

**TENDER FORM FOR THE SUPPLY OF COMPUTER HARDWARE AND PERIPHERALS
FOR THE YEAR 2018-2019**

From

To

The Principal,
Sainik School, Bhubaneswar

I hereby quote the rates for the supply ofas specified in the enclosed appendix-“ ” in the manner in which and within the time specified as set forth in the terms of agreement. The rate furnished in the enclosed appendix-“ ” is subject to the condition set forth in the terms and conditions of tendering procedure and tender forms received by me.

Encl: As above.

.....
(Signature of the tenderer and name in capital letters)

If Companies of firm, The Managing Director/Partner should sign with seal)

TO

TENDER DOCUMENTS

1. Reference your letter no.....dated.....

2. Tender from is enclosed herewith. Tender should be sent is in a sealed cover in the prescribed format and the envelope should be prominently marked outside Tender for the supply of,

3. Principal reserves the rights to accept or reject/cancel or postpone any or all tenders without assigning any reasons thereof. Bidders are required to sign with date in all the places prescribed for the purpose.

4. All the sealed tenders should be sent by post or posted in the tender box provided for the purpose in the school premises. Tenders will be opened at date and time mentioned in the Term and Conditions in the presence of such of those bidders of their authorized agents, as may be present. Last date and time for receipt of filled tenders by the school is mentioned in the 'Terms and Conditions'.

5. Technical specification (if any) and Terms and Conditions of tendering procedure are enclosed herewith separately.

Admn. Officer
For Principal

SAINIK SCHOOL BHUBANESWAR

No: SSB/TRG/1437/2018-19

MR. NO. _____

Date _____

Earnest Money paid Rs. _____ vide DD No. _____

Dated _____

**TENDER FORM FOR SUPPLY OF COMPUTER HARDWARE AND PERIPHERALS
FROM 01 MAY 2018 to 30 APR 2019****(Any alteration / addition made in the tender form will make it null and void)**

SL. NO.	DESCRIPTION OF ITMES	Qty	Rate inclusive all taxes (To be filed by the tenderer)
1.	LAPTOP Processor: Intel Core-i3 , 7 th Generation System Memory: 4 GB DDR4 HDD Capacity :2 TB OPD : DVD Writer Graphics: Integrated Intel HD 520 Screen Size : 15.6 Inch USB: 1 x USB 2.0, 2 x USB 3.0 Operating System: Win 10 License Warranty : 1 Year Minimum	01	
2.	LAPTOP Processor: Intel Core i5- 7 th Generation System Memory: 4 GB DDR3 HDD Capacity : 2 TB OPD : DVD Writer Graphics: Integrated Intel HD 620 Screen Size : 15 Inch Operating System: Win 10 License Warranty : 1 Year Minimum	01	
3.	DESKTOP Processor: Intel -Dual Core System Memory: 4GB DDR4 HDD Capacity : 1 TB OPD : DVD Writer Graphics: Integrated Intel Monitor : 18.5 Inch LED USB: 6 X USB 2.0, 1 X HDMI, Key Board, Optical Mouse, Card Reader / Ethernet Port Operating System: Win 7 HB License Warranty : 1 Year Minimum	01	
4.	DESKTOP Processor Intel Quad Core, 7 th Generation System Memory : 4GB DDR 4 HDD Capacity : 1 TB OPD : DVD Writer Graphics : Integrated Graphics Monitor : IPS		
5.	DESKTOP Processor: Intel Core i3 , 7 th Generation System Memory: 4 GB DDR4 HDD Capacity : 1 TB OPD : DVD Writer Graphics: Integrated Intel Monitor : 18.5 Inch LED USB: 6 X USB 2.0, 1 X HDMI, Key Board, Optical Mouse Card Reader / Ethernet Port Operating System: Win 10 License Warranty : 1 Year Minimum	01	

6.	DESKTOP Processor: Intel Core i5 7 th Generation System Memory: 4 GB DDR4 HDD Capacity : 1 TB OPD : DVD Writer Graphics: Integrated Intel Monitor : 18.5 Inch LED USB: 6 X USB 2.0, 1 X HDMI, Key Board, Optical Mouse Card Reader / Ethernet Port Operating System: Win 10 License Warranty : 1 Year Minimum	01	
7.	DESKTOP Processor: Intel Core i7, 7 th Generation System Memory: 4 GB DDR4-2400 HDD Capacity : 1 TB OPD : DVD Writer Graphics: Integrated Intel Monitor : 19.5 Inch LED USB: 6 X USB 2.0, 1 X HDMI, Key Board, Optical Mouse Card Reader / Ethernet Port Operating System: Win 10 License Warranty : 1 Year Minimum		
8.	HP Laser Printer P1108 , Warranty : 1 Year Minimum	01	
9.	HP Laser Printer 1020 Plus, Warranty : 1 Year Minimum	01	
10.	HP LaserJet P1606DN, Warranty : 1 Year Minimum	01	
11.	HP LaserJet Pro 400 M401dn Printer, Warranty : 1 Year Minimum	01	
12.	HP LaserJet M1005 MFP Printer (PRINT, SCAN, COPY) Warranty : 1 Year Minimum	01	
13.	HP LaserJet M11136 MFP Printer (PRINT, SCAN, COPY) Warranty : 1 Year Minimum	01	
14.	HP LaserJet M11213 MFP Printer (PRINT, SCAN, COPY) Warranty : 1 Year Minimum	01	
15.	HP DeskJet 2010 Printer, Warranty : 1 Year Minimum	01	
16.	HP DeskJet GT 5810A10 , Warranty : 1 Year Minimum	01	
17.	EPSON L220 DeskJet, Warranty : 1 Year Minimum	01	
18.	HP Scan jet G2410 Flatbed Scanner, Warranty : 1 Year Minimum	01	
19.	HP Scan jet G200 Photo Scanner, Warranty : 1 Year Minimum	01	
20.	HP LaserJet Toner Cartridge HP C388A	01	
21.	HP LaserJet Toner Cartridge HP Q2612A	01	
22.	HP 4535 Cartridge – Black-680	01	
23.	HP Cartridge -4535- Colour 680	01	
24.	HP DeskJet 3325 Ink Cartridge HP 27 Black	01	
25.	HP DeskJet 3325 Ink Cartridge HP 28 Tri-Color	01	
26.	Samsung ML 1676 Samsung Black Toner (MLT-D1043S)	01	
27.	Samsung ML 1210 Samsung Black Toner (ML-D1210D3)	01	
28.	DMP Printer Ribbon	01	
29.	TVSE MSP 345 DMP Printer Ribbon cartridge	01	
30.	Refilling of Laser Printer Toner Cartridge	01	
31.	UPS 1.0 KVA Offline, Warranty : 1 Year Minimum	01	
32.	UPS 6.0 KVA Online, Warranty : 1 Year Minimum	01	
33.	UPS Battery Dry Cell (7AH / 12 Volt), Warranty : 1 Year Minimum	01	
34.	UTP Cable 305 Mtr Packet	01	
35.	UTP Cable 90 Mtr Packet	01	
36.	Cat 6 I/O Box Single	01	
37.	RJ 45 Connector	01	
38.	Cable Laying Per Meter charges (Including casing and capping)	01	
39.	8 Port Switch IPv6 Compliance, Warranty : 1 Year Minimum	01	
40.	16 Port Switch IPv6 Compliance, Warranty : 1 Year Minimum	01	

41.	24Port Switch IPv6 Compliance Warranty : 1 Year Minimum	01	
42.	DWL 3200AP Wireless Access Point Double Antenna Warranty : 1 Year Minimum	01	
43.	Wireless 802.11g or 802.11n network with the Wireless USB Adapter ,Warranty : 1 Year Minimum	01	
44.	Monitor LED 15.6", Warranty : 1 Year Minimum	01	
45.	2.1 Multimedia Speaker, Warranty : 1 Year Minimum	01	
46.	Multi Media Keyboard Logitech, Warranty : 1 Year Minimum	01	
47.	Optical Mouse Logitech, Warranty : 1 Year Minimum	01	
48.	12MP Twisted Web Cam with USB Stand, Warranty : 1 Year Minimum	01	
49.	7.5 mtr VGA Cable	01	
50.	30 mtr VGA Cable	01	
51.	Power Cord 1.5 Mtr.	01	
52.	Blank CD-R 100pc	01	
53.	Blank CD-RW 100pc	01	
54.	Blank DVD-R 100pc	01	
55.	Blank DVD-RW 100pc	01	
56.	Blank CD-R 50pc	01	
57.	Blank CD-RW 50pc	01	
58.	Blank DVD-R 50pc	01	
59.	Blank DVD-RW 50pc	01	
60.	Blank CD-R Jewel Case	01	
61.	Blank CD-RW Jewel Case	01	
62.	Blank DVD-R 100pc Jewel Case	01	
63.	Blank DVD-RW 100pc Jewel Case	01	
64.	CD / DVD Case (25) Nos	01	
65.	External USB DVD Writer, Warranty : 1 Year Minimum	01	
66.	External USB Hard Disk 1TB USB 3.0 (Backup Plus Portable Drive) Warranty : 1 Year Minimum	01	
67.	16GB USB Flash Drive, Warranty : 1 Year Minimum	01	
68.	32GB USB Flash Drive, Warranty : 1 Year Minimum	01	
69.	Anti Virus Internet Security (1 USER 3Years)	01	
70.	Anti Virus Internet Security (3 USER 3Years)	01	
71.	Anti Virus Internet Security (5 USER 3Years)	01	
72.	Anti Virus Internet Security (10 USER 3Years)	01	
73.	OMR Scanner	01	
74.	OMR Software	01	
75.	MS OFFICE 2016	01	
76.	WINDOWS 10	01	
77.	DLP PROJECTOR - 3300 LUMENS/WXGA/HDMI	01	
78.	DLP PROJECTOR HD- 4000 LUMENS /XGA/DUAL HDMI	01	
79.	HDD 250 GB	01	
80.	128 MB DDR	01	

81.	ADSL Router	01	
82.	Power Adapter for Network Switch 5V – 2A	01	
83.	1GB DDR2	01	
84.	Headset	01	
85.	MP-3 Player	01	
86.	i. DVI Cable(15 mtrs) ii. DVI Cable (5 mtrs)	-	
87.	HDMI Cable -5 mtrs	-	
88.	Motherboard (compatible with i3)	01	
89.	Micro processor (CPU) – i3 4 th /5 th gen	01	
90.	DDR3- 2 GB	01	
91.	DDR 3- 4GB	01	
92.	CMOS Battery	01	
93.	Projection Screen 8 X 16 (TRIPOD)	01	
94.	Projection Screen 8 X 16 Motorized (WALL HANGING)	01	
95.	SMPS DUAL CORE (45D Watts)	01	
96.	Internal DVD Writer	01	
97.	Refill Ink HP GT 51 Black	01	
98.	Refill Ink HP color for DeskJet GT5810	01	
99.	Refill Ink EPSON DeskJet L220 Black	01	
100.	Refill Ink EPSON DeskJet L220 Color	01	

TERMS AND CONDITIONS OF TENDERING PROCEDURE

1. Tender documents is not transferable.
2. The amount of Rs----- (Rupees) collected towards tender documents (term and condition and specifications, if any) is not refundable.
3. Payment:
 - (a) Payment will be made only after receipt of the items/ products/ materials/ equipment service at the school and after satisfactory installation by the company representative / completion of work.
 - (b) No advance payment will be made on any account.
 - (c) Payment will be made only by means of an 'Account Payee Cheque 'DD may be issued on request in writing and the DD commission will be charged.
4. The firm should bring the items/equipment/product/materials to the school as sample at their cost to confirm its superiority. Samples/ documents / brochures/ catalogues are mandatory to confirm the technical bid prior to financial bid.
5. The literature by the firm should be self-explanatory.
6. The firm should be ready to execute the supply within 7 to 30 days from the date of order as per the requirement. The firm is liable to compensate damages/financial losses to the school, in case they fail to execute the order after getting the supply order. The party is bound to pay double the amount of the

product cost if they to supply the item for whatsoever reason. The demand after the finalization of supplier can be in the form of written, SMS, e-mail or verbal, in case no necessity based situation. The reason of ignorance by the supplier for failure to execute an order shall not be entertained or accepted.

7. Date of manufacturing/packing date and its life span is to be mentioned clearly on packages. Warranty/guarantee period is to be mentioned.
8. The 'Annual Maintenance Contract' scheme of the firm should clearly be spelt out.
9. Terms and conditions for up gradation in future, if required, are to be mentioned in the offer.
10. Maximum '**Educational Discount**' admissible in to be mentioned in the offer.
11. The income – tax laws as applicable with Central/State Government policies will be taken into account. In case, the policies at the time of payment are different from the one stated in the Tender Documents, the policy in force will be followed.
12. If required, negotiation may be made during finalization of the contract and the date will be intimated later.
13. The Principal, Sainik School Bhubaneswar reserves the right to reject any or all tenders without assigning any reason thereof.
14. If any certificate, enclosed by firm are found to be fake/bogus/tampered, such of those agencies shall be black listed for a period of 10 years and the contract will be terminated with immediate effect.
15. Each firm has to submit a copy of Registration certificate/Registration number from the concerned authority wherever applicable.
16. Tenders by Fax/E-mail will not be accepted unless otherwise stated.
17. Post tender correspondence shall not be entertained.
18. Last two year's list of clients is to be enclosed.
19. Separate tender papers should be obtained for different items.
20. For other details, term and conditions, the firm are advised to refer to the tender document.
21. It is hereby brought to the notice of all prospective bidders that if any change/additions/alterations are found to be made by them in the copies of the quotation, proof documents etc and the same in subsequently detected / noticed at any stage even after award of the supply order; all necessary action including stoppage of the supply order, forfeiting of EMD and stoppage of payment would be taken. In addition the bidders shall be liable to be prosecuted under law for any malpractice found.
22. This advertisement does not constitute, and will not be deemed to constitute any commitment on the part of the school with respect to exact demand quantity.

23. The tender forms are required to be submitted prior to tender opening procedure. One day later and incomplete tender forms shall be summarily rejected. No correspondences in this regard will be entertained.

24. The Principal Sainik School Bhubaneswar reserves the right to itself not to issue the document and/or to accept or reject any or all offers at any stage of the process and or modify the process without assigning any reason whatsoever , and his decision in the matter is deemed as final and binding. The firm will not be entitled for any compensation for rejection of his application. However, demand draft will be returned to the bidder in case tender documents are not issued.

25. Lowest rate do not guarantee the purchase order , rather the quality , after sales service , continued response , guarantee/warranty amongst others will also be taken in to consideration. Brand name and model Nos. should invariably be quoted for all the items. Items of poor quality will not be considered for procurement.

26. If any firm has authorized dealership certificate, the same also be enclosed. The authorized dealership shall be considered subject to be other conditions.

27. Sainik School Bhubaneswar dose not bind itself to accept only lowest tender. It received the right to select the bidder on other essential count also.

28. The last date of for submission of 'Tender Document' is _____2018 by 1700 hrs. Tender received after the due date will not be considered.

29. Tenders will be opened on _____2018 by 1100 hours at the school premises by the tender opening committee (TOC).

30. Legal jurisdiction will be restricted to only at Khurda District.

31. **PRINCIPAL'S DECISION WILL BE FINAL ON ALL MATTERS.**

32. All correspondence should be addressed to the following address:-

The Principal Sainik School Bhubaneswar
Post : Sainik School
Distt : Khurda
Odisha-751005

33. Income tax @ 2% will be deducted at source subject to changes if any by Govt of India.

34. No information shall be given with respect to the various board proceedings , supply order , total quantity , brand selection , tender forms of other parties , quotations of other parties , contact details / addresses of other parties , etc. , even under RTI Act. Your attention is brought to RTI section 8 for reference.

Note: if the date of receipt and opening of tender happen to be declared as holiday, the same will be observed on the next working day at the same time. The successful bidder should submit their RFP documents duly signed in all pages at the time of signing the contract.

**ADMN. OFFICER
SAINIK SCHOOL
BHUBANESWAR**

Signature of the Tenderer.

Name: _____

Address _____

Tel : _____

E-mail (if any) : _____

(Enclosed Demand Draft for Rs.1000/- as EMD along with this Tender Form)