

OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER
(SOUTHERN DIVISION), ODISHA, BERHAMPUR

NO. 336 / I-53/2022/Dev. Date-02.08.2022

Tender call Notice

Sealed Tender are invited from established and accredited system Integrators for supply and installation of IT Equipments, peripherals, Compactor & Furniture in the modern Record Room in the office of the RDC(SD), Berhampur.

The detailed Tender Paper, Terms & Conditions can be obtained from the Office of the undersigned on payment of Rs.1000/- cash (non-refundable) in the Nizarat Section. The details are also available in the website, <https://rdcsdbmp.nic.in>

Sd/-
Under Secretary to RDC(SD),
Berhampur



REQUEST FOR PROPOSAL (TENDER DOCUMENT)

For

Supply and Installation of IT Equipments and peripherals, Compactor and Furniture in the Modern Record Room, Office of the Revenue Divisional Commissioner, (Southern Division), Odisha, Berhampur.

**Revenue Divisional Commissioner,
Southern Division, Odisha,
Berhampur**

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DISCLAIMER

The information contained in this Request For Proposal (RFP) or subsequently provided to Bidder(s) or Applicants whether verbally or in documentary form by or on behalf of Revenue Divisional Commissioner, Odisha, Berhampur or any of their employees or advisors, is provided to the Bidder(s) on the Terms and Conditions set out in this Tender Document and all other Terms and Conditions subject to which such information is provided.

This Document is not an Agreement and is not an offer or invitation by the Revenue Divisional Commissioner (SD), Odisha, Berhampur to any party other than the Applicants who are successful to submit the Bids (Bidder). The objective of this Document is to provide the Bidder(s) with information to support the formulation of their Proposals. This Document does not purport to contain all the information each Bidder may entail. This Document may not be apposite for all persons, and it is not possible for the Revenue Divisional Commissioner, Odisha, Berhampur his employees, or advisors to consider the investment objectives, financial situation, and particular needs of each Bidder who reads or uses this Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Revenue Divisional Commissioner(SD), Odisha, Berhampur his employees and advisors make no representation or warranty and shall incur no liability under any Law, Statute, Rules or Regulations as to the precision, reliability or completeness of the Document. The Revenue Divisional Commissioner (SD), Odisha, Berhampur may in their absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this Document.

Chapter – 1

CHECKLIST

1. CHECKLIST

Please check whether following have been enclosed in the respective covers, namely, letter of Techno-commercial Bid and Financial Bid:

- | | | |
|---------------------------------|---|--------|
| A) TECHNO-COMMERCIAL BID | | |
| 1. | Tender Paper Cost of Amount - Rs. 1,000/-
(DD No.:..... Bank :....., Date :.....) | Yes/No |
| 2. | Earnest Money of Amount- Rs. 30,000/-
(TDR / BG No. :....., Bank :....., Date :.....)/ | Yes/No |
| 3. | Up-to-date GSTN Clearance Certificate, GSTN Certificate,
& Valid PAN | Yes/No |
| 4. | Supporting documents of the claim of the Bidder for being
Registered Organization/Company and of being in operation
at least for the last 5 years as on 31.03.2022 in India | Yes/No |
| 5. | Proof of average Turn Over of not less than Rs. 50 lakhs
(Audited balance sheet, Profit and Loss Account, GSTN &
Income Tax return of last 3 financial years up to 31 st March 2022) | Yes/No |
| 6. | Proof of successfully completing at least one assignment with minimum
Value of Rs. 50 lakhs in single order or two assignments of at least
Rs. 25lakhs each. (Copies of Work order/ completion reports
indicating the cost of assignment) during last 3 years up to 31 st March, 2022 | Yes/No |
| 7. | Self-Declaration of ineligibility for corrupt and fraudulent practices
(Please refer Annexure-3) | Yes/No |
| 8. | Representative authorization letter
(Please refer Annexure-4) | Yes/No |
| 9. | Bidder's Profile
(Please refer Annexure-8) | Yes/No |
| 10. | Details of the job undertaken during the last three years (Please refer Annexure-1) | Yes/No |
| 11. | Technical Compliance of Specification with product Brochure/Manual
Separate envelop superscribing "Technical Brochure" (Please refer Annexure-9) | Yes/No |
| 12. | Declaration of Financial and Administrative Details
(Please refer Annexure-5) | Yes/No |
| 13. | Proof of Service Network Details in Odisha
(Please refer Annexure-6) | Yes/No |
| 14. | Acceptance of terms & conditions contained in the RFP document
(Please refer Annexure-7) | Yes/No |
| 15. | An undertaking that the bidder has quoted for entire products
indicated in bill of materials | Yes/No |
| 16. | Soft Copy of the Technical Manual/Brochure in CD/DVD | Yes/No |
| B) FINANCIAL BID | | |
| 1. | Brief profile of system integrator
(Please refer Annexure-8) | Yes/No |
| 2. | Price Schedule
(Please refer Annexure-10(b)) | Yes/No |
| 3. | Soft copy of the price schedule in Ms Excel format in CD/DVD
(Please refer Annexure-10(b)) | Yes/No |

Chapter – 2

INVITATION OF BIDS

2. INVITATION OF BIDS

2.1 INTRODUCTION

Revenue Divisional Commissioner (SD), Odisha, Berhampur invite competitive bid proposals from interested bidders who have sufficient experience in Supply of Hardware, Software, Compactor and Furniture with System Integration. The detailed Tender Notice for the said work is available in the following URL namely <https://rdcsdbmp.nic.in/>. The Tender document can be downloaded from the above-mentioned website and the proposal should be submitted in the prescribed Format at the office of the Revenue Divisional Commissioner (SD), Odisha, Berhampur along with non-refundable fees towards the cost of the tender paper for **Rs. 1,000/- (Rupees One Thousand Only)** in form of Demand Draft drawn on a Nationalized Bank or Scheduled Bank, in favor of **Revenue Divisional Commissioner (SD), Odisha, Berhampur** payable at **Berhampur**.

The Schedule for this purpose is as under:

S.N.	Particulars	Date	Time
01	Publication of Bid Document on the website	05.08.2022	
02	Last date of submission of pre-bid queries (e-mail : rdcbmp@nic.in)	19.08.2022	By 4:00 PM
03	Pre bid conference	22.08.2022	11:00 AM
04	Submission of complete proposals	29.08.2022	By 5:00 PM
05	Opening of Techno-commercial Bid & Presentation	30.08.2022	11:00 AM
06	Date of opening of Financial Bids	05.09.2022	11:00 AM

In this connection any other necessary information can be obtained from the Revenue Divisional Commissioner (SD), Odisha, Berhampur.

Revenue Divisional Commissioner (SD), Odisha, Berhampur reserve the right to accept or reject any or all the offers without assigning any reasons whatsoever.

2.2 SCHEDULE OF EVENTS

- The Tender will have 2 (Two) Parts i.e. Techno-commercial Bid & Financial Bid.
- The Tender Document can be downloaded from the website <http://rdcsdbmp.nic.in/> with effect from **05.08.2022**. The Tender Document Fee of Rs. 1,000/- (Rupees One Thousand only) must be deposited along with the Bid Document in form of a Demand Draft, drawn on a Nationalized Bank or Scheduled Bank, in favour of **Revenue Divisional Commissioner (SD), Odisha, Berhampur** payable at **Berhampur**.
- Receipt of Pre Bid Queries - **19.08.2022 by 4:00 PM.**
- Pre-Bid Meeting - **22.08.2022 at 11:00 AM in the Conference Hall of Revenue Divisional Commissioner, (SD), Odisha, Berhampur.**

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
Request for proposal for “Modernization of Modern Record Room”

- Receipt of Bids - **29.08.2022 by 5:00 PM**
- Opening of Techno-commercial Bids on – **30.08.2022 at 11:00 AM in the Conference Hall of Revenue Divisional Commissioner (SD), Odisha, Berhampur.**
- Technical Presentation on -**30.08.2022 at 12:30 PM** at venue above
- Opening of Financial Bids – **05.09.2022 at 11:00 AM** at venue above.
- Signing of Contract Agreement - within 15 days of issuance of letter of Intent.

Notwithstanding anything contained to the contrary in this Tender Document, Revenue Divisional Commissioner, (SD), Odisha, Berhampur reserves the right to cancel / withdraw / modify fully or partially the "Invitation of Bids" or to reject one or more of the bids without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

2.3 AMENDMENT OF INVITATION

In case of any seeming discrepancy between the Press Advertisement, other detailed provisions of the Tender print-document and the updated version on the web, the web-version will prevail. At any time prior to the dateline for submission of bids, Revenue Divisional Commissioner, (SD), Odisha, Berhampur reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site and will also be made available to the all the bidders who have indicated their intention to bid. The addendum shall be binding on all bidders.

Chapter – 3

SCOPE OF WORK

3. SCOPE OF WORK

3.1 BACKGROUND

A large number of old case Records & Files are kept in Record Room in the office of the Revenue Divisional Commissioner, (SD), Odisha, Berhampur. Such Records are required to be preserved so as to become available to who-so-ever may need it at a later point of time. A well-maintained Record Room therefore has to be an integral part of every Case Record & Files. Since Records of different subjects are to be preserved for different length of time it is essential to preserve them following certain classification. Records, which have outlived their purpose, have to be taken out of Record Room and disposed off. The list of Records stored in the Record Room has to be maintained systematically, following certain given pattern so that retrieval of any Record required by public doesn't pose any problem.

Support for upgrading Modern Record Room (a) a storage area with compactors/storage devices for physical storage of Records and files, (b) an operational area with computers/servers, Storage Area Network (SAN), printers, etc., and (c) a public services area for waiting/reception, etc. The Files & Case Records details may be indexed and stored. A document management system, i.e., scanning of old records, digital storage and retrieval system should be introduced for online storage and retrieval of the records, indexing of data and images, etc. so as to move towards cyber-Record Rooms / maintenance of Case Records in the Dematerialized (Demat) format.

In order to keep old files & case records in scientific manner and facilitate their easy retrievability, a plan for Construction / Renovation / Modernization of Obsolete Record Room of Revenue Divisional Commissioner, (SD), Odisha, Berhampur has been proposed.

3.2 BRIEF SCOPE

Modern Record Room Area is about 1200 sq. ft. approximately. The Computer Room is available adjacent to the Modern Record Room. The necessary site preparation of Record Rooms including the storage area and the operational area with partitioning, flooring, ceiling and electrical works is done by the R&B Divn. No-I, Berhampur along with installation of Fire Extinguisher (to be installed).

The bidder has to execute following works at each site.

1. Procurement and installation of Hardware infrastructure like Server computer, Desktop Computer, Document Scanner, Digital Copier, Laser Printer, Barcode printer, Barcode scanner, Networking equipments, namely unmanaged switch, patch panel, information outlet, 6U Rack and power equipment like Online UPS, Line Interactive UPS, Servo Stabilizer and necessary Software like Windows Server 2016, Windows Server CAL 2016, MS SQL Server Std. 2017 SNGL OLP, MS SQL CAL 2017 SNGL OLP USER CAL and Anti Virus, Compactors and furniture etc. or more.
2. Supply and installation of DG Sets for power backup to operational area of Modern Record Room.
3. **All computer systems (Hardware, Peripherals and Software) shall be provided with the number of years of comprehensive on-site maintenance commensurate with the years of warranty mentioned in the Technical Specification. Computer Chair, Computer Table and Compactors will have one year of comprehensive on-site warranty.**

3.3 SUPPORT AND POST INSTALLATION WARRANTY

- 3.3.1 **The offer must include comprehensive on-site warranty for period as mentioned above from the**

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.

Request for proposal for "Modernization of Modern Record Room"

date of installation of all the equipment. The successful bidder will be fully responsible for the manufacturer's warranty irrespective of proper design, quality and workmanship of all equipment, accessories etc. During the warranty period the System Integrator must maintain the equipment and repair/replace all the defective components at the installed sites at no additional charge to the Purchaser.

- 3.3.2 The Bidder should mention in detail their support infrastructure including address, contact phone no., Fax no. and E-mail in all places in Odisha and in India and modalities by which fast response to maintenance calls and minimum downtime will be ensured. Bidder must have their support services available in Odisha. Stock of spares should be available at any place of Odisha to ensure the uninterrupted functioning of the System.

The successful bidder must have a operational toll-free Call Centre number during warranty period to lodge service complaints. The successful bidder must provide three alternate ways of contact like landline, mobile, e-mail for maintenance and breakdown all. There should be single point of contact for warranty support system during entire period of warranty.

- 3.3.3 The System Integrator shall be responsible for any defects that may develop under normal usage arising from faulty materials, design or workmanship in the items supplied. The System Integrator shall remedy such defects at his own cost when called upon to do so by the Revenue Divisional Commissioner, (SD), Odisha, Berhampur **as the case may be.**

- 3.3.4 Note that Revenue Divisional Commissioner, (SD), Odisha, Berhampur will not lodge any type of call/complaint directly to the OEM / or through Toll Free number of OEM in case of problem / defect / malfunction occurs in Hardware /Software/ UPS any other equipment supplied by bidder. Only they will inform to the bidder regarding the problem and bidder have to sort out the issue at site accordingly.**

- 3.3.5 Cost of transportation & halts of the servicing staff of the successful bidder and cost of any components that might require to be replaced in course of clearing faults during warranty would be at successful bidder's cost.

3.4 MAINTENANCE STANDARD

The successful bidder must ensure 99% uptime during office hours of the equipments during the warranty period. The System Integrator must ensure that the maximum response time for an on-site service call is three hours and fixing of the problem should be made within 48 hours. **Any delay that exceeds 48 hours will result in the extension of maintenance / warranty period by one week for each delay of 24 hours. Further, a daily penalty @0.05% of the cost of the concerned item / equipment would be charged against it that would be chargeable from the Bank Guarantee amount.**

3.5 REQUIRED SPECIFICATION

The Hardware, Networking, System Software, Compactors, furniture and other specifications provided in the table below are only the minimum requirement indicatively; however, the bidder has to incorporate any other item needed for the working and smooth running of the entire solution. The bidder should provide all associated components and accessories for completion of the work assigned. Revenue Divisional Commissioner, (SD), Odisha, Berhampur will hold the bidder responsible for complete work. If any material is essential but not find place in the indicative bill of material, it should be added to indicative Bill of Materials. The bidders need to comply with the following table in the

proposal.

Details Specification of Items in Modern Record Room:

Sl. No	Item Description	Detailed Specification
	<u>Computer and Peripherals.</u>	
1.	<u>Server Computer</u>	
1.	Form Factor	Tower
2.	Processor	Two no. of Intel Xeon silver 4114@2.2 GHz Ten Crore Processor or higher.
3.	Motherboard, Chipset	Server M/B based on associated chipset with minimum two free PCI /PCI-x/ PCI-Express slots
4.	Memory	96 GB DDR4 2666 MHz or higher SDRAM Memory with ECC expandable up to 256 GB
5.	Video Controller	Integrated Graphic controller
6.	HDD Controller	SAS RAID Controller supporting RAID 0, 1 & 5 with min 1GB buffer memory or higher, with battery backup
7.	Network Controller	Four no. of Gigabit Ethernet port controller
8.	Ports	2x USB 2.0 ports& 2 x USB 3.0 Ports, 1xKeyboard port, 1xMouse port & One dedicated Ethernet port for OS independent hardware management (Out of Band management).
9.	Storage	4 x 1.2 TB SAS Hot swap HDD (10K rpm or higher)
10.	Backup Device	LTO-8 Internal SAS Drive with all accessories & Interface SAS card. Along with 5 nos of 30TB or higher Media for LTO-8, Backup software.
11.	Optical Drive	Internal DVD ROM drive
12.	Display	TCO-08 certified 19.5” or higher wide TFT monitor
13.	Keyboard & Mouse	OEM keyboard & OEM optical two button scroll mouse.
14.	Driver/ Software Utility	System utilities with all required device driver software as per above configuration for OS Installation, System Configuration and for server management
15.	System Chassis	Server Chassis with Redundant Hot Swap Power Supply to sustain above configuration and future up gradation and min. 6 Hot Swap Drive bays for HDD.
16.	OS Support & Certification	Support for Windows & Linux OS (32Bit & 64Bit both) and Certification for both Windows & Linux.
17.	System Management	Remote Management of Server over LAN & WAN with SSL encryption, Virtual Media with required license and KVM over IP
18.	Trolley	PVC wheel with locking System Trolley for Server or OEM provided caster for the server chassis
19.	Warranty	5 years on site comprehensive warranty
2.	<u>Desktop Computer</u>	
1.	Processor	Intel Core i5 11500 Processor or Higher/ AMD Ryzen 5 5600 or higher
2.	Motherboard, Chipset	Intel Q 570/AMD Pro 560 Chipset or higher
3.	Memory	8GB , 2666MHz, DDR-4 expandable up to 64 GB
4.	Video & Sound Controller	Integrated Graphic controller and sound controller

Sl. No	Item Description	Detailed Specification
5.	HDD Controller	Integrated dual port SATA 3 Gbps controller
6.	Network Controller	Integrated Gigabit Ethernet controller with IPV6 Compliant
7.	Ports	1x fast serial port, 4x USB 2.0, 2x USB 3.0 or higher ports (2 ports on front), 1x Keyboard port, 1 x Mouse port
8.	Storage	1TB or higher SATA 3 Gbps HDD 7200 RPM
9.	Optical Drive	Integrated dual layer DVD Writer
10.	Display	TCO-08 certified 19.5" or higher wide TFT monitor
11.	Keyboard & Mouse	104 Keys OEM keyboard with rupee sign engraved & OEM optical two button scroll mouse.
12.	System Chassis	Small Form Factor System chassis with suitable power supply to sustain above configuration.
13.	OS Support	Preloaded with OEM Pack 10 Professional (64bit) , all necessary Plug-ins/utilities and driver software, bundled in CD/DVD Media and preloaded latest version of Kaspersky / Quick heal antivirus software with five year license validity with update and upgrade facility. (up gradation of only Antivirus Software).
14.	Certification	Desktop should be Energy Star 8.0 certified and Windows Logo certified
15.	Warranty	5 years on site comprehensive warranty
3.	<u>Document Scanner</u>	
1.	Scan type	Flatbed
2.	Document size	A3
3.	Resolution	600 dpi or higher
4.	Scanning speed	100PPM or higher
5.	ADF Capacity	200 sheet
6.	Internal Storage	250GB or higher
7.	Standard connectivity	USB, Ethernet
8.	OS support	Window 10, Windows 7, Vista, XP. Necessary device drivers to be provided on CD media.
9.	Supported File formats	OCR, BMP, JPEG, GIF, TIFF, PNG, PDF, PDF Searchable
10.	Warranty	3 years on site comprehensive warranty
4.	<u>Laser Printer</u>	
1.	Print technology	Monochrome Laser Printing.
2.	Resolution	1200 dpi. or Higher
3.	Print speed	25 ppm or Better
4.	Duty Cycle	50,000 pages or more per month
5.	Standard memory	64 MB RAM or higher
6.	Media handling	<i>Input Capacity 250-sheet and Output Capacity 150-sheet</i>
7.	Media Size	<i>Tray 1: A4, A5, A6, B5, envelopes (C5, B5, DL); tray 2: A4, A5, A6</i>
8.	Media Type	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, transparencies, heavy media
9.	Two-sided Printing	Auto Duplexing.
10.	Standard connectivity	100/1000 Mbps Ethernet Controller, Hi-Speed USB 2.0 or 3.0
11.	OS support	Windows 7, Windows 10, Linux, Necessary device drivers to be provided on

Sl. No	Item Description	Detailed Specification
		CD media.
12.	Warranty	3 years on site comprehensive warranty
5.	<u>Barcode Printer</u>	
1.	Print Technology	Thermal Transfer
2.	Resolution	200 dpi or higher
3.	Print speed	100mm per second or higher
4.	Memory	Standard: 512KB, Flash: 256KB or higher
5.	Print Media	Roll type paper for printing 30mm to 110mm wide
6.	Fonts, Character Set	5 bitmapped, Barcode Symbologies 1D & 2D.
7.	Standard connectivity	USB Interface
8.	OS support	Windows 10, Windows 7, Vista, XP. Necessary device drivers to be provided on CD media.
9.	Warranty	3 years on site comprehensive warranty
6.	<u>Barcode Scanner</u>	
1.	Technology	Fuzzy scan 2.0 Imaging Technology
2.	Optical System	High Performance Linear Imaging
3.	Resolution	3 mil barcode
4.	Working Distance	More than 15 inches
5.	Reading Direction	Superior Motion tolerance Bidirectional
6.	Standard connectivity	USB Interface
7.	Accessories	Scanner Stand with Cable required to connect computers
8.	OS support	Windows 10, Windows 7, Necessary device drivers to be provided on CD media.
9.	Warranty	3 years on site comprehensive warranty
7.	<u>Digital Copier</u>	
1.	Type	Digital Copier with Printer
2.	Document size	A3
3.	Resolution	600 x 600 dpi or higher
4.	Speed	30 PPM or higher
5.	Multiple copy	99 copies or higher
6.	Paper Tray	Standard : 250 sheet, Bypass: 50 sheet
7.	Memory	256MB or higher
8.	Standard connectivity	100 / 1000 Mbps Ethernet Controller, USB
9.	Zoom	50 to 200%
10.	OS support	Windows 10, Windows 7, Necessary device drivers to be provided on CD media.
11.	Warranty	3 years on site comprehensive warranty
	<u>Networking equipment</u>	
a)	<u>Unmanaged Switch</u>	
1.	Port	24 Nos. RJ-45 ports. Gigabit Ethernet ports

Sl. No	Item Description	Detailed Specification
2.	MAC Address	8K MAC address table.
3.	Standard	IEEE 802.3 (<i>10BASE-T Ethernet</i>), IEEE 802.3u (<i>100BASE-TX Fast Ethernet</i>), IEEE 802.3x (<i>Flow Control for Full-Duplex</i>)
4.	Accessories	19" rack mountable accessories and hardware
5.	Warranty	3 years on site comprehensive warranty
b) <u>Patch Panel</u>		
1.	Port	24 ports and should be individually replaceable. RJ 45 jack on front panel and 110 wiring block at rear end.
2.	Size	1U height and 19" rack mountable.
3.	Accessories	Routing rings and ties. Labeling strips for identification.
4.	Standard	Confirm or exceed the EIA/TIA 568B standards for CAT6
c) <u>Information outlet</u>		
1.	Port	2 ports RJ 45 socket
2.	Type	Surface mount box.
3.	Accessories	Provision for dust cover, labeling icons & strips, anchors for stain relief cable entry.
4.	Standard	Confirm or exceed the EIA/TIA 568B standards for CAT6
d) <u>6U Rack</u>		
1.	Width	19 inch
2.	Height	6U
3.	Door	Tough tinted glass door with lock.
4.	Load	20Kg load bearing capacity
5.	Cable path	Cable entry provision at Top and Bottom sides complete with Cable Manager .
6.	Power	AC input power, AC Power Distribution Channel with 5 & 15 Amp power sockets & Spike suppressor.
7.	Accessories	Wall mounting hardware.
<u>Power equipment</u>		
a) <u>Online UPS</u>		
1.	Capacity, Backup Time	2KVA with 60 minutes at full load. (Minimum VAH 3200 or Better)
2.	General	Pulse Width Modulation (PWM) using IGBTs, Double Conversion/ Digital Signal Processing Technology.
	• Technology	
	• Operating Env	Temp. 0-40 ^o C, Humidity Up to 95% non-condensing.
	• Audible noise	Less than 42 dB at one meter.
	• Total Harmonic Distortion	< 3% for 100% linear load, < 5% for 100% non-linear load.
	• Crest factor	Not less than 3:1 on full non-linear load.
	• Output Waveform	Pure sine wave.
	• Cooling	Air-cooled.
3.	AC Input	230V AC single phase.
	• Voltage	

Sl. No	Item Description	Detailed Specification
	• Voltage Range	160V AC to 270V AC
	• Frequency Range	50 ± 6% Hz.
	• Input Power Factor	0.9 at full output load leading to Unity with power factor correction (PFC).
	• Distortion	Less than 5%
4.	AC Output	230V AC ± 1%, single phase.
	• Voltage	
	• Regulation	Less than ± 1% in the following conditions; <ol style="list-style-type: none"> 1. No load to full load and vice versa. 2. Complete input Voltage Range. 3. 0.6 lag to Unity PF. 4. During entire Backup time.
	• Frequency Range	50 ± 0.01% Hz.
	• Load Power Factor	0.8 lagging.
	• Overall efficiency	80% or better on rated full load of 0.8 PF and 230V, 50Hz AC output.
	• Inverter efficiency	90% or better on rated full load of 0.8 PF and 230V, 50Hz AC output.
	• Overload Capacity	110% for 2min, 125% for 30 sec.
5.	Battery Bank Details	Sealed Maintenance Free Valve Regulated Lead Acid (VRLA) type.
	• Battery Type	
	• Make	Reputed brands like CSB/ Panasonic/ Global Yuasa/ Exide/ Orchid/ Okaya / Amar Raja make complying to JIS C 8702 test.
	• Recharge time, Charge Rating	Battery recharge time (after complete discharge to 100% charge) should not exceed 8 hours . Charger should be capable to charge battery on C10 rating .
	• Cut off voltage	Not less than 10.5Volt.
	• Battery Housing	Powder coated UPS & battery cabinet with caster wheel and locking arrangement should of minimum 1mm thick good quality material and should be free from sharp edge, scratches, nicks, & burs etc. Enclosure should conform to all protection requirements. Max two battery banks may be used in parallel.
6.	Display Panel	Mains ON, Load on Battery/ Inverter, Battery/ Load Level, Inverter over Load.
	• Indications	
	• LCD Meter	To measure and monitor Input/ Output Voltage, Output Current, DC Current/ Voltage, Input/ Output Frequency.
7.	Protection	Short Circuit, Over Loading, Over Temperature, Input low/ high voltage control, DC low/ high voltage trip.
	• Features	
	• Audible Alarm	To indicate Over Temperature, Inverter Overload, Battery Low, Mains Fail.
8.	Isolation Transformer	Galvanic Isolation through Transformer (inbuilt)
9.	Switch Provisions	1. Mains ON/ OFF MCB. 2. Battery ON/ OFF MCB. 3. Inverter Push Button with Reset .
10.	Output Connection	1. O/P Terminals of standard quality should be provided. 2. Min 03 Nos. of 5/15A/ 230V female ISI/ IEC Mark socket and all 3 sockets should also be provided in addition to the O/P Terminals.
11.	Features Required	1. Cold Start. 2. Manual Bypass Switch 3. Compatibility to D/G sets.
12.	Warranty	3 years on site comprehensive warranty

Sl. No	Item Description	Detailed Specification
b)	<u>Line Interactive UPS</u>	
1.	Capacity, Backup Time	1000 VA with 60 minutes at full load.
2.	General	
	• <i>Technology</i>	Pulse Width Modulation (PWM) using MOSFET/ IGBT.
	• <i>Operating Env</i>	Temp. 0-45 °C, Humidity Up to 95% non-condensing.
	• <i>Audible noise</i>	Less than 55 dB.
3.	AC Input	
	• <i>Voltage</i>	230V AC single phase.
	• <i>Voltage Range</i>	140V AC to 270V AC
	• <i>Frequency Range</i>	50 ± 3% Hz.
4.	Mains Mode AC Output	
	• <i>Voltage</i>	230V AC ± 8% (With AVR), single phase.
	• <i>Frequency</i>	Sync to Mains
5.	Inverter Mode Output	
	• <i>Voltage</i>	230V AC ± 5% during all condition in inverter mode like Full load to no load, backup period etc.
	• <i>Frequency Range</i>	50 ± 0.5% Hz.
	• <i>Load Power Factor</i>	0.65 lagging.
	• <i>Output Load</i>	65% or better on rated full load of 0.65 PF
	• <i>Waveform</i>	Quasi Sine wave/ Sine wave
	• <i>Inverter efficiency</i>	≥ 65 % (on full rated capacity of UPS at 0.65 load PF)
	• <i>Total Harmonic Distortion</i>	≤25%
	• <i>DC Bus Voltage</i>	≥24 V or higher.
6.	Battery Bank Details	
	• <i>Battery Type</i>	Sealed Maintenance Free type.
	• <i>Make</i>	Reputed brands like CSB/ Panasonic/ Global Yuasa/ Exide/ Orchid/ Okaya / Amar Raja make complying with JIS C 8702 test.
	• <i>Recharge time, Charge Rating</i>	Battery recharge time (after complete discharge to 100% charge) should not exceed 8 hours . Charger should be capable to charge battery on C10 rating.
	• <i>Cut off voltage</i>	Not less than 10.5Volt.
	• <i>Battery Housing</i>	Powder coated UPS & battery cabinet with caster wheel and locking arrangement should of minimum 1mm thick good quality material and should be free from sharp edge, scratches, nicks, & burs etc. Enclosure should conform to all protection requirements. Max two battery banks may be used in parallel.
7.	Display Panel	UPS Status, Battery Status / Low Battery.
8.	Protection Features	Electronic current limit in inverter mode & Fuse/MCB in mains mode.
	• <i>Short Circuit</i>	
	• <i>Surge/ Spikes</i>	Through Line Filters
	• <i>DC under Voltage</i>	Yes
	• <i>Overload</i>	Yes, 110% for 2min.
	• <i>Audible Alarm</i>	To indicate Over Temperature, Inverter Overload, Battery Low, Mains Fail.
9.	Output Connection	1. O/P Terminals of standard quality should be provided. 2. Min 03 Nos. of 5A/ 230V female ISI/ IEC Mark socket.

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Sl. No	Item Description	Detailed Specification
10.	Features Required	1. Cold Start. 2. Compatibility to D/G sets.
11.	Warranty	3 years on site comprehensive warranty
c)	<u>Servo Stabiliser</u>	
1.	Capacity	5 KVA Servo Motor Operated line voltage corrector
2.	General	
	• Technology	Variac with Buck-Boost Transformer
	• Operating Env	Temp. 0-45 ⁰ C, Humidity Up to 95% non-condensing.
3.	AC Input	
	• Voltage	230V AC single phase.
	• Voltage Range	90V AC to 280V AC
	• Frequency Range	50 ± 3% Hz.
4.	Display Panel	Input/ output/ overload
5.	Protection Features	Over /under voltage/ over load cutoff. Short circuit protection. Output protection through MCB.
6.	Warranty	3 years on site comprehensive warranty
	<u>Software</u>	
1.	Windows Server	MS Windows Server Std 2016 R2 English OLP or latest version with down gradable option with CD media
2.	Windows Server CAL	MS Windows Server Std 2016 R2 English OLP Client Access License
3.	MS SQL Server	MS SQL Server Std. 2017 SNGL OLP latest version with down gradable option
4.	MS SQL Server CAL	MS SQL CAL 2017 SNGL OLP USER CAL
5.	Antivirus	Kaspersky / Quick Heal Antivirus for Server with 5 years of License validity with Updation and Upgradation facility.
V	OTHER ITEMS	
1.	Generator (Silent Type)	Maximum AC Output : 5 KVA Rated AC Output : 4000 watt Frequency : 50 Hz Output Phase : Single AC Maximum AC Output : 5 KVA Rated AC Output : 4000 watt Frequency : 50 Hz Output Phase : Single AC Output Voltage : 230 V Engine : 1 cylinder Cooling System: Air Cooled Engine HP : 7.2 Hp Engine rpm : 3000 Engine Throttle : Mechanical Governor Choke : AutoEngine Control panel Display : Monitor equipped Generator design should be Portable with Maximum Dimensions as :-

Sl. No	Item Description	Detailed Specification
		<p>Length- 1200 mm Width- 650 mm Height – 750 mm</p> <p>Starting : Electric / Recoil start</p> <p>Fuel Type : Diesel</p> <p>Fuel Tank Capacity : min15Ltrs</p> <p>Continuous Operating Hours at rated load:Not less than 8 hrs Should present;</p> <p>oil Alert System Should present ;</p> <p>AC Circuit breaker Should present:</p> <p>Pilot LampShould present:</p> <p>Dry weight: Max 195 KG</p> <p>Output wave: Sine Wave.</p> <p>Noise level : <75 dB(A)</p> <p>Warranty: 3 years</p> <p>Certificate : ISO9001 / CPCB-2 compliant FOR NOISE AND EMISSION</p> <p>The OEM should have supplied 1000 generators in single Purchase Order in past 5 years and should local service center in Odisha and The supplier should have supplied minimum 50 nos. of the quoted model of generator in Odisha.</p>
3.	Vacuum Cleaner	<p>Voltage: 110-240 V, 50 Hz</p> <p>Input Power-1400 watts</p> <p>suction of Motor-2200-2450 of WC</p> <p>Blower efficiency- 35-40 liters/sec</p>

Details Specification of Compactors and Furniture in Modern Record Room :

Sl. No	Item Description	Detailed Specification
<u>Furniture</u>		
1.	Computer Table	<p>Computer table of size 42" X 24" X 30" (L X W X H) made of 18 mm exterior grade (Grade-I, Type-II) one-side laminated pre-laminated board of approved colour as per BIS-12823:1990 for support. The pre-laminated board shall have beading with minimum 0.8mm PVC, non-glued edge binding tape, which will be pasted, on the edges of the board with synthetic based adhesive. The top of the table shall have 25mm thick board post forming with Merino flex or equivalent laminates of approved colour and edge binding with 2mm PVC non-glued edge binding tape. The unit shall be made as knock down assembly with fasteners by mini fix screw system. The computer table shall have provision for main unit (CPU), monitor, drawer and telescopic PVC keyboard. The weight bearing capacity of the top should be minimum 35 Kg. The manufacturer of computer tables should have ISO-9001:2008 and ISO-14001:2004 certification.</p>
2.	Printer/Scanner Table	<p>Table of size 30" X 24" X 30" (L X W X H) made of 18 mm exterior grade (Grade-I, Type-II) one-side laminated pre- laminated board of approved colour as per BIS-12823:1990 for support. The pre-laminated board shall have beading with minimum 0.8mm PVC, non-glued edge binding tape, which will be pasted, on the edges of the board with synthetic based adhesive. The top of the table shall have 25mm thick board post forming with Merino flex or equivalent laminates of approved colour and edge binding with 2mm PVC non-glued edge binding tape. The unit shall be made as</p>

Sl. No	Item Description	Detailed Specification
		knock down assembly with fasteners by mini fix screw system. The weight bearing capacity of the top should be minimum 35 Kg. The manufacturer of computer tables should have ISO-9001:2008 and ISO-14001:2004 certification.
3.	Computer Chair	Revolving type computer chair with polypropylene arm and 5 pronged base, twin wheel PVC castors, PU seat and back, manual life mechanism for seat and back adjustment, PVC beading on seat back with good quality fabric cushion of approved color. The manufacturer of computer Chair should have ISO-9001:2008 and ISO-14001:2004 certification.
4.	Chairs for Public	840 x 570 x 1750 (minimum dimension in mm) 16 gauge or thicker perforated mesh polyester powder coated / chrome finish steel lounge chairs with full back, steel arm rest made out of 1.25 mm CR sheet and powder coated steel tube base & frame having minimum 1.2 mm thickness with fixing provision on floor.
<u>Compactors for Storage of Record.</u>		
1.	Compactor	<p>Main Body</p> <p>Dimension of main body. Two Bay Single Static : Minimum 1980 H x 1800 W x 450 D Two Bay Single Movable : Minimum 1980 H x 1800 W x 450 D Two Bay Double Movable : Minimum 1980 H x 1800 W x 900 D Single Bay</p> <p>Shelves 5 compartments with 4 adjustable shelves Load bearing capacity 70kg – 80 kg</p> <p>Material : Material of body and shelves shall be of 0.8 mm thick pre-coated sheet conforming to IS: 14246/ 0.8mm thick CRCA steel conforming to IS: 513 Gr.D, powder coated with epoxy polyester powder. DFT of paint 40-45 microns.</p> <p>Drive Mechanism Chain & sprocket arrangement with anti friction bearing for smooth movement. Good quality PU / Star wheel of Stainless or Chrome plated Steel handles for drive wheels.</p> <p>Safety Mechanism : Safety lock on each unit with main lock on last unit, End stoppers to prevent derailment of units.</p> <p>Others : Anti rust treatment for moving parts, body color as approved as the time of order, label holders on the body etc.</p> <p>Manufacturing standard: The manufacturers should be an ISO 9001:2008 and ISO 14001:2004 company. Materials of manufacture should confirm to IS: 14246, IS: 2062, IS: 10748, and IS: 513 for pre coated sheet, base frames/ guide rails, and other steel items.</p>

3.6 INDICATIVE BILL OF MATERIALS

Sl. No.	Description	Quantity at each location (in Nos)
I.	<u>Computer and Peripherals.</u>	
1	Server Computer	1
2	Desktop Computer	2
3	Document Scanner	1
4	Laser Printer	1
5	Barcode Printer	
6	Barcode Scanner	1
7	Digital Copier	1
II.	<u>Networking equipment.</u>	
1	24 port Unmanaged Switch	1
2	24 port Patch Pannel	1
3	IO Box	8
4	6U Rack	1
III.	<u>Power equipment.</u>	
1	Online 2KVA UPS	1
2	LI 1000VA UPS	2
3	Servo Stabilizer 5 KVA	1
IV.	<u>Software.</u>	
1	MS Windows Server Std 2016 R2	1
2	MS Windows Server Std 2016 R2 CAL	2
3	MS SQL Server Std. 2017 SNGL OLP	1
4	MS SQL CAL 2017 SNGL OLP USER CAL	2
5	Antivirus for Server	1
V.	<u>Miscellaneous Items.</u>	
1	Generator	1
2	Vacum Cleaner	1

Compactors and Furniture

Sl. No.	Description	Quantity at each location (in Nos)
I.	<u>Compactors</u>	
1	Double Movable Compactor	7
2	Single Movable Compactor	1
3	Single Static Compactor	1
II.	<u>Furniture</u>	
1	Computer Chair	3
2	Computer Table	3
3	Printer / Scanner Table	3
4	Public Chair set of 3 chairs	2

N.B- The quantity of items required may be increase or decrease.

3.7 PROOF OF COMPLIANCE TO SPECIFICATION

The bidders have to put the page reference of the datasheet against the specification mentioned in Techno Commercial Bid to ensure compliance of the required specification. The area of the datasheet containing the keyword of the specification must also be highlighted by fluorescent marker. Otherwise, the bid may be treated as incomplete or the specification offered does not confirm to the required specification thus leading to rejection or technical disqualification of the bid.

3.8 TIME LINE

The supply and installation of all the equipment shall be completed within 08 weeks (Eight weeks) from the date of issue of work order / date of handing over of site whichever is later.

Chapter – 4

INSTRUCTION TO BIDDERS

4. INSTRUCTION TO BIDDERS

4.1 COST OF BIDDING

- 4.1.1 The Bidder should submit **Rs. 1,000/- (Rupees One Thousand) only** towards the cost of the Tender Document for bidding as specified in RFP/ Tender document in shape of TDR/ BG No.
- 4.1.2 The Bidder shall bear all costs associated with the preparation and submission of its Bid and Revenue Divisional Commissioner, (SD), Odisha, Berhampur (hereinafter referred to as the Purchaser) will in no case be responsible or liable for these costs, whether or not the Bid is finally accepted.
- 4.1.3 Non-transferable Tender: The Tender Document is not transferable.

4.2 PROPOSAL VALIDITY AND SECURITY

- 4.2.1 Techno-commercial and Financial Proposals shall remain valid for a period of six months from the date of Financial Bid opening specified. Revenue Divisional Commissioner, (SD), Odisha, Berhampur shall reject the Proposal as being non- responsive if it is valid for a shorter period.
- 4.2.2 In exceptional circumstances, prior to expiry of the original Proposal validity period, Revenue Divisional Commissioner, (SD), Odisha, Berhampur may request that the Bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing to or by facsimile to the listed contact information of the Bidders. In such cases, the Bidders shall not be required or permitted to modify the Proposal, but shall be required to extend the validity of the Proposal for the extension period.
- 4.2.3 The Bidder shall furnish, as part of its Proposal, a Proposal Security **(EMD) of Rs.30,000/- (Rupees Thirty Thousand) only for bidding** in the form of Bank Guarantee/ TDR from a Nationalized Bank or scheduled bank with branch office, Berhampur pledged **in favour of** Revenue Divisional Commissioner, (SD), Odisha, Berhampur.
- 4.2.4 The Bank Guarantee should contain Telephone number and Contact Office address of the issuing Bank so that the BG can be verified.
- 4.2.4 The EMD shall remain valid for a period of 1 year from the date of opening of the proposal, any period of extension subsequently requested.

4.3 PRE-BID MEETING

- 4.3.1 The Bidders designated representatives are invited to attend the Pre-Bid meeting at their own cost, which will take place in the Conference Hall of Revenue Divisional Commissioner, (SD).
- 4.3.2 The purpose of the meetings will be to clarify issues and to answer questions on any matter

that may be raised at that stage.

- 4.3.3 The Bidder is requested, to submit any questions in writing to reach Revenue Divisional Commissioner, (SD), Odisha, Berhampur **19.08.2022** by **4:00 PM** because, it may not be practicable at the Pre-Bid meeting to answer all the questions instantly.
- 4.3.4 Any modification of the Proposal documents which may become necessary as a result of the Pre-Bid Conference, shall be made by the Revenue Divisional Commissioner, (SD), Odisha, Berhampur exclusively through the issue of an Addendum/Corrigendum in the web site.
- 4.3.5 Please submit pre-bid queries on e-mail address rdcbmp@nic.in.

4.4 BID OPENING

- 4.4.1 The RFP/Tender Evaluation Committee(s), shall evaluate the Techno-commercial Bids, Technical Presentation and Financial Bids. The Evaluation Committee(s) may choose to conduct negotiation or discussion with any or all the Bidders. The decisions of the Evaluation Committee(s) in the evaluation of the Financial Bids shall be final. No correspondence will be entertained outside the process of negotiation / discussion with the Committee(s).
- 4.4.2 At the date, time and location of the bid opening as specified in the RFP/Tender, the Evaluation Committee(s) shall open the Proposals, in the presence of Bidders' designated representatives who choose to attend. The Bidders' representatives who are present shall sign evidencing their attendance. The Bidders' names, and any such other details as the Evaluation Committee(s) may consider appropriate, will be announced by the Evaluation Committee(s) at the opening.
- 4.4.3 The Evaluation Committee(s) reserves the right at any time to postpone or cancel a scheduled bid opening. The bids will be opened at the address specified in RFP.
- 4.4.4 The bidders qualified in Techno-commercial Bids would only be called for Technical Presentation.
- 5.4.5 After evaluation of Techno-commercial Bids, the Financial Bids of only those Bidders who have qualified in technical evaluation, as specified in this RFP/Tender, will be opened. The date and time of opening of the Financial Bids will be done as per clause 2.2, and the bids would be opened in the presence of the Bidder's representatives who choose to be present.

4.5 GENERAL INFORMATION

- 4.5.1 There are Two parts of Tender Document namely "Appointment of System Integrator for Modern Record Room" - Techno-commercial Bid and "Appointment of System Integrator for Modern Record Room" - Financial Bid". The bidder is required to fill out all the two parts of

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contract papers and place them in two separate sealed envelopes, which should be superscribed as "Appointment of System Integrator for Modern Record Room by Revenue Divisional Commissioner, (SD), Odisha, Berhampur- **Techno-Commercial Bid**" and "Appointment of System Integrator for Modern Record Room by Revenue Divisional Commissioner, (SD), Odisha, Berhampur - **Financial Bid**". These envelopes should be placed in another sealed envelope and addressed to Revenue Divisional Commissioner, (SD), Odisha, Berhampur. The envelope must show the name of the Bidder, address and should be superscribed as "Appointment of System Integrator for Modern Record Room" by Revenue Divisional Commissioner, (SD), Odisha, Berhampur " on top of the envelope.

- 4.5.2 Tenders(s) (non-transferable) would be considered in the prescribed Tender form / document only, which can be downloaded from the web site Portal <http://rdcsdbmp.nic.in/>. The Tender duly filled in and accompanied with all supporting documents, shall be submitted on or before **29.08.2022** by **5:00 PM** by hand / Regd. Post / Courier to the **Office of Revenue Divisional Commissioner, (SD), Odisha, Berhampur** after which no Tender shall be accepted.
- 4.5.3 The Bidder after downloading the tender document from the Portal <http://rdcsdbmp.nic.in/> must furnish the Tender fee of Rs. 1,000/- (Rupees One Thousand) only along with the Techno-commercial Bid apart from EMD (to be enclosed with the techno-commercial bid) of an amount of Rs. 30,000/- (Rupees Thirty Thousand) only payable in form of TDR / Bank Guarantee from a Nationalized Bank or scheduled bank with Branch office at Berhampur in favour of Revenue Divisional Commissioner, (SD), Odisha, Berhampur. (Annexure-2).
- 4.5.4 The Bids will be opened by the Revenue Divisional Commissioner, (SD), Odisha, Berhampur. The sealed covers containing Bids will be opened as per schedule mentioned afore. The representatives of the bidders are advised to remain present at the time of Bid opening. One representative per Bidder will be permitted to be present at the time of opening the Tender. The Financial Bids of only those Bidders short- listed from the Techno-commercial Bids will be opened. The Bids will be opened on the scheduled date and time even in case of absence of the Bidders.
- 4.5.5 Tenders shall be fully in accordance with the requirements of the General Terms and Conditions. Appropriate forms furnished with this specification shall be used in filling quotation. Incomplete, illegible and unsealed Tenders will be rejected. Telegraphic Tenders will not be accepted and no correspondence will be made in this mater.
- 4.5.6 All offers should be made in English. Conditional offers and offers qualified by such vague and

indefinite expression such as "Subject to immediate acceptance", "Subject to prior sale" etc. will not be considered.

- 4.5.7 The Price and conditions of the offer should be valid for at least a period of six month from the date of Tender Opening. Tender with validity of less than six month may be rejected.
- 4.5.8 **The Bidder should submit Soft Copy of Technical Brochure including approach, methodology and technical presentation in CD/DVD Drive/Pen Drive along with Techno-commercial Bid. Similarly, the Bidder should submit the hard copy and soft copy (in MS EXCEL format and PDF in CD/DVD/Pen Drive) of financial bid in a sealed envelope unit wise separately.**
- 4.5.9 Submitted Tender forms, with overwritten or erased or illegible rate or rates not shown in figures and words in English, will be liable for rejection. In case of discrepancy between words and figures noted against each items of the Tender and between unit rates and the total amount, the decision of the Tendering Authority will be final and binding on the Bidders. Total of each item should be clearly written. Corrections in the Tender, if unavoidable, should be made by rewriting with dated initial of the Bidder after scoring out of the wrong entries. Clerical and arithmetical mistakes may result in rejection of the Tender.
- 4.5.10 While Tenders are under consideration, Bidders and their representatives or other interested parties, are advised to refrain from contacting by any means Bidder's personnel or representatives, on matters relating to the Tenders under study. Revenue Divisional Commissioner, (SD), Odisha, Berhampur, if necessary, will obtain clarification on Tenders by requesting such information from any or all the Bidders either in writing or through personal contact as may be necessary. The Bidder will not be permitted to change the substance of his offer after the Tenders have been received in Revenue Divisional Commissioner, (SD), Odisha, Berhampur. Any attempt by any Bidder to bring pressure of any kind, may be disqualified for the present Tender and the Bidder may be liable to be debarred from bidding for Revenue Divisional Commissioner, (SD), Odisha, Berhampur tenders in future for a period of three years.
- 4.5.11 Revenue Divisional Commissioner, (SD), Odisha, Berhampur reserves all rights to cancel the Tender for all the three units or any unit/units without assigning any reason thereof.

4.6 DISQUALIFICATION OR REJECTION OF TENDER

The Tender is liable to be rejected or the Bidder disqualified at any stage on account of the following.

- 4.6.1 If the Bid or its submission is not in conformity with the instruction mentioned herein.
- 4.6.2 If the Bid is not accompanied by the requisite document of fee, **Rs. 1,000/- (Rupees One**

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Thousand).

- 4.6.3 If the Bid is not accompanied by the requisite EMD amount as specified.
- 4.6.4 If it is not signed with seal, on all the pages of the Bid document.
- 4.6.5 If it is received after the expiry of due date and time.
- 4.6.6 If it is incomplete and required documents are not furnished.
- 4.6.7 If misleading or false statements / representations are made as part of pre-qualification requirements.
- 4.6.8 If found to have a record of poor performance such as having abandoned work, having been black-listed, having inordinately delayed completion and having faced financial failures / criminal actions, have been terminated etc.

4.7 FORFEITURE OF EMD (BID SECURITY)

EMD submitted by the Bidder shall liable for forfeiture under the following conditions.

- 4.7.1 If the Bid or its submission is not in conformity with the instruction mentioned herein.
- 4.7.2 If the Bidder withdraws the Tender before the expiry of the validity period.
- 4.7.3 If the Bidder violates any of the provisions of the Terms and Conditions of the Tender.
- 4.7.4 In the case of a successful Bidder fails to (a) accept award of work, (b) sign the Contract Agreement with Revenue Divisional Commissioner, (SD), Odisha, Berhampur after acceptance of communication on placement of award or the Bidder violates any of such important conditions of this Tender Document or indulges in any such activities as would jeopardize the interest of Govt. & Revenue Divisional Commissioner, (SD), Odisha, Berhampur in timely finalization of this Tender.
- 4.7.5 In the case the bidder is found to be black-listed/ declared ineligible for corrupt and fraudulent practices by Govt. of India/any State Govt.

The decision of Revenue Divisional Commissioner, (SD), Odisha, Berhampur regarding forfeiture of Bid security shall be final and shall not be called upon question under any circumstances or legal action. A default in such a case may involve black-listing of the Bidder by Revenue Divisional Commissioner, (SD), Odisha, Berhampur / Government of Odisha.

4.8 DISCHARGE OF BID SECURITY (EMD)

The EMD of the unsuccessful bidder will be discharged soon after the tender process is completed. The EMD of the Successful bidder will be discharged after submission of performance security.

4.9 COMPENSATION FOR TERMINATION OF CONTRACT

If the Bidder fails to carry out the award / work order in terms of this document within the stipulated

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period or any extension thereof, as may be allowed by Revenue Divisional Commissioner, (SD), Odisha, Berhampur without any valid reasons acceptable to Revenue Divisional Commissioner, (SD), Odisha, Berhampur may terminate the contract after giving one month notice, and the decision of Revenue Divisional Commissioner, (SD), Odisha, Berhampur on the matter shall be final and binding on the Bidder. Upon termination of the contract, Revenue Divisional Commissioner, (SD), Odisha, Berhampur shall be at liberty to get the work done at the risk and expense of the Bidder through any other agency, and to recover from the Bidder compensation or damages.

4.10 PENALTY

Penalty will be charged in following circumstances.

Late Delivery

In the event of delay in execution of work, specified in this Contract / furnishing of deliverables, the Bidder shall be liable to a penalty @0.5 % of the value of work order for every week of delay up to a maximum of 5%, after which RDC, (SD), Odisha, Berhampur shall be at liberty to cancel the award/order. For the purpose of this clause, part of a week shall be considered to be a full week.

Downtime

All complaints received by the System Integrator regarding mal-functioning of any item/equipment supplied by it will be addressed within two working days positively, otherwise a daily penalty @ 0.05% of the cost of the item/equipment will be charged against it that will be chargeable from the Bank Guarantee amount. This penalty clause is in addition to extension of warranty period as indicated at scope of work.

4.11 DISCREPANCIES IN BID

In case of discrepancies in Bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation.

5.10.1 In case of discrepancy between figures and words, the words will be considered correct.

5.10.2 In case of discrepancy between unit price and total price, which is obtained by multiplying the unit price and quantity, or between subtotals and / or the total price, the unit or subtotal price shall prevail, and the total price shall be corrected accordingly.

4.12 INSURANCE OF EQUIPMENTS

The materials to be supplied should be insured by the System Integrator on behalf of the purchaser from his warehouse to the Client's site. The insurance coverage should cover the transport of materials by Rail/Road to the destination. The insurance policy shall remain valid for minimum period of 60 days after installation of equipment at site. The materials/equipment found lost or damaged in

transit or during installation should be immediately replaced by the System Integrator.

4.13 INSTALLATION, SUPERVISION AND SERVICES

The System Integrator shall depute experienced Engineer for installation and testing of equipment supplied.

4.14 DOCUMENTS TO BE FURNISHED WITH TECHNO-COMMERCIAL BID

- 4.14.1 Tender Paper Cost of Amount - **Rs. 1,000/-**
(TDR/BG No.:..... Bank :....., Date :.....)
- 4.14.2 Earnest Money of Amount- **Rs.30,000/-** (Rupees Thirty Thousand) only
(TDR / BG No. :....., Bank :....., Date :.....)
- 4.14.3 Up-to-date VAT Clearance Certificate, Service tax Registration Certificate, & PAN
- 4.14.4 Supporting documents of the claim of the Bidder for being registered Organization/Company and of being in operation at least for the last 5 years as on 31.03.2022 in India
- 4.14.5 Proof of average Turn Over of not less than Rs. 50 lakhs.
- 4.14.6 Proof of successfully completing at least one assignment with minimum Value of Rs. 50 lakhs in single order or two assignments of at least Rs. 25 lakhs each. (copies of Work order / completion reports indicating the cost of assignment) during last 3 years up to 3^{1st} March, 2022.
- 4.14.7 Self-Declaration of ineligibility for corrupt and fraudulent practices
(Please refer Annexure-3)
- 4.14.8 Representative authorization letter
(Please refer Annexure-4)
- 4.14.9 Bidder's Profile
(Please refer Annexure-8)
- 4.14.10 Details of the job undertaken during the last three years (Please refer Annexure-1)
- 4.14.11 Technical Compliance of Specification with product Brochure/Manual
Separate envelop superscribing "Technical Brochure" (Please refer Annexure-9)
- 4.14.12 Declaration of Financial and Administrative Details
(Please refer Annexure-5)
- 4.14.13 Proof of Service Network Details in Odisha
(Please refer Annexure-6)
- 4.14.14 Acceptance of terms & conditions contained in the RFP document
(Please refer Annexure-7)
- 4.14.15 An undertaking that the bidder has quoted for entire products indicated in bill of materials
- 4.14.16** Soft Copy of the Technical Manual/Brochure in CD/DVD

4.15 DOCUMENTS TO BE FURNISHED WITH FINANCIAL BID

- 4.15.1 Brief profile of system integrator
(Please refer Annexure-8)
- 4.15.2 Price Schedule
(Please refer Annexure-10(b))
- 4.15.3 Soft copy of the price schedule in Ms Excel format in CD/DVD
(Please refer Annexure-10(b))

4.16 EVALUATION METHODOLOGY

- 4.16.1 When deemed necessary, RDC, (SD), Odisha, Berhampur may seek clarifications on any aspect of their Bid from the bidder. However, that would not entitle the agency to change or cause any change in the substance of the Tender submitted or price quoted. This would also not

mean that their quote has been accepted.

- 4.16.2 Any effort by an agency to influence RDC (SD), Odisha, Berhampur bid evaluation, bid comparison or contract award decisions may result in the rejection of the agency's Bid and forfeiture of the agency's EMD.
- 4.16.3 RDC (SD), Odisha, Berhampur reserves the right to accept any Bid, and to cancel/abort the Tender process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected agency or agencies, of any obligation to inform the affected agency of the grounds for RDC (SD), Odisha, Berhampur action and without assigning any reasons.
- 4.16.4 Evaluation Committee (EC) may ask for additional information from the Bidders. On request from the EC, the Bidding agencies may have to produce additional information. The time limit, in which the Bidders' have to submit additional information, shall be decided by the EC and its decision shall be final in this regard. Bids of the agencies failing to adhere to the specified time limit shall be rejected.
- 4.16.5 **Techno-commercial Evaluation:** Techno-commercial evaluation of bid documents will be done through hard copy examination and presentation. Each bid will be evaluated as per following parameters.

SI No.	EVALUATION CRITERIA	Marks
1	Human Resources 1. Details of project Team dedicated for this project Technical Skill Sets, Experience in Similar Projects, Certifications relevant to the role described - 2. CV of Project Manager dedicated for this project - (Evaluation on the basis of Qualification and experience)	10
2	Current project understanding a. Brief Description of this project b. Risks envisaged and mitigation plan	10
3	Past experience of Similar projects ☐ Brief Description of two projects ☐ Challenges faced & Dealt	40
4	Service Network in Odisha	15
5	Annual Turn Over (Gross/Net)	15
6	Training Plan/Capacity Building Plan	10
	Total	100

Bidders securing a minimum of 70 marks through above evaluation process shall be technically qualified for being considered for financial bidding.

4.16.6 Financial Evaluation: Financial Bids of only technically qualified Bidders shall be evaluated by Evaluation Committee. The Bids, found lacking in strict compliance to the Financial Bid format shall be rejected straightaway. Least cost selection method will be used for selection of the Bidder. The final award of work will be done on the least cost on total price.

Chapter – 5

TERMS AND CONDITIONS

5.1 GENERAL TERMS AND CONDITIONS

- 5.1.1 The Bidder should be a registered organization/company in operation at least for last Five years as on 31.03.2022 in India. No Authorized dealer/System Integrator/ Consortium is allowed to participate in the bidding process.
- 5.1.2 The Bidder should be a System Integrator whose responsibility is to supply, install, monitor and give warranty as well as support service for entire range of products indicated in bill of materials for the warranty period as mentioned in the Scope of the Work.
- 5.1.3 The bidder must submit an undertaking that he has quoted for entire products indicated in bill of materials.
- 5.1.4 The bidder should submit PAN, GSTN Registration and up-to-date GST clearance Certificate/ Certificates in Techno-commercial Bid.
- 5.1.5 The bidder must have Minimum Average **Turnover of Rs. 50 lakhs** for bidding from Hardware Supply, maintenance and System Integration for the preceding 3 Financial Years ending with 31st March, 2022. The bidder should have been in profitable position for all these three Financial Years. Copies of Audited balance sheet, Profit and Loss Account, GST return & Income Tax return of last three financial years (up to 31st March, 2022) should be enclosed.
- 5.1.6 The bidder must have prior experience in installation of similar projects relevant to any Government / PSUs only in India worth of at least Rs. 50 lakhs (Rupees Fifty Lakhs) in a single contract or two orders worth of Rupees Rs. 50 lakhs (Rupees Fifty Lakhs) each during last five years ending with 31.03.2022. **The documentary proof (work order and project completion report) for the same must be enclosed in Techno-commercial Bid.** The Bidder should submit a list of important customers served, with documentary evidence along with the Techno-commercial Bid. (Annexure-1).
- 5.1.7 The items quoted by the bidder must have service center(s) in Odisha. The successful bidder must have/should establish a Branch Office in Odisha with full sales and service setup during the warranty period. The successful bidder should have/should establish sufficient service network or dealer network across Odisha to provide prompt maintenance service during warranty period.
- 5.1.8 The successful bidder must have a Toll-free Call Centre number operational during warranty period to lodge service complaints. The successful bidder must provide three alternate ways of contact like landline, mobile, e-mail for maintenance and break down call. There should be single point of contact for warranty support system during entire period of warranty.
- 5.1.9 The bidder should not be under a declaration of ineligibility for corrupt and fraudulent practices issued by Govt. of India/State Govt. A self-declaration certificate should be enclosed. Proforma is in Annexure-3. In case the bidder is found to be black-listed/declared ineligible for corrupt and fraudulent practices by Govt. of India/any State Govt. the EMD deposited shall be forfeited.
- 5.1.10 Maintenance support for entire infrastructure, all Computer Systems (Hardware, Peripherals and Software) shall be provided with the number of years of comprehensive on-site maintenance commensurate with the number of years of warranty as described in the technical specification and one year warranty for Compactors, Computer Chairs and

Computer Tables.

- 5.1.11 Stock of spares should be available at any place of Odisha to ensure the uninterrupted functioning of the system.
- 5.1.12 Quarterly preventive maintenance needs to be done by the System Integrator /successful bidder during the warranty period in addition to any breakdown calls.
- 5.1.13 **The Post Delivery Inspection will be made at the destination point. The supplied items which don't comply the Technical Specification will be rejected and the full payment against the items will be held up by the RDC (SD), Odisha, Berhampur till supply of the items with approved Technical Specifications by the System Integrator.**
- 5.1.14 The successful bidder must give a certificate to the effect that all complaints received by it regarding malfunction of any item / equipment supplied by it would be addressed within 48 hours positively, otherwise a daily penalty @ 0.05% of the cost of the concerned item / equipment would be charged against that would be chargeable from the Bank Guarantee amount.

5.2 AMENDMENT OF BIDS

- 5.2.1 Bids once submitted cannot be amended. However, in case of some administrative exigencies, RDC (SD), Odisha, Berhampur may decide to take fresh Bids from all the Bidders before actually opening of the Technical and Financial Bids.
- 5.2.2 In order to afford prospective Bidders reasonable time to make amendment in their Bids, RDC (SD), Odisha, Berhampur may, at its discretion, extend the deadline for the submission of Bids. However, no such request in this regard shall be binding on RDC (SD), Odisha, Berhampur.

5.3 BID CURRENCIES

Price shall be quoted in **INDIAN RUPEES**, inclusive all prevailing tax.

5.4 BID SUBMISSION

- 5.4.1 Every envelope and forwarding letter of various parts of the Bid shall be addressed as follows:
Revenue Divisional Commissioner, (SD), Odisha, Berhampur -760004.
- 5.4.2 If the envelopes are not sealed and marked as required above, RDC (SD), Odisha, Berhampur will assume no responsibility for the Bid's misplacement or premature opening.
- 5.4.3 Bids sent through Telex / Telegrams / Fax / Email shall not be acceptable. RDC (SD), Odisha, Berhampur will not be responsible for any postal delay.
- 5.4.4 The envelope shall be sealed by signing across all joints & pasting good quality transparent adhesive tape on top of such joints & signatures.
- 5.4.5 Bidder who packs its Bid in a manner other than what has been described in para 5.5 above, may face rejection of the Bid.

5.5 MODIFICATION & WITHDRAWAL OF BIDS

- 5.5.1 Modifications of Bids may be allowed by RDC (SD), Odisha, Berhampur if any substantial changes have to be made in the scope of work. This option will be available to every Bidder

who has submitted Bid.

5.5.2 Bids cannot be withdrawn during the interval between its submission of bids and expiry of Bid's validity period, as specified by RDC (SD), Odisha, Berhampur.

5.6 REPLACEMENT

If the material / equipment or any portion thereof gets damaged or lost during the transit and installation, the System Integrator shall effect the replacement of such materials / equipment within a reasonable time to avoid delay in installation the equipment.

5.7 RIGHT TO REJECT / ACCEPT THE TENDER

RDC (SD), Odisha, Berhampur reserves the right either to reject or accept any or all tenders. Orders may also be split among different selected Bidders. The purchaser has exclusive right to alter the quantities of materials at the time of placing the final purchase order. After placing the purchase order, the purchaser may order to defer the delivery of the material. It may be clearly understood by the Bidder that the purchaser need not assign any reason for the above action.

5.8 PURCHASER'S PROCUREMENT RIGHTS

Without incurring any liability, whatsoever to the affected Bidder or Bidders, the Purchaser reserves the right to:

- 5.8.1 Amend, Modify, or Cancel this Tender and to reject any or all proposals without assigning any reason.
- 5.8.2 Change any of the scheduled dates stated in this Tender.
- 5.8.3 Reject proposals that fail to meet the Tender requirements.
- 5.8.4 Increase or decrease the quantity of the items.
- 5.8.5 Should the Purchaser be unsuccessful in negotiating a contract with the selected Bidder, the Purchaser will begin contract negotiations with the next best value Bidder in order to serve the best interest.
- 5.8.6 Make typographical correction or correct computational errors to proposals.
- 5.8.7 Request Bidders to clarify their proposal.

5.9 FINANCIAL BID

- 5.9.1 The prices shall be inclusive of all taxes & duties as applicable.
- 5.9.2 RDC (SD), Odisha, Berhampur shall be authorized to deduct any income/Service tax as applicable from the Bidder.
- 5.9.3 No escalation of cost is allowed during the validity of warranty period.
- 5.9.4 The prices quoted shall be firm throughout the Bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully

take into account any such change by deduction there from.

5.10 OTHER INSTRUCTIONS

- 5.10.1 RDC (SD), Odisha, Berhampur reserves the right to cancel the Purchase Order at any stage in the event of one or more of the following situations.
- (a) If any information/document/declaration furnished by the Bidder found false.
 - (b) If any action by any Govt. is under process against the Bidder even after finalization of bidding process
 - (c) Delay in delivery beyond the specified period for delivery.
 - (d) Delay in installation beyond specified period for installation.
 - (e) Major discrepancy in Hardware, Software & other components noticed during any stage of the project.
 - (f) Delay in implementation of the project against the agreed time lines.
- 5.10.2 The Bidder must quote the items as per exact / equivalent / higher specification failing which the bid may not be considered.
- 5.10.3 The Bidder must put his/her signature along with company seal in all Techno-commercial and Financial Bid document formats.
- 5.10.4 The Bidder must indicate the tax component in the Financial Bid explicitly, otherwise the Bid will not be considered.
- 5.10.5 The Bidder is expected to examine all instructions, forms, Terms and Conditions and Technical specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its Bid.
- 5.10.6 **The Post Delivery Inspection will be made at the destination point. The supplied items which don't comply the Technical Specification will be rejected and the full payment against the items will be held up by the RDC (SD), Odisha, Berhampur till supply of the items with approved Technical Specifications by the System Integrator. The RDC (SD), Berhampur may form a committee for Post Delivery Inspection and certifying supply, Installation and Functioning.**
- 5.10.7 RDC (SD), Odisha, Berhampur reserves the right to re-negotiate the prices in the event of change in the market prices of the machines.
- 5.10.8 Decision of RDC (SD), Odisha, Berhampur in respect of evaluation of Bids and/ or award of contract shall be final.
- 5.10.9 RDC (SD), Odisha, Berhampur reserves the right to ask for technical clarification of any type and/or making technical presentation before Technical Committee Members failing which may lead to **CANCELLATION** of the Bid.

- 5.10.10 RDC (SD), Odisha, Berhampur reserves the right to inspect the Machines to verify the Genuineness and conformity with the specifications of the Machines delivered.
- 5.10.11 Un-signed & un-stamped bid shall not be accepted.
- 5.10.12 Undertaking for subsequent submission of any of the document asked in the Tender will not be entertained under any circumstances. However, RDC (SD), Odisha, Berhampur reserves the right to seek fresh set of documents or seek clarifications on the already/submitted documents.
- 5.10.13 Upon Verification, Evaluation, Assessment, if in case any information furnished by the System Integrator is found to be false/incorrect, their total Bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 5.10.14 No deviations from Tender Terms and Conditions will be accepted. Any violation thereof will lead to the rejection of the Bid.
- 5.10.15 RDC (SD), Odisha, Berhampur, will not be responsible for any misinterpretation or wrong assumption by the System Integrator.
- 5.10.16 RDC (SD), Odisha, Berhampur reserves the right to alter / increase / decrease the Hardware / Software requirements (quantity), as the case may be, to meet the requirements at any point of time.
- 5.10.17 RDC (SD), Odisha, Berhampur is not responsible for non-receipt of Tenders within the specified date and time due to any reason including postal delay or holidays.
- 5.10.18 The Authority reserves the right to **accept / reject** any or part of or all the quotations without assigning any reason thereof.

Chapter – 6

AWARD OF WORK

6 AWARD OF WORK

6.1 REVENUE DIVISIONAL COMMISSIONER (SOUTHERN DIVISION), ODISHA, BERHAMPUR, RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

Notwithstanding anything else contained to contrary in this Tender Document, RDC (SD), Odisha, Berhampur reserves the right to accept or reject any Bid or to annul the bidding process fully or partially, or modifying the same and to reject all Bids at any time prior to the award of work, without incurring any liabilities in this regard.

6.2 NOTIFICATION OF AWARD

6.2.1 Prior to the expiry of the period of Bid validity, RDC (SD), Odisha, Berhampur will notify the successful Bidder in writing by speed post or Fax or email that its Bid has been accepted.

6.2.2 The liability of the System Integrator to perform the services will commence from the date of Notification of Award. The Completion Period shall be counted from the date of 'Notification of Award of Work'.

6.3 CORRUPT OR FRUDULENT PRACTICES

RDC (SD), Odisha, Berhampur requires that the Bidders under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser (i.e. RDC (SD), Odisha, Berhampur) defines the terms set forth as follows:-

6.3.1 "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and

6.3.2 "Fraudulent Practice" means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish Bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of the free and open competition;

6.3.3 The Purchaser will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

6.3.4 The Purchaser will declare a Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it is determined that the Bidder has engaged in corrupt and fraudulent practices in competing for or in execution of the contract.

6.4 APPLICATION

These General Conditions shall apply to the extent that these are not superseded by specific provisions in other parts of this Tender document. A detailed Work Order/Purchase Order shall be issued, after the bid is selected. Detailed provisions of such an order shall have an over-riding effect vis-a-vis this Tender Document.

6.5 PAYMENT SCHEDULE

- 6.5.1 The payment of bills will be made by RDC (SD), Odisha, Berhampur.
- 6.5.2 RDC (SD), Odisha, Berhampur ensure the installation and functioning of the system at Modern Record Room based on the report of Post Delivery Inspection Committee of O/o the RDC (SD), Odisha, Berhampur. Then only the payment will be released 90% of the Hardware, Networking cost and others (if any) as admissible as per Terms and Conditions of contract will be paid after completion of delivery, Installation & acceptance of equipment at site with due certificate of such committee against submission of Performance Guarantee amounting 10% of quoted cost in shape of Performance Bank Guarantee (PBG) from any Nationalized Bank. **The validity of the Performance Bank Guarantee should be for the entire period of warranty.**
- 6.5.3 Balance 10%, will be released after successful running of system for three months with OK report obtained from O/o the RDC (SD), Odisha, Berhampur.
- 6.5.4 No claim towards interest can be made by the Bidder for some unforeseen delay in release of payment.

6.6 PERFORMANCE SECURITY

Within 15 days of Notification of "Award of the Work" the System Integrator shall furnish Performance Security to RDC (SD), Odisha, Berhampur @ 10% of the total value of quoted Bid by way of irrevocable and unconditional Bank Guarantee (form any nationalized bank or scheduled bank located in Berhampur) in favour of RDC (SD), Odisha, Berhampur for a period to be specified in the award of work. This Bank Guarantee should be of a sufficient duration to cover the risk of RDC (SD), Odisha, Berhampur. The Bank Guarantee should contain Telephone number and contact office address so that the Bank Guarantee can be verified. Further the BG will be verified for its authenticity. The proceeds of the Performance Security shall be payable to RDC (SD), Odisha, Berhampur as compensation for any loss resulting from the Company's failure to fulfill its obligations under the Terms and Conditions of the Work Order. The Performance Security regarding commencement of job / task will be discharged by RDC (SD), Odisha, Berhampur and returned to the System Integrator not

later than 30 (Thirty) days following the date of completion of the System Integrator's performance, related obligations under the Terms & Conditions of the Work Order.

6.7 TERMINATION FOR DEFAULT

RDC (SD), Odisha, Berhampur may without prejudice to any other remedy for breach up of Terms and Conditions (including forfeiture of Performance Security by written notice of default sent to the System Integrator, terminate the work / task in whole or in part, after sending a notice to the System Integrator in this regard.)

6.7.1 If the System Integrator fails to deliver or complete the job assigned in the Terms and Conditions within the time period (s) specified in the Tender Document.

6.7.2 If the System Integrator fails to perform any other obligations under the Terms and Conditions.

6.8 PROGRESS OF THE PROJECT

Progress of the Project may be intimated in writing to O/o the RDC (SD), Odisha, Berhampur on weekly basis.

6.9 CONFIDENTIALITY

Any information pertaining to the Govt. of Odisha or any other agency involved in the project, matters concerning Govt. of Odisha that comes to the knowledge of the System Integrator in connection with this contract, will be deemed to be confidential and the System Integrator will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The System Integrator shall ensure due secrecy of information and data not intended for public distribution. The affidavit to this effect should be submitted along with security deposit.

6.10 FORCE MAJEURE

6.10.1 This clause shall mean and be limited to the following in the execution of the contract place by RDC (SD), Odisha, Berhampur.

- War / hostilities.
- Riot or civil commotion.
- Earth Quake, Flood, Tempest, Lightning or other Natural Physical Disaster.
- Restrictions imposed by the Government or other Statutory Bodies, which is beyond the control of the consultant, which prevent or delay the execution of the order by the System Integrator.

6.10.2 The System Integrator shall advise RDC (SD), Odisha, Berhampur in writing the beginning and

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
Request for proposal for "Modernization of Modern Record Room"

the end of the above clauses of delay, within 7 days of occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, RDC (SD), Odisha, Berhampur reserves the right to cancel the contract without any obligation to compensate the System Integrator in any manner for whatsoever reason, subject to the provision of clause mentioned.

6.11 LEGAL JURISDICTION

All legal disputes are subject to the jurisdiction of Berhampur Courts only.

6.12 COMPLETENESS OF TENDER OFFER

The Bidder is expected to examine all Instructions, Forms, Terms, Conditions and Deliverables in the Tender Documents. Failure to furnish all information required by the Tender Documents or submission of a Tender offer not substantially responsive in every respect to the Tender Documents will be at the Bidder's risk and may result in rejection of its Tender offer. The Tender offer is liable to be rejected outright without any intimation to the Bidder if complete information as called for in the Tender Document is not given therein, or if particulars asked for in the Forms / Performa in the Tender are not fully furnished.

**Sd/-
Revenue Divisional Commissioner,
Southern Division, Berhampur.**

Chapter – 7

PROFORMA & ANNEXURE

ANNEXURE-1**7. PROFORMA & ANNEXURE****7.1 EXPERIENCE OF BIDDER**

System Integrator: Name & Address:

Name			
Address			
City		District	
State		Pin	
Telephone		Cell	
Fax		E-mail	

Name of the Organization where PO/WO has been issued	Date of issue of Work Order	Year of Completion	Type of equipment Supplied like Server, PC, and Equipment as per specification etc	Project Cost (INR) (Attached WO/PO)	Remarks

Signature of witness

Date :

Place :

Signature of the Bidder

Date :

Place :

Company Seal

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
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ANNEXURE-2

7.2 FORMAT OF BANK GUARANTEE

Bank Guarantee
(To be stamped in accordance with Stamp Act)

Ref : Bank Guarantee No.
Date

To,
**The Revenue Divisional Commissioner,
(Southern Division), Odisha, Berhampur-760004.**

Dear Sir,

Dated, This the.....Day of.....

WHEREAS

.....
.....
.....

(Name of the **System Integrator** with Address) hereinafter called "Supplier" has undertaken, in pursuance of RFP/ Tender No. (here-in-after referred to as "Tender" to supply, installation of Server Hardware and accessories, Compactor and Furniture to " RDC (SD), Odisha, Berhampur " (herein after referred to as " RDC (SD), Odisha, Berhampur ") for Project " Modern Record Room".

AND WHEREAS it has been stipulated in the said Tender that the **System Integrator** shall furnish a Bank Guarantee from a Scheduled Bank of **Rs. 30,000 (Rupees Thirty Thousand)** only for bidding as specified therein "Tender" as Earned Money Deposit (EMD) for supply of the items.

WHEREAS

We.....
.....
.....

(Name of the **System Integrator** with Address) hereinafter called "Supplier" has undertaken, in pursuance of RFP/Tender No., (hereinafter referred to as "Tender" to supply Server Hardware and accessories, Compactors and Furniture to " RDC (SD), Odisha, Berhampur " (herein after referred to as " RDC (SD), Odisha, Berhampur ") for Project " Modern Record Room".

AND WHEREAS it has been stipulated in the said Tender that the **System Integrator** shall furnish a Bank Guarantee ("The Guarantee") from a Scheduled Bank i.e., 10% of the contract value after the award of contract and should valid for a period of 3 years.

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
Request for proposal for "Modernization of Modern Record Room"

WHEREAS

We.....
.....
.....

("the Bank" Bank Name with complete address), which expression shall be deemed to include it, successors and permitted assigns) have agreed to give RDC (SD), Odisha, Berhampur the Guarantee:

Dated, This the..... Day of

THEREFORE the Bank hereby agrees and affirms as follows :

1. The Bank hereby irrevocably and unconditionally guarantees the payment of all sums due and payable by the System Integrator herein after called supplier to RDC (SD), Odisha, Berhampur adhering and withstanding all the Terms therein RFP/Tender No..... on account of full / partial / non-supply / delayed / defective supply of Server Hardware and accessories, Compactor and Furniture. Provided however, that the maximum liability of the Bank towards RDC (SD), Odisha, Berhampur under this Guarantee shall not under any circumstances exceed the amount **Rs. 30,000 (Rupees Thirty Thousand)** only for bidding as indicated in Tender No.....
2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from RDC (SD), Odisha, Berhampur stating reasons to full / partial / non-supply / delayed / defective supply of Server Hardware items, which shall not be called in question, in that behalf and without delay / demur or set off, pay to RDC (SD), Odisha, Berhampur any and all sums demanded by RDC (SD), Odisha, Berhampur under the said Demand Notice subject to the maximum limits specified in Clause 1 above.

A Notice from RDC (SD), Odisha, Berhampur to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address:

.....
.....
.....
..... (Bank Name with complete address)

3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of 1 year from the date of its execution.
4. The liability of the Bank under the Terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:
 - (i) Any change or amendment to the Terms and Conditions of the Contract or the execution of any further Agreements.
 - (ii) Any breach or non-compliance by the System Integrator (supplier) with any of the Terms and Conditions of any Agreements / credit arrangement, present or future, between the System Integrator (Supplier) and the Bank.
5. The Bank also agrees that RDC (SD), Odisha, Berhampur at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against System Integrator (supplier) and not withstanding any security or other guarantee that RDC (SD), Odisha, Berhampur may have in relation to the System Integrator (suppliers) liabilities.
6. The Bank shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of RDC (SD), Odisha, Berhampur or any other indulgence shown

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Southern Division, Odisha, Berhampur.
Request for proposal for "Modernization of Modern Record Room"

by RDC (SD), Odisha, Berhampur or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the BANK.

7. This Guarantee shall be governed by the laws of India and only the High Court of Odisha shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated, This the Day of.....

Witness

(Signature)

(Signature)

(Name)

Bank Rubber Stamp

Name

(Official Address)

Designation with Bank
Stamp Plus Attorney as per
Power of Attorney No.

Dated :

Dated :

ANNEXURE-3

7.3 SELF DECLARATION

Date : _____

Ref : _____

To,
**The Revenue Divisional Commissioner,
(Southern Division), Odisha, Berhampur-760004.**

In response to the invitation No....., I/We Ms./Mr. _____,
as a _____, hereby declare that our company _____
is having unblemished past record and was not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time. Also, I / We hereby declare that our company _____ is having unblemished past record and have not been declared blacklisted by any Central / State Government institution. There has been no pending litigation with any Government Department on account of similar services. I/We further declare that our company has not defaulted in executing any Government order in the past.

Authorized Signatory

Signature of witness
Date :
Place :

Signature of the Bidder
Date :
Place ;

Company Seal

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
Request for proposal for “Modernization of Modern Record Room”

ANNEXURE-4

7.4 REPRESENTATIVE AUTHORIZATION LETTER

Date : _____

Ref : _____

To,

**The Revenue Divisional Commissioner,
(Southern Division), Odisha, Berhampur-760004.**

Ms./Mr. _____, Designation _____ Mobile No _____
is hereby authorized to sign relevant documents on behalf of the company in dealing with invitation reference No. _____, dated _____. She / He is also authorized to attend meeting & submit Technical & Financial information as may be required by you in the course of processing above said application.

Thanking you,

Authorized Signatory

Representative Signature

Signature attested

Company Seal

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
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ANNEXURE-5**7.5 DECLARATION OF FINANCIAL TRANSACTIONS & ADMINISTRATIVE DETAILS**

Company Name & Address

Name			
Address			
City		District	
State		Pin	
Telephone		Cell	
Fax		E-mail	

Sl.	COMMERCIAL YEAR	TURN OVER	PROFIT BEFORE TAXES (PBT)	PROFIT AFTER TAXES (PAT)
01	FY 2019-20			
02	FY 2020-21			
03	FY 2021-22			

Copies of Audited Balance sheets for the above-mentioned Financial Years are attached.

Signature of witness

Date :

Place :

Signature of the Bidder

Date :

Place ;

Company Seal

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
Request for proposal for “Modernization of Modern Record Room”

ANNEXURE-6**7.6 SERVICE NETWORK DETAIL IN ODISHA**

SL. No.	Service Station with Address	Office-in-Charge	No. of Service Engineers	Contact Phone/Mobile Nos.	Area Covered

Date :

Signature : _____

Place :

Name : _____

Designation : _____

Company Seal

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
Request for proposal for "Modernization of Modern Record Room"

ANNEXURE-7

7.7 ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE BIDDER DOCUMENTS

To,

**The Revenue Divisional Commissioner,
(Southern Division), Odisha, Berhampur-760004.**

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP/ Tender Document for Modernization of Record Room.

I declare that all the provisions / clauses of this RFP/ Tender documents are acceptable to me as System Integrator / my company. I further certify that, I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Authorized Signatory

Signature of witness

Date :

Place :

Signature of the Bidder

Date :

Place ;

Company Seal

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
Request for proposal for “Modernization of Modern Record Room”

ANNEXURE-8**7.8 BRIEF PROFILE OF SYSTEM INTEGRATOR**

2	Name of the Firm / Company				
3	Year Established				
4	Address of Office				
5	Telephone No.				
6	Fax No.				
7	E-mail Address				
8	Website				
9	No. of full time personnel currently under employment (Department wise)	(i) Marketing (ii) Operations (iii) Admin			
10	No. of years of Proven experience of providing similar Services in Odisha.				
11	Annual turnover Audited Annual Turnover in last three years	Annual turnover of the company in Rs.			
		FY	Turn Over (Rs.)		
			PBT	PAT	ATO
		2019-20			
		2020-21			
2021-22					
12	Paid up capital as on				
13	Name of the Contact Person				
14	Contact Person's mail id				
15	Contact Person's Mobile No				

Signature of witness

Date :

Place :

Signature of the Bidder

Date :

Place ;

Company Seal

Revenue Divisional Commissioner,
Southern Division, Odisha, Berhampur.
Request for proposal for "Modernization of Modern Record Room"

ANNEXURE-9

7.9 TECHNO-COMMERCIAL BID (BID PARTICULARS)

- 1. Tender Number : _____
- 2. Tender of the Bidder : _____
- 3. Full Address of the Bidder : _____
- 4. Name of the actual signatory of the Product(s) offered : _____
- 8 Bidder’s proposal number and date : _____
- 9 Name & address of the officer to whom all references shall be made regarding this Tender : _____

Telephone :
 Fax :
 E-mail :

Witness
 Signature -----
 Name -----
 Address -----
 Company -----
 Date -----

Bidder
 Signature -----
 Name -----
 Designation -----
 Company -----
 Date -----

Company Seal

Details Specification of Items in Modern Record Room:

Sl. No	Item Description	Detailed Specification
	<u>Computer and Peripherals.</u>	
8.	<u>Server Computer</u>	
20.	Form Factor	Tower
21.	Processor	Two no. of Intel Xeon silver 4114@2.2 GHz Ten Crore Processor or higher.
22.	Motherboard, Chipset	Server M/B based on associated chipset with minimum two free PCI /PCI-x/ PCI-Express slots
23.	Memory	96 GB DDR4 2666 MHz or higher SDRAM Memory with ECC expandable up to 256 GB
24.	Video Controller	Integrated Graphic controller
25.	HDD Controller	SAS RAID Controller supporting RAID 0, 1 & 5 with min 1GB buffer memory or higher, with battery backup
26.	Network Controller	Four no. of Gigabit Ethernet port controller
27.	Ports	2x USB 2.0 ports& 2 x USB 3.0 Ports, 1xKeyboard port, 1xMouse port & One dedicated Ethernet port for OS independent hardware management (Out of Band management).
28.	Storage	4 x 1.2 TB SAS Hot swap HDD (10K rpm or higher)
29.	Backup Device	LTO-8 Internal SAS Drive with all accessories & Interface SAS card. Along with 5 nos of 30TB or higher Media for LTO-8, Backup software.
30.	Optical Drive	Internal DVD ROM drive
31.	Display	TCO-08 certified 19.5” or higher wide TFT monitor
32.	Keyboard & Mouse	OEM keyboard & OEM optical two button scroll mouse.
33.	Driver/ Software Utility	System utilities with all required device driver software as per above configuration for OS Installation, System Configuration and for server management
34.	System Chassis	Server Chassis with Redundant Hot Swap Power Supply to sustain above configuration and future up gradation and min. 6 Hot Swap Drive bays for HDD.
35.	OS Support & Certification	Support for Windows & Linux OS (32Bit & 64Bit both) and Certification for both Windows & Linux.
36.	System Management	Remote Management of Server over LAN & WAN with SSL encryption, Virtual Media with required license and KVM over IP
37.	Trolley	PVC wheel with locking System Trolley for Server or OEM provided caster for the server chassis
38.	Warranty	5 years on site comprehensive warranty
9.	<u>Desktop Computer</u>	
5.	Processor	Intel Core i5 11500 Processor or Higher/ AMD Ryzen 5 5600 or higher
6.	Motherboard, Chipset	Intel Q 570/AMD Pro 560 Chipset or higher
7.	Memory	8GB , 2666MHz, DDR-4 expandable up to 64 GB
8.	Video & Sound Controller	Integrated Graphic controller and sound controller
12.	HDD Controller	Integrated dual port SATA 3 Gbps controller

Sl. No	Item Description	Detailed Specification
13.	Network Controller	Integrated Gigabit Ethernet controller with IPV6 Compliant
14.	Ports	1x fast serial port, 4x USB 2.0, 2x USB 3.0 or higher ports (2 ports on front), 1x Keyboard port, 1 x Mouse port
15.	Storage	1TB or higher SATA 3 Gbps HDD 7200 RPM
16.	Optical Drive	Integrated dual layer DVD Writer
17.	Display	TCO-08 certified 19.5" or higher wide TFT monitor
18.	Keyboard & Mouse	104 Keys OEM keyboard with rupee sign engraved & OEM optical two button scroll mouse.
16.	System Chassis	Small Form Factor System chassis with suitable power supply to sustain above configuration.
17.	OS Support	Preloaded with OEM Pack 10 Professional (64bit) , all necessary Plug-ins/utilities and driver software, bundled in CD/DVD Media and preloaded latest version of Kaspersky / Quick heal antivirus software with five year license validity with update and upgrade facility. (up gradation of only Antivirus Software).
18.	Certification	Desktop should be Energy Star 8.0 certified and Windows Logo certified
19.	Warranty	5 years on site comprehensive warranty
10.	<u>Document Scanner</u>	
11.	Scan type	Flatbed
12.	Document size	A3
13.	Resolution	600 dpi or higher
14.	Scanning speed	100PPM or higher
15.	ADF Capacity	200 sheet
16.	Internal Storage	250GB or higher
17.	Standard connectivity	USB, Ethernet
18.	OS support	Window 10, Windows 7, Vista, XP. Necessary device drivers to be provided on CD media.
19.	Supported File formats	OCR, BMP, JPEG, GIF, TIFF, PNG, PDF, PDF Searchable
20.	Warranty	3 years on site comprehensive warranty
11.	<u>Laser Printer</u>	
13.	Print technology	Monochrome Laser Printing.
14.	Resolution	1200 dpi. or Higher
15.	Print speed	25 ppm or Better
16.	Duty Cycle	50,000 pages or more per month
17.	Standard memory	64 MB RAM or higher
18.	Media handling	<i>Input Capacity</i> 250-sheet and <i>Output Capacity</i> 150-sheet
19.	Media Size	<i>Tray 1:</i> A4, A5, A6, B5, envelopes (C5, B5, DL); <i>tray 2:</i> A4, A5, A6
20.	Media Type	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, transparencies, heavy media
21.	Two-sided Printing	Auto Duplexing.
22.	Standard connectivity	100/1000 Mbps Ethernet Controller, Hi-Speed USB 2.0 or 3.0
23.	OS support	Windows 7, Windows 10, Linux, Necessary device drivers to be provided on CD media.

Sl. No	Item Description	Detailed Specification
24.	Warranty	3 years on site comprehensive warranty
12.	<u>Barcode Printer</u>	
10.	Print Technology	Thermal Transfer
11.	Resolution	200 dpi or higher
12.	Print speed	100mm per second or higher
13.	Memory	Standard: 512KB, Flash: 256KB or higher
14.	Print Media	Roll type paper for printing 30mm to 110mm wide
15.	Fonts, Character Set	5 bitmapped, Barcode Symbologies 1D & 2D.
16.	Standard connectivity	USB Interface
17.	OS support	Windows 10, Windows 7, Vista, XP. Necessary device drivers to be provided on CD media.
18.	Warranty	3 years on site comprehensive warranty
13.	<u>Barcode Scanner</u>	
10.	Technology	Fuzzy scan 2.0 Imaging Technology
11.	Optical System	High Performance Linear Imaging
12.	Resolution	3 mil barcode
13.	Working Distance	More than 15 inches
14.	Reading Direction	Superior Motion tolerance Bidirectional
15.	Standard connectivity	USB Interface
16.	Accessories	Scanner Stand with Cable required to connect computers
17.	OS support	Windows 10, Windows 7, Necessary device drivers to be provided on CD media.
18.	Warranty	3 years on site comprehensive warranty
14.	<u>Digital Copier</u>	
12.	Type	Digital Copier with Printer
13.	Document size	A3
14.	Resolution	600 x 600 dpi or higher
15.	Speed	30 PPM or higher
16.	Multiple copy	99 copies or higher
17.	Paper Tray	Standard : 250 sheet, Bypass: 50 sheet
18.	Memory	256MB or higher
19.	Standard connectivity	100 / 1000 Mbps Ethernet Controller, USB
20.	Zoom	50 to 200%
21.	OS support	Windows 10, Windows 7, Necessary device drivers to be provided on CD media.
22.	Warranty	3 years on site comprehensive warranty
	<u>Networking equipment</u>	
e)	<u>Unmanaged Switch</u>	
6.	Port	24 Nos. RJ-45 ports. Gigabit Ethernet ports
7.	MAC Address	8K MAC address table.

Sl. No	Item Description	Detailed Specification
8.	Standard	IEEE 802.3 (10BASE-T Ethernet), IEEE 802.3u (100BASE-TX Fast Ethernet), IEEE 802.3x (Flow Control for Full-Duplex)
9.	Accessories	19" rack mountable accessories and hardware
10.	Warranty	3 years on site comprehensive warranty
f)	<u>Patch Panel</u>	
5.	Port	24 ports and should be individually replaceable. RJ 45 jack on front panel and 110 wiring block at rear end.
6.	Size	1U height and 19" rack mountable.
7.	Accessories	Routing rings and ties. Labeling strips for identification.
8.	Standard	Confirm or exceed the EIA/TIA 568B standards for CAT6
g)	<u>Information outlet</u>	
5.	Port	2 ports RJ 45 socket
6.	Type	Surface mount box.
7.	Accessories	Provision for dust cover, labeling icons & strips, anchors for stain relief cable entry.
8.	Standard	Confirm or exceed the EIA/TIA 568B standards for CAT6
h)	<u>6U Rack</u>	
8.	Width	19 inch
9.	Height	6U
10.	Door	Tough tinted glass door with lock.
11.	Load	20Kg load bearing capacity
12.	Cable path	Cable entry provision at Top and Bottom sides complete with Cable Manager .
13.	Power	AC input power, AC Power Distribution Channel with 5 & 15 Amp power sockets & Spike suppressor.
14.	Accessories	Wall mounting hardware.
	<u>Power equipment</u>	
d)	<u>Online UPS</u>	
13.	Capacity, Backup Time	2KVA with 60 minutes at full load. (Minimum VAH 3200 or Better)
14.	General	Pulse Width Modulation (PWM) using IGBTs, Double Conversion/ Digital Signal Processing Technology.
	• Technology	
	• Operating Env	Temp. 0-40 °C, Humidity Up to 95% non-condensing.
	• Audible noise	Less than 42 dB at one meter.
	• Total Harmonic Distortion	< 3% for 100% linear load, < 5% for 100% non-linear load.
	• Crest factor	Not less than 3:1 on full non-linear load.
	• Output Waveform	Pure sine wave.
	• Cooling	Air-cooled.
15.	AC Input	230V AC single phase.
	• Voltage	
	• Voltage Range	160V AC to 270V AC

Sl. No	Item Description	Detailed Specification
	• Frequency Range	50 ± 6% Hz.
	• Input Power Factor	0.9 at full output load leading to Unity with power factor correction (PFC).
	• Distortion	Less than 5%
16.	AC Output	230V AC ± 1%, single phase.
	• Voltage	
	• Regulation	Less than ± 1% in the following conditions; 5. No load to full load and vice versa. 6. Complete input Voltage Range. 7. 0.6 lag to Unity PF. 8. During entire Backup time.
	• Frequency Range	50 ± 0.01% Hz.
	• Load Power Factor	0.8 lagging.
	• Overall efficiency	80% or better on rated full load of 0.8 PF and 230V, 50Hz AC output.
	• Inverter efficiency	90% or better on rated full load of 0.8 PF and 230V, 50Hz AC output.
	• Overload Capacity	110% for 2min, 125% for 30 sec.
17.	Battery Bank Details	Sealed Maintenance Free Valve Regulated Lead Acid (VRLA) type.
	• Battery Type	
	• Make	Reputed brands like CSB/ Panasonic/ Global Yuasa/ Exide/ Orchid/ Okaya / Amar Raja make complying to JIS C 8702 test.
	• Recharge time, Charge Rating	Battery recharge time (after complete discharge to 100% charge) should not exceed 8 hours . Charger should be capable to charge battery on C10 rating .
	• Cut off voltage	Not less than 10.5Volt.
	• Battery Housing	Powder coated UPS & battery cabinet with caster wheel and locking arrangement should of minimum 1mm thick good quality material and should be free from sharp edge, scratches, nicks, & burs etc. Enclosure should conform to all protection requirements. Max two battery banks may be used in parallel.
18.	Display Panel	Mains ON, Load on Battery/ Inverter, Battery/ Load Level, Inverter over Load.
	• Indications	
	• LCD Meter	To measure and monitor Input/ Output Voltage, Output Current, DC Current/ Voltage, Input/ Output Frequency.
19.	Protection	Short Circuit, Over Loading, Over Temperature, Input low/ high voltage control, DC low/ high voltage trip.
	• Features	
	• Audible Alarm	To indicate Over Temperature, Inverter Overload, Battery Low, Mains Fail.
20.	Isolation Transformer	Galvanic Isolation through Transformer (inbuilt)
21.	Switch Provisions	4. Mains ON/ OFF MCB. 5. Battery ON/ OFF MCB. 6. Inverter Push Button with Reset .
22.	Output Connection	3. O/P Terminals of standard quality should be provided. 4. Min 03 Nos. of 5/15A/ 230V female ISI/ IEC Mark socket and all 3 sockets should also be provided in addition to the O/P Terminals.
23.	Features Required	4. Cold Start. 5. Manual Bypass Switch 6. Compatibility to D/G sets.
24.	Warranty	3 years on site comprehensive warranty

Sl. No	Item Description	Detailed Specification
e)	<u>Line Interactive UPS</u>	
12.	Capacity, Backup Time	1000 VA with 60 minutes at full load.
13.	General	
	• <i>Technology</i>	Pulse Width Modulation (PWM) using MOSFET/ IGBT.
	• <i>Operating Env</i>	Temp. 0-45 °C, Humidity Up to 95% non-condensing.
	• <i>Audible noise</i>	Less than 55 dB.
14.	AC Input	
	• <i>Voltage</i>	230V AC single phase.
	• <i>Voltage Range</i>	140V AC to 270V AC
	• <i>Frequency Range</i>	50 ± 3% Hz.
15.	Mains Mode AC Output	
	• <i>Voltage</i>	230V AC ± 8% (With AVR), single phase.
	• <i>Frequency</i>	Sync to Mains
16.	Inverter Mode Output	
	• <i>Voltage</i>	230V AC ± 5% during all condition in inverter mode like Full load to no load, backup period etc.
	• <i>Frequency Range</i>	50 ± 0.5% Hz.
	• <i>Load Power Factor</i>	0.65 lagging.
	• <i>Output Load</i>	65% or better on rated full load of 0.65 PF
	• <i>Waveform</i>	Quasi Sine wave/ Sine wave
	• <i>Inverter efficiency</i>	≥ 65 % (on full rated capacity of UPS at 0.65 load PF)
	• <i>Total Harmonic Distortion</i>	≤ 25%
	• <i>DC Bus Voltage</i>	≥ 24 V or higher.
17.	Battery Bank Details	
	• <i>Battery Type</i>	Sealed Maintenance Free type.
	• <i>Make</i>	Reputed brands like CSB/ Panasonic/ Global Yuasa/ Exide/ Orchid/ Okaya / Amar Raja make complying with JIS C 8702 test.
	• <i>Recharge time, Charge Rating</i>	Battery recharge time (after complete discharge to 100% charge) should not exceed 8 hours . Charger should be capable to charge battery on C10 rating.
	• <i>Cut off voltage</i>	Not less than 10.5Volt.
	• <i>Battery Housing</i>	Powder coated UPS & battery cabinet with caster wheel and locking arrangement should of minimum 1mm thick good quality material and should be free from sharp edge, scratches, nicks, & burs etc. Enclosure should conform to all protection requirements. Max two battery banks may be used in parallel.
18.	Display Panel	UPS Status, Battery Status / Low Battery.
19.	Protection Features	Electronic current limit in inverter mode & Fuse/MCB in mains mode.
	• <i>Short Circuit</i>	
	• <i>Surge/ Spikes</i>	Through Line Filters
	• <i>DC under Voltage</i>	Yes
	• <i>Overload</i>	Yes, 110% for 2min.
	• <i>Audible Alarm</i>	To indicate Over Temperature, Inverter Overload, Battery Low, Mains Fail.
20.	Output Connection	3. O/P Terminals of standard quality should be provided. 4. Min 03 Nos. of 5A/ 230V female ISI/ IEC Mark socket.

Sl. No	Item Description	Detailed Specification
21.	Features Required	3. Cold Start. 4. Compatibility to D/G sets.
22.	Warranty	3 years on site comprehensive warranty
f)	<u>Servo Stabiliser</u>	
2.	Capacity	5 KVA Servo Motor Operated line voltage corrector
3.	General	
	• Technology	Variac with Buck-Boost Transformer
	• Operating Env	Temp. 0-45 ⁰ C, Humidity Up to 95% non-condensing.
4.	AC Input	
	• Voltage	230V AC single phase.
	• Voltage Range	90V AC to 280V AC
	• Frequency Range	50 ± 3% Hz.
7.	Display Panel	Input/ output/ overload
8.	Protection Features	Over /under voltage/ over load cutoff. Short circuit protection. Output protection through MCB.
9.	Warranty	3 years on site comprehensive warranty
	<u>Software</u>	
6.	Windows Server	MS Windows Server Std 2016 R2 English OLP or latest version with down gradable option with CD media
7.	Windows Server CAL	MS Windows Server Std 2016 R2 English OLP Client Access License
8.	MS SQL Server	MS SQL Server Std. 2017 SNGL OLP latest version with down gradable option
9.	MS SQL Server CAL	MS SQL CAL 2017 SNGL OLP USER CAL
10.	Antivirus	Kaspersky / Quick Heal Antivirus for Server with 5 years of License validity with Updation and Upgradation facility.
V	OTHER ITEMS	
1.	Generator (Silent Type)	Maximum AC Output : 5 KVA Rated AC Output : 4000 watt Frequency : 50 Hz Output Phase : Single AC Maximum AC Output : 5 KVA Rated AC Output : 4000 watt Frequency : 50 Hz Output Phase : Single AC Output Voltage : 230 V Engine : 1 cylinder Cooling System: Air Cooled Engine HP : 7.2 Hp Engine rpm : 3000 Engine Throttle : Mechanical Governor Choke : AutoEngine Control panel Display : Monitor equipped Generator design should be Portable with Maximum Dimensions as :-

Sl. No	Item Description	Detailed Specification
		Length- 1200 mm Width- 650 mm Height – 750 mm Starting : Electric / Recoil start Fuel Type : Diesel Fuel Tank Capacity : min15Ltrs Continuous Operating Hours at rated load:Not less than 8 hrs Should present; oil Alert System Should present ; AC Circuit breaker Should present: Pilot LampShould present: Dry weight: Max 195 KG Output wave: Sine Wave. Noise level : <75 dB(A) Warranty: 3 years Certificate : ISO9001 / CPCB-2 compliant FOR NOISE AND EMISSION The OEM should have supplied 1000 generators in single Purchase Order in past 5 years and should local service center in Odisha and The supplier should have supplied minimum 50 nos. of the quoted model of generator in Odisha.
3.	Vacuum Cleaner	Voltage: 110-240 V, 50 Hz Input Power-1400 watts suction of Motor-2200-2450 of WC Blower efficiency- 35-40 liters/sec

Details Specification of Compactors and Furniture in Modern Record Room :

Sl. No	Item Description	Detailed Specification
<u>Furniture</u>		
1.	Computer Table	Computer table of size 42" X 24" X 30" (L X W X H) made of 18 mm exterior grade (Grade-I, Type-II) one-side laminated pre-laminated board of approved colour as per BIS-12823:1990 for support. The pre-laminated board shall have beading with minimum 0.8mm PVC, non-glued edge binding tape, which will be pasted, on the edges of the board with synthetic based adhesive. The top of the table shall have 25mm thick board post forming with Merino flex or equivalent laminates of approved colour and edge binding with 2mm PVC non-glued edge binding tape. The unit shall be made as knock down assembly with fasteners by mini fix screw system. The computer table shall have provision for main unit (CPU), monitor, drawer and telescopic PVC keyboard. The weight bearing capacity of the top should be minimum 35 Kg. The manufacturer of computer tables should have ISO-9001:2008 and ISO-14001:2004 certification.
2.	Printer/Scanner Table	Table of size 30" X 24" X 30" (L X W X H) made of 18 mm exterior grade (Grade-I, Type-II) one-side laminated pre-laminated board of approved colour as per BIS-12823:1990 for support. The pre-laminated board shall have beading with minimum 0.8mm PVC, non-glued edge binding tape, which will be pasted, on the edges of the board with synthetic based adhesive. The top of the table shall have 25mm thick board post forming with Merino flex or equivalent laminates of approved colour and edge binding with 2mm PVC non-glued edge binding tape. The unit shall be made as

Sl. No	Item Description	Detailed Specification
		knock down assembly with fasteners by mini fix screw system. The weight bearing capacity of the top should be minimum 35 Kg. The manufacturer of computer tables should have ISO-9001:2008 and ISO-14001:2004 certification.
3.	Computer Chair	Revolving type computer chair with polypropylene arm and 5 pronged base, twin wheel PVC castors, PU seat and back, manual life mechanism for seat and back adjustment, PVC beading on seat back with good quality fabric cushion of approved color. The manufacturer of computer Chair should have ISO-9001:2008 and ISO-14001:2004 certification.
4.	Chairs for Public	840 x 570 x 1750 (minimum dimension in mm) 16 gauge or thicker perforated mesh polyester powder coated / chrome finish steel lounge chairs with full back, steel arm rest made out of 1.25 mm CR sheet and powder coated steel tube base & frame having minimum 1.2 mm thickness with fixing provision on floor.
<u>Compactors for Storage of Record.</u>		
1.	Compactor	<p>Main Body</p> <p>Dimension of main body. Two Bay Single Static : Minimum 1980 H x 1800 W x 450 D Two Bay Single Movable : Minimum 1980 H x 1800 W x 450 D Two Bay Double Movable : Minimum 1980 H x 1800 W x 900 D Single Bay</p> <p>Shelves 5 compartments with 4 adjustable shelves Load bearing capacity 70kg – 80 kg</p> <p>Material : Material of body and shelves shall be of 0.8 mm thick pre-coated sheet conforming to IS: 14246/ 0.8mm thick CRCA steel conforming to IS: 513 Gr.D, powder coated with epoxy polyester powder. DFT of paint 40-45 microns.</p> <p>Drive Mechanism Chain & sprocket arrangement with anti friction bearing for smooth movement. Good quality PU / Star wheel of Stainless or Chrome plated Steel handles for drive wheels.</p> <p>Safety Mechanism : Safety lock on each unit with main lock on last unit, End stoppers to prevent derailment of units.</p> <p>Others : Anti rust treatment for moving parts, body color as approved as the time of order, label holders on the body etc.</p> <p>Manufacturing standard: The manufacturers should be an ISO 9001:2008 and ISO 14001:2004 company. Materials of manufacture should confirm to IS: 14246, IS: 2062, IS: 10748, and IS: 513 for pre coated sheet, base frames/ guide rails, and other steel items.</p>

ANNEXURE-10

7.10 FINANCIAL BID

a. BID PARTICULARS

1. Tender Number
: _____
2. Tender of the Bidder (Mention units bidding for)
: _____
3. Full Address of the Bidder
: _____
4. Name of the signatory of the Tender Document
: _____
5. Bidder's proposal number and date
: _____
6. Name & address of the Contact Person
: _____

Telephone :
 Fax :
 E-mail :
 Mobile :

Witness
 Signature -----
 Name -----
 Address -----
 Company -----
 Date -----

Bidder
 Signature -----
 Name -----
 Designation -----
 Company -----
 Date -----

Company Seal

b. PRICE SCHEDULE
BREAKDOWN OF COST COMPONENTS

- i. Bidder should provide all prices as per the prescribed format under this Annexure. Bidder should not leave any field blank. In case the field is not applicable, Bidder must indicate "0" (Zero) in all such fields.
- ii. All the prices (even for taxes) are to be entered in Indian Rupees only (%age values are not allowed).
- iii. It is mandatory to provide break-up of all Taxes, Duties and Levies wherever applicable and / or payable.
- iv. RDC (SD), Odisha, Berhampur reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- v. RDC (SD), Odisha, Berhampur shall take into account all Taxes, Duties & Levies for the purpose of Evaluation.
- vi. The Bidder needs to account for all Out-of-Pocket expenses due to Boarding, Lodging and other related items.
- vii. The Unit Rate as mentioned in the following formats shall be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, RDC (SD), Odisha retains the right to negotiate this rate for future requirements.
- viii. For the purpose of evaluation of Financial Bids, the RDC (SD), Odisha, Berhampur shall make appropriate assumptions to arrive at a common bid price for all the Bidders. This however shall have no co-relation with the Contract value or actual payment to be made to the Bidder. In case the Bidder fails to provide any price for any of the line item or assumes any functionality less than what is required than highest price offered by any of the Bidders for the same line item including implementation charge will be added to the Bidders quote for lowest Bidder calculation.

Note:

All unit rates indicated in the schedules shall be inclusive not limited to supply, installation, duties, transport, packing and transit insurance charges etc. Taxes should be indicated under the relevant column in the schedules. Please use the format given under to identify the pricing basis for the cost of your proposed solution. If you feel there is any item of cost or basis for working that you would like to add or modify, please indicate the same clearly in your response. The bidder will have the ultimate responsibility for the workability of the solution suggested.

Sl. No.	Description	Unit Rate (INR)	Tax & Duties	Total Unit Price (C+D)	No. of Items required	Total Price (E x F)
A	B	C	D	E	F	G
<u>Computer and Peripherals.</u>						
1	Server Computer					
2	Desktop Computer					
3	Document Scanner					
4	Laser Printer					
5	Barcode Printer					
6	Barcode Scanner					
7	Digital Copier					
<u>Networking equipment</u>						
1	24 port Unmanaged Switch					
2	24 port Patch Pannel					
3	IO Box					
4	6U Rack					
<u>Power equipment.</u>						
1	Online 2KVA UPS					
2	LI 1000VA UPS					
3	Servo Stabilizer 5 KVA					
<u>Software.</u>						
1	MS Windows Server Std 2016 R2					
2	MS Windows Server Std 2016 R2 CAL					
	MS SQL Server Std. 2017 SNGL OLP					
	MS SQL CAL 2017 SNGL OLP USER CAL					
3	Antivirus for Server					
<u>Miscellaneous Items</u>						
1	Generator					
2	Vacuum Cleaner					
<u>Compactors.</u>						
1	Double Movable Compactor					
2	Single Movable Compactor					
3	Single Static Compactor					
<u>Furniture.</u>						
1	Computer Chair					
2	Computer Table					
3	Printer / Scanner Table					
4	Public Chair of 3 seats					
<u>General</u>						
<i>Charges (if any) including Sundry Expenses i.e- Networking, Patch Chord and Cable as per requirement.</i>						
