



DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA (DTE&T)



Killa Maidan, Buxi Bazar, Cuttack-753001
Phone No-0671(2301061), Fax-0671(2301961)

NIT No. DTET/2025-26/16934/03

Date: 23/12/2025

File No: DTET-PROC-ET-0002-2025

REQUEST FOR PROPOSAL (RFP)

For

Supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha.

DTE&T under the administrative control of Skill Development & Technical Education Department, Government of Odisha (the Client) invites sealed proposals from the eligible bidders through e-tender process for “Supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha”. Bidders fulfilling the prescribed eligibility criteria of the RFP can access and download the complete RFP Document and other details from www.dtet.odisha.gov.in/www.tendersodisha.gov.in.

The major events under the bid process are:

Sr. No.	List of Key Events	Critical Dates
1	Date of Issue of RFP	24.12.2025
2	Last date for submission of Pre-Bid Queries	07.01.2026 (by 02:00 PM)
3	Date of Pre-proposal Meeting	15.01.2026 (at 03.00 PM)
4	Issue of Addendum/Corrigendum (if any)	20.01.2026 (by 5:00 PM)
5	Due Date for Submission of Proposal	06.02.2026 (by 5:00 PM)
6	Date of Opening of Technical proposal	07.02.2026 (by 13.00 PM)
7	Date of Opening Financial Proposal	Through the e-tender portal to be intimated later by e-mail to the technically qualified bidders.
8	Method of Selection	Least Cost Selection (LCS)

The proposals complete in all respect must be submitted through e-tender process latest by 06.02.2026 before 5:00 PM clearly mentioning ‘Request for Proposal for supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha’. The proposals received beyond the last date and time will be rejected without assigning any reason. Prospective bidders are advised to regularly visit the DTE&T Odisha website (www.dtet.odisha.gov.in/en/tenders) and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced on the DTE&T Odisha website and e-procurement Odisha portal. The authority reserves all the rights to reject any/all proposals at any stage without assigning any reason thereof.

Sd/-
Director
DTE&T, Odisha

Memo No.

Date:

1. Copy to e-Governance Cell, SD&TE Department, Government of Odisha for publication in the website of the Department for wide publicity.

2. Copy to Smt. Kalpana Panigrahi, I/c S&B Section, for publication in the Website and Notice Board of DTE&T without delay for wide publicity.

Sd/-
Director
DTE&T, Odisha



REQUEST FOR PROPOSAL
FOR
SUPPLY, INSTALLATION, & COMMISSIONING OF IT
EQUIPMENT FOR DIFFERENT GOVT. ITIS &
POLYTECHNICS/ENGINEERING SCHOOLS OF
ODISHA

Directorate of Technical Education and Training, Odisha

Killa Maidan, Buxi Bazar,

Cuttack-753001

Phone No-0671(2301061),

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Email: dtetorissa@gmail.com; dtetodisha.procurement@gmail.com

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Disclaimer

The information contained in this Request for Proposal (herein after referred to either "RFP") document or subsequently provided to the Bidders, whether verbally or in documentary or any other form by or on behalf of the Directorate of technical Education and Training, Odisha herein after referred to as DTE&T, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

DTE&T reserves the right to reject any or all of the proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. DTE&T, ODISHA also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the RFP document response. DTE&T, ODISHA reserves the right to change/ modify/amend any or all of the provisions of this RFP document. Such changes would be posted only in its website (www.dtetodisha.gov.in). Prospective bidders are requested to visit the website frequently to keep them abreast with the latest developments on this tender.

This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their technical & financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the DTE&T, ODISHA in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the DTE&T, ODISHA, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document.

The assumptions, assessments, statements and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and wherever necessary obtain independent advice from appropriate sources. DTE&T, ODISHA, their employees and advisors make no representation nor warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

1. FACT SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Director, Directorate of Technical Education and Training (DTE&T) under the administrative control of Skill Development & Technical Education Department, Government of Odisha.
2.	Method of Selection	Least Cost Selection (LCS)
3.	Mode of Submission	Online (e-tender) www.tendersodisha.gov.in
4.	Date of Issue of RFP(e-tender)	24.12.2025
5.	Deadline for Submission of Pre-Proposal Query	07.01.2026 (by 2:00 PM) (Through email to: dtetodisha.procurement@gmail.com)
6.	Date of Pre-Proposal Meeting	15.01.2026 (at 03:00 PM) (Through Hybrid Mode)
7.	Due date for submission of proposals	06.02.2026 (by 5:00 PM) (www.tendersodisha.gov.in)
8.	Date of opening of Technical Proposal	07.02.2026 (by 13:00 PM)
9.	Date of Opening of Financial Proposal	Through the e-tender portal to be intimated later by e-mail to the technically qualified bidders
10.	Bid Processing Fee (Non-Refundable)	Rs. 10,000/- + GST: 18 % = Rs. 11,800/- (Rupees Eleven Thousand Eight Hundred Only) (through Demand Draft in favour of “DTE&T Odisha” & payable at Cuttack).
11.	Earnest Money Deposit (EMD) (Refundable)	2% of the total quoted price without tax. EMD amount to be submitted in shape of Bank Guarantee/e-Bank Guarantee in favour of “DTE&T Odisha” from any scheduled commercial bank.
12.	Performance Security	The selected Bidder shall furnish 5% of the Contract value in shape of Bank Guarantee/e-Bank Guarantee in favour of “DTE&T Odisha” from any scheduled commercial bank.
13.	Address of the Client:	Director, Directorate of Technical Education and Training (DTE&T) Odisha, Killa Maidan, Buxi Bazar, Cuttack, Pin Code: 753001 E-mail: dtetorissa@gmail.com ; & dtetodisha.procurement@gmail.com Contact person: 1. Sri. S. K. Patra, Joint Director (Procurement), DTE&T Odisha, Mob. 9437404277

NOTE:

- Amendments/Corrigendum(a) to the RFP document, if any, would be published on the website of DTE&T Odisha and Odisha e-Procurement portal only. Please visit the website: www.dtet.odisha.gov.in/www.tendersodisha.gov.in regularly for the same.
- A bidder may submit their both technical and commercial proposals after fulfilling the minimum eligibility criteria mentioned in Section 4.
- Proposals must be submitted before the date, time and venue mentioned in the Factsheet through Online (e-tender) www.tendersodisha.gov.in. Proposals that are received after the deadline will not be considered.
- The Director, DTE&T reserves all the rights to cancel the Selection Process and reject any or all the proposals at any point of time.
- No contractual obligation whatsoever shall arise from the RFP document unless and until a formal contract is signed and executed between the Director, DTE&T and the Selected Bidder.
- The Director, DTE&T disclaims any factual or other errors in the RFP document (the onus is purely on each Bidder to verify such information) and the information provided therein are intended only to help the Bidder(s) to prepare a proposal in accordance with the terms and conditions as set out in this RFP document.
- **Exemption may be given to the local MSMEs/local Start-Ups (registered in Odisha) for submission of Tender Fee & EMD as per the Odisha Procurement Preference Policy for Micro and Small Manufacturing Enterprises-2023 (MSME Department Notification No. 566/MSME dated 24.01.2024) and Odisha General Finance Rules (OGFR) only after submission of proper documents as proof. An AFFIDAVIT may be submitted as per the TECH-11.**
- **Price Preference is not applicable in this tender.**
- Tender Fee and EMD exemption are not available to any Dealer/ Distributor/ Trader etc., who is not registered as a Manufacturer of similar category of Goods in Odisha.

2. E-TENDERING

Procedure for Participation in e-tendering

- 1) Web address of E-tendering website: [https:// www.tendersodisha.gov.in](https://www.tendersodisha.gov.in).
- 2) The Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained eMudhraCA/GNFC/IDRBT/MtnlTrustline/SafeScripT/TCS.
- 3) Bidder then logs into the portal giving user id / password chosen during enrolment.
- 4) The e-token that is registered should be used by the bidder and should not be misused by others.
- 5) DSC once mapped to an account cannot remap to any other account. It can only be inactivated.
- 6) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- 7) After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.
- 8) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- 9) If there are any clarifications, this may be obtained online through the eProcurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online.
- 10) Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF formats. If there is more than one document, they can be clubbed together.
- 11) Bidder should arrange for the EMD as specified in the tender.
- 12) The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
- 13) The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- 14) There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client's System as well as the Network bandwidth available at the Client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75- 100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- 15) It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- 16) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay, or the difficulties faced during the submission of bids online by the bidders due to local issues.

- 17) The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- 18) At the time of freezing the bid, the eProcurement system will give a successful bid updating message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.
- 19) After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the
- 20) The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- 21) Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system.
- 22) System does not certify for its correctness.
- 23) The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- 24) The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted at the client end and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual transferred over secured Socket Layer (SSL) with 256-bit encryption technology. Data encryption of sensitive fields is also done.
- 26) The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

3. SECTION I: Letter of Invitation

RFP No: DTET/2025-26/16934/03

Date: 23/12/2025

Name of the Assignment: “RFP for supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha”.

1. DTE&T under the administrative control of Skill Development & Technical Education Department, Government of Odisha (The Client) invites online Bids (both Technical & Financial) from the Original Equipment Manufacturer (OEM) or authorised Technology Partner/Channel Partner for “Supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha”. More details on the proposed assignment are provided at **Section-3: Terms of Reference (ToR)** of this bid document.
2. Bidder will be selected under **Least Cost Selection (LCS) method** as prescribed in the RFP Document.
3. The proposal, complete in all respect as specified in the RFP document must be accompanied with a **Non-refundable** amount of **Rs. 10,000/- + Rs. 1800 (GST @18%) = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred)** towards **Tender Processing Fee** and a **refundable amount equal to 2% of the total quoted price without tax** towards **EMD**, failing which the bid will be rejected.
4. The last date and time for submission of Bid complete in all respects is mentioned as per the data sheet in www.tendersodisha.gov.in and the date of opening of the technical proposal, & financial bid in the presence of the bidder’s representative at the specified address as mentioned in the Bidder Data Sheet . Representative of the bidder may attend the meeting with due authorization letter on behalf of the bidder.
5. This RFP includes following sections:
 - a. Letter of Invitation [**Section – I**]
 - b. Information to the Bidder [**Section – II**]
 - c. Terms of Reference [**Section – III**]
 - d. Technical Bid Submission Forms [**Section – IV**]
 - e. Financial Bid Submission Forms [**Section –V**]
 - f. Annexure [**Section – VI**]
6. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client’s knowledge, the Client holds no responsibility for accuracy of information and it is the responsibility of the bidder to check the validity of information/specifications/narrations included in this document. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejection. In case of any dispute/ ambiguity arising in the process relating to documents, the decision of the Tender calling authority shall be final, binding and cannot be challenged.
7. **The Client reserves the right to accept / modify/ reject any/all Bids / cancel the complete tender or part of it at any stage without assigning any reason thereof.**

Sd/-
Director
DTE&T Odisha

4. SECTION II: Information to the Bidders

4.1 Pre-Qualification/Eligibility Criteria:

Before opening and evaluation of the technical proposals, each bidder will be assessed based on the following pre-qualification criteria. The bidder is required to produce the copies of the required supportive documents / information as part of their technical proposal failing which the proposals will be rejected.

Sr. No.	Pre-Qualification Criteria	Specific Requirement	Documents Required
1	Legal Entity	The Bidder must be registered as either of the following: a. Company under Companies Act, 1956/2013 or b. Partnership Firm registered under the Indian Partnership Act, 1932 or c. Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 registered	Registration documents of the Bidder as a duly registered legal entity in India along with: <ul style="list-style-type: none"> ● Registration document showing incorporation of the Bidder, ● Certified copy of registered Partnership Deed, ● PAN Card of the registered legal entity, ● GST certificate of the registered legal entity (Form GST REG-06), ● Any other supporting document, as may be required.
2	OEM or Authorised Technology/ Channel Partner	The bidder should be an original equipment manufacturer (OEM) or Authorised Channel Partner/Technology Partner of the OEM.	<ul style="list-style-type: none"> ● For Original Equipment Manufacturer (OEM) - Copy of the manufacturing license, or ● For the Authorized Channel Partner/ Technology Partner: An undertaking from the OEM is required stating that they would facilitate the Bidder on a regular basis with technology/product updates and extend support for the warranty as well and along with manufacturing license of OEM. (TECH-9)
3	Operation	The Bidder Firm should have been in operation in relevant field for the past 07 (seven) years as on the date of issue of RFP and filed ITRs for the last three FYs (i.e., FYs 2022-23, 2023-24 & 2024-25)	Audited Financial Statements for the last three financial years duly sealed & signed by a Chartered Accountant in practice, along with ITR for the said periods and the latest GST Return (GSTR-3B). Provisional Audit Report for any of the FYs will not be accepted.
4	Financial Capacity	The Bidder shall have an average annual turnover of at least Rs. 25.00 Crore over the last three Financial Years i.e., FY: 2022-23, 2023-24 & 2024-25. This must be the Bidder's turnover and not that of group companies/ organizations.	Audited financial statements/CA certified true copy stating the turnover. Financial Details of the bidder (TECH - 3) along with copies of last three FY's Audited Financial

			Statement duly sealed & signed by a Chartered Accountant in practice.
5	Net Worth	i) The net worth of the Bidder firm (manufacturer or authorized partner) should not be negative in 'FY 2024-25' and ii) also should have not eroded by more than 30% (thirty per cent) in the last three years, ending on '31 st Mar'2025'.	A Certificate duly sealed & signed by a Chartered Accountant in practice with Registration Number
6	ISO Certificate	The Technology Partner/Channel Partner or the OEM company should have ISO 9001, ISO 14001 & ISO 45001 certification.	Copy of valid ISO certificates of the agency/ the OEM must be submitted.
7	Past Experience		
7.1	Similar supply experience	The bidder, during last 03 (Three) financial years, must have the experience of supply and installation of Desktop PCs/All-in-One PCs/Laptops/Interactive Touch Panels or together with following minimum order value. i. Experience in execution of Single Work Order with minimum order value of Rs.25.00 Crore or above , Or ii. Experience in execution of at least 02 (Two) Work Orders with minimum order value of Rs.10.00 Crore or above , at any Government or Private organization/ Government or Private educational institute/ Government or Private training institute/ any Industry.	Copies of Relevant Work Orders/Sanction Orders/ Contract or MOUs/MOAs containing value of the supplies/ Work Completion Certificate/ Successful Project Completion and Performance Certificate/Commissioning Certificates or equivalent documentary evidence from the client should be provided as proof (TECH-5)
8	Quality Certification	The bidder/vendor should have ISO/ISI Certification with every Machinery Test Certificate Mandatory as applicable.	Copy of valid ISO/ISI certificates along with Machinery Test Certificate as applicable.
9	Mandatory Documents	The bidder shall submit the Technical data in compliance with the technical specifications mentioned in the tender document (ToR).	Submission of product wise brochure & catalogues and relevant pages from the website with available technical data in compliance with the technical specifications mentioned in the ToR.
10	Service Centre	The OEM must have own or authorized multiple service centres at different cities in Odisha.	OEM/Authorised Channel Partner declaration with complete address and contact details of the service centres.
11	Blacklist	The Bidder shall not have been blacklisted by any Central / State Government Ministry in India or Public Sector Undertakings or any Government Agencies. Any Bidder that has been barred by the Central Government, any State Government, a statutory authority, or a Public Sector Undertaking from participating in any project and the bar subsists as on the date of the Proposal	Notarized Undertaking by the Authorized Signatory (TECH-6)

		Due Date, would not be eligible to submit a Proposal.	
12	Consortium/ Joint Venture	No consortium/ JVs/ associations/ subcontracting shall be allowed under this tender.	Declaration of submitting as independent Bidder from the Authorized Signatory (TECH-7)
13	Authorized Representative	A Power of Attorney in the name of the person signing the proposal.	Original Power of Attorney (Notarized on a Rs.100/- Non-Judicial Stamp Paper) (TECH-4)
14	No failure of performance	A Bidder including any Associate should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, or Associate, as the case may be, nor has been expelled from any project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder, or Associate.	The Director, DTE&T would place sole reliance on the certification provided by the Bidder in this regard in its Cover Letter. Any misrepresentation or concealment of any information in this regard shall render the Bid liable for outright rejection at the sole discretion of the Director, DTE&T.
15	Bid Processing Fee (Non- Refundable)	The Bidder shall furnish a Tender Fee of Non-refundable amount of Rs. 10,000/- + Rs. 1800/- (GST @18 %) = Rs. 11,800 (Rupees Eleven Thousand Eight Hundred Only).	Payment to be done through Demand Draft in favour of "DTE&T Odisha" and Payable at Cuttack.
16	Earnest Money Deposit (EMD) (Refundable)	The Bidder shall furnish EMD amount equal to 2% of the total quoted price without tax.	EMD to be submitted in shape of Bank Guarantee/e-Bank Guarantee in favour of "DTE&T Odisha" from any scheduled commercial bank.

4.2 Documents to be submitted along with TECHNICAL BID (PART-A):

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee & EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three financial years i.e., FY:2022-23, 2023-24 & 2024-25 and the copy of latest GST Return (in GSTR-3B)
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors.

- List of clients for supply of equipment/machines of same category (Past Experience Details, (TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients (as provided in the RFP).
- Notarized Undertaking from the Bidder on not blacklisted (TECH - 6)
- No Consortium/Joint Venture Declaration (TECH-7)
- Technical Compliance Sheet (Requirements and specifications as per the ToR) (Tech-8)
- Manufacturing License or the Manufacturer's Authorization Form (TECH-9)
- Declaration regarding "Restrictions on procurement from a Bidder of a country which shares a land border with India" (TECH - 10)
- Bidder's Affidavit for Micro and Small Manufacturing Enterprises to get an exemption as per the Odisha Procurement Preference Policy (TECH - 11).
- Net worth Certificate duly sealed & signed by a Chartered Accountant.
- Copy of valid ISO/ISI certificates along with Machinery Test Certificate as applicable.
- Submission of product wise brochure & catalogues and relevant information on products supplies
- Certification in its Cover Letter by the Bidder regarding non-failure to perform on any contract

Note:

Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, forms, terms & conditions, and other important information as mentioned in the RFP document. The proposal must be completed in all respect, indexed. Each page should be numbered and signed by the authorized representative. Client at its own discretion reserves the right to ask for clarifications/supporting documents at any time during evaluation.

1. Bid Processing Fee (Non-Refundable):

The bidder must furnish as part of technical Bid, the required bid processing fee amounting to **Rs. 10,000/- + Rs. 1800 (GST @18 %) = Rs. 11,800** (Rupees Eleven Thousand Eight Hundred) through Demand Draft in favour of 'DTE&T Odisha' and payable at Cuttack. 'Bid Processing Fee' must reach DTE&T Office at least 3 days before the last date of bid submission. Proof of submission must be attached with the technical bid. Bids received without bid processing fee will be rejected.

2. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical Bid, an Earnest Money Deposit (EMD) equal to **2% of the Total Quoted Price without tax** in shape of Bank Guarantee/e-Bank Guarantee from a commercial bank and in favour of 'DTE&T Odisha' from any scheduled commercial bank. Bids received without EMD will be rejected. 'Bid Security' must reach DTE&T Office at least 3 days before the last date of bid submission. Proof of submission must be attached with the technical bid.

The EMD amount is interest free and would be refunded to the unsuccessful Bidders within 30 Days of the Bidder being notified as being unsuccessful. The EMD, for the amount mentioned above, of the successful Bidder would be returned within 60 Days, only after furnishing the required Performance Security and signing of the contract. The EMD will be forfeited on account of the following reasons:

- A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the standard form of Work Order); or,

- If any Bidder withdraws its Proposal during the Bid Validity Period as specified in this RFP and as extended by the Bidder from time to time; or,
- In the case of the Selected Bidder, if the Selected Bidder fails to accept the Work Order or execute the Contract or fails to furnish the Performance Security within the specified time limit; or,
- If the Bidder commits any breach of terms of this RFP or is found to have made a false, representation to the client.

3. Performance Security:

- The successful bidder, within 15 days after the receipt of notification of award of the Contract (LoA) from DTE&T, shall furnish Contract Performance Guarantee to the DTE&T, Odisha which shall be equivalent to **5%** of Total Bid Value (excluding taxes) and shall be in the form of a Bank Guarantee /e-Bank Guarantee from any of the commercial banks in India in the Performa given here-in-after in this document valid initially **66 months** and may be extended beyond three years of completion of warranty period from the date of award of Contract as specified in the document.
- The proceeds of the performance guarantees shall be payable to the DTE&T, Odisha as compensation for any loss/ penalties resulting from the Selected Bidders failure to complete its obligations under the Contract.
- The performance guarantee will be released by DTE&T, Odisha and returned to the Selected Bidder after 60 days of completion of warranty period subject to fulfillment of all obligations on recommendation of respective Principal.

4. Proposal Validity:

Proposal shall remain valid for a period of **180 (One Hundred Eighty) days** from the date of opening of the technical proposal. The Client reserves the right to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent. If agreed upon, the bid security so deposited shall also be suitably extended.

5. Pre- Proposal Queries and Meeting:

The Bidder may request a clarification of any part of the RFP prior to the last date for submission of queries through email, as indicated in the Bidder's Data Sheet. Bidders are allowed to submit their queries in respect of the RFP and other details if any, to DTE&T in the following format.

SI	Section/Page No and RFP Clause reference.	Content of RFP requiring clarifications	Queries/ Change/Clarification requested

A Pre-Bid meeting will be organized by DTE&T to address the queries relating to the overall selection process and scope of the work through Hybrid Mode (**both virtual & physical mode**) **as per the timeline mentioned in the Data Sheet.** The client will address the queries submitted by the bidders.

- The purpose of Pre-Bid discussion is to provide the Bidders with information regarding the RFP, project requirements, and opportunity to seek clarification regarding any aspect of the RFP and the project. However, DTE&T, Odisha, reserves the right to hold or to reschedule the Pre-Bid meeting.
- DTE&T, Odisha shall not be responsible for ensuring that the Bidder's queries have been received by them. Any requests for clarifications received after Pre-Bid meeting will not be entertained.

- iii. However, DTE&T, Odisha makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been submitted by the Bidders
- iv. The Client's responses to Bidder queries will be made available to all Bidders and shall be uploaded on the Client's website. It shall be the Bidder's responsibility to check the Client's website for the responses to the queries or requests for clarification.
- v. Any such corrigendum shall be deemed to be incorporated into this RFP and binding on all Bidders.

6. Submission of Proposals:

The bid should be submitted through Online mode only in www.tendersodisha.gov.in.

The tender is to be submitted electronically in two separate Cover No.1 (Technical Cover) and Cover No. 2 (Financial Cover) and contents as indicated below:

Cover No.1 (Technical Cover)

The bidder must furnish the following documents duly signed in along with their Technical Proposal:

- Filled in Bid Submission Check List in Original (Annexure-I)
- Covering letter (TECH – 1) on bidder's letterhead requesting to participate in the selection process
- Bid Processing Fee & EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)
- Copies of IT Return for the last three financial years i.e., FY:2022-23, 2023-24 & 2024-25 and the copy of latest GST Return (in GSTR-3B)
- General Details of the Bidder (TECH – 2)
- Financial Details of the bidder (TECH – 3) along with all the supportive documents such as Balance Sheet and Income/ Expenditure Statement duly signed as per the instruction.
- Power of Attorney (TECH – 4) in favour of the person signing the bid on behalf of the bidder or Board of Directors
- List of clients for supply of equipment/machines of same category (Past Experience Details, (TECH – 5) along with copies of contracts / work orders / completion certificate from previous Clients (as provided in the RFP).
- Notarized Undertaking from the Bidder on not blacklisted (TECH - 6)
- No Consortium/Joint Venture Declaration (TECH-7)
- Technical Compliance Sheet (Requirements and specifications as per the ToR) (Tech-8)
- Manufacturing License or the Manufacturer's Authorization Form (TECH-9)
- Declaration regarding "Restrictions on procurement from a Bidder of a country which shares a land border with India" (TECH - 10)
- Bidder's Affidavit for Micro and Small Manufacturing Enterprises to get an exemption as per the Odisha Procurement Preference Policy (TECH - 11).
- Net worth Certificate duly sealed & signed by a Chartered Accountant.
- Copy of valid ISO/ISI certificates along with Machinery Test Certificate as applicable.
- Submission of product wise brochure & catalogues and relevant information on products supplies
- Certification in its Cover Letter by the Bidder regarding non-failure to perform on any contract.

Cover No.2 (Financial Cover)

Price Bid. (Cover -2 in BoQ Ms-Excel format.)

The following supporting documents to be attached (in PDF format) with the seal & signature of the signing authority along with the Price Bid (BoQ Ms-Excel format) within the Cover-2.

1. FIN-1: Financial Bid covering letter.
2. Annexure: Item wise cost breakup

The offer must be submitted in Two Bid - Two covers only though uploading in the eProcurement Portal, before the last date & time for bid submission.

Tender document (s) and all enclosures must contain the signature of the competent authority of the firm.

7. Evaluation of Proposals

A Three stage evaluation process will be conducted as explained below for evaluation of the proposals:

A. Preliminary Evaluation (1st Stage):

Preliminary evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility condition and the requisite documents / information have been properly furnished by the bidder or not. Submission of documents/ information as per Pre-Qualification/Eligibility Criteria will be verified.

The bidder is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

B. Technical Evaluation (2nd Stage):

Technical proposal will be opened and evaluated for those bidders who qualify the preliminary evaluation stage. Detailed evaluation process as per the following parameters will be adopted for proposal evaluation:

Sl. No.	Criteria	Maximum Mark	Documents Required
1	Financial Capacity & Experience	40 Marks	
1.1	<p>Turnover: The Bidder should have an Average annual turnover of Rs. 25.00 Crore in the last three financial years (i.e., FY: 2022-23, 2023-24 & 2024-25).</p> <p><i>Scoring Criteria:</i></p> <ul style="list-style-type: none"> • Greater than or equal to Rs.25 Crore and less than Rs.50 Crore: 05 Marks • Greater than or equal to Rs.50 Crore: 10 Marks 	10	Financial details of the Bidders in TECH-3 duly signed by the CA
1.2	<p>Past Experience: The bidder, during last 03 (Three) financial years must have experience of supply of Desktop PCs/ All-in-One PCs/ Laptop/ Interactive Touch Panel or together at any Government or Private organization/ Government or Private educational institute/ Government or Private training institute/ any Industry with order value as follows.</p>	20	Copies of Relevant Work Orders/ Sanction Orders/ Contract, MOUs containing value of the work/ Work Completion Certificate/ Successful Project Completion and Performance Certificate/ Commissioning Certificates or equivalent documentary evidence from the client should be provided as proof (TECH-5)

	<p><i>Scoring Criteria:</i></p> <ul style="list-style-type: none"> For every work order value of Rs.25 Crore or more: 10 Marks will be given. For every work order value more than or equal to Rs.10 Crore but less than Rs.25 Crore: 05 Marks will be given. <p>(Maximum up to 20 marks)</p>		
1.3	<p>Performance Feedback: Performance Feedback/Certificate from the existing client where Desktop PCs/ All-in-One PCs/ Laptops/ Interactive Touch Panels etc. supplied and installed for a work order of value not less than 10 Crore. For every positive performance certificate/feedback, 05 marks will be given.</p> <p>(Maximum up to 10 marks)</p>	10	Performance Certificate/ Performance Feedback or equivalent documentary evidence from the existing client should be provided as proof with contact details (TECH-5).
2	Quality, Training & Placement	60 Marks	
2.1	<p>Quality of proposed equipment/ machines: Quality of the proposed Equipment/ Machines with respect to the technical specifications offered by the bidder, subjected to adherence of technical specifications asked for</p>	60	Technical Compliance Sheet (Tech-8) with Submission of product wise brochure & catalogues and relevant pages from the website with available technical data in compliance with the technical specifications mentioned in the tender document.
	Grand Total (1 + 2)	100	
<ul style="list-style-type: none"> The minimum qualifying mark is: 70 Bidder has to score at least 50% in each category i.e. (1.1 to 1.3 & 2.1). Bidder must score at least 70% overall to qualify for opening of Financial Bid. The scores provided by the Technical Committee will be considered as final. The Technical Committee may ask the bidders with prior intimation of at least 3 days for a brief Technical PPT presentation on Bidder's proposals includes description of products make, model & proposed specifications of items in their Technical Proposal, past experience, objective, proposed plan, approach and methodology etc. 			

Selection of Bidder

All responsive Bids will be considered for further processing as below:

- Technical Evaluation Committee will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by the Committee according to the evaluation process defined in this RFP document. The decision of the committee will be final and binding on all bidders and cannot be questioned at any stage of evaluation.
- DTE&T reserves the right to ask for a technical elaboration/clarification from the Bidder on the already submitted Technical Proposal at any point of time before opening the Financial Proposal by providing at least 3 days of advance notice.

- c. DTE&T, Odisha also reserves the right to seek confirmation/clarification from the issuing agency for the supporting documents submitted by the bidder. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion, ask any bidder for a clarification of its bid. The committee's request for clarification and the response shall be in writing through approved mode only and no other mode shall be entertained. Any clarification submitted by a bidder that is not in response to a request shall not be considered.
- d. If any bidder fails to provide the requested presentation/clarification/information within the stipulated date and time given by the DTE&T, Odisha, the bid shall be technically disqualified. The request for clarification and the response shall be in writing, without any alterations regarding the price or substance of the bid submitted.
- e. Further the scope of evaluation committee also covers taking any decision regarding the Tender document, execution/ implementation of the project including management period.
- f. A detailed evaluation of the bids shall be carried out by the Technical Evaluation Committee in order to determine whether the Bidders are competent enough and whether the technical aspects are substantially responsive to the requirements set forth in the RFP document. The bidders must submit the Make, Model, Features, and Technical Specifications along with the images of equipment for which they are submitting the bid. Bidders may propose better technical specifications which may fit for the labs.
- g. Bidders failing to comply with any of the above then the Bid will be summarily rejected. Bidders who score at least **70%** marks in Technical Evaluation criteria set forth in this RFP document will be eligible for opening of their Financial Bid. If a bid does not meet minimum score, it will be deemed technically non-compliant and will not proceed to the financial evaluation.
- h. The bidders are expected to provide following details along with their technical bids.
 - Detailed requirement of Civil, Electrical, & other works for the installation, commissioning & demonstration of the equipment/machines proposed in their technical bid.
 - Required raw material and consumables (if any) for demonstration/testing of the supplied equipment/machines.
 - Bidders must proposed required spare parts or tools & tackles (if any) to run the equipment/machines smoothly during the warranty period of 5 years.

C. Evaluation of Financial Proposal (3rd Stage)

The financial proposals shall be opened on the prescribed date in the presence of the bidder/bidder's representative who wishes to attend the meeting with proper letter of authorization. The name of the bidder along with the quoted financial price will be announced during the meeting.

1. The financial bids of bidders whose bids have been technically qualified (i.e., obtained minimum **70 marks** in Technical Evaluation) shall be opened by the Committee on the date and time specified in the RFP
2. Least Cost Selection (LCS) method will be followed during the Financial Evaluation and overall selection process.
3. Total Price Quoted without tax (as applicable) in the BoQ MS-Excl format will be considered for Evaluation of the Financial Bid. Bidder must submit the Financial Proposal in PDF format (FIN-1 & Annexure) along with the price quoted in BoQ MS-Excl format.
4. The bidder with Lowest Quoted Base Price (without tax) (L1) for all items together will be considered as Final Selected Bidder.
5. In case two or more bidders quoted the same prices, the Committee shall decide on the L1 bidder based on the following **tie-breaking criteria**:
 - i. The bidder's turnover for the financial year 2024-25 will be considered first.
 - ii. If the tie persists, the turnover for the financial year 2023-24 will be considered.

[If further tie-breaking is required, the turnover for the financial year 2022-23 will be considered.
iii. If the tie remains unresolved after considering the above financial years, the L1 bidder will be determined by a draw, which will take place in the presence of the concerned bidders. The Committee's decision on this matter should be final and binding.

6. If a tenderer submits a bid with what appears to be predatory pricing or an abnormally low bid, the Tender Evaluation Committee may request a written clarification from the bidder. The bidder will be asked to provide a detailed price analysis, price break up, or justification of the quoted price, considering the scope, schedule, risk allocation, and any other requirements outlined in the tender documents.

If, after reviewing the price analysis or justification, the bidder fails to provide adequate supporting documentation, evidence, or calculations to substantiate the quoted price, the Committee may, at its sole discretion, reject the bid.

8. Contract Negotiations:

Contract negotiation, if required will be held at a date, time and address as intimated to the selected bidder/s. The bidder will, as a pre-requisite for attendance at the negotiations, confirm availability of all the proposed staff or the assignment. Representative conducting negotiations on behalf of the bidder must have written authority to negotiate and conclude a contract.

9. Award of Contract:

- a. Being the lowest bidder (L1) is not the sole criterion for the award of the contract. The feasibility of the lowest quoted price will be assessed by the Committee, taking into consideration the relevant rules, terms and conditions outlined in the tender. The Committee's decision in this regard will be final and binding on all parties involved. Upon completion of the evaluation process, the contract will be awarded to the bidder who quoted the lowest base price (L1) and complies with all applicable laws, regulations, and provisions stated in the tender.
- b. DTE&T shall inform those Bidders whose Proposals did not meet the requirement or were considered non-responsive, informing them that their Financial Proposals will not be opened after completing the selection process. DTE&T shall simultaneously notify those Bidders who technically qualify on the Technical Evaluation process, informing them of the date and time set for opening of the Financial Proposals.
- c. The Bidder's name, the Proposal Price, the total amount of each Proposal and other such details, will be announced and recorded by the DTE&T at the opening of Proposal.
- d. After acceptance of LoA (Letter of Award) of Contract, Performance Security has to be deposited as specified in this document for signing an Agreement with DTE&T.
- e. The selected Agency shall sign the Agreement within 21 (twenty-one) days from the issuance of LoA (Letter of Award) of Contract:
 - i. DTE&T will sign the Agreement with the successful Bidder for a period as mentioned in 'Duration of Contract' in the document.
 - ii. DTE&T may extend the Agreement for a time period beyond what has been specified in 'Duration of Contract' in the document.
 - iii. DTE&T will also have the right to provide extension/ increase in the scope of work as per the mutually agreed terms and conditions between both the parties.
- f. In case of unsatisfactory or rejection of equipment or performance of L1 bidder, only L2 bidder will be invited for negotiation to supply and fulfill the contract at L1 prices.

10. Payment Modalities:

Payment will be made to the selected company as per the schedule mentioned on achieving milestones/agreed work plan as per the Section-7 (Deliverables & Payment Schedule).

11. Duration of Contract and other timelines:

The contract shall be valid initially for a period of **64 months** from the date of issuance of LOA and other timelines are detailed below.

- i. **Supply of equipment/machines:** **3 months** from the date of signing the Contract.
- ii. **Installation & commissioning:** **1 month** from the date of receiving site readiness confirmation from the Principal of respective Institute.
- iii. **Comprehensive Maintenance Warranty:** **60 months** from the date of successful commissioning.

12. Conflict of Interest:

A Bidder shall not have a conflict of interest (the “Conflict of Interest”) that affects the Bidding Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Authority shall be entitled to forfeit and appropriate the Bid Security, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by the Authority and not by way of penalty for, inter alia, the time, cost and effort of the Authority, including consideration of such Bidder’s proposal (the “Damages”), without prejudice to any other right or remedy that may be available to the Authority under the Bidding Documents and/ or the Agreement or otherwise. Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Bidding Process, if:

- The Bidder or its Associate and any other Bidder or its Associate thereof have common controlling shareholders or other ownership interests.
- A constituent of such Bidder is also a constituent of another Bidder; or
- Such Bidder or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder or any Associate thereof; or
- Such Bidder has the same legal representative for purposes of this Bid as any other Bidder; or
- Such Bidder, or any Associate thereof has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, that puts either or both of them in a position to have access to each other’s information about, or to influence the Bid of either or each other; or
- Such Bidder, or any Associate thereof has participated as a consultant to the Authority in the preparation of any documents, design or technical specifications of the Project.

13. Disclosure:

- a. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- b. Bidders must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder’s personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- c. Bidders must disclose if they have been convicted of, or are the subject of any proceedings relating to:

- Criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct;
- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
- Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

14. Anti-corruption Measure:

- Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial Bids, and recommendation for award of contract, will result in the rejection of the Bid.
- A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

15. Force Majeure

“Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.

Force Majeure shall not include: (i) any event which is caused by the negligence or intentional action of a Party or agent’s employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to take into account or avoid or overcome in the carrying out of its obligations during the subsistence of this Agreement. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

16. Language of Proposals:

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

17. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its proposal. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. Bidder/s is/are not allowed to submit more than one proposal under the selection process. Alternate bids are also not allowed.

18. Legal Jurisdiction:

All legal disputes are subject to the jurisdiction of competent court of Cuttack /Bhubaneswar only.

19. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages

and thereafter the Client holds the option for cancellation of the contract for pending activities and complete the same from any other Bidder. The Client may deduct such sum from any money from their hands due or become due to bidder. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the Client and the bidder under this contract will be governed by the prevailing laws of Govt of India/ Odisha.

- i. Notwithstanding the right of DTE&T, Odisha to cancel the order, Delay Charges for late delivery at 0.5% (Half percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 5% of the value of the contract. Delay Charges should be recouped from pending payment or Performance Security as per the payment schedule. No Delay Charges will be charged in case of circumstances beyond control of the selected Bidder. The decision of the authority placing the contract, whether the delay in delivery has taken place on account of reasons attributed to the bidder shall be final.
- ii. Please note that the above Delay Charges for delay in delivery and delay in commissioning are independent of each other and shall be levied as the case maybe.
- iii. DTET, Odisha reserves its right to recover these amounts from Performance Guarantee and the payments due to the bidder as per the payment schedule. Delay Charges will be calculated on per week basis.
- iv. The cumulative and aggregate limit of Delay Charges for delay in delivery and Delay Charges for delay in commissioning would be limited to maximum of 5% of the total Bid Value. The aggregate liability of the selected Bidder shall in no event exceed the total Bid Value under this Contract.

20. Client's right to accept any Bid, and to reject any or all Bid/s

The Client reserves the right to accept or reject any Bid, and to annul or amend the bidding / selection / evaluation process and reject all Bids at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders. Misrepresentation/improper response/ by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Bids have been opened and the highest-ranking bidder gets disqualified/rejected, then the client reserves the right to consider the next best bidder, or take any other measure as may be deemed fit in the sole discretion of the Client, including annulment of the selection Process.

21. Number of Bids:

Each Bidder shall submit only one (1) Bid, in response to this RFP. Any Bidder who submits or participates in more than one Bid shall be disqualified. The Bidder shall be responsible for all costs associated with the preparation of its Bid and its participation in the bidding process.

22. Amendment of the RFP Document:

At any time before submission of proposals, the Client may amend the RFP by issuing an addendum through Department website. Any such addendum will be binding on all the bidders. To give bidders reasonable time in which to take an addendum into account in preparing their proposals, the Client may, at its discretion, extend the deadline for the submission of the proposals.

23. Confidentiality:

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with

the process, until the publication of the award of contract. The undue use by any Consultant of confidential information related to the process may result in rejection of its proposal and may be subject to the provisions of the Client's antifraud and corruption policy. During the execution of the assignment except with prior written consent of the Client, the consultant or its personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the contract.

24. Settlement of Dispute:

The Client and the Bidder shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. All claims and disputes arising under or relating to this Agreement are to be settled by binding arbitration in the state of Odisha. An award of arbitration may be confirmed in a court of competent jurisdiction. Arbitration shall be as per Indian Arbitration Act, 1996.

Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by Commissioner –cum-Secretary to Government, SD&TE Department, Government of Odisha which is binding and final.

25. Disqualification of Proposal:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee & EMD as applicable
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP
- During validity of the proposal, or its extended period, if any, the bidder increases his quoted prices
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- Proposal is not accompanied by all the requisite documents / information
- A commercial bid submitted with assumptions or conditions
- Bids with any conditional technical and financial offer
- If the bidder provides any assumptions in the financial proposal or qualifies the commercial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Proposal is not conforming to the requirement of the scope of the work of the assignment.
- Bidder tries to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process
- If, any of the bid documents (including but not limited to the hard and soft/electronic copies of the same, presentations during evaluation, clarifications provided by the bidder), excluding the commercial bid, submitted by the bidder is found to contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the bid;
- Bidders or any person acting on its behalf indulges in corrupt and fraudulent practices
- Any other condition / situation which holds the paramount interest of the Client during the overall section process.

26. Fraud and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, Director, DTE&T may reject a Bid without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder, directly or indirectly or through an agent, engaged in corrupt practice,

fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, Director, DTE&T shall be entitled to forfeit and appropriate the Bid Security or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to Director, DTE&T under the Bidding Documents and/ or the Agreement, or otherwise.

Without prejudice to the rights of the Director, DTE&T herein above and the rights and remedies which Director, DTE&T may have under the RFP, or otherwise if a Bidder is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process such Bidder, at the sole and absolute discretion of Director, DTE&T, shall not be eligible to participate in any tender or RFP issued by Director, DTE&T during a period of 2 (two) years from the date such Bidder, is found to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be. The following terms shall have the meaning hereinafter respectively assigned to them.

5. SECTION III: Terms of Reference (ToR)

“RFP for supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha”.

1. Introduction:

The Directorate of Technical Education and Training, Odisha, having its principal office at Killa Maidan, Buxi Bazaar, Cuttack-753001 (herein after referred to as the “DTE&T” which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and permitted assigns), looks after technical education at Technical Institutes/Colleges, Diploma and formal CTS training at ITI level. It also provides Dual System Training, On-the-Job Training, Apprenticeship Training in order to prepare the Youth suitable for gainful wage and self-employment through Nano Unicorn Project of OSDA for a decent livelihood.

The goal of the DTE&T is to impart quality skill development training to build a knowledgeable workforce to cater to the demand of the labour market. Additionally, generation of such industry- ready manpower would ensure India’s competitiveness in the global market.

DTE&T invites proposals from the leading OEM/Authorised Partner of OEM/Authorised Dealer/Distributors of OEM having experience of supply, installation and commissioning of the lab equipment for several trades of ITIs and Polytechnics.

The project will support the Directorate of Technical Education & Training, Odisha, (herein after called “DTE&T”) in training youth in the age group of 18–34 to increase their skills, employability, and income. The project aims to produce appropriately qualified and multi-skilled workers with excellent employment and career prospectus which meet the needs of the economy. The project will benefit youth, women, and disadvantaged groups.

2. Objective:

The objective of this RFP is to select OEMs/Authorised Partners/Authorised Dealers having experience of supply, installation and commissioning of similar category of equipment at any Government or Private organization/ Government or Private educational institute/ Government or Private training institute/ any Industry.

DTE&T will provide the lab infrastructure with required space with electrical power supply (three phase connection) to the nearest distribution panel box, water supply (if required), furniture and other pre-requisite amenities before supply of equipment. The selected bidder will be responsible for supply and installation of equipment/machineries, commissioning & Comprehensive Warranty of the supplied equipment/machines, and provide operational training (as per the requirement) for 03 days to the nominated staff from the consignee institutes.

3. Scope of the Project

A- Scope of DTE&T (the Buyer/Client):

The scope of work of the DTE&T inter alia states that;

- I. DTE&T shall provide required space in the lab for the installation & commissioning of the IT equipment/BoQ items within the lab of the premises of the Govt. ITIs and Polytechnics/Engineering Schools.
- II. Facilitate additional space (covered area) if required upon availability at the institute premises at free of cost.
- III. Provide basic amenities like approach road and water supply (if required) nearest to the lab for running the IT equipment. Three phase electrical connection at nearest distribution/panel board will be provided at the designated labs by the consignee institutes.

- IV. Required space, furniture, air conditioners (if required) etc. will be provided by the consignee institutes.
- V. Conduct Pre-Delivery Inspection of sample IT equipment through Physical mode by its own technical experts or 3rd party agency/consultants/advisors appointed by DTE&T before the proposed IT equipment dispatch by the selected bidder and Post Delivery Inspection of all supplied IT equipment by its own technical experts or by an independent agency appointed by DTE&T at any point of time. The operational expenses like testing the machines/equipment will be borne by the supplier.
- VI. Consignee institutes will be responsible to monitor the performance of the supplied IT equipment and progress of the work.

B- Scope of the Successful Bidder:

1. Supply, installation and commissioning of all Desktop PCs/All-in-One PCs/Interactive Touch Panels/Laptops etc. in compliance to the technical specifications mentioned in **Section-III** (Point No.6) of the RFP, will be done by the Selected Bidder at the consignee institutes. Partial bidding/supply will not be accepted.
2. All items mentioned in this tender should be of Original OEM. No Compatible or Duplicate/Refurbished items will be accepted. The bid shall be out rightly rejected.
3. **The DTE&T Odisha reserves the right to increase/decrease the ordered quantity by up to 25 per cent at any time, till the final delivery date (or the extended delivery date of the contract), by giving reasonable notice to the supplier without any change in the final agreed price.**
4. After the supply of BoQ items, the successful bidder has to execute its installation & commissioning in the designated site(s) at the address. No extra cost shall be paid for this purpose.
5. Selected Bidder is responsible for all necessary works including necessary civil works (if any), electrical connections from nearest distribution panel board to the supplied IT equipment and all type of cables connections, circuit breakers etc. required for connecting power supply point to machines, and other requisite works to complete the installation of the supplied IT equipment at the Consignee Institutes, falls within the ambit of scope of work of selected bidder.
6. Required Room/space, Furniture (if any), Air Conditioners (if any), Water Supply (if any) etc. will be provided by the Consignee Institutes but Selected Bidder is expected to supply all other installation accessories, facilities and services required for successful installation and smooth operation of the supplied IT equipment. Bidders may conduct the site survey before installation at no additional cost.
7. Any accessories that must be needed for operation of the IT equipment but not mentioned in the specification shall also be quoted by the selected bidder.
8. Suitable and essential tool kit is to be supplied by the selected bidder with the IT equipment for the required maintenance.
9. The IT equipment should be installed and commissioned at site. Site requirement along with the layout drawing for installation of required IT equipment, electrical & water supply (if any) from main/ nearest sources shall be provided by the selected bidder upon issuance of Letter of Award of Contract (LoA).
10. The bidder shall not charge extra for additional items including raw materials, consumables etc. required to meet the operational requirement during installation, commissioning and hands-on training at consignee institutes.
11. The selected bidder shall provide comprehensive warranty of supplied IT equipment (i.e. Desktop Computers, All-in-One PCs, Laptops & Interactive Touch Panels etc.) for minimum 05 years from the date of successful commissioning.

C- Pre-Delivery Inspection and Post-Delivery Inspection of all equipment:

DTE&T may conduct a Pre-Delivery inspection of all IT equipment/sample IT equipment through Physical mode by its own technical experts or 3rd party agency/consultants/advisors appointed by DTE&T before the dispatch of the proposed equipment by the selected bidder at the supplier's premises or at the manufacturer's factory site. The operational charges i.e. testing charges for samples, raw material, consumables (if any) etc. shall be borne by the supplier. But, other expenses like travelling, boarding and lodging of the technical experts, will be borne by the Authority.

All tests and inspections of all supplied IT equipment during Post-Delivery Inspection shall be made at the place of delivery. Officers authorized by DTE&T shall be entitled at all reasonable time to inspect and supervise and test during installation and commissioning. Such inspection will not relieve the selected Bidder of their obligation in the contract.

If the OEM/Technology Partner fails to comply with any of the quality, technical specification or clause mentioned in the RFP, and then the Contract will be terminated by DTE&T Odisha.

4. Special Terms and Conditions:

1. Manufacturer (OEM) / Authorized Channel Partner/ Authorized Technology Partner having valid manufacturing license of OEM/ authorization certificates from OEM are eligible to participate in this tender. OEM must provide necessary documentary evidence of being an Original Equipment Manufacturer of the IT equipment. Bid specific authorisation must be submitted in case of participation by channel partner/technology partner of OEM.
2. OEM should be nationally / internationally reputed Company.
3. For Technology Partner/Channel Partner, an undertaking from the OEM is required stating that they would facilitate the Bidder on a regular basis with technology/product updates and extend support for the warranty as well.
4. The demo of at least one Desktop PC/All-in-One PC/Laptop of same offered Make & Model with same configuration with pre-loaded softwares shall be called by DTE&T Odisha (if required) for On-Site demonstration (at DTE&T Odisha office) after opening of technical bid.
5. In this tender, either the authorized channel partner/technology partner on behalf of the OEM or OEM itself can submit bid proposals, but both cannot submit bids simultaneously for the same tender. Bidder has to quote for all BoQ equipment as per Section-III (Point No.6). Partial bidding is not allowed.
6. If authorized channel partner/technology partner submits bid on behalf of the OEM, the same authorized channel partner/technology partner shall not submit a bid on behalf of another OEM for the same tender.
7. In a scenario, if both OEM and or its channel partner/authorized dealer participated in the bidding process, bids of both OEM & an authorized partner/dealer will be technically disqualified and EMD will be forfeited as per prevailing rules. The authorization from OEM should indicate bid reference number.
8. The supplier of the IT equipment must confirm in writing that the spares for the entire supplied items will be available for a period of at least five years after the model of IT equipment supplied has been phased out. For frequently required spares, there should be adequate inventory with the Indian agency.

9. The successful bidder is responsible for the supply, installation and maintenance of the IT equipment. Equipment documentation including user manuals and operation and troubleshooting guides to be provided.
10. Comprehensive Warranty period shall specifically be mentioned in the offer. The selected bidder must adhere to the warranty clause mentioned herein.
11. Bidder must enclose the undertaking regarding the Software, Firmware updation, or upgradation required by DTE&T Odisha for 5 years without any extra cost.
12. OEM should have same made of Monitor, CPU, Mouse and Keyboard. OEM LOGO/trademark should be embossed on them (No sticker will be accepted).
13. Certification:- TCO 8.0 certification for Monitor, Energy Star 7.0 or higher, EPEAT/EPR certificate, ROHS certificate must be uploaded.
14. Bidder must upload undertaking from the OEM regarding the preloaded Operating System.
15. Financial Proposal must be submitted as per the BoQ MS-Excl format along with format shared in **FIN-1 & Annexure** (PDF file).
16. Bidders must submit Technical Specification Compliance sheet within their technical bid. The bidders must be kept in their mind that mere copying of our specifications in the technical specification compliance sheets, shall not make the technical bid eligible for consideration. A bid has to be supported with original catalogue of the quoted item/s duly signed by the authorized person participating in the bid. Non-compliance with the above conditions shall be treated as incomplete/ambiguous and the bid shall be rejected without giving an opportunity to the bidder for further clarification/negotiation etc.
17. The bidder must produce documentary evidence of past supply experience of the offered make & model of the IT equipment to any Govt./Private organization/industry.
18. Details of foundation drawing for instruments and equipment, if any, should be provided.
19. The Bidder shall quote their lowest possible price, and prices quoted by the Bidder shall be “fixed” during the Bidder’s performance of the contract and not subject to any variation and/or escalation.
20. Bidder must quote **Item wise Cost** in the **BoQ MS-Excl format** and **FIN-1 & Annexure (PDF File)**, which shall indicate clearly the including all taxes and charges towards packing, forwarding, handling, insurance, comprehensive warranty for 60 months, freight, incidental service, civil, electrical and other works, (if any), installation & commissioning of the goods and training to the consignee’s personnel at site. The price shall be quoted in Indian Rupees only.
21. The cost of standard accessories shall be included in basic price and optional accessories shall have to be quoted separately.
22. Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the equipment, shall be supplied by the bidder at no extra cost.
23. In case of items of import, the bidder should take full responsibility for customs clearance, handling, tax payment, etc. and same should be inclusive in the financial bid.
24. Higher technical specifications may be considered subject to competitive price offer.

25. The DTE&T Odisha reserves the right to increase/decrease the ordered quantity by up to 25 per cent at any time, till the final delivery date (or the extended delivery date of the contract), by giving reasonable notice to the supplier without any change in the final agreed price.
26. DTE&T Odisha reserves the right to accept, split, divide, negotiate, cancel or reject any bid or to annul and reject all bids at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action.
27. Price bid should be submitted in the BoQ MS-Excel Format and given format in **FIN-1 & Annexure (PDF File)**. Price bid should have equipment wise breakup (Annexure).
28. Performance Security – A performance security in the form of Bank Guarantee/e-Bank Guarantee for 5% of the Awarded Value (excluding taxes) to be submitted within 15 days of issuance of the Letter of Award (LoA). The Bank Guarantee will be valid initially for **66 months** and may be extended further if required. The performance guarantee will be released by DTE&T, Odisha and returned to the Selected Bidder after 60 days of completion of warranty period subject to fulfillment of all obligations on recommendation of respective Principal of the institutes.

5. Comprehensive Warranty Clause:

The final selected bidder must provide Comprehensive Warranty Maintenance Services for minimum 05 Years for all supplied IT equipment and software at the Consignee Institutes from the date of successful installation & commissioning. The scope of the bidders is as below.

- i. Maintenance Services shall consist of Preventive and Corrective maintenance of supplied IT equipment specified in **Section - 6** & will include repair and replacement of parts free of cost.
- ii. Preventive maintenance, half-yearly once, which includes:
 - i. Check-up to ensure that device connection is proper; cabling is at proper condition etc.
 - ii. Cleaning of the above instruments (if required) & equipments and checking the System Performance.
- iii. The selected bidder must conduct preventive maintenance services **at least twice (2 times) in a year** at the Consignee Institute.
- iv. The parts replaced must be new parts or equivalent in performance to new parts.
- v. Any complaint informed through telephone/email must be acknowledged with a Complaint No. by the Supplier which will be noted by Consignee. All further contact with the Supplier on such complaint will be initiated through that Complaint No. Once rectification done, that No. will be cancelled by both parties. A register is to be maintained by the Supplier where complaints are to be noted along with Complaint No.
- vi. The maintenance shall be attended by the service engineer within 3 days of intimation to the Bidder.
- vii. The Service Engineer of the Supplier will be allowed to handle the respective IT Equipment only in the presence of the officer in
- viii. charge at the institute site.
- ix. The selected bidder should ensure that maintenance job is not hampered/ delayed due to paucity of spares/inadequate manpower etc.
- x. Minor repair to be done within 3 days of complaint registered and for major breakdown or replacement of parts must be completed by 15 days from the complaint registered to supplier. For imported parts, the replacement should be done within 4 weeks maximum.

6. List of equipment/machines and their Technical Specifications /Compliance Statement:

GOVERNMENT POLYTECHNIC/ENGINEERING SCHOOLS

SL No	Consignee Institute Name	Desktop Computer	All in one Desktop	Interactive Panel	LAPTOP	Grand Total
1	Government Polytechnic, Gajapati	96	0	3	0	99
2	UCPES Berhampur	90	0	3	0	93
3	Government Polytechnic, Kendrapara	90	0	0	0	90
4	BOSE, Cuttack	84	0	1	0	85
5	Government Polytechnic, Deogarh	80	0	1	0	81
6	Government Polytechnic, Bhubaneswar	79	0	2	0	81
7	Government Polytechnic, Puri	72	0	0	2	74
8	Government Polytechnic, Bargarh	65	0	0	0	65
9	Government Polytechnic, Dhenkanal	62	0	0	0	62
10	Government Polytechnic, Angul	60	0	0	0	60
11	Government Polytechnic, Sambalpur	60	0	0	0	60
12	Government Polytechnic, Balasore	52	0	3	0	55
13	OSME, Keonjhar	50	0	6	0	56
14	UGIE, Rourkela	37	0	0	0	37
15	SKDAV Rourkela	35	0	0	0	35
16	Govt. Polytechnic, Bhadrak	30	0	1	0	31
17	Government Polytechnic, Nabarangpur	30	0	1	0	31
18	Government Polytechnic, Kandhamal	30	0	2	0	32
19	Government Polytechnic, Bolangir	30	0	2	0	32
20	UGMIT, Rayagada	22	0	2	0	24
21	Government Polytechnic, Nuapada	20	0	0	0	20
22	Government Polytechnic, Sonapur	15	0	0	0	15
23	Government Polytechnic, Darlipali	10	10	0	0	20
24	Government Polytechnic, Jagatsinghpur	10	0	0	0	10
25	Government Polytechnic, Koraput	3	0	0	0	3
26	Government Polytechnic, Mayurbhanj	3	0	0	0	3
27	Government Polytechnic, Berhampur	0	40	0	0	40
28	JES Jharsuguda	0	20	4	0	24
29	Government Polytechnic, Malkangiri	0	0	6	0	6
Grand Total		1215	70	37	2	1324

GOVERNMENT ITI

SL No.	Name of Institute	Desktop Computer	Interactive Touch Panel	Laptop	Grand Total
1	Gopabandhu Govt. ITI Ambaguda	70	2	2	74
2	Govt. ITI Boudh	55	8	0	63
3	Govt. ITI, Rua	50	2	1	53
4	Gandhamardan Govt. ITI, Titlagarh	47	1	1	49
5	Govt. ITI Cuttack	43	3	2	48
6	Govt. ITI Bhandaripokhari	30	4	0	34
7	Govt. ITI Patnagarh	32	2	0	34
8	Govt. ITI Bolangir	30	2	1	33
9	TTI, TAKATPUR	30	1	2	33
10	Madhusudan ITI Choudwar	25	5	1	31
11	Govt. ITI Anandapur	28	1	1	30
12	Govt. ITI Malkangiri	28	0	2	30
13	Govt. ITI Bhanjanganr	30	0	0	30
14	Govt. ITI Balasore	27	1	1	29
15	Govt. ITI Kotagarh	26	1	1	28
16	Govt. ITI Sheragada	26	1	1	28
17	Govt. ITI Junagarh	26	1	1	28
18	Govt. ITI, Jajpur	24	2	1	27
19	Govt. ITI Nayagarh	24	1	0	25
20	Govt. ITI Bheden	20	3	0	23
21	Govt. ITI Dharamgarh.	19	1	2	22
22	PCITI, Baripada	19	0	1	20
23	Govt. ITI Rourkela	14	2	2	18
24	Govt. ITI Hinjilicut	15	0	2	17
25	Govt. ITI Krushnaprasad, Puri	15	0	2	17
26	Govt. ITI, Khariar Road	10	3	2	15
27	Govt. ITI Daringbadi	15	0	0	15
28	Govt. ITI Mathili	8	6	0	14
29	Govt. ITI Balugaon	12	0	1	13
30	Govt. ITI Talcher	10	1	2	13
31	Govt. ITI Kaptipada	10	0	0	10
32	Govt. ITI Puri	4	3	2	9
33	Govt. ITI Barbil	5	1	2	8
34	Govt. ITI Berhampur	2	4	2	8
35	Govt. ITI Umerkote	3	2	1	6
36	Govt. ITI Chandahandi	0	5	1	6
37	Govt. ITI Rayagada	4	0	1	5
38	Govt. ITI Karanjia	2	0	2	4
39	Govt. ITI Paradeep	1	2	1	4
40	Govt. ITI Bijepur	1	3	0	4
41	Govt. ITI Koida	2	0	1	3
42	Govt. ITI Laxmipur	3	0	0	3
43	Govt. ITI Kutra	1	1	1	3
44	Govt. ITI Bargarh	1	1	1	3
45	Govt. ITI Purushottampur	3	0	0	3
46	Govt. ITI Phulbani	0	1	1	2
47	Govt. ITI Sonepur	2	0	0	2

48	Govt. ITI, Dhenkanal	2	0	0	2
49	Govt. ITI Hirkud	0	2	0	2
50	SIPT(ITI),Pattamundai	0	1	1	2
51	Special ITI for Pwds, Jatni	0	2	0	2
52	Govt. ITI, Rayagada, Gajapati	1	0	0	1
53	Govt. ITI Rasanpur	0	1	0	1
54	Govt. ITI Raigarh	0	0	1	1
55	Govt. ITI Jharsuguda	0	1	0	1
Grand Total		855	84	50	989

Technical Specifications of the equipment:

Desktop PCs & All-in-One PCs:

SL No.	Parameter	Specifications	Bidder's Compliance
1	Processor	intel Core i7 13 th Generation or higher	
2	RAM	Minimum 16GB DDR4 or latest, with support of suitable slots to expand memory upto 64GB (Min. 2 DIMM) or Higher	
3	Memory Size	Minimum 1TB SSD (Nvme)	
4	Operating System	Factory pre-loaded Windows 11 Professional	
5	Additional OS Supported	Linux	
6	Speed (Min Base Frequency)	1.6 GHz or Higher	
7	Turbo Frequency	4.9 GHz or Higher	
8	Chipset	Compatible chipsets as per processors make	
9	Cores	Min. 8	
10	Threads	Min. 16	
11	Cache	16 MB or Higher	
12	DVD	Optional	
13	Display Size	19.5" or more TCO 08 Certified	
14	Display Technology	Active Matrix TFT LCD (Backlit LED)	
15	Resolution	1600X900 or Higher	
16	Video Graphics	Integrated Graphics	
17	Keyboard	Standard USB OEM Make	
18	Mouse	Optical/Laser USB OEM Make	
19	Cabinet	MT/SFF	
20	SMPS	180-250W	
21	Speaker	1 Internal Speaker	
22	Ports	Minimum 6 USB, VGA/HDMI/DP, LAN	
23	Certifications		
23.1	Safety Standards	Safety of Electronics Products against Electrical Hazards IS 13252 (Part1):2010/IEC 60950 Part1:2005/UL Certification BIS, BEE, EPR, RoHS or any other relevant Indian Certificates.	
23.2	Certification for Electro Magnetic Interference/ Radiation under control	FCC/Equivalent certification from NABL approved Lab	

23.3	Restriction of Hazardous Substances in manufacturing	Indian WEE & India RoHS/International RoHS	
23.4	Energy Efficiency Standards	Energy Star 7.0 of higher/ equivalent BEE Star rating	
23.5	Environmental Protection Standards	EPEAT /Equivalent Indian Standard	
23.6	ISO Standard	ISO 9001	
24	Warranty	Minimum 5 Years OEM onsite comprehensive warranty.	

Laptop:

SL No.	Parameter	Specifications	Bidder's Compliance
1	Processor	intel Core i7 13 th Generation or higher	
2	RAM	Minimum 16GB DDR4 or latest, expandable upto 32GB (with one DIMM free) or Higher	
3	Memory Size	Minimum 1TB SSD (Nvme)	
4	Operating System	Windows 11 Professional 64 bit OEM	
5	Additional OS Supported	Linux	
6	Cores	Min. 8	
7	Threads	Min. 12	
8	Cache	12 MB or Higher	
9	Wireless Connectivity	IEEE 802.11 ax(Wi-Fi 6), Integrated Bluetooth 5.1 or higher	
10	DVD	Optional	
11	Screen Size	14" or more	
12	Display Technology	Anti-glare LED Backlit Display	
13	Resolution	1920X1080 or Higher	
14	Web Camera	Integrated HD Web Camera (720p or higher)	
15	Video Graphics	Integrated HD Graphics or better	
16	Sound System	Integrated Stereo Speaker	
17	Keyboard	Spill Resistant backlit keyboard with Touchpad	
18	Mouse	Optical/Laser USB OEM Make or Wireless	
19	Battery Backup	Minimum 6 Hours	
20	Weight with Battery	Less than 2 KG	
21	Ports	Minimum 4 USB ports out of which 2 port should be USB 3.0 or higher and 1 port shall be Type C port with docking support, 10/100/1000 Ethernet Card, VGA/HDMI, Microphone, Stereo Headphone, and other standard ports.	
22	Weight with Battery	Less than 2 KG	
23	Certifications		
23.1	Safety Standards	Safety of Electronics Products against Electrical Hazards IS 13252 (Part1):2010/IEC 60950 Part1:2005/UL Certification BIS, BEE, EPR, RoHS or any other relevant Indian Certificates.	

23.2	Certification for Electro Magnetic Interference/ Radiation under control	FCC/Equivalent certification from NABL approved Lab	
23.3	Restriction of Hazardous Substances in manufacturing	Indian WEE & India RoHS/International RoHS	
23.4	Energy Efficiency Standards	Energy Star 7.0 of higher/ equivalent BEE Star rating	
23.5	Environmental Protection Standards	EPEAT /Equivalent Indian Standard	
23.6	ISO Standard	ISO 9001	
24	Warranty	Minimum 5 Years OEM onsite comprehensive warranty.	

Interactive Touch Panel Board:

SL No.	Parameter	Specifications	Bidder's Compliance
1	Panel Size	86" or Higher	
2	Type/Tech	IPS Type	
3	Display Area (mm):	Minimum 1913.0(H) x 1084.0 (V)	
4	Aspect Ratio:	16:9	
5	Native Resolution	4K60hz	
6	Colour Depth	10 bits with 1.07 billion colours or higher	
7	Brightness	Minimum 450 Nits or Higher	
8	Contrast Ratio	1200:1 and above	
9	Response Time:	8ms or Better	
10	Viewing Angles:	178 degree	
11	Lifetime (Typical)	Minimum 50,000hr of Higher	
12	Resolution	3840x2160 or better	
13	Touch Technology	Precision IR	
14	Touch Accuracy	Equal to or less than +/- 1 mm	
15	No. of Touch Points	40 Points or higher	
	Built-in OS	Android 13.0 EDLA Certified	
16	Processor	Octa Core Processor or better	
17	RAM	8 GB or Higher	
18	Internal Memory	128 GB (inbuilt Memory without any additional storage)	
19	Provision of Expandable Memory	Additional Storage upto 1TB through SD Card	
20	Total Port Including Front Ports)	HDMI 2.0- 3 IN and 1 OUT, DP 1.2- 1 IN, VGA- 1 IN, Type A- USB 3.0 - 2 nos., USB 2.0 - 2 nos., Touch USB Type B 2.0- 2 nos., USB Type C- 2 nos., RS 232, RJ45 (10/100/1000 Mbps) , OPS Slot, PC Audio In and Out, SPDIF out (Optical)	
21	Wifi & Bluetooth	Wi-Fi 6.0, Bluetooth 5.2 or higher	
22	Built in speaker	20W x 2	
23.1	Health Related Features	Germ Resistant Technology	
23.2		Anti Glare Coating	
23.3		Low Blue Light certified by an agency (TUV Certificate to be provided)	
23.4		Flicker Free certified by a reputed agency (TUV Certificate to be provided)	

24	Certification	Remote Control, Power Code (By Region), Stylus x 2, Quick Start Guide, Regulation Sheet, Touch USB Cable, HDMI Cable, Wall Mount	
25	ISO Standard	BIS, RoHS, CE, CB, FCC, ISO 9001, ISO 14001, ISO 45001, Energy Star, TUV Low Blue Light Certification, TUV Flicker Free Certification, SIAA Certification for germ resistance	
26	Warranty	Minimum 5 Years OEM onsite comprehensive warranty.	

7. Deliverable and Payment Schedule:

The selected company will have the following deliverables: -

SL No	Deliverable	Time Line	Amount Payable
1	Milestone 1: i) Pre-Delivery inspection of sample items from BoQ. ii) Delivery of the Desktop PCs/All-in-One PCs/Laptops/Interactive Touch Panels etc. in good condition at the Consignee Institutes.	Within 3 months of signing the Contract Agreement (MoA)	40% of the 'Total Order Value (Base Price)' with 18% GST on the Total Base Order Value, within 30 days of receipt of the invoices.
2	Milestone 2: i) Complete Installation & Commissioning to be done for all supplied equipment at Consignee Institutes. ii) Post Delivery Inspection and demonstration of the supplied IT equipment at Consignee Institutes. iii) Operational Training to the staffs nominated by the Principal of the consignee institutes as per the requirement. iv) Stock Entry by the consignee institutes.	Within 4 months of signing the Contract Agreement (MoA)	40% of the 'Total Order Value' (Base Price) within 30 days of complying all terms.
3	Milestone 3: Satisfactory maintenance and calibration after installation and commissioning.	Yearly performance and Maintenance after installation and commissioning	20% of the 'Total Order Value' will be released in equal 02 (two) installments. 10% of the Order Value each for 2 nd & 3 rd Year of satisfactory maintenance and calibration done and certificate to this effect by the Principal of Consignee Institute.

Other Conditions:

- No Advanced Payment will be given to the selected bidder.
- Payment for 'Milestone 1' & 'Milestone 2' will be done after inspection from nominated technical experts or 3rd Party Agency/consultants/advisors appointed by DTE&T and satisfactory reports from them.

8. SECTION IV: Technical Bid Submission Forms (Cover-1)

TECH -1

COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To

**The Director
Directorate of Technical Educational and Training, Odisha
Killa Maidan, Buxi Bazar, Cuttack– 753001**

Sub: “RFP for supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha”. [TECHNICAL BID]

Dear Sir,

I/We (Name of the Bidder) hereby submit our Proposal in response to notice inviting RFP date and RFP document no.....and confirm that:

1. With reference to your RFP document dated, I/we, having examined the Bidding Documents and understood their contents, hereby submit my/our Bid. The Bid is unconditional and unqualified.
2. I/We acknowledge that the DTE&T will be relying on the information provided in the Bid and the documents accompanying the Bid for selection of the Bidder for the aforesaid project(s), and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
3. This statement is made for the express purpose of qualifying as a Bidder for the aforesaid Project.
4. I/ We shall make available to the DTE&T any additional information it may find necessary or require to supplement or authenticate the Bid.
5. I/ We acknowledge the right of the DTE&T to reject our Bid without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I/ We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I/ We declare that:
 - I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the DTE&T;
 - I/We do not have any Conflict of Interest in accordance with **Clause** 12 of the RFP document;
 - I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any

agreement entered into with the DTE&T or any other public sector enterprise or any government, Central or State; and

- I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of **Section 14 of** the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/We understand that the DTE&T may cancel the Bidding Process at any time and that the DTE&T is neither bound to accept any Bid that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders.
9. I/ We agree and undertake to abide by all the terms and conditions of the RFP document.
10. I/ We offer a Bid Security/EMD to the DTE&T in accordance with the RFP document.
11. I/ We agree and understand that the Bid is subject to the provisions of the Bidding Documents. In no case, I/we shall have any claim or right of whatsoever nature if the Project is not awarded to me/us or our Bid is not opened or rejected.
12. I/ We certified that the period of validity of Proposal is till the end of the Contract Agreement period and I/We are quoting for all the services mentioned in the Scope of Work of the RFP.
13. DTE&T, Odisha, may contact the following person for further information regarding this Proposal:

Name and full address of office, Contact No., Email ID, Company Name

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP document

Yours sincerely,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2

Bidder's Organisation (General Details)

SL No	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: E-mail ID:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Bhubaneswar If Yes, please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount:	
7	EMD Details Amount:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of RFP	YES
11	Accept all the terms and conditions as specified in the RFP	YES

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -3

Bidder Organisation (Financial Details)

Financial Information in INR			
Details	FY 2022-23	FY 2023-24	FY 2024-25
Annual Turnover in INR			
<i>Supporting Documents:</i> Audited certified financial statements for the last three (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable. <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected.</i>			

Signature and Seal of the Chartered Accountant with Date in original.

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH - 4

FORMAT FOR POWER OF ATTORNEY

(Notarized copy on Rs. 100 Non-Judicial Stamp Paper)

(Required only if the Signatory is not directly authorized by the Company Board/Governing Body, or Partners. Otherwise, the Board Resolution/Partners Resolution would suffice)

Known all men by these presents, we..... (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ Ms. (name), son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our tender against the Bid document no. [•] dated [•] published by DTET for the “Procurement of Goods – [•]”, including but not limited to signing and submission of all applications, bids and other documents and writings,

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 20[•].

For
Witnesses

.....
(Signature, name, designation and address)

1.

2.

Accepted

(Signature)
(Name, Title and Address of the Attorney)

Encl: Board resolution for Authorized signatory

TECH - 5

(BIDDER'S PAST EXPERIENCE DETAILS)

(List of orders/assignments only of similar nature)

Sl. No.	Name of Buyer/Client, Address with Telephone No, e-mail, Contact Person, Mobile No.	Name of Project	Nature of Project/Goods/ Services and Brief of Project	Project Start Date and End Date	Project Cost/ Contract Value (In Rs.)	Status (Complete/ In Progress/ Delay)
A	B	C	D	E	F	G
1						
2						
3						
4						
5						

Note: Information not conforming to the above format will be treated as non-responsive. The bidder must enlist their relevant experience for technical marking purpose. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH - 6

Affidavit for not being blacklisted

<< An affidavit on a non-judicial stamp paper of INR 100/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and duly notarized >>

AFFIDAVIT

(to be executed on INR 100 non-judicial stamp paper and to be duly notarized)

Date: _____

Sub: Tender No. _____

In response to the Tender Document above stated, I/We hereby declare and solemnly swear that our Company/ firm _____ is not banned/blacklisted as on date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, hereby agree to be treated as a disqualified Bidder for the ongoing Contract.

In addition to the disqualification our concern/entity may be banned/blacklisted.

AND, that I/We, shall have no right whatsoever, to claim for consideration of my/our bid at any stage and the money deposited in the form of EMD shall be liable for forfeiture in full, and the tender, if any to the extent accepted, may be cancelled.

Signature of the Deponent

(Authorized signatory of the Bidder with Seal)

Date:

Place:

TECH -7

(To be submitted On Bidders Letter Head)

Non-Consortium Declaration

We, _____ <name of the Organisation>, having our registered office at _____, <HQ address of the Organisation> hereby certify and confirm that in the preparation and submission of our Proposal for _____ (name of the Project) under this RFP

Reference No. _____, We have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing, which is or could be regarded as anti-competitive.

We declare that we are submitting this proposal as an independent Bidder, and not as a part of any consortium/Joint Venture/Associations.

We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organization in connection with the instant proposal.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Dated this _____ Day of _____, 2025

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH-8

Technical Compliance Sheet

(To be submitted on Bidder's Letterhead)

Sl. No.	Product Name (As mentioned in ToR)	Technical Specifications (As per ToR)	Compliance (Yes/No)	If No, Reasons of deviations	Remarks (Additional features, if any)

Note:

The Technical compliance sheet shall provide a detailed list of identified requirements and specifications as mentioned in the ToR (Section-III). The bidder should indicate against the requirement in the compliance column to indicate the extent to which their proposals comply with the requirements. Bidder should also fill the details of proposed hardware and provide the necessary information.

The offered product within the scope of this RFP may have some features not contained in the ToR. Bidder may provide these details separately. These will not be part of above evaluation criteria.

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH –9

Manufacturer’s Authorization Form

(To be submitted on OEM Letterhead)

To,

The Director,
Technical Education and Training, Odisha, Cuttack
Killa Maidan, Buxi Bazar, Cuttack – 753001.

Dear Sir,

We M/s. _____ who are established and reputable manufacturers of

_____ do hereby authorize M/s. _____ (Name and address of Agent / Dealer) to participate in the above tender.

We hereby extend our technical assistance to the bidder during installation and inspection of the product.

We hereby certify that, the equipment being sold would not be declared End of Support (EoS) or become obsolete in the next 5 years. Also, we certify that the products being sold would be covered under Warranty / Support and OEM support will be available for 05 years (as specified in the RFP/ NIT No.) from the date of installation, even in the case, the bidder becomes “Out of service”.

We have studied the requirements of the product and confirm that we will adhere to the specifications of the tender and quality plan and extend all support during the inspection and provide documentary evidence at the time of inspection for the verification by the Client/Client’s representative.

Date: _____

Yours faithfully,
(Name)

**Signature and
Seal of the OEM**

For and on behalf of M/s. _____

(Name of the manufacturer)

TECH-10

Declaration regarding “Restrictions on procurement from a Bidder of a country which shares a land border with India”

(To be submitted on Bidder’s Letter Head)

To,

The Director
Directorate of Technical Education and Training, Odisha
Killa Maidan, Buxi Bazaar, Cuttack- 753001
Phone No-0671 (2301061); Email: dtetorissa@gmail.com

Dear Sir,

In reference to bid submitted by M/s _____ against DTE&T Odisha’s Tender NIT Number: _____, I/We have read the Order No: 27945 /F; dated: 16-10-2020 from Finance Department, Government of Odisha regarding **restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries.**

I/We certify that M/s _____ (name of Bidder) is not from such a country and will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority. I also certify that M/s. _____ will not offer any products/services of entity from such countries unless such entity is registered with the Competent Authority.

I/We certify that we/our Collaborator/Tie-Up Partners are/is not from such a country or, if from such a country, have/has been registered with the Competent Authority and we will not sub-contract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

We hereby certify that we fulfill all requirements in this regard and are eligible to be considered.

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH-11

“Bidder’s Affidavit for Micro and Small Manufacturing Enterprises to get an exemption as per the Odisha Procurement Preference Policy”

<< An affidavit on a non-judicial stamp paper of INR 10/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and Seal >>

AFFIDAVIT

(Applicable to Bidders who fall under the definition of Odisha Small Manufacturing Enterprises)

I, Shri/ Smt/ Ms.....(Designation)..... of (name of the Bidder Enterprise) solemnly state the following.

1. That annual turn-over of my enterprise is less than Rs. 50 Cr.
2. That my enterprise has a valid Udyam Registration bearing No..... within the jurisdiction of the State of Odisha.
3. That manufacturing plant/unit of my enterprise is located in Odisha in Village/Town/City_____, Block/ULB_____ Dist._____.
4. That the goods for which I am submitting this bid are manufactured in the above-mentioned manufacturing plant/unit of my enterprise.
5. That the goods to be supplied by my enterprise shall be its own manufactured goods.
6. That my enterprise shall not supply goods which are not manufactured by my enterprise.
7. That my enterprise has not been blacklisted/debarred by any Government Organization from participating in current procurement process.
8. That my enterprise comes under the definition of Odisha Small Manufacturing Enterprise (OSME), as defined in the Policy, and is, therefore, eligible for preferences and relaxations provided in the Policy for OSMEs.
9. That I am submitting this affidavit in response to the tender No _____ dated _____ invited by (Organisation Name) _____ for supply of (item name) _____.

I certify that all information furnished by me as above are true and correct. If any information is found to be incorrect, I and my enterprise shall be liable for any punitive action as deemed appropriate by competent authority.

Date: _____ Signature of Bidder _____

Name of the Bidder _____

Address _____

Mobile No.

Email:

9. SECTION V: Financial Bid (Cover-2)

Price Bid to be submitted in BoQ Ms-Excel format. The following supporting documents to be attached (in PDF format) with the seal & signature of the signing authority along with the Price Bid (BoQ Ms-Excel format) within the Cover-2.

FIN-1
COVERING LETTER
(In Bidders Letter Head)

To

[Location, Date]

The Director
Directorate of Technical Educational and Training, Odisha
Killa Maidan, Buxi Bazar, Cuttack– 753001
Phone No-0671(2301061), Fax-0671(2301961)
Email-dtetorissa@gmail.com

Sub: RFP for Supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha [FINANCIAL BID]

Sir,

I, the undersigned, offer to provide the Goods/Services for [Insert title of assignment] in accordance with your RFP No. _____, Dated: _____. Our Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of all the applicable taxes as per GST Act.

I do hereby undertake that, in the event of acceptance of our bid, the supply/services shall be provided with respect to the terms and conditions as stipulated in the RFP document. Equipment wise cost as per format (Annexure) given in the RFP documents are mentioned below:

SL No	Particulars	Total Cost (Rs) (Without Tax)	Total Cost (Rs) (With Applicable Taxes)
1	<p>*Total Cost of Goods [supply of IT equipment and software, raw material (if any), consumables (if any), comprehensive warranty for 60 months and cost of freight, insurance, unloading charges, installation & commissioning charges, civil, electrical and other works (if any) etc.]</p> <p>**The bidder must provide item wise cost breakup (In Annexure) with this section.</p>		
	GRAND TOTAL		
	Grand Total (Total Cost without tax) in words (_____)		

*** Price without tax in the BoQ will be considered for Financial Bid Evaluation.**

***If any discrepancy is found in between total figure and words, then the value mentioned in word shall be final.**

****Equipment wise cost breakup & rate of GST in Annexure (BoQ) must be submitted along with this price bid format. The total price of this breakup should match the price at serial -01 of above BOQ.**

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Annexure
Bill of Quantity (BoQ)
(on Bidders Letterhead)

Name of the Bidder: _____

Sub: RFP for Supply, installation and commissioning of IT equipment for different Govt. ITIs & Polytechnics/Engineering Schools of Odisha [FINANCIAL BID]

SI No	Item description	Qty.	Price Per Unit without GST	Total Price without GST	Rate of GST (%)	Total Price with GST
1	Cost of Goods					
1.1	Desktop PCs	2070				
1.2	All-in-One PCs	70				
1.3	Laptops	52				
1.4	Interactive Touch Panels	121				
	Total of Cost of Goods	2313				

The bidder can add rows below as required.

Notes:

- i. Price must be quoted in INR only. Quoted Price must be fixed for the entire contract period.
- ii. The quoted price should be inclusive of freight, insurance, comprehensive warranty, unloading charges, installation & commissioning charges, civil, electrical and other works, if any etc.
- iii. DTE&T Odisha reserves the right to increase/decrease the ordered quantity by up to 25 per cent at any time, till the final delivery date (or the extended delivery date of the contract), by giving reasonable notice to the supplier without any change in the final agreed price.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal.

We solemnly affirm that we will strictly adhere to the laws against fraud, corruption and unethical practices, including but not limited to "Prevention of Corruption Act, 1988", during the Request for Proposal (RFP) process and execution of the Contract, in case we are awarded the work. We understand you are not bound to accept any Proposal you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

10. Section VI: Annexures

Annexure I: Bid Submission Checklist

Sl No	Description	Submitted (Yes/No)	Page No.
Technical Proposal (PART – A)			
1	Filled in Bid Submission Check List (ANNEXURE I)		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of Rs. 11,800/- /- (Scan copy with date and DD number)		
4	EMD of an amount equal to 2% of the total quoted price without tax (Scan copy of BG with date and BG number)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN & Goods and Services Tax Identification Number (GSTIN)		
7	Copies of IT Returns for the last 3 FYs (2021-22, 2022-23 and 2023-24) latest GST Return (in GSTR-3B)		
8	General Details of the Bidder (TECH - 2)		
9	Financial details (Turnover) of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
10	Power of Attorney (TECH - 4) in favour of the person signing the bid on behalf of the bidder		
11	List of completed assignments of similar nature (Past Experience Details) (TECH – 5) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black listed by any Central / State Govt./any Autonomous bodies as on date of bid submission. (Tech-6)		
13	No Consortium/Joint Venture Declaration (Tech-7)		
14	Technical Compliance Sheet (Requirements and specifications as per the ToR) (Tech-8)		
15	Manufacturing License or the Manufacturer’s Authorization Form (TECH - 9)		
16	Declaration regarding “Restrictions on procurement from a Bidder of a country which shares a land border with India” (TECH - 10)		
17	Affidavit for Micro and Small Manufacturing Enterprises (TECH - 11)		
18	Net Worth Certificate duly sealed & signed by a Chartered Accountant		
19	Valid ISO/ISI certificates along with Machinery Test Certificate as applicable.		
20	Product wise brochure & catalogues and relevant information on products to be supplied		
21	Certification in its Cover Letter regarding non-failure of performance on any contract		
Financial Proposal (PART -B)			
1	Covering Letter (FIN-1)		
2	Bill of Quantity (BoQ) (Annexure)		

Undertaking:

All the information has been submitted as per the prescribed format and procedure.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Signature: _____

Annexure II: Performance Bank Guarantee Format

To

Directorate of Technical Education and Training, Odisha,
Killa Maidan, Buxi Bazaar, Cuttack – 753001.

WHEREAS <<Name and address of the supplier>> (hereinafter called “the supplier”) has undertaken, in pursuance of contract no.....dated.....to supply.....(description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the.....day of.....,20.....

Our* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt..... otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

******* End of the Document*******