



Bhubaneswar Municipal Corporation **SHORT QUOTATION CALL NOTICE**

No. 46854 /BMC Dated: 18/11/2024
File No: BMC/IT/XXXXX IT PMU/2024/13

On behalf of the Bhubaneswar Municipal Corporation (BMC), Zonal Commissioner (Procurement) invites Sealed Quotations from manufacturers as Company/ Proprietorship Firm/ /Partnership Firm/ Original Equipment Manufacturer (OEM)/Authorized Dealer/ Authorized Business Partner/Private Limited Company/Limited Company “**Selection of an Agency for the Supply Apple iMac Desktop to Bhubaneswar Municipal Corporation**”.

The bidder shall submit the application along with the financial proposal on or before **dt: 26.11.2024 till 3:00 PM** only by speed post/registered post/ courier/hand delivery (**No drop box facility and submissions via FAX or email will not be considered**). For further details regarding the short quotation call notice, the intending bidders may visit the BMC website <https://www.bmc.gov.in.The> Bidding Document can be downloaded from BMC website.

For any queries, please contact Zonal Commissioner (Procurement),BMC

Contact Details:

By Order of Commissioner, BMC

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. **46855 / Dt. 18/11/2024**

Copy submitted to PA to Hon'ble Mayor/PA to Commissioner for kind information of Hon'ble Mayor and Commissioner, BMC.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Selection of an Agency for the Supply Apple iMac Desktop to Bhubaneswar Municipal Corporation

Memo No. 46856 / Dt. 18/11/2024

Copy to Additional Commissioner-I/ Additional Commissioner-II / Additional Commissioner-III / Chief Finance Officer BMC for kind information.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. 46857/ Dt. 18/11/2024

Copy to DC (IT),BMC for information and requested to upload in the BMC website.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

Memo No. 46858/ Dt. 18/11/2024

Copy to Office Notice/Zone office notice board Board for wide Publication.

Sd/-

Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation

SHORT QUOTATION CALL NOTICE

No.46854 /BMC Dated. 18/11/2024

Sealed Quotations are invited by the Bhubaneswar Municipal Corporation (BMC) from the firms/agencies (the "Bidders") to participate in tender " **Selection of an Agency for the Supply Apple iMac Desktop to Bhubaneswar Municipal Corporation**".

Schedule of Event

SI. No.	Description	Date & Time
1	Issue of Advertisement	18/11/2024 by 06:00 PM
2	Last date and time for submission of proposal	26/11/2024 by 03:00 PM
3	Opening of the Proposal (Technical Bid)	26/11/2024 by 04:00 PM
4	Opening of the Financial Bid	26/11/2024 by 04:30 PM

1. Eligibility Criteria:

- a) The bidder should be a legal entity such as Company/ Proprietorship Firm/ Partnership Firm/ Original Equipment Manufacturer (OEM)//Authorized Dealer/ Private Limited Company/Limited Company /Authorized Distribution Partner registered under relevant act(s)/ rules in India.(with valid registration documents.)
- b) The Supplier must have a valid GST, PAN and having registered office in locality of Bhubaneswar.
- c) Bidder must not have been barred or blacklisted by the Central Government, any state government, or any of its organisations from participating in any project or being awarded any contract and the bar subsists on the Proposal Due Date (In Bidder's letter Head).
- d) The bidder must have experience supplying similar types of equipment (Laptop/all in one macos) to the Municipal Corporation/ULB within the past 5 years.
- e) The bidder should provide details of at **least (2) two similar contracts executed in the past (5) three years**, with a total work value **exceeding Rs.2 (Two) lakh**. (combined value of all works executed). The details should include client names, contract values, and supporting documents such as bills, purchase orders, payment orders, work order, completion certificate or any other relevant documents.
- f) Conditional proposals submitted by the bidder shall stand cancelled.
- g) If the tender is not submitted in the proper format, the bid of the concerned bidder shall be outright rejected.

2. Terms & Conditions:

The selected agency will be responsible for supply the required electronic gadgets as per the specifications listed to the office of Bhubaneswar Municipal Corporation (BMC) - ICOMC Tower, Unit-IX, in front of Satya Nagar Kali Temple, Janpath, Bhubaneswar - 751022, Odisha, India.

- The agency will be responsible for delivery, installation, and initial setup.

Selection of an Agency for the Supply Apple iMac Desktop to Bhubaneswar Municipal Corporation

- The supply must include user manuals and any required accessories to ensure full functionality.
 - All supplied items must be in accordance with the technical and operational requirements of BMC.
- a) **Quality Standards:**
The supplied 2 nos iMac Desktop (With Ms Office, Care Pack, UPS) must meet the following quality standards:
- **Brand and Model:** The iMac desktops must be genuine Apple products of the latest model and meet the required specifications set by BMC.
 - **Pre-installed Software:** Microsoft Office must be pre-installed, ensuring compatibility with BMC's operational requirements.
 - **Accessories:** The package should include a compatible UPS (Uninterruptible Power Supply) unit for each desktop, certified to work seamlessly with the iMac systems.
- b) **Technical Specifications:** As per mentioned in this Document.
- c) **Warranty Requirement:**
- **Standard Warranty:** Each iMac desktop must come with at least a one-year manufacturer's warranty covering hardware, software, and accessory defects.
 - **Extended Care Pack:** The agency must include an extended Care Pack or AppleCare option, providing support for an additional period as per BMC's requirements (e.g., up to 3 years).
 - **Service and Support Access:** The warranty should include access to Apple-authorized service centers for maintenance and repairs as required.
- d) **Logistics and Delivery:** The supplier is expected to deliver the **listed items** to BMC **within 48 hours after** the issuance of the work order. The agency is responsible for making the necessary transportation arrangements at its own cost, as BMC will not cover any transportation expenses.
- The agency must ensure delivery of 2 nos iMac desktop to the Bhubaneswar Municipal Corporation office.
 - **Delivery Documentation:** Delivery shall include a packing list, warranty certificates, and an invoice.
 - The goods should be securely packed to prevent any damage during transit.
 - Upon receipt of the goods, BMC will inspect and verify the delivery for quality and compliance with the specifications.
- e) **Post-Delivery Support:**
- The agency must provide a support after delivery.
 - Support may be provided via telephone, online, or on-site, depending on the nature of the issue.
 - In case of any malfunction or query, the agency must resolve the issue within **48 hours** of notification.
- f) **Installation:**
- **On-site Installation:** The agency must provide on-site installation services at the BMC location in Bhubaneswar. Installation should include full setup of the iMacs, ensuring the integration of Microsoft Office and UPS configuration.
 - **Testing and Configuration:** Post-installation testing should be conducted to confirm the desktops are functioning as per BMC's standards, and any necessary configuration adjustments should be made.

g) **Service After Installation:**

Regular Maintenance Support: The agency should offer a schedule for periodic maintenance, if required, to ensure optimal performance of the equipment.

Technical Support: An active service contract or support line should be available for troubleshooting and resolving issues that may arise post-installation.

Response Time: Any service request raised by BMC should be resolved within **48 hours**. In the event that parts need replacement, the agency shall ensure replacement within **5 working days**.

h) **Technical Specification**

Sl.No	Item Description	Technical Specification	Brand Name	Quantity In Nos.
1	Apple iMac Desktop	<ul style="list-style-type: none">• Apple iMac (24-Inch iMac with Retina 4.5K display Apple M3 chip,8 core CPU,10 Crore GPU,8GB Ram,256 GB SSD)• Apple Care Pack Plus for the iMac• Microsoft Office 2021 or Latest (Home & Student Edition) for Mac• APC UPS 1100VA• Keyboard & Mouse: Wireless Magic Keyboard with Touch Id wireless Magic Mouse.• Connectivity: Two Thunderbolt / USB 4 Ports: two USB 3 points Wi-Fi 6E ,Bluetooth 5.3	iMac (Apple)	2

3. Documents to be provided by the bidder:

- a) The bidder must submit the documents in accordance with the eligibility criteria (Clause 1).
- b) Bidder information document in Annexure-I.
- c) Undertaking for Non-Blacklisting Annexure-II (In Bidder's letter head).
- d) Warranty Declaration Annexure-III (In Bidders letter head)
- e) Financial Proposal in Annexure-IV (separately sealed).
- f) Valid GST Registration Certificate.
- g) Valid PAN details.

4. Submission of Bids:

- a) "The Tender Document is available for download on the website <https://www.bmc.gov.in>. The cost of the tender paper is **Rs. 2360/- (Rupees Two Thousand three hundred sixty only)**, which is non-refundable. Payment should be made in the form of a Demand Draft in favor of the Commissioner, Bhubaneswar Municipal Corporation, payable at Bhubaneswar, issued by any Nationalized / Scheduled Bank.

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- b) The proposal should be submitted in three parts viz. "Tender Document Cost", "Technical Bid" and "Financial Bid" in the enclosed proforma. All the three envelopes containing the Tender Document Cost (Envelope 1), Technical Bid (Envelope 2) and Financial Bid (Envelope.3) should be sealed and marked separately and be put together in an outer envelope, which shall be sealed. The outer envelope shall bear given identification: Tender Call Notice No., Name of Tender Call Notice, Deadline for submission (Bid due date), Name and address of the bidder.
- c) Each page of the two parts should be page numbered and in conformation to the eligibility qualifications and clearly indicated using an index page.
- d) The submission of bid is in hard copy form and the last date and time for submission of bid **(Bid Due Date) is 26/11/2024 up to 3:00 PM** at the below mentioned address of BMC, Bhubaneswar, through **Registered Post /Speed Post / Hand delivery or Courier Service only (No drop box facility and submissions via FAX or email will not be considered)**. Bids received after the specified time on the Bid Due Date shall not be eligible for consideration and shall be summarily rejected. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

**Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation
(BMC), ICOMC Tower, Unit-9, Janpath,
Bhubaneswar- 751022, Odisha,**

- e) The Technical Bids will be opened on **26/11/2024 at 04:00 PM** in the 4th Floor Conference Hall of Bhubaneswar Municipal Corporation (BMC). The Financial Bids of technically qualified bidders will be opened on the same day at **04:30 PM**.
- f) All representatives of bidders must be present at the time of the Technical Bid opening. They are required to bring catalogues with photos, where the technical specifications of the equipment are mentioned.
- g) The BMC reserves the right to accept or reject any or all bids and to annul the selection process and reject all bids at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.
- h) The mode of selection shall be least cost method. The technical qualified bidder quoting the lowest amount in financial proposal (i.e. Annexure-IV) shall be declared as the selected bidder.
- i) BMC also, reserves the right to reject any Proposal if:
 - i. at any time, a material misrepresentation is made or uncovered, or
 - ii. the Agency does not submit in time any information or clarification asked for.

5. Selection Process:

- a) Selection will be based on the evaluation of both the Technical and Financial Bids. Initially, a technical evaluation will be conducted through the scrutiny of documents provided by the bidders. If a bidder meets all the criteria outlined in Clause 1, they will be deemed eligible for the financial bid opening. The mode of selection shall be the Least Cost Method. The technically qualified bidder who quotes the lowest amount in the financial proposal (as per Annexure-IV) will be declared the selected bidder.

6. Terms of Payment:

- a) Bills Payment for the Equipment's will be disbursed by the BMC to the selected suppliers upon the satisfactory completion of the delivery process. The payment terms are outlined as follows:
- b) **Initial Payment (80%):**
80% of the total payment will be released to the L1 bidder after the successful delivery of the specified quantities of equipment's as per the technical specifications outlined in the SQCN. Upon delivery, the Procurement Officer, BMC will ensure the quality and quantity and also certify that the products are in good condition. Once the quality and quantity is confirmed to be satisfactory, then the payment will be released.
- c) **Final Payment(20%):**
The final 20% payment will be made after BMC confirms satisfaction with the quality and quantity of the products for a period of 4 months following delivery. During this period, if any defects or issues arise, it could impact the release of this final payment.
- d) In the event of any non-compliance or failure to meet the specified standards, the corresponding 20% may be subject to deduction or retained until satisfactory rectification.
- e) If the quality and quantity of the supplied products do not meet the specifications outlined in the SQCN, the selected supplier will be blacklisted by Bhubaneswar Municipal Corporation (BMC). In such a case, BMC reserves the right to award the contract to the next lowest bidder (L2) without any further notice to the original supplier.
- f) TDS will be charged as per Income Tax rule.

Sd/-

**Zonal Commissioner (Procurement)
Bhubaneswar Municipal Corporation**

Annexure-I

Bidder's Organization (General Detail)

Sl. No.	Description	Full Details
1	Name of the Agency	
2	Address for communication: Tel : Fax: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid Processing Fee Details Amount: Demand Draft No. : Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	

9	Willing to carry out assignments as per the scope of work of the Tender Call Notice	YES
10	Willing to accept all the terms and conditions as specified in the Tender Call Notice	YES

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

Annexure-II

Undertaking for Non-Blacklisting
(In Bidder's Letter Head)

I/we, hereby undertake that, our organization has not been blacklisted / debarred by any of the Central / State Government Ministry / Department/ Office/Private Organization or by any Public Sector Undertaking (PSUs) and I/we are not blacklisted by any authority and that no debarment/blacklisting subsists as on the Proposal Due Date.

Yours sincerely,

Authorized Signature

[In full and initials]: _____

Name and Designation of the Signatory:

Name of the Bidder and Address

Annexure-III
Warranty Declaration
(On Letterhead of the Bidder)

Subject: Declaration of 3-Year Warranty for the Equipment's

We are pleased to submit this declaration in response to your Short Quotation Call Notice for **“Selection of an Agency for the Supply Apple iMac Desktop to Bhubaneswar Municipal Corporation”** Our company will hereby guarantee a comprehensive 3-year warranty for the equipment's specified in Short Quotation Call Notice . This warranty covers any defects in materials and workmanship, ensuring optimal performance and reliability throughout the stated period. We stand behind the quality of our product and are committed to providing prompt and efficient support for any issues that may arise during the warranty period.

Sincerely,

For and on behalf of: _____

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

FINANCIAL PROPOSAL SUBMISSION FORM

(Annexure-IV)

(On the Letter head of The Bidder)

FROM

(NAME OF THE FIRM)

TO

The Zonal Commissioner (Procurement)

Bhubaneswar Municipal Corporation

ICOMC Tower

Janpath, Unit-9

Bhubaneswar - 751022, Odisha

Subject: Selection of an Agency for the Supply Apple iMac Desktop to Bhubaneswar Municipal Corporation.

Sir,

Being duly authorized to represent and act on behalf of _____

(Name of the Bidder), having reviewed and fully understood all the requirements of the Short Quotation Call Notice issued by BMC vide no. _____ dated _____ for " **Selection of an Agency for the Supply Apple iMac Desktop to Bhubaneswar Municipal Corporation**", hereby submitting the financial proposal in the prescribed format as given below:

SI.No.	Description of Item	Quantity Required (A)	Cost in Rs./unit (B)	In Rs. (AxB)	Applicable GST in RS	Total Cost In Rs. Inclusive of GST
1	Apple iMac Desktop	2 No				
Total Amount in Rs (Inclusive of GST)						
Applicable GST in.....%						

Note: All equipment and materials must meet the quality standards specified in Clause 2.h

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Yours faithfully

Seal & Signature of the Bidder

Full Name of the Bidder

Date: _____