

City Health Society, NUHM, Bhubaneswar

Adv. No. : 06/NUHM/2017/CPMU/BBSR / Date : 06/12/2017

INSTRUCTION TO BIDDERS, SPECIFICATIONS, TERMS & CONDITIONS FOR SUPPLY OF DESKTOP COMPUTER, LAPTOP, PRINTER, SCANNER & UPS FOR CITY HEALTH SOCIETY, NUHM, BHUBANESWAR.

Section – I (Instruction to Bidders)

1. Sealed tenders are invited from registered agencies having adequate experience in supply of Desktop Computer, Laptop, Printer, Scanner and UPS.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the website www.bmc.gov.in
3. The tender should be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The bidders should submit their **Technical** and **Financial Bid separately in two separate envelopes** and the same should be put into **another cover envelope** superscribed as **“Tender for supply of Desktop Computer, Laptop, Printer, Scanner & UPS for City Health Society under NUHM as applicable in reference to 06/NUHM/2017/CPMU/BBSR/ dtd. 06/12/2017”** and the said tender will be opened on 20.06.2017 at 4.00 pm in presence of bidders or their authorized representatives in the Office of the ADMO(PH), City Programme Management Unit, MCW Centre, Unit-II, Ashok Nagar, Bhubaneswar-751009, Odisha and absence of any of them will not be bar to open the bid. The Technical & Financial Bid envelopes should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders should be addressed to:

The ADMO (PH), Bhubaneswar
City Programme Management Unit, MCW Centre, Unit-2, Ashok Nagar,
Bhubaneswar-751009, Odisha.

- A. Tenders received incomplete or after the scheduled date and time shall be rejected.
 - B. The tenders must reach on/before 20.12.2017 (2.00 PM) through speed post/ regd. post / courier service at the office “The ADMO (PH), Bhubaneswar, City Programme Management Unit, MCW Centre, Unit-2, Ashok Nagar - 751009, Bhubaneswar”
 - C. Rate should be quoted for each item in F.O.R. destination including all incidental charges, GST and all other Taxes applicable to the product.
 - D. Tenders should be type written or computerized and every correction in the tender should invariably be attested with signature by the tenderer with date before submission.
 - E. Every page submitted by the tenderer should be numbered at the top & the same page number should be put in the check list.
 - F. Supply should be completed within 30 days from the date of purchase order.
 - G. The rate contract once approved should remain valid for one year from the date of approval.
 - H. Other conditions as mentioned in Tender Call Notice are applicable.
4. Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid (Part 1) - fulfilling all the terms & condition of the tender document, their **Financial Bid** (Part 2) shall **only** be opened. The circulars issued by the Finance Department, all Govt. of Odisha from time to time regarding tax matters shall be taken into account for evaluation and shall be binding on the bidders. The bidders are requested to clearly mention the **type of tax & % of tax** included in the price as mentioned in the price bid format (Part 2).

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5. TECHNICAL SPECIFICATION OF DESKTOP COMPUTER

S. N.	Components	Specifications
1	Processor	7 th Generation intel Core i3-7100 with 3.9 GHz or Higher, 3 MB Cache or higher
2	Chipset	Intel H270 Express Chipset with integrated intel HD graphics
3	RAM	4 GB DDR4-2133 RAM or Higher with 16 GB Expandability
4	HDD	1TB HDD of 7200 rpm serial ATA HDD
5	Monitor	Minimum 18.5" LED Color Monitor TCO-05/06 certified from the same OEM
6	Keyboard	104 keys with USB interface
7	Mouse	Optical with USB interface
8	Bays	Minimum 1nos. or more
9	Ports	Min 4 USB Ports with 2x2.0 and 2x3.0 (with at least 2 in front), 1 serial audio ports for microphone and headphone in front, 1VGA port.
10	Bus Architecture	2PCI(PCI/PCI Express) or more
11	Cabinet	Tower
12	DVD Re-writer	Internal 16x DVD writer or higher
13	Network	10/100/1000 on board integrated Network port
14	Operating system	Windows 10 Pro 64-bit with recovery media for each computer.
15	Certifications	Energy star [®] , RoHS & ISO 9001:2008 with windows and Linux certifications
16	Antivirus	Latest version of Antivirus (Kaspersky/ NOD32/eTrust/McAfee/ QuickHeal/ Norton) with features like anti-virus, Anti Spyware, Intrusion Prevention Browser protection with single management console 3 years subscription) with 3 year subscription with support updates and patches. Should be able to prevent attacks below the operating system.
17	Warranty	3 years onsite comprehensive warranty with spare and labour.
18	Accessories	With required connecting cables and driver media should be supplied.

6. TECHNICAL SPECIFICATION OF LAPTOP

S. N.	Components	Specifications
1	Processor	7 th Generation intel Core i3-7100U with 2.4 GHz or Higher, 3 MB Cache or higher
2	Graphics	Integrated intel HD Graphics 620
3	RAM	4 GB DDR4-2133 RAM or Higher with 16 GB Expandability
4	HDD	1 TB or Higher HDD of 7200 rpm serial ATA
5	Display Size	14"
6	Keyboard	Standard
7	Mouse	Touchpad
8	WiFi Connectivity	802.11a/b/g/n
9	Bluetooth	4.0 or Above
10	Ports	2x2.0 and 1x3.01x HDMI or 1xVGA
11	Optical Drive	Integrated
12	Speaker	Two speakers integrated
13	Network	10/100/1000 on board integrated Network Port
14	Operating System	Windows 10 Pro 64-bit with recovery media for each computer

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S. N.	Components	Specifications
15	Certifications	Energy star [@]
16	Antivirus	Latest version of Antivirus (Kaspersky/ NOD32/eTrust/McAfee/ QuickHeal/ Norton) with features like anti-virus, Anti Spyware, Intrusion Prevention Browser protection with single management console 3 years subscription) with 3 year subscription with support updates and patches. Should be able to prevent attacks below the operating system.
17	Warranty	3 years onsite comprehensive warranty with spare and labour.
18	Accessories	Carry bag with required connecting cables and driver media should be supplied.

7. TECHNICAL SPECIFICATION OF PRINTER

S. N.	Components	Specifications
1	Printer Type	Laser Monochrome
2	Print Speed	A4 Mono minimum 14 PPM
3	Duplexing	No/Simplex
4	Resolution	Resolution 600x600 dpi or higher
5	Paper	Size A4
6	Interface	USB 2.0
7	Warranty	3 years comprehensive onsite warranty

8. TECHNICAL SPECIFICATION OF SCANNER

S. N.	Components	Specifications
1	Scanner Type	Flat Bed
2	Scanning Technology	CIS
3	Document Size	A4
4	Scanning feature	Simplex
5	Resolution	1200x1200 or higher
6	USB interface	2.0
7	Warranty	3 years comprehensive onsite warranty

9. TECHNICAL SPECIFICATION OF UPS

S. N.	Item	Specifications
1	Line Interactive UPS	Li UPS with rated 1.0 KVA, Minimum VAH: 216 AVR for single phase AC 160V to 280V input, output 230 volt, Output connection: Two(2-pin) 6A (Surge Protection) + Three (3-pin) 6A (Battery Backup) with two years onsite comprehensive warranty including battery, spare and labour.

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TERMS AND CONDITIONS

1. The Bidder should be a Manufacturer or Authorized Distributor.
2. The Manufacturer should have valid Manufacturing License-Proof copy of this to be submitted along with the tender.
3. In case of Distributor participating in Tender, furnish Manufacturer's authorization in the Tender.
4. The organization will have to submit an **Affidavit** (*On original Stamp Paper of relevant value*) with the following clauses:-
 - a) It has not been blacklisted by any Government Organization
 - b) The organization does not have any legal suit /criminal case pending against it for violation of PF /ESI/ MW Act or any other law.
 - c) The ADMO(PH),Bhubaneswar 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 material if any will be replaced by the Organization.
 - d) That the organization agrees to abide by all terms & conditions of tender
 - e) The organization will quote prices inclusive of all taxes.
5. The Manufacturer/Distributor of computer and peripherals must be CE /ISO Certified Organization.
6. The annual Average turnover of the Bidder should be Rs. 25 lakhs or more per Annum during the last three financial years. A certificate must be attached in this regard duly signed by Chartered Accountant.
7. The Manufacturer should have at least 3 years market standing in supplying Laptop, Desktop and peripherals to Govt./Corporate/PSU Hospitals in India duly supported by end user certificate.
8. Purchase orders will be placed to Authorized Distributor and Bills can be raised by Authorized Distributors if specifically authorized by Manufacturer in their tender.
9. The Bidders should enclose self attested copy of PAN card, GST Registration & clearance certificate.
10. Tender document fee of Rs.1500/- in shape of Demand Draft in favour of '**CITY HEALTH SOCIETY, NUHM, BHUBANESWAR**' to be enclosed with tender paper which is non-refundable.
11. An Account Payee Demand Draft for Rs.10,000/- only as E.M.D. Money in favour of '**CITY HEALTH SOCIETY, NUHM, BHUBANESWAR**' to be enclosed with tender paper which will be returned to the unsuccessful Bidder on finalization of Bid and E.M.D. of successful Bidders will be retained and returned on successful completion of the job without interest.
12. Performance Security: The performance security should be submitted in the shape of Bank Draft/Bank Guarantee from a Nationalized /scheduled bank in favor of City Health Society, NUHM, Bhubaneswar equal to the amount of 10% of the purchase order value of the item (excluding cost of taxes & CMC) within 21 days of issue of the purchase order.
13. Warranty- The computer and peripherals supplied shall carry a comprehensive warranty of 3 years from the date of installation and commissioning. The warranty certificates have to be handed over to the office of ADMO (PH) City Health Society, NUHM, Bhubaneswar.
14. The supplier will provide CMC for 3 years after completion of comprehensive warranty of 2 years and the supplier shall provide all the spare parts, repairing & maintenance by its trained personnel after the warrantee period (2 years) during CMC period.
15. Delivery and installation period : The supply and installation should be completed within 60 days from the purchase order unless or otherwise specified. If no supply is received within even after 60 days or 88 days with liquidated damage from the date of issue of order such orders will stand cancelled automatically without prior notice .Penalties shall thereafter be applied to the supplier as specified under penalty. the supplier shall also suffer for future of EMD and performance security deposit.
16. Liquidated Damage: The ADMO(PH) may allow extension for a maximum period of 4 weeks after the stipulated date of supply (i.e 60 days) with a penalty of 0.5% which will be deducted from the purchase order value as "Liquidated Damage" for each week (7 days) of delay up to maximum 2% on the value of the goods.
17. Signing of Contract: The supplier has to sign a contract with the same terms and conditions mentioned in the purchase order on a Rs.100/- stamp paper within 21 days from issue of purchase order along with submission of performance security.

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18. Terms for payment:
- A. No advance payments will be made to the supplier. No payment shall be made to the supplier. The supplier has deposited un-conditional performance security in shape of bank draft /Bank guarantee. 90% of the cost of the equipment (Excluding CMC Cost +100% turnkey+100% tax) shall be released to the supplier on receipt of stock entry certificate and installation certificate (received on working condition) from the consignee. The remaining 10% will be released after satisfactory working certificate received from consignee after 6 weeks of installation subject to submission of performance security for this purpose the supplier submit two bills ,one 90% of cost of the equipments + 100% turnkey + 100%tax) and the other for the remaining10% of the cost of equipment.
- B. Before release of payment the supplier has to submit the warrantee documents of equipments and an undertaking and to undertake CMC after the warrantee period.
19. The internal wiring and electrical fittings inside the room for installation & commissioning of the equipment and accessories will be provided by the supplier without any extra cost. (This cost is to be mentioned In cost of installation)
20. Installation and Demonstration: The installation and demonstration of the equipment shall be done by the supplier at free of cost at the installation site of the respective institution.
21. Delivery Documents: 4 copies of the supplier invoice /bills showing purchase order number goods description, quantity, unit price, total amount with stock entry certificate by consignee. Attested photocopy of Manufacturers/suppliers warranty certificate (original to be submitted to consignee)
22. Termination of Contract :
- The ADMO(PH), Bhubaneswar will be at a liberty to terminate the contact, if the supplier withdraws after getting purchase order /signing of contract, fails to submit the required performance securities or fails supply the equipments as per purchase order or fails to fulfill any other contractual obligations.
23. Penalties : If the supplier fails to execute the agreement and /or deposit the required security within the time specified or withdraws its tender after acceptance of his tender owing to any other reasons, is unable to undertake the contract, his contract will be cancelled and the Earnest Money Deposit deposited by him along with his tender shall stand forfeited and he will also be liable for all damages sustained and he will also be liable for all damages sustained by the ADMO(PH) by reasons of such breach, such as failure to supply/delayed supply including the liability to pay 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 ADMO(PH) whose decision is final & binding in the matter. If any articles or things supplied by the tenderer have been partially or wholly used or consumed after supply and are subsequently found to be in bad order, unsound, inferior in quality or description or are otherwise faulty or unfit for consumption / use & rusted them the contract price or prices of such articles on full will be recovered from the supplier, if payment had already been made to him or the supplier will not be entitled to any payment for that item & no further order will be given to him. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the ADMO(PH) and the tenderer shall be liable for all losses sustained by the ADMO(PH) in consequence of the termination which may be recovered from the Security Deposit made by the supplier or other money due or become due to the supplier.
- Supply of sub-standard items or non-performance of tender terms & conditions will disqualify a firm to participate in the tender for the next three years.
24. The Bidder should bring and submit catalogue of all the desktop and peripherals for verification of committee members on the date of opening of tender.
25. The rate contract once approved should remain valid for one year from the date of approval.
26. Arbitrations : In the event of any dispute out of the contract, such dispute should be subject to the jurisdiction of the Civil Court, Bhubaneswar or High Court, Odisha

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Part 1

FORM – 1

(To be submitted in Technical Bid Envelop)

(The documents has to be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	The annual Average turnover of the Bidder should be Rs.50 lakhs or more per Annum during the last Three Financial years certificate duly filled and signed by Chartered Accountant	
6	The tenderer should furnish the copies of the work order executed in similar type of Computer and Peripherals during the last two years out of which one from Government .	
7	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
8	VAT clearance certificate (Photocopy of up to date VAT Clearance certificate)	
9	PAN (Photocopy of PAN)	
10	Draft number and date of the Security Deposit (EMD)	
11	Draft number and date of the Tender Fees	
12	Affidavit of declaration (<i>On original Stamp Paper</i>) as per Clause 4 of the terms & condition	
13	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
14	Telephone Number of the Authorised Signatory / Organisation	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation/forged information in the above statement at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place :
Date :

Signature and seal of the authorized signatory

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Part -2

(To be submitted in Financial Bid envelop)

Section-II Price

FINANCIAL BID

Price Bid for Desktop Computer, Laptop, Printer, Scanner & UPS

Sl. No.	Name of the item	Quantity	Name of Manufacturer and Model	Quoted Rate per unit inclusive of all Taxes (In Rs.)	Total Quoted Rate inclusive of all Taxes (In Rs.)
1	Desktop Computer	5 nos.			
2	Laptop	16 nos.			
3	Printer	5 nos.			
4	Scanner	5 nos.			
5	UPS	5 nos.			

N.B. - I. Specifications of all the above items are enclosed in Annexure-I.

(Rates per unit quoted should be inclusive of all cost, transportation to the different Health institution of Bhubaneswar City & inclusive of GST & other taxes if any as applicable (The % of tax if any included in the price must be mentioned below)

II. TAX

Please mention the % of tax if any included in the above quoted price: _____%

(It is compulsory to indicate the % of tax in the relevant space mentioned above)

Signature of the authorized signatory
(with seal)

Place:

Date: