GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT
*****

No 1280 /HE
245/HE/WB/OHEPREE/2019-20

Dated: 02.06.2020

Sub: Request for Quotation for "Supply and installation of Six (06) Desktop Computers, Six (06) UPS and One (01) Laptop Computer" for official use of PMU, OHEPREE, Higher Education Department, 2nd Floor, Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar - 751022.

The "Request for Quotation" document includes the following sections;
- Instructions to Interested Firms (herein after to be referred as Firms)
- Annex A: Minimum Required Specifications
- Annex B: Format of Price Bid
- Annex C: Self Declaration for Not Black Listed

State Project Director, OHEPREE

Memo No. 1281 /HE

Dt. 02.06.2020

Copy to PS to Commissioner-cum-Secretary, Higher Education Department for kind information of the Commissioner-cum-Secretary.

State Project Director, OHEPREE

Memo No. 1282 /HE

Dt. 02.06.2020

Copy to Joint Secretary to Government, Higher Education Department with a request to display the same in the Higher Education Department's website for wide publicity.

State Project Director, OHEPREE

Memo No. 1283 /HE

Dt. 02.06.2020

Copy to Head-State Portal Group, Department of Electronics & Information Technology, Secretariat, Bhubaneswar, Government of Odisha

State Project Director, OHEPREE
GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT

RFQ No: OHEPEE/RFQ/02/2020-21
Dated: 02.06.2020

Request for Quotation

A) Instructions to Interested Firms

1. The undersigned invites sealed quotations in plain paper/letter pad from the firms located within State of Odisha, having valid GST registration for “Supply and installation of Six (06) Desktop Computers, Six (06) UPS and One (01) Laptop Computer” to the office of the State Project Director, PMU, OHEPEE, Higher Education Department at Pustak Bhawan (2nd floor), A-11, Suka Vihar, Bhubaneswar-751022 for official use of PMU OHEPEE.

2. The sealed quotation should reach the undersigned on or before 19.06.2020 by 01:00 PM (as per the specifications prescribed at Annex ‘A’) either through Speed Post/Registered Post/ Courier/In hand.

3. The quotation must contain the followings:
   - Valid GST registration number along with copy.
   - PAN card
   - Dealership or retail selling authorization certificate from the manufacturer
   - Not blacklisted by any Central/State/PSU agencies/World Bank (As per format prescribed at Annex ‘C’).  
   - Income Tax return records of last three financial year’s i.e FY 2016-17, 2017-18, 2018-19.
   - An Earnest money deposit (EMD) woth Rs 10,000/- (Rupees Ten Thousand Only) in form of Banker’s cheque in favor of “OHEPEE HIGHER EDUCATION DEPARTMENT” payable at Bhubaneswar, from any of the commercial bank.

4. All pages in the quotation paper should be legible and filled up clearly. No overwriting and/or cuttings are permissible.

5. The rates should be quoted as per “Format of Price Bid” prescribed at Annex ‘B’.

6. The price quoted & selected as L1 shall remain valid for a period of one year from date of issue of “Supply Order”.

7. The quotations will be opened on 19.06.2020 at 03:00 P.M at the above mentioned office address.
8. Firm quoting the lowest **Grand Total** in the Price Bid will be selected as L1. Item/Unit-wise total shall not be taken into consideration.

9. The L1 quotation will be communicated by the competent authority by issuing the "Supply Order".

10. All the materials must be delivered & installed within a maximum period of 10 days from issue of the "Supply Order".

11. Payment shall be made within 30 working days from the date of submission of invoice and invoice should be submitted after successful delivery and installation of all the equipments.

12. EMD except the L1 will be returned to the unsuccessful firms. The firms may collect their EMD by hand from PMU office on any working day in between 10:00 A.M to 05:30 P.M

13. EMD of L1 will be return after 60 days of submission of the invoice for payment.

14. The competent authority reserves the right to annul any/all of the quotations at any point of time without assigning any reason thereof.

15. Further the competent authority reserves the right to withdraw or relax or alter any of the terms & conditions as mentioned in the quotation call notice.

16. During scrutiny of the quotations, if it is found that any firm has submitted either false or fabricated paper(s)/document(s) then steps will be taken for blacklisting the same firm.

17. Any disputes shall be the jurisdiction of the Court at the place where the head quarter of the office is located.

18. For clarification(s) if any, the interested firms may contact in the following address;

   Procurement Consultant, OHEPEE
   Pustak Bhawan (2nd floor), A-11,
   Suka Vihar, Bhubaneswar-751022
   Phone No: 0674 – 2545484

   [Signature]

   Finance Officer, OHEPEE
   FINANCE OFFICER, OHEPEE
   HIGHER EDUCATION DEPARTMENT
## Minimum Required Specifications

### 1) Laptop Computer

<table>
<thead>
<tr>
<th>SI No.</th>
<th>COMPONENT</th>
<th>SPECIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Processor</td>
<td>Intel Core i3 (8th Generation)</td>
</tr>
<tr>
<td>2</td>
<td>Memory</td>
<td>4 GB (DDR 4)</td>
</tr>
<tr>
<td>3</td>
<td>Hard Disk Drive</td>
<td>1 TB SATA</td>
</tr>
<tr>
<td>4</td>
<td>Graphic Card</td>
<td>Intel HD Graphics</td>
</tr>
<tr>
<td>5</td>
<td>Display</td>
<td>15.6 inches HD LED Backlit Display With 1366 x 768 resolution</td>
</tr>
<tr>
<td>6</td>
<td>Battery</td>
<td>3 Cell (Integrated)</td>
</tr>
<tr>
<td>7</td>
<td>Key Board</td>
<td>English Non backlit</td>
</tr>
<tr>
<td>8</td>
<td>Operating System</td>
<td>Genuine Windows 10 (Home Single language)</td>
</tr>
<tr>
<td>9</td>
<td>Audio</td>
<td>Integrated speakers</td>
</tr>
<tr>
<td>10</td>
<td>Ports</td>
<td>1 HDMI, 3 USB</td>
</tr>
<tr>
<td>11</td>
<td>Communication</td>
<td>Wi-Fi and Bluetooth</td>
</tr>
<tr>
<td>12</td>
<td>Warranty</td>
<td>Minimum 3 Years onsite warranty</td>
</tr>
</tbody>
</table>

### 2) Desktop Computer

<table>
<thead>
<tr>
<th>SI No.</th>
<th>COMPONENT</th>
<th>SPECIFICATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Processor:</td>
<td>Intel Core i3 8th Generation Processor (3.9 GHz base frequency, 3 MB Cache)</td>
</tr>
<tr>
<td>2</td>
<td>Motherboard</td>
<td>Intel Chipset Motherboard</td>
</tr>
<tr>
<td>3</td>
<td>Memory:</td>
<td>4 GB DDR4</td>
</tr>
<tr>
<td>4</td>
<td>Hard Disk Drive:</td>
<td>1TB SATA HDD</td>
</tr>
<tr>
<td>5</td>
<td>Graphic Card</td>
<td>Integrated HD Graphic</td>
</tr>
<tr>
<td>6</td>
<td>ODD</td>
<td>Standard 22X DVD RW or higher</td>
</tr>
<tr>
<td>7</td>
<td>Monitor</td>
<td>19.5” Wide TFT</td>
</tr>
<tr>
<td>8</td>
<td>Display</td>
<td>1 VGA, 1 DVI, 1 HDMI Ports (all the ports to be available on board, no converter)</td>
</tr>
<tr>
<td></td>
<td>Operating System</td>
<td>Genuine Windows 10 (Home Single language)</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>Key Board</td>
<td>USB Multimedia Keyboard</td>
</tr>
<tr>
<td>11</td>
<td>Mouse</td>
<td>USB Two Button Optical Scroll Mouse</td>
</tr>
<tr>
<td>12</td>
<td>Network Card</td>
<td>Integrated on board Ethernet Controller 10/100/1000 with PXE support and LAN support</td>
</tr>
<tr>
<td>13</td>
<td>Interfaces</td>
<td>2 PS/2 Port, 1 Serial, 1 parallel, Total 8 USB PORT (with 4 in front)</td>
</tr>
<tr>
<td>14</td>
<td>Warranty</td>
<td>Minimum 3 Years onsite warranty</td>
</tr>
</tbody>
</table>

3) Uninterrupted Power Supply

- Output power capacity: 600 VA
- Battery type: Leak proof battery
- Warranty: 24 months
ANNEX ‘B’

Format for Submitting Price Bid

To
The State Project Director,
PMU OHEPEE,
Higher Education Department,
Pustak Bhawan (2nd floor),
A-11, Suka Vihar,
Bhubaneswar-751022

Sub: Offering of price for "for "Supply and installation of Six (06) Desktop Computers, Six (06) UPS and One (01) Laptop Computer" to the office of the State Project Director, PMU, OHEPEE, Higher Education Department

Respected Sir,

I/We agree to supply the below mentioned goods in accordance with the technical specifications prescribed at Annex ‘A’.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description Goods</th>
<th>Qty</th>
<th>Make/Model No.</th>
<th>Price/Unit (Rs)</th>
<th>Total Price (Rs)</th>
<th>GST %</th>
<th>Total Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Laptop computer</td>
<td>01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Desktop computer</td>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>UPS</td>
<td>06</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total In Words:

Date: 
Place: Seal & Signature of the Firm
Self Declaration for Not Black Listed

To,
The State Project Director, OHEPEE
Higher Education Department,
Pustak Bhawan (2nd floor),
A-11, Suka Vihar,
Bhubaneswar-751022

Sir,

I/We __________________ hereby confirm that our firm has not been banned or blacklisted by any Central/State Government organization/Financial institution /Court / Central or State Public Sector Unit /World Bank.

Date:
Place: Seal & Signature of the Firm