



ଜିଲ୍ଲା ପରିଷଦ, କେନ୍ଦ୍ରାପଡ଼ା

(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ୍, ମିଶନ୍ ଶକ୍ତି ବିଭାଗ)

ZILLA PARISHAD, KENDRAPARA
DISHA LIVELIHOODS MISSION, DEPTT. OF MISSION SHAKTI)
Zilla Parishad Building, A/P.O./Dist.-Kendrapara, Odisha – 754211.
Email ID-kendraparadpm.olm@gmail.com



Letter No. 398/OLM

Date. 13.2.2025

TENDER CALL NOTICE

Sealed tenders are invited in the prescribed format from the registered firms/suppliers/agencies having valid up to date PAN/GST certificate for **Supply of IT related items (Desktop Computer, UPS, Multi-Function Printer) and Steel Almirah** for DMMU, OLM, Zilla Parishad, Kendrapara & BMMU, OLM offices of all blocks of Kendrapara district.

The tender document along with details of the terms and conditions of the above tender can be downloaded from <http://kendrapara.odisha.gov.in>. Interested bidders may submit their sealed quotation in the prescribed format with all the documents mentioning "Tender for Supply of _____ Items" (i.e. Desktop Computers/UPS/Multi Function printer/Steel Almirah on cover of the envelop to the Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, Zilla Parishad, Kendrapara latest by **28th February 2025 by 1.30 PM through Speed/Registered Post only**. DMMU, OLM, Zilla Parishad, Kendrapara shall not responsible for any postal delay. Bidders may be present in person or through their authorized representative(s) during the opening of tender at **3.30 PM on the same day, i.e. 28.02.2025 at Zilla Parishad Conference Hall, Kendrapara.**


Chief Development Officer-cum-
District Mission Coordinator,
Odisha Livelihoods Mission,
Zilla Parishad, Kendrapara.

CC to:

1. The Addl. District Magistrate, Kendrapara for information and requested to affix the quotation call notice in the Collectorate notice board for wider publicity.
2. The DeGM, Collectorate, Kendrapara for information and requested to publish the tender document in the District Website of Kendrapara for wide publication.
3. The Notice Board of Zilla Parishad, Kendrapara for wider publication.





ଜିଲ୍ଲା ପରିଷଦ, କେନ୍ଦ୍ରାପଡ଼ା

(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ୍, ମିଶନ୍ ଶକ୍ତି ବିଭାଗ)

ZILLA PARISHAD, KENDRAPARA

(ODISHA LIVELIHOODS MISSION, DEPTT. OF MISSION SHAKTI)

Zilla Parishad Building, At/P.O./Dist.-Kendrapara, Odisha – 754211.

Email ID-kendraparadpm.olm@gmail.com



Letter No. 398

Date. 13.2.2025

Sealed tenders are invited in the prescribed format from the registered firms/suppliers/agencies having valid up to date PAN/GST certificate for **Supply of IT related items (Desktop Computer, UPS, Multi-Function Printer) and Steel Almirah** for DMMU, OLM, Zilla Parishad, Kendrapara & BMMU, OLM offices of all blocks of Kendrapara district.

1. List of items

i) IT related Items (Desktop Computer, Multi-Function Printer & UPS)

Sl. No	Name of the Item	Minimum Specification	Qty in Nos.	Place of Delivery with installation	Delivery Period
1	Desktop Computer (Brand-HP & Dell)	<ul style="list-style-type: none"> ❖ Processor Generation-12th or higher. Processor-Intel Corei5-8100, Processor speed-4.4 GHz. 6 MB cache, 4 Cores. Chipset- Intel H110 or higher, Graphics Type- integrated intel Graphics ❖ CPU Model- Core i5 ❖ Operating System: Pre-Loaded Microsoft Windows 11 home ❖ SSD-minimum 512 GB, Memory Technology- DDR4. RAM Size- 8 GB RAM or higher ❖ Network Connectivity- LAN+ WLAN+BT 4.0 ❖ Display Type-LED ❖ Hard Disk description- 512 SSD ❖ Wireless Technology (inbuilt)-Blue tooth, wi-fi ❖ USB Ports- minimum 4 ❖ Monitor Size- 23 INCHES or higher ❖ Keyboard- Standard, Mouse-optical with USB Interface, ❖ Audio-Stereo speakers with clear sound. ❖ Warranty- Minimum 3 years ❖ OS/MS Office package Preloaded ❖ Antivirus- Quick heal Total security for 3 Years validity (the user key to be submitted) 	10	DMMU, OLM, ZP, Kendrapara	Within 7 days of receipt of Purchase Order
2	UPS (1 KVA) (Brand-Microtek, Zebronic, Intex, APC Luminous)	<ul style="list-style-type: none"> ❖ Capacity-1 KVA ❖ Output Voltage-230 Volt ❖ Output power Wattage- minimum 600 Watt ❖ Warranty-Minimum 1 year 	10	DMMU, OLM, ZP, Kendrapara	

3	Multi-Function Printer (Print, Scan & Copy) Brand-HP, Cannon	<ul style="list-style-type: none"> ❖ Printing Technology-Laser (black & white) ❖ Connectivity Technology-USB ❖ Speed-18ppm or above ❖ Printer Output-Duplex ❖ Warranty/Guarantee as per company rule 	10	DMMU, OLM, ZP, Kendrapara	
---	---	---	----	---------------------------	--

ii) Steel Almirah

Sl. No	Name of the Item	Minimum Specification	Qty in Nos	Place of Delivery with installation	Delivery Period
4	Steel Almirah	<ul style="list-style-type: none"> ❖ Double door Office Almirah ❖ Minimum Gauge -20/22 ❖ At least 6.5 feet height, minimum 4 shelves (five racks excluding drawer) and at least one drawer. 	10	1 each to 9 BMMU, OLM offices of 9 blocks of Kendrapara district & 1 for DMMU, OLM, ZP, Kendrapara	Within 7 days of receipt of Purchase Order

2. Bid Price

- a) The bid price shall be quoted for each item as mentioned in the format of Tender paper. The format of price bid specified in **Annexure- I (Vendor information) & Annexure- II (Financial Bid Format)** should be used. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) **All duties, taxes, other levies, installation and transportation cost if any payable by the contractor under the contract shall be included in the unit price & total price.**
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.
- e) The bidder shall quote their price separately for each item in the price bid format.

3. Bid Security:

The intending bidder must submit Earnest Money Deposit (EMD) of **Rs. 10000/- (Rupees Ten thousand)** only for **supply all items (IT related items & Steel Almirah)** and **Rs. 1500/- (Rupees One Thousand Five Hundred)** only for **supply of Steel Almirah** in shape of Demand Draft in favour of **"ODISHA LIVELIHOODS MISSION, NRLM, Kendrapara"**. The EMD shall be refunded without interest after awarding of purchase order to successful bidder. Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase order. The EMD of the unsuccessful bidder will be returned after finalization of the tender.

4. Cost of application for tender

The application form of tender containing tender document, Vendor's Information format & Financial Bid document format for **Supply of IT related items (Desktop Computer, UPS, Multi-Function Printer)** and **Steel Almirah** will be available with DMMU, OLM, ZP,

Kendrapara on payment of Rs. 1000/- (In shape of DD in favor of Odisha Livelihoods Mission, NRLM, Kendrapara payable at SBI, Main Branch, Kendrapara) from 13.02.2025 to 27.02.2025 (11 AM to 4 PM) in all official days or can be downloaded from <https://kendrapara.odisha.gov.in> from 13.02.2025 to 27.02.2025. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft in favour of Odisha Livelihoods Mission, NRLM, Kendrapara payable at SBI, Main Branch, Kendrapara for an amount of Rs. 1000/- (Rupees One Thousand) only towards the cost of application along with the application. The application fee is non-refundable. Tender submitted without application fee will be rejected.

5. Validity of Tender

Tender shall remain valid for a period not less than 180 days after the deadline date specified for submission.

6. Evaluation of Tenders

The Purchaser will evaluate and compare the tenders determined to be substantially responsive i.e. which

- (a) are properly signed
- (b) confirm to the terms and conditions, and specifications
- (c) Filled in Indian Currency
- (d) Quoted in Unit
- (f) Up to date GST certificate (up to Oct-Dec 2025 quarter)
- (g) Firm and vendor should submit valid PAN & GST certificate
- (h) Copy of IT Return for the FY-2021-22, 2022-23 & 2023-24 should be submitted.

The tender price would be evaluated for each item separately.

7. Award of contract

The Purchaser will award the contract to the bidder whose price has been determined to be substantially responsive and who has offered the lowest evaluated tender price item wise. Purchase order will be issued to the bidder (s), who have offered lowest price in each item. If there will be discrepancy between Unit price & Total Price then Unit price will be taken for evaluation.

8. Notwithstanding the above, the Purchaser reserves the right to accept or reject any tender (s) and to cancel the bidding process and reject all tenders at any time prior to the award of contract.

9. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.

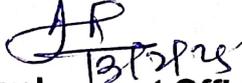
10. The Successful bidder will ensure the timely supply/Installation of items to the BMMU & DMMU offices.

11. There will be standard warranty/guarantee at least as mentioned in the specification from the date of delivery, any failure of the same during the warrantee period, you have to make good of it immediately.

12. Payment shall be made after delivery and installation of the goods through E-FMS after submission of the bills and vouchers.

13. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.

- 17
14. Any legal dispute arising out of this is subject to Kendrapara district jurisdiction only.
 15. The agency should not be blacklisted by any government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
 16. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the DMMU, OLM, ZP, Kendrapara.
 17. Interested bidders may submit their sealed tender in the prescribed format with all the documents mentioning "**Tender for Supply of _____ Items**" (i.e. **Desktop Computers/UPS/Multi Function printer/Steel Almirah** on cover of the envelop to the **Chief Development Officer (CDO)-cum-District Mission Coordinator (DMC), DMMU, OLM, Zilla Parishad, Kendrapara** latest by **28th February 2025 by 1.30 PM through Speed/Registered Post only.** DMMU, OLM, Zilla Parishad, Kendrapara shall not responsible for any postal delay. Bidders may be present in person or through their authorized representative(s) during the opening of tender at **3.30 PM on the same day, i.e. 28.02.2025** at **Zilla Parishad Conference Hall, Kendrapara.**


**Chief Development Officer-cum-
District Mission Coordinator,
Odisha Livelihoods Mission,
Zilla Parishad, Kendrapara.**

VENDOR'S INFORMATION

1	Name of the Individual/Firm/Company:	
2	Full address: Telephone no. Fax no. E-mail address :	
3	GSTIN No. (with copy of certificate)	
4	PAN Number with copy of the PAN Card	
5	Up to date tax Clearance Certificate up to Oct-Dec-24 Quarter (Copy to be attached)	
6	Copy of IT return for the FY-21-22, 22-23 & 23-24 submitted (Yes/No) (copy to be attached)	
6	Particulars of the EMD of Rs. 10,000/- or Rs.1500/-.	Bank & Branch:
		BD/BC No:
		Date:

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal:

DECLARATION BY THE BIDDER:

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature:

Date:

Name

Address

Designation:

On behalf of:

FINANCIAL BID DOCUMENT FORMAT

SI No	Name of the Item	Make/ Brand	Specification	Qty in Nos.	Unit Rate Including tax, transportation & installation (INR)	Total Amount including tax transportation & installation (INR)
1	Desktop Computer			10		
2	UPS (1 KVA)			10		
3	Multi Function Printer (Print, Scan & Copy)			10		
4	Steel Almirah			10		
Total Amount (INR)						

In words (Rupees.....) only

DECLARATION OF THE BIDDER.

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by OLM. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

Place:
Date :

Signature of the bidder with seal