

# ସ୍ଵର୍ଗଦ୍ଵାର

SWARGADWAR SEBA SAMITY, PURI  
Regd. No.7976-14 of 2020-21

Notice No....262.....

Date.14.07.2021

## QUOTATION FOR DESKTOP COMPUTER AND PRINTER ETC.

Sealed quotations are invited from interested supplier/distributor/dealers for supply of Desktop Computer, Multifunction Printer & Xerox Machine etc. as per the following specification to be purchased for office use. The Specification of the Desktop Computer, Multifunction Printer & Xerox Machine etc of the cost, warranty period, terms & conditions transport cost need to be clearly mentioned in the quotation.

The quotation must be sealed cover super-scribed as " Quotation for supply of Desktop Computer & Printer etc" addressed to the **Sub-Collector, Puri-cum-Convenor Secretary, Swargadwar Seva Samity, Puri** should reach the undersigned on or before 22.07.2021 by 5.30 PM and shall be opened on the next day i.e. 23.07.2021 at 4 PM in presence of the bidders or their authorized representatives. The undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereof.

### 1. Specifications:-

Sl. No	Items	Specification	Quantity
1	Desktop Computer	<b>Processor:</b> Intel Core i5 10th Generation, <b>HDD:</b> 1 TB or more, <b>RAM Size:</b> 8 GB (DDR4) or more, <b>Network Connectivity:</b> 10/100/100 on board IGP, <b>Monitor:</b> 19 inch or above TFT, <b>Graphics:</b> Integrated HD Graphics, <b>OS:</b> Windows 10 Pro, Preloaded, <b>Anti-Virus S/W</b> (latest Version) with 1 year license Renewable. <b>Warranty: 3 Years or above (on site)</b>	3
2	UPS	600VA, Backup Time: 30 Mins or more <b>Warranty: 1 Years or above (on site)</b>	3
3	Multifunction Printer	<b>Printer type-</b> LaserJet (including original LaserJet Toner Cartridge); <b>Functionality -</b> Multi-Function (Print, Scan, Copy). <b>Printer Output -</b> B/W, <b>Connectivity -</b> USB; 2 inch LCD display. <b>Print Speed (A4) -</b> Mono laser: 14 PPM or more, <b>Resolution :</b> 600x600 dpi, <b>Memory:</b> 32 MB or more, <b>Warranty: 1 Years or above (one Site)</b>	3
4	Xerox Machine	<b>Function Type:</b> MFP, Mono Copier, <b>Network Protocol:</b> TCP/IP (IPv4 / IPv6), <b>Frame type:</b> Ethernet II, <b>Print applications:</b> LPD/ Raw / IPP, <b>Memory:</b> 512 MB or More, <b>Paper Input:</b> 250 Sheets (80GSM), <b>Magnification:</b> 25-400% (1% increment), <b>Print Speed:</b> A4: 20 ppm or More, A3: 10 ppm or more, <b>Warm-Up Time:</b> 13 Sec or Less, <b>Print/Copy Resolution:</b> 600 X 600 dpi, <b>Frequency:</b> 50-60 Hz. LCD/LED Display. <b>Warranty: 1 Years or above (on site)</b>	1

## 2. Bid Price

- a The transportation and installation charges are also be included in the Bid Price / Quoted Price at site
- b All Taxes, duties and other levies payable by the Bidder under the contract shall be included in the Bid Price / Quoted Price
- c The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

## 3. Terms & Conditions:

- i) Each bidder shall submit only one quotation as per the enclosed Quotation format
- ii) The Bidders are required to deposit an earnest money of **Rs.2,000/-** (Rupees Two thousand only) in shape of Demand Draft in favour of the "**Swargadwar Seva Samity, Puri**". Quotation papers submitted without E.M.D shall not be accepted. The EMD will be forfeited, if a Bidder (i) withdraws its Bid during the validity period of the Bid or (ii) fails to perform the contractual obligations as per the Purchase Order. The E M D amount of the unsuccessful Bidder will be refunded after completion of Quotation Process.

## 4. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed and (b) confirm to the terms and conditions, and specifications. The Quotations would be evaluated for all the items together given the Quotation format.

### While submitting the bid, the bidders should submit the following documents:

- i) Copy of Sales Tax Registration No. / GST Registration No.
- ii) Copy of up to date VAT clearance certificate.

## 5. Award of contract

- a. The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered reputed make/ model with lowest quotation price.
  - b. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
6. Payment shall be made after delivery of the goods through e-transfer or account payee cheque after submission of the bills and vouchers.
  7. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
  8. Any legal dispute arising out of this is subject to Puri District jurisdiction only



9. Notwithstanding the above, the undersigned reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.
10. The 1 Lowest Bidder cannot claim to supply, as the above items will be purchased as per the specification.

*12/07/21*  
Sub-Collector, Puri-cum-Convenor Secretary,  
Swargadwar Seva Samity, Puri

Memo No. 264 /Dt. 14-07-2021

Copy submitted to Collector, Puri for kind information and necessary action.

*14/07/21*  
Sub-Collector, Puri-cum-Convenor Secretary,  
Swargadwar Seva Samity, Puri

Memo No. 265 /Dt. 14-07-2021

Copy forwarded to the DIO, NIC, Puri for information and necessary action.

He is requested to uploading the Quotation for wide Publication through District website (<https://puri.nic.in>)

*14/07/21*  
Sub-Collector, Puri-cum-Convenor Secretary,  
Swargadwar Seva Samity, Puri