

OFFICE OF THE DEPUTY DIRECTOR OF MINES,

KHORDHA CIRCLE, KHORDHA



TENDER DOCUMENT FOR SUPPLY

**FOR
COMPUTER HARDWARES**

FOR THE YEAR 2023-24

DATE OF COMMENCEMENT OF SALE OF THE TENDER DOCUMENT	: 07.08.2023
LAST DATE / TIME FOR SALE OF TENDER	: 14.08.2023 /4.00 P.M
LAST DATE / TIME FOR SUBMISSION OF TENDER	: 14.08.2023/ 5.00 PM
DATE / TIME FOR OPENING OF TENDER DOCUMENTS	: 16.08.2023 / 11.30 AM

**RECEIPT OF BID DOCUMENTS
ADDRESS FOR COMMUNICATION
PLACE OF OPENING OF TENDER**

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**Deputy Director of Mines, Cuttack
Cuttack, ODISHA – 754021
Email : mo.cuttack@orissaminerals.gov.in**

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CHAPTER - I
(INSTRUCTIONS TO THE BIDDERS)

- 1.1 The Deputy Director of Mines, Khordha Circle, Khordha invites sealed tenders for purchase of **Computer Hardwares, during the year 2023-24**, from reputed Manufacturers or their authorized Distributors/ C&F agents/ reputed Dealers/ Suppliers/ DGS&D/ EPM rate contract holders in conformity with terms and conditions as laid down in tender documents. In case of imported articles direct importers are also eligible to participate in the tender. The Tender document can be obtained from the Office of the **Deputy Director of Mines, Cuttack** on production of treasury challan of Rs.236/- (Rupees two hundred thirtysix) only inclusive of GST @18% under head of account **“0853 Nonferrous Mining & Metallurgical Industries-800-Others receipts-995830 Miscellaneous”** on any working days from **07.08.2023 to 14.08.2023/ 4.00PM**. The tender documents can also be downloaded from the website of Khordha.nic.in / Puri.nic.in and a non-refundable tender fee of Rs. 236.00 (Rupees two hundred thirty six) only inclusive of GST @18%, in shape of treasury challan on the above head, shall have to be attached with the sealed tender paper.
- 1.2 The last date for submission of Sealed tenders for supply of above items (Details at Chapter-III) to the **Deputy Director of Mines, Cuttack Circle, Cuttack – 754021**, is on **14.08.2023/ 5.00PM**. Tenders received after the aforesaid time and date will not be considered and will be returned unopened.
- 1.3 The sealed tenders will be opened by the committee constituted for this purpose by Deputy Director of Mines, Khordha Circle at Circle Mining Office Cuttack, **on dt. 16.08.2023 at 11.30 AM**, in presence of the bidders or their authorized representatives. Absence of the bidder or his authorized representative at the time of opening of the tender will not restrict the authority from opening the tender or carrying on the subsequent tendering process
- 1.4 In the event of the designated date being declared as a holiday for Govt. of Odisha the due date of submission of bids and opening of bids will be the next working day at the appointed place and time.
2. Two covers (**Cover A - Technical Bid**, containing documents/ information as stated in Para-3.1.1 to 3.1.1 & **Cover B - Price Bid**, containing documents as stated in Para- 3.2.1, “Super-scribed” separately as **“Cover A - Technical Bid”** & **“Cover B - Price Bid”** respectively) should be separately sealed and put inside a **third sealed** cover. The third sealed cover should be super scribed as **“Tender for supply of Computer Hardwares, for the year 2023-24** and is to be submitted to **Office of the Deputy Director of Mines, Cuttack Circle, Cuttack, - 754021**.

3.0 Documents required for submission of Tender

3.1 COVER-A (TECHNICAL BID):

The Technical bid shall contain the following documents in a sealed cover with an Index & Page No. **(Annexure-V)**

- 3.1.1 Original treasury challan in support of tender of Rs. 236/- (non-refundable) under head of account **“0853 Nonferrous Mining & Metallurgical Industries-800-Others receipts-995830 Miscellaneous”** towards cost of tender document.
- 3.1.2 Earnest Money Deposit as per Para 5.1.
- 3.1.3 The Declaration Form in **Annexure-I**, signed by the bidder or valid power of attorney/ Authorization to a person to transact the business if any must be enclosed.
- 3.1.4 Photo copy of Income Tax PAN duly, signed by the Proprietor or Authorized person with seal.
- 3.1.5 The participants in the tender must be registered under GST Act. (Registration Certificate duly signed by the bidder must be attached).
- 3.1.6 Attested photocopy of the up-to-date Manufacturing license/ Import license/ Authorized dealership certificate/ Tender specific authorization/ Registration certificate under Industries Department/ EPM rate contract document for the quoted products be submitted.
- 3.1.7 Declaration of Current Market Price/ MRP. **(Annexure-II)**
- 3.1.8 Details of Manufacturing Unit/ Authorized Distributor/ Dealers **(Annexure-III)**.
- 3.1.9 Market Standing Certificate for last three years i.e.2020-21, 2021-22, and 2022-23 **(Annexure – IV)** must be enclosed.
- 3.1.10 A copy of the original tender Terms & Conditions and the schedules signed by the bidder at each page with his office seal duly affixed and be returned along with the tender.

3.2 COVER- B (PRICE BID)

- 3.2.1 The tender format prescribed in Chapter- IV, duly filled in for each items, in conformity with Chapter – III, (in duplicate) i.e. the basic price shall be inclusive of all other taxes, levies, duties, transportation & incidental charges, etc. up to the destination point but exclusive of GST, which shall be mentioned separately.

4.0 OPENING OF TENDER

- 4.1. The cover 'A' containing the Technical Bid shall be opened first for evaluation. Bidders qualifying in the Technical Bid shall be declared as Qualified Bidders.

- 4.2 Price Bids of the qualified Bidders shall be opened and price bid of the Bidders other than the qualified bidder shall be returned unopened.
- 4.3 The comparison of price shall be made among the qualified bidders basic price only and the bidder offering the lowest price shall be declared as L-I Bidder.

5.0. EARNEST MONEY DEPOSIT:

- 5.1 The Earnest Money Deposit amounting to **Rs. 10,000.00** (Rupees ten thousand) only must be enclosed with the tender. The basic price includes all taxes, levies, duties, transportation charges, any other incidental charges for delivery at the destination, etc. The Earnest Money Deposit shall be paid in the form of Demand Draft in favour of Deputy Director of Mines, Cuttack, payable at any Nationalized Bank/ Schedule Bank located in Cuttack.

The Bidders claiming exemption of EMD must have to enclose relevant document in support of such exemption.

- 5.2 The EMD of the unsuccessful bidders will be returned back after publication of the approved list.
- 5.3 The EMD of the successful bidders will be returned back only after submission of performance security.

6.0. SECURITY DEPOSIT/ PERFORMANCE SECURITY:

- 6.1 The successful bidders shall be required to pay Security Deposit within 7 days of getting Purchase Order in shape of unconditional Bank Guarantee or Fixed deposit receipts pledged in favour of Director of Mines, Khordha Circle, Khordha equal to 5% of the contract value of Computer Hardware & Software accepted, valid for one year (12 months) from the date of delivery of the materials.
- 6.2. The security deposit (Bank Guarantee) will be returned back to the bidder after the expiry date of one year from the date of delivery/ installation or after the expiry of the normal comprehensive warranty period, whichever is later.

CHAPTER - II

(CONDITIONS OF CONTRACT)

7. TENDER CONDITIONS:

- 7.1 The details of the materials required with technical specification are shown in Chapter-III of the document. The quantity mentioned is only the probable requirement and may be increased or decreased as per the decision of the Deputy Director of Mines, Khordha Circle, Khordha.

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- 7.2 Tenders should be typewritten/ computerized and every correction in the tender should invariably be signed with date by the bidder/ authorized person to transact business before submission, failing which the bidder will not be eligible for further consideration.
- 7.3 The bidders should quote the rates in the format prescribed in **Chapter-IV**, in duplicate, duly filled in for each items in conformity to Chapter - III.
- 7.4 Price quoted must be as per Para-3 above, for each of the required items separately on F.O.R. (Door Delivery) basis in prescribed format as in (Chapter-IV). No tender for the supply items with conditions like "AT CURRENT MARKET RATES" shall be accepted and no tender in which the rate is quoted for a unit other than the one asked for shall be considered.
- 7.5 The rates should be quoted in Indian Currency only both in words and figures against each item. The bidder shall not quote his own rates for any item other than the item specified in this list. Price quoted in any other currency will be rejected.
- 7.6 The price quoted by the bidders shall not in any case, exceed the price, if any, fixed by Central/ State Government and the Maximum Retail Price (MRP). **Annexure-II**.
- 7.7 To ensure sustained supply without any interruption, the Deputy Director of Mines, Khordha Circle, Khordha reserves the right to split orders for supplying the requirements among more than one bidder after due recommendation of the Purchase Committee.
- 7.8 The rates quoted and accepted will be binding on the bidder for the current financial year i.e. for 2023-24.
- 7.9 No bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the bidders in the tender forms shall not be considered after opening the tenders. Conditions such as "SUBJECT TO AVAILABILITY" "SUPPLIES WILL BE MADE AS AN WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstance and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
- 7.10 If at any time during the period of contract, the price of tendered items is reduced or brought down by any Law or Act of the Central or State Government, the bidder shall be morally and statutorily bound to inform the Deputy Director Mines, Khordha Circle, Khordha immediately about such reduction in the contracted price. The Deputy Director Mines, Khordha Circle, Khordha is empowered to unilaterally effect such reduction as is necessary in rates in case the bidder fails to notify or fails to agree for such reduction of rates.
- 7.11 If any information or document furnished by the bidder along with the tender papers are found to be misleading or incorrect at any stage the tenders of the relevant items in the approved list shall



be cancelled and steps will be taken to black list the said firm for three years and legal actions will be taken against the firm as per law.

8.0. WARRANTY:

8.1 The warranty shall remain valid for a minimum period of 1(one) year (12 months) or more from the date of supply of materials.

8.2 Any item if found to be not in working condition, broken or rusted within warranty period will be returned back to the supplier for replacement free of cost. If the supplier fails to replace them, then action as per Clause 12.1, 12.2 will be taken against the supplier.

9.0 QUALITY TESTING:

9.1 The bidder should deliver the tendered items at the 2 Mining offices located at Khordha & Puri under Deputy Director Mines, Khordha Circle, Khordha. Each tendered item will be chosen at the point of supply/distribution points for testing. The expenditure towards packing, forwarding & installation fees will be borne by the supplier.

9.2 The supply will be deemed to be completed only on receipt of the quality certificates from the committee. If the materials do not confirm to specification or standard quality, the bidder will be required to replace the entire quantity of the material declared NSQ (Not of Standard Quality) and take back the available stock (unused) within a period of 15 days of the issue of the letter from the Deputy Director of Mines, Khordha Circle, Khordha. The Deputy Director of Mines, Khordha Circle, Khordha has the right to destroy such sub-standard materials, if the bidder does not take back the balance materials within 15 days of issue of the letter.

9.3 If the supplier does not replace the 'Not of Standard Quality' stock, it will be recognized for that product and no further supplies will be accepted from him or order placed to him. The bidder shall also not be eligible to participate in tender process of the Deputy Director Mines, Khordha Circle, Khordha for supply of any kind of materials for a period of 3 years. Any amount (price) received by the firm for that product (Not of Standard Quality) must be returned to Deputy Director Mines, Khordha Circle, Khordha within 15 days from the date of issue of the order failing which the amount so received will be adjusted from any other dues payable to the supplier concerned or from the EMD and security money deposited by the firm as the case may be.

9.4 The bidder should clearly understand that the decision of the Deputy Director of Mines, Khordha Circle, Khordha or any officer authorized by him as to the quality of the supplied tendered items shall be final and binding.



10.0 ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS

- 10.1 The Deputy Director Mines, Khordha Circle, Khordha reserves the right to reject the tenders or to accept the tenders for the supply of all items or for any one or more of the items tendered for in the tender without assigning any reason.
- 10.2 The Deputy Director Mines, Khordha Circle, Khordha will be at liberty to terminate without assigning any reasons the contract either wholly or in part. The bidders will not be entitled to any compensation whatsoever in such termination.
- 10.3 Purchase order shall be sent to the approved supplier by Regd. Post/ Speed Post. **The supply should be completed within 10 days from the date of issue of purchase order**, by the Deputy Director Mines, Khordha Circle, Khordha, Odisha unless otherwise specified in the order. If no supply is received within 10 days of issue of the purchase orders or any approved period of extension for supply, by the Deputy Director Mines, Khordha Circle, Khordha such orders would stand cancelled automatically without further notice. Penalties thereof shall also apply to the bidder as specified in Clause No. 12. The EMD/ Security deposit in such cases will be forfeited.
- 10.4 If the approved supplier fails to execute the supply within the stipulated time, the Deputy Director Mines, Khordha Circle, Khordha is empowered to make emergency purchases and claim the difference from the approved suppliers in addition to other penal clause.
- 10.5 Selection of item will be done taking into consideration the quality, past performance as well as the price of the product.

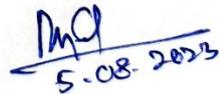
11.0 TERMS OF PAYMENT

- 11.1 No advance payment towards cost of selected items will be made to the supplier. No payment will be made to the Supplier if he has not deposited the unconditional performance security/ Bank Guarantee for 1 year as mentioned in 6.1 & the warranty for 1 year from the date of supply of materials.
- 11.2 Payment towards 100% (hundred percent) of total value of the supplied items shall be made on receipt of stock entry certificate and satisfactory quality certificate furnished by a Committee constituted by the Deputy Director Mines, Khordha Circle, Khordha.
- 11.3 TDS@2%(1%EGST+1%SGST) to be deducted as per GST Guidelines.
- 11.3 No claim shall be made against the Deputy Director Mines, Khordha Circle, Khordha in respect of interest on earnest money deposit or security deposit.



12.0 PENALTIES

- 12.1 If the successful bidders fails to execute the agreement and/ or fails to deposit the required security within the time specified or withdraws his tender after acceptance of his tender, owing to any other reasons, he is unable to undertake the contract, his contract will be cancelled and the earnest money deposited by him along with his tender shall stand forfeited and he will also be liable for all damages sustained by the Deputy Director Mines, Khordha Circle, Khordha by reasons of such breach, such as failure to supply/ delayed supply including the liability to any difference between the prices accepted by him and those ultimately paid for the procurement of the articles concerned. Such damages shall be assessed by the Deputy Director Mines, Khordha Circle, Khordha, whose decision is final and binding in the matter.
- 12.2 If any articles supplied by the bidder have been partially or wholly used or consumed after supply and are subsequently found to be in bad order, unsound, inferior in quality or description or are otherwise faulty or unfit for consumption/ use and rusted then the contract price or prices of such articles on full will be recovered from the bidder, if payment had already been made to him. The bidder will not be entitled to any payment for that item and no further order will be given to him. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by Deputy Director Mines, Khordha Circle, Khordha and the bidder shall be liable for all losses sustained by the Deputy Director Mines, Khordha Circle, Khordha in consequence of the termination which shall be recovered from the Security Deposit made by the bidder or other money due or become due to him.
- 12.3 Supply of sub-standard items or non-performance of tender terms and conditions will disqualify a firm to participate in the tender process for the next three years.
- 12.4 **In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court, Khordha or Orissa High Court only.**


5.08.2023

**Deputy Director of Mines, (I/C)
Khordha Circle, Khordha**



CHAPTER – III

SPECIFICATIONS AND TECHNICAL DETAILS OF COMPUTER HARDWARE

Sl. No.	Item Code	Name of the Item	Minimum Specification	Approx. quantity
1	CH-01	AIO Desktop Computers	Intel Core i5, 8GB RAM, 12 th generation, 512 or 1 TB SSD, Monitor: 23 inches, FHD, Windows 11 basic, MS Office, 64 bit Operating System, Wireless Keyboard, Mouse, WiFi, 3 years onsite Warranty, (HP/DELL).	4
2	CH-02	UPS	600 VA line interactive UPS of Good Make. Battery saver button in front of the panel. 2 years onsite warranty.	4
3	CH-03	A-4 MF Laser Printer, B&W	A-4 MF laser Printer i.e. Print, Scan, Copy with ADF Technology with Wi-Fi Print speed of minimum 20 ppm.	3

CHAPTER- IV
MODEL TENDER FORMAT (PRICE SCHEDULE)

Sl. No.	Item Code	Name of the item	Strength/ size & specification	Basic price shall be inclusive of all other taxes,levies, duties, transportation & incidental charges, etc. (Para- 3.2) & EXCLUDES GST for each item (Rs.)	GST (Rs.)	Total Unit Price (Rs.) (5 + 6)	Tendered quantity	Total value (Rs.) (7 + 8)	Remarks
1	2	3	4	5	6	7	8	9	10

Place :

Signature of the Bidder:

Date :

Name:

Note: 1. Sl. No. should be as per numbering in the tender document.

Address:

2. Copy of manufacturing license of each item quoted must be attached.

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DECLARATION FORM

I/Wehaving my/
our..... Office at..... do declare
that I/We carefully read the terms and conditions as laid down in the Tender document of the Deputy
Director Mines, Khordha Circle, Khordha for the supply of materials for the tender period of one year.
I will abide by all conditions set forth in the tender paper for the year 2023-24.

I/We further declare that I/We possess valid manufacturing license/Distributor license
Bearing No..... Valid up to

I/We do hereby declare that
I will supply the materials as per the specifications mentioned against each item of the tender
document.

I promise 1 (one) year warranty on the items to be supplied by me against any manufacturing
defect/ rusting/ break down. I shall replace the item without any extra cost from the purchaser failing
which the cost of the materials will be recovered from my performance security deposit and EMD.

Signature of the Bidder:

Date:

Name & Address of the Firm

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DECLARATION FOR CURRENT MARKET RATES

I/We declare that the price quoted by me/ my firm in the tender is not more than the open market price or MRP/ Controlled price and it is not more than the current rates of DGS&D/ EPM.

Signature of the Bidder:

Date:

Name & Address of the Firm:

M/S

ANNEXURE – III

As per Para: 3.1.8

DETAILS OF MANUFACTURING UNIT/ DISTRIBUTOR/ REPAIRING UNIT

Name of the Item & Code No in tender	Address of the Manufacturer/ Importer with Phone No., Fax No., E-mail address, Date of Inception, License No & date etc.	Address of the Distributor/ Dealer in Odisha, with Phone No., Fax No., E-mail address, Date of Inception, License No & date etc	Address of the Repairing/ Service Centre/ Branch in Odisha, with Phone No., Fax No., E-mail address, Date of Inception, License No & date etc
1	2	3	4

I/ We hereby declare that the after sales services/ repairing shall be provided by us, beyond the warranty period for the items, for which there is no authorized service Centre in Odisha as per the terms and condition.

Signature of the Bidder

Date:

Official Seal:



ANNEXURE – IV

As per Para: 3.1.9

MARKET STANDING CERTIFICATE

(For period of last three years i.e. 2020-21, 2021-22 & 2022-23)

Name of the Firm/ Supplier :

.....

Order placed by (Full address of purchaser)	Order No. & Date	Description & quantity of order	Value of order	Date of completion of delivery as per contract actual	Remarks indicating reasons for late delivery, if any	Was the supply of materials (Attach a certificate from the purchaser/consignee) satisfactory?
1	2	3	4	5	6	7

Signature of the Bidder

Date:

Official Seal:

ANNEXURE – V

As per Para: 3

DOCUMENTS SUBMITTED WITH TECHNICAL BID (COVER-A)

SI No	Particulars of the document submitted	Details
1	Original treasury challan for purchase of Tender Paper/ downloaded document.	Amount : Rs. Challan No.
2	Earnest Money Deposit. (As in Para 5.1)	Amount : Rs. B.D. No. :
3	Declaration form (Annexure-I) signed by the bidder, supported with the "Authorisation to transact Business" (if the Bidder is other than the Proprieter) (Para-3.1.3)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
4	Photo copy of Income Tax PAN (Para-3.1.4)	PAN : <input type="text"/>
5	Attested photo copy of GST Certificate (Para-3.1.5)	GST: <input type="text"/>
6	Attested photo copy of (a) Manufacturing license/ (b) Import license/ (c) Authorized dealership certificate/ (d) Registration certificate under Industries Department/ (e) EPM rate contract document for each and every product quoted. (3.1.6)	(a) <input type="checkbox"/> (b) <input type="checkbox"/> © <input type="checkbox"/> (d) <input type="checkbox"/> (e) <input type="checkbox"/>
7	Declaration for current market rate. (Annexure-II) (3.1.7)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
8	Details of Manufacturing Unit/ Distributor/ Repairing Unit. Annexure – III (3.1.8)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
9	Market Standing Certificate, Annexure-IV. (3.1.9)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
10	Copy of Terms & Conditions of Tender duly signed by the bidder in each page. (3.1.10)	Yes : <input type="checkbox"/> No : <input type="checkbox"/>
11	Any other document (Please specify)	

(Signature of the bid)