



# **Tender Specification**

**For**

**Supply, Installation, Commissioning of  
Computers and Other Peripherals in  
Rourkela Municipal Corporation (RMC)**

**Rourkela Smart City Limited**

1st Floor, City library

Udit Nagar,

Rourkela-769012

May-2021

## Introduction

Rourkela Smart City Limited (RSCL) intends to procure Computers and other peripherals to be installed at Rourkela Municipal Corporation (RMC) for implementation of "e-Office" project. There is a specific requirement for procurement of Computers, laptops, Multi-Function Printers-cum-Scanners, Automatic Document Feeder (ADF) Scanners. All the Computers and network-printers shall be connected to the existing LAN to enable the users to connect to internet.

Accordingly, Rourkela Smart City Limited invites tender as per the instructions given in the Datasheet in Annexure I from Authorized Agencies/Vendors for Supply, Installation, Commissioning and Maintenance of Computers & Peripherals.

## 1. Scope of work

The scope of work for the authorized vendors shall include Supply, Installation, Commissioning and Maintenance of Computers & Peripherals as per the Bills of Materials (Annexure-II) and Technical Specifications (Annexure-III) provided in this document.

## 2. Eligibility Criteria

The eligibility criteria for the selection of vendor for the proposed scope of work is given below. Bidders are requested to provide requisite details pertaining to eligibility criteria and technical specification compliance as specified in Annexure-VII of this document.

S.No.	Eligibility Criteria	Document Proof
1	<p>A.The bidder should be registered under the Companies Act, 2013 or should be a proprietorship firm, Partnership firm or Limited Liability Partnership and should be in operation for a period of at least 3 years as on date of publication of this notice.</p> <p>PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL: The Bidder intending to participate in the bid is required to register in the Portal with some information about the firm/Contractor. This is a onetime activity for registering in Portal. During registration, the contractor has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL e-Mudra etc.</p>	<p>Copy of</p> <ol style="list-style-type: none"><li>1. Certificate of Incorporation/Shops &amp; Commercial establishment Certificate/Any other relevant certificate to proof the year of establishment</li><li>2. PAN card</li><li>3. GST registration certificate</li></ol>
2	<p>Average annual turnover of the bidder during last three years shall be at least INR Thirty (30) lakhs.</p>	<p>CA Certificate with UDIN along with Copy of Audited financial statements of last 3 years.</p>

3	The bidder should have a registered office in Odisha. The bidder should not have been barred/blacklisted by the Central Government, any State Government, a statutory authority or a public-sector undertaking.	Relevant supporting documents
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### 3. Tender Document Fee and Earnest Money Deposit

Tender document cost (non-refundable) Rs. 6720 (6000+GST@12%) in shape of DD drawn from a scheduled bank (as per the terms and conditions laid down in OGFR) in favour of RSCL (Smart City Mission Grant Fund) payable at Rourkela, and Bid Security Declaration as per Annexure (iv) shall be submitted along with the technical bid. Without the payment of tender fee and Bid security Declaration, the bids will be taken as incomplete and non-responsive and shall not be considered.

#### 4. Performance Bank Guarantee (PBG)

The successful agency must submit the Performance Bank Guarantee @3% of the Total Tender cost from a scheduled Bank (as per the terms and conditions laid down in OGFR) in favor of Chief Executive Officer, Rourkela Smart City Limited, Rourkela payable at Rourkela before start of the work. The PBG will be returned to the agency after 3 years of warranty period.

### 5. Evaluation Criteria

Technical Evaluation of only those bidders who meet the eligibility criteria shall be done.

#### **Technical Evaluation:**

The bidder should have executed at least three (3) orders of supply, installation and commissioning of 10 or more computers in last 5 years. The bidder should have received at least one (1) Annual Maintenance Contract of 10 or more computers under one single contract in the last 5 years. The bidder has to submit Work Order/Job Completion Certificate as proof of their experience.

#### **Final Evaluation:**

The Financial Bid will be opened for the bidders who are technically qualified. Contract will be awarded to the bidder having quoted the least price excluding the taxes.

### 6. Milestones and Payment Schedules

The milestones and payment schedule is given below.

D=Date of work Order  
C=Completion of Work  
(Mentioned in SI no.1)

S.No	Delivery Milestones	Time Schedule	Payment Schedule
1	Supply, Installation, Commissioning of all necessary equipments/software as per Bills of Materials-"C"	D + 15 days	70% of the quoted price
2	User Acceptance	C + 15 days	30% of the quoted price

## Annexure-I: Data Sheet for Bidders

S.No.	Details
1.	<b>Name of the Client:</b> Rourkela Smart City Limited (RSCL)
2.	Bid Id. No. RSCL/ 3274 /2021 /Dated 21/05/2021 NATIONAL COMPETITIVE BIDDING
3.	<b>Method of selection:</b> Least Cost Based Selection
4.	Place of sale/receiving of bids :- Online mode only  <b>Bid only submitted Online Mode will be Acceptable For this Tender portal:</b> The e-Procurement Portal of Government of Odisha introduced for the process of e-Tendering which can be accessed on <a href="https://www.tendersodisha.gov.in">https://www.tendersodisha.gov.in</a>
5.	<b>Financial Bid to be submitted together with Technical Bid:</b> Yes  The Financial Bid must be submitted in the format specified in Financial Excel in in Specific section i.e. <b>BOQ only in online Mode Excel format (BOQ) will be acceptable in case of it submitted with Technical Bid or Hard Copy submission bid will be treated as Non Responsive.</b> The Financial Bid will be opened for the Bidders meeting the eligibility criteria and Technical Criteria.
6.	<b>Tender Document Fee:</b> Tender document cost (non-refundable) Tender Document Fee: Rs. 6,720 (6000+GST@12%) in shape of DD drawn from a schedule bank in favour of RSCL (Smart City Mission Grant Fund) payable at Rourkela. Original Tender Fee must be submitted along with Hard copy of Technical Bid on Bid due date. In absence of tender fee bid will treated as non responsive.
7.	<b>Bid Security Declaration in the Format Mentioned in Annex -VII</b>
8.	<b>Whether Consortium Permissible:</b> No
9.	<b>Pre-Bid Meeting: 26/05/2021 at 12:30 PM</b>
10.	<b>Submission of Technical &amp; Financial Bid:</b> The Bid will comprise 2 separate sealed envelopes which will be placed in a sealed outer Envelope as follows: - <ul style="list-style-type: none"> <li>The <b>first envelope</b> (Envelope A) will contain the Eligibility Criteria, Technical Specification Checklist (Annexure IV), Tender Document Fee DD &amp; Bid Security Declaration, Work Orders/ Job Completion Certificate of similar works undertaken along with the cover letter (Annexure VI) and marked as follows: "Technical Bid for Supply, Installation, Commissioning of Computers and Peripherals in RMC, Uditnagar, Rourkela." Must has submitted Online as well as hard copy form on or before Bid due date.</li> <li><b>Financial bid must be submitted in online mode only</b> in Specific Place in E-Procurement Portal website <a href="http://www.tendersodisha.gov.in">www.tendersodisha.gov.in</a>.</li> <li><b>Last Date of Hard copy Submission : Bidder must submit the Hard Copy of their bid in sealed envelope (in person or by registered Speed post) in the below mentioned address</b> Chief Executive Officer, Rourkela Smart City Limited, Uditnagar, Rourkela – 769012, Odisha on or before 7/06/2021 at 4:00 PM</li> </ul>

<b>11.</b>	<b>Opening of Technical Bid</b> - RSCL shall conduct the bid opening of the technical bids in the presence of Bidder's designated representatives at Rourkela Municipal Corporation office at Uditnagar, Rourkela on 7/06/2021 at 5:00 PM.  The date for opening of Financial Bid will be intimated to the Qualified Bidders.
<b>12.</b>	<b>Last date of Online submission:</b> 02/06/2021 up to 17:00 Hrs. (IST).
<b>13.</b>	<b>Location of Installation:</b> Rourkela Municipal Corporation
<b>14.</b>	<b>Validity Period:</b> Bids must remain valid for 90 days after the date of Bid submission.
<b>15.</b>	<b>Clarifications via E-Mail</b> may be requested not later than two (2) days before the last date of Bid Submission. The email id for seeking clarification is: <b>rourkelascl@gmail.com</b>
<b>16.</b>	<b>Language:</b> Bids shall be submitted in English
<b>17.</b>	<b>Legal jurisdiction meaning of the Project</b> - Rourkela
<b>18.</b>	<b>Evaluation Criteria:</b> Technical Bids shall be opened for bidders qualifying the eligibility criteria. Financial Bids shall be opened for bidders qualifying the technical criteria. Bidder with least quoted price (excluding the taxes) in financial bid shall be selected for award of contract.
<b>19.</b>	Government of Odisha Tendering Guideline will be abide for this tendering Process.

## Annexure-II: Bill of Materials

<b>Component</b>	<b>Item</b>	<b>Quantity</b>
<b>Hardware</b>	Computer – Core i7 (e-Office)	5
	Laptop	4
	Multifunctional Printer-cum-scanner	9
	ADF Scanner with Flatbed (Large)	1
	ADF Scanner with Flatbed (Small)	1
	UPS	7
<b>Software</b>	Antivirus – 3 years	9
	Operating System – Windows 10 (Professional) (If OS comes with pre-loaded then it will not be procured)	9
<b>Services</b>	Installation of Computer H/W, S/W, Peripherals.	Lot

Note:

1. All the supply products/devices must be provided with warranty period of three (3) years or as per the manufacturer, whichever is maximum.
2. The computers should be Wi-Fi enabled so as to ensure connectivity to Internet.

## ANNEXURE-III: TECHNICAL SPECIFICATIONS

S.No.	Item	Specification	Make
1	LAPTOP	<p><b>Processor Make:</b> Minimum INTEL CORE i7 10<sup>th</sup> Generation, AMD</p> <p><b>Memory:</b> 8 GB RAM or more (expandable to 32 GB), 1 TB SSD</p> <p><b>Monitor:</b> 15 INCH LED SCREEN,</p> <p><b>Network:</b> LAN/WI-FI,</p> <p><b>Operating System:</b> WINDOWS 10 PROFESSIONAL,</p> <p><b>Graphics:</b> Integrated Graphics Card</p> <p><b>Optical Drive:</b> DVD/CD ROM Drive</p> <p><b>USB:</b> USB port 4+(out of which at least two are USB 3.0+)</p> <p><b>HDMI Port:</b> 1 VGA</p> <p><b>Network:</b> Gigabit Ethernet, WIFI and Bluetooth</p> <p><b>Headphone:</b> 1Headphone/ microphone combo pack</p> <p><b>Speaker:</b> Integrated stereo speakers</p> <p><b>Web camera:</b> 720 p HD min</p> <p><b>Keyboard:</b> Click pad and full size keyboard</p> <p><b>Display:</b> 13.2-14 inches</p> <p><b>Accessory:</b> Laptop Carry Bag</p>	<b>HP/DELL/LENOVO</b>
2	Computer	<p><b>Processor Make:</b> Minimum Intel CORE i5 10th Generation processor/equivalent AMD processor with minimum 4 core, 3 GHz base frequency or higher and 6 MB Cache or higher</p> <p><b>Chipset:</b> Q series Chipset Motherboard or Equivalent Commercial Chipset Motherboard/Intel H or B Series/AMD B or Pro Series</p> <p>Expansion Slots (PCIe*1)</p> <p><b>Number:</b> 1</p> <p><b>Graphics:</b> Integrated HD Graphics or Dedicated HD Graphics Card</p> <p><b>Memory:</b> 8GB DDR4 or higher RAM (8 GB) expandable up to 32 GB (at least 2 DIMM slots)</p> <p>Hard Disk Drive: 1 TB 7200 RPM SATA Hard Drive or higher</p> <p><b>Monitor:</b> 18.5" or higher LED Monitor with Non Touch Display Type</p> <p>Display Resolution: 1366 X 768 Pixel or Higher</p> <p><b>Keyboard &amp; Mouse:</b> OEM Keyboard &amp; OEM optical scroll mouse with USB interface</p>	<b>HP/DELL/LENOVO</b>

		<p><b>Audio:</b> Integrated HD Audio  Optical Drive: Integrated DVD RW  8X or above  Operating System: Pre-loaded  Industry-standard professional grade operating system.</p> <p><b>Antivirus:</b> Antivirus with  Antimalware and Internet security  with 5 years Subscription  Other pre-loaded software (open  source/ free) shall be Latest version  of Adobe Acrobat Reader, Flash  player, etc.  Warranty: 100% comprehensive  onsite warranty for five years.</p>	
3	<b>PRINTER-cum-SCANNER</b>	<p><b>General:</b> Printers shall be of latest laser technology with All-in-One (Print, Scan, Copy) functionality</p> <p><b>Printer Output:</b> Mono (Black)</p> <p><b>Paper size:</b> A4, Letter, Legal, Folio, Executive, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (4"x6")/(10x15cm), Photo 2L (5"x7")/(13x18 cm), Index card (5"x8")/(13x20 cm)</p> <p><b>Connectivity:</b> USB 2.0, Wi-Fi, Wi-Fi Direct,  Power source: 220-240 V AC 50/60 Hz</p> <p><b>Compatibility:</b> (32/64bit) All Operating System</p> <p><b>Pages per minute:</b> At least 25ppm (A4) or higher</p> <p><b>Printer memory:</b> shall be 512 MB or higher</p> <p><b>Print resolution:</b> Up to 1200 x 1200dpi  The printer shall have interface for USB port</p> <p><b>Scan Resolution:</b> Up to 1200dpi</p> <p><b>Input/output Tray capacity:</b> Minimum 100 sheets</p> <p><b>Warranty:</b> 100% comprehensive onsite warranty for five years.</p>	<b>EPSON/HP/KODAK /CANON</b>
4	<b>ADF SCANNER WITH FLATBED (Large Size Business)</b>	<p><b>Scanner Type:</b> ADF with Flatbed. Flatbed supports scanning of random pages in-between which cannot be scanned through ADF.</p> <p><b>Paper-Format:</b> A3, A4, A5, A6, Legal-size etc. Should have flexible support to scan A3 to A6 &amp; Legal-size papers. Additionally, other common paper-formats received at the department can also be scanned easily.</p> <p><b>Scanner Speed:</b> &gt;20 Pages Per Minute (PPM) or &gt;40 Images Per Minute (IPM)</p> <p><b>Scanning options:</b> Simplex &amp; Single-pass duplex (should allow scanning both-sides of a paper in one-go)</p> <p><b>Scanner Resolution:</b> Max resolution should be &gt;300 dpi (should facilitate scanning of greyed out &amp; torn pages with readable output).</p> <p><b>Scanner Output:</b> PDF (Should also allow "Searchable text" PDFs)</p> <p><b>Processor Speed:</b> 550 MHz or more</p> <p><b>Memory:</b> 512 MB or more</p> <p><b>Daily Duty Cycle:</b> 20000 Pages</p>	<b>EPSON/HP/KODAK /CANON</b>

5	ADF SCANNER (Small Size Business)	<p><b>Scanner Type:</b> Flatbed, ADF.</p> <p><b>Paper-Format:</b> A3, A4, A5, A6, Legal-size etc. Should have flexible support to scan A3 to A6 &amp; Legal-size papers. Additionally, other common paper-formats received at the department can also be scanned easily.</p> <p><b>Scanner Speed:</b> &gt;20 Pages Per Minute (PPM) or &gt;40 Images Per Minute (IPM)</p> <p><b>Scanning options:</b> Simplex &amp; Single-pass duplex (should allow scanning both-sides of a paper in one-go)</p> <p><b>Scanner Resolution:</b> Max resolution should be &gt;300 dpi (should facilitate scanning of greyed out &amp; torn pages with readable output).</p> <p><b>Scanner Output:</b> PDF (Should also allow "Searchable text" PDFs)</p> <p><b>Processor Speed:</b> 550 MHz or more</p> <p><b>Memory:</b> 512 MB or more</p> <p><b>Daily Duty Cycle:</b> More than 3000 Pages</p>	EPSON/HP/KODAK /CANON
6	UPS	<p><b>Line Interactive:</b> 1 KVA UPS</p> <p><b>Backup:</b> With 30 Minutes to 1 hour</p> <p><b>Power Ports and Capacity:</b> Should have minimum 4 output power ports with capacity 660 W/ 1KVA</p> <p><b>Nominal Output Voltage:</b> 230 V +/- 10%</p> <p><b>Efficiency at full load:</b> 80% or more</p> <p><b>Efficiency at half load:</b> 84% or more</p> <p><b>Output Frequency:</b> 50/60 Hz +/- 3 Hz user adjustable +/- 0.1</p>	Microtek/iBall
7	Antivirus	<p>Anti- Virus Software should have the following features/capabilities conforming to the specifications as given below:</p> <ol style="list-style-type: none"> <li>1. The Antivirus should have a single key to activate the Licenses in systems which includes few Windows based Servers, Computers and Laptops located on Multiple LANs, Standalone systems with different operating system. Enhanced Protection</li> <li>2. The Antivirus solution should provide enhanced antivirus protection for Computers, laptops &amp; servers of all the attacks originating from places inside/outside of the network due to virus and/or other malicious programming code and should give appropriate warning messages</li> <li>2. Anti-Virus Software must have the capability to clean, Quarantine or delete Viruses and should be able to detect new classes of viruses by normal virus definition update mechanisms</li> <li>3. The Antivirus Solution technology should include a behavioral based technology apart from providing the signatures for vulnerability add heuristic based approach. It should be able to score both good and bad behaviors of unknown applications, enhancing detection and reducing false positives without the need to create rule-based configurations to provide protection from unseen threats i.e. zero-day threats.</li> </ol>	Quick Heal/Norton/Syma ntec/McAfee



## Annexure-IV: Eligibility Criteria & Technical Specifications Checklist

### (a) Eligibility Criteria

Sl. No.	Eligibility Criteria	Document Proof	Compliance (Y/N)
1	The bidder should be registered under the companies' act, 2013 or should be a proprietorship firm or Limited Liability Partnership and should be in operation for a period of at least 3 years as on date of publication of this notice.	Copy of: a. Certificate of Incorporation/Shops & Commercial establishment Certificate/Any other relevant certificate to proof the year of establishment b. PAN card c. GST registration certificate	
2	Average annual turnover of the bidder during last three years shall be at least INR Thirty (30) lakhs.	CA Certificate for Turnover having UDIN along with Copy of Audited financial statements of last 3 years. (FY 17-18, FY 18-19 and FY 19-20)	
3	The bidder should have a registered office in Odisha	Certificate of establishment/incorporation	
4	Tender Document Fee	DD drawn from a schedule bank in favor of RSCL (Smart City Mission Grant Fund) payable at Rourkela	
5	EMD/Bid Security	Bid Security Declaration as per Annex VII	

### (b) Technical Specification Compliance

S.No.	Item	Minimum Specifications	Compliance	Deviations (If any)	Proposed Make and Model
		<b>Processor Make:</b> Minimum INTEL CORE i7 11 <sup>th</sup> Generation, AMD <b>Memory:</b> 8 GB RAM or more (expandable to 32 GB), 1 TB SSD <b>Monitor:</b> 15 INCH LED SCREEN, <b>Network:</b> LAN/WI-FI, <b>Operating System:</b> WINDOWS 10 PROFESSIONAL, <b>Graphics:</b> Integrated Graphics Card			

1	LAPTOP	<p><b>Optical Drive:</b> DVD/CD ROM Drive</p> <p><b>USB:</b> USB port 4+(out of which at least two are USB 3.0+)</p> <p><b>HDMI Port:</b> 1 VGA</p> <p><b>Network:</b> Gigabit Ethernet, WIFI and Bluetooth</p> <p><b>Headphone:</b> 1Headphone/microphone combo pack</p> <p><b>Speaker:</b> Integrated stereo speakers</p> <p><b>Web camera:</b> 720 p HD min</p> <p><b>Keyboard:</b> Click pad and full-size keyboard</p> <p><b>Display:</b> 13.2-14 inches</p> <p><b>Accessory:</b> Laptop Carry Bag</p>			
2	Computer	<p><b>Processor Make:</b> Minimum Intel CORE i7 11th Generation processor/equivalent AMD processor with minimum 4 core, 3 GHz base frequency or higher and 6 MB Cache or higher</p> <p><b>Chipset:</b> Q series Chipset Motherboard or Equivalent Commercial Chipset Motherboard/Intel H or B Series/AMD B or Pro Series</p> <p><b>Expansion Slots (PCIe*1) Number:</b> 1</p> <p><b>Graphics:</b> Integrated HD Graphics or Dedicated HD Graphics Card</p> <p><b>Memory:</b> 8GB DDR4 or higher RAM (8 GB) expandable up to 32 GB (at least 2 DIMM slots)</p> <p><b>Hard Disk Drive:</b> 1 TB 7200 RPM SATA Hard Drive or higher</p> <p><b>Monitor:</b> 18.5" or higher LED Monitor with Non Touch Display Type</p> <p><b>Display Resolution:</b> 1366 X 768 Pixel or Higher</p> <p><b>Keyboard &amp; Mouse:</b> OEM Keyboard &amp; OEM optical scroll mouse with USB interface</p> <p><b>Audio:</b> Integrated HD Audio</p> <p><b>Optical Drive:</b> Integrated DVD RW 8X or above</p> <p><b>Operating System:</b> Pre-</p>			

		<p>loaded Industry-standard professional-grade operating system.</p> <p><b>Antivirus:</b> Antivirus with Antimalware and Internet security with 5 years Subscription</p> <p>Other pre-loaded software (open source/ free) shall be Latest version of Adobe Acrobat Reader, Flash player, etc.</p> <p><b>Warranty:</b> 100% comprehensive onsite warranty for five years.</p>			
3	PRINTER-cum-SCANNER	<p><b>General:</b> Printers shall be of latest laser technology with All-in-One (Print, Scan, Copy) functionality</p> <p><b>Printer Output:</b> Mono (Black)</p> <p><b>Paper size:</b> A4, Letter, Legal, Folio, Executive, A6, Envelopes (C5, Com-10, DL, Monarch), Photo (4"x6")/(10x15cm), Photo 2L (5"x7")/(13x18 cm), Index card (5"x8")/(13x20 cm)</p> <p><b>Connectivity:</b> USB 2.0, Wi-Fi, Wi-Fi Direct, Power source: 220-240 V AC 50/60 Hz</p> <p><b>Compatibility:</b> (32/64bit) All Operating System</p> <p><b>Pages per minute:</b> At least 25ppm (A4) or higher</p> <p><b>Printer memory:</b> shall be 512 MB or higher</p> <p><b>Print resolution:</b> Up to 1200 x 1200dpi</p> <p>The printer shall have interface for USB port</p> <p><b>Scan Resolution:</b> Up to 1200dpi</p> <p><b>Input/output Tray capacity:</b> Minimum 100 sheets</p> <p><b>Warranty:</b> 100% comprehensive onsite warranty for five years.</p>			
		<p><b>Scanner Type:</b> ADF with Flatbed. Flatbed supports</p>			

4	<b>ADF SCANNER WITH FLATBED (Large Size Business)</b>	<p>scanning of random pages in-between which cannot be scanned through ADF.</p> <p><b>Paper-Format:</b> A3, A4, A5, A6, Legal-size etc. Should have flexible support to scan A3 to A6 &amp; Legal-size papers. Additionally, other common paper-formats received at the department can also be scanned easily.</p> <p><b>Scanner Speed:</b> &gt;20 Pages Per Minute (PPM) or &gt;40 Images Per Minute (IPM)</p> <p><b>Scanning options:</b> Simplex &amp; Single-pass duplex (should allow scanning both-sides of a paper in one-go)</p> <p><b>Scanner Resolution:</b> Max resolution should be &gt;300 dpi (should facilitate scanning of greyed out &amp; torn pages with readable output).</p> <p><b>Scanner Output:</b> PDF (Should also allow "Searchable text" PDFs)</p> <p><b>Processor Speed:</b> 550 MHz or more</p> <p><b>Memory:</b> 512 MB or more</p> <p><b>Daily Duty Cycle:</b> 20000 Pages</p>			
5	<b>ADF SCANNER (Small Size Business)</b>	<p><b>Scanner Type:</b> Flatbed, ADF.</p> <p><b>Paper-Format:</b> A3, A4, A5, A6, Legal-size etc. Should have flexible support to scan A3 to A6 &amp; Legal-size papers. Additionally, other common paper-formats received at the department can also be scanned easily.</p> <p><b>Scanner Speed:</b> &gt;20 Pages Per Minute (PPM) or &gt;40 Images Per Minute (IPM)</p> <p><b>Scanning options:</b> Simplex &amp; Single-pass duplex (should allow scanning both-sides of a paper in one-go)</p> <p><b>Scanner Resolution:</b> Max resolution should be &gt;300 dpi (should facilitate scanning of greyed out &amp; torn pages with readable output).</p> <p><b>Scanner Output:</b> PDF</p>			

		(Should also allow "Searchable text" PDFs) <b>Processor Speed:</b> 550 MHz or more <b>Memory:</b> 512 MB or more <b>Daily Duty Cycle:</b> More than 3000 Pages			
<b>6</b>	<b>UPS</b>	<b>Line Interactive:</b> 1 KVA UPS <b>Backup:</b> With 30 Minutes to 1 hour <b>Power Ports and Capacity:</b> Should have minimum 4 output power ports with capacity 660 W/ 1KVA <b>Nominal Output Voltage:</b> 230 V +/- 10% <b>Efficiency at full load:</b> 80% or more <b>Efficiency at half load:</b> 84% or more <b>Output Frequency:</b> 50/60 Hz +/- 3 Hz user adjustable +/- 0.1			

**Annexure V: Financial Bid Format**

<b>S.No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Per Unit Rate (INR)</b>	<b>GST Rate (%)</b>	<b>Total Amount including GST (INR)</b>
<b>1</b>	<b>Hardware</b>	Computer – Core i7 (e-Office)	5			
		Laptop	4			
		Multifunctional Printer-cum-scanner	9			
		ADF Scanner with Flatbed (Large Size Business)	1			
		ADF Scanner with Flatbed (Small Size Business)	1			
		UPS	7			
<b>2</b>	<b>Software</b>	Antivirus – 3 years	9			
		Operating System –	9			

		Windows 10 (Professional) (If OS comes with pre- loaded then it will not be procured)				
<b>3</b>	<b>Services</b>	Installation of Computer H/W, S/W, Peripherals.	Lot			
<b>Grand Total</b>						
<b>Financial Bid Only Submitted in Excel Format 'BOQ' in online mode.</b>						

## **Annexure VI: Cover Letter**

To  
CEO  
Rourkela Smart City Limited,  
Uditnagar,  
Rourkela.

Dated:

### **Sub: Supply, Installation, Commissioning of Computers and Peripherals in RMC**

Dear Sir,

With reference to your tender dated DD MM YYYY, we, having examined the tender document and understood its contents, hereby submit our offer for the aforesaid Project.

- 1 The Bid is unconditional qualifies as per the technical & financial criteria set forth by the RSCL in tender documents and subsequent amendments thereto.
- 2 All information provided in the Bid Document and in the Schedules is true and correct and all documents accompanying Bid Document are true copies of their respective originals.
- 3 We shall make available to RSCL any additional information it may find necessary or require to supplement or authenticate the Bid Document.
- 4 We acknowledge the right of RSCL to reject our Bid Document without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 5 We certify that in the last 5 (Five) years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach / black listed on our part.
- 6 We understand that you may cancel the Bid Process at any time and that you are neither bound to accept Bid Document that you may receive without incurring any liability to the Applicants.
- 7 We believe that we satisfy the Conditions of Eligibility and meet the requirements as specified in the tender document and are qualified to submit Bid Document in accordance with the provisions of the tender.
- 8 We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 9 We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- 10 We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

- 11 We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate RSCL of the same immediately.
- 12 We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by RSCL in connection with Bid Process, in respect of the above-mentioned Assignment and the terms and implementation thereof.
- 13 We have studied all the document carefully and also surveyed the Project site. We understand that, we shall have no claim, right or title arising out of any documents or information provided to us by RSCL or in respect of any matter arising out of or concerning or relating to the Bid Process including the award of Assignment.
- 14 We agree and understand that the tender is subject to the provisions of the tender document. In no case, we shall have any claim or right of whatsoever nature if we are not selected or our Bid is not opened.
- 15 We agree to keep this offer valid for 90 days from the Bid Document Due Date specified in the tender.
- 16 We agree and undertake to abide by all the terms and conditions of the Bid Document.
- 17 In witness thereof, we submit this Bid Document under and in accordance with the terms of the tender.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory)

Name of the Company and Seal:



## Form of Bid Security Declaration

(Refer DTCN Clause 20)  
Letter head of the Bid –  
Date  
Bid No.

To  
(Insert complete name and address of the Authority/Employer/Tender Inviting Authority)

We, the undersigned declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

2. We accept that the Authority/Employer/Tender Inviting Authority shall cancel our empanelment and / or suspend/prohibit/debar/blacklist from participating in bidding in any contract of the State for a minimum period of 180 days, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) Have withdrawn our Bid prior to the expiry date of the bid validity specified in the letter of Bid or any extended date provided by us; or

(b) Having been notified of the acceptance of our Bid by the Employer prior to the expiry date the bid validity in the Letter of Bid or any extended date provided by us,

(i) Failure of use to furnish the Performance Security and Additional Performance Security, if required in accordance ITB/Terms of the Bid Document, or

(ii) Fail to agree to the decisions of the contract negotiation meeting or

(iii) Failure refuse to execute the Contract.

3. We understand this Bid Security Declaration shall expire, if we are not the successful

Bidder, upon the earlier of your notification of the name of the successful Bider through award of contract; or (ii) after the expiry date of the Bid validity.

Name of the Bidder \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_

• In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

• Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid.

For \_\_\_\_\_ [Name of the bidder].

(Signature, name and designation of the Authorised Signatory)

(Official Seal)

Date: