

Model Request for Proposal (RfP) document, to select supplier(s) for “Supply & Installation of Desktop Computers/ CCTV Camera/Projector /Inverter with batteries at the college premise.” at colleges

Sub: Issue of Request for Proposal (RfP) to select Supplier(s) for “Supply & Installation of Desktop Computers/ CCTV Camera/Projector /Inverter with batteries at the college premise.” at the college premise.

Principal Gokul Parvati Rural College, Kuntara
At/Po: Kuntara, Via: Kusumi, Dist: Sambalpur, 768227, Odisha
hereby invites proposals from reputed eligible firms located within State of Odisha for
“Supply & Installation of Desktop Computers/ CCTV Camera/Projector /Inverter with
batteries at the college premise.” at the college premise.

The interested firms may download the RfP document from the college website i.e
<https://gprcollegekuntara.in/> and submit their proposal to the Principal Gokul Parvati Rural
College, Kuntara
At/Po: Kuntara, Via: Kusumi, Dist: Sambalpur, 768227, Odisha
as per the terms and conditions in the RfP document.

Principal of the College



Gokul Parvati Rural College, Kuntara
At/Po: Kuntara, Via: Kusumi, Dist: Sambalpur, 768227, Odisha

Request for proposal to select supplier for

**“Supply & Installation of Desktop Computers/ CCTV Camera/Projector /Inverter
with batteries at the college premise”.**

RFP No: 02/23, Dated: 21/07/2023

ISSUED BY:

Principal,

Gokul Parvati Rural College, Kuntara

At/Po: Kuntara, Via: Kusumi, Dist: Sambalpur, 768227, Odisha

SECTION 1 : SCHEDULE OF RFP

SL. No	Particulars	Details
01	RfP No	02/23
02	Date of issue of RfP	21/07/2023
03	Name of the RFP Issuer (PRINCIPAL):	Principal, Gokul Parvati Rural College, Kuntara
04	Scope of Work	Supply & Installation of Desktop Computers/ CCTV Camera/Projector /Inverter with batteries at the college premise.
05	Method of Selection	Least Cost Selection Method
06	Deadline for Submission of Pre-Proposal Query	23/07/2023
07	Pre-Proposal meeting	26/07/2023
08	Issue of Pre-Proposal Clarifications (if any)	31/07/2023
09	Last Date of Submission of Proposals	12/08/2023
10	Date of Opening of Technical Proposals	13/08/2023
11	Date of Opening of Financial Proposals	16/08/2023
12	Earnest Money Deposit (EMD): Refundable for unsuccessful firms.	10,000/-
13	Performance Security (To be submitted by the L 1 firm only)	3% of the L 1 estimated Value.
14	Address/venue for submission/opening of such proposals.	Office of the Principal Gokul Parvati Rural College, Kuntara At/Po-Kuntara, Via-Kusumi, Dist-Sambalpur, Odisha, 768227

Note:

*In case of any change in the scheduled date due to COVID-19/ any unforeseen event the date may be shifted to the next possible working day or as decided by the Principal.

SECTION 2: NOTICE OF INVITATION

The Principal of Gokul Parvati Rural College, Kuntara hereby invites proposals from reputed eligible firms located within State of Odisha to select supplier for **“Supply & Installation of Desktop Computers/ CCTV Camera/Projector /Inverter with batteries at the college premise.”** at the college premise.

1. Firm will be selected under “Least Cost Selection” method as per criteria method in the RfP document. (Nearest supplier maybe given more weight age for future service purpose)
2. The proposal must be complete in all respect as specified in the RfP document and must be accompanied with the required financial instruments as specified in the RfP.
3. The EMD should be submitted in form of a Demand Draft in favour of **“The Principal of Gokul Parvati Rural College, Kuntara”**, drawn in any scheduled commercial bank, without which the proposal will be rejected.
4. Performance security is to be submitted after issuing of Lol to the L1 bidder.
5. The proposals will be opened in the presence of the designate/ authorized representatives of the interested firm on the scheduled date & time at te specified address as mentioned in the “Schedule of RfP”. Designated/ authorized representatives of the interested firm may attend the meeting with due authorization letter on behalf of their firm.
6. Interested firms may obtain the RfP document from the official website of the college (<https://gprcollegekuntara.in/>) and submit their proposal in a sealed document as per the instructions mentioned in the RfP document.
7. The interested firms must accept all technical / commercial terms & conditions method in the RfP document.
8. The Principal, Gokul-Parvati Rural College, Kuntara reserves the right to cancel the RfP at any point without prior notice.

SECTION 3: SCOPE OF WORK

1. The Scope of work must fulfill the requirements of the college like; supply of required number of items within the specific dateline e.g within 15 days of issued of the “Supply Order”.
2. The Supplier must deliver & install the required items at college campus and no further time should be allowed for supply of the required goods without any valid reason and without the approval of the principal.
3. Once required numbers of items are supplied by the supplier at college campus, the training and demonstration of the items supplied must be given by the supplier.
4. After installation, training and demonstration of the required items are finished; if any issue arises with the item then the Principal of the college should immediately report in writing to the supplier.
5. After all issue are resolved, the supplier will submit the invoice to the college & the college will initiate the payment process within 15 working days of installation of the required items/goods.

SECTION 5: FORM

FORM T 1: TECHNICAL PROPOSAL SUBMISSION FORM

To,

The Principal
Gokul Parvati Rural College, Kuntara
At/Po: Kuntara, Via: Kusumi,
Dist: Sambalpur, 768227, Odisha.

Sub: - Submission of Technical Proposal to select supplier for “_____” at the college.

REF: RfP No. **02/23** & date issued by the college.

Dear Sir,

I, the undersigned, offer to participate in the selection process to select supplier for “_____”

At the college, in accordance with your RFP No: “_____”.

I am here by submitting Technical Proposal, which includes EMD, Technical Proposal and Financial Proposal sealed in separate envelopes. I, hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your College shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the said earnest money deposit absolutely.

Yours Faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 2: ORGANISATION'S DETAILS

Sl. No	Particular	Details
1	Name of the Firm	
2	Type of Firm (Proprietary/ Partnership/ Pvt. Ltd. / Public Ltd/ Sole Proprietorship	
3	Date of Establishment and Experience in business (In number of Years)	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details).	
6	Telephone & e-Mail id of authorized person	
7	G.S.T. Registration No.	
8	PAN No.	
9	Willing to carry out assignments as per the scope of work of the RFP (Yes/No)	
10	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	

Yours Faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 3: EXPERIENCE DETAILS

Sl. No	Name of the University/ College? Department / Office to whom materials supplied	Quantity of Materials Supplied	Date of Receipt Work Order With reference number	Date of supply of goods/ items	Remarks if any
1					
2					
3					
4					

Yours Faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 4: SELF DECLARATION FOR NOT BLACK LISTED

To,

The Principal,
Gokul Parvati Rural College, Kuntara
At/Po: Kuntara, Via: Kusumi,
Dist: Sambalpur, 768227, Odisha

Sub: Self declaration for not black listed.

Ref: RFP No.

Sir,

I/We_____ here by confirm that our firm has not been
banned/ blacklisted/ debarred/ suspended by the World Bank / Central Govt. / State Govt. /
Central or State PSU Origination / Central or state Govt. Universities or colleges.

Yours Faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 5: Minimum Required Specifications Compliance Sheet

Interested firm(S) must confirm that, the make and model they are proposing to supply & install is satisfying the below mentioned minimum required technical specifications.

Deviations (if any) from the below mentioned required technical specifications, must be clearly indicated by the interested firm (S).

A. For Desktop Computer (22 Nos)

Sl. No	Minimum Requirement Specifications	Compliance (Yes/No)	Deviations
1	Processor : 10 th Generation Intel Core™ i3		
2	Memory: 4 GB DDR4		
3	Hard Disk Drive: 1TB		
4	Intel® UHD Graphics		
5	Monitor: 19.5" Wide TFT		
6	Operating System: Genuine Windows 10 (Home Signal Language)		
7	Warranty: 3 Years (Onsite)		

B. CCTV Camera (24 Nos)

Sl. No	Minimum Requirement Specifications	Compliance (Yes/No)	Deviations
1	I m a g e s e n s o r	1/3" or better type CMOS color Sensor	
2	E f f e c t i v e P i x e l s	1920 X 1080	
3	S c a n n i n g S y s t e m	Progressive Scan	
4	R e s o l u t i o n	1080p Full HD images up to 25/30 fps	
5	F r a m e R a t e	25 FPS/30 FPS for 1920 X 1080p at H.264 Compression or better	
6	C o m p r e s s i o n	H.264 Compression (main profile/high profile) and MJPEG	
7	B i t R a t e	32kbps – 10Mbps	
8	I n t e l l i g e n t V i d e o	Motion detection etc.	

C. Monitor For CCTV Camera (1 Nos)

Sl. No	Minimum Requirement Specifications	Compliance (Yes/No)	Deviations
1	M o n i t o r	Minimum 32", Full HD	
2	D i s p l a y R e s o l u t i o n	1080p and minimum viewing of 16 cameras	
3	B a c k l i g h t M o d u l e	Dynamic Edge LED	
4	V i d e o S i g n a l	480/60i, 480/60p, 1080/60i, 1080/50p (HDMI)	
5	M P E G n o i s e r e d u c t i o n	Y e s	
6	C o m p u t e r I n p u t	HDMI/Audio in, USB 2.0, Ethernet connection, HD/5 PC input	
7	V i d e o C o l o u r S y s t e m	NTSC (3.58 MHz, 4.43 MHz), PAL, PAL-60, SECAM	

D. Inverter with Battery (2 Inverter and 4 Battery)

Sl. No	Minimum Requirement Specifications	Compliance (Yes/No)	Deviations
1.	Inverter Details	3500VA/ 48V, Support: Four Battery of 12V Maximum Peak load: 2940watt	
2.	Battery Details	Tall Tabulator battery Construction in Rugged Rated capacity 150 Ah/ 12V water level indicator	
3.	Running Load	4LED TV 40" , 27LED Bulb 9w, 32LED Tube light 18w, 9 Fans, 2 Fridge (250ltr)	
4.	Warranty	2 Years on inverter & 36 months on battery (18 months(flat) + 18 Pro-rated)	

E. Projector (2 Nos)

Sl. No	Minimum Requirement Specifications	Compliance (Yes/No)	Deviations
1.	Portable Bluetooth	Yes	
2.	Connectivity Technology	HDMI/ USB	
3.	Display Resolution	12.80×720	
4.	Wireless Connectivity	Yes	
5.	Display	LED, 300inch	
6.	Audio Out/ Bluetooth/ Inbuilt Speaker	Yes	

F. White Board (12 Nos)

Sl. No	Minimum Requirement Specifications	Compliance (Yes/No)	Deviations
1	8 × 4 = 06 nos.		

Yours Faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 6: FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization during Last Three Financial Years (Certified by a Practicing Chartered Accountant)

Sl. No	Financial Year	Turnover in INR
1	2020-2021	
2	2021-2022	
3	2022-2023	
	Average Annual Turnover for the last three years (INR)	

Name of the CA Firm:

Firm Registration No:

Name of the Chartered Account:

Membership No:

Signature with Seal:

Yours Faithfully,

Authorized Signatory of the firm with Date and Seal

FORM F 1: FINANCIAL PROPOSAL SUBMISSION FORM

To,

The Principal
Gokul Parvati Rural College, Kuntara
At/Po: Kuntara, Via: Kusumi,
Dist: Sambalpur, 768227, Odisha

Sub: Submission of Financial Proposal to select supplier for "Supply & installation of " _____" at the college.

REF:-RfP No & date issued by the college

Dear Madam/Sir,

I, the undersigned, hereby submitted the Financial Proposal to select supplier for "Supply & Installation of " _____" at the college in accordance of RFP No _____.

I, hereby declare that all the financial figures mentioned in the Financial Proposal are true and correct. I also accept that any misrepresentation of financial facts and figures may lead to disqualification of my proposal.

Sl. No	Name of the items	Number of items	Remarks
01	Desktop Computer		
02			
03			

The Other Charges (*) may include:

1. All necessary accessories like; cables, wires, pipesetc, which are instrumental for installation.
2. The transportation/material handling cost for delivering and installing the required numbers of materials at the college premises.

Yours Faithfully,

Authorized Signatory of the firm with Date and Seal

SECTION 7

(Certificate of Willingness to be submitted by all firms)

To,

The Principal
Gokul Parvati Rural College, Kuntara
At/Po: Kuntara, Via: Kusumi,
Dist: Sambalpur, 768227, Odisha

Sub: - Submission of Willingness certificate for supply & installation of Desktop Computer/
Water Purifiers/ Water Coolers / Fire Extinguishers at your college premise.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to supply and install Desktop Computer/ UV Water Purifiers + Coolers / RO Water Purifiers + Coolers / Fire Extinguishers, throughout the State of Odisha within 15 days of receipt of work order from the colleges selected under OHEPEE, if my firm is elected as L1, bidder during selection of tender.

In the event of my firm's failure to supply install the required items in the selected L1 cost; my EMD/Performance Security will be forfeited.

Yours Faithfully

Authorized Signatory of the firm with Date and Seal

ANNEXURE 1
(Proposal Submission Check List)

Sl. No	Description	Submitted (Yes/No)
1	Earnest Money Deposit (EMD)	
2	Copy of Certificate of Incorporation Registration	
3	Copy of Goods and Service Tax Identification Number	
4	Copy of PAN	
5	CA audited copies of profit & Loss Account and Balance Sheet along with all schedules	
6	Copies of IT Returns for the last three financial years	
7	Technical Proposal Submission Form	
8	Organization's Details	
9	Experience Details	
10	Self-Declaration for not having been blacklisted	
11	Technical Specifications Compliance Sheet	
12	Financial Turnover Details	
13	Financial Proposal Submission Form	
14	Certificate of willingness to be submitted by all firms	