

Director of Textiles, Odisha

No. 7356 /Tex. Dated. 1.10.2021
B-I. Laptops 16/21

Tender call notice for supply of 23 Nos. Laptops to the Directorate of Textiles, Odisha, Bhubaneswar.

Sealed tenders are invited from reputed manufacturer (OEM)/ Authorized Distributor / Dealer/ Supplying Agency for supply of 23 Nos. of Laptops for the Directorate of Textiles, Odisha, Bhubaneswar. The detailed term and conditions of the tender, general information and specification of the product etc. can be obtained from the official website www.textiles.odisha.gov.in, and www.sadhacodisha.org from dt. 01.10.2021 to dt..30.10.2021 .

Date of Commencement of Sale of the Tender Document

Last Date & Time of the Receipt of Tender : 30.10.2021 at 5.00 P.M
Date & Time of Opening of Tender (Cover-A) : 01.11.2021 at 4.00 P.M.
Date & Time of Opening of Tender (Cover-B) : Will be intimated later to the eligible firms after opening of Cover-A.

Cost of the Tender Rs. 500/- + GST as applicable in shape of Bank Draft in favour of Directorate of Textiles, Odisha payable at Bhubaneswar.


Place of opening of Tender: Conference Hall of Directorate of Textiles, Odisha, Satyanagar, Bhubaneswar, 751007.

The Tender will be opened on scheduled date and time in the office of the undersigned in the presence of Bidders or their authorized representatives. In the event of the date being declared as holiday for Government of Odisha, the due date of submission of bids and opening of bids will be next working day. Any tender received after the due date & time will be rejected and returned to the sender unopened. The tender will be received through Regd. Post / Courier Service / Speed Post only. The authority reserves the right to reject any or all the Tenders received without assigning any reason thereof.


**Director of Textiles & Handloom,
Odisha**

Memo No. 7357 /Tex. dated the 1.10.2021

Copy to Notice Board, Directorate of Textiles, Odisha for appraisal of interested bidders.


**Director of Textiles & Handloom,
Odisha.**

Memo No. 7358 /Tex. dated the 1.10.2021

Copy along with soft copy of Tender Call Notice forwarded to CEO, SADHAC /Ashirbada Infosol Pvt. for information & necessary action. The above tender Notice may please be uploaded in the website of SADHAC and Directorate of Textiles respectively for information of prospective dealers.


**Director of Textiles & Handloom,
Odisha.**

**Terms and conditions for the Tender for supply of 23 Nos. of Laptops
to Directorate of Textiles, Odisha.**

Sealed tenders will be received by dated 30.10.2021 up to 5.00 P.M in the Office of the Director of Textiles & Handloom, Odisha, Bhubaneswar for the purchase of Laptop as per technical specification given in **Annexure-I**. Any tender received after the due date and time will be rejected and return to the sender unopened. The Tenders will be received through Regd. Post/ Courier Service/ Speed Post only.

The sealed tenders 'Cover – A' (Technical Bid) submitted by the tender will be opened by Director of Textiles & Handloom, Odisha on 01.11.2021 at 4.00 P.M in the conference hall of the Directorate of Textiles, Odisha. The bidders or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like.

The Tender cost fee of Rs.500/- + GST as applicable (Non-refundable) in shape of Bank Draft / Demand Draft / Pay Order drawn in favour of "Director of Textiles & Handloom, Odisha" should be enclosed along-with the Technical Bid. The Tender cost fee and the EMD amount should be submitted separately in two separate Bank Drafts / Demand Drafts/ Pay orders. In case of any clarification, responsibility lies with the bidders to collect the same from the office before last date of submission of the tender document and the Director of Textiles & Handloom, Odisha shall have no responsibility for any delay / omission on part of the bidder.

2. Tender Conditions / Eligibility Criteria:

The bidders / tender shall be a Manufacturer (OEM) / authorized Distributor / Dealer / Supplying Agency dealing with Computer & Printer and UPS.

The bidder / tenderer must possess a valid GST registration number.

The bidding firms / agencies who have been blacklisted by any State Government or Central Government organization cannot participate in the Tender process during the blacklisting period. A declaration to this effect as per **Annexure-II** is to be submitted by the bidder.

The Bidder shall supply, install, configure and support all components of the proposed item (Hardware, Software & Firmware etc.) and shall ensure smooth functioning of all quoted items.

The selected OEM / Bidder shall be responsible to provide on-site warranty and maintenance support for the supplied item for a period of 3 years.

The warranty & maintenance support shall start from the date of successfully commissioning at all supplied items or from the Final Acceptance Test (FAT).

All the time of equipment delivery, the selected OEM/Bidder shall submit a certificate / undertaking mentioning that the equipment supplied is covered under onsite warranty & support for a period of 3 years.

Bidder should replace the materials within one week, at his own cost if found defective or unsuitable.

Sealed covers containing the tender/bid in the prescribed form should be submitted in two sealed envelopes i.e. "Cover-A" (Technical Bid) & "Cover-B" (Financial Bid). Both the covers should be put into a third envelope, which should be superscribed as "**Tender for the supply of Laptop**".

No conditional bids shall be entertained and the same will be out rightly rejected in first instance.

The tenderers/ bidders must quote their price in INR only as the payments will be made in Indian Currency only.

The Tax deduction at Source (T.D.S) shall be done as per the provisions of Income Tax Act/ Rules.

All entries in the tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected. However, the cuttings, if any in the Technical Bid must be initiated by the person authorized to sign the tender / bid.

The technical bids shall be opened on the scheduled date and time as mentioned above in the office of the Director of Textiles & Handloom, Odisha in the presence of the bidders or their authorized representative, who wish to be present on the spot at that time.

The financial bid of only those bidders will be opened whose Technical bids are found in order. The date & time of opening of financial bids shall be intimated to the eligible bidder in due course to remain present at the time of opening.

The bidder with lowest evaluated financial bid (L1) would be considered for award of contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the finalization stage.

A copy of the tender/ bid documents should be signed by the tender / bidder on the bottom of each page with office seal duly affixed and submitted in 'Cover-A' along-with other documents required (as per clause 3.1), Tender cost & E.M.D etc. The paging must be done on all the documents submitted in "Cover-A" & "Cover-B".

Tenders should be type-written or Computerized and every correction / over-writing in the tender should invariably be attested with signature of the tender/ bidder before submission of the tenders to the authorities concerned. No revision of price (upward or downward) will be allowed once the tender is opened (Cover-B).

No tender / bidder shall be allowed at any time on any ground whatsoever to claim revision or modification of rate quoted by him due to clerical or typographical error.

The Tax will be charged as per the guidelines given by the Finance Department from time to time.

The price quoted by the tenders/ bidders shall not in any case exceed the privilege market price.

The approved rate will remain valid for one year from the date of approval of the rate and it can be extended further by mutual consent.

In the event of the date being declared as a holiday for Government of Odisha, the due date of submission of bids and opening of bids will be the following working day at the appointed place & time.

All the documents submitted must be in English / Odia otherwise its attested English version must be attached in the tender document.

The Authority reserves the right to reject all bids / terminate the tender process without assigning any reason thereof.

3. Documents to be Submitted:

The following certificates should be submitted in "Cover-A" (Technical Bid) by the tenderer / bidder (Technical Bid). All the submitted documents are to be self attested.

Technical Bid (Cover-A):

- i. Tender cost in shape of Bank Draft.
- ii. Earnest Money Deposit in shape of Bank Draft.
- iii. Self attested copy of GST registration certificate.
- iv. Self attested copy of Pan Card.
- v. Self attested copy of last three years Income Tax return filed.
- vi. Self attested copy of up-to-date valid dealership certificate.
- vii. Tender / bidder's profile (Annexure-III)
- viii. Self attested copy of the last three years supply order record if any
- ix. Copy of brochure in support of Technical specification of equipment.
- x. Self-declaration for non-blacklisting by any State Government or Central Government organization (as per Annexure-II).
- xi. Check list as per Annexure-IV.

Financial Bid (Cover-B):

The price schedule in the prescribed form (As per Annexure-V) duly signed by the tenderer/ bidder should be submitted in a separate sealed cover hereinafter called as 'Cover-B'.

The bidders should quote their price (both in figures and words) inclusive of excise duty, insurance, packing, forwarding and freight (i.e. door delivery) but exclusive of GST only. The GST should be quoted separately.

The financial bid of only those bidders will be opened whose technical bids are found in order. The financial bids shall be opened in the office of the Director of Textiles, Odisha, Bhubaneswar in the presence of tenderers/ bidders or their authorized representatives, who may wish to be present on the spot at that time. The date & time of opening of the financial bids will be intimated to the qualified tenderers/ bidder in due course.

The bidder with lowest evaluated financial bid (L1) would be considered for award of the contract. In case, the lowest bidder (L1) is disqualified after the selection for any reason then negotiations will be made with the second lowest (L2) bidder for award of the contract at (L1) price. However, the decision of the authority will be final during the final stage.

4. Non Responsive/ Rejection Criteria

The tender/ bid document will be rejected if any of the following documents are not submitted with tender.

- i) Tender cost
- ii) Earnest Money Deposit(EMD)
- iii) Any pre-condition by the bidder/tenderer to supply the equipment.
- iv) Self attested copy of the GST registration certificate
- v) Financial Bid/quoted rates submitted without signature & seal of the tenderer.

5. Earnest Money Deposit (BID Security)

The Earnest Money Deposit(EMD) will be Rs 65000/-(Rupees Sixty Five Thousand) only in the shape of Bank Draft/Demand Draft in favour of "Director of Textiles, Odisha" from any Nationalized bank payable at Bhubaneswar. The EMD should be submitted with the tender in Cover-A(i.e Technical bid). The E.M.D. in shape of cheque/ cash/ postal order will not be accepted.

The E.M.D. will be forfeited by the Director of Textiles, Odisha if the tenderer

- a) Withdraws the tender in any respect within the submission or validity of the bid or does not accept the approved rate.
- b) Fails to furnish the required performance security within the specific period.
- c) On submission of false or fabricated documents/ information in bid documents.

The EMD of the unsuccessful bidders only will be returned back without interest after finalization of the tender/bid & EMD of the successful tenderer will be returned only after deposit of the performance security/ Security deposit according to terms & conditions stipulated in the bid document.

6. Security Deposit (Performance Security)

The selected bidder/tenderer must deposit the security money amounting to Rs 39000/-(Thirty Nine Thousand) only in shape of Demand Draft/ Fixed Deposit/ Bank Guarantee from any commercial bank/ Scheduled Bank in favour of the "Director of Textiles, Odisha" within 7 days from the date of issue of the supply Order. In case the concerned firm fails to deposit the Security money no payment will be released to the supplier/tenderer.

The security money must be valid till completion of the warranty/ guarantee period of the equipment & thereafter the said security money will be returned without any interest.

7. Supply Conditions:

The approved bidder will supply 23 nos of Laptop to Director of Textiles, Odisha as per the technical specification given in Annexure-I within 7 (Seven) days from the issue of the purchase / supply order. No separate transportation & service charges to the effect will be paid by the consignee. A pre delivery inspection of the consignment of 23nos. of Laptops prior delivery at

the consignee's destination will be taken by the Technical Personnel deputed from the Directorate.

The Director of Textiles, Odisha reserves the rights to increase/decrease the quantity of the Laptops during the tender process.

In all the cases the responsibility of the purchaser will start only after delivery & due verification of the equipment.

8. Issue of Purchase/Supply Order:

The purchase/ supply order quantity will be placed to the responsive lowest bidder.

The purchase order will only be sent to the concerned approved bidder by E-Mail.

9. Agreement:

The Successful tenderer shall execute an agreement on a non-judicial stamp paper with the Director of Textiles, Odisha within 7 days from the receipt of the purchase Order.

10. Terms of Payment:

No advance payment will be made to the supplier. The supplier has to submit the bill/ invoice in triplicate & a photocopy of the purchase order at the time of supply for necessary stock entry.

Payment will only be released after successful installation after keeping the security deposit if any from the supplier, if they have not deposited same before.

All payments will only be made online (e-payment/ e-transfer)

No claims for interest shall be made against the Director of Textiles, Odisha in respect of EMD or security deposit or delayed payment.

11. Legal:

The successful bidder will enter into an agreement with Director of Textiles, Odisha within 7 days from the date of approval of the tender for supply of 23 Nos of Laptops as per requirement, terms & conditions.

In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiations. Alternatively the dispute shall be referred to the next higher authority or the controlling officer for his/her decision & the same shall be binding on all parties.

In the event of any litigation arising out of the tender such matters would be subject to the jurisdiction of the Hon'ble High Court, Odisha or civil courts, Bhubaneswar.

Annexure-I

Laptop Specification:			
SI NO.	Parameters		Specifications
1	Processor	Make	Intel
		Generation	11 or higher
		Number of cores	2 or higher
		Base frequency	1.2 GHz or higher
		Processor description	Intel Core i3-1115G4 or higher
		Total Cache	4 MB or higher
2	Graphics	Graphics Type	Integrated
3	Operating System	Operating System (Factory Pre-Loaded)	Windows 10 Professional
		OS Certification	Windows
4	Memory	Ram Size	8 GB DDR4 (2666 MHz) or higher
		Expandability	64GB or higher
		Slots	Minimum 2
5	Storage	Type of Drive	Hybrid
		Type	SSD
		Size(GB)	256
		Type	HDD
		Size(GB)	1000
6	Network/Communication interface	Wifi	Wi-Fi 802.11 b/g/n
		Ethernet	10/100/1000 on board Integrated Gigabit Port
7	Ports	Bluetooth	5.0 or higher
		USB v2.0	2 nos or more
		USB v3.0	2 nos or more
		HDMI	1
8	Display	Size	14 inch or higher
		Technology	LED HD Backlit Antiglare
		Resolution	1920*1080 PIXEL or higher
		Webcam	Integrated with HD Resolution
9	Input Device	Keyboard	Standard
		Pointing Device/Touchpad	Touchpad with multi-touch gestures enabled
10	Miscellaneous	Carry Case	Yes
		Weight	1.68 or less
11	Power	Battery Type	Integrated
		Battery Chemistry	Li - ion
		Battery Capacity (Watt Hour)	48 or better
		Battery Backup Time (Hours)	6 to 8 hours battery life or higher
12	Security Management		TPM(2.0)
13	Operating System	Operating System (Factory Pre-Loaded)	Windows 10 Professional
		OS Certification	Windows
14	Certifications	Certifications/ as per Meity (Government of India) guidelines	CE/RoHS/FCC/UL/BIS

15	Warrenty	On Site OEM Warranty (Year)	3 or higher
16	Speaker / Microphones		Integated two stereo speakers; HD audio
			Integated dual array microphone

Annexure-II

DECLARATION

I/We M/s. _____ represented by its Proprietor/ Managing Partner/ Managing Director having its Registered office at _____ do hereby declare that I/We have carefully read all the conditions of tender for supply of 23 Nos. of Laptops to Directorate of Textiles, Odisha and will abide by with all the terms and conditions of the Tender.

I/We declare that I/we possess a valid GST registration certificate & registered manufacturer/ dealer of the said equipment.

I/We do hereby declare that I/We have not been derecognized/ blacklisted by any state Government or Central Government organizations for the reasons.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Security Deposit and blacklist me / us for a period of 3 (three) years if, any information furnished by us provide to be false at any time or not abiding by the tender terms and conditions.

I/We do hereby solemnly affirm and stated that the facts stated above are true to the best of my knowledge, belief and best on records.

Signature of the bidder :

Date :

Name & Address of the Firm :

Annexure-III

DETAILS OF THE BIDDER/ TENDERER

1	Name of the Bidder	
2	Address of the Registered Office	
3	Address for communication	
4	Telephone No.:	
5	Mobile	
6	Fax	
7	E-mail ID	
8	Whether Registered Under GST Act. & Rules	
9	PAN No.	
10	Name of the authorized Person, Mobile No. & Address	
11	Indicate whether Manufacturer/ authorized Dealer / Distributor/ Supply Agency	
12	Name of the agency that will provide service after sale	

Signature of the Tender

with seal

Date :

Annexure IV

CHECK LIST

Please put in the respective box

DOCUMENTS : SUBMITTED OR NOT

Sl. No.	Details	Provided or not	If provided mention page No.
1	Cost of Tender document	Yes / No	
2	Earnest Money Deposit	Yes / No	
3	Brochure submitted in support of the Technical specification of equipment	Yes / No	
4	Details of bidder / contract person	Yes / No	
5	Self Attested copy of valid GST registration certificate	Yes / No	
6	Self Attested copy of import license in case item is imported	Yes / No	
7	Attested copy of last date income tax return filed	Yes / No	
8	Declaration form (Annexure-II) signed by the Tender	Yes / No	
9	Terms & Conditions signed by the Tender	Yes / No	
10	Cover 'B' with price schedule	Yes / No	
11	Any other documents submitted if any (indicate briefly)		

Annexure-V

Model Tender Format (Price Schedule)

Sl. No.	Name of the equipment nwith make / Brand with Model No.	Technical Specification	Cost per unit (Inclusive of excise duty, insurance, packing, forwarding and freight (i.e. door delivery)	Rate of GST applicable	Total
1	2	3	4	5	6

Place :

Signature of the Bidder

Date :

Name & Address of the Bidder

N.B : Units means 01 number

Annexure-VI
FORM AGREEMENT

This Agreement made this _____ day of _____ 2021 between M/s. _____ having registered office at _____ in the State of _____ (hereinafter called the 'Supplier' which expression shall, unless excluded in the subject or context, include the heirs, successors, legal representatives, and permitted assigns) of the one Part.

AND

The Governor of Odisha (hereinafter called the 'the Governor' which expression shall, unless excluded in the subject or context, include the heirs, successors, legal representatives, and permitted assigns) of the other Part.

WHEREAS the Governor wants to purchase the goods mentioned in the schedule.

NOW THE PRESENT WITNESS AND IT IS HEREBY AGREED AS FOLLOWS :

1. That the time shall be the essence of the contract and the supplier shall supply the goods in the schedule completely so as to make delivery at _____ (place) on or before the date _____ failure to do which will entitle the Governor to rescind the contract immediately.
2. That the goods shall be of the specifications and price mentioned against each. Any variation on inspection will entitle the Governor to refuse the consignments either in whole or in part, as the case may be the whole, if the part renders it useless.
3. That the goods shall be inspected at _____ (place) in the presence of the officers of both parties duly authorized in that behalf on a day fixed in a notice by either of the parties, provided such day is not postponed for more than a period of two months after the date given in the notice. Default by the Supplier shall entitle him to raise any objection subsequently to the result of inspection made by the Governor in his absence and claim any compensation on that account.
4. That, the Supplier shall guarantee durability of the goods for a period of 3 (Three) years from the date of installation of the equipment and any damage, done to the goods in the usual course of use or any deficiency, detection in them subsequent to such completion and installation and during the period aforesaid shall be made good to render due service at the cost of the Supplier within a period of two months from the date of receipt of the notice in that behalf and no decision shall be taken by the Supplier or any person on his behalf as to the defects or deficiency without notice to the Governor failure to do so shall be deemed that the Supplier has no intention to discharge the obligation and thereupon the amount of security, deposited separately or withheld from his bill, shall stand forfeited to the Governor.
5. The equipment shall be duly packed and insured by the Supplier for transit and be dispatched at the risk of the carriers and the Governor shall not be responsible for any loss or damage during the transit or at any time prior to inspection and approval.
6. That, the 90% value of the equipment shall be paid to supplier on delivery to the consignee and rest 10% will be paid after successful installation and commissioning of the said equipment.
7. That, any damage or deficiency if not removed during the stipulated period by the Supplier may be removed by the Governor at his cost to be reimbursed by the Supplier. Any amount payable to the Governor hereunder shall be recovered as public demand under the Orissa Public Demand Recovery Act, 1963 and shall bear 6% interest per annum till certificate for recovery is failed.
8. That, the supplier shall deposit Rs.6,000/- (Rupees Six thousand) towards earnest money at the time of acceptance of tender for due performance of the covenants hereof and such money shall be forfeited to the Governor in case of breach of all or any of the covenants.
9. That, the supplier shall have to deposit security money amounting to Rs.39,000/- (Rupees Thirty Nine thousand) only in shape of payee Demand Draft / Fixed Deposit / Bank guarantee from any commercial bank / Scheduled Bank in favour of the "Directorate of

Textiles, Odisha” within 7 days from the date of issue of purchase / supply order. In case of concerned firm fails to deposit the security one no payment will be released to the supplier / tenderer.

10. The security money must be valid till completion of the warranty / guarantee period of the equipment and thereafter the said security money will be returned without any interest.
11. That, in the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
12. That the “Authority” hereby further agrees to pay the contract price at the time and in the manner prescribed in the said Terms and Conditions.
13. That in the event of any dispute that may arise it shall be settled as per the Terms and Conditions of the contract.
14. That this agreement is valid for three years from the date of execution.

In witness whereof the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above Schedule of Goods as Annexure-I attached herewith.

In witness whereof the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the officer
Authorized to sign on
Behalf of Supplier

Signature of the Authority
An officer acting in the premises for and
on behalf of the Governor of Orissa

In the presence of witness :

Witness

1. Name :
- Address :
2. Name :
- Address :

Witness

1. Name :
- Address :
2. Name :
- Address :