of all documents should be enclosed to each of the technical bid.
 - (iv) All documents enclosed should be in the order be in the given in the checklist.
 - (v) The envelope should be super scribed the name of the product to be supplied.

Signature of the tenderer

FINANCIAL BID

- 1) Submitted to : **Project Director, DRDA, Dhenkanal**
- 2) Submitted by :
- 3) References : Tender notification No:_____, Dtd:_____
- 4) Financial bid submitted for :

- 5) Rate quoted / tendered as per terms & conditions governing (excluding GST, but including all incidental charges such as loading/unloading, transporting, fitting etc.):

Sl. No	Name of the Item	Unit Price
I	CPU	
II	Monitor HP	
III	Printer	
IV	UPS	

Note :

1. The rate quoted should be inclusive of all insurance, freight including loading and unloading charges to the destination.
2. The rate quoted should be as prescribed in annexure –IV

Place:

Date:

**Seal & Signature
of the tenderer.**

NB: The financial bid should be submitted in a separate sealed envelope along with the tender paper. PD, DRDA, Dhenkanal will not be compelled to accept the lowest bid price of the Tenderer. The committee will consider only the reasonable & possible price of the goods and the decision of the DRDA, Dhenkanal shall be final in this regard. The authority reserves to reject the tender/s without assigning any reason thereof.

DECLARATION BY THE BIDDER

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the Tender document for which I have signed and submitted the bid personally/under proper lawful of Attorney. It is also certified that all the terms and conditions of the Tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions.

Full Signature of the Bidder with Seal

Date: