

OFFICE OF THE DEAN & PRINCIPAL, SAHEED RENDO MAJHI MEDICAL COLLEGE & HSOPITAL

BHAWANIPANTA, KALAHANDI

No 185

Dated 15 / 01 / 26

Terms and Conditions of Tender submission & Finalisation

Sealed Tenders are invited from the interested firms / agencies / Distributor for **Supply of Desktop, Printer, Scanner out of State Government Fund** for O/o Dean & Principal, SRMMCH Bhawanipatna, Kalahandi as per specification detailed in **Annexure "A"**.

Bid Start Date	Date: 16.01.2026 Time: 10:00 AM Download From Website:- http://srmch.odisha.gov.in/ https://dmetodisha.gov.in
Last date for submission of Tender	Date: 05.02.2026 Time : 05.00 P.M Address: O/o The Dean & Principal, SRM Medical College & Hospital, Bhawanipatna At-Bhangabai, Po- Uditnarayanpur Dist- Kalahandi, Pin- 766002 Trough Speed Post / Regd. Post/ Courier only
Date, Time & Place of Opening of Tender	Technical Bid (Cover A) Date: 06.02.2026 Time : 11 A.M At – Office Chamber of the Dean & Principal, SRM MCH, Bhawanipatna Financial Bid (Cover-B) The Date of Opening of Financial Bid will be intimated to qualify bidders after Technical Evaluation.
Details Item	Desktop, Printer, Scanner (Annexure – A)
Eligibility Criteria	a) Valid GSTIN registration certificate. b) Copy of PAN Card c) Copy of Registration of Agency / Organization d) Copy of Income tax Acknowledgement of last three F.Y. (2022-23,2023-24 & 2024-25) e) Copy of Annual average Turnover of the firm is Rs.1 Crore or more in the last three F.Y.(2022-23,2023-24 & 2024-25) certified by the Chartered Accountant as per the format Annexure-I f) Three years experience in govt. sector (Proof of at least 5 work orders & One per each year) g) The declaration form in Annexure - II and duly signed by the tenderer before Notary Public / Executive Magistrate. h) Valid Manufacturer authorization certificate as per the format Annexure-III i) Undertaking for supply of the materials as per the specifications only as per the format Annexure - IV. j) As per the latest IDC Report (Q2, 2025) , the Desktop Computer/ Laptop/Printer OEM must be ranked among the top four (4) manufacturers. k) Tender paper cost of ₹.2000/- in form of Bank Draft/BC drawn in favor of Dean & Principal, SRMMCH Bhawanipanta, Kalahandi (Non –Refundable) from any Nationalised /Scheduled Bank Payable at Bhawanipatna. l) ₹. 40000/- in form of Bank Draft in favor of Dean & Principal, SRMMCH Bhawanipanta, Kalahandi towards EMD from any Nationalised/ Scheduled Bank Payable at Bhawanipatna. EMD will be refunded to the unsuccessful bidders after finalization of Tender Process. The EMD of successful bidder will be refunded as per the tender norms. m) Successful bidder shall submit a Performance Security of 5% of Contract value through a Bank Guarantee from any Nationalized Bank, preferably SBI, in favour of the Dean & Principal, SRM Medical College & Hospital,

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Dean & Principal
SRM Medical College & Hospital
Bhawanipatna, Kalahandi

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	Bhawanipatna, Kalahandi , payable at Bhawanipatna, valid for 38 months from date of awarding of contract The previous non-performing agency or organization will be disqualified.
Signing of Documents	All papers / documents submitted with the Tender must be signed by the Bidder with seal.
Completion of the Process	30 days from the placement of Supply Order in each case.
Submission of Bid Documents	The Bidders must submit the bid documents in the sealed envelope and the outer envelope must be superscribed on the top of the envelope " Tender for supply of Desktop, Printer, Scanner out of State Government Fund " and to be addressed to The Dean & Principal, SRM Medical College & Hospital, Bhawanipatna, At-Bhangabai, Po- Uditnarayanpur, Dist- Kalahandi, Pin- 766002 by Speed post/Regd. Post/Courrier only . Sealed Technical bid (Cover-A) and Financial bid (Cover-B) must be submitted separately. Both the bids to be kept in the sealed envelope. The bidders qualified in the technical bid will be eligible for opening of financial bid. The Technical bid contain: <ol style="list-style-type: none"> 1. Bid documents Technical and related documents. 2. Tender paper cost. 3. EMD. 4. Valid authorization The Financial Bid contain: <ol style="list-style-type: none"> 1. Bid Document (Financial)
Late supply penalty	If the supply is not made within the time for tender items a late penalty of 2% per week or part thereof up to maximum 10% from the billed amount.
Service deviation penalty	If any defect arising within the warranty period is not rectified within 15 days from the date of raising the claim, a penalty of 3 % shall be recovered from the Performance Bank Guarantee from the billed amount.
Breakage	Any breakage of glass item or any other material during transportation must be replaced immediately.
Term & Conditions	All items shall be installed at the destination point mentioned in the order copy by the bidder. The bidder is responsible for providing free on-site services, including installation support and warranty, during the warranty period
Validity	The rate must be quoted as per specification, term & condition and will be valid for one year.

Annexure "A"

List of items with specifications

SI NO	Name of the items	Requirement in Nos.	Specifications
1	Desktop Computer (Intel core i5)	27	AS per Annexure "A"
2	Printer (Multi-Function: Print, Scan, Copy)	04	As per Annexure "A"
3.	Scanner (Sheet Fed)	01	AS per Annexure "A"

N.B. The equipment supplied must be properly labelled with Sl. No., Model Name, Make & year of manufacture. The agency should submit the undertaking that the product must be manufacture within one and the software should be updated.

Dean & Principal
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Bhawanipatna, Kalahandi

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Bid Documents (Technical) (Cover-A)

Name of the firm / agency (Proof of Registration to be Submitted)	
Address of the Firm / Agency	
Name of the Contact person	
Email of the contact person	
Contact Number	
PAN Card No of the organization (Firm/Agency/Proprietor). Copy to be attached	
Copy of valid GSTIN registration certificate	
Copy of Income tax Acknowledgement of last three F.Y. (2022-23,2023-24 & 2024-25)	
Copy of Annual average Turnover of the firm is Rs.01 Crore or more in the last three F.Y. (2022-23,2023-24 & 2024-25) certified by the Chartered Accountant as per the format Annexure-I	
Three years' experience: (Proof of at least 5 work orders & at least 01 order for each year)	
The declaration form in Annexure – II duly signed by the tenderer before Notary Public / Executive Magistrate.	
Valid Manufacturer authorization certificate as per the format Annexure-III	
Undertaking for supply of the materials as per the specifications only as per the format Annexure – IV.	
Tender paper cost of ₹.2000/- in form of Bank Draft / BC drawn in favor of Dean & Principal, SRMMCH Bhawanipanta, Kalahandi (Non –Refundable) from any Nationalised/Scheduled Bank Payble at Bhawanipatna.	
₹.40000/- in form of Bank Draft in favor of Dean & Principal, SRMMCH Bhawanipanta, Kalahandi towards EMD from any Nationalised/ Scheduled Bank Payble at Bhawanipatna.	


Date:

Signature

Place:

Name

Designation:


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BID Document (Financial) (Cover-B)

SI	Name of items	Specifications	Rate in Rs. Per unit/ piece (Exclusive of all Tax & Inclusive of installation & Transportation	Rate of GST in Rs. Per unit/piece	Total Rate in Rs. Per Unit/Piece (Inclusive of all Tax & Inclusive of installation & Transportation)	Product Make & Model
1	Desktop (Intel Core i5)	AS per Annexure "A"				
2	Printer (MPF)	AS per Annexure "A"				
3.	Scanner (Feed Sheet)	AS per Annexure "A"				


Date:

Place:

Signature

Name

Designation:


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Technical Bid

Annexure-A (Technical Specification)

1. Technical Specification for Desktop Computer (Intel Core i5) : 27 Nos

SL. NO.	SPECIFICATION	VALUES	Compiled (Yes/No)
1.	Processor	Intel Core i5 12th generation or above	
2.	Operating System by Desktop OEM (Factory Pre-loaded)	Window 11 Home or above	
3.	Additional Software included	Genuine MS Office package 2021 or above	
4.	On Site OEM Warranty (in Year)	03 Years	
5.	RAM Size (Memory Card: Module) (in GB) (Capacity to be installed in the System)	16 GB	
6.	Type of Storage Installed with the System	NVMe-SSD	
7.	SSD - Storage Capacity (in GB)	512 GB	
8.	Cabinet Type	Small Factor (7-13 ltr)	
9.	Screen Size (in CMs)	58.1 - 63 (22.87" - 24.8")	
10.	Availability of Monitor	Yes as per IS 13252 (Part 1)	
11.	Description of Stores	Desktop Computer with Table Mount Monitor System with Compatible Chipset as per Processor Make with Minimum 6 USB Port	
12.	Keyboard Connectivity	USB Wired	
13.	Type of Keyboard	Standard	
14.	Mouse Connectivity	USB Wired	
15.	Maximum Resolution (Pixels)	1920 x 1080 (Full HD)	
16.	Display Technology	LED Backlit LCD	
17.	Connectivity	Bluetooth, Wifi	
18.	Product Make & Model in detail		

Technical Specification for Printer (MFP) : 04 nos

SL. NO.	SPECIFICATION	VALUES	Compiled (Yes/No)
1.	Print Technology	Laser	
2.	Type of Printing	Monochrome (Black)	
3.	Print Paper Size	A4 & Legal	
4.	Original Document Feeder Type (For Scanning and Copying)	Platen	
5.	Number of Main Paper Tray	01 or above	
6.	Minimum Print Speed per Minute as per ISO: Iec 24734 in A4 Size- Monochrome (Black) (in PPM)	16-20 or above	
7.	Connectivity	USB Port (Mandate),	

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		Wifi / LAN Optional	
8.	Description of Stores	Multifunction Machine Printer with Minimum 1 Year on Site Warranty, including Cartridge and Power Cord/Adapter	
9.	Cartridge Technology	Composite Cartridge	
10.	Function	Print, Scan Copy	
11.	Product Make & Model in detail		

SPECIFICATION OF DOCUMENT SCANNER : 1 NO

SL. NO.	SPECIFICATION	VALUES	Compiled (Yes/No)
1.	Scanner Type	Sheet Fed	
2.	Scanning Technology	Contact Image Sensor (CIS)	
3.	Maximum Scan Size	A4 & Legal	
4.	Scan File Formats	.PDF,.TIFF,.JPG,.JPEG,.HTML, .PNG, .TXT, .RTF, .BMP, .PPTX, .DOCX,.XLSX	
5.	Maximum Optical Resolution (in Dpi)	600	
6.	Duplex Scanning	YES	
7.	Connectivity	USB Port (Mandate) Wifi / LAN Optional	
8.	Simplex Colour Scan Speed at 200 dpi (in ppm) for Document Feeder	31 to 35	
9.	Duplex Colour Scan Speed for document (in ipm) for Document Feeder	61 to 70	
10.	Automatic Document Feeder (ADF) Tray Capacity at 75 GSM (in Number of sheets)	41 to 50	
11.	Product Make & Model in detail		

[Signature]
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ANNEXURE – III

(To be submitted in *Cover A -Technical Bid*)
MANUFACTURER'S AUTHORISATION FORMAT

To

Ref: Tender No. _____ Dated _____ for _____.

Dear Sir,

We, _____ are the manufacturers of _____ (name of Desktop, Laptop, Printer & UPS and have the manufacturing factory at _____.

1. Messrs _____ (name and address of the agent) is our authorized distributor for sale and service of _____ (name of Desktop, Printer & UPS
2. We confirm that no supplier or firm or individual other than Messrs _____ --- (name of the above distributor) is authorized to submit a tender and enter into a contract with you for the above goods manufactured by us.
3. We also extend our full warranty (3 years comprehensive warranty) and also full back-up support for 3 years AMC/CMC after the warranty period as required by the purchaser.

Yours faithfully,

(Signature with date, name and designation)

For and on behalf of Messrs _____
(Name & address of the manufacturers)

Seal Note :

1. This letter should be on the letterhead of the manufacturer and should be signed by a person having the power of attorney to legally bind the manufacturer with contact number.
2. Original letter shall be attached to the technical bid.

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ANNEXURE – I

(To be submitted in **Cover A - Technical Bid**)
(To be furnished in the **letter head** of the Auditor/ Chartered Account)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____ who is a Manufacturer /Distributor (Pl. tick whichever is applicable) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2022 - 2023 (FY) -	
2.	2023 - 2024 (FY) -	
3.	2024 - 2025 (FY) -	

Average Annual Turnover (for the above three years) in (Rs.) _____

Date: _____ Signature of Auditor/
Place: _____ Chartered Accountant
(Name in Capital)
Seal _____ Membership No.-
Registration No. of Firm

Note:

- To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.
- Separate certificates** should be furnished for **different manufacturer/importer** in case the bidder (authorized distributor) is quoting products of **different manufacturers/importers**. The authorized distributor has also to furnish his turnover statement in the above format.

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ANNEXURE - IV

(To be submitted in *Cover A - Technical Bid*)

STATEMENT REGARDING DEVIATIONS FROM TECHNICAL SPECIFICATIONS (IF ANY)

The supplied materials must be manufactured within 1 yr and mentioned (label) in the material.

Following are the Technical deviations and variations from the purchaser's Technical Specifications.

Sl. No.	Item Name	Clause of Technical Specification	Statement of Deviations / Variations if any
1			
2			
..			
..			
..			

In case there is no deviation from technical specification, Pl. Mention **No Deviation**.

Signature of the Bidder

Name :

Date :

Place :

Seal

[Signature]
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ANNEXURE – II

(To be submitted in *Cover A - Technical Bid*)

DECLARATION FORM

I / Wehaving My / our
.....office
at.....do declare that I / We have carefully read all the terms &
conditions of tender of the _____, Odisha for the Supply of Desktop, Printer, Scanner. The
approved rate will remain valid for a period of one year from the date of approval. I will abide with **all the**
terms & conditions set forth in the **Tender Reference no.** _____

I/We do hereby declare I/We have not been de-recognised / black listed by any State Govt. / Union
Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for supply of Not of Standard Quality
items / non-supply.


I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or
blacklist me/us for a period of 3 years if, any information furnished by us proved to be false at the time of
inspection / verification and not complying with the Tender terms & conditions.

I / Wedo hereby declare that I /
we will supply the _____ as per the terms, conditions & specifications of the tender
document. I / we further declare that I / we have a service centre / will establish a service centre within one
month of installation of the equipment in Odisha.

Seal

Signature of the bidder :
Date :

Name & Address of the Firm:
Affidavit before Executive Magistrate / Notary Public.


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Bhawanipatna, Kalahandi

Memo No. 186

Date 15.01.26

Copy forwarded to the DMET(O) for information. He is requested to kindly publish the above Tender call notice in the website of the DMET(O) for wide publication.

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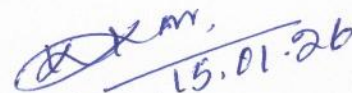
Dean & Principal

SRM MC&H, Bhawanipatna, Kalahandi

Memo No. 187

Date 15.01.26

Copy forwarded to Nodal Officer of College Website SRM MCH, Bhawanipatna, Kalahandi. He is requested to upload the same in the college website (i.e. <https://srmch.odisha.gov.in/>).

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Dean & Principal

SRM MC&H, Bhawanipatna, Kalahandi