

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BOUDH

(Social Welfare Section)

No. 464 /SW, Dtd. 27.02.2025

**TENDER NOTICE**

In pursuance of Letter No. 2610 Dated. 30.01.2025 of Govt. in Women & Child Development Department, Odisha, Bhubaneswar, sealed Tenders in prescribed forms are hereby invited from intending Firms/Agencies for supply of the following materials to the ICDS projects of Boudh District;

1. Desktop Computer
2. Printer
3. Office Furniture(Chair & Table)

The Tender paper containing detailed Terms and Conditions, EMD and statutory requirements etc. can be down loaded from the District website: [www.boudh.odisha.gov.in](http://www.boudh.odisha.gov.in) . The tender fees of Rs.2000/- (Rupees Two thousand) only which is non refundable shall be submitted along with the tender papers. The tender papers complete in all respect along with other required documents should reach in sealed cover to the DSWO, Boudh on or before **17.03.2024 at 5.30 P.M** by Registered/Speed Post only. The Authority shall not be responsible for any kind of postal delay. The Tender shall be opened on **18.03.2024 at 4.00 P.M** by the Collector, Boudh/ the officer authorized by Collector in presence of the members of Tender Committee and the Tenders or their authorized representatives. The Tender received beyond the scheduled date & time and incomplete tenders shall not be taken in to considerations.

The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.

  
DSWO, BOUDH.

Memo No. 465 /SW, Dt. 27.02.2025

Copy to the Office Notice Board for information of all concerned.

Copy to the all DSWOs of Odisha State/ Addl. District Magistrate, Boudh/ CDO cum EO Zillaparishad Boudh /Sub-Collector, Boudh/ / all District level officers of Boudh District for information. They are requested to display the tender call notice in their notice boards for wide publicity.

  
DSWO, BOUDH.

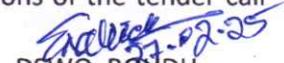
Memo No. 466 /SW, Dt. 27.02.2025

Copy to D.I & P.R.O, Boudh for information and necessary action.

  
DSWO, BOUDH.

Memo No. 467 /SW, Dt. 27.02.2025

Copy to the DeGM, Boudh with a copy of the detailed terms and conditions of the tender call notice for hoisting the same in the District Websites.

  
DSWO, BOUDH.

Memo No. 468 /SW, Dt. 27.02.2025

Copy forwarded to the Director, Social Welfare Women & Child Development Department, Odisha, Bhubaneswar for information and necessary action.

  
DSWO, BOUDH.

DISTRICT BOUDH

**DETAILED SHORT TENDER NOTICE & TERMS AND CONDITIONS FOR SUPPLY OF DESKTOP COMPUTER,  
PRINTER & FURNITURE FOR BOUDH DISTRICT DURING THE YEAR 2024-25**

Sealed Tenders in prescribed forms are hereby invited for Boudh District from intending Firms/Agencies for supply of the following materials to the ICDS projects of Boudh District;

1. **Desktop Computer**
2. **Printer**
3. **Office Furniture(Chair & Table)**

The tender shall be reached the undersigned on or before dtd **17.03.2024 up to 5.30 P.M.** through (Speed post/ Registered post only in the office of the DSWO, Boudh). The sealed tenders will be opened on date **18.03.2024 at 4.00 P.M.** in presence of the members of the tender committee and tenders or their authorized representatives. The Tender paper should be submitted in sealed covered super scribed in block capital letters such as "Tender for supply of Desktop computer, Printer & Furniture (Table & Chair) for Boudh District during the year 2024-25.

However firms downloading tender paper from district website to submit the tender documents must enclose **DD amounting to Rs. 2000/- (Rupees two thousand only in favour of DSWO, Boudh payable at Boudh. EMD of Rs. 10,000 /-(Rupees Ten thousand) in shape of NSC/ TDR duly pledged in favour of DSWO, Boudh.** The EMD amount shall be refunded to the unsuccessful tenders after finalization of tender process. Each set of tender document shall be serially numbered. The tenderer should check the tender documents immediately report the fact to the officer who has issued the tender and get it rectified. All the tender paper documents are to be attested by the tender. The Tender received beyond the scheduled date & time and incomplete tenders shall not be taken in to considerations.

The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.

**1.SPECIFICATION**

**SUPPLY OF DESKTOP COMPUTER ,PRINTER & FURNITURE FOR BOUDH DISTRICT DURING THE YEAR  
2024-25**

Sl.No	Item	Specification
1	Desktop Computer	Type Of processor: -Core – Intel-i5 (13 <sup>th</sup> Gen) or higher RAM(Minimum): 8GB or higher, System Type: 64-bit or higher, Storage: HDD 500GB or higher, Monitor Size-21.5 inch or higher UPS:600VA or higher Warranty: - 3 Years or higher

2	Printer:	Printing Technology: Laser All-in-One(Print,, Copy, Scan, Fax) Connectivity: Wi-Fi, USB, Ethernet Speed:21ppm(minimum) Warranty: - 1 Year
3	Office Furniture for Help desk (Chair & Table)	<b>Table</b> Material- Compressed wood panels with laminated melamine surface Approximate Size:152 cm*76cm*77cm & Color Teak Minimum two drawers with one locker Surface shall be scratch proof Specify load carrying capacity Warranty: - 1 Year <b>Chair</b> Medium back & Revolving Fabric black cover & cushion Nylon plastic arm Height adjustable gas lift fitted with five castors wheels Warranty: - 1 Year

**Delivery items details**

Sl.No	Items Name	Quantity to be Supplied	Delivery Points
1	Desktop Computer	03	Three ICDS projects of Boudh District
2	Printer	03	
3	Table	03	
4	Chair	03	

**2.a. Technical Bid**

The technical bid should contain the following in Annex-1

1. Name of the Firm/Agencies
2. Address/Mobile No/E mail
3. DIC Registration certificate of firm/ Agencies
4. Copy of the PAN card of firm/ Agencies
5. Tender paper downloaded from web site of **Rs.2000/- (Rupees Two Thousand )** only in shape of DD duly pledged in favour of DSWO, Boudh
6. **Rs.10,000/- (Rupees Ten thousand)** only in shape of demand draft/ NSC/Term Deposit duly pledged in favour of District Social Welfare Officer, Boudh
7. Income Tax Registration and update IT return
8. Attested copies of GST clearance
9. Certificate of performance
10. Whether all documents submitted signed by the authorized signatory of the organization
11. Tender paper should be submitted as token of acceptance

**2.b) FINANCIAL BID:**

The financial Bid should contain the price of the Unit cost of the Desktop Computer, Printer, Furniture (Table & Chair) in the prescribed format in annexure –II of the tender paper.

3. The tender has been invited under two bid system i.e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid**" FOR SUPPLY OF DESKTOP COMPUTER, PRINTER & FURNITURE (TABLE & CHAIR) FOR BOUDH DISTRICT DURING THE YEAR\_2024-25 & "**Financial Bid**" FOR SUPPLY OF DESKTOP COMPUTER, PRINTER & FURNITURE (TABLE & CHAIR) FOR BOUDH DISTRICT DURING THE YEAR\_2024-25. Both sealed envelopes should kept in a third sealed envelope super scribing" Tender for **FOR SUPPLY OF DESKTOP COMPUTER, PRINTER & FURNITURE (TABLE & CHAIR) FOR BOUDH DISTRICT DURING THE YEAR\_2024-25.**

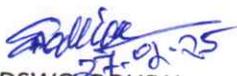
4. The successful tenderer shall be supplied of the following materials to the ICDS projects of Boudh District;
- a. **Desktop Computer**
  - b. **Printer**
  - c. **Office Furniture(Chair & Table)**

5. The tender shall carefully go through all the terms and conditions of the tender documents and submit the tender paper correctly and in complete form. The tender paper should be filled in properly without any correction/overwriting and must be typed copy/computer type copy. No opportunity shall be given to the tenderer to rectify or amend any defect detected at the time of scrutiny. The rate should be written both the words and figures in the tender schedule. The rate quoted should be final and the tenderer shall not be allowed to change the same under any circumstances and it should be valid for one year from the date of opening of the tender.

6. Earnest money to the tune of Rs.10000.00(Rupees Ten thousand)only in shape of demand draft/NSC/Term Deposit duly pledged in favour of District Social Welfare Officer, Boudh shall be furnished along with tender. Tenders without Earnest Money will be liable for rejection, Cash/Cheque shall not be accepted.

No request for transfer or any pervious deposit on adjustment of earnest money for any claim payable will be entertained. Any deviation to the above stipulation will entail complete rejections of the tender paper. No tenderer shall be allowed to withdraw his tender/Earnest Money Deposit until the tender is finalized. In case the successfully tenderer refused to supply of materials after acceptance of his tender, the Earnest money deposited by him will be liable for forfeiture.

7. The prices quoted should be inclusive of all taxes.
8. Tender shall remain valid for a period 15 days after the last date as specified in the tender document.
9. The Cost of the each unit shall valid for one year from the date of finalisation of the Bid.
10. In case of disputes about the quality, Collector or his authorized representatives will cause an enquiry and take suitable action including debarment against the supplier.
11. The supplier will hand over delivery chalans in support of delivery of the stock at ICDS project duly signed by the concerned CDPO as a token of acknowledgement along with his claim bill.
12. Any claim of the Govt. remaining unpaid by the supplier towards this supply shall be recoverable as a public demand recovery Act. 1962.
13. The right of acceptance of tender rests with Collector, Boudh who does not bind himself to accept the lowest tender and also reserves the right to cancel or reject any or all the tender without assigning any reason thereof. In case of any dispute the order /decision of the Collector, Boudh will be final and binding.
14. The performance security will be 3% of the Contract Value. If the firm fails to execute the contract. The security money will be forfeited. The security money will be refunded after successful execution of the contract within 30 days after the completion of contract.
16. The tender has to sign in each of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc.

  
DSWO, BOUDH

I agree do abide by the above terms and conditions.

Signature of the tenderer with seal

Date:

**FOR SUPPLY OF DESKTOP COMPUTER, PRINTER & FURNITURE FOR BOUDH DISTRICT DURING THE  
YEAR 2024-25  
TECHNICAL BID AND FINANCIAL BID**

After carefully examination of the tender specification referred therein, I do hereby tender to execute the under mentioned supply of Desktop Computer, Printer & Furniture for Boudh District during the year 2024-25 in accordance with the terms & conditions as noted below.

**Annexure- I (Technical Bid)**

Sl. No.	Unit	Submitted (Yes/No)
1.	Name of the Firm/Agencies	
2.	Address/Mobile No/E mail	
3.	DIC Registration certificate of firm/ Agencies	
4	Copy of the PAN card of firm/ Agencies	
5	Demand Draft of <b>Rs.2000/- (Rupees Two thousand)</b> only from any Nationalized Bank payable at Boudh in favour of the District Social Welfare Officer, Boudh	
6	<b>Rs.10,000/-(Rupees Ten thousand)</b> only in shape of demand draft/ NSC/Term Deposit duly pledged in favour of District Social Welfare Officer, Boudh	
7	Income Tax Registration and update IT return	
8	Attested copies of GST clearance	
9	Certificate of performance	
10	Whether all documents submitted signed by the authorized signatory of the organization	
11	Tender paper should be submitted as token of acceptance	

I , Smt/Sri.....proprietor.....do hereby undertake that the above information are true and correct ,I further undertake to abide by the terms and conditions laid down in the tender paper and any deviation of the Terms and Conditions shall be liable for initiation of action by the Authority as per law/procedures against me.

Signature of the Tenderer  
With Official Seal.

**FOR SUPPLY OF DESKTOP COMPUTER, PRINTER & FURNITURE FOR BOUDH DISTRICT DURING THE  
YEAR 2024-25**

**Annexure-II (Financial Bid)**

After carefully examination of the tender specification referred therein I do hereby tender to execute the under mentioned supply of Desktop Computer, Printer & Furniture(Table & Chair) of Boudh District for the year 2024-25 in accordance with the conditions as noted below in consideration of payment being made for the quantities of stock supplied and transported at the rate specified in the following schedule.

**TENDER SCHEDULEED**

Sl. No.	Name of the item	Unit cost in Rs.	Unit cost in Words (Rupees)
1	Desktop Computer		
2	Printer		
3	Furniture(Table & Chair)		

I ,Smt/Sri.....proprietor..... do hereby undertake that the above information are true and correct ,I further undertake to abide by the terms and conditions laid down in the tender paper and any deviation of the Terms and Conditions shall be liable for initiation of action by the Authority as per law/procedures against me.

Signature of the Tenderer  
With Official Seal.