

**OFFICE OF THE DISTRICT JUDGE, CUTTACK**

**Tender Invitation Notice**

No. 21 Dated 02.03.24

Sealed tenders from intending bidders are invited for supply of Computer, Printers and other computer peripherals. The sealed Tenders will be received latest by 1.30 pm on 05.03.24 and will be opened at 4.30 P.M on 05.03.24 in the chamber of Registrar, Civil Courts, Cuttack in presence of the available Tenderers or their authorised agent. The Bidders should super-scribe the words "**Tender for supply of Computer and Printers**" on the sealed cover.

The details of aforesaid items are mentioned in Annexure-A.

The price offered shall be **inclusive of all taxes and charges** if any. All bid offers must be accompanied by an **earnest money deposit of Rs.1,000/-** by way of Demand Draft favouring "**Registrar, Civil Courts, Cuttack**" payable at "Cuttack". The tender received without the deposit of earnest money and beyond the stipulated time frame will not be taken into consideration.

For detailed Term & Conditions of the Tender, the Tenderers are requested to visit Court's Notice Board or log on to District Court, Cuttack website **<https://cuttack.dcourts.gov.in/>**

The Authority reserves the right to accept or reject any or all Tenders without assigning any reason thereof.

By order of District Judge, Cuttack

  
Registrar

Civil Courts, Cuttack

**TERMS AND CONDITIONS FOR SUPPLY OF HP PRINTERS**

1. The tenderer should super-scribe the words "TENDER FOR SUPPLY COMPUTER AND PRINTERS" on the sealed cover.
2. All Tenders must be accompanied by an earnest money deposit (EMD) of Rs.1,000/- (Rupees One Thousand) only by way of Demand Draft favouring "**Registrar, Civil Courts, Cuttack**" payable at "Cuttack" otherwise bid offer shall be rejected.
3. The sealed tenders along with Copies of Valid GST Registration certificate with caption super-scribed on it "**Tender for supply of Computer and Printers**" should reach the office of the undersigned by **1.30 P.M on 05.03.24** addressed to the undersigned.
4. The received sealed tenders will be opened on **05.03.24 at 04.30 P.M** in presence of the available tenderers or their authorised agents.
5. The offered purchase price should be written clearly, both in figures and words.
6. The bidder shall have valid GST registration certificate and latest GST filing report if any.
7. The bidder shall have a firm registration certificate.
8. The bidder shall have valid PAN card under Income Tax Act.
9. Rate quoted shall be inclusive of all taxes and charges if any and deliverable at Registrar, Civil Courts, Cuttack. The Authority will not pay any extra charge for transportation of the products to its campus.
13. The selection shall be on basis of price quoted for the same subject to verification of required documents as called for. Any deviation in quality of supplied item from the approved sample shall lead to penalty or termination of the rate contract or both.

**(B) Documents to be submitted along with the Tender :**

1. Self attested copy of GST Registration Number of the firm and latest GST filing report, if available.
2. Self attested copy of PAN card of the firm/bidder issued under Income Tax Act.
3. Self attested copy of Valid Registration No. of the Agency/Firm.
4. Certificate regarding Authorised Dealer of OEM Products.
5. Incomplete and late bids shall be rejected summarily.
6. The tender form is non-transferable.
7. Copy of this Tender being self-attested on each and every page shall be submitted along with all the above mentioned documents.
8. The Bids shall be rejected if information given therein is found to be false, incorrect or incomplete in any manner whatsoever at any stage prescribed in the tender. Should any ineligibility detected, then no correspondence thereof shall be entertained.
- 9) The Authority shall not be responsible for any delay in submission of bids and late bids shall summarily be rejected.

  
Registrar,  
Civil Courts, Cuttack

**PROFORMA FOR OFFERING RATES FOR SUPPLY OF COMPUTER & PRINTERS.**

AMOUNT OF EARNEST MONEY	<b>Rs. Rupees</b>
PARTICULARS OF DEMAND DRAFT	<b>No.</b>
	<b>Date.</b>
	<b>Bank.</b>
	<b>Branch.</b>
NAME OF THE BIDDER	
ADDRESS*	
CONTACT NO	

\*(Address should be complete and supported with proof). The bidder should always be available for necessary communications at the given address.

1. I/We submit my/our quotation for the **“Tender for Supply of Computer & Printers”**.

Product Description (Mention make & model)	Price (Inclusive of all taxes and charges if any)
All-in-One PC	
Single function Laserjet Printer	
Multi Function Laserjet Printer	
External Hard disk	
UPS 600 VA	

2. I/We have very carefully read the terms and conditions of the offer, particularly, regarding earnest money and agree to abide by these in letter and spirit. The decision of the District Judge, Cuttack on any dispute arising out of the offer shall be binding on me/us.

3. I/We agree to the forfeiture of the earnest money if I/We fail to comply with all or any of the terms and conditions in whole or in part as laid down in **Annexure-I** in the tender invitation which would constitute and have force of a contract between me/us and the establishment of District Judge, Cuttack if I/We am/are declared a successful bidder.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of bidder



## Specifications

### **01. Single Function LaserJet Printer - 3 Nos. ( Preferably of Make : HP & Canon)**

- i. Compact and sleek design
- ii. 88A Toner compatible
- iii. Duty Cycle up to 5,000 pages per month
- iv. High-speed USB 2.0 port
- v. ISO speed up to 19/18 ppm
- vi. Up to 600X600X2 dpi (1200 dpi effective output)
- vii. Energy efficient & cost effective
- viii. Warranty : 1 Yr minimum

### **02. Multi Function LaserJet Printer – 15 Nos. (Preferably of Make : HP & Canon)**

- i. Compact and sleek design
- ii. 88A Toner compatible
- iii. Print, Scan & Copy
- iv. Memory 128 mb
- v. Scanner type- Flatbed
- vi. Duplex Printer
- vii. Multi tasking supported
- viii. Print speed : 20 page per minute
- ix. Print Resolution : 600X600 dpi
- x. Duty Cycle up to 5,000 pages per month
- xi. Warranty : 1 Year

### **03. All-in-One PC - 1 No. (Preferably of Make : Dell, Acer & Lenovo)**

- i. All-in-One PC – Processor – Core i5
- ii. 8GB DDR5 RAM
- iii. 512 GB PCIe NVME SSD
- iv. Windows Operating System ( Windows 11 Pro)
- v. Monitor 23.8" Full HD
- vi. FHD Camera
- vii. 160Watt Power supply
- viii. DP & HDMI port availability
- ix. USB 3.2
- x. Intel wifi +Bluetooth
- xi. Warranty : 3 yrs NBD

### **04. UPS - 20 Nos. (Preferably of Make : APC, V-Guard & Vertiv )**

- i. 600 VA
- ii. Backup time 10-15 Mins
- iii. Micro controller based PWM - MOSFET technology,
- iv. Built in Automatic Voltage Regulator,
- v. Off mode Battery Charging with High Voltage Protection,
- vi. In built ZPD Technology,
- vii. Intelligent No Load Shutdown Facility,

### **05. External Hard Disk- 2TB- 4 Nos. (Preferably of Make : Seagate, Toshiba & Quantron )**

- i. Capacity : 2 TB, Recovery feature included
- ii. Power Source USB Powered
- iii. Data Transfer 120 Mb/s Speed 5400 RPM
- iv. Windows 10 or Higher, or Mac OS X 10.12 or Higher OS support



Registrar  
Civil Courts, Cuttack