

**STATE SELECTION BOARD
DEPARTMENT OF HIGHER EDUCATION
GOVERNMENT OF ODISHA
BHUBANESWAR – 09**

WEBSITE-www.ssbodisha.ac.in

E-MAIL ID - ssbdeptofhe@gmail.com

No.SSBBBSR-OE-OE-0022-2025/ 02/ SSB/ Dt. 10.10.2025

TENDER CALL NOTICE

**NOTICE INVITING TENDER FOR SUPPLY OF COMPUTERS, PRINTERS, UPS
AND ACCESSORIES**

Sealed Tenders are invited from reputed **Registered Firms/ Companies/ Agencies/ Suppliers** for supply of Desk Top computers, Printers and UPS to State Selection Board, Unit- II, Bhubaneswar, Odisha under two Bid systems (1. Technical and 2. Financial) as per the specifications, terms and conditions given at Annexure-1 and summary sheets respectively, so as to reach the Office of the State Selection Board, Unit- II, Bhubaneswar on or before the scheduled date and time i.e. **30.10.2025 by 5.00 P.M.**

Interested eligible bidders may buy the Bid/ Tender documents from this office for their reference regarding the Specifications, Terms & Conditions (GCC) and Financial Bid etc., on submission of Demand Draft Rupees 500 (five hundred) towards Tender Paper cost (**non-refundable**). The Demand Draft should be obtained from any **Nationalized Bank** issued in favour of "**The Secretary State Selection Board, Bhubaneswar**" payable at "**Bhubaneswar**". The Bid documents submitted without the requisite Demand Draft shall be rejected summarily.

The bidders are required to deposit the Earnest Money Deposit (EMD) of Rs. **5,000/- (Rupees Ten Thousand only)** which is refundable to the unsuccessful bidders. The Demand Draft shall be made in favour of "**The Secretary, State Selection Board, Bhubaneswar**" payable at "**Bhubaneswar**". The tender documents must be enclosed with money receipt for tender paper cost, the D.D. of Rupees 500 if they have downloaded the tender documents from the website.

The tender documents shall be submitted in a sealed cover superscribing on top along with D.D. in support of E.M.D, Copy of GST registration, copy of PAN and other required documents in the envelope: "**SUPPLY and INSTALLATION OF COMPUTER, PRINTER, UPS and Accessories**" addressed to: **The State Selection Board, Bhubaneswar, At- Ashok Nagar, Unit-II, Bhubaneswar-751009.**

Bid(s) received beyond the due date and time shall be summarily rejected. No tender document will be entertained by E-mail / FAX. This office shall not be responsible for any postal delay about non- receipt / non-delivery of the tender documents.

PSI



In the event of the due date of receipt and opening of the tender is a Public Holiday, then the due date of receipt / opening of the tender will be the next working day.

The tender documents duly signed and stamped on each page shall be submitted in original with the technical bid as a proof to confirm the acceptance of the entire terms and conditions of the tender. Any amendment and / or addition made to the tender documents are not permissible after opening of the tender. Incomplete tenders shall be summarily rejected.

The office reserves the right to reject any or all tenders, wholly or partly or close the tender process at any stage prior to the award of contract without assigning any reason thereof. Only those Bidders who have quoted for supply and installation of Desktop Computer, Printers and UPS Battery as per the specifications shall be eligible to take part in the bidding process. Partially quoted tender documents will not be accepted.


Secretary 10/10/25
State Selection Board

Qualification Criteria for Bidders/ OEM

1. The bidder(s) should have carried out same / similar work in any Central / State Government Educational / Research Institute or Institute of National Repute / any Organization of National Repute earlier within last three years (Supporting documents to be attached if any).
2. The Equipment supplier must be a principal/reputed company (Original Equipment Manufacturer).

For non – manufacturing products, the bidder should enclose the Bid specific Authorization letter from the concerned OEM. They must have sales/service and training centres within the territory of Odisha. The bidder(s) should produce back up documents like purchase orders, work completion certificate for the above-mentioned work.

3. Bidder/OEM should have minimum turnover of 10 Lakhs per annum.
4. Bidder(s) should submit self-attested hard copies of the above relevant documents or else the bid shall be treated as unresponsive & invalid.
5. OEM authorization or bid specific Manufacturer's Authorization Form (MAF) to be enclosed for items to be supplied.
6. The Bidder/ OEM should be ISO certified and have Presence in India Since last 10 years.
7. Computer OEM should have the ISO 50001, 27001 & IDC top 5 brand Certification.
8. Computer SMPS should be 250 watts with 85% efficiency.

INSTRUCTIONS TO BIDDERS

Tender should be submitted in two Bid system having two separate covers, (**Cover-I -Technical Bid and Cover- II - Financial Bid**). Envelopes of technical bid and financial bid should be individually sealed and then placed in a common outer cover which shall also be sealed and superscribed with the tender reference no. and date of submission.

Cover-I: Technical Bid (Cover-I should be super scribed as Technical Bid and indicating the Tender Reference No.)

1. The bidder shall be required to deposit the Earnest Money Deposit (EMD) for an amount Rs 5,000/- (Five Thousand) only, which is refundable to the unsuccessful Bidders and the receipt in support of purchase of Tender Document Fee for an amount of Rs. 500/- (Rupees Five Hundred) only. **The Demand Draft for Earnest Money Deposit and Original Receipt for the Tender Document fee must be enclosed in the envelope containing the Technical Bid.**
2. Any technical bid without the Demand Draft for Earnest Money Deposit and original receipt of tender document fee is liable to be rejected. This office is not liable to pay any interest on such amount. Earnest Money Deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity.
3. The Earnest Money Deposit of the successful bidder shall be refunded after six months of the completion of contract / order / entire work. For unsuccessful bidder(s) it will be refunded soon after award of the contract.
4. The Bidder / Supplier shall submit the copy of GST registration along with the proof of place and Domain of business, PAN copy, etc.
5. The rate quoted should be valid for a minimum period of 60 days. No claim for escalation of the rate will be considered after opening of the tender documents.
6. The Office reserves the right to accept in part or in full any quotation(s) or reject any or more quotation(s) without assigning any reason or to cancel the tender process and reject all quotation(s) at any time prior to the award of contract, without incurring any liability, whatsoever to the affected bidder(s).
7. The items should be delivered and installed within 7 days of time from the date of issue of the purchase order.
8. The safe delivery shall be the sole responsibility of the supplier.
9. The items to be delivered must be strictly adhered to the specifications and the items are subject to test by this Office / authorities concerned. The items must be delivered and installed in a good condition.
10. Successful bidder should provide service and maintenance as specified in the specification at no extra cost.

11. The bidder should quote for all of the items in the tender inquiry and the financial bid considered would be a cumulative total of all of the quoted items. Bidders not quoting for one / more items of the tender notice will be rejected.
12. A clear Technical Specification sheet with an unambiguous and exact mentioning of make, model, brands, the proposed equipment / items and other accessories should be submitted. Product Datasheet of each of the products offered must be enclosed in the Technical BID.
13. Compliance statement for each of the product offered against the Technical Billing of Quality (BOQ) along with cross reference is to be submitted. Compliance statement as enclosed in the Annexure-I (Technical Specification documents) should be filled-in and submitted.
14. Complete tender document duly stamped and signed by the bidders on each page.
15. For each product / item compiled, the appropriate document / brochure should be attached.

Cover-II: Financial Bid (Cover-II should be super-scribed as Financial Bid and indicating the Tender Reference No. & Date shall contain Price only).

1. Financial bid should be enclosed in a separate sealed cover and should be written in the format (Annexure- II) given in the tender document. Failure to provide price bid in a sealed separate cover will result in invalidation of the offer.
2. The bid should be clearly filled or typed and signed in ink legibly, giving full address of the bidder. The rate should be quoted both in words and figures.
3. The rates should be quoted in Indian Rupees including all taxes and Freight charges at Freight on Road (FOR) destination at SSB, Unit-II, Ashok Nagar, Bhubaneswar, Odisha on Door Delivery Basis.
4. The rate quoted should be inclusive of commissioning and installation.
5. All the pages of the bid should be duly signed by the authorized person affixing the seal. All corrections and overwriting should be initialed otherwise the tender shall be rejected.

DISCLAIMERS: *SSB, Odisha reserves the right to cancel or modify this quotation at any stage without assigning any reason. Further, SSB reserves the right to assign the selected Bidder full work or part of it as per Financial Bid without assigning any reason. Bidders are advised to visit the official website regularly for updates or corrigendum (if any).*

List of documents to be attached with the Financial Bid:

- Financial Bid document (Annexure- II), duly filled in, stamped and signed by the bidders in a separate sealed cover.
- Contract Form / Certificate of Undertaking (Annexure- III)

1. This TENDER document is non-transferable.
2. The bidders are expected to examine all instructions, forms, requirements and other information in the TENDER document. Failure to furnish all information required in the TENDER document or submission of a proposal not substantially responsive to the TENDER document in every respect shall be at the Bidder's risk and may result in rejection of the proposal.
3. Bidders are advised to go through the entire tender document to understand the requirements. Appropriate certificates or other documents are to be attached to prove the claims, wherever mentioned.
4. **Force Majeure:** Notwithstanding the provisions of the tender, the vendor shall not be liable for forfeiture of his performance guarantee, liquidated damages or termination for default, if and to the extent that, it delays in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

5. Termination of Contract:

- a. **Termination for Default:** If the vendor fails to carry out the award / work order in terms of this document within the stipulated period or any extension thereof, as may be allowed by SSB, Bhubaneswar, Odisha, without any valid reasons acceptable to SSB, Bhubaneswar, Odisha the office may terminate the contract after giving 7 days' notice, and the decision of office on the matter shall be final and binding on the supplier. Upon termination of the contract, the office shall at liberty to get the work done at the risk and expense of the supplier through any other agency, and to recover from the supplier compensation or damages.

6. Resolution of Disputes and Arbitration:

- a. SSB, Bhubaneswar and the selected bidder shall make every effort to resolve amicably by direct informal negotiation. Any disagreement or dispute arising between them under or in connection with the Contract shall be settled through arbitration proceeding at Bhubaneswar Jurisdiction only.

7. Evaluation of Bids:

- a. All bids shall be evaluated by the Technical Evaluation Committee, which will shortlist the technically qualified bids. Bids that do not comply with the prescribed terms and conditions shall be liable for disqualification.
- b. The financial bids for the technically qualified bidders will be opened for consideration.

Payment Terms

The payment of 100 percent of the order value shall be released only after supply and installation of the listed items in good condition and functional mode.


Secretary 10/10/25

State Selection Board

**STATE SELECTION BOARD,
BHUBANESWAR, ODISHA****TECHNICAL BID**

<u>SL</u>	Description
1	Desktop Computer with intel corei5 13th Generation processor/ 16 Gb DDR4 RAM/ 1 TB SSD Drive, Intel UMA Graphics/USB / wireless Keyboard & Mouse/ Win 11 Preloaded /68.6cm (27") LED Monitor / 3 years onsite warranty/
2	1 KVA Line interactive UPS /LI UPS Voltage/MOSFET PWM Technology Built in AVR and ISO 9000, ISO 14001, OHSAS 18001, ISO 27001, BIS and RoHS Safety/LI UPS Voltage/MOSFET PWM Technology = Optional USB Card for Auto Shutdown Software = Generator Compatible = Overload Protection = Powerful Microprocessor = Built in AVR
	and EMI/RFI Filter (VAC) 120~300VAC Frequency (Hz) 50 / 60Hz \pm 10Hz Auto Sensing OUTPUT Voltage AVR Mode 200~245V Voltage Battery Mode 230VAC \pm 10% Frequency (Hz) on Battery 50/60Hz \pm 0.1Hz Waveform Simulated Sine Wave Transfer Time (ms) 4-8 ms Typical/ 2 years warranty /IEC/EN62040-1 EMC /3, Complying to CE LED Display AC Mode : Green Lighting, Battery Backup Mode :
3	Black & White Laser Printer with Print, Scan, Copy. Speed: 30 ppm. Connectivity: USB, Wi-Fi, Ethernet with warranty.

Name and signature of Bidder with seal of the Bidder's Firm

STATE SELECTION BOARD,
BHUBANESWAR, ODISHA

FINANCIAL BID

Financial Bid to be submitted in this format only and as per the details given in the table below.

(Refer to Annexure- I for detailed Technical Specifications / requirements for all experimental set up)

Name and Description of the Item: _____

Product /item name	Unit Price in Rs.	Measuring Unit	Qty	GST in Rs.	Total in Rs.	Grand Total in Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Gross Total (Inclusive of Taxes): (Qty × price for each item): in Figures: Rs.

In words: Rupees:

Date and seal :

Name and Signature of the competent authority of the firm

CERTIFICATE OF UNDERTAKING

(To be submitted on the Letterhead of the Bidder)

Date: _____

Tender No.: _____

Name of Work: *Purchase of Computer, Printer, UPS and Accessories*

To
The Secretary,
State Selection Board,
Higher Education Department,
Bhubaneswar.

Subject: *Undertaking for Participation in Tender for Purchase of Computer, Printer, UPS and Accessories*

Sir/Madam,

We, the undersigned, having carefully read and understood all terms and conditions of the above tender, hereby undertake and declare as follows:

1. That all information, documents, and declarations submitted by us in our bid are true, correct, and complete to the best of our knowledge and belief.
2. That we have not been blacklisted, debarred, or suspended by any Government Department, Public Sector Undertaking, or Autonomous Body in India.
3. That we have examined the scope of supply and technical specifications as mentioned in the tender document and agree to supply the items strictly in accordance with the prescribed quality, quantity, and delivery schedule.
4. That we shall abide by all terms and conditions laid down in the tender document and shall provide all necessary clarifications, samples, or supporting documents as and when required by the Tender Evaluation Committee.
5. That in case any information furnished by us is found to be false or misleading at any stage, our bid is liable to be rejected and we shall be subject to any action as deemed appropriate by the authority.
6. That we undertake to complete the supply, installation, and commissioning of the items within the stipulated time, if awarded the contract.

We hereby submit this undertaking in good faith and in full compliance with the tender requirements.

Yours faithfully,

Signature of Authorized Signatory

Name: _____

Designation: _____

Firm/Company Name: _____

Address: _____

Contact No.: _____

Email ID: _____

Seal of the Firm/Company