

Tender Call Notice for empanelment of vendor for Supply of Laptops

TENDER NOTIFICATION NO: 162/WSN/2024-25 dtd- 10.06.2024

Sealed bids are hereby invited from the eligible vendors for supply of laptops for a year at Bhubaneswar, Odisha as per requirement by the undersigned in the state of Odisha.

DESCRIPTION OF WORK	LOCATION	DURATION OF THE CONTRACT
Incorporation of Vendor for Supply of Laptops	Bhubaneswar, Odisha	1 Year

The bid documents shall be available in our official website www.milletsodisha.com from date 10-06-2024 to 25.06.2024. The bid in prescribed format complete in all respect should reach the office of the undersigned on or before 5:00 pm on dt- 25-06-2024 by speed post / register post/ courier and shall be opened on 26-06-2024 at 4.00 pm in the presence of the bidder or their authorized representatives. The undersign reserve the right to accept or reject any or all bid(s) without assigning any reason thereof.



**State Coordinator
Programme Secretariat- WASSAN
Odisha Millets Mission**

The critical dates are as follows:

A	Availability of Bid Document	12:00 am hours on dt. 11-06-2024 to 05:00 pm hours on dt. 25-06-2024
B	Last Date of Receipt of tender in the Portal	17:00 hours on dt. 25-06-2024
C	Date / Time of Opening of Bid	16:00 hours on dt. 26-06-2024

Communication address is as under: -
The State Coordinator

Watershed Support Services and Activities Network (WASSAN)
B/206, BDA HIG Duplex Colony Bhubaneswar, Odisha – 751003

Other details for the quotation are as follows: -

1. **Description of the work:** Supply of Laptops as per the requirement of the undersign at Programme Secretariat – Odisha Millet Mission in the state of Odisha.
2. **Time for completion of work:** The vendor is emplaned for one year from the date of issue the corrigendum / work order for supply of laptops throughout the year.
3. **Locations:** The vendor need to supply laptops at the programme secretariat office – Odisha Millet Mission. Addressed Watershed Support Services and Activities Network (WASSAN), B/206, BDA HIG Duplex Colony Bhubaneswar, Odisha – 751003.
4. **Quantity:** As per the requirement of organization the purchase order of laptops will be issued for the selected vendor.
5. **Validity of bid:** The bid shall be valid for a period of 90 days from the date of opening of the tender.
6. **The Price Quoted:** The vendor will be incorporated for a year, and the price quoted by vendor will be same for whole year. There will be no price escalation for the same product in middle of the year. If there is any change in the technical specification provided in the tender, then the price of the product will vary as per the change.
7. **Taxes:** GST will be paid as per actual against supply of the goods (laptop), it **should not be included in quoted rate**. Also, you will be required to comply the provisions in the GST Law. The bidder shall quote his price which should include all Taxes, duties, and all other levies applicable i.e., sales Tax, Income Tax, Custom duty, Contract Tax, Entry Tax, etc. **excluding GST** which will be paid over the billed amount
8. **Termination of Distributor:** The undersigned reserves the right to terminate the vendor either in part or in full due to reasons for delay in completion, bad workmanship, or any other abnormalities noticed during the supply and service of laptops by giving a notice in writing to vendor.
9. **Payment Terms:** There will be no advance payment made against any order once good (laptops) are received after that payment will be processed. All the warranty claims will be applicable on the purchase of laptops.

10. Disqualification: The vendor who have participated before in any same or similar type of tender issued by any organization. But they are not able to complete the assigned task/work due to any reasons on ground of that those vendors will be disqualified from the tender process.

11. General Terms and Conditions

- a. Any tender received after due date and time will be rejected. The tender paper will be received through Registered post / Courier / Speed post only addressing to The State Coordinator, Programme Secretariat-WASSAN, Odisha Millets Mission, Plot No. - B/206, BDA HIG Duplex Colony Bhubaneswar, Odisha – 751003".
- b. The last date for apply for the tender is 25/06/2024 by 05:00 PM.
- c. Two stage bidding system will be done (Technical Bid & Price bid).
- d. The bidders have to submit their tenders in separate covered envelop for Technical Bid & Price Bid by super scribing Cover A: Technical bid & Cover B (Price Bid) and both the sealed cover should be put into a third outer cover which should be super scribed as "TENDER FOR SUPPLY OF LAPTOP". The Price bid of only those bidders will be opened who will qualify in the technical bid.
- e. Bidders have to submit the authorization dealer certificate / import license / manufacture license as eligible.
- f. Photocopy of GSTIN with PAN.
- g. Income tax Return along with Audited Financial Statement for last three years (2020-21, 2021-22, 2022-23).
- h. The bidder should have an average turnover of Rs. 1 Crore in last 3 financial years in the same line of business.
- i. Self-Undertaking that firm is not blacklisted by any government institution / authority as per Annexure – D on judicial stamp paper.
- j. The supply should be made within the period Prescribed in the purchase order.
- k. Quantity mentioned in Annexure – A may be increased or decreased as per requirement for the same and a fresh purchase order will be reissued for the same quantity.
- l. The details specification and requirement of laptop may be seen in Annexure – A of tender. The term of warranty and antivirus may be revised by the undersigned on requirement basis.
- m. The Bidder has to quote the rate inclusive of all taxes, duties, freight etc. & any other statutory dues as applicable. The Rate will be valid for a period of 3 months from the date of approval.
- n. All the items will be delivered at the office of the undersigned.
- o. The undersigned shall have the right to reject all or any of the purchase order and tender without assigning any reason thereof.



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TECHNICAL SPECIFICATION OF LAPTOP		
Sl. No.	Components	Specifications
1	Company	HP
2	Processor	Intel Core i3-12 TH GENERATION
3	RAM	8GB DDR4
4	BETERY	3 CELL
5	SSD	512 GB or Higher
6	Display Size	15.6"
7	Keyboard	BACKLIGHT LED KEYBOARD, INBUILT MICRO 4
8	Mouse	Touchpad
9	Wifi Connectivity	YES, HDMI, MULTI CARD READER
10	Bluetooth	YES
11	Ports	2 USB 3.0, TYPE C
12	Speaker	DUAL SPEAKER
13	Network	YES
14	Operating System	WINDOWS 11 HOME
15	Certifications	LIFETIME
16	Warranty	1 YEAR
17	Accessories	CARRY BAG, CHARGING ADAPTOR



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TECHNICAL BID

Sl. No.	Particulars	
1	Name of the Bidder	
2	Organizational Status (Individual / Firm / Company)	
3	Address of the Bidder	
4	Contact Person Name	
5	Contact No. & E-mail.	
6	Authorization Deler Certificate Import License / Manufacturing License (OEM certificate)	
7	GSTIN No (Photocopy)	
8	PAN (Photocopy)	
9	Income tax Return along with Audited Financial Statement for last 3 years (2022-23, 2021-22, 2020-21)	
10	Signed Tender Copy	
11	Affidavit on Stamp Paper (Annexure – D)	
12	Price Bid (Annexure – C)	

DECLARATION

I _____ of _____ do hereby declared that the information given above is to the best of my knowledge & belief.

SIGNATURE OF THE BIDDER WITH SEAL



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(TO BE PRINTED ON LETTER HEAD)

FINANCIAL / PRICE BID

Note:

Sl. No.	Name of the Item	Cost per unit excluding GST	Total Price (Rs)
1	Laptop		

- The rate quoted should be inclusive of all taxes excluding GST, duties, freight etc. & any other statutory dues as applicable.
- GST will be raised separately at the rate prevail at the time of submission of bill.

SIGNATURE OF THE BIDDER WITH SEAL



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AFFIDAVIT

It is hereby certified that, I/We _____ representing
_____ (Name of the Organization) are declaring;

- a) That the organization i.e. _____ (Name of the Organization) is not blacklisted by any ministries/Departments of Central or State Govt., any international agencies, funding agencies etc. as on the date of declaration.
- b) That the organization doesn't have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law.
- c) That the office will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the organization.
- d) That the organization agrees to abide by all terms & conditions of the tender vide tender reference no _____ dtd. _____.

Place:

Date:

(Signature of the Deponent)

Name: _____


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