

OFFICE OF THE COLLECTOR: KHORDHA
(District Child Protection Unit)

No. 1163 /DCPU(KHD)/19

Dt. 05/12/19

QUOTATION CALL NOTICE

District Child Protection Unit, Old Collectorate, Khordha invites quotations in sealed cover from the intending registered firms/agencies/proprietaries having valid agent license for the following items on the following terms & conditions.

Sl. No.	Items	Quantity
01	Desktop Computers (Core i5/4 GB DDR4, 1 TB)	3
02	UPS 600VA	3
03	Laptop (Core i5)	1
04	Scanner (All model of Canon)	1
05	Printer (All model of HP)	2

General Conditions:-

1. Interested agencies are requested to submit their quotation/tender in a sealed cover duly super scribed "**Quotation for Supply of Computers, UPS, Laptop, Scanner and Printers of various Companies**".
2. The quotations in sealed covers should be sent to this office, addressed to the District Child Protection Officer, District Child Protection Unit, Old Collectorate, Khordha, 752056.
3. The quotations may be sent by post or delivered at the office address.
4. The rate should be quoted in figures as well as in words.
5. The rate should be quoted in firm's letter head specifying item, maker's name, mode of payment, validity period, if any.
6. The rate quoted should be inclusive of all taxes and free delivery at DCPU, Khordha office.
7. Name and address of the Quotationer's firm should be mentioned clearly including lane, House No., Post Office, Pin code etc.
8. The quotation/bid in the sealed cover must reach this office **on or before** 12/12/19 **before 05 PM** . Bids received after the due date/time shall not be entertained.
9. The received bids will be opened in the Chamber of ADM, Khordha on 13/12/19 at 11.30 AM in the presence of ADM, Khordha.
10. Bids received after due date, bids not contained in a sealed envelope, incomplete quotation, bids not accompanied with the required and supporting documents or Quotations or received later than stipulated time shall be summarily rejected without assigning any reason and without any communication.
11. Period of the validity of the quotation will be for 1 (one) year from the date of acceptance of the same in this office.

TERMS AND CONDITIONS:-

1. The selected agency will be responsible for repair/maintenance work of the computers and peripherals including replacement of defective parts (except consumables) at their own cost. The complete responsibility for smooth functioning of all the computers, printers and all peripherals under this quotation (as above).

P.T.O.

2. The charges for repair and maintenance/replacement of defective parts/components of the computers, UPS, Laptop, Scanner and Printers, if any shall be borne by the bidder during the warranty period. To the extent possible, all repair and maintenance work would be carried out in the office premises only. Wherever it is not possible to conduct the repair within the office premises the bidder will obtain prior permission of the competent authority to conduct repair outside the office premises.
3. No transportation charges for removal of any component to the workshop for repairs and back to office for installation.
4. If for any reason, downtime is expected to be more than 48 hours, the bidder will provide a working standby computer of identical configuration until the fault has been rectified.
5. The designated employee of this office will be authorized to lodge the complaint to agency on telephone call/SMS or in written form.
6. The prospective bidder may, if they so desire, may depute an authorized representative for verifying the configuration and condition of the equipment.
7. Wherever during the period of warranty the prospective bidder doesn't rectify the fault/defects brought to his notice within a reasonable period of time, the office shall get the faults defects rectified by engaging suitable professionals from the open market at the prospective bidder's risk and cost and the amount paid shall be deducted from the amount payable to the prospective bidder.
8. Payment will be made through e-transfer through PFMS only. No advance payment will be made.
9. Details of catalogue, price list of the firm should be enclosed, where applicable.

ELIGIBILITY/QUALIFICATION CRITERIA:

1. The bidder shall have relevant experience preferably in managing and providing support for computer hardware, software, Laptops and peripherals similar to the existing IT hardware in this office.
2. The bidders who are registered / approved by any Government department/ organization will be given preference.
3. The firm should have an experience to execute the similar work in Government or any org/dep. The firm may enclose sufficient documents regarding execution of Government work order, etc.
4. All bidders must enclosed GST registration Certificate along with the tender documents.

Yours faithfully,

Bannister
05/12/19

**District Child Protection Officer,
Khordha**

Dt. 05/12/19

Memo No. 1164 /DCPU

Copy to the Notice Board of Collector, Khordha/ District Social Welfare Officer,
Khordha for wide publicity.

Bannister
05/12/19

**District Child Protection Officer,
Khordha**

Dt. 05/12/19

Memo No. 1165 /DCPU

Copy to the District Informatics Officer, NIC, Khordha for wide publicity of
Advertisement in district website.

Bannister
05/12/19

**District Child Protection Officer,
Khordha**