



# ଜିଲ୍ଲା ଗ୍ରାମ୍ୟ ଉନ୍ନୟନ ସଂସ୍ଥା, ଯାଜପୁର

(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ)



**DISTRICT RURAL DEVELOPMENT AGENCY, JAJPUR**

(Odisha Livelihoods Mission, DMMU, Jajpur) Jajpur, 755001,

E-mail – [jajpurdpm.olm@gmail.com](mailto:jajpurdpm.olm@gmail.com) , [ori-djajpur@nic.in](mailto:ori-djajpur@nic.in) Tel-06728-222051

No. OLM /JAJ/18-19/ ୧୭

Dated: 17.01.19

## QUOTATION CALL NOTICE

Sealed quotations are invited in the prescribed format from the registered/authorized firms/suppliers/agency with valid and up to date GST certificate for supply of various items under different categories i.e. **Category-A (IT related items) and Category-B (Electrical items) and Category-C (Office Furniture related items)** for District Mission Management Unit and Block Mission Management Units under OLM, DRDA, Jajpur.

The details of the terms and conditions of the above quotations and the bid document can be downloaded from [www.jajpur.nic.in](http://www.jajpur.nic.in) & [www.olm.nic.in](http://www.olm.nic.in) for use. Interested bidders may submit their sealed quotation in the prescribed format mentioning “**Quotation for Supply of \_\_\_\_\_ Items under Category: \_\_\_\_\_**” on cover of the envelop to the **Project Director, DRDA-cum-District Mission Coordinator, Odisha Livelihoods Mission, Jajpur** latest by **11<sup>th</sup> February 2019 by 1.30 PM**. and the received quotations will be opened on the same day at **3.30 PM**. The bidders may be present in person or through their authorized representative(s) during the opening of the quotations at DRDA Mini Conference Hall, Jajpur. The authority reserves the right to reject all or any quotation without assigning any reason thereof.

For details pls visit: [www.jajpur.nic.in](http://www.jajpur.nic.in) & [www.olm.nic.in](http://www.olm.nic.in)

*P. S. S. S.*  
Project Director-cum-  
District Mission Coordinator,  
Odisha Livelihoods Mission,  
DRDA, Jajpur.

CC to:

1. The Addl. District Magistrate, Jajpur with a request to affix the quotation call notice in the Collectorate notice board and webhost the quotation call notice & the bid documents in the district website for wider publicity.
2. The State Mission Director-cum-CEO, Odisha Livelihoods Mission, PR & DW Deptt., Govt. of Odisha for favour of kind information and requested to webhost the above quotation call notice and bid documents in the OLM website for wider publicity.
3. Copy to Notice Board of DRDA, Jajpur.

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(ଓଡ଼ିଶା ଜୀବିକା ମିଶନ)

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## Procurement of Goods under Limited Tender Method under NRLM.

1. Sealed quotations are invited in the prescribed format from the registered firms/suppliers/agencies having valid up to date PAN/GST up to date certificate for supply of various categories of items for DMMU (District) & BMMU (Block) offices of Jajpur district.

2. List of items to be procured

### I) Category-A (IT related Items)

Sl. No	Name of the Item	Minimum Specification	Qty in Nos	Place of Delivery with installation	Delivery Period	Remark
1	Desktop with UPS	<ul style="list-style-type: none"> <li>❖ Processor Generation-8th. Processor- Intel Core i3-8100, 3.6 GHz. 6 MB cache, 4 Cores. Chipset- Intel H110 or higher, Graphics Type- integrated Graphics-integrated Graphics 610 or above</li> <li>❖ Operating System: Microsoft Windows 10 Professional or higher preloaded</li> <li>❖ Hard Disk-1000 GB, Memory- Type of RAM- DDR4. RAM Speed-2100 Mhz or above. RAM Size- 4GB RAM Expandability-16 GB.</li> <li>❖ Network Connectivity- LAN+ WLAN+BT 4.0</li> <li>❖ DVD ROM Drive: 8X or better DVD RW drive</li> <li>❖ Monitor Size- 21.5 INCHES or higher</li> <li>❖ Keyboard- Standard, Mouse-optical with USB Interface,</li> <li>❖ Warranty/Guarantee as per company rule</li> <li>❖ UPS for Desk Top Computer having output power wattage- minimum 500 W (warranty as per company rule)</li> </ul>	4	DMMU-1 Dharmasala-1 Binjharpur-1 Barachana-1	Within 7 days of receipt of Purchase Order	Standard and qualitative OEM product shall be given preference
2	Laptop with Bag	<ul style="list-style-type: none"> <li>❖ Intel Core i3-7th/8th gen processor</li> <li>❖ 4Gb Ram, 1Tb Hdd, 15.6" HD Led windows-10 PL</li> <li>❖ WLAN, Blue Tooth, DVD writer with Back Pack</li> <li>❖ Warranty/Guarantee as per Company rule (including Battery and adapter )</li> <li>❖ Standard back pack with OEM logo</li> </ul>	5	DMMU-1 Rasulpur-2 Binjharpur-1 Barachana-1		

*Signature*

3	Multi Function printer	<ul style="list-style-type: none"> <li>❖ Speed-18ppm or above</li> <li>❖ 600x600dpi resolution</li> <li>❖ Warranty/Guarantee as per company rule</li> </ul>	3	Sukinda-1 Rasulpur-1 Binjharpur-1		
4	Printer (without scanner)	<ul style="list-style-type: none"> <li>❖ Speed-15ppm or above</li> <li>❖ 600x600dpi resolution</li> <li>❖ 234Mhz processor, 2Mb Ram</li> <li>❖ Warranty/Guarantee as per company rule</li> </ul>	1	DMMU-1		
5	Digital Camera	<ul style="list-style-type: none"> <li>❖ Effective Pixel- Minimum 20 Mega Pixel</li> <li>❖ Optical Zoom-Minimum 8</li> <li>❖ Digital Zoom- Minimum 32x</li> <li>❖ LCD size- Minimum 2.5 inch</li> <li>❖ Warranty/guarantee minimum 2 years</li> </ul>	3	Barachana-1 Danagadi-1 Binjharpur-1		
6	Picco Projector	<ul style="list-style-type: none"> <li>❖ Voltage-Minimum 7 V battery</li> <li>❖ Input- Minimum 12 V</li> <li>❖ Battery- Minimum 1500 mAh (Rechargeable)</li> <li>❖ Back Up- Minimum 2Hours</li> <li>❖ Resolution- Minimum 640X480 pixel</li> <li>❖ Warranty/Guarantee- Minimum 12 months</li> </ul>	3	Rasulpur-1 Binjharpur-1 Barachana-1		

**II) Category-B (Electrical items)**

Sl. No	Name of the Item	Minimum Specification	Qty in Nos	Place of Delivery with installation	Delivery Period	Remark
1	Inverter with One Battery	<ul style="list-style-type: none"> <li>❖ Long Back Up UPS (800 VA to 1000 VA capacity) and minimum 12 months warranty .</li> <li>❖ Tubular Technology with capacity 150 Ah and minimum 36 months onsite warranty.</li> </ul>	2	Sukinda-1 & Dasarathpur-1	Within 7 days of receipt of Purchase Order	Only ISI certified product will be given preference
2	UPS	<ul style="list-style-type: none"> <li>❖ UPS for Desk Top Computer having output power wattage- minimum 500 W , warranty-As per company rule</li> </ul>	1	Barachana-1		
3	Ceiling Fan	<ul style="list-style-type: none"> <li>❖ High Speed Fan with three blades and warranty minimum 24 months</li> </ul>	7	Dasarathpur-3 Binjharpur-4		
4	Pedestal Fan	<ul style="list-style-type: none"> <li>❖ Pedestal High Speed Stand Fan with minimum 24 months warranty</li> </ul>	3	Danagadi-1 Barachana-2		

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**III) Category-C (Office Furniture related items)**

Sl. No	Name of the Item	Minimum Specification	Qty in Nos	Place of Delivery with installation	Delivery Period	Remark
1	Computer Table	❖ Size- Minimum 3 f X 2 f ❖ Wooden Top and wooden base ❖ Sliding Key Board with channel, a drawer and a place for CPU.	3	Rasulpur-1 Binjharpur-1 Barachana-1	Within 7 days of receipt of Purchase Order	ISO certified product with lowest price will be given preference.
2	Office Table	❖ Size- Minimum 4 f X 3 f ❖ Wooden Top and wooden base	22	DMMU-1 Danagadi-2 Dharmasala-3 Dasarathpur-3 Rasulpur-2 Binjharpur-5 Barachana-6		
3	Office Chair	❖ Movable High Neck Executive chair with arm set and seat height adjustment facility.	15	DMMU-2 Dasarathpur-1 Rasulpur-2 Binjharpur-5 Barachana-5		
4	S Type Chair	❖ Visitor chair with arm ❖ Mid back ❖ Fabric material ❖ S type	15	Sukinda-3 Danagadi-6 Dasarathpur-3 Binjharpur-1 Barachana-2		
5	Iron Rack	❖ Slotted Angle racks with four shelves/rack	6	Danagadi-2 Binjharpur-2 Barachana-2		
6	Steel Almirah	❖ Double door Office Almirah ❖ Minimum Guage -20/22 ❖ At least 6.5 f height, minimum 4 shelves/rack and at least one drawer.	5	Sukinda-1 Danagadi-1 Rasulpur-1 Binjharpur-1 Barachana-1		

**2. Bid Price**

- a) The bid shall be quoted for all the items as mentioned in each category in the the format of quotation otherwise it will be rejected. The format of price bid specified in **Annexure- I (Vendor information), Annexure- II (Category-A, IT related items), Annexure-III (Category B, Electrical items) & Annexure-IV (Category-C, Office Furniture)** should be used. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) **All duties, taxes, other levies and transportation cost if any payable by the contractor under the contract shall be included in the total price.**
- c) GST in connection with the sale shall be shown separately.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- e) The Prices should be quoted in Indian Rupees only.
- f) The bidder shall quote their price separately for Category-A, Category-B and Category-C. One bidder can also quote their price in multiple categories.

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3. **Bid Security:**

The intending bidder must submit Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees Ten thousand) only for **Category-A (IT related Items)** items, Rs 1500/- (Rupees One Thousand Five Hundred) only **Category-B (Electrical Items)** and Rs. 6000/- (Rupees Six thousand) only for **Category-C (Office Furniture related Items)** items in shape of Demand Draft in favour of "ODISHA LIVELIHOODS MISSION, NRLM, Jajpur". The EMD shall be refunded without interest after awarding of purchase order to successful bidder. No EMD will be required for submitting bid for **Category-B (Non-IT related items)**. Any bid submitted without bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the purchase order . The EMD of the unsuccessful bidder will be returned after finalization of the quotation.

4. Bidders are instructed to submit bidding document separately in each category.

5. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

6. **Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) confirm to the terms and conditions, and specifications
- (c) Filled in Indian Currency
- (d) Quoted in Unit
- (e) Firms Registration Certificate
- (f) Up to date GST certificate

The Quotations would be evaluated for each item separately.

7. **Award of contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

8. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

9. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

10. The Successful bidder will ensure the timely supply/Installation of items to the BMMU & DMMU.

11. There will be standard warranty/guarantee at least as mentioned in the spec from the date of delivery, any failure of the same during the warrantee period, you have to make good of it immediately.

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- 12. Payment shall be made after delivery and installation of the goods through E-FMS after submission of the bills and vouchers.
- 13. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
- 14. Any legal dispute arising out of this is subject to Jajpur district jurisdiction only.
- 15. The agency should not be blacklisted by any government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
- 16. The bidders may be present in person or through one of their representative(s) during the opening of quotations as per the date and time fixed by the DMMU, OLM, DRDA, Jajpur.
- 17. Interested bidders may submit their sealed quotation in the prescribed format with all the documents mentioning "Quotation for Supply of \_\_\_\_\_ Items under Category: \_\_\_\_\_" on cover of the envelop to the **Project Director, DRDA-cum-District Mission Coordinator, Odisha Livelihoods Mission, Jajpur latest by 11<sup>th</sup> February 2019 by 1.30 PM**. Bidders may be present in person or through their representative(s) during the opening of Quotation at **3.30 PM on the same day**.

*D. Singh*  
**Project Director-cum-  
District Mission Coordinator,  
Odisha Livelihoods Mission,  
DRDA, Jajpur.**

**VENDOR'S INFORMATION**

1	Name of the Supplier	
2	Full address of Supplier's shop Telephone no. Fax no. E-mail address :	
3	GSTIN No. (with copy of certificate)	
4	Up to date tax Clearance Certificate (Copy to be attached)	

I do hereby certify that the above mentioned particulars are true and correct.

**Full Signature of the Bidder:**

**Date:**

**Seal**

**DECLARATION BY THE BIDDER:**

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this quotation is given to me/us.

Signature:

Date:

Name

Address

Designation:

On behalf of:

*[Handwritten Signature]*

**Category-A (IT related Items)**

SI No	Particulars	Make/brand	Specification	Qty in Nos.	Unit Rate Excluding tax (INR)	Tax amount (INR)	Total Amount including tax (INR)
1	Desktop with UPS			4			
2	Laptop with Bag			5			
3	Multi Function printer			3			
4	Printer (without scanner)			1			
5	Digital Camera			3			
6	Picco Projector			3			
<b>Total Amount (INR)</b>							

**In words (Rupees.....) only**

**Note:-**

Bids of firm quoting for items other than those specified above will not be considered and will be summarily rejected.

**DECLARATION OF THE BIDDER.**

I/We hereby declare that all the statement(s) made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect or any other figure inflated or misleading at any stage or I am/ we are not satisfying the eligibility criteria prescribed in the relative advertisement of my tender is liable to be cancelled. I am/ we are willing to abide by the terms and conditions laid by OLM. In case of any lapse on my/our part which may affect the performance of the job or the quality of the work is found substandard or the service or response is found poor, proportionate value may be deducted from my bills as deemed to be proper by the competent authority.

**Signature of the bidder with seal**

**Place:**

**Date :**

**FINANCIAL BID DOCUMENT FORMAT**

Annexure-III

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**Category-B (Non-IT related Items)**

SI No	Particulars	Make/ brand	Specification	Qty in Nos.	Unit Rate Excluding tax (INR)	Tax amount (INR)	Total Amount including tax (INR)
1	Inverter with One Battery			2			
2	UPS			1			
3	Ceiling Fan			7			
4	Pedestral Fan			3			
<b>Total Amount (INR)</b>							

**In words (Rupees.....) only**

Note:-

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**Signature of the bidder with seal**

Place:

Date :

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**Category-C (Office Furniture related items)**

SI No	Particulars	Make/ brand	Minimum Specification	Qty In Nos	Unit Rate Excluding tax (INR)	Tax amount (INR)	Total Amount including tax (INR)
1	Computer Table			3			
2	Office Table			22			
3	Office Chair			15			
4	S. Chair			15			
5	Iron Rack			6			
6	Steel Almirah			5			
<b>Total Amount (INR)</b>							

**In words (Rupees.....) only**

**Note:-**

Bids of firm quoting for items other than those specified above will not be considered and will be summarily rejected.

**DECLARATION OF THE BIDDER.**

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**Signature of the bidder with seal**

**Place:**

**Date :**