



ODISHA POWER TRANSMISSION CORPORATION LIMITED

(A Govt. of ODISHA Undertaking)

Registered Office: Janpath, Bhubaneswar – 751022

TENDER NOTICE No.TW-IT/OT/02/2023-24

e-Tender for procurement of Desktops, All-In-One PCs, Laptops, Heavy Duty Multifunction Printers, Multifunction Printers and Multifunction Printer (Colour) for Head-quarter offices and field offices of OPTCL and Buyback of Obsolete IT items.

Chief General Manager (IT), OPTCL, 3rd Floor, OPTCL Corporate Building, Janpath, Bhubaneswar on behalf of OPTCL invites bids in e-tender mode only from reputed eligible bidders for Procurement of IT Items for OPTCL, GRIDCO confirming to the terms and conditions mentioned as follows.

The interested eligible bidders may visit our website www.optcl.co.in on or after **13-09-2023, 14:00 Hrs.** to go through / download the scope of supply and terms and conditions in detail. The techno-commercial bid shall be due on dated **04-10-2023, 16:00 Hrs.**

The interested bidders would be required to enroll themselves on the tender portal **www.tenderwizard.com/OPTCL**. Complete set of bidding documents are available at **www.tenderwizard.com/OPTCL** from **13-09-2023, 14:00 Hrs. up to 04-10-2023 (15.00 Hrs.)**.

Interested bidders may visit OPTCL's official website **<http://www.optcl.co.in>** and **www.tenderwizard.com/OPTCL** for detail specification.

*N.B:- All subsequent addendums/corrigendum to the tender shall be hosted in the OPTCL's official website **<http://www.optcl.co.in>** and **www.tenderwizard.com/OPTCL** only.*

Chief General Manager (IT)

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SECTION- I: GENERAL INFORMATION TO BIDDERS

1. SUBMISSION OF BIDS: E-TENDERING PROCESS – GUIDELINES

The prospective bidders are advised to register their user ID, Password, company ID from website www.tenderwizard.com/OPTCL by clicking on hyper link “Register Me”. The bidder shall submit the bid in Electronic Mode only www.tenderwizard.com/OPTCL. The bidder must ensure that the bids are received in the specified website of the OPTCL by the date and time indicated in the Tender notice. Bids submitted by telex/telegram will not be accepted. No request to collect the Bids in physical form will be entertained by the OPTCL. The OPTCL reserves the right to reject any bid, which is not submitted according to the instruction, stipulated. The participants to the tender should be registered under IT Act 1961 and Chapter V of Finance Act 1994.

- A.** The Bidder must possess Compatible Digital Signature Certificate (DSC) of Class-III.
- B.** Contractors / Vendors / Bidders / Bidders are requested to follow the below steps for registration.
 - i. Click “Register”, fill the online registration form.
 - ii. Pay the amount of Rs. 2360/- online by Debit Card/ Credit Card/ Net Banking. This registration is valid for two years.
 - iii. After successful payment user id will be automatically activated.
- C.** After viewing Tender Notification, if bidder intends to participate in tender, he has to use his e-tendering User Id and Password which has been received after registration and acquisition of DSCs.
- D.** If any Bidder wants to participate in the tender, he will have to follow the instructions given below:
 - i. Insert the PKI (which consist of your Digital Signature Certificate) in your System (Note: Make sure that necessary software of PKI be installed in your system).
 - ii. Click / Double Click to open the Microsoft Internet Explorer (This icon will be located on the Desktop of the computer).
 - iii. Go to Start > Programs > Internet Explorer.
 - iv. Type www.tenderwizard.com/OPTCL in the address bar, to access the Login Screen.
 - v. Enter e-tender User Id and Password, click on “Go”.
 - vi. Click on “Click here to login” for selecting the Digital Signature Certificate.
 - vii. Select the Certificate and enter DSC Password.
 - viii. Re-enter the e-Procurement User Id Password
- E.** To make a request for Tender Document, Bidders will have to follow below mentioned steps.
 - i. Click “Un Applied” to view / apply for new tenders.
 - ii. Click on Request icon for online request.
 - iii. Pay the required tender Processing fee.

Note: For tender processing fee to **K.S.E.D.C Ltd. Bangalore**, the bidder can use various modes of e-payment facility available through Tender wizard portal, i.e by Credit Card, Debit Card, Net Banking.

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- F.** After making the request Bidders will receive the Bid Documents which can be checked and downloaded by following the below steps:
- i. Click to view the tender documents which are received by the user.
 - ii. Tender document screen appears.
- G.** Click “Click here to download” to download the documents. After completing all the formalities Bidders will have to submit the tender and they must take care of following instructions.
- i. Prior to submission, verify whether all the required documents have been attached and uploaded to the particular tender or not
 - ii. Note down / take a print of bid control number once it displayed on the screen
- H.** Competitors bid sheets will be available in the website.
- I.** For any e-tendering assistance, contact help desk number mentioned below.

Bangalore – 080- 40482000

2. THE BIDDING PROCESS & SCHEDULE

a.	Tender Identification no.	TW-IT/OT/02/2023-24
b.	Name of the Tender	Procurement of Desktops, All-In-One PCs, Laptops, Heavy Duty Multifunction Printers, Multifunction Printers and Multifunction Printer (Colour) for Head-quarter offices and field offices of OPTCL and Buyback of Obsolete IT items.
c.	Type of Bidding	Two-part bidding
d.	Schedule	<p><u>Schedule I:</u> Procurement of Desktops, All-In-One PCs, Laptops, Heavy Duty Multifunction Printers, Multifunction Printers and Multifunction Printer (Colour) for Head-quarter offices and field offices of OPTCL.</p> <p><u>Schedule II:</u> Buyback of obsolete IT Items (Desktops, Laptops, Printers, Scanners, UPS, Projector & Server) from Head-quarter offices and field offices of OPTCL.</p>
e.	Bidder Participation	The interested eligible bidders, must submit their bids for all items of the schedule. The bidders can view the tender documents from website www.optcl.co.in or www.tenderwizard.com/OPTCL free of cost.
f.	Bidding process	<ol style="list-style-type: none"> i. The bids must be submitted online in www.tenderwizard.com/OPTCL site as per the clause 4 “Manners to submit “the bid below. ii. The bids which are not out-rightly rejected as per the clause 3.1 below are then scrutinized for meeting the qualifying criteria. iii. The bidders who qualify as above are then evaluated based on price quote. iv. The Successful Bidder (SB) with Lowest Price (L1) shall address the supply and buyback contract. <p>Landing Price for evaluation of L1= <i>[Price quoted for Schedule I (Procurement of IT Items as per scope)] – (minus)</i> <i>[Price quoted for Schedule II (Total price quoted for items under Buy-back)]</i></p>

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		It is the sole discretion of the purchaser in the interest of OPTCL to select L1 bidder, for each of Item, or L1 bidder /H1 bidder for all the items together. e-Reverse Auction is hereby incorporated in the referred tender and is mandatory as mentioned in the Section IV; GCC.
g.	Amendment to Bidding Document	At any time prior to the deadline for submission of the bids, OPTCL may amend the bidding document by giving reasonable time and issuing addenda. Any addendum / modification / errata / corrigendum issued shall be part of the bidding document and shall be hosted in OPTCL's website/e-tender portal. The bidder shall visit the e-tender portal of OPTCL for any addendum / modification / errata / corrigendum etc.
h.	Withdrawal, substitution, and Modification of Bids	No Bid shall be withdrawn, substituted, or modified after the deadline for submission of bids. However, a Bidder may withdraw, substitute, or modify its Bid under the following situation 1. After expiry of the bid validity period as per ITB. 2. Any material changes to the scope of work after submission of bid document. 3. Any material changes in the bidding documents after submission of bid document. 4. If the due date of the submission has been extended by the OPTCL after submission of bid document.
i.	Tender Documents	The bidders can view the tender documents from website www.optcl.co.in and the tender portal www.tenderwizard.com/OPTCL free of cost.
j.	Tender Cost	₹ 14,160/- (non-refundable) including GST@18%.
k.	Mode of Payment of Tender cost	The bidders who want to submit bids shall have to pay non-refundable amount of ₹ 14,160/- (Rupees Fourteen Thousand One Hundred Sixty) only including GST @ 18% towards the tender cost, to be paid online through e-payment gateway link provided in e- tender portal (by using Net Banking, Debit Card or Credit Card).
l.	Tender Processing Fee	Tender processing fee of ₹ 5900/- (5000 + GST 18%) through e-Payment mode.
m.	Earnest Money Deposit (EMD)	Bidder need to submit the EMD (in favor of DDO, HEAD QUARTER, OPTCL, BHUBANESWAR) payable at BHUBANESWAR of Rs 1,88,293/- in form of Bank Demand Draft only as a mandatory requirement along with the bid submission. Bidder is requested to upload the scanned copy of the EMD. Original EMD (hardcopy) need to be submitted at O/o CGM (IT), OPTCL Headquarter, Po-Bhoinagar, Janpath, Bhubaneswar-751022 on or before bid submission date.
n.	Date and time of commencement of downloading of bidding documents	13-09-2023, 14:00 Hrs
o.	Last date and time of downloading/closing of	04-10-2023, 15:00 Hrs

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bidding documents		
p.	Last date and time of submission of bid documents	04-10-2023, 16:00 Hrs
q.	Techno- Commercial bids Opening	04-10-2023, 16:30 Hrs.
r.	Price bids Opening	Will be intimated later
s.	Place of Opening of Bids	3rd Floor Conference Hall, OPTCL Corporate Building, Janpath Bhubaneswar or online through e-tender portal
t.	Address for communication	Chief General Manager (IT), 3rd Floor, OPTCL Corporate Building, OPTCL, Janpath, Bhubaneswar – 751022 cgm.it@optcl.co.in

In the event of the date specified for bid receipt, opening being declared as a holiday for purchaser's office, the due date shall be shifted to next immediate working day at the appointed time and place.

3. ELIGIBILITY CRITERIA

The documents uploaded and / or submitted as per the **clause 4. "Manner to submit the bid"** shall form the basis for scrutinizing for Outright Rejection & Qualifying Requirements

3.1 Out Right Rejection Criteria

The bids shall be summarily rejected if the following requirements are not met.

#	Mandatory Requirement	Supporting Document
1.	Tenders shall be complete in all respects and submitted through e-tender mode and tenders submitted by any other mode shall not be entertained.	Tender/Bid response submission through OPTCL e Tender Portal: www.tenderwizard.com/OPTCL .
2.	The Tenders should be kept valid for a period of 180 days from the date of submission of bids for this the bid form mentioned at Form 1 has to be submitted	FORM-1_Bid Declaration Form
3.	The Tender shall be accompanied by Earnest Money Deposit of value and mode specified at 2 Bidding Process & Schedule above	EMD (Scanned copy and Original)
4.	Tenderer must have submitted the tender paper cost as per the instruction at Clause 2 above	Proof of Tender Paper Cost
5.	Must submit Tender Processing Fee as stated in Section 1 of clause 2	Proof of Tender Processing Fee

3.2 Qualifying Requirements

Price Evaluation of Techno-commercial Bids shall be taken up only in respect of Bidders who fulfill the Qualifying Requirements.

The bidders should have / possess the following qualifications / experience.

#	Qualifying Requirement	Supporting Document
1.	Experience Criteria: The Bidder should have regularly supplied same or similar Category Products to any Central / State Govt. Organization / PSU / Public Listed Company/reputed private organization for last three (03) Financial years.	Copies of relevant contracts (Contract/Purchase Order/Work Order) of having supplied some quantity (same or similar Category Products) during each of the last three (03) Financial year i.e.,2020-21, 2021-22 and 2022-23
2.	Past Performance: The Bidder should have executed project for supply and installation / commissioning of same or similar Category Products during preceding 3 financial years (i.e. current year and three previous financial years) as on opening of bid, as per following criteria: i. Single order of at least 35% of estimated bid value; or ii. Two orders of at least 20% each of estimated bid value; or iii. Three orders of at least 15% each of estimated bid value.	Relevant contract (Contract/Purchase Order/Work Order) copies along with completion certificates/invoice showing execution of work/ Satisfactory Performance certificate issued by Buyer Organization
3.	Bidder Turnover i. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be 400 Lakh (s) (4 Crore). ii. The annual turnover of the bidder in each FY 2019-20, 2020-21 & 2021-22.duly certified by CA	i. Copies of the Bidder's Audited Financial Statement (BS, PL, Auditor's report) for last 3 years FY 2019-20, 2020-21 & 2021-22 with UDIN mentioned. ii. Certificate from the CA indicating the turnover details for the period with UDIN mentioned.
4.	Product Compliance: Compliance of BoQ specification and supporting document	Compliance of BoQ specification as per format for each proposed item along with Product Datasheets.
5.	Certification: The Bidder should be a certified ISO 9001.	Valid ISO 9001 Certification
6.	Service and Support network: i. For all items the bidder must have full-fledged service center in ODISHA equipped with spare stock and certified manpower. ii. Dedicated /toll Free Telephone No. for Service Support: BIDDER and OEM must have Dedicated/toll Free Telephone No. for Service Support. iii. Escalation matrix for Service Support (Bidder & OEM) iv. The bidder must have an office since last 5 years in ODISHA.	Declaration on information of Bidder and OEM Service and Support network
6	General Requirements: All other document required as mentioned in the RFP Section-I; Clause 4	Refer RFP Section-I; Clause 4.1, 4.2 and 4.3 for supporting documents to be submitted as mandatory requirement for eligibility evaluation of the bidder
7	Bid Forms All the Bid forms (Form1 to Form-15) need to be submitted as mandatory requirement for eligibility evaluation of the bidder	Bid forms need to be Duly signed by the authorized signatory, sealed (on company letter head) as per the prescribed format. Also refer RFP Section -I; Clause 4 and Section-V-Bid Forms.

Note: The supporting documents shall be read in line with the relevant sub-clause of the Clause 4: Manner to submit the bid. Also the bidder shall must adhere to the nomenclature of files as mentioned in the clause 4 hereunder.

4. MANNER TO SUBMIT THE BID

4.1 Hard Form of Documents (In Original):

Timely Submission of the Documents is the sole responsibility of the bidder

The following documents (in hard copies) shall be furnished in original in a sealed envelope in the office of the undersigned on or before the last date and time of submission of tender.

- Documentary proof of payment of Tender Cost through e-payment mode.
- Documentary proof of payment of Tender Processing Fees through e-payment mode.
- Power of Attorney notarized copy for signing the bid document if any.
- **Original Earnest Money Deposit (EMD) [in favour of DDO, Headquarters, OPTCL, Bhubaneswar] of Rs 1, 88,293/- in the form of Bank Demand Draft only as a mandatory requirement at O/o CGM (IT), OPTCL Headquarter, Po-Bhoinagar, Janpath, Bhubaneswar-751022 on or before bid submission date.**

Note: The bid shall be outright rejected, if bidder fails to submit the EMD, Proof of payment of Tender Cost and Proof of payment of Tender Processing Fees of required amount.

4.2 Scanned Copies to be uploaded in .pdf format

All the supporting documents as below are to be signed and scanned, then uploaded in the tenderwizard.com.

Attachment name must be as mentioned as given below

#	ATTACHMENT NAME	DOCUMENT / DESCRIPTION
1	MANDDOC1_EMD	Scanned copy of the EMD to be uploaded <i>(Mandatory Requirement; The bid shall be outright rejected, if bidder fails to submit the EMD)</i>
2	MANDDOC2_Tender cost & Tender processing Fee	Documentary proof of payment of Tender paper cost and tender processing fees through e-payment. <i>(Mandatory Requirement; The bid shall be outright rejected, if bidder fails to submit the proof for Tender paper cost and tender processing fees)</i>
3	DOC1_Experience Criteria	Copies of relevant contracts of having supplied some quantity during each of the Financial year i.e. :2019-20,2020-21, 2021-22 and 2022-23 as per the eligibility criteria
4	DOC2_Past Experience	Proof for Past Experience and Project Experience clause as per the eligibility criteria
5	DOC3_Bidder Turnover	Copies of the Bidder's Audited Financial Statement (BS, PL, Auditor's report) for last 3 years FY 2019-20, 2020-21 & 2021-22 with UDIN mentioned.
6	DOC4_CA Cert on Bidder Turnover	The annual turnover of the bidder in each FY 2019-20, 2020-21 & 2021-22.duly certified by CA
7	DOC5_Firm Detail & PoA	i. Certificate of Incorporation (Bidder shall be a registered company under the company act.1956 (or amended in company act 2013) ii. Registered Office Address and Principal place of business. iii. Copy of power of attorney of the signatory of the bid to commit the bidder if any
8	DOC6_ISO	Valid certificate ISO 9001
9	DOC7_Service and Support network	i. Dedicated /toll Free Telephone No. for Service Support ii. Escalation matrix for Service Support. iii. Office registration detail
10	DOC8_PAN	Photocopy of PAN (Bidder).
11	DOC9_Odisha GST	Odisha GST Registration Certificate (Bidder).
12	DOC10_IT Return	Bidder's IT Return of last 3 Assessment Years (AY , 2020-21 , 2021-22 and 2022-23)

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#	ATTACHMENT NAME	DOCUMENT / DESCRIPTION
13	FORM-1_Bid Declaration Form	Bid Declaration Form
14	FORM-2_Technical Compliance	Duly filled, Signed, Stamped with official stamp on the specification Compliance table as per prescribed format.
15	FORM-3_MAF	Manufacturers Authorization form on prescribed Form-3
16	FORM-5_Bid Forms	Bidder's Information as per prescribed format
17	FORM-6_Deviation and Alternatives	Undertaking regarding Deviation and Alternatives as per prescribed format
18	FORM-7_Certificate of Origin and Eligibility	Declaration regarding Origin and eligibility of the items as per prescribed format
19	FORM-9_Undertating regarding Non-Blacklisting	Undertaking regarding Non-Blacklisting as per prescribed format
20	FORM-10_No Malicious Code	Undertaking on No Embedded Malicious code in proposed Items under scope
21	FORM-11_No Ownership Change	An undertaking that there will be no ownership change for three years from bid submission
22	FORM-12_Declaration on Litigation	Information regarding any current litigation in which the bidder is involved, the parties concerned, and disputed amount; Declaration to be submitted
23	FORM-13_Declaration on Tech. Consul. And Guidance.	Declaration to provide technical consultancy and guidance at no extra cost to OPTCL for proper configuration and integration with OPTCL IT System
24	FORM-14_Product End of Life	Declaration/undertaking mentioning that the proposed product are not obsolete in the market and have at least 5 years' residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period.
25	FORM-15_Bidder financial standing	Declaration/undertaking mentioning that the bidder is not be under liquidation, court receivership or similar proceedings, should not be bankrupt.

4.3 KEY-IN on the Schedules (.XLS) in the Tender Portal

Following are the schedules in .XLS format to be downloaded, filled in and uploaded by the Bidder as per the format in the www.tenderwizard.com/OPTCL portal.

1. File Name: Technocommercialsheet.xls

#	Particulars
1.	Bidder's information
2.	Acceptance of Important Terms and Conditions
3.	Outright Rejection Clause
4.	Document to Accompany
5.	Qualification Requirements
4.	Technical Specification Compliance and BoM

2. File Name: PriceSchedule.xls

Price schedules in XLS format to be downloaded, filled in and uploaded by the Bidder as per the format and to be uploaded on the official tender portal of the OPTCL: www.tenderwizard.com/OPTCL.

N.B

- 1. Notwithstanding anything stated above, OPTCL reserves the right to review the Bidder's capability and capacity to perform the contract at the time of award and reserves the right to accept or reject any or all tenders without assigning any reason thereof.**
- 2. On request, original documents should be produced by the bidder failing which the tender would be deemed unresponsive hence incomplete.**

SECTION- II: INSTRUCTIONS TO BIDDERS

- a. Bidders are expected to fully conversant with the meaning of all the clauses of the Bid document before submitting their tenders. In case of doubt regarding the meaning of any clause the Bidder may ask clarification in writing, before submitting the bid before the due date in much advance, from the Chief General Manager (IT), 3rd Floor, OPTCL Building, Janpath, Bhubaneswar - 751022, cgm.it@optcl.co.in. This however, does not entitle the bidder to ask for time beyond due date fixed for techno commercial bid or due date as may be fixed by Purchaser for Financial Bid.
- b. Conditional offers shall not be accepted
- c. The tenderers or their authorized representatives (limited to one person) may be present, at the time of opening the bids.
- d. After opening of the techno-commercial bid if some modification of specification is agreed upon by OPTCL the same shall be published in the OPTCL website.
- e. If necessary the bidder may be requested to revalidate the tender after expiry of the validity period under the same terms and conditions as per original bid except any change in the delivery period. In such an event, the bidders are free to change any or all conditions of their bids including price at their own risk. If the bidder does not revalidate the tender, the tender shall stand rejected and E.M.D. deposited shall be forfeited.
- f. The bidder's deviations if any should be clearly indicated giving full justifications for such deviation in a separate sheet(s) under Form-6.
- g. Over writing shall be avoided. Erasures and other changes shall bear the dated initial of the person signing the tender along with company seal.
- h. In the event of discrepancy or arithmetical error in the schedule of price, the decision of the Purchaser shall be final and binding on the Bidder.
- i. For evaluation, the price mentioned in words shall be taken if there is any difference in figure and words in the price bid.
- j. The price bids of the technically and otherwise acceptable bids shall only be evaluated. The price bids of others (along with E.M.D. if any) shall be returned to the bidders unopened.
- k. Instruction to MSME Bidder: In cases of Odisha based micro, small enterprises, Start-up enterprises while procuring goods through tender process, the following concessions shall be allowed as below;**
 - i. Tender paper shall be provided free of cost if they are registered with respective DICs, Khadi, Village, Cottage & Handicrafts Industries, OSIC or NSIC for respective items.**
 - ii. They will be allowed 50% exemption on payment of Earnest Money Deposit (EMD).**
 - iii. The Contract Performance Bank Guarantee (CPBG) shall be furnished @ 5% of the awarded amount instead of 10% as applicable**

SECTION – III: SCOPE OF WORK

The **Scope of work** includes:

Schedule I: Supply, Installation and Commissioning of the items mentioned in Section – III, at OPTCL Offices (Hqrs. and Field offices), in Odisha.

Schedule II: Buyback of the IT Items (Desktops, Laptops, Printers, Scanners, UPS, Projector & Server) from OPTCL Offices (Hqrs. and Field offices), in Odisha.

1. SCHEDULE I: - SUPPLY, INSTALLATION & COMMISSIONING OF IT ITEMS

The **Scope of work** includes the Supply, Installation, Commissioning of the IT items with **technical specifications mentioned at Annexure-I**. The end of life of all the IT Hardware items quoted by the bidder should be a minimum Five (5) years from the bid submission date.

Schedule of Quantity

#	Item	Requirement (Qty. in Nos)		
		Head Quarter	Field Offices	Total
1.	Desktop	32	81	113
2.	All-In-One PC	6	0	6
3.	Laptop	0	53	53
4.	Heavy Duty Multifunction Printer	2	0	2
5.	Multifunction Printer	0	118	118
6.	Multi-Function Printer -Color Printer	0	1	1

Note: Office wise detail requirement of the above items will be intimated to the successful bidders and will be a part of the work order.

2. SCHEDULE II: - BUYBACK OF THE IT ITEMS

The **Scope of work** includes the Buyback of the IT Items (Desktops, Laptops, Printers, Scanners, UPS, Projector & Server) from OPTCL Offices (Hqrs. and Field offices), in Odisha. Office wise detail items decided for buy-back will be intimated to the successful bidders and will be a part of the work order.

#	Buyback Items	Year of Purchase	Qty. in Nos
1.	Desktop	2010	3
		2011	1
		2012	2
		2013	478
		2015	119
Total			603
2.	Laptop	2009	4
		2010	1
		2011	1
		2012	1
		2013	71
Total			150
3	Tablet	2015	1
4	Printer	2010	9
		2011	4
		2013	224
Total			237
5	Printer Accessories	2015	23
6	Scanner	2011	1
		2013	8
		2015	1
Total			10

RFP FOR PROCUREMENT OF IT ITEMS AND BUY BACK OF OBSOLETE IT ITEMS
[TENDER NOTICE No.TW-IT/OT/02/2023-24]

#	Buyback Items	Year of Purchase	Qty. in Nos
7	Projector	2010	2
8	UPS	2009	6
		2013	400
		2015	111
Total			517
9	Server	2015	2
Total Buyback Items(Nos.)			1545

Important Clause regarding Buy-back of the items

- i. Transportation of buy back items from buyer premises shall be arranged by the seller itself without any extra/additional cost to OPTCL.
- ii. The seller will be entirely responsible for the safe disposal of old items without affecting the environment in any manner as per prevailing statutory rules and Act/law of the land.
- iii. If the minimum price (Optional) is indicated and sellers of new item who are not agreeing to take back the old item at equal to or above that minimum price should not participate in the bid.
- iv. In case they participate into the bid and afterwards indicates the price of old goods, less than the minimum price shown by OPTCL, bid will be rejected.
- v. The successful bidder shall remove the old goods from the premise of the OPTCL at the time of the supply, installation and commissioning of fresh goods. Supplier will be entitled for payment only after removal of old goods from OPTCL's premise and after supplying the fresh goods in terms of contract.

Detail list of Buy-Back Items (Item make & Model, Purchase Date and Quantity) is mentioned in the Annexure-II

SECTION – IV: GENERAL CONDITIONS OF CONTRACT (GCC)

1. SCOPE OF THE CONTRACT

The **Scope of work** includes:

Schedule I: Supply, Installation and Commissioning of the items mentioned in Section – III, at OPTCL Offices (Hqrs. and Field offices), in Odisha.

Schedule II: Buyback of the Obsolete IT Items (Desktops, Laptops, Printers, Scanners, UPS, Projector & Server) from OPTCL Offices (Hqrs. and Field offices), in Odisha.

2. DEFINITION OF TERMS

In writing these General Conditions of Contract, the Specification and bill of quantity, the following works shall have the meanings hereby indicated unless there is something in the subject matter or contract in consistent with such constructions.

- 2.1 “The Purchaser” shall mean the ODISHA POWER TRANSMISSION CORPORATION LTD or OPTCL.
- 2.2 “The Engineer” shall mean the engineers appointed by the Purchaser for the purpose of this contract.
- 2.3 “Purchaser’s representative” shall mean any person or persons, or consulting firm appointed and remunerated by the Purchaser to supervise, inspect, test, and examine workmanship and materials of the equipment to be supplied.
- 2.4 The “Contractor” or “Vendor” shall mean the Bidder whose bid has been accepted by the Purchaser and shall include the Bidders executions, administrator’s successors and permitted agencies.
- 2.5 “IT items” shall mean and include all machineries, apparatus, materials, articles, and services to be provided with respect to items mentioned in schedule of Quantity at Section-III, under the contract by the contractor.
- 2.6 “Contract Price” shall mean the sum named in or calculated in accordance with the provisions of the contract as the “contract price” which shall include packing, forwarding freight, Insurance, Goods and Services Tax and other taxes and duties if applicable.
- 2.7 “General Condition” shall mean these General Condition of Contract/GCC.
- 2.8 “The Specification” shall mean the specification annexed to or issued with the General Conditions and shall include the schedules and drawings attached thereto as well as all samples and pattern, if any.
- 2.9 “Month” shall mean of calendar month.
- 2.10 “Writing” shall include any manuscript, type written printed or other statement reproduced in any visible form and whether under seal or under hand.
- 2.11 “Total” costs shall mean the cost of equipment and material. The cost is inclusive of packing, forwarding and insurance & Freight charges and applicable GST. The GST shall be shown in a separate column item wise alongside the basic price quoted at the applicable rate in tax invoice. The Basic Price and GST thereon shall be for final price.
- 2.12 The “term” contract shall mean & include General Conditions, Specifications, and Schedules, Drawings, form of tender, covering letter, schedule of prices or the final General Condition, any special conditions applying the particular contract, specifications and drawings and agreement to be entered in.
- 2.13 Terms and condition not herein defined shall have the same meaning as are assigned to them in the Indian Contract Act, failing that in the ODISHA General Clauses Act.

3. GUIDELINES FOR THE BIDDER

Disclaimer

The Contractor shall examine the instructions to Tenderers, General Conditions of Contract, Specification, the Schedules of Quantity and delivery and rest of the bidding document to satisfy himself as to all terms and conditions and circumstances affecting the contract price. He shall quote price (s) according to his own allowances except as otherwise provided therein will be levied. The purchaser shall not be responsible for any misunderstanding or incorrect information obtained by the contractor other than information given to the contract in writing by the purchaser.

4. PURCHASER'S RIGHT TO ACCEPT/REJECT BIDS:

Under the prevailing circumstances, the purchaser reserves the right to reject any or all the tenders without assigning any reasons whatsoever if it is in the interest of OPTCL.

5. RIGHT REGARDING ALTERATION OF QUANTITIES TENDERED.

The Purchaser may alter the quantities of materials/equipment at the time of placing orders.

6. ADDITIONAL QUANTITIES

The vendor shall supply the items on receipt and acceptance of the Purchase order. The initial order will be supplied within the stipulated period. If required, the vendor may be additionally required to supply up to 25% of the initial ordered quantity within six months of the issue of the order without any change in the price and other terms and conditions of the original purchase order. However, purchaser has the right to amend the work order term and condition except the approved additional quantity and price thereof.

7. PERFORMANCE BANK GUARANTEE

The Performance bank Guarantee amounting 10% of order value including GST need to be submitted for the period of **66 months** from the date of installation and commissioning.

8. PATENT RIGHTS

Any dispute arising in respect of copy right act for the equipment supplied or software configured by the vendor and used by the purchaser shall be the responsibility of the vendor and the purchaser in no way shall be held responsible in any form or court of law in this regard.

9. MANNER OF EXECUTION

All equipment supplied under the contract shall be manufactured in the manner set out in the specification and to the reasonable satisfaction of the purchaser. All the IT equipment supplied by the contractor shall be new, unused, and conforming to relevant standards.

10. INSPECTIONS AND TESTING

The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The Purchaser shall notify what inspections and tests the Purchaser requires and where they are to be conducted.

The inspections and tests may be conducted on the premises of the Manufacturer or Supplier at point of dispatch. The Supplier shall provide all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

The Purchaser's right to inspect, tests, and where necessary, reject the Goods after the Goods arrival at Site shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods" shipment.

The inspection of the Goods shall be carried out to check whether the Goods are in

conformity with the technical specifications attached to the contract and shall be in line with the inspection/ test procedures laid down in the Technical Specifications and the General Conditions of Contract. The Purchaser may again test the items after completion of the installation and commissioning at the site of the installation.

11. DELIVERY & INSTALLATION SCHEDULE

- a) Delivery and installation will be arranged by the supplier, at OPTCL Hqrs. and Field Units across Odisha, as per the consignee to be intimated in the PO with no extra cost to the purchaser.
- b) The delivery, installation and commissioning of *the items ordered, should be within 8(Eight) weeks from the date of issue of Purchase Order.*

12. MANUALS AND DRAWINGS

The supplier shall provide OEM supplied user manuals, software drivers accompanying CD/DVD, Drawings.

13. DOCUMENTATION

The Supplier shall provide complete and legal documentation of all IT equipment and the associated software. The supplier shall also indemnify the purchaser against any levies/penalties on account of any default in this regard.

14. SUCCESSFUL INSTALLATION

The installation and commissioning of the items will be deemed complete only when the installation certificate is signed by the consignee of the items / user of the item.

In the event of the IT items of the Contract fails to be fully operational at the time of installation, a period not exceeding **ten days** will be given to rectify the defects and clear the installation, failing which the Purchaser reserves the rights to get the equipment replaced by the Supplier at no extra cost to the Purchaser.

15. SUPPLIER'S OBLIGATIONS

- (i) The Supplier is obliged to work closely with the Purchaser's staff, act within its own authority and abide by directives issued by the Purchaser during implementation activities.
- (ii) The Supplier will abide by the job safety measures prevalent in India and will free the Purchaser from all demands or responsibilities arising from accidents or loss of life during installation and commissioning activities. The Supplier will pay all indemnities arising from such incidents and will not hold the Purchaser responsible or obligated.
- (iii) The Supplier is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanors.
- (iv) The Supplier will treat as confidential all data and information during the execution of his responsibilities and will not reveal such information to any other party without the prior written approval of the Purchaser.

16. SITE PREPARATIONS

The Purchaser is solely responsible for providing the storage, installation and commissioning site for the installation of IT items, compliance with the technical and environmental specifications defined by the Supplier.

17. CONTRACT'S DEFAULT LIABILITY

- i. The Purchaser may, after 7 days of serving written notice of default by the supplier, terminate the contract in circumstances detailed here under.
 - a. If in the judgment of the Purchaser, the supplier fails to make delivery of equipment / material within the time specified in the contract or within the period for which if extension has been granted by the Purchaser in writing in response to written request

of the supplier.

- b. If in the judgment of the Purchaser, the supplier fails to comply with any of the provisions of this contract.

18. REJECTION OF MATERIALS

In the event on any of the materials/ equipment supplied by the contractor is found defective in materials or workmanship or otherwise not in conformity with the requirements of the contract specification, the purchaser shall reject the materials/equipment and request the contractor in writing to rectify the same. The contractor on receipt of such notification shall either rectify or replace the defective equipment free of cost to the purchaser. If the contractor fails to do so within 30 days of written notice, the purchaser may

- (i) At its option replace or rectify such defective equipment and recover the extra costs so involved from the contractor and/or
- (ii) Terminate the contract for balance work/supplies, with enforcement of penalty as per contract.
- (iii) Acquires the affected equipment/materials and services at reduced price considered equitable under the circumstances.

The contractor shall not be allowed any extension in contract completion period due to time taken to replenish the rejected material/work.

19. EXTENSION OF TIME

If the delivery of equipment/materials is delayed due to reasons beyond the control of the contractor, the contractor shall without delay give notice to the purchaser in writing of his claim for an extension of time. The purchaser on receipt of such notice may agree to extend the contract delivery date as may be reasonable but without prejudice to other terms and conditions of the contract.

20. WARRANTY

The bidder shall provide 5 years comprehensive (including Spares-Parts/Service/Labour/On-site) OEM warranty for all the IT items (Except Battery of Laptop; which is of 3 years OEM warranty) of Schedule of Quantity from the date of installation of the same. During warranty period the bidders should conduct preventive maintenance once in six months besides attending the calls.

In case the violation of the condition of warranty is not set right by the vendor, the Composite Bank Guarantee shall have to be extended beyond five years for which the vendor shall request the banker for the same.

The formalities for extension of OEM warranty should be completed before 3 months from the expiry of warranty period, by the bidder, otherwise OPTCL will be forced to en-cash the said Composite Bank Guarantee.

- (i) The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and they incorporate all recent improvements in design and materials unless provided otherwise in the Contract and all the Services configured shall render trouble free function. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- (ii) This warranty shall remain **valid for sixty (60) months** after the Goods, 100% inspected, have been delivered, commissioned at the final destination indicated in the Contract or **63 months** from the date of 100% delivery whichever is earlier. Warranty certificate shall be issued by the OEM.
- (iii) **The free comprehensive support during the warranty period will include the following:**

- a. The fault shall be rectified within 24 hours from the time of registration of the call at the OEMs call center / toll free no applicable.
 - b. System readjustment and/or system changing-over support on occasions of reconfiguration and/or upgrade and extensions if any.
 - c. The vendor shall be responsible for any defects that may arise out under normal usage due to faulty materials attached to the system, designing lacuna or poor workmanship. The vendor shall have to take immediate remedial measure for such defects at his own cost when called upon to do so by the Purchaser.
 - d. The vendor should also guarantee that the equipment and its accessories supplied are complete and fully compatible in every respect, and conform to technical specifications of design, material and workmanship mentioned in the quotation offered and the technical specification. The vendor should also guarantee that the equipment and its accessories supplied would perform satisfactorily as per requirements mentioned in the specification.
 - e. Any update/enhancement/upgrade to firmware etc. released till the completion of warranty shall be supplied, installed and commissioned free of cost by the bidder, irrespective of whether or not OEM charges for the same.
 - f. Helpdesk, technical guidance on usage of features and functionality, problem solving and troubleshooting, rectification of error, enabling, and features of the software already provided.
- (iv) If any equipment gives continuous trouble, say three times in one month, during the warranty period, the Supplier shall replace the equipment with new equipment without any additional cost to the Purchaser.

21. MAINTENANCE

- a. Successful bidder has to supply & maintain all the items including re-installation of System Software, drivers, firmware incase gets corrupted.
- b. If the items mentioned in all the schedule of quantity are down and not working, same need to be repaired and restored for normal functioning as per agreed Service Level Requirements. Failing which price reduction will be made from Performance Security.
- c. Free maintenance services including spares shall be provided by the vendor during the period of warranty.
- d. Supplier's maintenance engineers to report to the installations after a request call/e-mail is made or letter is written.
- e. During the warranty period, the vendor will accomplish proactive and breakdown maintenance activities to ensure that all hardware, and firmware execute without defect or interruption for at least required up time.

22. PRICE

- i. Bidders are requested to quote their FIRM price only for each individual item covered under schedule of requirement. No price variation shall be entertained at any time during the contract period.
- ii. All prices quoted must be firm and **valid for 180 days** from the date of opening of the commercial bid.
- iii. All prices quoted shall not be affected by any escalation in prices of labor or materials, machinery, equipment, etc. or in rupee exchange rate during the price validity period whatsoever. However, duties, levies, or taxes in respect of finished products will be at the rate prevalent at the time of delivery. In cases where the prices offered are included in basic product, the same should be mentioned against all those specific items.
- iv. The prices shall be FOR Destination only at the consignees' store(s) inclusive of packing, forwarding, freight and insurance. In addition, the breakup of destination price shall be given as per **Price Bid Form (Form 4) in Section - V**.
- v. Wherever the issue of foreign exchange is involved due to import of materials from a country other than India, the same shall be paid by the vendor. Import License, marine

freight, insurance, customs duty, surcharge, port handling and clearing charges etc. all shall be vendors account and purchasers shall not be responsible in any way in this regard. All such costs shall be presumed to have been included in unit prices under Price Bid Form (Form -4).

23. IMPORT LICENCE

In case imported materials are offered no assistance will be given for Import License or release of Foreign Exchange. The firm should arrange to import materials from their own quota.

24. VALIDITY

Prices and conditions of sale of the offer should be valid for a period of **180** days from the date of opening of the tender. However, the tenderer shall confirm in writing in the tender in this regard, otherwise, must mention his validity period in writing in the tender failing which the tender shall be rejected.

25. TERMS OF PAYMENT

- a. 90% payment shall be released on receipt of items in good condition on delivery, verification and stores entry of all ordered IT Items which are fully inspected, and inspection report is duly accepted by IT, OPTCL.
 - i. No advance payment in any form will be made.
 - ii. Handling of foreign exchange component and customs clearance, if any, must be taken care of by the bidder.
 - iii. The contract price shall mean firm price.
 - iv. For 90% Payment: Bellow mentioned documents are required
 1. Bills in triplicate duly certified for verification, stock entry and countersigned.
 2. Delivery Chalan.
 3. Approved OEM warranty certificate
 4. Submission of BG as per GCC clause 26.
 5. Inspection Report
 6. Confirmation from OPTCL that the items under bay-back has been removed from OPTCL's premise by supplier
- b. Balance 10% shall be payable after submission of installation certificate of last item, bills in triplicate.

PAYING OFFICER:

DDO HQRS OPTCL shall be the paying officer for all items intended for OPTCL Purpose.

26. COMPOSITE BANK GUARANTEE

A composite Bank Guarantee at the rate of 10% (Ten percent) of the contract price shall be furnished from any Nationalized/Scheduled Commercial Bank to the Chief General Manager (I.T), OPTCL within 30 (thirty) days of issue of the purchase order, executed in a non-judicial stamp paper worth of Rs. 100/- (Rupees Hundred) only subject to change as per ODISHA Stamp Duty Act.

The CBG must be valid for a period of 63 (Sixty-three) months from the schedule date of delivery of last lot strictly as per pro-forma enclosed, towards security, 100% payment and performance guarantee purposes, failing which the purchase order will be treated as cancelled. In the event of any breach or default in all or any of the conditions set forth and provided in the purchase order, the purchaser may forfeit the whole amount of the composite bank guarantee. The forfeiture of the composite Bank guarantee shall not in any way affect, limit or extinguish any remedy or relief to which the above authority may at any time be lawfully entitled.

No interest will be payable on Composite Bank Guarantee amount.

27. PRICE REDUCTION

If the supplier fails to complete the delivery, installation and commissioning as per schedule specified, There will be price reduction at the rate of 0.5% of the taxable value of the un-commissioned portion (item) for each calendar week or part there of subject to a maximum of 10% of the ordered taxable price or adjustable from the PBG.

28. FORCE MAJEURE

The supplier shall not be liable for any penalty for delay or for failure to perform the contract for reasons of force majeure such as acts of God, acts of the public enemy, acts of Govt., Fires, floods, epidemics, Quarantine restrictions, strikes, Freight Embargoes / failure in downloading, activating the license due network problems, server down, link failure, site not ready, consignee absent and provided that the supplier shall within Ten(10) Days from the beginning of such delay notify the purchaser in writing of the cause of delay along with documentary evidence. The purchaser shall verify the facts and grant such extension, if facts justify.

29. INSURANCE

Insurance of items under scope covered by this specification shall be done by the suppliers with their own insurance unless otherwise stated. The responsibility of delivery of the items at destination in good condition rests with the supplier. Any claim with the Insurance Company or transport agency arising due to loss or damage in transit has to be settled by the supplier. The supplier shall undertake free replacement of materials damaged or lost which will be reported by the consignee within 30 days of receipt of the materials at destination without waiting for the settlement of their claims with the carriers and underwriters. In case the replacement of damaged item/part is not done within 30 days, the material shall be treated as not delivered and shall attract penalty till replacement as per clause under heading "Rejection of Materials".

30. PAYMENT DUE FROM THE CONTRACTOR

All costs and damages, for which the contractor is liable to the purchaser, will be deducted by the purchaser from any money due to the contractor under the contract or through the composite Bank Guarantee submitted by him.

31. LIMITATION OF LIABILITY

The supplier's total liability for all claims, costs, losses, expenses, actions, proceedings arising out of or in connection with this W.O and scope of work shall be limited to the fees paid. In no event shall either party be liable for any indirect, special, incidental, consequential or punitive damages (including without limitation damages for business interruption, loss of business profits, loss of business information or any other monetary loss) howsoever caused arising out of or in connection with the W.O and whether or not the party has been advised of the possibility of such damages. The supplier shall be liable only for a fault, which is exclusively attributable to it or its contractors, and shall be discharged of its liabilities to the extent that a fault is attributable to the OWNER/Purchaser or its contractors.

32. JURISDICTION OF THE HIGH COURT OF ORISSA

Suits, if any, arising out of this contract shall be filed by either party in a court of law to which the jurisdiction of High Court of ORISSA extends.

33. CONTRACTOR'S RESPONSIBILITY

Notwithstanding anything mentioned in the specification or subsequent approval or acceptance of the purchaser, the ultimate responsibility for design of materials and satisfactory performance shall rest with the tenderers.

34. LANGUAGE AND MEASURES

All documents pertaining to the contract including specifications, schedule, notices, correspondences, operating and maintenance instructions, drawings or any other writing shall be written in English language. The metric system of measurement shall be used exclusively in this contract.

35. CORRESPONDENCES

- (i) Any notice to the contractor under the terms of the contract shall be served by Registered mail or by hand at the contractor’s principal place of business.
- (ii) Any notice to the purchaser shall be served at the OPTCL’s principal office in the same manner.

36. LEGAL ADDRESS

PURCHASER:
 Chief General Manager (IT),
 ODISHA Power Transmission Corporation Ltd.
 3rd Floor, OPTCL Tower, Janapath,
 Bhubaneswar – 751 022, ODISHA, India

37. COPY RIGHT PROTECTION OF TENDER DOCUMENT:

The contractor shall treat the details of the Specification and other Tender documents as private and confidential, and they shall not be reproduced without written authorization from the purchaser.

38. GUIDELINE AND STRATEGY FOR e-REVERSE AUCTION

STRATEGY FOR e-REVERSE AUCTION	
1	Bidders are required to go through the guidelines given below and submit their acceptance to the same.
2	e-Reverse Auction (RA) will be conducted in e-tender portal of OPTCL on specified date and time, while bidders shall quote from their own offices/places of their choice. Internet connectivity shall be ensured by the respective agencies/bidders themselves.
3	Demonstration/ training (if not trained earlier) of bidder’s nominated person(s), shall be done to explain all the rules related to e-Reverse Auction/Business Rule document to be adopted.
4	The strategy to be used for reverse auction shall be –DYNAMIC TEMPLATE BIDDING
Procedure for electronic Reverse Auctioning (e-RA):	
5	<ul style="list-style-type: none"> a. The e-RA shall be conducted on www.tenderwizard/OPTCL.com only. b. Bidder has to submit letter towards agreement to the Process related Terms & Conditions for e-Reverse Auction, as per (Reverse Auction Process Compliance Form at Annexure-IB). In non-receipt of the same, vendors will not be allowed to participate in e-RA. c. e-RA shall be carried out after opening of Price bids and completion of Price bid evaluation, which will be intimated only to the techno-commercially qualified bidders by OPTCL as per procedure given below. d. OPTCL reserves the right to conduct e-RA and it is obligatory on part of bidder(s) invited to participate in e-RA process once they have responded to the techno-commercial bid.
6	<p>Prior intimation/ Notice for RA invitation will be given to techno-commercially qualified bidders regarding the date & time of opening of the e- RA.</p> <p>The start bid price (SBP) for e-Reverse Auction of each bidder under a particular</p>

	<p>package shall be the L1 evaluated price for the subject package including Taxes & Duties for the total scope for subject Package. Taking the above discovered L1 price as the upper limit e-RA will be conducted to determine the lowest possible price.</p> <p>Reverse Auction will be conducted amongst first 50% of the technically qualified bidders arranged in order of prices from lowest to highest, as L1, L2, L3-----Ln, and L1 price will be discovered. Minimum of 3 bidders shall be eligible for e RA. (eg. If 4 bidders are financially evaluated then the L1, L2 and L3 bidders shall be eligible for e-RA). Number of bidders eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g., if 7 bids are technically qualified, then RA will be conducted amongst L1 to L4).</p> <p>However, in case only two bidders are found to be responsive, e-RA would be carried out with both the parties without any elimination. However, OPTCL reserves the right to invite the evaluated L1 bidder for negotiation without conducting the e-RA.</p> <p>In case of price submitted by any bidder is found to be abnormal, OPTCL reserves the right to reject the bid of the bidder(s) .</p> <p>Rank of bidders would be displayed as per the total cost to OPTCL, i.e including Taxes and Duties payable by OPTCL as per the provisions of the bidding document & after e-RA process is over.</p>
7	<p>Names of bidders/ vendors shall not be disclosed during the e-RA process. Names of bidders/ vendors shall be anonymously masked in the e-RA process.</p> <p>(i) In case of RA, start/ reference price and step value of decrement shall be indicated to the bidders at the start of the auction. Any participating bidder can bid one or multiple step decrement lower than the prevailing lowest bid at that time. The Bidder shall be able to view Bid Start Price, Bid Decrement Value, Prevailing Lowest Bid value, last Bid Placed by him and time left for bidding.</p> <p>(ii) The step value of decrement in a package to be offered by bidder (the minimum amount of reduction in the total bid price including all taxes & duties during auction) , shall be kept at 0.15% of L1 bidder's final evaluated price (or) at approved amount as decided by OPTCL.</p> <p>(iii) Bidders can only quote any value lower than their previous quoted price. However, at no stage, increase in Price will be permissible.</p> <p>(iv) At any point during Reverse Auction, bidding Price field (Total price) shall remain enabled for the bidders. The total reverse auction period will be for one twenty (120) minutes. The initial auction period (1st slot) will be of thirty (30) minutes with provision of auto extension by (10) ten minutes from the schedule/ extended closing time, if any fresh lower bid is received in last ten minutes of initial auction period or extended auction period. Total/ maximum number of auto extension will be for 9 (nine) times after the 1st slot. After end of 120 minutes, the reverse auction process shall get closed automatically without any extension.</p> <p>(v) However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the period of e-reverse auction to avoid complication related with internet connectivity, network problem, system crash down, power failure etc.</p>
8	<p>After conclusion of e-Reverse Auction i.e (Closing Price in Reverse Auction will be taken as offered price by the L1 bidder), decrease in price of individual head of the template shall be considered proportionately on all individual line items of the respective head of the price schedule of the successful L1 bidder .</p> <p>Any bid received at the tender wizard server end subsequent to closure of the e-RA shall be summarily rejected and shall not be considered as a valid bid under whatsoever circumstances. For this purpose, tender wizard server log shall prevail.</p> <p>The bidder shall not involve himself or any of his representatives in price manipulation</p>

	<p>of any kind directly or indirectly by communicating with other bidders. During Reverse Auction, If no bid is received within the specified time, OPTCL, at its discretion, may decide to close the reverse auction process/ proceed with conventional mode of tendering [Evaluation of Part-II (price bid) submitted by bidders earlier].</p>
9	<p>Consequent upon completion of e-Reverse Auction, OPTCL 's decision on award of contract shall be final and binding on the bidders. OPTCL shall be at liberty to call the L1 bidder for further process/ negotiation and also at liberty to cancel the e-reverse auction process/ re- tender at any time, without assigning any reason thereof. OPTCL can decide to reschedule or cancel any reverse auction: the bidders shall be informed accordingly. OPTCL/ Service Provider shall not have any liability to bidders for any interruption or delay in access to the e-Tender site/ Reverse Auction link irrespective of the cause.</p>
	<p>(Reverse Auction Process Compliance Form) (Annexure-IB) (To be incorporated in the bid document). (To be submitted on letter head of the bidding company with sign and stamp and along with technical bid) To, CGM (IT), OPTCL Bhubaneswar-751022, Odisha Sub: Agreement to the Process related Terms & Conditions for e-Reverse Auction. Dear Sir, This letter is to confirm that:</p> <ul style="list-style-type: none">• The undersigned is authorized representative of the company.• We have studied the Commercial Terms and the Business rules governing the Reverse Auction as mentioned in your tender and confirm our agreement to that.• We also confirm that we have gone through the auction manual and have understood the functionality of the same thoroughly.• We, hereby, confirm that we will honour the Bids placed by us during the tendering/ e- Reverse auction process as called as e-RA.• We also confirm that we will accept our Rank / Position that will be displayed when the Bidding Time for the Online Reverse Auction is over. <p>With regards, Signature with Designation with company seal Name & Address Person having power of attorney for the subject package.</p>

Chief General Manager (IT)

SECTION – V: BID FORMS

FORM-1: BID DECLARATION FORM

Date: -----
Invitation for Bid No.: -----
Date: -----
Bid No.: -----

To
The CGM (IT)
3rd Floor, IT Department, OPTCL Corporate office
Janpath, Bhubaneswar -751022.

We, the undersigned, declare that:

- a) We have examined and have no reservations to the Bidding Document, including Addenda No. (if Any):
- b) We offer to supply in conformity with the Bidding Document and in accordance with the delivery schedule, the following Services:
- c) Our Bid shall be valid for a minimum period of 180 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of 10 percent of the Contract Price for the due performance of the Contract.
- e) We are not participating, as Bidders, in more than one Bid in this bidding process in accordance with the Bidding Document.
- f) Our firm has not been declared ineligible by the Odisha Power Transmission Corporation Limited
- g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- h) We understand that you are not bound to accept the best evaluated bid or any other bid that you may receive.
- i) We undertake to open Development center in Bhubaneswar, Odisha after award of contract, in case of non-availability of the Development Center in Bhubaneswar at the time of bidding process.

Name.....
In the capacity of.....
Signed
Duly authorized to sign the Bid for and on behalf of.....
Date.....

[This form should be dully filled up by the Bidder and uploaded at the time of submission of tender.]

Form-1B

(Reverse Auction Process Compliance Form)

(To be submitted on letter head of the bidding company with sign and stamp and alongwith Technical bid)

To,

CGM (IT), OPTCL

Bhubaneswar-751022, Odisha

Sub: Agreement to the Process related Terms & Conditions for e-Reverse Auction.

Dear Sir,

This letter is to confirm that:

- The undersigned is authorized representative of the company.
- We have studied the Commercial Terms and the Business rules governing the ReverseAuction as mentioned in your tender and confirm our agreement to that.

- We also confirm that we have gone through the auction manual and have understood thefunctionality of the same thoroughly.

- We, hereby, confirm that we will honour the Bids placed by us during the tendering/ e-Reverse auction process as called as e-RA.

- We also confirm that we will accept our Rank / Position that will be displayed when theBidding Time for the Online Reverse Auction is over.

With regards,

Signature with Designation with company seal
Name & Address

[Person having power of attorney for this tender]

FORM-2: TECHNICAL COMPLIANCE SHEET

Bidders need to submit the Technical Compliance Sheet or Deviations (if any) as per the Technical Specification mentioned in Annexure-I.

SL No.	ITEM	Technical Specification	Compliance (Yes/No)	Deviations if any

Signature with Date

Name in Block Letters

Seal of the Company

Note: In case of any deviations, specific comments are to be filled in the deviation column. If the space is insufficient, a separate sheet may be enclosed.

FORM-3: MANUFACTURER'S AUTHORIZATION FORM

(To be obtained from all OEMs on OEM's Letter Head)

To

Chief General Manager (IT),
ODISHA Power Transmission Corporation
Limited 3rd Floor, OPTCL Tower, Janpath,
Saheed Nagar, Bhubaneswar- 751 022
ODISHA.

Date:

Bid No.:

Dear Sir,

We [***name of the Manufacturer***] who are established and reputable manufacturers of [***name and/or description of the goods***] having factories at [***address of factory***] do hereby authorize [***name and address of Agent***] to submit a bid, and subsequently negotiate and sign the Contract with you for the goods manufactured by us against the above IFB.

We hereby extend our full warranty as per GCC Clause. We hereby confirmed that goods offered for supply by the above firm shall not be outdated within 5(five) years of supply and will provide necessary spares support service.

[Signature for and on behalf of

Manufacturer] [Name]

[Name of the Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Bidder in its bid

RFP FOR PROCUREMENT OF IT ITEMS AND BUY BACK OF OBSOLETE IT ITEMS
[TENDER NOTICE No.TW-IT/OT/02/2023-24]

FORM-4: PRICE BID FORMS

Price Schedule for Goods to be keyed in the .xls / .xlsx template provided in the tender portal.

I.PRICE BID -SUMMARY:

Tender Notice No.		TW-IT/OT/02/2023-24
NAME OF THE BIDDER		
Name Of The Work		Procurement of Desktops, All-In-One PCs, Laptops, Heavy Duty Multifunction Printers, Multifunction Printers and Multifunction Printer (Colour) for Head-quarter offices and field offices of OPTCL and Buyback of Obsolete IT items.
Price Bid Summary: Total Bid Price		
Sl.No.	Description	Total Price (Including All applicable Taxes) (In Rs.)
Form-I	Total Price for Procurement of IT Items - Desktops, All-In-One PCs, Laptops, Heavy Duty Multifunction Printers, Multifunction Printers and Multifunction Printer (Colour)	0
Form-II	Buyback of the Obsolete IT Items (Desktops, Laptops, Printers, Scanners, UPS, Projector & Server) [Less (-)]	0
GRAND TOTAL (In Rs.): (In Figure)- Bid Price		0
GRAND TOTAL (In Rs.): (In Words)- Bid Price		

RFP FOR PROCUREMENT OF IT ITEMS AND BUY BACK OF OBSOLETE IT ITEMS
[TENDER NOTICE No.TW-IT/OT/02/2023-24]

I. PRICE BID FOR PROCUREMENT OF IT (HARDWARE) EQUIPMENT:

Tender Notice No.			TW-IT/OT/02/2023-24					
NAME OF THE BIDDER								
Name Of The Work			Procurement of Desktops, All-In-One PCs, Laptops, Heavy Duty Multifunction Printers, Multifunction Printers and Multifunction Printer (Colour) for Head-quarter offices and field offices of OPTCL and Buyback of Obsolete IT items.					
Price Bid Form-I: PRICE BID FOR PROCUREMENT OF IT ITEMS								
				Rs.	Rs.	Percentage	Rs.	Rs.
Sl.No.	Item Description	Unit	Quantity	Cost of Supply or Service (Per Unit)	Total Cost without GST	% GST applicable	GST	Total Cost inclusive of GST
1	Desktop	Nos.	113		-		-	-
2	All-In-One PC	Nos.	6		-		-	-
3	Laptop	Nos.	53		-		-	-
4	Heavy Duty Multifunction Printer	Nos.	2		-		-	-
5	Multifunction Printer- Toner Type	Nos.	118		-		-	-
6	Multifunction Printer-Colour	Nos.	1		-		-	-
GRAND TOTAL (In Rs.): (In Figure)					-		-	-
GRAND TOTAL (In Rs.): (In Words)								
Note:	In case of discrepancy between unit price and total, the unit price shall prevail.							

RFP FOR PROCUREMENT OF IT ITEMS AND BUY BACK OF OBSOLETE IT ITEMS
[TENDER NOTICE No.TW-IT/OT/02/2023-24]

II. PRICE BID FOR OBSOLETE IT ITEMS UNDER BUY-BACK:

Tender Notice No.				TW-IT/OT/02/2023-24					
NAME OF THE BIDDER									
Name Of The Work				Procurement of Desktops, All-In-One PCs, Laptops, Heavy Duty Multifunction Printers, Multifunction Printers and Multifunction Printer (Colour) for Head-quarter offices and field offices of OPTCL and Buyback of Obsolete IT items.					
Price Bid Form-II: PRICE BID FOR OBSOLETE IT ITEMS UNDER BUY-BACK									
1	2	3	4	5	6	7=18%*6	8=[1%*(6+7)]	9=(6+7+8)*5	
Sl. No.	Item Category	Item Description (Make & Model)	Year of Purchase	Quantity (In Nos.)	Minimum Buyback Price (Rs.)	Buyback Unit Price (In Rs.)	GST @18% (In Rs.)	TCS (In Rs.)	Total Price-Buy-back (In Rs.)
1	Desktop	HP PRO3090	2010	3	Mentioned in Price Bid Form		-	-	-
2	Desktop	HP Pro Intel Core 2 Duo	2011	1			-	-	-
3	Desktop	Lenovo Thinkcentre Edge 71Z	2012	1			-	-	-
4	Desktop	Lenovo Thinkcentre Edge 72Z	2012	1			-	-	-
5	Desktop	HP CompaqElite8300MT	2013	478			-	-	-
6	Desktop	DELL Optiplex 9020 MT	2015	40			-	-	-
7	Desktop	HP ELITEDESK 800 G1	2015	7			-	-	-
8	Desktop	HP Compaq F191	2015	70			-	-	-
9	Desktop	HP 800 G2 BUSINESS PC	2015	2			-	-	-
10	Laptop	DELL Dell Vostro 1520 Notebook	2009	2			-	-	-
11	Laptop	WIPRO WNBMBM4901	2009	2			-	-	-
12	Laptop	DELL Dell latitude E5410	2010	1			-	-	-
13	Laptop	HP Probook 4420s Intel Core-i5	2011	1			-	-	-
14	Laptop	DELL Latitude E6320	2012	1			-	-	-
15	Laptop	HP Probook 6470b	2013	71			-	-	-
16	Laptop	HP PROBOOK 440	2015	69			-	-	-
17	Laptop	HP PROBOOK 440 G2	2015	3			-	-	-
18	Tablet	SAMSUNG GALAXY TAB A[T355]	2015	1			-	-	-
19	Printer	HP P2055dn	2010	1			-	-	-
20	Printer	HP CP2025dn	2010	1			-	-	-
21	Printer	HP P3015DN	2010	6			-	-	-
22	Printer	HP Office Jet Pro 8500	2010	1			-	-	-
23	Printer	HP Pro P1606dn printer	2011	2			-	-	-
24	Printer	HP CP 3525dn Printer	2011	1			-	-	-
25	Printer	HP CP 1525n Printer	2011	1			-	-	-
26	Printer	HP Laserjet PRO M 1213 nf MFP Printer	2013	149			-	-	-

RFP FOR PROCUREMENT OF IT ITEMS AND BUY BACK OF OBSOLETE IT ITEMS

[TENDER NOTICE No.TW-IT/OT/02/2023-24]

Tender Notice No.	TW-IT/OT/02/2023-24
NAME OF THE BIDDER	
Name Of The Work	Procurement of Desktops, All-In-One PCs, Laptops, Heavy Duty Multifunction Printers, Multifunction Printers and Multifunction Printer (Colour) for Head-quarter offices and field offices of OPTCL and Buyback of Obsolete IT items.

Price Bid Form-II: PRICE BID FOR OBSOLETE IT ITEMS UNDER BUY-BACK

1	2	3	4	5	6	7=18%*6	8=[1%*(6+7)]	9=(6+7+8)*5	
Sl. No.	Item Category	Item Description (Make & Model)	Year of Purchase	Quantity (In Nos.)	Minimum Buyback Price (Rs.)	Buyback Unit Price (In Rs.)	GST @18% (In Rs.)	TCS (In Rs.)	Total Price-Buy-back (In Rs.)
27	Printer	HP Laserjet M5025 MFP Printer	2013	14	Mentioned in Price Bid Form		-	-	-
28	Printer	HP Pro M 400/401 DN Printer	2013	51			-	-	-
29	Printer	HP Laserjet CP 5225	2013	9			-	-	-
30	Printer	HP 375NW MFP	2013	1			-	-	-
31	Printer Accessories	HP Auto duplex unit-Accessory with HP 5025 MFP	2015	14			-	-	-
32	Printer Accessories	HP JET DIRECT EW2500-Accessory with HP CP5225	2015	9			-	-	-
33	Scanner	HP Scanjet 5590	2011	1			-	-	-
34	Scanner	HP Scanjet 5590	2013	8			-	-	-
35	Scanner	IBALL A305	2015	1			-	-	-
36	Projector	SHARP PG F325W	2010	2			-	-	-
37	UPS	Emerson Libert , ITON 600	2009	5			-	-	-
38	UPS	APC SURTD5000UXI	2009	1			-	-	-
39	UPS	Uniline Uniplus 600 VA	2013	400			-	-	-
40	UPS	EMERSON LIBERT itON 600VA CX	2015	111			-	-	-
41	Server	HP Proliant DL320e	2015	2			-	-	-
GRAND TOTAL (In Rs.): (In Figure)				1545			-	-	-

GRAND TOTAL (In Rs.): (In Words)

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

FORM-5: BIDDER'S INFORMATION

1.0 General Information

Bidder is requested to complete the information in this form. Nationality information to be provided for the Bidders.

1.	Name of firm	
2.	Registered office address	
3.	Telephone.	Contact
4.	Fax	Telex
5.	Place of incorporation/registration	Year of incorporation/registration
6.	Nationality	

2.0 Capability Statement

1.	Name of Bidder		
2.	Classifications		
	(1) Manufacturer		
	(2) Authorized Agent		
	(3) Dealer		
	(4) Others (please specify)		
3.	Factory/Works:		
	(a) Location		
	(b) Description, Type and size of building		
	(c) Is property on lease or free hold? If on lease, indicate date of expiry of lease in such case		
	(d) Details of plant and facilities for manufacture/assembly of the goods		
4.	Type of equipment manufactured and supplied during last three years.		
	Name of equipment	Capacity/Size	Nos. manufactured
			Nos. of orders on hand
5.	Details of Organization at Service Centre		
	a) No. of skilled employees:		
	b) No. of Unskilled employees:		
	c) No. of Engineering employees		
	d) No. of Administrative employees		
	e) List of special repair/workshop facilities available		
	f) Storage space for spare parts (sq. m.)		
	g) Value of minimum stock of spares available at all the service centres in respective currency		
	h) Value of the modes/types by number of equipment serviced by the centre in last two years		
6.	Names of three buyers to whom similar equipment was supplied in the past and to whom reference may be made by the Purchaser regarding the Bidder's technical and delivery ability.		
	(1)		
	(2)		

3.0 Banker Information

Name of the Bidder:

Bidder must fill in this form. If necessary, use separate sheets to provide complete banker information.

Name of Banker	
Address of Banker	
Telephone No. Fax No. Contact Name & Title	

4.0 Litigation History

Name of Bidder:

Bidders should provide information on any history of litigation or arbitration resulting from Contracts executed in the last five years or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation and matter in dispute	Disputed amount (Current Value in Indian Rupees)

5.0 Performance Statement (for a period of last three years for all the type of items offered)

Sl. No.	Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered equipment	Value of order	Date of completion of delivery As per contract	Date of completion of delivery as per Actual	Remarks indicating reasons for late delivery. if	Balance qty., if any, to be supplied	Expected date of Commencement completion of balance supplies	Has the equipment been satisfactorily functioning?

6.0 Details of Service Support

SERVICE CENTRE IN ODISHA								
Location with Detail Address:								
Sl. No.	Address	Phone no.	Fax No.	Status of Office Working Days and Hours	Number of Hardware Engineers	Number of Hardware Staffs	Value of Min. Stock Available at all times	List of Firms serviced in last two (2) years

Date

(Signature)

Place :

(Printed Name).....

(Designation)

(Common Seal)

FORM-6: DEVIATION AND ALTERNATIVES

Date:

Bid No.:

The Bidder shall item wise any alternatives and deviations from the bid document included in his Bid. Each item shall be listed below with the following information:

Any proposal in this section will be applicable only for the bidders whose Bid will be substantially responsive in accordance with **“Instructions to Bidders”**.

A Bid determined as not substantially responsive will be rejected and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

1. Reference Clause in the bid document.
2. Detailed description of the alternative or deviation.
3. Reason for the change.
4. The change in bid price if the alternative or deviation is withdrawn and the bidder conforms to the specifications.

Note: Bidder shall submit “No Deviation” certificate, if there is no deviation

Date: (Signature)

Place: (Printed Name)

(Designation)

(Common Seal)

FORM-7: FORM OF CERTIFICATE OF ORIGIN AND ELIGIBILITY

Bidder's Name & Address

I (We) hereby certify that the equipment and materials to be supplied are produced in, an Eligible Source Country.

I (We) hereby certify that my (our) company is incorporated and registered in, an Eligible Source Country.

Date:	(Signature)
Place:	(Printed Name)
	(Designation)
	(Common Seal)

N.B: TO be signed and the scanned copy to be uploaded

FORM-8: PROFORMA FOR COMPOSITE BANK GUARANTEE

(To be stamped in accordance with Stamp Act and the Non-Judicial stamp paper of appropriate value should be in the name of the Issuing Bank.)

Ref No:
Bank Guarantee No.
Date:
BG Amount:
Validity Period:

This Guarantee Bond is executed this..... day of by us the..... Bank at , P.O..... , Dist....., State..... and Code No..... Whereas the ODISHA POWER TRANSMISSION CORPORATION LIMITED, Janpath, Bhubaneswar, a company constituted under the Companies Act-1956 (hereinafter called OPTCL) has issued Work Order (WO) Contract No..... Dated..... for the purpose of work (herein after called “the Agreement”) to M/s. / Sri. , Address..... (herein after called the “Contractor”) for<project Name> under the above WO and whereas OPTCL has agreed (1) to exempt demand of security deposit under the terms and conditions of the WO (2) to release payment of the cost of the Contract Price to the Contractor on furnishing by the Contractor to OPTCL a Contract Performance Bank Guarantee (CPBG) of the value of 10% of the Contract Price of the said Agreement.

1. Now therefore, in accordance with the terms and conditions of WO/Contract No. _____ dated _____ for the due fulfillment by the said Contractor of the terms and conditions contained in the said agreement, on production of a Bank Guarantee for Rs._____ (Rupees_____) only, we the bank _____ [Indicate bank Name , Address & Code] (hereinafter referred to as “the Bank”) at the request of M/s. / Sri. _____ contractor do hereby undertake to pay to OPTCL, an amount not exceeding Rs._____ (Rupees _____) only .
2. We, the _____ Bank [indicate the name of the Bank, Address & Code] do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from OPTCL. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees----- in Words).
3. We, the Bank also undertake to pay to OPTCL any money so demanded not withstanding any dispute or disputes raised by the Contractor in any suit or proceeding instituted / pending before any court or tribunal relating thereto, our liability under this present being absolute and irrevocable. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor shall have no claim against us for making such payment.
4. We, the _____ Bank further agree that the guarantee herein contained shall remain in full force and effect during the aforesaid period of ____ days and it shall continue to be so enforceable till all the dues of OPTCL under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till OPTCL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor and accordingly discharges this guarantee.

Unless a demand or claim under this guarantee is made on us or our Branch Office at Bhubaneswar <Mention Name, Address & Code of the Branch Office at Bhubaneswar of issuing Bank> in writing on or before (Date), we shall be discharged from all liability under this guarantee thereafter.

RFP FOR PROCUREMENT OF IT ITEMS AND BUY BACK OF OBSOLETE IT ITEMS
[TENDER NOTICE No.TW-IT/OT/02/2023-24]

5. We, the _____ Bank [indicate the name of the Bank, Address & Code] further agree with the Board that OPTCL shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Bid or to extend time or performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by OPTCL against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said Bid and we shall not be relieved from our liability by reason of any such variation postponement or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of OPTCL or any indulgence by OPTCL to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This guarantee will not be discharged due to the change in the name, style or constitution of the Bank and/or of the contractor(s).

7. We, the _____ Bank [indicate the name of the bank, Address & Code] lastly undertake not to revoke this guarantee during its currency except with the previous consent of OPTCL in writing.

8. We, the _____ Bank (Name, Address & Code) further agree that this guarantee shall also be invocable at our place of business at **Bhubaneswar** (indicate Name, Address & Code of the Branch at Bhubaneswar) in the State of Odisha.

“Notwithstanding anything contained herein”

a) Our liability under the bank guarantee shall not exceed Rs. ----- (Rupees in words-----) only.

b) This Bank guarantee shall be valid up to -----.

c) We or our Branch at **Bhubaneswar**<Mention Name, Address & Code.....> shall be liable to pay guaranteed amount or any part thereof under this guarantee only if you serve upon us at----- Branch of Bhubaneswar a written claim or demand on or before,

The Bank Guarantee is issued in paper form and Advice transmitted through SFMS with required details to the beneficiary’s advising bank (**ICICI Bank Bhubaneswar**, IFSC Code ICIC0000061).

Dated, the _____ Day of _____
For _____ [Indicate name of Bank]

Signature.....
Full Name.....
Designation.....
Power Of Attorney.....
Dated.....
Seal of the Bank.....

WITNESS: (SIGNATURE WITH NAME AND ADDRESS)

1. Signature.....
Full Name.....
2. Signature.....
Full Name.....

N.B.:

1. Name of the Contractor:

RFP FOR PROCUREMENT OF IT ITEMS AND BUY BACK OF OBSOLETE IT ITEMS
[TENDER NOTICE No.TW-IT/OT/02/2023-24]

2. BG No & Date:
3. Amount (In Rs.):
4. Validity up to:
5. LOA No.....
6. Package No.....
7. Name, Address & Code of Issuing Bank:
8. Name, Address & Code of Bhubaneswar Branch of the Issuing Bank:

The Bank Guarantee shall be accepted after getting SFMS advice as per details below.

Format for SFMS details

(The Unique Identifier for field 7037 is "OPTCL541405793")

Sl. No	PARTICULARS	TYPE	DETAILS
1	Type of Bank Guarantee	Mandatory	Contract Performance
2	Currency & Amount	Mandatory	
3	Validity Period(from—to --)	Mandatory	
4	Effective Date	Mandatory	
5	End date of lodgment of Claim	Mandatory	
6	Place of lodgment of claim	Mandatory	Bhubaneswar, Branch Name----- of Bhubaneswar Branch code----- of Bhubaneswar Branch Address ----- at Bhubaneswar
7	Issuing Branch IFSC Code	Mandatory	
8	Issuing Branch name & address	Mandatory	
9	Name of applicant and its details	Mandatory	
10	Name of Beneficiary and its details	Mandatory	
11	Beneficiary's Bank/Branch and IFSC Code	Mandatory	ICICI Bank Ltd IFSC Code-ICIC0000061
12	Beneficiary's Bank/Branch name and address	Mandatory	ICICI Bank Ltd Bhubaneswar Main Branch, Bhubaneswar
13	Sender to receiver information	Mandatory	
14	Purpose of Guarantee	Mandatory	Contract Performance
15	Reference/Description of the underlined tender/contract	Mandatory	LOA No----

Note:

- 1. Bidder shall furnish single CPBG for the contract for this project.**
- 2. Strikeout the portion which are not required.**

FORM-9: UNDERTAKING REGARDING NON-BLACK-LISTING

To
The CGM (IT)
3rd Floor, IT Department, OPTCL Corporate office
Janpath, Bhubaneswar -751022.

I, _____ (Name of the Authorized person) presently working in the capacity of(designation) and I have been duly authorized by(bidder name)having its Registered office/ Corporate Office / at _____ to furnish the aforesaid undertaking against the specific requirement as specified in GeM Bid No. _____ and accordingly, I, on behalf of(name of the bidder) hereby solemnly declare & affirm as under:-

1. That _____ (Name of the bidder) have not been blacklisted / debarred / disqualified by any Govt. of India or any of its agencies, any State Govt. or any of its agencies, State or Central PSUs etc. during the last 5 years till the date of submission of Bid.
2. That the Chairman of _____(Name of the bidder) or any Director of _____(Name of the bidder) or any senior Management Official of _____(Name of the bidder) do not have any history of litigation or arbitration resulting from Contracts executed in the last five years or currently under execution.

Signature of Company

Secretary/Authorized Key

Managerial Personnel (KMP) of the

Bidder's organization [In full and initials]

Name and Title of Signatory

.....

.....

.....

.....

FORM-10: UNDERTAKING REGARDING NON-MALICIOUS CODE

To
The CGM (IT)
3rd Floor, IT Department, OPTCL Corporate office
Janpath, Bhubaneswar -751022.

Date:
Bid No.:

Subject: Undertaking regarding Non-Malicious Code certificate

- a) This is to certify that the Hardware and the Software being offered, as part of the contract, do not contain Embedded Malicious code that would activate procedures to: -
 - i. Inhibit the desires and designed function of the equipment.
 - ii. Cause physical damage to the user or equipment during the exploitation.
 - iii. Tap information resident or transient in the equipment/network.
- b) The firm will be considered to be in breach of the procurement contract, in case physical damage, loss of information or infringements related to copyright and Intellectual Property rights (IPRs) are caused due to activation of any such malicious code in embedded software.

We certify the above point as asked in the bid.

Name.....
In the capacity of.....
Signed
Duly authorized to sign the Bid for and on behalf of.....
Date.....

FORM-11: UNDERTAKING REGARDING NO OWNERSHIP CHANGE

To
The CGM (IT)
3rd Floor, IT Department, OPTCL Corporate office
Janpath, Bhubaneswar -751022.

Date:
Bid No.:

Subject: Undertaking regarding No Ownership Change

Dear Sir,

This is to inform you that, we<Name of the Bidder> hereby confirm that there will be no ownership change for three years from bid submission.

Name.....
In the capacity of.....
Signed
Duly authorized to sign the Bid for and on behalf of.....
Date.....

FORM-12: DECLARATION REGARDING LITIGATION HISTORY

To
The CGM (IT)
3rd Floor, IT Department, OPTCL Corporate office
Janpath, Bhubaneswar -751022.

Date:
Bid No.:

Subject: Declaration Regarding Litigation History

Dear Sir,

This is to inform you that, we<Name of the Bidder> hereby confirm the following information on any history of litigation or arbitration resulting from Contracts executed in the last five years or currently under execution.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation and matter in dispute	Disputed amount (Current Value in Indian Rupees)

Name.....
In the capacity of.....
Signed
Duly authorized to sign the Bid for and on behalf of.....
Date.....

<Note>: If there is no Litigation, please fill with **“No Litigation”**.

FORM-13: UNDERTAKING REGARDING TECHNICAL CONSULTANCY AND GUIDANCE TO OPTCL

To

The CGM (IT)
3rd Floor, IT Department, OPTCL Corporate office
Janpath, Bhubaneswar -751022.

Date:
Bid No.:

Subject: Undertaking Regarding Technical Consultancy and Guidance to OPTCL

Dear Sir,

This is to inform you that, we<Name of the Bidder> hereby confirm that we will provide technical consultancy and guidance at no extra cost to OPTCL for proper configuration and integration with OPTCL IT System.

Name.....
In the capacity of.....
Signed
Duly authorized to sign the Bid for and on behalf of.....
Date.....

FORM-14: UNDERTAKING REGARDING PRODUCT END OF LIFE

To

The CGM (IT)
3rd Floor, IT Department, OPTCL Corporate office
Janpath, Bhubaneswar -751022.

Date:

Bid No.:

Subject: Undertaking Regarding Product End of Life

Dear Sir,

We.....<Name of Bidder> hereby confirm that, we have offered only those products under the scope in this bid which are not obsolete in the market and have at least 5 years' residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period.

Name.....

In the capacity of.....

Signed

Duly authorized to sign the Bid for and on behalf of.....

Date.....

FORM-15: UNDERTAKING REGARDING BIDDER FINANCIAL STANDING

To

The CGM (IT)
3rd Floor, IT Department, OPTCL Corporate office
Janpath, Bhubaneswar -751022.

Date:

Bid No.:

Subject: Undertaking Regarding Bidder Financial Standing

Dear,

We hereby confirm that, we.....<Name of Bidder> are not under liquidation, court receivership, or similar proceedings. Also confirm that the bidder is not bankrupt at the time of bidding.

Name.....

In the capacity of.....

Signed

Duly authorized to sign the Bid for and on behalf of.....

Date.....

SECTION – VI: ANNEXURES

ANNEXURE-I: TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATION FOR DESKTOPS, ALL-IN-ONE PCS, LAPTOPS, HEAVY DUTY MULTIFUNCTION PRINTERS, MULTIFUNCTION PRINTERS AND MULTIFUNCTION PRINTER (COLOUR)

A. DESKTOPS

#	Description	Specification
1.	Preferred Make	HP/ Dell/ Acer
2.	Processor Make	Intel
3.	Processor Generation	12 or higher
4.	Number of Cores per Processor	10 or higher
5.	Processor Base Frequency (GHz)	2.5 or higher
6.	Processor Description	Intel Core i5 or higher
7.	Processor Number	Intel Core i5 12400 or higher
8.	Chipset Series	Intel B Series or higher
9.	Cache (MB)	20MB or Higher
10.	Operating System (Factory Pre-Loaded)	Windows 11 Professional
11.	RAM Size (6B)	8 or higher
12.	RAM Expandability up to (using spare DIMM Slots in GB)	64 or higher
13.	Total SSD Capacity (GB)	512 M.2 NVME or higher
14.	Internal Speaker	Yes
15.	Monitor Size (INCHES)	21.5 or higher with VGA,DP,HDMI Port with height adjustable stand
16.	Monitor Resolution (PIXELS)	1920x1080 or higher
17.	Graphics Type	Integrated
18.	Wireless Connectivity	Intel WiFi
19.	Bluetooth Connectivity	Yes 5.0 or higher
20.	Number of Ethernet Ports	1
21.	Type of Ethernet Ports	10/100/1000 on board Integrated Gigabit Port
22.	Cabinet Form Factor	7 litres to 13 litres
23.	Number of USB Ports	8 or higher
24.	Number of USB Type C Ports	1 or higher (Optional)
25.	Number of HDMI Ports	1 or higher
26.	On Site OEM Warranty (Year)	5 Years

B. ALL-IN-ONE PCS

#	Description	Specification
1	Processor	13th Generation Intel Core I5-13500 processor (x86 Processor,24 MB cache, 14 cores , support 4.80 GHz turbo clock frequency
2	Chipset	Compatible Chipset with the above processor
3	Motherboard	Motherboard make from the same Desktop OEM
4	Memory	Minimum 8 GB memory with support for memory expandability up to 64 GB or higher
5	RAM Type	DDR5 with 4400 MHz or higher
6	DIMMs & Expansion Slots	2 DIMM slots or more , minimum 3 x M.2 slots
7	Hard Disk Capacity (SSD PCIe NVMe M.2)	Minimum 512 GB PCIe M.2 NVMe SSD drive, AIO support upto 2 TB PCIe M.2 NVMe SSD.
8	Graphics	Integrated / Dedicated Graphics (support 4K resolution
9	Ports : USB / HDMI / Display Port (Integrated in the motherboard)	Integrated USB Port: Minimum 5 no's (Min 4 no's of USB 3.2 Gen-1 and 1 x USB 3.2 Type C), 1 x Secure Digital card reader slot. Integrated HDMI Port (2.0): Minimum 1 nos; Should be easily accessible, Network: 10/100/1000 on-board integrated Network Port. Audio: 1 x Audio Line-out port
10	Audio and Camera	Integrated Audio controller with Internal speaker (minimum 2 x 2W), Minimum full HD camera with microphone and physical privacy option
11	Cabinet	All in One
12	SMPS	Minimum 160 Watt (Internal integrated Power supply without any external power adaptor)
13	Wireless	Integrated Dual band ax wireless with Bluetooth 5.2 or higher
14	Operating system	Windows 11 Professional 64 Bit, Operating system pre-loaded / pre-installed from OEM factory.
15	Manageability	AIO System Serial No, OEM Name, HDD , RAM , Processor Information, to be available into the BIOS (CMOS)
16	Security	Discreet TPM 2.0, chassis Intrusion switch / Intrusion Sensor with chassis physical security cable lock slot.
17	Monitor / Display	Narrow bezel, viewing Size not less than 23.8" with Maximum Resolution of 1920 x 1080. Panel Type: Antiglare, IPS / VA/TN and LED backlight technology with AIO stand.
18	Keyboard	Standard full size USB keyboard (Same AIO OEM make)
19	Mouse	Standard USB Optical scroll mouse (Same AIO OEM make)
20	Production Unit, Certification and Compliance	Windows and Linux Certification for the quoted AIO model (certification must be available in the public domain), EPEAT India Gold for the quoted AIO model (not for the series). Proof of certification to be submitted. Minimum Energy Star 8.0, TCO Certification for the AIO model (minimum TCO 8). Proof of certification to be submitted.. OEM ISO 9001 and 14001 Certified India Unit (Proof of Certification of India unit to be submitted). Proof of certification to be submitted.
21	Warranty	5 years onsite comprehensive OEM warranty

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C. LAPTOPS

#	Description	Specification
1.	Form Factor	Laptop
2.	Chassis	With metallic hinges
3.	Chipset	Integrated in Processor
4.	Processor	Intel® Core i5-12 th gen or higher processor with (up to 4.6 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores
5.	Memory	8 GB DDR4-3200 Mhz, should support Dual Channel, Memory expandability up to 64 GB with 2 DIMM Slots
6.	Storage	512 GB PCIe® NVMe Solid State Drive
7.	Graphics	Integrated UHD graphics
8.	Audio	Integrated audio controller with 2 Integrated stereo speakers
9.	Operating System	Microsoft Windows 11 Professional
10.	Networking	Integrated Gigabit 10/100/1000 Ethernet Controller, 802.11ax (2x2) WLAN and Bluetooth® 5.2
11.	Ports	Video: 1 HDMI, Audio: 1 Headphone/microphone combo jack, USB:2 USB 3.2 Gen 1, 1 USB 3.2 Gen 2 Type C with display
12.	Slots	2 M.2 for WLAN & Storage
13.	Keyboard	Full size backlit keyboard with spill resistant
14.	Touchpad	Touchpad with touchpad resolution>300dpi
15.	Battery	3-cell, 42 Wh Li-ion Long-life Battery. Battery backup up to 8 Hours in ideal test conditions.
16.	Power Supply	60 W or better Adapter
17.	Weight	up to 1.7 kg including battery
18.	Security	Hardware TPM 2.0
19.	Manageability	Integrated utility to enables hardware level testing outside the operating system & Drivers should be available on OEM Website for download
20.	Certifications	Microsoft Windows 11 FCC, CE, RoHS, UL, EPEAT, Energy Star, MIL STD 810 ISO 9001,14001,20001,27001,45001 for OEM
21.	Display	35.6 cm (14") diagonal FHD (1920 X 1080) with microphone and HD Webcam or higher.
22.	OEM Carry bag	Yes
23.	Warranty	5 Years onsite on Notebook and 3 years on battery

D. HEAVY DUTY MULTIFUNCTION PRINTERS

#	Description	Specification
1.	Print Technology	Laser
2.	Type of Machine	Multifunction Machine
3.	Type of Printing	Mono
4.	Cartridge Technology	Separate Drum and Toner (Dual Component)
5.	Print Speed A4 /A3	A4-25 ppm/A3-15 ppm
6.	Multicopy (Ltr/Lgl/Ldgr) A4/A3	A4-25/A3-15 cpm
7.	Warm-up Time	10 sec
8.	Std Paper Source(s)	Dual drawer
9.	Std Paper Capacity	550/550 sheets
10.	Paper Weights	52 to 256 gsm 100-sheet/52 to 300 gsm
11.	Bypass/Paper Weights	100-sheet/52 to 300 gsm
12.	Std Paper Capacity (incl bypass)	1,200 sheets
13.	Max Original Size	297 x 431.8
14.	Output Size (Min/Max)	98.4 x 139.7/320 x 457.3
15.	Copy Resolution	600 x 600 dpi
16.	System Memory (Std/Max)	2-GB RAM
17.	Duplex	Auto (1:2,2:2,2:1)
18.	Document Feeder	DADF
19.	Document Feeder Capacity	50 orig
20.	Paper Weights	38 to 128 gsm
21.	Network User Authentication	Yes
22.	IP Address Filtering	Yes
23.	MAC Address Filtering	Yes
24.	Secure Print	Yes
25.	Encrypted Secure Print	Yes
26.	Control Panel	Keypad and 178 mm color touchscreen
27.	Quantity Selector	1 to 9,999 (0 to 9 keypad)
28.	Max Power Consumption	1500W
29.	Black Toner	Yield: 30,000
30.	USB Interface	Std 2.0, std 2.0 (host) x 2
31.	Direct Print (From USB)	Yes(JPEG, PDF, XPS,TIFF)
32.	Network Interface	Std Ethernet, std wireless(WIFI)
33.	Interface Type	10/100/1000BaseTX, 802.11 b/g/n
34.	Microsoft Universal Print Native Compatibility	Yes
35.	Unenhanced Resolution	1200 x 1200 dpi
36.	Processor/Bits/MHz	Dual core/ 1 GHz
37.	PDL/PCL	UFR II
38.	Technology	Proprietary image sensor
39.	Scan Speed (Simplex/Duplex)	35 ipm color, 35 ipm black/12 ipm color, 12 ipm black
40.	Max Resolution	600 x 600 dpi
41.	File Formats Supported	DOCX, JPEG, PDF, PDF (Apply Policy), PDF (device signature), PDF (optimize for web), PDF/A-lb, compact PDF, encrypted PDF, searchable PDF, Trace & Smooth PDF, PPTX, TIFF, XPS, XPS (device signature), compact XPS, searchable XPS
42.	Certifications	BIS,RoHS
43.	On Site OEM Warranty (Year)	5 years

E. MULTIFUNCTION PRINTERS (TONER TYPE)

#	Description	Specification
1.	Print Technology	Laser- Toner Type
2.	Type of Machine	Multifunction Machine
3.	Type of Printing	Mono
4.	Cartridge Technology	Composite
5.	Developer Unit	No
6.	Platen/Flatbed Size	A4
7.	Paper Size (Original/Image)	A4/A4
8.	Speed per Minute	20 ppm or better
9.	Scanning	Yes
10.	Duplexing	Yes
11.	Fax	No
12.	Copying	Yes
13.	Connectivity	USB / Ethernet 10/100
14.	Duty Cycle (No of Prints/month)	10000 or more
15.	RAM	64 MB or Higher
16.	Resolution	Max 1200
17.	Other Certifications	BIS, RoHS, CE
18.	On Site OEM Warranty (Year)	5 years

F. MULTIFUNCTION PRINTER (COLOUR)

#	Description	Specification
1.	Type of Machine	Multifunction Machine
2.	Print Technology	Laser
3.	Type of Printing	Colour
4.	Cartridge Technology	Composite Cartridge
5.	Platen/Flatbed Size	A4
6.	Paper Size (Original/Image)	A4/A4
7.	RAM size (MB)	Minimum 1024
8.	Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-Mono	21 or higher
9.	Minimum Speed per Minute as per ISO/IEC 24734 in A4 Size-Colour	21 or higher
10.	Scanning Feature Availability	Yes
11.	Duplexing Feature Availability	Yes
12.	Networking Feature Availability	Ethernet 10/100/1000
13.	Wi-Fi Availability	Yes,Wi fi 802.11 b/g/n & Wi Fi Direct
14.	Original Document Feeder Type	ADF
15.	Feeder Capacity (Number)	Minimum 35 or higher
16.	Number of Main Paper Tray	Min 1
17.	Each Main Paper Tray Capacity (Number)	Minimum 250 Sheet
18.	Bypass Facility	Yes
19.	Yield of the cartridge supplied with Machine for Cyan colour (Number of prints)	Minimum 625 prints
20.	Yield of the cartridge supplied with Machine for Yellow colour (Number of prints)	Minimum 625 prints
21.	Yield of the cartridge supplied with Machine for Magenta colour (Number of prints)	Minimum 625 prints
22.	Yield of the cartridge supplied with Machine for Black (Number of prints)	Minimum 1500 prints
23.	Duty Cycle (No of Prints/month)	Minimum 30000 or higher
24.	Certification	BIS, RoHS
25.	On Site OEM Warranty (Year)	5 Years

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ANNEXURE-II: DETAIL OF OBSOLETE IT ITEMS UNDER BUY-BACK

#	Description	Make & Model	Year of Purchase	(BUY BACK) Qty in Nos.
1	Desktop	HP PRO3090	2010	3
2	Desktop	HP Pro Intel Core 2 Duo	2011	1
3	Desktop	Lenovo Thinkcentre Edge 71Z	2012	1
4	Desktop	Lenovo Thinkcentre Edge 72Z	2012	1
5	Desktop	HP CompaqElite8300MT	2013	478
6	Desktop	DELL Optiplex 9020 MT	2015	40
7	Desktop	HP ELITEDESK 800 G1	2015	7
8	Desktop	HP Compaq F191	2015	70
9	Desktop	HP 800 G2 BUSINESS PC	2015	2
10	Laptop	DELL Dell Vostro 1520 Notebook	2009	2
11	Laptop	WIPRO WNBMBM4901	2009	2
12	Laptop	DELL Dell latitude E5410	2010	1
13	Laptop	HP Probook 4420s Intel Core-i5	2011	1
14	Laptop	DELL Latitude E6320	2012	1
15	Laptop	HP Probook 6470b	2013	71
16	Laptop	HP PROBOOK 440	2015	69
17	Laptop	HP PROBOOK 440 G2	2015	3
18	Tablet	SAMSUNG GALAXY TAB A[T355]	2015	1
19	Printer	HP P2055dn	2010	1
20	Printer	HP CP2025dn	2010	1
21	Printer	HP P3015DN	2010	6
22	Printer	HP Office Jet Pro 8500	2010	1
23	Printer	HP Pro P1606dn printer	2011	2
24	Printer	HP CP 3525dn Printer	2011	1
25	Printer	HP CP 1525n Printer	2011	1
26	Printer	HP Laserjet PRO M 1213 nf MFP Printer	2013	149
27	Printer	HP Laserjet M5025 MFP Printer	2013	14
28	Printer	HP Pro M 400/401 DN Printer	2013	51
29	Printer	HP Laserjet CP 5225	2013	9
30	Printer	HP 375NW MFP	2013	1
31	Printer Accessories	HP Auto duplex unit-Accessory with HP 5025 MFP	2015	14
32	Printer Accessories	HP JET DIRECT EW2500-Accessory with HP CP5225	2015	9
33	Scanner	HP Scanjet 5590	2011	1
34	Scanner	HP Scanjet 5590	2013	8
35	Scanner	IBALL A305	2015	1
36	Projector	SHARP PG F325W	2010	2
37	UPS	Emerson Libert, ITON 600	2009	5
38	UPS	APC SURTD5000UXI	2009	1
39	UPS	Uniline Uniplus 600 VA	2013	400
40	UPS	EMERSON LIBERT itON 600VA CX	2015	111
41	Server	HP Proliant DL320e	2015	2
TOTAL QUANTITY				1545

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