



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
GHATIKIA, MAHALAXMI VIHAR, BHUBANESWAR-751 029

Tender Notice No. OUTR/SCS/2024-25/09

Date: 18/09/2024

NOTICE INVITING E-TENDER

Odisha University of Technology and Research, Bhubaneswar invites on line Tenders through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> under two bid systems from **Original Equipment Manufacturers/ Distributor/ Authorized Dealers** for “**Supply of i7 Desktop Computer at OUTR**”, details of which are available through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>. The tenderers must possess valid up-to-date GST /income tax clearance etc. The detailed information which may be downloaded from our website www.outr.ac.in and <https://tendersodisha.gov.in> The last date, time of uploading of Tender documents is **17/10/2024 up to 6.00 PM** and will be opened on **18/10/2024 at 11:00 AM**.

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

IMPORTANT: Prospective bidders are advised to regularly visit the University website for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced on the University website and e-procurement Odisha portal.

REGISTRAR

**BID DOCUMENT FOR
SUPPLY OF i7 DESKTOP COMPUTERS AT OTR, BHUBANESWAR
THROUGH E- PROCUREMENT**



**Odisha University of Technology and Research
(Erstwhile College of Engineering & Technology),
Ghatikia, Bhubaneswar-751029**

NOTICE INVITING E-TENDER

Odisha University of Technology and Research (OUTR), Bhubaneswar invites on line Tenders through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> from **Original Equipment Manufacturers/ Distributor/ Authorized Dealers** for **“Supply of i7 Desktop Computer at OUTR, Bhubaneswar.** Interested eligible Bidders may obtain detail information from **the website of the University www.outr.ac.in and <https://tendersodisha.gov.in>**

Critical Information

1. Submission of a proposal in response to this notice shall be deemed to have done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/SCS /2024-25/09 Date: 18/09/2024
2	Period during which tender document will be available on website www.outr.ac.in and https://tendersodisha.gov.in	18/09/2024, 6.00 p.m. to 08/10/2024, 6.00 p.m.
3	Tender Fee(Non- Refundable)	Rs.2,000/- (Rupees Two thousand only) Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
4	Bid security (EMD): (refundable but Non-interest bearing) ; EMD Amount (Will be accepted only through D.D/Pay Order/Banker's Cheque. The bid security is exempted to the MSE bidders. However proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 12,80,000/- (Rupees Twelve lakh Eighty thousand) only in shape of Demand Draft to be drawn in favour of " (Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
5	Type of Bid	Two Bid; Bid- I - Technical Bid Bid- II - Price Bid as per the formatBoQ
6	Date of publishing	18/09/2024 at 06.00 PM.
7	Document downloaded start date	18/09/2024 from 06.00 PM.
8	Last date & time for uploading of tender	17/10/2024 up to 6.00 PM.
9	Date & time of opening of Technical Bid	18/10/2024 at 11.00 AM.
10	Date & time of opening of Financial Bid	To be intimated later by e-mail/ whatsapp to the technically

		qualified bidders.
11	Performance Guarantee	5% of Contract value in the form of Bank Guarantee by the successful bidder.
12	Validity of Tender	90 days from the date of opening of technical bid.
13	Delivery and installation	Within 90 days from the date of purchase Order (60 days + 30 days)
14	On site warranty	5 years
15	Date and Place of Opening of Bid	As per the e-procurement (Tenders Odisha) Portal
16	For any query please contact	Prof. S. Mohapatra, PIC, CCF, Phone No: 9437319132 e-mail: smohapatra@outr.ac.in
17	DD towards EMD and Tender document fee should be sent addressing to	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

1.2. Please refer eProcurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.outr.ac.in & <https://tendersodisha.gov.in>

1.4 The bidders may submit their bid only through uploading in the eProcurement Tenders Odisha Portal <https://tendersodisha.gov.in>. No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.

1.5 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the eProcurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the

requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the eProcurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enroll on the e-Procurement module of the Govt. of Odisha e-Procurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link “Online Bidder enrolment”. Enrolment on the eProcurement Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Govt. of Odisha eProcurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ nCode/ eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 SUBMISSION OF BIDS

2.6.1) Bids shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

2.6.2) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.4) Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.5) Bidder should prepare the Tender cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.6) The bidders shall download the pre bid clarification if any for the service and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.

2.6.7) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected. 2.6.8) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.9) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.10) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.11) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.12) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.13) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha eProcurementPortal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the submission of the bids online through the eProcurement Portal (URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add / modify / delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents

CONTENTS OF TENDER DOCUMENTS

Sl. No.	Description of contents
1	Scope of Work
2	Eligibility Criteria
3	General Instructions to bidders
4	Technical Specification
5	Acceptance of Terms and conditions of Tender (Annexure-I)
6	Particulars about Tenderer (Annexure-II)
7	Compliance of Technical Specification (Annexure-III)
8	Financial Capacity form (Annexure-IV)
9	Manufacturer's Authorisation Form (Annexure-V)
10	Compliance to Restriction on Countries sharing Land border with India. (Annexure-VI)
11	Bid Security Declaration form (Annexure-VII)
12	Criminal Liability Form (Annexure-VIII)
13	Financial Bid/BOQ in Ms Excel (Annexure-IX)
14	Check List for Tenderer (Annexure-X)

A. SCOPE OF WORK

The bidder shall have to supply, install and commission the computers at different Departments and Offices of OUTR. The Professor -in-Charge from OUTR will share the details of the Departments/Laboratories for installation and commissioning of the supplied computers at OUTR. The successful vendor shall have to carry out the jobs in consultation with the Professor-in-Charge and have to complete in all respect to the entire satisfaction of the Professor-in-Charge. The supply, Installation and commissioning of the work should be completed within 12 weeks from issue of the purchase order date.

1. Eligibility criteria for Pre-qualifications of Bidder:

- (a) The Bidder shall be registered legal entity under relevant act. and a copy of such registration shall be attached with the bids.
- (b) The Bidding Firm should have been in similar business of **sales, installation, Maintenance for at least 05 years of Experience.**
- (c) The bidder has an average annual turnover from **this type of** product sales and services of **at least Rs. 3 Crore (Rupees Three crore only)** during the last three financial years (2021-22, 2022-2023 & 2023-2024).
- (d) Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years (2021-22, 2022-2023 & 2023-2024) duly certified by the chartered Accountant should be enclosed.
- (e) Be an experienced IT firm/ company having good track record and credentials in supplying and installation (proof of experience in above work to reputed Educational Institutions like IITs, NITs, Central Universities/Govt. Dept. / Govt. Agencies or PSU to be submitted).
- (f) Have been registered with GST Authorities. (Copy of GST registration Certificate to be furnished).
- (g) Have PAN allotted to the firm by concerned Department (Copy of Valid PAN to be enclosed).
- (h) OEM must be ISO9001, ISO 14001, ISO27001; ISO20000; certified organization.
- (i) Vendor should be authorized dealer/distributor of OEM of the products proposed against this tender. MAF (Manufacturer's Authorization Form as per the Annexure-V) on their letter head and duly signed by the authorized signatory with reference to the tender no & date to be submitted with the Technical Bid.
- (j) The Bidders should have not been black listed by any State /Central Govt. /State /Central PSUs or Public Sector Societies or Authorities etc. at the time of participating in the tender. The Bidders are required to enclose a self-declaration certificate for the purpose failing which the tender documents shall not be considered.
- (k) Should furnish the documents duly certified by Chartered Accountant in support of the Annual turnover of the agency for the preceding last three financial year i.e. (2021-22, 2022-2023 & 2023-2024).

- (l) The terms and conditions in the tender Documents should be duly signed (each page) and the tender document signed by the authorized signatory of the agency is taken as their acceptance.

Instruction to the bidder of countries which share land border with India (Rule 144(xi) GFRs)

- (m) Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- (n) Bidders are also required to submit certificate for compliance to restrictions on country sharing land border with India as per Model Format for bid to be considered or accepted.
- (o) **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**

2. GENERAL INSTRUCTIONS FOR BIDDERS

The tender is to be submitted electronically in two bid systems. **Bid-No.1**(Technical Bid) and **Bid-No.2**(Financial Bid) through eProcurement Portal (URL: <https://tendersodisha.gov.in>).

INSTRUCTIONS

1. Bidders must submit their digitally signed bids through online, which contains the following documents:

A. Bid No-1 Shall contain the scan copy of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency. All other documents as per attached Annexures (I to X) except Price BoQ.

B. Bid No-2

Price Bid. (BoQ shall be in Ms-Excel format.)

2. The offer must be submitted in Two Bid system as mentioned above only through uploading in the eProcurement Portal, before the last date & time for bid submission.

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

3. Cost of the bid documents: The interested bidders should submit a Demand Draft of **Rs. 2,000.00** (not refundable) drawn in any **Scheduled Bank** in favour of “**Odisha University of Technology and Research**” payable at **Bhubaneswar** towards cost of the bid documents.

4. Bid Security/EMD (refundable without interest):

a) **An Earnest Money Deposit (EMD) of Rs.12,80,000.00 (Rupees Twelve Lakhs Eighty thousand only)** should be submitted in shape of Demand Draft drawn in any **Scheduled Bank** in favor of **Odisha University of Technology and Research** payable at **Bhubaneswar** except MSEs (the certificate to this effect should be

attached along with Bid Security declaration form).

- b) EMD and Tender Fee should reach physically through speed post/registered post/courier, in an envelope & super-scripted with the subject, tender reference number addressing to Registrar, **Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, Odisha on or before the last date of the bid submission.
- c) The scan copy of the DD towards tender cost and EMD should be uploaded in the Technical Bid.
- d) The EMD of unsuccessful bidders will be discharged / returned to them without any interest within 30 days after finalization of the tender.

5. TENDER OPENING EVALUATION

The committee constituted by the competent authority will evaluate the bids on the basis of Specification and eligibility criteria.

The Technical Bids will be opened at OUTR Bhubaneswar in e-tender portal. Short listing will be done on the basis of eligibility criteria mentioned in the tender.

5.1. CLARIFICATION ON TECHNICAL BID EVALUATION

- a) The Technical bids shall be evaluated based on the available documents submitted by the bidder through e procurement module. To assist in the examination, evaluation and comparison of the bids and qualification of bidders, the university may, at its discretion, ask any bidder for a clarification of its bid. If a bidder does not provide clarifications of its bid as per the specified time, the bid may be rejected.
- b) University also reserves right to seek confirmation/clarification from the issuer agency on the supporting documents submitted by the bidder.

5.2. FINANCIAL BID EVALUATION

Financial bid of those bidders who qualify in Technical Specification shall be opened. Tender for this contract will be assessed in accordance with **Least Cost Selection i.e L1 system**. The bidder who has quoted lowest total quote in grand total will be awarded the contract.

Installation and Commissioning: Free of cost at OUTR, Bhubaneswar. The OEM/Bidder must ensure timely installation of the Desktops Computers with necessary support.

6. Other Terms and Conditions:

- a) At any time prior to the date of submission of bid, OUTR may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the University's website and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>**. Prospective bidders are advised to check the both the website every now and then for any amendment / corrigendum.
- b) The bidder is expected to have examined all instructions, forms, terms and

specification in the Bid Document. Failure to furnish the bid, not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.

7. **Validity:** The prospective bidders should keep their offers valid for **90 days** from the date of tender opening.
8. The Technical bids shall be opened on the scheduled date and time (as mentioned in e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>).
9. The date and time of the Financial bids of the technically qualified bidders shall be intimated well in advance.
10. **Rejection of tenders:** The incomplete & conditional Bid / tender(s) will not be considered and summarily be rejected.
11. **The authority reserves the right** to accept or reject any bid including the lowest and to cancel the bidding process and reject all bids, at any time prior to award of contract, without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.
12. **Warranty:** The quoted equipment and components must be warranted for a minimum of **Five Years** on site with NBD.
13. **Literature / Product Datasheet:** All the quotations must be supported by the printed technical data sheet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical data sheet/ literature. Buyers will match and verify the data sheet with the product specifications offered. Such offered specifications has to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable to rejection. Technical compliance statement of the offered products along with public URL of the quoted products to be submitted in the bid.
14. **Equipment breakdown:** Any Equipment breakdown must be attended to within NBD during the warranty period of the equipment free of cost.
15. **Training:** If required, free training is to be provided as and when required to OTR faculty members / staff on the operation, maintenance and troubleshooting of the supplied items.
16. Level 1 Support directly from OEM (For Antivirus).
17. Standard Deployment Support directly from OEM (For Antivirus)
18. Customizable Critical Data Backup option for Ransomware protection with custom file add option for backup (For Antivirus)
19. Patented detection technology for viruses and malware and indigenous scan engine (For Antivirus)
20. **After Sales Service:** Vendor should clearly state the available nearest, after sales service facilities/Service centre in Odisha
21. **Dealership Certificate/ MAF:** The bidder/tenderer should be either a manufacturer or authorized agent of the foreign/Indian manufacturer. Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate / Manufacturer's Authorization for the equipment from the manufacture.
22. **Performance Guarantee:** The successful bidder shall furnish an unconditional PBG

- (as per format at Annexure -XI) for 5% of the Purchase Order value from a nationalized or scheduled Bank of India, before release of the payment. Else 5% of the billed amount will be deducted as security deposit. The PBG shall guarantee that,
- a) The Vendor guarantees satisfactory operation of the Equipment & components.
 - b) The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
 - c) This guarantee shall be operative from the date of successful installation till 60 days after the warranty period.

The PBG will be returned to the supplier after the completion of warranty period.

24. PACKING

24.1. The Goods shall be packed and marked in a proper manner and any statutory requirements and any requirements of the carrier(s). In particular, the Goods shall be marked with the OUTF Bhubaneswar Purchase Order number, the name of the contents shall be clearly marked on each container and all containers of hazardous goods (and all documents relating thereto) shall bear prominent and adequate warnings.

24.2. The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of appropriate handling facilities at all points in transit.

24.3. All packaging materials shall be non-returnable.

25. Delivery:

- a. Time Limit: Maximum within 08 weeks from issue of purchase order date and installation within 4 weeks of delivery.
- b. Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of OUTF user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with, shall form the basis for certifying the receipt in good condition.
- c. Insurance: The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at OUTF, Bhubaneswar, Odisha.
- d. Penalty for delay in delivery: The date of delivery should be strictly to be adhered. If the successful bidder on receipt of purchase order fails to execute the order within the stipulated period, in full or part, it will be open to the Vice-Chancellor, OUTF, Bhubaneswar to recover the liquidated damage from the firm @1% of the value of undelivered goods and installation per month or part thereof, subject to maximum of 5% of the value of undelivered & installation.

26. For E-way bills the vendor has to apply online via <http://ewaybill.nic.in> (E-Services/E-Special Permit Link). All necessary information/documents will be provided by the University wherever required.
27. **Payment: 80%** payment within 30(thirty) days from date of delivery and submission of clear Invoice and the necessary PBG, balance **20%** payment will be released within 30 (thirty) days of completion of installation, commissioning to operational staff of OUTR.
28. **Enquiry during the course of evaluation not allowed:** After opening the Bids, no enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
29. The acceptance of the quotation will rest solely with the OUTR, who in the interest of the University is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

B. CODE OF INTEGRITY

1. Commitments of the BUYER

1.1 No official of the University, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person or organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit will be taken.

2. Commitments of BIDDERS

2.1 The BIDDER will take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it.

2.2 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other

advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2.3 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

2.4 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

2.5 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier.

2.6 The BIDDER should refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable fact.

2.7 The Bidder shall not lend to or borrow any money from or enter into monetary dealings or transactions, directly or indirectly, with any employee of the Buyer.

C. Force Majeure:

- i) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- ii) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within 15 days of its occurrence. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iii) If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussion on either side.

D. Termination for default: Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the equipment within the time period(s) specified in the purchase order or any extension thereof granted by OUTR.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances OUTR may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, OUTR may at its discretion also take the following actions: OUTR may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate OUTR for any extra expenditure involved towards goods and services obtained.

E. Applicable Law:

- a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.
- b) Any dispute arising out of this purchase shall be referred to the Registrar, OUTR, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of Vice Chancellor. The decision of Vice Chancellor shall be final and binding. If the dispute persist it will be referred to courts under the jurisdiction of the Bhubaneswar court only.

Technical Specification of i7 Desktop Computer

Component	Specification	Required value
Motherboard	Chipset	Intel Original OEM Mother Board with Compatible INTEL chipset.
Processor	Make	Intel
	Generation	13th gen or Higher
	Chipset	Intel Q Series Chipset or better on OEM based motherboard
	Processor	Intel Core i7 -13700 Processor or higher
	Processor description	16 Core or Higher
		Minimum 30 MB Cache Memory
Memory	RAM Size	16 GB DDR 5 RAM Non ECC 5600MHz or higher
	Expandability	128 GB or higher
	Slots	Minimum 4 DIMM or higher
Slot	Expansion Slots	3 PCIe/Pci slot
Chassis	Size	Micro Tower Chassis/ SFF Chassis
Graphics	Type	Integrated HD graphics
Storage	Type	SSD
	Size	1 TB SSD (NvME)
Monitor	Technology	IPS
	Size	23 inch or higher
	Power Supply	Inbuilt SMPS No adapter
	Speaker	Integrated with CPU or Monitor
	Resolution	1920 x 1080 PIXEL or higher
Input device	Keyboard	USB 104 keys (same OEM make / brand / as System)
	Mouse	2 button USB optical scroll mouse (same OEM make / brand / as System)
Network interface and wireless interface	Ethernet	10/100/1000 Gigabit Ethernet LAN
	WiFi	WiFi6 +Bt (5.0) inbuilt
	Bluetooth	5.0 or Higher inbuilt
Ports	USB v2.0	4 nos. or more, Type C port
	USB v3.1 or higher	4 Nos. or more
	VGA Port / HDMI	Each 1 No. or more
	DP	1 No or more
	Serial port	1 No
	Parallel Port (Optional)	1 No
Audio	HD	HD integrated audio
Optical Drive	Optical Drive	Internal DVD R/W drive
Power Supply	SMPS	250W & 85% energy Efficient or Higher

Operating system	OS to be factory loaded	Windows 11 Professional and Linux certification. (Genuine Microsoft Windows 11 Professional 64-bit preloaded with media, with driver media.
Driver	Drivers	Latest to be provided through OEM website, with driver media
Security	Security	Hardware TPM 2.0, OS to be factory preloaded with certification. Declaration of the same must be submitted by OEM while issuing MAF. Factory Preloaded Antivirus in the Desktop, CPU should metal Security Lock option
Antivirus	(Norton, McAfee, Quick Heal, Kasper sky) with media & Key	Antivirus should be 5 years subscription with Total Security
Warranty	Comprehensive onsite	(5 years, Onsite NBD) Warranty information should be available in OEM website
Approx. Quantity	17 Desktop Computers	500 Nos.
Product Certification	Certification	For Desktop - EPEAT India Gold, EPR Certificate, Energy Star, FCC, CE, MET. For Monitor - BIS & TCO Certified
OEM Certification	Criteria	ISO 9001, ISO 14001, ISO 27001, ISO 20000
Data sheet		Data Sheet of the products offered in the bid, are to be uploaded along with the bid documents. Buyers will match and verify the data sheet with the product specifications offered. Such offered specifications have to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection. Technical compliance statement of the offered products along with public URL of the quoted products to be submitted in the bid.

N.B:- The Bidder must put the Signature with Seal in the all pages of the tender copy before submission, Failing which Bids shall be treated as non-responsive and rejected by the authorities.

**LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS
OF BID**

To
The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

Ref: Invitation of Tender Notice No.

Dated.

I/We, the undersigned declare that:

1. I/ We have downloaded / obtained the Bid document(s) for the above mentioned 'Bid' from the web site(s) namely:as per your advertisement, given in the above-mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the Bid documents from Page No. _____ to _____ (including all documents like annexure(s) etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document, in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of _____ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and purchase order.
7. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
8. The detailed particulars of the tenderer is mentioned and attached separately.
9. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Bidder
(Authorized person shall attach a copy of the authorization for signing on behalf of the Bidding Company)
Full name and designation

(PRE-QUALIFICATION/ELIGIBILITY)

PARTICULARS OF THE BIDDERS TO BE FURNISHED IN TECHNICAL BID FOR THE PURPOSE OF PRE-QUALIFICATION:

1	Name of Organization/Firm/Company	
2	Address & Telephone Number (Furnish address proof)	
3	Year of establishment must be in similar business for minimum 05 years upto the date of submission of BID.	
4	Status of the Firm (Company/Firm/Proprietary) <i>Supporting document to be enclosed.</i>	
5	Name & Mobile Number of Directors/Partners/Proprietor	
6	Registration with GST authority. Mention number & date. Furnish also copies of GST registration certificate along with up-to-date return.	
7	Permanent Account Number (PAN) Furnish copy of PAN along with return of preceding three years (2021-22, 2022-23 and 2023-24).	
8	State Average Annual turnover of the company in last 3 financial year (2021-22, 2022-23 and 2023-24). Furnish copies of audited balance sheet & profit & loss account for the last three years Certified Auditor.	
9	Specify the maximum value of single work executed / on-going in selling of Desk top computers in last 5 years in the country/State.	
10	Copy of ISO 9001, ISO 14001, ISO 27001 and ISO 20000certified organization.	
11	Whether firm is MSEs Unit: YES/ NO (Please Submit the Documentary Evidence for UAM and ownership details.)	
12	OEM and Bidder should be qualifying under all Land border rule of Central government	
13	OEM should have service centers in Odisha, contact details, Toll-free numbers and address should be mentioned in MAF.	
14	Detail of Bank A/c.: Name of the A/C Holder	
	a) A/C Number	
	b) Name of the Bank and Branch	
	c) IFS Code	

Place:

Date:

Name, Signature & Seal of Bidder

Compliance on Technical Specification of i7 Desktop computer

Component	Specification	Required value	Compliance (Yes/No)	Deviation Remarks
Motherboard	Chipset	Intel Original OEM Mother Board with Compatible INTEL chipset.		
Processor	Make	Intel		
	Generation.....	13th gen or higher		
	Chipset	Intel Q Series Chipset or better on OEM based motherboard		
	Processor	Intel Core i7 -13700 Processor or Higher		
	Processor description	16 Core or Higher		
		Minimum 30 MB Cache Memory		
Memory	RAM Size	16 GB DDR5 RAM non ECC5600 MHz or Higher		
	Expandability	128 GB or higher		
	Slots	Minimum 4 DIMM or Higher		
Slot	Expansion Slots	3 PCIe/Pci slot		
Chassis	Size	Micro Tower Chassis/ SFF Chassis		
Graphics	Type	Integrated HD graphics		
Storage	Type	SSD		
	Size	1 TB SSD (NVME)		
Monitor	Technology	IPS		
	Size	23 inch or higher		
	Power Supply	Inbuilt SMPS No adapter		
	Speaker	Integrated with CPU or Monitor		
	Resolution	1920 x 1080 PIXEL or higher		
Input device	Keyboard	USB 104 keys (same OEM make / brand / as System)		
	Mouse	2 button USB optical scroll mouse (same OEM make / brand / as System)		
Network interface and wireless interface	Ethernet	10/100/1000 Gigabit Ethernet LAN		
	Wi-Fi	WiFi6 +Bt (5.0) or Higher inbuilt		
	Bluetooth	5.0 or 5.2 or better inbuilt		
Ports	USB v2.0	4 nos. or more; Type C port		

	USB v3.1 or higher	4 Nos. or more		
	VGA Port / HDMI	Each 1 No. or more		
	DP	1 No or more		
	Serial port	1 No		
	Parallel Port (Optional)	1 No		
Audio	HD	HD integrated audio		
Optical Drive	Optical Drive	Internal DVD R/W drive		
Power Supply	SMPS	250W & 85% energy Efficient or Higher		
Operating system	OS to be factory loaded	Windows 11 Professional and Linux certification. (Genuine Microsoft Windows 11 Professional 64-bit preloaded with media, with driver media.		
Driver	Drivers	Latest to be provided through OEM website, with driver media		
Security	Security	Hardware TPM 2.0, OS to be factory pre-loaded with certification. Declaration of the same must be submitted by OEM while issuing MAF. Factory Preloaded Antivirus in the Desktop, CPU should metal Security Lock option		
Antivirus	(Norton, McAfee, Quick Heal, Kaspersky) with media & Key	Antivirus should be 5 years subscription with total security		
Warranty	Comprehensive onsite	(5 years, Onsite NBD) Warranty information should be available in OEM website		
Approx. Quantity	17 Desktop Computers	500 Nos.		
Product Certification	Certification	For Desktop - EPEAT India Gold, EPR Certificate, Energy Star, FCC, CE, UL. For Monitor - BIS & TCO Certified		
OEM Criteria	Criteria	ISO 9001, ISO 14001, ISO 27001 and ISO 20000;		

Data sheet	Data Sheet of the products offered in the bid, are to be uploaded along with the bid documents. Buyers will match and verify the data sheet with the product specifications offered. Such offered specifications have to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection. Technical compliance statement of the offered products along with public URL of the quoted products to be submitted in the bid.		
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FORM FOR FINANCIAL CAPACITY

Description	Financial Years		
	2021-2022	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from selling of computers and related products only for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT
NAME, ADDRESS AND CONTACT DETAILS :
UDIN:

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid].

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To:

[insert complete name and address of Purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with terms and conditions of the tender with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

ANNEXURE –VI

MODEL FORMAT CERTIFICATE FOR COMPLIANCE TO RESTRICTIONS ON COUNTRIES SHARING LAND BORDER WITH INDIA

[The Bidder shall fill and provide the certificate for compliance to restrictions on Countries sharing land border with India in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To:

[insert complete name and address of Purchaser]

“We [insert complete name of Bidder] have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India;

We [Insert complete name of Bidder] certify that we are not from such a country or; if from such a country, has been registered with the Competent Authority/ Department for Promotion of Industry and Internal Trade (DPIIT). We [Insert complete name of Bidder] hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

[Wherever applicable, evidence of valid registration by the Competent Authority shall be attached.]”

Signature of Bidder (with date and seal)

Name _____

(Business Address with e-mail and Contact No.)

ANNEXURE –VII

BID SECURITY SELF DECLARATION FORM

Date: _____

Tender No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

CRIMINAL LIABILITY UNDERTAKING

(To be given on Company Letter Head)

Date: _____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I S/o.....Resident of
..... do solemnly pledge and
affirm that I have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) I have not been debarred by any Central/State Government Organization/Bodies for the last 3 years.

Signature with Designation

BILL OF QUANTITY**To be submitted in COVER B (Financial Bid)****Financial Proposal****FINANCIAL BID****(To be submitted in Cover-2)**

In Cover 2 : As per BoQ in Ms-Excel Format :

Sl. No.	Item Description	Unit	"A" Qty	"B" Unit Price	"C" Unit price GST %	"D =B+C" Unit Amount with GST	"E= D X A" Total Unit Amount with GST
1	i7 Desktop Computer	No	500				
	TOTAL OF THE ABOVE						
	TOTAL AMOUNT IN WORDS:						

Signature:

For and on behalf of the Bidder

Name :**Seal:**

Date:

Place :

CHECKLIST FOR THE TENDERER

Supportive Documents must be uploaded by the Tenderer

Sl.No.	Bidder Information Form	Yes/No	If Yes Page No.
1	Registration Certificate/Certificate of incorporation		
2	Minimum Five (5) years' experience in the field of supply of Computers		
3	Average Annual Turnover of at least 3 crore INR during last 3 financial years i.e. (2021-22, 2022-23 and 2023-24).		
4	(For Goods/ Services Contracts) Certificate - Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority		
5	Manufacturers' Authorization Form		
6	Bid Security (EMD) in shape of DD or Bid Security Self Declaration Form for MSE		
7	Tender Cost in shape of DD		
8	Registration with GST authority. Furnish copies of GST registration certificate and up to date return		
9	Permanent Account Number (PAN). Furnish copy of PAN, Copy of IT Return Acknowledgement for the last three (2021-22, 2022-23 and 2023-24) financial years		
10	Specify the maximum value of single work executed. Enclose the copy of the work order executed successfully during the last 5 years.		
11	Copy of ISO 9001, ISO 14001, ISO 27001 and ISO 20000certified organization. enclosed		
12	Compliance on Technical Specification		
13	OEM should have service centers in Odisha, Contact details, Toll-free numbers and address should be mentioned in MAF		
14	Criminal liability Form		
15	Price Schedule on Ms excel format		

Place:

Date:

Name, Signature & Seal of Bidder

Model Bank Guarantee Format for Performance Security

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 grounds 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..... branch at.....* (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.