

Women's College, Rayagada

Tender Document

For

**“Supply and Installation of All in One Desktop Computers, UPS,
MFM Printer”**

At

Women's College Rayagada

Tender Document No: 27142401/2026-27/WCR/370

Dated: 30/07/2026


30/7/26
**PRINCIPAL
WOMENS COLLEGE
RAYAGADA**

Issued By:

Principal,

Women's College,

Rayagada Rayagada-765001.

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SCHEDULE OF TENDER

Tender No.	[27142401/2026-27/WCR/ 370]
Name of the tender issuer	Principal, Women's College, Rayagada
Scope of Work	Supply and Installation of All in One Desktop Computers, UPS, Multi Purpose Printer. (Details as per Annexure- I)
Quantity to be supplied	As per Annexure- I
Cost/fee of Tender Documents	Rs.1000/-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	01 st Aug'2026
Date &Time of Pre Bid clarification	05 th Aug 2026, 4:00PM
Last Date & Time for Submission of Bids	22 nd Aug,2026, 4:00PM
Date &Time of Opening of Technical Bids	24 th Aug,2026,4:00PM
Date &Time of Price Bid Opening	24 th Aug,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

ELIGIBILITY CRITERIA

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. 2023-24, 2024-25 & 2025-26 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 31.07.2023 - 31.05.2026) as follows:-

One similar*completed work costing not less than Rs.7 Lakhs

OR

Two similar*completed works each costing not less than Rs.4Lakh

***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.2023-24, 2024-25& 2025-26.
- 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 All in One Desktop Computers, UPS, Multi Function Printer**".

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.**05-08-2025** 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 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 a site verification where installations is to be made.
- 5) **OPENINGOFTECHNICALBID**
The Technical proposal/Price Bid will be opened on 24-08-2025 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) **EVALUATIONPROCESS**
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 a sper 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 risks 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.

ANNEXURE-I

Items to be Supplied and Installed

1. All in one Desktop: 05nos (Branded)
2. UPS : 05nos
3. Multifunction Printer -1 no

Note: The desired specification are listed below and published in DHE letter No.16576 dt.23.03.2026.

The technical bid should contain the adherence to all technical specification listed below.

Detailed Specification : Attached

2. AIO Intel i5

Motherboard	
Chipset Series	Intel Q series
Chipset Number	Intel Q670
Expansion Slot (Mdot 2)	2 or higher
Processor	
Processor Make	Intel
Processor Generation	14
No Of Cores per processor	10 or higher
Processor Base frequency (GHz)	2.5 or higher
Processor Description	Intel Core i5
Processor Number	Intel Core i5-14500
Out of band management	NA
Cache (MB)	24
Graphics	
Graphics Type	Integrated
Graphics Card Description	UHD graphics
Size of Memory in case of Dedicated Graphic Card (GB)	0
Size of VRAM in Case of integrated Graphics (MB)	0
Operating System	
Operating System (Factory Pre loaded)	windows 11 Professional
Recovery Image Media	CD from the OEM Stored in partition of Hard disk, USB Drive from the OEM, On Line, Cloud
OS certification	windows
Memory	
Type of RAM	DDR5
Ram Size (GB)	16
RAM speed (MHz)	4800
Total no of DIMM Slots Available	4
No of Dimm Slots populated	2
RAM Expandibility	64
Storage	
Types of Drives used to populate the internal Bays	SSD
Number of internal Bays Populated with HDD	0
Capacity of Each HDD	NA
Total HDD Capacity (GB)	0
No of internal Bays populated with SSD	1
Capacity of each SSD (GB)	512
Total SSD Capacity (GB)	512
Optane Memory	0
Display	
Display Size	23.8
Display Type	Non Touch

Panel Technology	IPS TN VA
display Resolution	1920*1080
Availability of Web Cam integrated with display	yes
If yes , Resolution of Web Cam	FHD
Availability of Speakers integrated with display	yes
if Yes , speakers available	2
Connectivity	
Wireless connectivity	Yes
If Yes, Types of wireless connectivity	wifi 6
No of ethernet ports	1
Types of Ethernet Ports	10 100 1000 on board integrated gigabit ports
Bluetooth Connectivity	Yes
If Yes - Version of Bluetooth Available	Bluetooth version 5.3
Ports	
No of USB Version 2 Points 0 ports	0
No of USB Version 3 point 2 , Gen 1 Ports	2 or higher
No of USB Version 3 point 2 , Gen 2 ports	3 or higher
No of USB Type C ports	1 or higher
No of serial Ports	0
No of VGA ports	0
No of HDMI Ports	1
No of DP ports	1
Generic	
Optical Drive	N/A
Audio In	Yes
Audio Out	Yes
Headphone out	Yes
Microphone in	Yes , Dual - Array
Stand	Height adjustable
Power	
Power supply	Internal(without any adapter)
Power supply capacity (watt)	150 or higher
Minimum power efficiency	85 -90
Certification	
HS Registration	Yes
ROHS Compliance	Yes
BEE Energy Star for given model	Yes
Other certification	TCO , UL, FCC, CE, ISO 9001,14001,27001 20001
Mouse connectivity	wired
Type of mouse	optical scroll
Keyboard Connectivity	wired
Type of Keyboard	standard
Operating Conditions	
Minimum Operating Temperature	5 degree celsius
Maximum Operating Temperature	35 degree celsius
Minimum Operating Humidity	5
Maximum Operating Humidity	90
Warranty	
Onsite Oem warranty	5
OS certification	Windows & UBUNTU Redhat Suse Linux

4. UPS

600 VA UPS		
S/N	Parameter	Minimum Specifications
1	Capacity	600 VA or more Line Interactive
2	Technology	Automatic Voltage Regulation
3	Input Frequency Range	50 Hz $\pm$ 5%
4	Output Frequency Range	50 Hz $\pm$ 5%
5	Input Voltage	160 V - 280 V, Single phase AC
6	Output Voltage	180VAC - 250 VAC $\pm$ 10%
7	Voltage Regulation	$\pm$ 10% (or better)
8	Output Waveform	Modified Sine Wave
9	Output Power Factor	0.6 or more
10	Battery type	SMF-VRLA built-in, Minimum Vah should be 84 Vah
11	Battery make	Exide/Quanta/Uplus /NED/ Panasonic /Yuasa/Rocket (Battery
12	Battery Backup	Minimum backup of 15 Minutes
13	Operating Temperature	0 to 40 Degree Celsius
14	Alarms & Indications	All necessary alarms & indications essential for performance monitoring of UPS like mains presence or fail, UPS mode, low battery, overload
		• If input voltage goes outside the range 160V-280V, the system shall switch over to UPS mode.
		• Over Voltage, short circuit and overload at UPS output terminal, no load shut down.
		• Under voltage at battery terminal, Battery over charge
15	Protections	• It should protect from input voltage variation
16	Certifications	BIS certified at the time of bidding
17	Warranty of UPS and Battery	The UPS warranty must be 3 years, during the contract bidder has to ensure the battery life to provide required backup time & during the contract period as when required bidder has to replace the batteries without additional cost to the tenderer. Batteries support must be up to 3-years
18	Certifications	BIS, ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 20000-1:2011, ISO 27001:2013, ISO 50001:2018

Revised specification of Hardware and Microsoft Office with ATC

19	Web Support	It is mandatory to provide online centralized call tracking system Like OVSD (Open view Service Desk) for monitoring of logged calls viewing through web / windows based access for at least 2 officials.
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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)	Tendered 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 4 of eligibility criteria
8	G.S.T. Registration No.	
9	PAN No.	
10	Details of Earnest Money Deposit i.e Draft no, date and bank name.	
11	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet for the last 3 years. 2023-24 2024-25 2025-26	
12	Furnish the names of 3 responsible persons along with their designation, address, Telephone Number etc. for whose organization, you have completed/ work in progress as 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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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)