

OFFICE OF THE DISTRICT COLLECTOR, MANCHERIAL DISTRICT.Rc.No.E1/3115/2021Dated:30-07-2021.OPEN TENDER NOTIFICATION FOR COMPUTERSTenders are invited from : Manufacturers and Authorized DealersThe Items to be supplied :

Sl. No.	Name of the Article to be Supplied	Qty Required	Warranty
1	Desktop Computers	18	(3)Years Comprehensive
2	Laptops	3	(3)Years Comprehensive
3	Scanners Canon DR-C225 II Desktop sheet-fed scanner	3	(3)Years Comprehensive
4	TVS Gold Key Boards	15	
5	Mouse (Dell/Logitech)	30	

a)	Tender System	Short Tender
b)	Tender Schedule Form	<ul style="list-style-type: none"> Rs.500/- processing fee is not refundable. Tender Document is not transferable
c)	Tender Schedule Time	As specified below
d)	EMD for above specified amount separately for each item.	EMD Amount of Rs.10,000/- (Rupees Ten Thousand Only) Crossed Demand Draft from Nationalized Bank in favour of "District Collector, Mancherial". EMD Demand Draft or Bank Guarantee only. Payment online will be not accepted and if any payment online, it will summarily rejected.

Schedule of Tender	
Date of commencement of issue of Bid Documents	31-07-2021
Last date for submission	12-08-2021 (5.00 PM)
Date and Time of opening of Bids	13-08-2021 (11.30 AM)
Place of opening of Bids	Additional Collector's chamber, Collectorate, Mancherial.
Address for Communication	Office of the District Collector, Mancherial.
Particulars of the E.M.D & Security Deposit	EMD Rs.10,000/- (Rupees Ten Thousand Only) shall be remitted by the Tenderer. The EMD will be converted as security deposit of the successful bidder

TECHNICAL SPECIFICATIONS FOR SUPPLY AND INSTALLATION OF COMPUTERS TO COLLECTORATE, MANCHERIAL.

1) Technical Specifications of Desktop Computers :

Parameter	Minimum Specification
Product Name	Desktop Computers
Quantity Required	18
Processor	Intel Core i3
Generation	10 th
RAM	8GB
HDD	1TB or SSD - 256 GB
Monitor	15.6'
Operating System	MS Windows 10/Windows 10 Pro with License Key
Application Software	MS Office perpetual License
Security & Protection Software	Antivirus Subscription
Note : (If possible Power supply SMPS Normal Market Available)	

2) Technical Specifications of Laptops :

Parameter	Minimum Specification
Product Name	Laptops
Quantity Required	3
Processor	Intel Core i3
Generation	10 th
RAM	8GB
HDD	1TB or SSD - 256 GB
Display	15.6'
Operating System	MS Windows 10/Windows 10 Pro with License Key
Application Software	MS Office perpetual License
Security & Protection Software	Antivirus Subscription
Laptop Bag	

3) Technical Specifications of Document Scanner:

Parameter	Minimum Specification
Product Name	Document Scanner
Quantity Required	3
Model	Canon DR-C225 II Desktop sheet-fed scanner

4) Technical Specifications of Key Boards:

Parameter	Minimum Specification
Product Name	Key Boards
Quantity Required	15
Model	TVS Gold Key Boards

5) Technical Specifications of Mouse:

Parameter	Minimum Specification
Product Name	Mouse
Quantity Required	30
Model	Dell/Logitech

QUALIFICATION CRITERIA AND TERMS AND CONDITIONS

1. Sealed Tender is invited for Supply of Computers and Laptops
2. The application fee is non refundable. The demand draft of Rs.500/- as tender fee in favour of District Collector, Mancherial.
3. **In case the firm fails to attach the draft of tender fee, the tender shall be rejected.**
4. Tender shall be submitted as per the configuration specified at O/o. District Collector, Mancherial in sealed covers in the manner as stipulated herein and before the time and the dates specified.
5. The Technical Bid has to contain the following details.
 - a) The document showing the place of registration and address of the firm. (proof to be enclosed)
 - b) Latest Income Tax certificates/assessment orders, for last 3 years.
 - c) GST Registration certificate.
 - d) Earnest Money Deposit of Rs.10,000/- to be drawn in shape of DD in favour of the District Collector, Mancherial District.
 - e) The Firm should be enclosed annual turnover certificate (Audit report proof)
6. The check list for enclosures to the technical bid should be filled up by the tenderer to enable easy scrutiny of the technical bid.
7. The financial bids of only those bidders who come out successful in the technical bid after evaluation shall be considered and opened in the final stage of selection. The financial bid shall contain only the rates quoted.
8. The technical bid and financial bid have to be submitted in two separate sealed covers super scribing in bold letters. They shall be kept in another sealed cover and submitted on or before the date prescribed. Tenders (Technical Bid and Financial Bids) which are not as per above specifications, will not be considered.
9. EMD should be deposited in the shape of DD (Nationalized Banks only) in favour of District Collector, Mancherial District in case of successful tenderer, the EMD will be converted as security deposit.
10. Payment of EMD or Security Deposit will not be exempted under any circumstances.

11. The successful tenderer should Supply of Computers and Laptops. The claim for the payment of taxes and transportation charges additionally will not be entertained. (The rate quoted will be inclusive of all taxes)
12. **The last date for submission of tender is 12-08-2021 at 5-00 PM in the Office of the District Collector, Mancherial.**
13. The tenders will be **opened on 13-08-2021 at 11-30 AM** in the Additional Collector's Chamber, The tenderer or his representative may be present at the time of the opening of the tenders.
14. The successful bidder should be supplied good quality and according to the specifications as above. The District Collector, Mancherial who reserves the right to impose penalty for the bad quality of material may leads to rejection of supplied items.
15. The total cost of the bid should be shown in both figures and words.
16. The Department may accept or reject any tender in full or in part without assigning any reasons thereof and this is binding on the tenderer.
17. The department reserves the right to place orders with any one firm or distribute the work to more than one firm.
18. The tenderers have to sign on all pages of the tender document as having accepted all the terms and conditions of the tender. Tenders which are not signed on all the pages will be summarily rejected.
19. The selected tenderer shall enter into agreement on stamped paper of Rs.100/- in the proforma prescribed by the department.
20. The EMD will be adjusted towards security deposit for successful bidder
21. If the department finds that the supplied items are not of correct quality as ordered for or not according to the specifications given by department or otherwise not satisfactory owing to any reasons the department shall be the sole judge and the department will be entitled to refuse the material and cancel the contract.
22. Tenderer are requested to note that the successful bidder will be asked **to complete the delivery within 15 Days from the date of placing the order. An amount of 0.5% of the value of the total payment due to the tenderer will be deducted for every day of delay.**

23. In the event of any irregularities in any aspect, the contract is liable to be terminated and any loss or damage of which the department may sustain on this account will be recovered from the tenderer. The decision of the department is final in this regard.
24. Payments on actual delivery of items will be made after submission of bills and delivery vouchers of the last consignment of each delivery schedule. No pre-conditions for payment will be accepted. The tenderer should submit delivery challans to District Collector, Mancherial for payment.
25. In all cases of disputes, the decision of the department shall be final. Any dispute of difference or any matter arising out of contract or incidental thereto under this enquiry shall be subject to jurisdiction of a competent Court of Law at Mancherial alone and not in any other place.
26. **The rates will be valid till supply of the item is completed, in all respect.**
27. The tenderers can remain present himself or his authorize representative at the time of opening of tender.
28. The security deposits shall be released only after the expiry of warranty/guarantee of the goods.
29. **The Additional Collector & Chairman/DPC reserves the right to relax any terms and condition in the govt. interest.**

**Sri D. Madhusudhan Naik,
Chairman DPC &
Additional Collector, Mancherial.**