



# OFFICE OF THE ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Sundargarh, Pin-769012

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

No. 3700

Date 17/03/2025

## 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 25/03/2025. 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. 3701 Date. 17/03/2025

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

Commissioner

Rourkela Municipal Corporation

Memo No. 3702 Date. 17/03/2025

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. 18/03/2025. 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 Schedule for Computer Spare Parts and Accessories of Rourkela Municipal Corporation**

Tender Call Notice No. \_\_\_\_\_ Date: \_\_\_\_\_

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

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
<b>DESKTOP ITEMS</b>					
1	New Desktop HP-Set Ci3/ 12th Gen/ 8GB/ 512 SSD/ 21" Monitor/ UPS	Set			
2	New Desktop DELL-Set Ci3/ 12th Gen/ 8GB/ 512 SSD/ 21" Monitor/ UPS	Set			
3	New Desktop HP-Set Ci5/ 12th Gen/ 8GB/ 512 SSD/ 21" Monitor/ UPS	Set			
4	New Desktop DELL-Set Ci5/ 12th Gen/ 8GB/ 512 SSD/ 21" Monitor/ UPS	Set			
5	New Desktop HP-Set Ci7/ 12th Gen/ 8GB/ 512 SSD/ 21" Monitor/ UPS	Set			
6	New Desktop DELL-Set Ci7/ 12th Gen/ 8GB/ 512 SSD/ 21" Monitor/ UPS	Set			
7	20" Monitor (HP/ Dell/ Samsung/ Lenovo)	Pcs			
8	22" Monitor (HP/ Dell/ Samsung/ Lenovo)	Pcs			
9	Key Board (HP, Dell, Logitech)	Pcs			
10	Mouse (HP, Dell, Logitech)	Pcs			
11	Wireless Key Board (HP, Dell, Logitech)	Pcs			
12	Wireless Mouse (HP, Dell, Logitech)	Pcs			
13	UPS (Single Battery) (V-Guard, Microtek, Luminus)	Pcs			
14	UPS (Double Battery) (V-Guard, Microtek, Luminus)	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
15	DVD-RW	Pcs			
16	SMPS (Local)	Pcs			
17	SMPS (HP Desktop)	Pcs			
18	SMPS (DELL Desktop)				
19	HDD 512 GB (Seagate/ Samsung)	Pcs			
20	HDD 1TB (Seagate/ Samsung)	Pcs			
21	SSD 256 GB (Seagate/ Samsung)	Pcs			
22	SSD 512 GB (Seagate/ Samsung)	Pcs			
23	SSD 1 TB (Seagate/ Samsung)	Pcs			
24	RAM 2 GB	Pcs			
25	RAM 4 GB	Pcs			
26	RAM 8 GB	Pcs			
27	Mother Board 845	Pcs			
28	Mother Board G 31	Pcs			
29	Mother Board G 41	Pcs			
30	Mother Board H 61	Pcs			
31	Mother Board HP-Z590	Pcs			
32	Mother Board (HP Desktop) Ci3 - (10th Generation)	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
33	Mother Board (DELL Desktop) Ci3 - (10th Generation)	Pcs			
34	Intel Processor P4	Pcs			
35	Intel Processor Dual Core	Pcs			
36	Intel Processor Core 2 Due	Pcs			
37	Intel Processor Celeron	Pcs			
38	Intel Processor Core i3 (12th Generation)	Pcs			
39	Intel Processor Core i5 (12th Generation)	Pcs			
40	UPS Battery (12v)	Pcs			
41	New CPU (Ci3/ 12th Gen/ 8GB/ 512 SSD)	Set			
42	New CPU (Ci5/ 12th Gen/ 8GB/ 512 SSD)	Set			
43	New CPU (Ci7/ 12th Gen/ 8GB/ 512 SSD)	Set			
44	CMOS Battery	Pcs			
45	Monitor LCD Pannel 18"	Pcs			
46	Monitor LCD Pannel 20"	Pcs			
47	Monitor LCD Pannel 22"	Pcs			
48	Repairing of Monitor	Pcs			
49	LAN Card	Pcs			
50	Power Cable (Monitor/ CPU/ Printer)	Pcs			



SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
51	Desktop VGA Cable	Pcs			
52	Desktop HDMI Cable	Pcs			
53	Formatting & Installation of Software	Pcs			
54	Computer Repairing/ Servicing Charges	Pcs			
<b>LAPTOP ITEMS</b>					
1	New Laptop (HP) Ci3/ 12th Gen/ 8GB RAM/ 512 SSD/ 15.6" Display	Set			
2	New Laptop (HP) Ci5/ 12th Gen/ 8GB RAM/ 512 SSD/ 15.6" Display	Set			
3	New Laptop (HP) Ci7/ 12th Gen/ 8GB RAM/ 512 SSD/ 15.6" Display	Set			
4	New Laptop (DELL) Ci3/ 12th Gen/ 8GB RAM/ 512 SSD/ 15.6" Display	Set			
5	New Laptop (DELL) Ci5/ 12th Gen/ 8GB RAM/ 512 SSD/ 15.6" Display	Set			
6	New Laptop (DELL) Ci7/ 12th Gen/ 8GB RAM/ 512 SSD/ 15.6" Display	Set			
7	Laptop Mother Board (New)	Pcs			
8	2 GB RAM for Laptop	Pcs			
9	4 GB RAM for Laptop	Pcs			
10	8 GB RAM for Laptop	Pcs			
11	Laptop Screen 13"	Pcs			
12	Laptop Screen 15"	Pcs			
13	Laptop Screen 17"	Pcs			
14	Keyboard for 13" Laptop	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
15	Keyboard for 15" Laptop	Pcs			
16	Keyboard for 17" Laptop	Pcs			
17	Laptop Mousepad	Pcs			
18	Laptop Cooling Fan	Pcs			
19	Laptop CD/ DVD Drive	Pcs			
20	Laptop Wifi Card	Pcs			
21	Laptop Battery	Pcs			
22	Laptop Power Adoptor	Pcs			
23	Laptop Repairing/ Servicing Charge	Pcs			
<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	HP LaserJet Pro MFP M128fn Printer	Pcs			
5	Printer HP-LaserJet-1136 (New)	Pcs			
6	EPSON L8180 A3 Color Printer (New)	Pcs			
7	HP Color Laser MFP 178nw Printer	Pcs			
8	Cartridge 12 A (New) HP/ Copian	Pcs			
9	Cartridge 15 A (New) HP/ Copian	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
10	Cartridge 35 A (New) HP/ Copian	Pcs			
11	Cartridge 77 A (New) HP/ Copian	Pcs			
12	Cartridge 88 A (New) HP/ Copian	Pcs			
13	Cartridge 3B 78 A (New) HP/ Copian	Pcs			
14	HP 104A Cartridge (New)	Pcs			
15	HP CF-277A Cartridge (New)	Pcs			
16	HP 1555 Cartridge (New)	Pcs			
17	Samsung Tonner 2850 A (New)	Pcs			
18	HP 78A New Tonner Cartridge (New)	Pcs			
19	HP 304A Colour Catridge Set (Yellow, Cyan, Magenta, Black)	Set			
20	HP Color Catridge Set CE742A (Yellow, Cyan, Magenta, Black)	Set			
21	EPSON L8180 A3 Color Printer Ink (Black, Cyan, Megenta, Yellow, Grey, PBlack)	Set			
22	HP Color Tonner (New) (CE403A, CE401A, CE400A, CE402A, CC532A, CC533A, CC531A, CC530A)	Pcs			
23	HP Tonner 12A (Refilling)	Pcs			
24	HP Tonner 12A Drum (New)	Pcs			
25	HP Tonner 12A Roller (New)	Pcs			
26	HP Tonner 15A (Refilling)	Pcs			
27	HP Tonner 15A Drum (New)	Pcs			
28	HP Tonner 15A Roller (New)	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
29	HP Toner 35A (Refilling)	Pcs			
30	HP Toner 35A Drum (New)	Pcs			
31	HP Toner 35A Roller (New)	Pcs			
32	HPToner 77A (Refilling)	Pcs			
33	HP Toner 77A Drum (New)	Pcs			
34	HP Toner 77A Roller (New)	Pcs			
35	HP Toner 88A (Refilling)	Pcs			
36	HP Toner 88A Drum	Pcs			
37	HP Toner 88A Roller	Pcs			
38	HPToner 3B 78 A (Refilling)	Pcs			
39	Samsung Toner (Refilling)	Pcs			
40	Samsung Toner 2850A (Refilling)	Pcs			
41	HP 104A Refilling	Pcs			
42	Printer HP M1005 Logic Card	Pcs			
43	Printer HP M1005 Power Supply Card	Pcs			
44	Printer HP M1005 Scanner Unit	Pcs			
45	Printer HP M1005 Fuser Unit	Pcs			
46	Printer HP M1020 Drum	Pcs			
47	Printer HP M1020 Roller	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
48	Printer HP M1020 Logic Card	Pcs			
49	Printer HP M1020 Power Supply Card	Pcs			
50	Printer HP M1020 Fuser Unit	Pcs			
51	Printer HP P1007 Drum	Pcs			
52	Printer HP P1007 Roller	Pcs			
53	Printer HP P1007 Power Supply Card	Pcs			
54	Printer HP P1007 Logic Card	Pcs			
55	Printer HP P1007 Fuser Unit	Pcs			
56	Printer HP M1136 Logic Card	Pcs			
57	Printer HP M1136 Power Supply Card	Pcs			
58	Printer HP M1136 Scanner Unit	Pcs			
59	Printer HP M1136 Fuser Unit	Pcs			
60	Printer HP CF-277A Drum	Pcs			
61	Printer HP CF-277A Roller	Pcs			
62	Laser Jet Pro MFP M329dw Scanner Unit	Pcs			
63	Laser Jet Pro MFP M329dw Fuser Unit	Pcs			
64	Laser Jet Pro MFP M329dw Logic Card	Pcs			
65	Laser Jet Pro MFP M329dw Power Supply Card	Pcs			
66	Printer Power Cable	Pcs			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
67	Printer Data Cable	Pcs			
68	Repairing of Printer (Labour Charges)	Pcs			
69	Repairing of Printer Mother Board	Pcs			
70	Cost of Printer RAM	Pcs			
71	Scanner (HP)	Pcs			
72	Printer USB Cable	Pcs			
73	Cattridge Refilling Charge	Pcs			
74	Printer Repairing/ Servicing Charge	Pcs			
75	Color Printer Repairing/ Servicing Charge	Pcs			
<b>XEROX MACHINE ITEMS</b>					
1	NPG-28 Tonner 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 Tonner 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			

SI No.	Specification of Item as per requirement	Unit	Rate in Figure	Rate in Words	Remarks
<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.			
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, One Year)	Pkt			
2	Anti Virus QH Total Security (Three User, One Year)	Pkt			
3	Anti Virus QH Total Security (Ten User, One Year)	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:

Signature of Tenderer

Date:\_\_\_\_\_

Enclosed Cert.

1. GST Copy
2. PAN Copy
3. Trade License Copy
4. PAN Card Copy
5. Any Others.



**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

## 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>25/03/2025</u>
Date and time for opening of Tender document	At <u>4.00</u> PM on <u>25/03/2025</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