

**TENDER (BID) DOCUMENT
FOR
PROCUREMENT BY ADVERTISED TENDER ENQUIRY (ATE)
OF
DESKTOP COMPUTERS, UPS and LASER PRINTERS
BY
o/o THE DEAN & PRINCIPAL, PRM MEDICAL COLLEGE, BARIPADA-757 107**

REFERENCE: Tender enquiry no. I-27/2019-20/PRMMCH/ 1410 dated 16.07.2019

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PREFACE

NOTICE INVITING TENDER (NIT)

REFERENCE: Tender no. I-27/2019-20/PRMMCH/ 1410 dated 16.07.2019

Sealed tenders (bids) in two-bid format are invited from eligible and capable Original Equipment Manufacturers (OEMs) or their authorized distributors for supply of Desktop computers, UPS & Laser Printers during the F.Y 2019-20, as per the T&C and other details given the tender document to be downloaded from the official website www.mayurbhanj.nic.in & College website www.prmchbaripada.in from 01.08.2019. The last date of submission of bid documents is 22.08.19 by 5.00 P.M.

Sd/-
Dean & Principal, PRMMCH, Baripada

Time schedule of tender (bidding) process

| Sl. No. | Event | Date and Time | Remarks |
|---------|--|--|--|
| 01. | Advertisement of tender enquiry | From 01.08.2019 | a) Newspapers, b) Website: www.prmchbaripada.in www.mayurbhanj.nic.in |
| 02. | Availability of tender documents | From 01.08.2019 | To be downloaded from website: www.prmchbaripada.in www.mayurbhanj.nic.in |
| 03. | Tender submission start date | From 01.08.2019 | By post (Registered/ Speed Post/ Professional Courier) |
| 04. | Tender submission last date | On or before 22.08.2019 at 5 pm | By post (Registered/ Speed Post/ Professional Courier) |
| 06. | Opening of techno-commercial bid | On 27.08.2019 at 11: 30 A.M onwards | At: o/o Dean & Principal, PRM MC&H, Baripada, Dean office complex, Admin building (1 st Floor) At- Rangamatia, PO-Laxmiposi, Dist- Mayurbhanj, Odisha, Pin—757 107 |
| 07. | Official address for any communication & submission of tender by post | | Dean & Principal, PRM MC&H, Baripada, Dean office complex, Admin building (1 st Floor) At- Rangamatia, PO-Laxmiposi, Dist- Mayurbhanj, Odisha, Pin—757 107 Phone: 06792 240400/ 240401 Email: prmmchbaripada@gmail.com |
| 08. | Any queries and assistance related to the tender process may be addressed to | | Dean & Principal, PRM MC&H, Baripada Mobile: 8480014097 Email: prmmchbaripada@gmail.com |

Description of the items of equipment being tendered:

| Sl. No. | Short description of equipment | Item Code | Quantity | Tender (bid) Reference no. | EMD Value (INR) | Tender fee (INR) |
|---------|--|-----------|----------|---|--|---|
| 01. | Desktop PC (with all mandatory hardware accessories) | DPC | 10 (Ten) | REFERENCE: Tender no. I- 27/2019- 20/PRMMCH/ 1410 dated 16.07.2019 | Rs. 20,000 (Rupees Twenty thousand) only | Rs.2000 (Rupees Two thousand) only |
| 02. | Uninterrupted Power Supply system –UPS | UPS | 10 (Ten) | | | |
| 03. | Laser printers | LP | 10 (Ten) | | | |



Chapter—01: Instructions to the prospective tenderer (bidder)

The interested, willing and capable tenderers (bidders) hereafter referred to as '**Bidder**' in this document shall have to comply to the below said eligibility conditions to be eligible to participate in the two bid single stage tender (by advertised tender enquiry) issued by the o/o The Dean & Principal, PRM MC&H, Baripada, hereafter referred to as '**Purchaser**' in this document for the procurement/ supply of equipment(s) specified herein (in the NIT) for official and academic use in the institution.

Eligibility conditions:

1. Any person or persons who are currently engaged in the employment of the Purchaser organization in any capacity (permanent, temporary, contractual, daily wages or consultancy or in any other position or manner) are disqualified from bidding in any tender (bidding) process conducted by the Purchaser.
2. Self-attested declaration by the Bidder that they or their employees or authorized agents are currently not employed or engaged in the capacity of an employee in the Purchaser organization.
3. The self attested copy of the proof of identity and proof of residence of the Bidder and his authorized representative who will participate physically in the tender process (including tender opening) must be enclosed in the tender proposal.
4. a. The Bidder should either be an Original Equipment Manufacturer (OEM) or its Authorized Importer or Authorized Distributor / Dealer.
b. **Tender proposals submitted by authorized distributors / authorized dealers who are not OEMs:** When a firm submits a tender proposal (as a Bidder) in this tender process for an equipment not manufactured by them, the firm must enclose in its tender proposal the **OEM's authorization certificate** and its declaration of extending the required warranty, services and maintenance for that product/ equipment (in addition to the Bidder's confirmation to the required warranty) that would ordinarily have been due from the OEM shall also be available to the Purchaser for the equipment(s) to be supplied by Bidder. **This is an essential precondition as per government rules to ensure tender proposals are received from responsible and capable Bidders offering genuine products with the backing of the concerned OEM.**
5. The Bidder should have successfully supplied the items similar to the type specified in this bid document up to at least 100% of the quantity specified in this bid in any one or all of the last 3 Financial Years (excluding the present F.Y) to any state or central government educational institutes.
6. Self attested copies of purchase and supply orders for the similar items supplied to any state or central government educational institutes for at least last 3 financial years (excluding the present F.Y) by the Bidder must be furnished in the bid documentation.
7. Self attested copies of audited statements indicating the annual turnover for at least last 3 financial years (excluding the present F.Y) of the Bidder must be furnished in the bid.
8. Self- attested copies of original documents defining the constitution or legal status, place of registration and principal place of business of the Bidder, etc, must be furnished in the bid.
9. Self- attested copies of PAN card, GST registration certificate of the Bidder, bank details for NEFT/ RTGS transactions and address for correspondence and contact number must be furnished in the bid. The name, designation and contact number of the authorized representative or contact person must be

enclosed.

11. Self- attested declaration that the Bidder has not been debarred/ blacklisted by any Govt./ Semi-Govt./ Public Sector/ Corporate Organization in the past 5 (five) financial years of its business transaction must be furnished in the bid.

Chapter—02: Conditions of the contract in this tender

1. Conditions binding on the Bidder and Purchaser:

The various conditions laid down herein below related to the process of submission of tender proposal by the Bidder and its consequent processing by the Purchaser (till the logical completion of the whole process) shall constitute the terms of a contract that will be binding upon the Bidder. Submission of a tender proposal by a Bidder shall be construed as willingness by the Bidder to accept and obey in total all the conditions listed in this document.

2. About the Purchaser:

The Purchaser i.e o/o The Dean & Principal, PRM MC, Baripada, is a government of Odisha health care-academic institution under the administrative control of the department of Health & Family Welfare. It is a medical college set up and regulated by (in addition to the government of Odisha rules & regulations) the relevant provisions of the Medical Council of India (MCI) which is a statutory body of the Union of India, as amended from time-to-time.

3. Scope and limitation of this tender process:

a. This tender enquiry process is being initiated and conducted by the o/o The Dean & Principal, in the capacity of Head of Office, in exercise of the financial powers vested in it, as per the relevant rules and regulations of the government of Odisha, to meet the institutional requirements as per Medical Council of India, Minimum Standard Regulations, amended from time to time. The process of this tender may be at any (or all) stages subject to scrutiny and approval of higher authorities in the hierarchy of the Health & Family Welfare department of government of Odisha. Likewise, the outcome of the tender process culminating in placement of supply order to the successful Bidder(s) may also be subject to prior approval of higher authorities. Thus simply qualifying as a successful Bidder (L1 or otherwise) shall vest no right on a party to receive a supply order from the Purchaser.

b. The conditions set here in this tender document for the smooth execution of the tender enquiry process may be altered, amended at any stage of the tender process or completely terminated (i.e tender process scraped) at any stage by the Purchaser (without assigning any reasons whatsoever) and no liability (financial or non-financial) shall come to lie on the Purchaser i.e o/o The Dean & Principal, PRM MC, Baripada, towards any of the Bidder(s) for any damages or otherwise.

4. Source of funds:

a. The source of funds for the Purchaser, is the budgetary provisions made available from the Health & Family Welfare department, government of Odisha or from any other source approved by the government which may vary from quarter to quarter of a financial year.

b. The execution of this tender process and the consequent supply orders will therefore (at all stages) be subject to and limited to availability of adequate funds at the Purchaser's disposal.

5. Clarification on this tender document:

Any Bidder requiring any clarification on the contents and conditions of this tender document shall contact the Purchaser in writing at the Purchaser's address. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than the date and time of pre-bid meeting or the date and time of last submission of tender, whichever is earlier.

6. Amendment of tender documents and the terms & conditions therein:

Should the Purchaser deem it necessary to amend this tender document and the terms & conditions contained therein as such or as a result of a clarification, it shall do so following due procedure.

7. Cost of participating in this tender process:

The Bidder shall bear all costs associated with the preparation, submission of his/her tender proposal opening and evaluation of the tender. The Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. Tender fee:

Each tender proposal submitted by a Bidder has to be accompanied by a tender fee specified in the preface of this tender document. The tender fee has to be paid for and deposited in the form of a crossed demand draft (equal to the tender fee in INR) in favour of and payable to the Purchaser (*) at Baripada, which has to be enclosed in the tender proposal documentation in a sealed envelope labeled Envelope 'A' as explained below. Any tender proposal without tender fee draft is liable to be rejected at the time of opening of tender. ***[DD in favor of The Dean & Principal, PRMMC&H, Baripada; payable at SBI Baripada]**

9. Bid security or EMD:

a. To safeguard against a Bidder's withdrawing or altering its bid during the bid validity period bid security (also known as Earnest Money Deposit—EMD) has to be deposited by each bidder. The bid security (EMD) amount [specified in the preface of this tender document] has to be deposited in the form of a crossed Demand draft in favour of and payable to the Purchaser (*) at Baripada. The crossed demand draft, has to be enclosed in the tender proposal documentation in a sealed envelope labeled Cover 'A' as explained below. Any tender proposal without EMD draft is liable to be rejected at the time of opening of tender. ***[DD in favor of The Dean & Principal, PRMMC&H, Baripada; payable at SBI Baripada]**

b. After completion of the bidding process, bid security (EMD) amount of unsuccessful bidders will be returned [without any interest] to them by online bank transfer [NEFT/ RTGS] at the earliest after expiry of the final bid validity period or by the 30th day after the award of the supply contract to the successful bidder whichever is earlier. EMD of a bidder may be forfeited, if the bidder:

- i. Withdraws its bid during the period of bid validity; or
- ii. Does not accept the correction of errors requested by the Purchaser, or,
- iii. If the successful Bidder fails to; furnish the Performance Security Guarantee (PSG); or sign the supply contract;

10. Performance Security Guarantee (PSG):

Each successful Bidder has to submit a performance security guarantee (PSG) in order to ensure due performance of the supply contract. It will be in the form a Bank Guarantee from a scheduled nationalized bank (in the specified government approved format that can be obtained from the office of the Purchaser). The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations including onsite warranty. Bid security (EMD) amount [without any interest] will be refunded to the successful Bidder by online bank transfer [NEFT/ RTGS], on receipt of performance security guarantee (PSG) only.

11. Language of tender document and submissions by Bidder:

The tender document as well as all correspondences and documents relating to the tender submitted/ exchanged by the Bidder and the Purchaser, shall be written in English language only.

12. Documents to be submitted by the Bidder as a part of the tender proposal:

The tender proposal to be submitted by the interested, willing, eligible and capable Bidders shall comprise the documents as per the checklist in this document at **Annexure A**. Any tender proposal submitted by a Bidder which is incomplete in any of the documents listed therein shall make the tender proposal liable for rejection and forfeiture of EMD money.

13. Tender validity:

The submitted tender shall be valid for a **period of 180 days** from the date of opening of the tender proposal as specified in the tender time schedule in this document. Any attempt by the Bidder to withdraw the tender after the opening of the tender proposals will lead to forfeiture of EMD amount.

In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The EMD shall also be requested to be extended for a corresponding period. A bidder may refuse the request without forfeiting its EMD. No Bidder shall be required or permitted to modify his/her tender proposal after opening of the tender.

14. Number of tender proposals/ bids:

a. A Bidder (in case of non OEM bidders) is allowed/ permitted to submit on behalf of only one OEM i.e a bidder can represent only one OEM for each item of equipment to be supplied.

b. An individual Bidder is free to quote price for any one item, more than one item or all the items put up for procurement in this tender document. However the tender fee, EMD will remain the same for one item or more than one item or all the items as well and must be included in a single tender proposal.

c. Alternate bids/ tender proposals or multiple tender proposal from the same Bidder is not allowed and if detected will be construed as a malpractice and result in rejection of all his tender proposals/ bids, forfeiture of all the EMDs submitted and blacklisting of the Bidder for future transactions.

d. Conditional bids/ tender proposals will be rejected and EMD forfeited.

e. All tender proposals once opened for evaluation (technical and financial) irrespective of the tender or Bidder outcome are the deemed property of the Purchaser and cannot be returned back to the Bidder and no requests will be entertained in this regard. Tender proposal not opened (for any reason) can be collected intact from the office of the Purchaser by any authorized representative during office hours.

15. Currencies of bid: The bidder shall quote all proposals in Indian Rupees (INR) only.

16. Price (costs) bids, comparison and unit rate:

a. The price for each item of equipment to be procured through this tender process shall be quoted separately in the format enclosed herewith. **(Annexure D)**

b. Prices (costs) of the equipment/ services quoted by the Bidder in his tender proposal shall constitute the price schedule (financial bid).

c. Once submitted a Bidder cannot change his/ her price proposal (i.e variation of price/ costs is not allowed).

- d. The price bids submitted should be inclusive of all costs per unit quantity of each item of equipment (i.e. inclusive of ex-factory cost + handling charges+ transportation charges (for onsite delivery) + insurance + installation + product demo/ training+ onsite comprehensive warranty for 3 years + GST+ any other taxes applicable). It must be the best price offer by the Bidder and independent of order quantity.
- e. The rate and amount of GST applicable to that category of equipment as on the date of bid submission should be clearly mentioned in the price schedule; otherwise it will be assumed that the GST has been included in the per unit price (cost).
- f. The comparison of price bids submitted by different Bidders (who have otherwise qualified in their technical bids) will be made based on the comparison of price (cost) per unit quantity of each item of equipment (inclusive of all costs) which will be called as the unit rate for that item of equipment. The unit rates quoted by the Bidders will have to be reasonable in comparison to prevailing market prices.
- g. The supply order for this tender process shall be issued by the Purchaser for a specific number/ quantity of each of the items to be procured based on the unit rate quoted by the successful Bidder (L1 or otherwise) and as approved by the Purchaser.
- h. The unit rate quoted by the successful Bidder (L1) or otherwise, for each item of equipment (put up for procurement in this tender document) approved by the Purchaser at the end of the tender process shall constitute a 'rate contract'.
- i. The rate contract thus formulated by competitive bidding (after due approval of the competent authorities as per the relevant rules) for each of the item of equipment will remain valid for a period of 12 (twelve) calendar months from the date of finalization of the rate contract.**
- j. Within the period of one calendar year during which the rate contract remains valid, the Purchaser shall have the option and discretion to place further supply orders at the above said rate contract for one or multiple quantities of each item of equipment to the successful Bidder (L1 or otherwise), based on the emergent and concurrent needs of the institution and subject to availability of funds from various sources including the government at that point of time.
17. Format and signing of tender proposal:
- a. The tender proposal shall be signed by the Bidder or a person duly authorized to sign on behalf of the Bidder, on all pages of the main document and all documents attached as enclosures in the tender proposal. **The authorization to another person shall be indicated by written Power of Attorney accompanying the bid in case any other person signs the bids.**
- b. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the person signing the tender proposal.
18. Sealing and marking of the tender proposal:
- a. Bidders shall have the option of submitting their tender proposals only through registered post/ speed post/ courier service.
- b. The tender proposal and accompanying documents shall be prepared in four parts (envelopes or covers) i.e. Envelope-A, Envelope-B, Envelope-C and Envelope D.

c. "Envelope-A" shall contain the crossed demand draft for the tender fee and the crossed demand draft for EMD and the checklist given at **Annexure A** duly filled up and signed by the Bidder. "Envelope-B" shall contain the technical bid documents common to all the items of equipment, listed from serial no. 3 to 17 in **Annexure A**. There shall be only one Envelope- A and one Envelope-B in the entire tender proposal.

d. "Envelope-C" shall contain the technical bid documents specific to each item of equipment and "Envelope-D" shall contain the Price schedule (Financial Bid) specific to each item of equipment.

e. There shall be an envelope C & D for each item of equipment. Thus if a Bidder bids only for desktop PC he will submit one C and one D. Whereas if a Bidder bids for both desktop PC and UPS then he has to submit one set of C&D for desktop and another set of C&D for UPS. A bidder who bids for all three has to submit three sets of C&D.

f. All the envelopes shall be sealed and labeled with clear inscription on top of the respective covers as:

Envelope A— DD of TENDER FEE & EMD and filled up checklist as in Annexure A

Envelope B—TECHNICAL BID (common part)

Envelope C—TECHNICAL BID (specific part) for _____ equipment (DPC/ UPS/LP)

Envelope D—FINANCIAL BID for _____ equipment (DPC/UPS/LP)

c. All the sealed envelopes (A, B, C & D) shall be sealed in a separate outer envelope which shall be sealed and bear a bold inscription on top of it as:

"TENDER PROPOSAL FOR SUPPLY OF DESKTOP COMPUTERS, PRINTERS & UPS" with the tender enquiry reference number (specified in the NIT and preface of this document).

d. The outer and all the inner envelopes as well, shall bear:

- the name and address of the Bidder; be addressed to the Purchaser at the communication address as specified in the time schedule of this tender document;
- the specific identification of this bidding process (i.e tender reference number) and
- a warning not to open before the time and date for tender opening.

e. If all envelopes are not sealed and marked as required above, the Purchaser will assume no responsibility for the misplacement or premature opening of the tender and will lead to its ultimate rejection.

19. Deadline for Submission of tender proposals:

a. Tender proposals must be received by the Purchaser at the address and no later than the date and time specified in the time schedule of this tender document. In the event of the specified date for the submission of tender proposals being declared a holiday for the Purchaser, the tender proposals will be received up to the appointed time on the next working day.

b. The Purchaser may, at its discretion, extend the deadline for the submission of tender proposals by amending the Bidding Documents, in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

20. Late submissions: The Purchaser shall not consider any tender proposal that arrives after the deadline

for submission. Any tender proposal received by the Purchaser after the deadline for submission shall be declared late and rejected and will not be opened.

21. Mode of submission of tender proposals:

- a. Tender proposals shall be submitted only by registered post, speed post or professional courier only addressed to the official communication address for the tender as mentioned in the tender schedule of this document.
- b. Tender proposals submitted by any other means (including in person by hand) will not be accepted.
- c. The Purchaser shall assume no responsibility for postal/ courier delay and any tender proposals received after the deadline will be rejected no matter what the date of despatch may have been.
- d. Telex, Cable or Facsimile or Email tender proposals will be deemed as non-responsive and rejected.

22. Technical specifications of the equipments to be procured:

a. The equipments offered for supply in the tender proposal submitted by every Bidder must meet the technical specifications and conform to the standards (if any), mentioned in this tender document by the Purchaser (**Annexure—E**). Any deviations from the specifications stated by the Purchaser in the equipment offered by the Bidder, that in the Bidders opinion are unavoidable or offer a better specification at the same cost, must be clearly stated for due consideration by the tender committee at the time of technical evaluation of the tender proposal.

b. Apart from the standard accessories of the equipment, the details of complimentary software spares and consumables (if any are being offered without any increase in unit cost) must be clearly stated [e.g MS Office, extra printer cartridge, mouse pad, head phones, USB cable, etc] for due consideration by the tender committee at the time of technical evaluation of the tender proposal.

c. The equipment to be supplied by the Bidder must be the most recent series models (**manufactured within last 12 calendar months from the date of placement of order**) incorporating the latest technology and design and should not have been phased out, declared redundant or withdrawn (technical specifications given in this bid notwithstanding) from the market by the OEM as on the date of opening of bids. **A self-attested declaration to the above said fact must be furnished in the bid by the Bidder.**

d. However, all prospective Bidders should kindly note that the equipments to be procured by the Purchaser are already in use in the organization in some numbers. Hence the new equipments being procured by the Purchaser in this tender process have to be by default, compatible with the existing equipments (technical specifications mentioned herein notwithstanding) in order to maintain seamless interoperability and connectivity between the old and new equipments in the institution.

This will be one of the principal aspects that will be evaluated during the evaluation of the technical bids of the tender proposals. Equipments otherwise eligible but incompatible with our existing hardware will be deferred in favour of equipments more compatible with our existing hardware.

e. Furthermore, the use of consumables by the existing and the incoming new equipments must conform to a common standard (e.g printer cartridges, toners, drum and pinch rollers) in order to ensure ease of maintenance and procurement of the consumables & spares and their logistics management at the subsequent stages of use of the equipment at the end-user level.



f. Since government regulations specifically prohibit the mention of model numbers and brands in tender specifications, the Purchaser is constrained from doing so. However, Bidders may enquire by their own means before the submission of tender proposal, about the equipments already in use by the institution so that they may accordingly submit proposals for compatible equipment (technical specifications mentioned herein notwithstanding).

g. Warranty/ Guarantee:

All items of equipment being procured by the Purchaser and to be supplied by the successful Bidder i.e Supplier, in this tender process shall have an onsite warranty/ guarantee against defects of manufacture/ workmanship and poor quality of components. Accordingly, the Bidders shall indicate in their tender proposal, clearly and exhaustively the details of mandatory warranty/ guarantee offered by them or the OEM as the case may be, its duration, as well as the various T&C involved therein (including but not limited to any limitation clauses) for the execution of such warranty / guarantee.

h. All tender proposals for supply of equipments offered by any Bidder must have free of cost maintenance service and onsite comprehensive warranty for 3 years (three years) from the date of installation (notwithstanding any specific conditions for warranty mentioned in the technical specifications for each item of equipment, in the Appendix). Any paid maintenance or warranty will only commence thereafter.

i. However no Bidder is allowed/ permitted to submit on behalf of more than one OEM i.e a bidder can represent only one OEM for each item of equipment to be supplied.

j. All relevant documents, brochures, product details, model photographs and technical specifications of the equipments offered for supply by the respective Bidders must be enclosed in the tender proposal.

23. Process of tender proposal evaluation:

a. All the tender proposals received (in proper seal and packing by post) on or before the last date of submission would be taken up for evaluation.

b. On the date and at the time and place as specified in the tender schedule, the tender proposals will be opened from their sealed covers in the presence of the Bidders or their authorized representatives and members of the tender evaluation committee (TEC) duly constituted by the Purchaser.

c. The tender proposals which are defective because of any missing documents, demand drafts (Envelope A) or for any other reason as decided by TEC shall be rejected and set aside first. The rest would be declared as regular and eligible tenders.

d. From amongst the regular and eligible tender proposals the technical bid of the tender proposal would be opened (Envelope B—common part followed by Envelope C—specific part), separately for each item of equipment (i.e DPC, UPS and LP) and evaluated by the TEC.

e. The Bidders whose technical bids pass the evaluation by TEC would be deemed successful to be taken up for comparison and evaluation of their price schedule/ financial bid (Envelope D) separately for each item of equipment (i.e DPC, UPS and LP) and evaluated by the TEC.

f. The lowest price quote for each item of equipment will be identified and the other price quotes arranged in an ascending order. However the TEC will evaluate each price quote against prevailing market prices for similar models of the equipment to ensure that the price quoted by the Bidder (even if the lowest) is reasonable enough to be accepted.



24. Single tender proposal (bid):

If the Purchaser does not receive sufficient number of valid and eligible tender proposals or after analyzing ends up with at least one responsive tender proposal, it will be subjected to further scrutiny by TEC as per government rules. If after scrutiny it is found that all requisite aspects of the procurement process were fully taken care of and in spite of that the Purchaser ends up with only one responsive tender proposal for a equipment then supply order may be placed (following due government procedure) on that Bidder for that equipment provided the quoted price is reasonable.

25. Non-response item:

If the Purchaser does not receive any valid and eligible tender proposals for an item in the equipment list or after analyzing the valid tender proposals ends up with no eligible price quote response for an item in the equipment list in this tender enquiry, then that item will be dropped from the supply orders and the remaining item(s) in the equipment list would be procured following due procedure as enlisted in this tender document.

26. Transfer & Sub contract:

The tender does not confer any right on any Bidder to transfer, sell, lease, outsource or sub contract his tender proposal and the ensuing supply order to any other party either with or without permission of the Purchaser. Any such attempts would be deemed as malpractice as per the terms & conditions of this tender notice and if detected would disqualify the Bidder, at any stage of the tender process, with forfeiture of EMD.

27. Procedure of placement of supply order & supply of the equipment:

a. After the completion of the tender evaluation process, the TEC will recommend to the Purchaser the first (L1), second (L2) and third (L3) successful Bidders separately for each item of equipment advertised in this tender for supply.

b. The Purchaser will immediately send (by email) an offer letter or letter of award (LoA) to the first successful bidder (L1) for willingness to supply the equipment in a specific quantity, separately for each item of equipment.

c. In case more than one technically qualified bidder quote the same lowest price for the same item, LoA shall be awarded to the bidder for that item with the higher average annual turnover during the last 3 Financial Years i.e. 2015-16 to 2017-18 or may be distributed among them as per Purchaser's discretion.

d. A Bidder can be offered LoA for more than one item if in more than one item, the price bid/ offer of the bidder is determined to be substantially responsive and he has offered the lowest evaluated bid price for those items.

e. The Purchaser reserves the right (at the time of placing supply orders) to modify (increase or decrease or annul) the quantity of each item to be procured through this tender, other than what has been specified in the preface of this tender, without assigning any reasons thereof.

f. The L1 Bidder will respond within three days by return email his willingness to supply following which he has to sign a supply contract (govt. approved format) and execute a PSG (within next seven working days) after which the formal supply order would be issued by the Purchaser to that Bidder. In case the L1 Bidder defaults at any stage in the above process, his order would be cancelled, EMD forfeited and the offer of supply made over to the L2 Bidder.

g. Upon receipt of the formal supply order from the Purchaser, the successful Bidder i.e now the Supplier, has to deliver and install all the equipment(s) in two weeks from the date of issue of supply order, failing which the supply order would be terminated and PSG recovered from the bank towards penalty on the supplier. Supply orders would be issued to other alternative Bidders.

28. Payments:

a. No advance payments will be made to any firm.

b. Payments will be made by the Purchaser to the specific suppliers' bank account by NEFT/ RTGS after the receipt, inspection, installation, product registration, activation of warranty and demo/ training of the equipments ordered at the respective consignee points/ designated departments in the Purchaser's institution followed by the submission of invoice/ bills (in quadruplicate) after due stock entry.

c. The deposited bills/ invoice will be scrutinized by the stores & accounts department for computational/ arithmetic errors and after verification and authentication will be processed for payment. This may take up to 30 working days from the date of receipt of invoice by the office.

29. Disputes:

Any disputes arising at any stage of the tender enquiry process between any Bidder and the Purchaser would be subject to due legal procedures as ordained by a court of law having relevant and appropriate jurisdiction.

ANNEXURE –A

Checklist: To be submitted in the tender proposal by the Bidder (fill up and enclose in envelope A)

| Sl. No. | Documents | If Submitted (V) or else (X) | Envelope |
|---------|---|------------------------------|----------|
| | NAME OF BIDDER/ FIRM: _____ | | |
| 1. | Tender Fee in the form of crossed Demand Draft | | A |
| 2. | EMD (Bid security) money in the form of crossed Demand Draft | | A |
| 3. | Application for participating in tender & acceptance of T&C by Bidder [*B] | | B |
| 4. | Bidder's Proof of Identity [POI] (self attested copy) e.g Aadhaar card, PAN | | B |
| 5. | Bidder's Proof of Residence [POR] (self attested copy) e.g Aadhaar card | | B |
| 6. | Power of attorney (if Bidder is represented by authorized representative) | | B |
| 7. | Authorized Representative's POI (self attested copy) | | B |
| 8. | Authorized Representative's POR (self attested copy) | | B |
| 9. | Purchase/ Supply orders to state or central institutes (self attested copy) | | B |
| 10. | Audited statement of annual turnover of last three F.Y (self attested copy) | | B |
| 11. | Declaration that all the models are the latest ones currently available in the market and not phased out, old or withdrawn from the market | | B |
| 12. | Documents of identity of firm, its legal status, its registration and other details (self attested copies) | | B |
| 13. | PAN card (self attested copy) | | B |
| 14. | GST registration certificate (self attested copy) | | B |
| 15. | Bank details (Account no/ IFSC code) of the Bidder (for online NEFT / RTGS transaction) | | B |
| 16. | Address for correspondence with the Bidder (including postal address, email id, land phone number, mobile phone number, Whats App number) | | B |
| 17. | Authorized Representative's (of the Bidder) email id, land phone number, mobile phone number, Whats App number | | B |
| 18. | Bid submitted for desktop PC | | C |
| 19. | Bid submitted for UPS | | C |
| 20. | Bid submitted for Laser Printer | | C |
| 21. | If non-OEM Bidder, OEM authorization certificate (self attested copy)(separate for each item of equipment) | | C |
| 22. | All documents, brochures, tech spec sheets, photographs of the models of the equipment offered for supply (separate for each item of equipment) | | C |
| 23. | Warranty duration and details (separate for each item of equipment) | | C |
| 24. | Technical specification schedule (separate for each item of equipment)[*C] | | C |
| 25. | Price schedule (separate for each item of equipment) [*D] | | D |
| | [*] See Annexure (Any other documents if submitted (specify the envelope and list on reverse of this sheet with signature and seal)) | | |

Yours faithfully,

Place:

(Signature of the Bidder with official seal)

Date:



ANNEXURE –B. APPLICATION TO PARTICIPATE & ACCEPTANCE OF TENDER T&C

(On Company/ Firm Letter head)

To

The Dean & Principal, PRM Medical College & Hospital, Rangamatia, PO-Laxmiposi, Baripada-757107

Sub: Application to participate in the tender process (referred below) and acceptance of T&C of tender

Ref: Tender no. I-27/2019-20/PRMMCH/ 1410 dated 16.07.2019

Scope of work in the tender: Supply of Desktop Computer, UPS & Laser printers to PRM MCH, Baripada

Dear Sir,

1. I/We hereby make an application to participate in the above tender process as a Bidder.
2. I/ We have downloaded the tender document for the above mentioned tender from the designated website and also perused the advertisement in the newspaper.
3. I/ We hereby certify that I/ We have read the terms & conditions (T&C) of the tender document in the entire tender document.
4. I/ We hereby agree and undertake to abide by all of them, without any precondition.
5. I/ We hereby agree to follow up on any corrigendum issued by the o/o Dean & Principal, PRMMC, Baripada, for this tender.
6. I/ We hereby declare that our firm has not been blacklisted/ debarred by any Government department/ PSU.
7. I/We hereby declare that we or our employees or authorized agents are currently not engaged in any form of employment at PRM MC&H, Baripada.
8. I/ We hereby declare that the prices/rates quoted by my/our firm are inclusive of all costs and no further costs (hidden or otherwise) shall come to bear on the end user for use of the equipment.
9. I/ We hereby agree to hold the offer made by us in this tender open and valid for 180 days from the last date of submission of the tender.
10. I/ We agree to supply t
11. he equipment (if selected as a supplier) in the stipulated time as per the T&C and specifications of the tender document and all the supplied items shall be new models (manufactured within last twelve calendar months from the date of placement of order) and neither refurbished nor old nor used ones.
12. I/ We hereby agree that in case of failure to deliver the equipment after receipt of supply order the o/o The Dean & Principal, may recover the liquidated damages from us by forfeiting the EMD or PSG as the case may be.
13. I/ We hereby certify that all the information furnished by me/us in the tender document are true & correct and in the event of any facts found to be false, appropriate action as per provisions of law may be initiated by your office against us (including but not limited to rejection of tender proposal (bid) and forfeiture of EMD money)

Yours faithfully,

Place:

(Signature of the Bidder with official seal)

Date:

ANNEXURE –C

TECHNICAL SPECIFICATION SCHEDULE

(To be furnished in Envelope "C" - Technical Bid-part)
 [One for each item of equipment i.e separately for DPC, UPS & LP]

| Name of OEM/ Brand | Specifications given by Purchaser | Model No. | Deviations with reason |
|--------------------|-----------------------------------|----------------------------------|------------------------|
| Parameter | | Specifications offered by Bidder | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Apart from the standard accessories of the equipment, the details of complimentary software, accessories, spares and consumables (if any included in the offer) must be mentioned [e.g MS Office, extra printer cartridge, mouse pad, head phones, USB cable, etc].

Place:

(Signature of the Bidder with official seal)

Date:

ANNEXURE –D

PRICE SCHEDULE

(To be furnished in Envelope "D" - Financial Bid)
 [One for each item of equipment i.e separately for DPC, UPS & LP]

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---------|------------------------|------------|----------|--|---------------------------|---------------------------|------------------|
| Sl. No. | Name of the brand/ OEM | Model name | Model Id | Unit price (inclusive of all costs in INR but excluding GST) | GST percentage applicable | GST amount unit qty (INR) | Total cost (INR) |
| | | | | | | | |
| | | | | | | | |

The cost of complimentary software, accessories, spares and consumables (if any included in the offer) must be mentioned but they have to be a part of the total unit cost (at column 5 above). [e.g MS Office, extra printer cartridge, mouse pad, head phones, USB cable, etc], as no extra payment will be made for them.

Place:

(Signature of the Bidder with official seal)

Date:

Annexure –E Technical specifications recommended by Purchaser

| Table 1 | |
|--|--|
| Technical specifications for Desktop PC (Item code- DPC) | |
| Parameter | Specifications |
| Processor | Intel Core i3, 8th Generation, 1800, 3.6 GHz, quad Core,6 MB Cache or Higher. |
| RAM | 8GB DDR4 2400 MHz RAM or higher (expandable up to 32 GB) |
| Chipset | OEM Chipset |
| Form Factor | Mini Tower / Tower |
| Graphics | Integrated, Intel HD Graphics |
| Hard Disk Drive | 1 TB SATA (7200 Rpm) or higher |
| Keyboard & Mouse | Standard Full Size Keyboard with USB Optical Mouse (Same OEM as PC) |
| Networking | 10/100/1000 on board integrated gigabits Ethernet. |
| Interface | I/O ports: Audio ports, 1x VGA, 1xHDMI, minimum 8USB ports (at least 2 USB 3.0), 1 head phone with microphone jack in front |
| Audio | Integrated dual speakers (CPU or Monitor) |
| Optical Drive | DVD RW |
| Certification | Energy star, EPEAT GOLD, FCC or Equivalents |
| Operating system (Preloaded) | Win 10 pro (64 bit) with media kit- Product key |
| Warranty | 3 Years onsite comprehensive warranty |
| Monitor Size | 19.5 inches TFT/LED Digital col monitor 1600x900 or more |
| Expansion Slots | 4 PCI /PCI Express Slots |
| Information Accessibility | Product details, Specification and brochure to be available. The specification of the product mentioned in the OEM website should confirm to the configuration mentioned above |



| Table 2 | |
|---|--|
| Technical specifications of Uninterrupted Power Supply system (Item Code—UPS) | |
| Parameter | Specifications |
| Technology (600 VA/ 360 W) | Line-interactive with microprocessor controlled design |
| Input/ Output | |
| Nominal input voltage | 230 V ac 1 Phase |
| Input voltage window @ full load | 140—300 V ac (Load dependant) |
| Input Power factor | 0.98 |
| Frequency and frequency range | 50 +/- 1Hz |
| Nominal output voltage | 230 V |
| Output receptacles | (3) IN 5 Amp |
| Battery | |
| Battery quantity | 1 X 12 V /7 AH |
| Recharge time to 90 % capacity | 6 hours |
| Battery backup time * (PC Load with 15 " monitor) | 15-20 minutes |
| Start-On Battery | UPS can be started without being connected to AC utility power |
| User Interface | |
| Visual | Line mode: Green LED lighting Battery mode: Green LED flashing Fault: None |
| Control | One button for On/ Off |
| Warranty | Two years for UPS and one year for battery |

| Table 3 | |
|---|---|
| Technical specifications of Laser printer (Item Code—LP) | |
| Parameter | Specifications |
| Print technology | Laser |
| Cartridge technology | Separate drum and toner |
| Print speed (A4)## | 28 ppm or more |
| Duplex | Yes |
| Duplex print speed (A4) ## | 18 ppm or better |
| Monthly duty cycle ## | 20000 pages or more |
| Recommended monthly print volume ## | 250-2500 pages |
| Print memory ## | 256 MB minimum |
| Processor speed ## | 800 MHz |
| Input tray ## | 10 sheets priority tray, 250 sheets main tray or more |
| Output tray ## | 150 sheets or more |
| Connectivity | USB 2.0 and/ or Ethernet 10/100 network |
| Display ## (optional) | LED display or better |
| Warranty | 1 Year onsite comprehensive warranty |
| ##-- Upper limits of the parameter Lower denomination may be accepted to ensure reverse compatibility with existing equipment | |