



OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Sundargarh, Pin-769012

Tele. – 0661 – 2500388, e-mail ID:

rourkelamunicipality@gmail.com

No 11521

Date 24/09/2024

TENDER CALL NOTICE

Sealed Tenders are invited from Authorized Supplier/Firm/Agency for supply of 1nos. of **HP LASER JET PRINTER (MFP M72630)** machine to Rourkela Municipal Corporation. The rates will be valid for one year.

The details of the tender papers/Technical specifications along with term and conditions etc. may be seen from the Website of Rourkela Municipal Corporation i.e. www.rmc.nic.in.

The tender papers to be sent through Speed Post/Registered post/Courier or may be deposited in Tender Box in the Address of **Municipal Commissioner, Rourkela Municipal Corporation, Udit Nagar, Rourkela, pin-769012**, so that it shall be received by this office on or before 1.00 PM on 05/10/2024. THE TENDERS RECEIVED BEYOND THE PRESCRIBED TIME AND DATE SHALL BE SUMMARILY REJECTED. The tender will be opened in RMC on the same day at 4.00 PM in presence of the bidder or their authorized representatives who ever present. The undersigned reserves the right to accept or reject any of quotations or negotiate with more than one agency without assigning any reason thereof.


Commissioner

Rourkela Municipal Corporation

Memo No. 11522 Date. 24/09/2024

Copy to Office Notice Board, Rourkela Municipal Corporation/MIS for wide publish.


Commissioner

Rourkela Municipal Corporation

Memo No. 11523 Date. 24/09/2024

Copy to Director, I&PR, Govt of Odisha, Bhubaneswar for information and request to publish the copy of above mentioned notice in two Odiya daily Newspapers on dt. 25/09/2024. The font size should be 8 points and rate should be as per I & PR.


Commissioner

Rourkela Municipal Corporation

SCOPE OF WORK

Supply of 1no. of HP Laser Jet Printer(MFP M72630) xerox machine to RMC for management of day-to-day Office work

Terms & Condition

Tender for "Supply of 1nos. of HP LASER JET PRINTER (MFP M72630) Xerox machine Rourkela Municipal Corporation for Day to day Office work"

1. The Bidder should have valid PAN Number and GST Number.
2. The Bidder should be an authorized Dealer/Supplier/Distributor.
3. Each Bidder shall submit only one Quotation as per the enclosed Bid Format .
4. The Bidders are required to submit paper cost of Rs.500/-(non-refundable) in shape of Demand Draft separately in favor of the "**Commissioner, Rourkela Municipal Corporation, Rourkela**". Payable at Rourkela. Bid submitted without paper Cost shall not be accepted.
5. **EMD of Rs.5,000/-** (Rupees Five Thousand) only must be submitted along with the bid in shape of DD from any nationalized/scheduled bank in favor of Municipal Commissioner, Rourkela Municipal Corporation payable at Rourkela.
6. The quoted rate should be inclusive of all taxes.
7. On the Envelope, it is required to write **Tender for "Supply of 1no. of HP LASER JET PRINTER (MFP M72630) Xerox machine to Rourkela Municipal Corporation for day-to-day Office work**.
8. The payment will be made to the bidder are subject to deduction of tax as per the Government Rule from time to time.
9. Warranty: Not Less than 24 months on-site replacement warranty from the date of supply against any manufacturing defects.
10. Replacement under warranty clause shall be made by the vendor free on all charges at site including cost of work and other incidental charges.
11. Time Limit : The items should be delivered within 07 days from the date of issue of the purchase order.
12. Payment: 100% payment shall be made within 15 days on the purchase order after successful delivery and on submission of Bills/Vouchers.
13. The accepting authority reserve absolute right to reject any Quotation in full or in part or all quotation received; if no party is found suitable as per the requirement.
14. The authority reserves the right to accept any Quotation, and to cancel/abort the tender process and reject all tenders at any time prior to award or contract, without thereby incurring any liability to the Bidder, or any obligation to inform the affected agency without assigning any reason thereof.

15. Incomplete offers will not be considered and will be rejected.
16. Under no circumstances shall be successful firm appoint any sub-contractor or sub-lease the contract.
17. In case the contractor fails to cope with the workload or does not supply quality goods or dishonors the contract in any way the contract awarded shall be liable for outright cancellations/terminations summarily, without assigning any reason thereof and the security deposit and payment due to the firm, if any, shall also be forfeited.
18. The Earnest Money shall be refunded to the unsuccessful bidder.
19. If it is found that the tenderer has violated these conditions, the contract will be terminated forthwith without any notice.



Commissioner
Rourkela Municipal Corporation

ANNEXURE-II

ELIGIBILITY CRITERIA

The Tenderers shall furnish the following documents attached with tender papers for technical bid failing which the tender will be rejected summarily.

1. Cost of Tender Paper i.e. Rs.500/-in shape of DD
2. EMD of Rs.5,000/- (Rupees five Thousand) only must be submitted along with the bid in shape of DD from any nationalized/scheduled bank in favor of Municipal Commissioner, Rourkela Municipal Corporation payable at Rourkela.
3. Authorization letter in support of dealership/Registration certificate.
4. Self-attested copy of PAN Card.
5. Attested copy of latest IT return by the Agency.
6. Attested copy of GST Registration Certificate.

ANNEXURE-III

TECHNICAL BID

PROFORMA FOR SUBMISSION OF TECHNICAL BID FOR SUPPLY 1NO. OF HP LASER JET PRINTER (MFP M72630) MACHINE TO RMC FOR MANAGEMENT OF DAY TO DAY OFFICE WORK

SL NO	Description	
1	Name & Address of the firm/Agency and E-Mail address	
2	Details of EMD	DD No _____ Date _____ of RS _____ drawn on Bank _____
3	Tender Paper cost in the Name of Commissioner, Rourkela Municipal Corporation from any nationalized Bank.	DD No _____ Date _____ of RS _____ drawn on Bank _____
4	Updated ITR	
5	GST Number	
6	PAN Number	
7	Trade License	
8	Self -Declaration stating that the firm has not been black listed from any Govt/Ministry/PSU organization.	

Note:- All Documentary proofs to be enclosed for above items.

Name and Signature of the Tenderer with the Seal

TENDER DOCUMENT

Award of contract for Supply of 1nos. of **HP LASER JET PRINTER (MFP M72630)** machine to RMC for management of day-to-day Office work

Last Date and time for submission of tender document	Upto <u>1.00</u> PM on <u>05/10/2024</u>
Date and time for opening of Tender document	At <u>4.00</u> PM on <u>05/10/2024</u>

Content of Tender Document

Sl No	Description of contents	
01	Tender Notice	
02	Scope of Work and Term and Condition	ANNEXURE-I
03	Eligibility Criteria	ANNEXURE-II
04	Technical Bid	ANNEXURE-III
05	Financial Bid	ANNEXURE-IV
06	Tender Acceptance Letter	ANNEXURE-V

ANNEXURE-IV

FINANCIAL BID

PROFORMA FOR SUBMISSION OF FINANCIAL BID FOR SUPPLY OF 1 NOS. OF HP LASER JET PRINTER (MFP M72630) MACHINE TO ROURKELA MUNICIPAL CORPORATION.

SL NO	ITEMS	UNIT	AMOUNT NUMBER	IN	AMOUNT WORD	IN
1	HP LASER JET PRINTER (MFP M72630)	1				

Name and Signature of the Tenderer with the Seal

ANNEXURE-V

TENDER ACCEPTANCE LETTER

To

The Commissioner,
Rourkela Municipal Corporation
Rourkela

Sub:- Acceptance of terms and Conditions of Tender **“Supply of 1nos. of HP LASER JET PRINTER(MFP M72630) MACHINE Xerox machine to Rourkela Municipal Corporation for Day to Day Office work”**

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned Tender/Work from the website: www.rmc.nic.in as per your advertisement.
2. I/we hereby certify that I/We have read the entire terms and conditions of the tender document including all documents like Annexures and I/We shall abide hereby by the terms/conditions/clauses obtained therein.
3. I/We hereby unconditionally accept the Tender conditions of above mentioned Tender.
4. In case any provisions of this tender are found violated, then your department/organizations shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit absolutely.

Yours faithfully

Name and Signature of the Tenderer with the Seal