



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

UDITNAGAR, ROURKELA, ODISHA-769012

E-mail ID: rourkelamunicipality@gmail.com

Notice No. 6775

Date. 28/05/22

Quotation Call Notice

Sealed quotations are invited from the interested Suppliers/ Distributors/ Dealers for supply of items as per the specification given below. The detailed quotation paper along with terms & conditions can be downloaded from the RMC website (www.rmc.nic.in). The Bid format (Annexure-I) of Quotation completed in all respect must be sealed cover super scribed as "Quotation for Supply of Desktop Computer, UPS & Printer" addressed to the Commissioner, Rourkela Municipal Corporation, Rourkela-769012 should reach by Regd. Post/ Speed Post/ Courier/ or by Hand on or before 09.06.2022 by 11.00 AM and shall be opened on the same day at 1.00 PM in the presence of the Bidders or their authorized representatives who wish to attend.

The undersigned reserves the right to accept or modify or reject any or all the Bid(s) without assigning any reason thereof.

1. Specification of the Items:

Sl. No	Description of the Item	Specification	Brand	Quantity
1	Desktop Computer	<ul style="list-style-type: none"> Intel processor Core i5 10th Gen Processor 8 GB DDR4 RAM 1 TB & 250 GB SSD 5400 rpm eSATA Hard Disk 20" TFT Monitor On Board Graphics DVD R/W Window 10 PRO OS 	HP/ DELL/ LENOVO	1
2	Computer Printer	Print, Scan & Copy from a single compile device <ul style="list-style-type: none"> Printer Type- LaserJet 14 PPM- Print & Copy HP 12A Black Original LaserJet Toner Cartridge & compatible with 12A Toner Page Yield- 1500 pages Print Resolution- Up to 600 X 600 DPI 	HP	1
3	UPS	<ul style="list-style-type: none"> Input- 208V/ 120 V Output- 220 V Operating Frequency- 50/ 60 Hz Back-up- 30 Minutes 	APC/ V-GUARD	1
4	Laser Jet Toner Cartridge	<ul style="list-style-type: none"> HP 77A (CF277A) Black Original LaserJet Toner Cartridge 	HP	1

2. Bid Price:

- The Transportation & Installation charges are also to be included in the Bid price.
- The Bid price should be excluded of GST and included of other taxes, duties and other levies payable by the dealer under the contract.
- The rates quoted by the Bidder shall be valid for one year and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.

Terms & Conditions:

- Each Bidder shall submit only one Tender as per the enclosed Bid Format.
- The Bidders are required to submit Paper Cost of Rs.2240/- (Non-refundable) and an earnest money deposit (EMD) of Rs.5000/- in shape of Demand Draft in favour of the "Commissioner, Rourkela Municipal Corporation, Rourkela" payable at Rourkela. Bid submitted without Paper Cost & EMD shall not be accepted. The EMD will be forfeited, if a Bidder withdraws its Bid during the validity period of the Bid or fails to perform the contractual obligations as per the purchase order. The EMD amount of the unsuccessful Bidder will be refunded after completion of Tender process.

iii. **Validity of Quotation:** Bid shall be valid for a period of not less than 60 days after the deadline date specified for submission of Tender.

3. The Bidders to fill the specified format (Annexure-I) and submit their bid in all respect through a sealed cover super scribing "**Quotation for Supply of Desktop Computer, UPS & Printer**" as per instruction mentioned in the Tender document.

4. Bids received late and incomplete will not be considered.

5. Award of Work:

- I. The purchaser will award of work to the Bidder(s) whose Bid has been determined to be substantially responsive and who has offered reputed make / model with lowest bid price.
- II. The bidder whose bid is accepted will be notified of the award by the Purchaser prior to expiration of the Tender validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- III. Payment shall be made after delivery and installation of the goods on submission of the bills/ vouchers.
- IV. 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.
- V. Any legal dispute arising out of this is subject to Rourkela jurisdiction only.
- VI. Notwithstanding the above, the undersigned reserves the right to accept, modify or reject any/ all Tenders and to cancel the bidding process and reject all bids at any time prior to the issue of work order.
- VII. The 1st Lower Bidder cannot claim to supply, as the above items will be purchased as per specification and requirement.

Memo No. 6776

Copy to Notice Board, RMC/ MIS, RMC for information and request to display the notice for wide publicity.

Date: 25/05/22

Commissioner
Rourkela Municipal Corporation

Memo No. 6777

Copy to ADM's Office/Sub-Collector Office/Tahasildar Office, Rourkela for information & requested for publication of the notice in their respective notice boards.

Date 25/05/22

Commissioner
Rourkela Municipal Corporation

Commissioner
Rourkela Municipal Corporation

Bid Format for "Supply of Desktop Computer, UPS & Printer"

1. Name & Address of the Supplier/ Firm/Agency:
2. Contact Number & Email ID of Supplier/ Firm/Agency:
3. GST Registration No. of the Supplier/ Firm/Agency:
(Copy to be attached)
4. PAN No. of the Supplier/ Firm/Agency:
(Copy to be attached)
5. Authorized Suppliers/ Dealers/ Agency Certificate:
(Copy to be attached)
6. Paper Cost Rs. _____/- with DD No. _____ date _____
7. EMD Deposited in Rs. _____ with DD No. _____ date _____

Sl.No	Description of the Item	Specification	Rate Offered per Unit (in Rs.)
1	Desktop Computer (01 No.)	Make/ Model:	
		Warranty Period:	
		Specification:	
		Rupees (in Words)	
2	Computer Printer (01 No.)	Make/ Model:	
		Warranty Period:	
		Specification:	
		Rupees (in Words)	
3	UPS (01 No.)	Make/ Model:	
		Warranty Period:	
		Specification:	
		Rupees (in Words)	
3	Laser Jet Toner Cartridge (01 No.)	Make/ Model:	
		Warranty Period:	
		Specification:	
		Rupees (in Words)	
Grand Total (In Figure)			
Grand Total (In Words)			

The quoted rate is excluding of GST and including of Transportation, Delivery, Installation and Commissioning.

Full Signature of Bidder with Seal

Date: