



# OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Sundargarh, Pin-769012

Tele. – 0661 – 2500388, e-mail ID: rourkelamunicipality@gmail.com

No 2625

Date 18/02/2025

## TENDER CALL NOTICE

Sealed Tenders are invited from intending Supplier/Firm/Agency/Stockiest for supply and maintenance of Computer Spare Parts and Computer accessories to Rourkela Municipal Corporation. The rates will be valid for one year and procurement will be made in phased manner during the year from time to time as per the requirement.

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](http://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 06/03/2025. 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. 2626 Date. 18/02/2025

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

Commissioner

Rourkela Municipal Corporation

Memo No. 2627 Date. 18/02/2025

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. 19/02/2025. The font size should be 8 points and rate should be as per I & PR.

Commissioner

Rourkela Municipal Corporation

## **SCOPE OF WORK**

Supply of Computer spare parts and Computer Accessories to RMC for management of Office work

### **Terms & Condition**

#### **Tender for "Supply and maintenance of Computer Spare parts and Computer Accessories to 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 in Annexure-II.
4. The Bidders are required to submit paper cost of Rs.10000/- (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.25,000/-** (Rupees Twenty-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 and maintenance of Computer Spare parts and Computer Accessories to Rourkela Municipal Corporation for 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. 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.
13. 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.
14. Incomplete offers will not be considered and will be rejected.
15. Under no circumstances shall be successful firm appoint any sub-contractor or sub-lease the contract.

16. 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.
17. The Earnest Money shall be refunded to the unsuccessful bidder.
18. 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.10000/-in shape of DD
2. EMD of Rs.25000/- (Rupees Twenty-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 & MAINTENANCE OF COMPUTER SPARE PARTS AND COMPUTER ACCESSORIES TO RMC FOR MANAGEMENT OF 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	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 Call Notice No. \_\_\_\_\_ Date: \_\_\_\_\_

Paper Issued To \_\_\_\_\_ DD No. \_\_\_\_\_, Date: \_\_\_\_\_

Sl No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
<b>DESKTOP ITEMS</b>					
1	New Desktop (Core i3) HP-Set	Set			
2	New Desktop (Core i5) HP-Set	Set			
3	20" Monitor (HP/ Dell/ Samsung/ Lenovo)	Pcs			
4	22" Monitor (HP/ Dell/ Samsung/ Lenovo)	Pcs			
5	Key Board (HP, Dell, Logitech)	Pcs			
6	Mouse (HP, Dell, Logitech)	Pcs			
7	UPS (Single Battery) (V-Guard, Microtek, Luminus)	Pcs			
8	UPS (Double Battery) (V-Guard, Microtek, Luminus)	Pcs			
9	DVD-RW	Pcs			
10	SMPS	Pcs			
11	SMPS (HP Desktop)	Pcs			

Sl No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
12	HDD 512 GB	Pcs			
13	HDD 1TB	Pcs			
14	SSD 256 GB	Pcs			
15	SSD 512 GB	Pcs			
16	SSD 1 TB	Pcs			
17	RAM 2 GB	Pcs			
18	RAM 4 GB	Pcs			
19	RAM 8 GB	Pcs			
20	Mother Board 845	Pcs			
21	Mother Board G 31	Pcs			
22	Mother Board G 41	Pcs			
23	Mother Board H 61	Pcs			
24	Mother Board HP-Z590	Pcs			
25	Mother Board (HP Desktop)	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
26	Mother Board (DELL Desktop)	Pcs			
27	Intel Processor P-4	Pcs			
28	Intel Processor Dual Core	Pcs			
29	Intel Processor Core 2 Due	Pcs			
30	Intel Processor Celeron	Pcs			
31	Intel Processor Core i3	Pcs			
32	Intel Processor Core i5	Pcs			
33	UPS Battery (12v)	Pcs			
34	New CPU (i3/ i5/ i7)	Pcs			
35	CMOS Battery	Pcs			
36	Monitor LCD Pannel	Pcs			
37	Repairing of Monitor	Pcs			
38	LAN Card	Pcs			
39	Power Cable (Monitor/ CPU/ Printer)	Pcs			



SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
40	Desktop VGA Cable	Pcs			
41	Desktop HDMI Cable	Pcs			
13	Formatting & Installation of Software	Pcs			
14	Computer Repairing/ Servicing Charges	Pcs			
<b>LAPTOP ITEMS</b>					
1	New Laptop (Core i3) HP/ DELL	Set			
2	New Laptop (Core i5) HP/ DELL	Set			
3	Laptop Mother Board (New)	Pcs			
4	Repairing of Laptop Mother Board	Pcs			
5	Laptop Battery	Pcs			
6	Laptop Screen	Pcs			
7	Laptop Adoptor	Pcs			
8	Laptop RAM (2GB/ 4GB/ 8GB)	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
<b>PRINTER &amp; SCANNER ITEMS</b>					
1	Printer HP-LaserJet-1020 (New)	Pcs			
2	Printer cum Scanner HP LaserJet M-1005 (New)	Pcs			
3	Printer cum Scanner HP LaserJet Pro MFP M329dw (New)	Pcs			
4	EPSON L8180 A3 Color Printer New	Pcs			
5	Printer HP-LaserJet-1136 (New)	Pcs			
6	HP Toner 12 A (New)	Pcs			
7	HP Toner 77 A (New)	Pcs			
8	HP Toner 88 A (New)	Pcs			
9	HP Toner 3B 78 A (New)	Pcs			
10	HP Toner 15A (New)	Pcs			
11	HP 104A Cartridge (New)	Pcs			
12	HP 1555 Cartridge (New)	Pcs			
13	Samsung Toner 2850 A (New)	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
14	HP Toner 1005 (New)	Pcs			
15	HP Toner A-35 (New)	Pcs			
16	HP 78A New Toner Cartridge (New)	Pcs			
17	HP 304A Colour Cartridge Set (Yellow, Cyan, Magenta, Black)	Set			
18	HP Color Cartridge Set CE742A (Yellow, Cyan, Magenta, Black)	Set			
19	EPSON L8180 A3 Color Printer Ink (Black, Cyan, Magenta, Yellow, Grey, PBlack)	Set			
20	HP Color Toner (New) (CE403A, CE401A, CE400A, CE402A, CC532A, CC533A, CC531A, CC530A)	Pcs			
21	HP Toner 12-A Drum	Pcs			
22	HP Toner 12-A Roller	Pcs			
23	HP Toner 12-A (Refilling)	Pcs			
24	HP Toner 77 A (Refilling)	Pcs			
25	HP Toner 77 A Drum	Pcs			
26	HP Toner 77 A Roller	Pcs			
27	HP Toner 88-A (Refilling)	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
28	HP Toner 88-A Drum	Pcs			
29	HP Toner 88-A Roller	Pcs			
30	HP Toner A-35 (Refilling)	Pcs			
31	HPToner 3B 78 A (Refilling)	Pcs			
32	HPToner 15A (Refilling)	Pcs			
33	Samsung Toner (Refilling)	Pcs			
34	Samsung Toner 2850A (Refilling)	Pcs			
35	HP 104A Refilling	Pcs			
36	Printer HP M1005 Drum	Pcs			
37	Printer HP M1005 Roller	Pcs			
38	Printer HP M1005 Logic Card	Pcs			
39	Printer HP M1005 Power Supply Card	Pcs			
40	Printer HP M1005 Scanner Unit	Pcs			
41	Printer HP M1005 Fuser Unit	Pcs			

Sl No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
42	Printer HP M1020 Drum	Pcs			
43	Printer HP M1020 Roller	Pcs			
44	Printer HP M1020 Logic Card	Pcs			
45	Printer HP M1020 Power Supply Card	Pcs			
46	Printer HP M1020 Fuser Unit	Pcs			
47	Printer HP P1007 Drum	Pcs			
48	Printer HP P1007 Roller	Pcs			
49	Printer HP P1007 Power Supply Card	Pcs			
50	Printer HP P1007 Logic Card	Pcs			
51	Printer HP P1007 Fuser Unit	Pcs			
52	Printer HP M1136 Logic Card	Pcs			
53	Printer HP M1136 Power Supply Card	Pcs			
54	Printer HP M1136 Scanner Unit	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
55	Printer HP M1136 Fuser Unit	Pcs			
56	Printer Power Supply	Pcs			
57	Repairing of Printer (Labour Charges)	Pcs			
58	Repairing of Printer Mother Board	Pcs			
59	Cost of Printer RAM	Pcs			
60	Cost of Printer Roller	Pcs			
61	Cost of Printer Drum	Pcs			
62	Scanner (HP)	Pcs			
63	Printer USB Cable	Pcs			
64	Cartridge Refilling Charge	Pcs			
65	Printer Repairing/ Servicing Charge	Pcs			
66	Color Printer Repairing/ Servicing Charge	Pcs			

SI No.	Specification of item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
<b>XEROX MACHINE ITEMS</b>					
1	NPG-28 Toner Cartridge (Cannon IR-2422)	Pcs			
2	NPG-28 Drum Unit (Cannon IR-2422)	Pcs			
3	NPG-28 Fuser Film Unit (Cannon IR-2422)	Pcs			
4	Bypass Gear (Cannon IR-2422)	Pcs			
5	NPG-57 Toner Cartridge (Cannon IR-4225)	Pcs			
6	NPG-57 Drum Cartridge (Cannon IR-4225)	Pcs			
7	NPG-57 Fuser Film Unit (Cannon IR-4225)	Pcs			
8	Bypass Gear(Cannon IR-4225)	Pcs			
9	Xerox Machine Repairing/ Servicing Charge	Pcs			
<b>NETWORKING ITEMS</b>					
1	8 Port Gigabit Switch	Pcs			
2	24 Port Gigabit Switch	Pcs			
3	Wireless Router D-Link/ TP-Link	Pcs			
4	RJ 45 LAN wire per mtr.	Mtr.			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
5	RJ 45 Connector	Pcs			
6	1mtr. Patch Cable	Pcs			
7	2mtr. Patch Cable	Pcs			
8	5mtr. Patch Cable	Pcs			
9	Network Repairing/ Servicing Charge	Pcs			
<b>MISCELENEOUS ITEMS</b>					
1	Anti Virus QH Total Security (Single User)	Pkt			
2	Anti Virus QH Total Security (Three User)	Pkt			
3	Anti Virus QH Total Security (Ten User)	Pkt			
4	External Hard Disc 500 GB	Pcs			
5	External Hard Disc 1 TB	Pcs			
6	Pen Drive 32 GB	Pcs			
7	Pen Drive 64 GB	Pcs			
8	Pen Drive 128 GB	Pcs			



SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
9	Wifi Receiver (300 mbps)	Pcs			
10	HDMI Cable (1.5 Mtr.)	Pcs			
11	HDMI Cable (10 Mtr.)	Pcs			
12	HDMI Cable (15 Mtr.)	Pcs			
13	HDMI Splitter (8 Port)	Pcs			

No. of Correction in Figure

No. of Correction in Words

No. of Overwriting in Figure

No. of Overwriting in Words

Certificate Enclosed:

Municipal Commissioner  
Rourkela Municipal Corporation

Signature of Tenderer  
Date: \_\_\_\_\_

## TENDER DOCUMENT

Award of contract for Supply and Maintenance of Computer Spare parts and Accessories to Rourkela Municipal Corporation.

Last Date and time for submission of tender document	Upto <u>1.00</u> PM on <u>06/03/2025</u>
Date and time for opening of Tender document	At <u>4.00</u> PM on <u>06/03/2025</u>

### **Content of Tender Document**

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

**ANNEXURE-V**  
**TENDER ACCEPTANCE LETTER**

To

The Commissioner,  
Rourkela Municipal Corporation  
Rourkela

Sub:- Acceptance of terms and Conditions of Tender **“Supply and Maintenance of Computer Spare Parts and Accessories to Rourkela Municipal Corporation for 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](http://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