

**OFFICE OF THE MINING OFFICER, PHULBANI CIRCLE, PHULBANI
AT- F.C.I.SQUARE, INDUSTRIAL ESTATE, PHULBANI, DIST-KANDHAMAL**

**Tender document for supply
For
COMPUTER SYSTEM AND PRINTER
FOR THE YEAR 2023-24
FOR BOUDH**

**Date of commencement of sale of the Tender document:-19.08.2023
Last date/ Time for sale of Tender 01.09.2023/ 1.00 P.M.**

CHAPTER-I

(INSTRUCTIONS TO THE BIDDERS)

- 1.1 The Mining Officer, Phulbani Circle, Phulbani invites sealed tenders for purchase of 2 No's of computer system and 2 no's of printer, during the year 2023-24 from the reputed Manufacturers or their authorized distributors/ C & F Agents/reputed dealers/ suppliers/DGS& D / EPM rate contract holders in conformity with terms and conditions laid down in Tender documents. In case of imported articles direct importers are eligible to participate in the tender. The Tender document can be obtained from the office of the Mining Officer, Phulbani circle, Phulbani on production of treasury chalan of Rs.236/- (Rupees Two hundred thirty six) only inclusive of GST @ 18% under Head of account "0853-800-other receipts-995830-Miscellaneous" on any working days from 19.08.2023 to 01.09.2023/ 1.00 P.M. The Tender documents can also be downloaded from the website of mo.phulbani@orissaminerals.gov.in and a non refundable tender fees of **Rs.236/- (Rupees Two hundred thirty six)** inclusive of GST @ 18% in shape of treasury chalan 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 Mining Officer, Phulbani Circle, Phulbani is on 01.09.2023/1.00 P.M. Tenders received after 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 the Mining Officer, Phulbani Circle, Phulbani at the Mining Office, Phulbani on dt.01.09.2023 at 4.00 P.M., in the 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 die date of the 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 3.1.10 & 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 outside a Third sealed cover. The third sealed cover should be super scribed as Tender for supply of Computer Hardware's, for the year 2023-24 and is to be submitted to Office of the Mining Officer, Phulbani Circle, Phulbani.

3 Documents required for submission of Tender

3.1 COVER-A(TECHNICAL BID);

The Technical Bid contain the following documents in a sealed cover with an Index & page No.(Annexure-V)

3.1.1 Original Treasury chalan in support of tender of Rs.236/- (Rupees Two hundred thirty six) only (Non-refundable) under head of account "0853-Non-ferrous Mining & Metallurgical Industries-8---Other receipts-995830 Miscellaneous" towards cost of tender document.

3.1.2 Earnest Money deposit as per para-5.1

3.1.3 The declaration in Annexure-I, signed by the bidder or valid power of attorney /Authorization to person to transact the business if any must be enclosed.

3.1.4 Photo copy of 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 Photo copy of 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 with respect to 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 and conditions and the schedules, signed by the bidder at each page with his official seal, to be duly affixed along with 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 Technical Bid shall be opened first for evaluation. Bidders qualifying IN THE Technical Bid shall declare as qualified bidder.

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 only the basic prices of the qualified bidders and 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/- (Rupees Ten thousand) only must be enclosed in the tender. The Earnest Money deposit shall be paid in the form of Demand Draft infavour of the Mining Officer, Phulbani Circle, Phulbani payable at any Nationalized Bank.
- 5.2 The EMD of the unsuccessful bidders will be returned back after the publication of the approved list.
- 5.3 The EMD of the successful bidders will be returned back only after recommendation of the purchase committee; a committee constituted by the Mining Officer, Phulbani Circle, Phulbani.

CHAPTER-II

(CONDITION OF CONTRACT)

6. TENDER CONDITIONS:-

- 6.1 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 Mining Officer, Phulbani Circle, Phulbani.
- 6.2 Tenders should be type written/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.
- 6.3 The bidders should quote the rates in the format prescribed in Chapter-IV, in duplicate, duly filled in foir each items in conformity to Chapter-III.
- 6.4 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 unit other than the one asked for shall be considered.
- 6.5 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.

- 6.6. The price quoted by the bidders shall not in any case, exceed the price, if any, fixed by Central/ State Government and Maximum Retail Price (MRP). Annexure - II.
- 6.7 To ensure sustained supply without any interruption, the Mining Officer, Phulbani Circle, Phulbani reserves the right to split orders for supplying the requirements among more than one bidder after due recommendation of purchase Committee.
- 6.8 The rates quoted and accepted will be binding on the bidder for the current financial year i.e. for 2.23-24.
- 6.9 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 bidder in the tender forms shall not be considered after opening the tenders. Conditions such as "SUBJECT TO AVAILABILITY" "SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc. will not be considered under any circumstances and tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.
- 6.10 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 Mining Officer, Phulbani Circle, Phulbani immediately about such reduction in the contracted price. The Mining Officer, Phulbani Circle, Phulbani 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.
- 6.11 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.
- 7.0 WARRANTY.
- 7.1 The warranty shall remain valid for minimum period of 1(one) year(12 months) or more from the date of supply of materials.
- 7.2. Any time if found to be not in working condition, Broken or rusted within warranty period will be returned back to the supplier for replacement on free of cost. If the supplier fails to replace them, the action as per clause 11.1, 11.2 will be taken against the supplier.

8.0 QUALITY TESTING

- 8.1. The bidder should deliver items at office of the Mining Officer, Phulbani circle, Phulbani. 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.
- 8.2. The supply will be deemed to be completed only on receipt of the quality certificates from the purchase committee (see Para 5.3). If the materials do not confirm to the 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 Mining Officer, Phulbani Circle, Phulbani. The Mining Officer, Phulbani Circle, Phulbani has right to destroy such sub-standard materials, if the bidder does not take back the balance materials within 15 days of the issue of the letter.
- 8.3. If the supplier does not replace the 'Not 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 Mining Officer, Phulbani Circle, Phulbani 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 the Mining Officer, PHULBANI Circle, Phulbani within 15 days from the date of issue of the order failing which amount so received will be adjusted from any other dues payable to the supplier concerned or security money deposited by the firm as the case may be.
- 8.4. The bidder should clearly understand that, the decision of the Mining Officer, Phulbani circle, Phulbani or any officer authorized by him as to quality of the supplied tendered items shall be final and binding.

9.0 ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS

- 9.1. The Mining Officer, Phulbani Circle, Phulbani reserves right to reject the tenders or to accept the tenders for the supply of all terms or for any one or more of the items tendered for, in the tender without assigning any reason.
- 9.2. The Mining Officer, Phulbani Circle, Phulbani will be at liberty to terminate the contract either wholly or in part, without assigning any reasons. The bidders will not be entitled to any compensation whatsoever in such termination.

- 9.3. Purchase order shall be sent to the approved supplier by Regd. Post/ Speed post. The supply should be completed within 7(seven) days from the date of issue of purchase order, by the Mining Officer, Phulbani Circle, Phulbani 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 Mining Officer, Phulbani Circle, Phulbani such orders would stand cancelled automatically without further notice. Penalties thereof shall also apply to the bidder as specified in clause No.11. The EMD/Security deposit in such cases will be forfeited.
- 9.4 If the approved supplier fails to execute the supply within the stipulated time, the Mining Officer, Phulbani Circle, Phulbani is empowered to make emergency purchase and claim the difference from the approved supplier in addition to other penal clause.
- 9.5 Selection of item will be done taking into consideration the quality, past performance as well as the price of the product.

10.0 TERMS OF PAYMENT

- 10.1 No advance payment towards cost of selected items will be made to the supplier.
- 10.2 Payment towards 100% of total value of the supplied items shall be made on receipt of stock entry certificate and satisfactory quality certificate furnished by a purchase committee constituted by the Mining Officer, Phulbani Circle, Phulbani.
- 10.3 TD @ 2% (1% EGST+ 1% SGST) to be deducted as per GST guidelines.
- 10.4 No claim shall make against the Mining Officer, Phulbani circle, Phulbani in respect of interest on EMD.

11.0 PENALTIES

- 11.1 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 Mining Officer, Phulbani Circle, Phulbani by reasons of such breach, such a 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 Mining Officer, Phulbani Circle, Phulbani, whose decision is final and binding in the matter.

11.2 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 the 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 stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Mining Officer, Phulbani Circle, Phulbani.

11.3 Supply of sub-standard items or non-performance of tender terms and conditions will disqualify a firm to participate in the tender process for next three years.

Memo No. 445 / Mines,
Date. 19-8-2023

Sachant
Mining Officer,
Phulbani Circle, Phulbani
19.8.23

Copy forwarded to the Collector and District Magistrate, Boudh for favour of kind information and necessary action.

Memo No. 446 / Mines,
Date. 19-8-2023

Sachant
Mining Officer,
Phulbani Circle, Phulbani
19.8.23

Copy forwarded to the Director of Minor Mineral, Steel and Mines Department, Odisha, Bhubaneswar for favour of kind information and necessary action.

Memo No. 447 / Mines,
Date. 19-8-2023

Sachant
Mining Officer,
Phulbani Circle, Phulbani
19.8.23

Copy forwarded to the Director of Mines & Geology, Odisha, Bhubaneswar for favour of kind information and necessary action.

Memo No. 448 / Mines,
Date. 19-8-2023

Sachant
Mining Officer,
Phulbani Circle, Phulbani
19.8.23

Copy forwarded to the District Informatics Officer, Boudh for favour of kind information with a request to to publish the Quotation call Notice in his portal for wide publicity.

Sachant
Mining Officer,
Phulbani Circle, Phulbani
19/8/23

CHAPTER-III
SPECIFICATIONS AND TECHNICAL DETAILS OF EACH COMPUTER HARDWARE
COMPUTER SYSTEM

COMPONENT	SPECIFICATION
Processor	Core-15 12 th Generation
Mother Board	OEM make compatible chipset with BIOS modification
Memory	Minimum 8gb
Hard Disk Drive	SSD 512 GB or 1 TBNV Me
Display	OEM Standard 24" TN/IPS or better with TCO certified
Graphics	On Board Integrated Graphics
Key Board	Standard OEM Key Board
Key Board, Mouse	USB 2 button optical scroll
Slots	4 Nos. PCIe or more
Audio	Integrated on Board
IO Ports	4 USBVERSION 2.0 OR HIGHER
	4 USB VERSION 3.0 or higher
	1 Ethernet (RJ 45)
	1 VGA Output
	1 Stereo line in/out
	1 Microphone line
	1 Head Phone (In front) jack
	Blue tooth (Yes) 5 or higher
	Wireless (Yes)
Operating system	Genuine windows home basic edition 64 bit with latest Service pack, Preloaded license, OS should be sourced from OEM & other authenticated with paper license with preinstalled MS Office.
Net working facility	Internet Gigabit Ethernet LAN 10/100/1000
Certification	ROHS Compliance, BEE/Energy Star for given Model
Power	Minimum 180 watt or higher efficient power supply with energy star 6.1 compliant.
Warranty	3 Years onsite Comprehensive OEM Warranty and it should be reflecting in OEM website.

UPS

Component	Specification
Capacity	1 KV & Minimum 30 Minutes back up
Full Protection	Over Load, discharge & overcharge Protection

PRINTER

A-4 MF Laser Printer, B & W	A-4 MF laser i.e. duplex print, duplex scan and copy with ADF Technology with wi-fi Print speed of minimum 20 ppm.
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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

Date

Signature of the Bidder

Name

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

Address:-

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

I/Wehaving my/our..... Office at Do declare that, I/ We carefully read with the terms and conditions as laid down in the Tender document of the Mining Officer, Phulbani Circle, Phulbani for supply of materials for the tender period of one year. I / we 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/ Wedo hereby declare that, I/ We will supply the materials as per the specifications mentioned against each item of the tender document.

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

Signature of the Bidder

Date.

Name & address of the Firm

DECLARATION FOR CURRENT MARKET RATES

I/ We declare that, the price quoted by me/ us / my firm / our 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

DETAILS OF MANUFACTURING UNIT / DISTRIBUTOR /REPAIRING UNIT

Name of the item & code number in the Tender	Address of the manufacturer/ Importer with phone No., E. mail address, date of Inception, License No & date etc.	Address of the distributor / Dealer in Odisha, with Phone No./ E. mail address, Date of Inception, License No & date etc.	Address of the Repairing / Service centre / Branch in Odisha, with Phone no / E. Mail address, Date of Inception, License No & date etc.
1.	2.	3.	4.

I /We hereby declare that the Sale services / repairing shall be provided by me/ 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 the 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 or 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

ANNEXURE – V**As per Para : 3****DOCUMENTS SUBMITTED WITH TECHNICAL BID (COVER –A)**

Sl No.	Particulars of document submitted	Details
1.	Original treasury challan for purchase of Tender paper / down loaded document,	Amount of Rs. Challan No
2.	Earnest Money Deposit, (As in Para 5.1)	Amount of Rs. Bid No.:
3.	Declaration form (Annexure – I) signed by the bidder, supported with Authorization to transact Business “ (If the Bidder is other than the proprietor) Para -3.1.3	Yes : No.:
4.	Photo copy of PAN (Para – 3.1.4)	PAN
5.	Attested photo copy of GST Certificate (Para- 3.1.5)	GST
6.	Attested Photo copy of (a) Manufacturing license /(b) Import License / (c) Authorised dealership certificate/ (d) Registration certificate under Industries Department/ € EPM rate contract document for each and every product quoted. (Para – 3.1.6)	a. b. c. d. e.
7.	Declaration for current market (Annexure – II) (Para - 3.1.7)	Yes No
8.	Details of Manufacturing Unit / Distributor / Repairing Unit. Annexure – III (Para – 3.1.8)	Yes No
9.	Market standing certificate, Annexure- IV. (Para – 3.1.9)	Yes No.
10.	Copy of Terms & conditions of the Tender duly signed by the bidder in each page. (Para – 3.1.10)	Yes No.
11.	Any other document (please specify)	

Signature of the Bidder**Date.**