



**Request for Proposal (RFP)  
for  
Supply of MS Office  
for  
CID CB , Cuttack**

Tender No:70-RFP-MS Office-2024-25

Date: 22/03/2025

Tender Fee: {(Non-refundable Rs. 590/- {Rs.500/- + 18% GST (Rs. 90/-)}

**A.I.G. of Police (Provisioning)  
Tender Calling Authority  
At/Po- Buxibazar, Cuttack, PIN – 753001**

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## 2. Disclaimer

RFP document is neither an agreement nor an offer by the Odisha Police (the “Authority”) to the prospective Applicants or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposals pursuant to this RFP. The Authority does not make any representation or warranty as to the accuracy, reliability, or completeness of the information in this RFP document and it is not possible for the Authority to consider particular needs of each party who reads or uses this RFP document. This RFP includes statements which reflect various assumptions and assessments arrived at by Authority in relation to the consultancy. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. Each prospective Applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.

Authority will not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Successful Applicant, as the case may be, for the firm and the Authority reserves the right to accept / reject any or all of proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. Authority also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Application in response to this RFP.

The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Authority reserves the right to change/ modify/ amend any or all provisions of this RFP document. The amended RFP will be made available on the website of Authority.

### Key Definitions:

- i. “AUTHORITY” means Odisha Police, Office of the D.G & I.G. of Police, Odisha, Cuttack
- ii. “BIDDER” means the agencies/firms submitting proposal against this RFP
- iii. “AGENCY” means the selected bidder to carry out the assignment in accordance with the terms defined in this RFP
- iv. “Applicable Law” means the laws and any other instruments having force of law in India from time to time
- v. “Proposal/bid” means proposal submitted by bidders in response to the RFP issued by Odisha Police, Office of the D.G & I.G. of Police, Odisha, Cuttack
- vi. “Contract Value” means the price payable to the selected bidder under the Contract for the complete and proper performance of its contractual obligations.
- vii. “Day” means Working day as defined by Government of Odisha
- viii. “Services” means the work to be performed by the Agency pursuant to the selection by Odisha Police and to the contract to be signed by the AGENCY

### 3. Notice Inviting Tender



**Odisha Police**  
**Office of the D.G & I.G. of Police, Odisha, Cuttack**  
**Tel. :0671-2304001,**  
**Website:[www.odishapolice.gov.in](http://www.odishapolice.gov.in), Email : rocidcb.odpol@gov.in**  
**RFP No. 70-RFP-MS Office-2024-25 Date :22.03.2025**

Online Bids through e-Tender Portal <https://tendersodisha.gov.in> are invited from the eligible bidders for procurement of MS Office for CID CB , Cuttack during the current financial year 2024-25 as per the schedule mentioned below.

Events	Date
RFP Issue Date	<b>22.03.2025</b>
RFP Submission Due Date and time	<b>28.03.2025</b>
Date & Time of Opening of Technical Bids	<b>28.03.2025</b>
Date & Time of Opening of Financial Bids	To be intimated qualified Bidder
Tender Document fee	<b>Rs. 590/- {Rs.500/- + 18% GST (Rs. 90/-)}</b> In favour of A.I.G. of Police (Prov.), Odisha, Cuttack payable at Cuttack. (Demand Draft)
EMD (Earnest Money Deposit)	Rs.8,00,000/-In favour of A.I.G. of Police (Prov.), Odisha, Cuttack payable at Cuttack. (Demand Draft)

The bid document with all information relating to the bidding process including cost of bid document, Prequalification criteria and terms & conditions are available in the websites: <https://tendersodisha.gov.in> The Authority reserves the right to accept / reject any part thereof or all the bids without assigning any reason thereof.

**A.I.G. of Police(Provisioning,  
Cuttack, Odisha  
(Tender Calling Authority)**

#### 4. Instruction to the Bidders

1. The Odisha Police –Odisha Police (Tender Inviting Authority) is a Govt. organization working under Home Department, Govt. of Odisha.
2. The bid documents published by the Bid Inviting Officer (Procurement Officer Publisher) in the e-procurement portal <https://tendersodisha.gov.in> will appear in the “Latest Active Tender”. The Bidders/ Guest Users can download the Bid documents from 22/03/2025 and submit it online from 28/03/2025 10 AM after which the same will be removed from the list of “Latest Active Tender”.

#### 4.1 PARTICIPATION IN BID

##### 4.1.1 PORTAL REGISTRATION:

The bidder intending to participate in the bid is required to register in the e-procurement portal using an active personal/official e-mail ID as his/her Login ID and attach his/her valid Digital signature certificate (DSC) - Class II or III to his/her unique Login ID. He/ She has to submit the relevant information as asked for about the bidder. The portal registration of the bidder is to be authenticated by the State Procurement Cell after verification of original valid certificates/documents such as (i) PAN and (ii) Registration Certificate (RC) / GST Certificate (for Procurement of Goods) of the concerned bidder. The time period of validity in the portal is co terminus with validity of RC/ GST. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication, bidder can participate in the online bidding process.

##### 4.1.2 LOGGING TO THE PORTAL:

The Bidder is required to type his/her Login ID and password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, password and DSC combination and authenticates the login process for use of portal.

##### 4.1.3 DOWNLOADING OF BID:

The bidder can download the bid of his / her choice and undertake the necessary preparatory work off-line and upload the completed bid before the closing date and time of submission.

##### 4.1.4 PAYMENT OF COST OF BID DOCUMENTS:

The detail guideline for payment of Cost of Bid Document is mentioned at General Condition of contract

##### 4.1.5 SUBMISSION AND SIGNING OF BID

The detail guideline for submission of & signing of bid is mentioned at General Condition of Contract

*Note :For management of space the bidders can serially arrange their scanned documents as per Annexure 1,2(all pages should be signed by authorized signatory with seal and then to be scanned) and create two equalized PDF files and upload them to avoid any space constraint.*

*The **BOQ** file (Excel file) is to be uploaded in the **price bid**.*

## 5. General Definitions

### 5.1 General Definitions

- 5.1.1 *Department* means Odisha Police under Home Department, Government of Odisha.
- 5.1.2 *Government* means Government of Odisha.
- 5.1.3 *Bid / Tender Inviting Authority* is the Odisha Police or authorized person of Odisha Police (A.I.G. of Police (Provisioning), Odisha, Cuttack, who on behalf of the User Institution/Government or the funding agencies calls and finalize bids and ensure supply, installation and after sales service of the equipment's procured under this bid document.
- 5.1.4 *Tender Evaluation Committee & Technical Committee* are Committees authorized by the D.G. & I.G. of Police, Odisha, Cuttack to decide on the purchase of the items to be procured by the Odisha Police.
- 5.1.5 *User Institutions* are the Odisha Police under Home Department, Govt. of Odisha for which the items under this bid is procured.
- 5.1.6 *De-recognition/ Debarment* – the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority, more specifically mentioned in the Specific Conditions of Contract and General Conditions of Contract of this bid document, the period being decided on the basis of number of violations in the bid conditions and the loss/hardship caused to the Tender Inviting Authority on account of such violations.

## 6. Scope of Work:

The Odisha Police is procuring MS Office primarily for reading and writing CDs and DVDs, especially for laptops or desktops without built-in optical drives. It connects via USB, making it easy to use with various devices. This tool is great for backing up data, installing software, or watching movies on disc. It should have following technical specification.

## 7. Technical Specification

Sl. No.	Specifications	Values
1.	MS Office	Office Home and Business 2024
2.		Microsoft Corporation
3.		Add to wish List
4.		One-time purchase for 1 laptop or Mac
5.		Classic 2024 Laptop versions of Word, Excel, Power Point, Outlook , and OneNote
6.		Access to support resources
7.		Compatible with Windows 11, Windows 10 , or macOS*
8.		Works with Microsoft Teams

### 8. Qualification Criteria

The bidder must meet the below eligibility criteria to be considered for further shortlisting purpose

Sr. No.	Basic Requirement	Specific Requirement	Documents Required
1	Entity Type	Bidder must be Company registered under Companies Act, 1956 or any of its amendments thereafter or Partnership registered under Indian Partnership Act, 1932 or any of its amendments thereafter or Proprietor registered under Shops and Establishment Act	<ul style="list-style-type: none"> <li>• Copy of Certificate of incorporation / Registration certificate with relevant authority</li> <li>• PAN Card</li> <li>• GST Registration certificate and GST Clearance certificate upto March 2023</li> </ul>
2	Turnover	The Bidder shall have average annual turnover of not less than 8 crore in last three consecutive financial years (Financial years 2021-22, 2022-23,2023-24)  The OEM shall have average annual turnover of not less than 16 crore in last three consecutive financial years (Financial years 2021-22, 2022-23,2023-24)	CA Certificate/ Audited Balance Sheet clearly stating turnover
3	Blacklisting And Pending Petitions	Bidder shall not have been debarred / blacklisted till bidding period by Central Govt. /State Govt. / Public Sector Undertaking / any other Local Body or body established under or in the control of the Central or state Government on the date of submission of their Bid.	Self-certification on furnished with 20 rupees stamp paper

The bidder meeting the criteria mentioned above shall be eligible for financial bid opening.

### 9. Evaluation of Bid

Selection may be made on LCSLeast Cost Selection method, which means the bidder quoting the lowest rate shall be identified as preferred bidder.

### 10. Deliverables

Vendors need to supply the required qty of MS Office within 10 days from date of issuance of Purchase order.



**11. Payment Terms**

100% payment on successful delivery, testing and training of MS Office

**12. Performance Security**

The Bidder shall be submitting the Performance Security equivalent to 5% of the agreement value in the form of a Bank Guarantee

**13. Conflict of Interest**

Conflict of interest exists in the event of conflicting assignments, typically monitoring and evaluation of the mandate being executed by the selected bidder in the future.

**14. Anti-corruption Measure**

- a) Any effort by Bidder(s) to influence the Authority in the evaluation and ranking of commercial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- b) A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question.
- c) In such cases, the Authority shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**15. Legal Jurisdiction**

All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts in Cuttack only.

## **Annexures**

**16. Annexure 1 : Technical Bid Format**

**Technical Bid Format**

**(To be submitted in Technical Bid Envelope)**

The documents have to be arranged serially as per order mentioned below:

1	Name of the Firm/Company	
2	Name of the Authorized Signatory and Designation	
3	Address & Contact Details	
4	E-mail ID	
5	Registration Details: Company / Firm	Certificate of Incorporation/ Registration PAN Card GST Registration Certificate Bank Account & RTGS details
6	Experience in similar field	Work order/Contract Agreement Copy Filed up for per Annexure-2
7	Annual average turnover of Rs 800 Lakhs) and OEM 1600 Lakhs in the last three financial years (i. 2021-22, 22-23 and 23-24)	Annual Turnover Statement certified by Chartered Accountant as per Annexure-3 Filed IT return of last 3 years
8	The Firm/ Agency should not have been blacklisted/banned by Central/State Govt. & PSU/ CPSEs	Self-certification on furnished with 20 rupees stamp paper
9	Submission of undertakings for Bid terms & conditions acceptance.	To be submitted on the Letter Head
11	Non-refundable RFP Document Fee of Rs. Rs.- 590/-	Demand Draft in favour of A.I.G. of Police (Prov.), Odisha, Cuttack payable at Cuttack.
12	Earnest Money Deposit (EMD) of Rs. 8,00,000/- along with Offer Document.	Demand Draft in favour of A.I.G. of Police (Prov.), Odisha, Cuttack payable at Cuttack.

**Place:**

**Date:**

**Bidder's Signature**

**17. Annexure 2: Summary of Technical Capability**

**(To be submitted in Technical Bid Envelope)**

<b>Name of the Assignment</b>	<b>Name/ Address of the Organization</b>	<b>Date of Award of Assignment</b>	<b>Value of Work Order In Rs.</b>

**Note:** Please furnish the Work order/Contract Agreement copy only in support of the information mentioned above.

**Place:**  
**Date:**  
**Bidder's  
Signature**

**18. Annexure 3: Financial Capability of Bidder/Agency Annual**

**Turnover Statement (To be signed by Certified Chartered Accountants)**

**(To be part of Technical Bid Envelope)**

The Average Annual Turnover for the last three financial years of M/s \_\_\_\_\_ Are given below and certified that the statement is true and correct.

<b>Year</b>	<b>Annual Turnover in Rs.</b>	<b>Average Annual Turnover</b>
<b>2021-22</b>		
<b>2022-23</b>		
<b>2023-24</b>		

**Average annual turnover for the above three years in Rs. (In words \_\_\_\_\_**

**Date:**

**Signature of Auditor/**

**Chartered Accountant**

**Place:**

**Name:**

**Seal:**

**19. Annexure 4: Template of financial bid**

**(To be submitted in Financial Bid Envelope)**

<b>SI No.</b>	<b>Description of Item</b>	<b>Qty</b>	<b>Amount Quoted by the bidder (INR)</b>
1	MS Office	2500	
	<b>Total</b>		

Note:

1. The quoted rates shall be inclusive of Logistics, packaging and training and all other conditions mentioned in the RFP document .
2. All Quoted rate are including GST.

**Date:**

**Place:**  
**Bidder's Signature**