



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର
Rama Devi Women's University, Vidya Vihar,
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
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No. 5890 / Dt. 31.8.24 /

TENDER CALL NOTICE FOR LAPTOP

Sealed two bid (Technical & Financial) tenders are invited from the registered Firms with TIN / PAN / GSTIN registration and upto-date all taxes clearance for supply of **Laptop (Dell, i7)** to the University. Tender papers and details of specifications as per (Annexure-I & II enclosed) are required. The tender completed in all respects must reach to the office of undersigned of the University, by **02.00 P.M. on 10.09.2024 (Tuesday)** through Speed Post / Registered Post / By Hand. Incomplete tender cannot be entertained. The authority reserves the right to accept / cancel any tender(s) at any stage without assigning any reason thereof.

Shapaba
Registrar 31/08/2024

Memo No. 5891 / dated 31.8.24

Copy to OIC Website / all Notice Boards for public display.

Shapaba
Registrar 31/08/2024

Memo No. 5892 / dated 31.8.24

Copy to CoF / OIC Website / Director, IQAC / Coordinator, IDP / Members of ICT Committee / OIC, Purchase / Dy. Registrar (Estt.& Admn.) for information and necessary action and P.S. to V. C. for kind information of Vice Chancellor.

Shapaba
Registrar 31/08/2024

GENERAL INFORMATION

1. Time line

- i) Opening of Tender Advertisement: **02.09.2024**
- ii) Closing of Tender Application: **10.09.2024 at 2.00 p.m.**
- iii) Opening of Technical Bids: **10.09.2024 at 4.00 p.m.** at the Col's Board Room, New Administrative Building of this University
- iv) Opening of Financial Bid: to be decided after scrutiny of Technical Bid
(Note: Date and time may change)

2. Fees / EMD money to be deposited

- i) **Processing Fee(non-refundable) :** Rs. 500 (Rupees Five hundred) exclusive of GST to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money:** Rs. 5,000/- (Rupees five thousand) only to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to be refundable without interest to the unsuccessful bidders immediately after finalisation of the tender and to the successful bidder after supply of the items as per the rule.

3. Procedure of tendering the bid

- i) Visit University Website <https://rdwu.ac.in> Download the notification, tender documents, Annexure etc and go through these and then fill.
- ii) There are 03 (three) Covers namely a) Technical bid cover, b) Financial bid cover and c) Tender Cover
- iii) The **Sealed technical bid cover** envelops the following:
 - a) Arrangement of papers is to be made as per the Technical Requirements (**Annexure-I**)
With details of technical specifications (**Annexure-II**)
 - b) The technical tender will be submitted only in the University supplied proforma (**Annexure-III**). No other form will be accepted.
 - c) The technical bid form has to be duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amount for rejection of the tender. If technical bid is rejected, the financial bid for that will not be opened.
 - d) Xerox copies of All requisite documents duly self-attested.
 - e) The 02 bank drafts i.e. i) towards Processing fee and ii) towards EMD money
(The Cover must be super scribed with "TECHNICAL BID FOR TENDER CALL NOTICE FOR LAPTOP" on the top of the Envelop)
- iv) The **sealed financial bid cover** only envelops the financial bid form (**Annexure-IV**) duly filled in and signed

(The Cover must be super scribed with “**FINANCIAL BID FOR TENDER CALL NOTICE FOR LAPTOP**” on the top of the Envelop)

- v) The **Scaled Tender Cover** Envelops i) the sealed technical bid cover, ii) the sealed financial cover and super scribed “**TENDER FOR TENDER CALL NOTICE FOR LAPTOP**” on the top of the Envelop. The bottom left of the envelop must have clear address of the Bidder, whereas the right bottom must have to be addressed to “**The Registrar, Rama Devi Women’s University, VidyaVihar, Bhubaneswar, Odisha-751022.**”
- vi) The sealed tender must reach on above address **by 2.00 p.m. on 10.09.2024** through Speed Post / Registered Post / By Hand. Late submission of the tender will not be accepted. No other methods of submission of tender will be entertained.
- 4 **Documents to be attached with Technical Bid Form:** As per the Annexure –I

**Registrar
Rama Devi Women’s University,
Bhubaneswar**

TECHNICAL REQUIREMENTS

Sl. No.	Supporting Document		Attached Yes/No
1	Scope of Supply	Supply Installation Testing Commissioning of Laptop	
2	Bidder shall submit the following documents along with their bid	Copy of PAN Card.	
		Copy of GSTIN.	
		OEM authorization for supply of Laptop	
		Copy of Valid ISO 9001:2015, 14001:2015, 27001:2013 & 20000-1:2018	
		Copy of Valid IT Return last 03 Years	
		Copy of Valid MSME/NSIC Certificate	
3	Service & Support	Availability of Service Centers: Bidder must have a Functional Service Centre in the State of Odisha.	
		Dedicated /toll Free Telephone No. for Service Support: BIDDER must have Dedicated/toll Free Telephone No. for Service Support.	
4	Warranty	Warranty 01 years from the date of installation/ commissioning.	
5	Payment Terms	i) The Payment of 80% against Supply of material. ii) Balance 20% after installation & commissioning of system.	

Signature of the
Proprietor / Office Seal

TECHNICAL SPECIFICATIONS

Sl. No.	Item	Quantity	Specification
1	Laptop	05	<ul style="list-style-type: none"> • Brand: Dell • Processor Generation: 12 • Number of cores per processor:10 • Processor Description: Intel Core i7 • Processor Number: Intel Core i7 1265U • Operating System (Factory Pre-Loaded): Windows 11 Professional • Microsoft Office Preloaded • Type of RAM: DDR4 • RAM Size (GB):16 • Types of Drives used to populate the Internal Bays: SSD • Capacity of each SSD (GB):1024 • Total SSD capacity (GB):1024 • Wireless Connectivity: Yes • Display Size (inch): 14 • Display Type : Touch • Display Resolution (Pixels):1920 x 1080 • Battery Warranty: 1 year • On site OEM Warranty (Year) (OEM / authorized channel partner shall note that W/G to be fulfilled by OEM at site): 3

Technical Bid

1. Name of the Bidder Firm:
2. Name of the Proprietor:
3. Full Address
 - i) Permanent Address:-

 - ii) Present Address:-

(A copy of Address proof is to be attached)

4. Banker of Contractor:
(Attach copy of statement of account for last six months)
5. PAN/GIR No.
(Attach Copy)
6. GST/Service Tax Registration No.
(Attach Copy)
7. Financial Turnover for last 2 financial years

FY	Amount(Rs.)	Remarks
2022-23		
2023-24		

8. Income Tax Return for last 2 financial years

FY	Amount(Rs.)	Remarks
2022-23		
2023-24		Attach the Copies

9. Give details of major similar contracts handled by the tenderer

Sl.No	Name & Address of the Client	Duration of Contract

10. Details of Tender Processing Fees: DD No.-----date-----of Rs. 500/- drawn on Bank-----

11. Details of EMD: DD No. -----date-----of Rs. 5,000/- drawn on Bank-----

12. Additional information, if any.

Declaration

1. I _____ daughter / wife of _____ proprietor /Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them.
3. The information/ Documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the
Proprietor / Office Seal

Technical Bid

Sl. No.	Items	Quantity	Brand	Meeting the Technical Specification as per Bid (Yes / No)
1	Laptop	05	Dell Intel Core (i7)	

N:B:- Bidder should ensure installation of the Laptop

Signature of the
Proprietor / Office Seal

Financial Bid

Sl. No.	Item	Qty.	Brand with Specifications	Unit Price	GST	Total Price in (Rs.)	Total Price in (Rs.) (including installation)	Remarks, if any
1	Laptop	05						

Signature of the
Proprietor / Office Seal