

**ODISHA STATE OPEN UNIVERSITY**  
**G.M. UNIVERSITY CAMPUS, BUDHARAJA, SAMBALPUR, 768004**  
**Contact: 0663-2521-600/700, Mail: office@osou.ac.in**

No. - OSOU/2018-19/ 85

Date – 17.01.2019

**Tender Call Notice**

Sealed Tenders are invited from Original Equipment Manufacturers (OEM), suppliers and authorized agencies for **"Supply and Installation of Desktop Computer, Laptop, Web-cam, LCD/LED Projector and Screen, UPS, Printer etc. at Headquarters, Regional Centres and Study Centres of Odisha State Open University"** as specified in **Annexure-II** of the Tender documents. The terms and conditions and the detailed specification of the items can be downloaded from the University website i.e. **http://osou.ac.in** or can be obtained from the office of the Registrar, Odisha State Open University, Headquarters, Sambalpur (in between 11:00 AM to 05:00 PM) only. Interested Original Equipment Manufacturers (OEM), suppliers and authorized agencies may visit the University Campus at their convenience for survey and accordingly submit their offer along with the copies of valid GST Registration Certificate, PAN and latest Income Tax Return Certificate and experience if any, the relevant documents to **"The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur, 768004"** by hand / Registered/Speed Post only by 03:00 PM of **Dt.07/02/2019**.

The Technical Bid of the Tender will be opened on **Dt.07.02.2019 at 04:30 PM** in presence of the authorized representatives (If present) of the firms. The Financial Bid of only those tenders will be opened whose technical bids are found in order. The date, time and place of opening of Financial Bid will be communicated after evaluation of Technical Bid. All the documents should be enclosed with a sealed envelope which must be superscripted as **"Supply and Installation of Desktop Computer, Laptop, Web-cam, LCD/LED Projector and Screen, UPS, Printer etc. at Headquarters, Regional Centres and Study Centres of Odisha State Open University"**. The University shall not be responsible for any Postal delay.

Copy to University Notice Board & Website for wide circulation.

  
Registrar  
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**Terms and conditions for Supply and Installation of Desktop Computer, Laptop, Web-cam, LED Projector and Screen, UPS, Printer etc. at Headquarters, Regional Centres and Study Centres of Odisha State Open University.**

**General Terms and Conditions:**

1. The bidder must be a registered company/firm/distributor/dealer to carry out the work of "**Supply and Installation of Desktop Computer, Laptop, Web-cam, LCD/LED Projector and Screen, UPS, Printer etc.**
2. The authorized agency must submit the valid Authorization Certificate to this effect.
3. The bidder will be allowed to bid in Indian Rupees only. The quoted amount should include GST, labour charge (loading/unloading), transportation charge and any other charges if any. No additional cost will be entertained at later stage.
4. The bidder must have valid **GST Registration Certificate, Latest GST Return, PAN and Latest Income Tax Return Certificate (ITR).**
5. The bidder has to submit an EMD (Earnest Money Deposit) amounting to **Rs.50,000/-** (Rupees Fifty Thousand only) (Refundable) in shape of Demand Draft from a scheduled bank drawn in favour of **Odisha State Open University, Payable at Sambalpur** failing which the Tender shall be summarily rejected.
6. The EMD will be returned without any interest to the unsuccessful bidders within 30 days from the date of evaluation of Tender. EMD for successful bidder shall be returned after submission of Performance Security. If any firm withdraws/alters his submitted Tender after Due Date, the EMD shall be forfeited.
7. The bidder should possess minimum three years experience in the relevant field of marketing of Desktop Computer, Laptop and equipment's supply, installation and support.
8. The bidder has to provide quality service during the warranty/guarantee period after satisfactorily completion of Supply & Installation of the equipment's and obtain certificate regarding proper working of equipment from concerned Section/Unit/Dept. etc.
9. The bidder may please note that the tender once submitted will not be altered after expiry of the dead line for receipt of tender till the date of validity of tenders and if they do so, their EMD will be forfeited. Completed Tender Document should not have any scope of ambiguity, cutting or overwriting. For inadvertent mistake, if any, the bidder must strike through erroneous figure/word and legibly write the correct figure/word and it must be authenticated with dated signature of the bidder. Tender for items of lower configuration than specified above will summarily be rejected.
10. The bidder must be the authorized channel partner or authorized distributor of OEM (Original Equipment Manufacturer) only. The bidder has to submit an Authority Letter from the OEM against this tender.
11. Bidders must be able to supply all the material with installation within **one month** from the date of receipt of supply order.
12. The equipment's supplied should have functional guarantee for at least **one year** from the date of final acceptance. The firm shall also have to submit AMC (Annual Maintenance Charges) for three years after the warranty/guaranty period.

  
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13. A sum of **Rs.1000/- (Rupees One thousand only)** shall be deposited by the intending bidders in the shape of Demand Draft from a scheduled bank in favour of **Odisha State Open University, payable at Sambalpur** as cost of tender paper which is non-refundable.
14. Security deposit of **5%** (Refundable) (on the basic price of the goods) of successful bidder to be deposited in shape of Bank draft from a scheduled bank within 15 days of placement of supply order which should be valid up to one year. The security deposit amount will be forfeited if the work is found to be unsatisfactory during the guarantee/warranty period.
15. The suppliers will replace the defective material, free of cost, if noticed within the Guarantee/Warranty period. The warranty will be valid for a period of minimum one year after the date of final acceptance. Installation and working demonstration of all the materials supplied shall be the responsibility of the bidder.
16. If a firm which is awarded the contract violates any of the terms and conditions, it shall be black listed and its EMD shall be forfeited.
17. If the supplier fails to supply the equipments as per the supply order in due time, the EMD will be forfeited.
18. The Price of the item & taxes should be quoted separately.
19. The party / supplier while supplying equipments should adhere to the quality of the article for which quoted.
20. Goods shall be delivered and installed at University Headquarters, Regional Centres and Study Centres or as directed by the Competent Authority at their own cost & risk for the items listed in **Annexure-II**. The materials shall be insured at suppliers cost till the delivery and installation of the goods.
21. Any dispute arising out of transaction shall be subject to the jurisdiction of Sambalpur Court.
22. The Tender shall contain documents as per **Annexure-I**.
23. The Format for furnishing Financial Bid is given at **Annexure-III**
24. The Tender shall be in two parts i.e. Technical Bid (Cover-A) which must be superscripted as Technical Bid and Financial Bid (Cover-B) which must be superscripted as Financial Bid. Both the Technical Bid and Financial Bid shall be put into a big sealed cover along with all the documents which should be enclosed with a sealed envelope and must be superscripted as "**Supply and Installation of Desktop Computer, Laptop, Web-cam, LCD/LED Projector and Screen, UPS, Printer etc. at Headquarters, Regional Centres and Study Centres of Odisha State Open University**".
25. The Tender shall be submitted by hand/Post addressed to "**The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur-768004**".
26. Deductions (GST & TDS) and taxes shall be deducted as per the Government guidelines.
27. The Competent Authority shall have the rights to alter, modify or delete any terms or conditions before placing any order.
28. The competent authority reserves the right to cancel any or all the tenders without assigning any reason thereof.
29. 100% payment shall be made after satisfactory supply, installation and demonstration within due date and submission of calibration certificate as applicable. Terms of advance payment is not applicable.

30. The price quoted in the tender shall be valid till **Dt.31.05.2019**.
31. The bidder should sign each page of bid document with seal as token of acceptance of all terms & conditions of the bid documents.
32. The list giving detailed location of Regional Centres and Study Centres of Odisha State Open University is given at **Annexure-IV**.

  
Signature  
Quotation/Tendering Authority  
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**Odisha State Open University**  
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**Documents to be submitted along with the Bid documents: -**

1. Bid Documents duly signed in each page with seal as a token of acceptance of all Terms & Conditions of bid documents.
2. Whether EMD submitted. [Rs.50,000/- (Rupees Fifty Thousand only)]
3. Tender Cost Draft. [Rs.1,000/- (Rupees One Thousand only)]
4. Detail specification of equipments etc. intends to supply along with leaflet and literature.
5. GST Registration Certificate along with latest GST Return.
6. Latest Income Tax Return Certificate (ITR) along with PAN.

  
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**Specification of Items for Supply of Desktop Computer, Laptop, Web-cam, LCD/LED Projector and Screen, UPS, Printer etc. at Odisha State Open University:**

**Desktop Computer**

<b>Make Model</b>	DELL/HP/LENOVO
<b>Processor</b>	Intel Core i3 - 7 <sup>th</sup> Gen or more (Latest Generation)
	Intel Core i5 - 7 <sup>th</sup> Gen or more (Latest Generation)
<b>RAM</b>	4GB/8GB DDR4 RAM
<b>HARD Drive</b>	Minimum 1TB 7200RPM SATA HARD Drive
<b>Display</b>	18.5" LCD or LED Monitor
<b>Operating System</b>	Genuine (Original)Windows 10 Pro, 64 bit
<b>DVD Drive</b>	DVD-RW (Internal or External)
<b>Keyboard</b>	Type USB
<b>Mouse</b>	Type USB
<b>Warranty</b>	Minimum One Year

**Laptop**

<b>Make Model</b>	DELL/HP/LENOVO
<b>Processor</b>	Intel Core i3 - 7 <sup>th</sup> Gen or more (Latest Generation)
	Intel Core i5 - 7 <sup>th</sup> Gen or more (Latest Generation)
<b>RAM</b>	4GB/8GB DDR4 RAM
<b>HARD Drive</b>	Minimum 1TB 7200RPM SATA HARD Drive
<b>Display</b>	15.6" LCD or LED
<b>Operating System</b>	Genuine (Original)Windows 10 Pro, 64 bit
<b>DVD Drive</b>	DVD-RW (Internal or External)
<b>Warranty</b>	Minimum One Year

**Web-cam**

<b>Make Model</b>	<b>Specifications</b>
Logitech/I-ball/HP	Optical Resolution – 720p / 3 Mega Pixel (Minimum) Microphone - Inbuilt

**LCD/LED Projector and Screen**

<b>Make Model</b>	<b>Specifications</b>
Sony/Epson/BenQ	HD Display with minimum 2000 Lumens Projector Screen – 6/4 ft. with stand

**UPS**

<b>Make Model</b>	<b>Specifications</b>
Microtek/V-Guard / Luminous/APC	Capacity – 600VA (Minimum) (Minimum 15min-30min backup with 2 years warranty)

**Printer**

<b>Make Model</b>	<b>Specifications</b>
HP/EPSON/ CANON	LaserJet (Black & White) With Scanner
	LaserJet (Black & White) Without Scanner

**Annual Maintenance Charges: (For 3 Years after Warranty/Guaranty period):**

- Annual Maintenance Charges for Desktop Computer, Laptop, Web-cam, LCD/LED Projector and Screen, UPS, Printer etc.

  
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**Financial Bid (Desktop Computer)**

SL. NO.	ITEM	Unit Rate (In Rs.)	GST (In Rs.)	Total Cost (In Rs.)
1	Desktop Computer Make Model - Dell/HP/Lenovo  <b>(a)</b> Intel Core i3 - 7 <sup>th</sup> Gen or more (Latest Generation) 4GB/8GB DDR4 RAM Minimum 1TB 7200RPM SATA HARD Drive 18.5" LCD or LED Monitor Genuine (Original)Windows 10 Pro, 64 bit Operating System DVD-RW (Internal or External) Keyboard- Type USB Mouse- Type USB  <b>(b)</b> Intel Core i5 - 7 <sup>th</sup> Gen or more (Latest Generation) 4GB/8GB DDR4 RAM Minimum 1TB 7200RPM SATA HARD Drive 18.5" LCD or LED Monitor Genuine (Original)Windows 10 Pro, 64 bit Operating System DVD-RW (Internal or External) Keyboard- Type USB Mouse- Type USB			

**Seal and Signature of the authorized vendor**

**Financial Bid (Laptop)**

SL. NO.	ITEM	Unit Rate (In Rs.)	GST (In Rs.)	Total Cost (In Rs.)
2	Laptop Make Model - Dell/HP/Lenovo  <b>(a)</b> Intel Core i3 - 7 <sup>th</sup> Gen or more (Latest Generation) 4GB/8GB DDR4 RAM Minimum 1TB 7200RPM SATA HARD Drive 15.6" LCD or LED Display Genuine (Original)Windows 10 Pro, 64 bit Operating System DVD-RW (Internal or External)  <b>(b)</b> Intel Core i5 - 7 <sup>th</sup> Gen or more (Latest Generation) 4GB/8GB DDR4 RAM Minimum 1TB 7200RPM SATA HARD Drive 15.6" LCD or LED Display Genuine (Original)Windows 10 Pro, 64 bit Operating System DVD-RW (Internal or External)			

**Seal and Signature of the authorized vendor**



**Financial Bid (Web-Cam)**

<b>SL. NO.</b>	<b>ITEM</b>	<b>Unit Rate (In Rs.)</b>	<b>GST (In Rs.)</b>	<b>Total Cost (In Rs.)</b>
3	Web-Cam Make Model - Logitech/I-Ball/ HP  Optical Resolution – 720p / 3 Mega Pixel (Minimum) Microphone - Inbuilt			

**Seal and Signature of the authorized vendor**

**Financial Bid (LCD/LED Projector)**

<b>SL. NO.</b>	<b>ITEM</b>	<b>Unit Rate (In Rs.)</b>	<b>GST (In Rs.)</b>	<b>Total Cost (In Rs.)</b>
<b>4(a)</b>	LCD/LED Projector Make Model – Sony/Epson/ BenQ  HD Display with minimum 2000 Lumens			
<b>(b)</b>	Projector Screen – 6/4ft. With Stand			

**Seal and Signature of the authorized vendor**

**Financial Bid (UPS)**

<b>SL. NO.</b>	<b>ITEM</b>	<b>Unit Rate (In Rs.)</b>	<b>GST (In Rs.)</b>	<b>Total Cost (In Rs.)</b>
5	UPS Make Model – Microtek/ APC/ V-Guard/Luminous  Capacity – 600VA (Minimum) (Minimum 15min-30min backup with 2 years warranty)			

**Seal and Signature of the authorized vendor**

**Financial Bid (Printer)**

SL. NO.	ITEM	Unit Rate (In Rs.)	GST (In Rs.)	Total Cost (In Rs.)
6	Printer (LaserJet) Make Model – HP/Epson/ Canon			
(a)	With Scanner			
(b)	Without Scanner			

**Seal and Signature of the authorized vendor**

**List of Regional Centres and Study Centres of Odisha State Open University: -****List of Regional Centres:**

Sl. No.	District	Regional Centre
1	Bhubaneswar	B.J.B. Autonomous College, Bhubaneswar
2	Berhampur	S.B.R. Govt. Women's College, Berhampur
3	Jeypore	Vikram Dev Autonomous College, Jeypore
4	Balasore	Fakir Mohan Autonomous College, Balasore

**List of Study Centres:**

Sl. No.	District	Study Centre
1	Angul	Govt. Autonomous College, Angul (0101)
2	Angul	MalyagiriMahavidyalaya, Pallahara (0102)
3	Balasore	Fakir Mohan Autonomous College, Balasore (0201)
4	Balasore	Upendranath College, Soro (0202)
5	Bargarh	Panchayat College, Bargarh (0301)
6	Bhadrak	Bhadrak Autonomous College, Bhadrak (0401)
7	Bolangir	Rajendra (Auto) College, Bolangir (0501)
8	Boudh	Model Degree College, Boudh (0601)
9	Cuttack	JKBK College, Cuttack (0701)
10	Cuttack	Gopabandhu Science College, Athgarh (0702)
11	Cuttack	Ravenshaw University, Cuttack (0703)
12	Deogarh	Deogarh College, Deogarh (0801)
13	Dhenkanal	Dhenkanal Mahila Mahavidyalaya, Dhenkanal (0901)
14	Gajapati	Sri Krushna Chandra Gajapati (Autonomous) College, Paralakhemundi (1001)
15	Gajapati	Babasaheb Ambedkar Degree College, Khajuripada (1002)
16	Ganjam	S.B.R. Govt. Women's College, Berhampur (1101)
17	Jagatsinghpur	Swami Vivekananda Memorial (Autonomous) College, Jagatsinghpur (1201)
18	Jajpur	Narasingh Choudhury (Autonomous) College, Jajpur (1301)
19	Jajpur	Vyasanagar Autonomous College, Jajpur-Road (1302)
20	Jajpur	BaruneswarMohavidyalaya, Arei, Jajpur (1303)
21	Jharsuguda	Women's College, Jharsuguda (1401)
22	Kalahandi	Govt. (Auto) College, Bhawanipatna (1501)
23	Kandhamal	S.M. Govt. Women's College, Phulbani (1601)
24	Kendrapara	Kendrapada Autonomous College, Kendrapada (1701)

  
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Sl. No.	District	Study Centre
25	Kendrapara	S.N. College, Rajkaniak (1702)
26	Kendujhar	Chandra Sekhar College, Champua (1801)
27	Kendujhar	Dharnidhar Autonomous College, Keonjhar (1802)
28	Khurda	BJB Autonomous College, Bhubaneswar (1901)
29	Khurda	Prananath College (Autonomous), Khurda (1902)
30	Khurdha	Rajdhani College, Bhubaneswar (1903)
31	Khurdha	Regional College of Managment, Bhubaneswar (1904)
32	Khurdha	State Institute of Rural Development & Panchayati Raj, Bhubaneswar (1905)
33	Koraput	Vikram Deb (Auto) College, Jeypore (2001)
34	Koraput	Government College, Koraput (2002)
35	Koraput	Kotpad College, Kotpad (2003)
36	Malkangiri	Govt. +2 Science College, Malkangiri (2101)
37	Malkangiri	Balimela College Of Science and Technology, Balimela (2102)
38	Mayurbhanj	MPC Autonomous College, Baripada (2201)
39	Nabarangpur	Nowrangpur College, Nabarangpur (2301)
40	Nayagarh	Nayagarh (Autonomus) College, Nayagarh (2401)
41	Nuapada	National College, Nuapada (2501)
42	Puri	Samanta Chandra Sekhar (Autonomous) College, Puri (2601)
43	Rayagada	Rayagada Autonomous College, Rayagada (2701)
44	Rayagada	Gunupur Degree College, Gunupur (2702)
45	Sambalpur	G.M. University, Sambalpur (2801)
46	Sambalpur	Sambalpur Public Library, Sambalpur (2802)
47	Sambalpur	Kuchinda College, Kuchinda (2803)
48	Subarnapur	Sonepur College, Subarnapur (2901)
49	Sundargarh	Rourkela Government Autonomous College, Rourkela (3001)

  
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