

Women's College, Rayagada

Tender Document

For

**“Supply and Installation of Desktop Computers, UPS, MFM
Printer, LED TV, wireless mice, Camera for Virtual Meeting
and Internet facility”**

At

Women's College Rayagada

Tender Document No: 27142401/2025-26/WCR/272

Dated:15-06-2025

Issued By:

Principal,

Women's College,

Rayagada Rayagada-765001.


15.6.25

**PRINCIPAL
WOMENS COLLEGE
RAYAGADA**

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SCHEDULE OF TENDER

Tender No.	[27142401/2025-26/WCR/ <u>272</u>]
Name of the tender issuer	Principal, Women's College, Rayagada
Scope of Work	Supply and Installation of Desktop Computers, UPS, MFM Printer, LED TV, Wireless mice, camera for virtual meeting and Internet facility. (Details as per Annexure- I)
Quantity to be supplied	As per Annexure- I
Cost/fee of Tender Documents	Rs.1,000/-inform of a DD drawn infavour of Principal, Women's College, Rayagada payable At Rayagada.
Earnest Money Deposit (EMD)	Rs.10,000/-
Performance Bank Guarantee (PBG)	5% of Bid Value
Date of issue of tender document	15 th Jun 2025
Date & Time of Pre Bid clarification	20 th Jun 2025, 4:00PM
Last Date & Time for Submission of Bids	30 th Jun,2025, 4:00PM
Date & Time of Opening of Technical Bids	01 th July,2025,4:00PM
Date & Time of Price Bid Opening	01 th July,2025,4:00PM
Name of the contact person for Communication	Sri Raunya Ranjan Sahu, Lect. in Pol. Sc.
Contact Number of the concern person	7008836198
Address for Communication	Principal, Women's College,Rayagada-765001


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ELIGIBILITYCRITERIA

The bidders who are desirous for above work require fulfilling the following conditions:

- 1) Must be registered under GST Act.
- 2) Must have average annual turnover for the last three years i.e. 2022-23, 2023-24&2024-25 should not be less than Rs 3 Lakhs. The bidder must submit copy of audited balance sheet certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the Technical bid.
- 3) Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self declaration is required as per **Annexure IV**.
- 4) Experience of having successfully completed similar* jobs during last 3 years (as of 31.05.2022 - 31.05.2025) as follows:-

One similar*completed work costing not less than Rs.4 Lakhs

OR

Two similar*completed works each costing not less than Rs.3Lakh

***Similar work–Supply of Computers at any Government/Private office. The**

bidder is required to submit the work order

- 5) Must have a valid PAN.

BID SUBMISSION

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts in separate envelopes inside one big envelope, the EMD, Technical Bid & the Price Bid.
- i) **Earnest money Deposit (EMD):** Bidder has to submit EMD of required amount in the form of Demand draft.

Order drawn in favour of "**Principal, Women's College, Rayagada**" payable at Rayagada. The EMD should be sealed in one envelope marked as "EMD".

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned/ adjusted on submission of performance security.

The bid not accompanying EMD is liable to be rejected.

- ii) **The Technical bid** sealed in another envelope marked as "Technical Bid" and shall contain

- The bidder should supply the items as per technical specification mentioned in **Annexure -I.**
- The bidder should Details as per **Annexure-II**, duly filled in, signed and Complete in all respects. No alteration/modification in the format shall be permitted.
- A self declaration that the Bidder has not been blacklisted by any State Government//Central Govt./PSU in India as per **Annexure IV.**
- Audited balance sheet along with copy of acknowledgement of Income Tax Return of last three financial years i.e.2022-23, 2023-24& 2024-25.
- Details of successfully completed or work inprogress of similar jobs (as explained in point 4 of Eligibility Criteria) during last 3 years as per **Annexure V.**

- (ii) **The Price bid** shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST. No extra cost will be borne by the college towards transport of goods. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as "**Supply and Installation of Desktop Computers, UPS, MFM Printer, LED TV, Wireless Mice, camera for virtual meeting and internet facility**".

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Women's College Rayagada and send it through **Speed Post/Registered Post/Courier only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidders are requested to check for any notice/ amendment/ clarification etc. to the Tender Document through the website www.womenscollegerayagada.in/ **Notice board of the office of Women's College, Rayagada**. No separate notification will be issued for any amendment /clarification etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid as per **Annexure III**. In case the prices are indicated in the Technical bid, the bid shall stand rejected.
- 4) **"PRE-BID Meeting"** with the intending bidders shall be held on dt.**20-06-2025** from 4:00 P.M at Women's College, Rayagada. Any queries related to this tender shall be sent to the mail id: womenscollegergd@gmail.com day in advance. The clarifications if any will be uploaded in the college web site. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting.
On the date of pre bid meeting the bidders may make site verification where installations is to be made.
- 5) **OPENING OF TECHNICAL BID**
The Technical proposal/Price Bid will be opened on 01-07-2025 at 4:00 PM in the presence of the tender Committee and representative of the bidders. No separate intimation will be given to the bidders in this regard.
- 6) **EVALUATION PROCESS**
Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Financial proposal will be opened only of those bidders who qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.
- 7) **Award of Contract:** Financial bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and award of contract. However where

there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.

- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of 5% of Bid Value in the form of a demand draft/ fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank within Fifteen (15) working days of the date of notice of award of the tender. The performance security deposit will be retained till completion of the warranty period. The return shall carry no interest.
- 9) **WARRANTY:** The Computers which are to be Supplied to the College should be NEW as on date of receipt and should be having all components required. The entire System including accessories will remain under **onsite comprehensive maintenance and warranty for a period of one year** from the date of successful commissioning and testing.
The service support during warranty period shall be for all components of System. The bidder shall impart onsite training to the officials as to operating the systems.
- 10) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- 11) All the information as called for in the tender documents should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 12) In the financial bid the total figures should be written in figures followed by words.
- 13) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- 14) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
- 15) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 17) All the transit risk shall be the responsibility of the supplier.

- 18) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Rayagada.
- 19) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 20) If the work is found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the contractor.
- 21) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Women's College, Rayagada - 765001.
- 22) **Payment Terms:** All payments will be made within 07 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of Principal, Women's College, Rayagada.
- 23) **Completion Period:** The work shall be completed in all respect within 07 days from the date of issue of work order.


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ANNEXURE-I

Items to be Supplied and Installed

1. I3 and above Desktop Computer- 12nos
2. UPS 600VA/360W- 12nos
3. MFM Printer -2 nos
4. LED TV (65inch)- 1no
5. Wireless mice & Cameras for virtual meeting
6. Internet facility/networking

Detailed Specification : Attached

ANNEXURE-II**DETAILS OF THE TENDERER**

Sl.No	Particular	
1	Name of the Firm/Agency/Company	
2	Registered office Address & Complete postal address	
3	Telephone Number & E-Mail Id	
4	Name of Authorized Signatory(in block letters)	
5	Contact No. of authorized signatory	
6	Type of/Firm(Proprietary/Partnership/Pvt.Ltd./Public Ltd)	Tenderer has to provide relevant documents(with the technical bid)as a proof of Firm type.
7	Date of Establishment and Experience in business (In number of years)	Work order to be attached for complying point no 4of eligibility criteria
8	G.S.T. Registration No.	
9	PAN No.	
10	Details of Earnest Money Deposit i.e Draftno,date and bank name.	
11	Yearly turn over of the organizationduring last 3years (year wise) and furnish audited balance sheet for the last 3 years. 2022-22 2023-24 2024-25	
12	Furnish the names of 3 responsible persons along with their designation, address, Telephone Number etc. for whose organization, you have completed/ work in progressas mentioned in Annexure V and who will be in a position to certify about the performance of your organization.	

Date:**Place:****Signature & Seal of the Bidder**
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ANNEXURE-III

PRICE SCHEDULE

To,
Principal,
Women's College, Rayagada
Rayagada-765001

Ref: Bid no. _____ Dated _____

Sir,

I/We _____ hereby offer to supply the following items at the prices and within the period indicated below:

<u>SINo.</u>	<u>Description</u>	<u>Make and Model</u>	<u>Qty. in Nos.</u>	<u>Unit Price</u>	<u>Total Amount</u>
1					
2					
3					
<u>Total(A)</u>					
4	<u>Installation and Commissioning Charges for the total Project(B)</u>				
<u>Total(A+B)</u>					

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

No change in the Performa is permissible.

Date:

Place:

(Signature and seal of the bidder)

ANNEXURE-IV

SELF DECLARATION FOR NOT BLACK LISTED

To,
The Principal,
Women's College, Rayagada- 765001.

Ref: Tender no. _____ Dated

Madam/Sir,

I / We.....here by confirm that our firm has not been banned
or blacklisted by any Government organization/Financial institution/Court
/Public sector Unit/Central Government.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE-V

Work 'Executed/ in-progress' as Prime Contractor on works of similar nature (of value not less than Rs 4 Lakhs) over the last -3- years

Sl. No	Name and address of Client	Description of work	Contract no.	Value of work (in lacs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Project Name	Remarks explaining reason for delay

Notes:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive In Charge
3. Document proofs of work orders and performance certificates from the client's needs to be attached.

(Signature and seal of bidder)

Desktop Specification

Items	Specification
Cabinet Form Factor	Tower/Micro Tower (15.1 to 26 Litres)
Chipset Number	Intel H670/Intel® H770 or higher Chipset
Processor Make	Intel
Processor	x86 64-bit architecture
Processor Generation	13 Or higher
Processor Description	Intel Core i3 or higher
Processor Number	Intel Core i3 13100 or higher
Number of Cores and Threads per Processor	Max Turbo Frequency 4.5Ghz, Minimum 4 Cores and 8 Threads or higher
Operating System	Windows 11 Home Factory Preloaded
RAM Size (GB)	DDR-4 8GB 3200 (16 X1) or higher (2 DIMM Slots)
RAM Expandability up to (using spare DIMM Slots in GB)	64 GB or higher
Integrated Graphics	Intel UHD Graphics 770 or higher
Supported for discrete NVIDIA/AMD Graphics Card up to 6GB	Yes
Type of Drives used to populate the Internal Bays	NVMe SSD
Total HDD Capacity (GB)	NA
Total SSD Capacity (GB)	512GB NVMe SSD
Optical Drive	Optional
Drive Bays	Two 3.5" (2.5") HDD 1 PCI Express 4.0 x16, 1 PCI Express 3.0 x1, 1 PCI (Full Height), 2 M.2 slots for WLAN & SSD
Slots for Upgradation	LAN: Integrated 10/100/1000M
LAN	Front: 1 headphone/microphone combo; 3 Super Speed USB 5Gbps signalling rate; 2 SuperSpeed USB 10 Gbps signalling rate; 1 USB Type-C, total 6nos USB in front for easy access Rear: 1 HDMI; 1 Serial Port; 1 line in; 1 line out; 1 power connector; 1 RJ-45; 1 DP; 2 USB 2.0
Ports and Connectors	TPM 2.0
Firmware Trusted Platform Module	Security lock slot
Hardware Security lock slot	180-260Watt Internal power supply with minimum 90% efficiency
Power Supply	Bidder should submit OEM bid specific authorization & the same authorization may be verified by the respective OEM if required
Certification	OEM must have the ISO 9001, 14001, ISO 20001, ISO 27001 Certificate Microsoft Windows, Energy star 8.0 certified Bidder should submit BIS, BEE, EPEAT, UL, RoHS Certificate of products at the time of participation of the Bid.
Keyboard Mouse	USB Keyboard, USB Optical Mouse
Monitor	19.5" LED Display with CTO Certified and same must be belongs to the same OEM
Years of Warranty	3 Year Onsite Warranty

600 VA Line Interactive UPS Specifications

Sl. No.	Feature	General Specifications
1	UPS Capacity (total)	600VA/360W
2	Input Voltage	230 VAC nominal
3	Input frequency	45 - 65 Hz
4	Brownout Transfer	145 VAC typical
5	Over voltage Transfer	290 VAC typical
6	Voltage on Battery	230 VAC typical (stepped approximated sine wave)
7	Frequency - On Battery	50Hz typical
8	Transfer Time	@50 Hz 6 ms typical, 10 ms max
9	Air Ventilation	Should have Side and Back Honey bee Perforation for heat dispersion
10	Protection from Humidity & Dust	UPS Should have conformal paint coating on PCB for insulation for Dust and Humidity
11	Battery Saver Option	UPS Should have Battery Saver Option to increase the life of the Battery upto 5 years
12	No Load Shutdown	UPS Should work on loads of 2-3 watts also
13	AC Surge Protection	Full time, 160 joules
14	Automatic Re start of UPS	In case the UPS backup is totally drained and automatic switched off, when the grid power resumes the UPS Should Auto Start without human interference
15	Type (maintenance-free)	12V, 7.2 Ah
16	Typical recharge time	4-6 hours
17	Operating Temperature	0°C to 40°C
18	Storage Temperature	-15°C to 45°C
19	3 power outlets	With battery backup and surge protection
20	Power Cord	1.2 meters
21	Runtime for Single PC load (60W \pm 15W)	27 min (normal mode)
22	Runtime for Workstation PC (100W \pm 15W)	13 min (normal mode)
23	Battery Saver (to save on battery life)	Thru toggle button on front panel
24	Certification	BIS
25	Designed and Manufactured in India	Yes
26	Warranty	2 years

Generic	
Description of Stores	Multifunction Machine Printer with Minimum 1 Year On Site Warranty, including Cartridge and Power Cord/Adapter
Core Function	Print, Scan and Copy
Print Technology	Laser
Cartridge Technology	Composite Cartridge
Type of Printing	Monochrome (Black)
RAM Size (MB)	256
Storage Capacity (in GB)	0
Features	Fax
Operating System Compatibility	Windows 10 and Above, Linux, Mac OS, Windows Server
Printing	
Print Paper Size	A4 and Legal
Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in PPM)	26 to 30
Minimum Print Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour (in PPM)	Not Applicable
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Mono (in PPM)	Not Applicable
Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size-Color (in PPM)	Not Applicable
Auto Duplexing Printing/Coping (2-sided Feature)	Yes
Scanning	
Maximum Scan Area (Platen/Flatbed Size)	A4 and Legal
A4 Scan Speed -Colour (Image Per Minute) @ 300 x 300 dpi	11 to 20
Scan To Functions	Email
A4 Scan Speed - Mono (Image Per Minute) @ 300 x 300 dpi	11 to 20
COPYING	
Reduction and Enlargement Feature	Yes

PAPER HANDLING

Original Document Feeder Type (For Scanning and Copying)	Automatic Document Feeders (ADF)
Feeder Capacity (Number of Sheets) (For Scanning and Copying)	31 to 40
Number of Main Paper Tray	1
Total Paper Tray Combined Capacity (Number) at 75 GSM	101 to 200
Bypass Tray Facility	No
If Yes, Bypass Tray Capacity	0
Connectivity	
Connectivity	USB Port, Ethernet Port, Wi-Fi
Accessories Provided	USB Cable
Performance	
Minimum Yield of the Cartridge/Ink/Toner supplied with Machine as per IS/ISO/IEC: 19752/2017 for Black (Number of Prints)	700
Minimum Yield of the Cartridge/Ink/Toner Supplied with Machine as per IS/ISO/IEC: 19798:2017 for Cyan, Yellow and Magenta Color (Number of Prints)	0
Minimum Duty Cycle (Number of Prints/Month)	10,001 to 20,000
POWER	
Power Supply	Single Phase AC 220 - 240 V, 50 - 60 Hz
Maximum Power Consumption (in Watt)	1300
Environmental	
Minimum Operating Temperature (Degree C)	10
Maximum Operating Temperature (Degree C)	30

Minimum Operating Humidity (%RH)	20
Maximum Operating Humidity (%RH)	80
Dimension	
Standard Machine Weight with Single Tray (in Kg)	11
Certification	
BIS CRS Compliance	Yes as per IS 13252 (Part 1)
Maximum Number of Prints covered under Product warranty (Whichever is earlier)	30000
EPR Registration in respect of the manufacturer/authorised importer as per E waste rules as amended up to date	Yes
Agreed to Provide a copy of EPR Registration Certificate to the Buyer on Demand	Yes