

Directorate of Scheduled Castes & Scheduled Tribes

RESEARCH AND TRAINING INSTITUTE (SCSTRTI)

CRPF Square, Bhubaneswar – 751003, Odisha

Telephone No.-0674- 2563645 Email id: scstrti@yahoo.co.in

No. 3231/OSWAS/SS/0006-2025

Dated: 05/12/2025

QUOTATION CALL NOTICE

Sealed quotations are invited from reputed local Agencies/Firms/Suppliers fulfilling the eligibility criteria and terms & conditions outlined in Annexure-I for the AMC of computers and other related equipment installed in the campus of SCSTRTI, Bhubaneswar.

Interested suppliers/agencies are required to submit their quotations in the prescribed format, along with all necessary documents, in sealed covers addressed to the Director, SCSTRTI, from 08.12.2025 to 29.12.2025 by 5.30 P.M. The quotations will be opened on 30.12.2025 at 05.30 P.M. in the presence of the Procurement Committee and the representatives of the bidding firms.

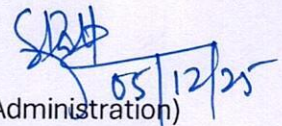
Quotations may be submitted through Registered Post/Speed Post or dropped in the tender box kept at SCSTRTI, Bhubaneswar. Detailed information regarding this notice can also be accessed at www.scstrti.in and www.stscodisha.gov.in

Incomplete quotations or those received after the stipulated date and time are liable for rejection. The Authority reserves the right to modify or cancel the Quotation Call Notice without assigning any reason thereof.


Director

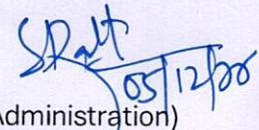
Memo No. 3232 Dated: 05/12/2025

Copy to Office Notice Board, ST & SC Development, M. & BCW Department /SCSTRTI/ ATLC for information and wide publicity.


Deputy Director (Administration)

Memo No. 3233 Dated: 05/12/2025

Copy to Head of IT Portal, ST & SC Development, M. & BCW Department for publication of advertisement on the department website.


Deputy Director (Administration)

ABOUT THE ORGANISATION & REQUIREMENT

The Scheduled Castes and Scheduled Tribes Research and Training Institute (SCSTRTI), Bhubaneswar, functioning as a Directorate under the administrative control of the ST & SC Development, Minorities & Backward Classes Welfare Department, Government of Odisha, is engaged in research, training and documentation relating to the development and welfare of Scheduled Castes and Scheduled Tribes. The Institute also provides manages the Odisha State Tribal Museum, which showcases the rich cultural heritage of Odisha's 64 tribal communities.

For the smooth conduct of its administrative, research and museum-related activities, SCSTRTI requires a regular Annual Maintenance Contract (AMC) service for desktops, laptops, printers and other related IT equipment and Networking systems.

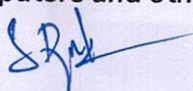
ANNEXURE-I

PROCESS OF APPLICATION, ELIGIBILITY CRITERIA AND OTHER TERMS & CONDITIONS

1. Only bidders who meet the qualifying requirements mentioned below shall submit bids.
2. The bidding firm should be a GST-registered firm or agency located in or around Bhubaneswar.
3. The bidder/firm/agency should have a Valid GST Registration and PAN with up-to-date GST & Income Tax clearance certificate. (A copy of these documents should be submitted along with the technical bid documents).
4. A non-refundable processing fee of Rs.1000/- should be submitted in the form of a Demand Draft drawn in favor of the 'Director, SCSTRTI, Bhubaneswar' from any Nationalized bank.
5. A Demand Draft worth Rs. 5000/-, drawn in favor of the Director, SCSTRTI, towards EMD from any Nationalized bank, should be submitted along with the sealed quotation. This amount will be returned to the unsuccessful bidders after the selection process.
6. The EMD will be returned to the successful bidders after the contract period is over.
7. Registered MSMEs with valid Udyam/NSIC registration shall be considered for relaxations as per prevailing MSME policies.
8. The Agency must ensure the quality of the equipment during the maintenance period.
9. Bidders must submit an undertaking that they have not been blacklisted by any Government/PSU.
10. SCSTRTI will not be responsible for postal delays, loss or damage of documents.
11. Bids must be submitted in two separate sealed envelopes:
 - i. Technical Bid – containing eligibility & supporting documents. (Annexure-II).
 - ii. Financial Bid – containing item-wise price schedule (Annexure-III).

Both envelopes must be placed in a larger sealed envelope super-scribed:

"Quotation for the AMC of computers and other related equipment – SCSTRTI".



12. The quotations will be scrutinized by an Internal Selection Committee under the Chairmanship of the Director, SCSTRTI.
13. Financial bids of technically qualified bidders will be opened. The L1 bidder(s) will be awarded the contract.
14. The Director, SCSTRTI reserves the right to accept/reject any quotation or modify/cancel the process without assigning any reason.
15. The initial contract period shall be one year, extendable for one more year on mutual consent and satisfactory performance.
16. Supply orders will be placed as and when required by the Institute.
17. GST will be paid as applicable and should be shown separately in the invoice.

LIST OF DOCUMENTS TO BE SUBMITTED BY THE BIDDER

Technical Bid

(Annexure-II).

Bidders must submit the following documents

1. Covering Letter on the firm's letterhead, duly signed by the authorized signatory.
2. Valid GST Registration Certificate.
3. Valid PAN Card.
4. Latest Income Tax Return (ITR) acknowledgment.
5. Up-to-date GST clearance certificate.
6. Demand Draft/Banker's Cheque of ₹1,000/- towards processing fee.
7. Demand Draft of ₹5,000/- towards Earnest Money Deposit (EMD)
8. Proof of minimum 5 years' experience in the field of maintenance of IT equipment and networking systems (copies of work orders / work completion certificates).
9. Undertaking/Declaration on letterhead that 'the firm has not been blacklisted by any Government Department/PSU'.
10. Signed copy of the Quotation Call Notice
11. Technical Bid (Annexure-II) containing all eligibility documents.
12. Financial Bid (Annexure-III) containing the item-wise price schedule (Excluding GST)



List of the IT assets to be covered under AMC
Financial Bid

Annexure-III

SI No	Name of the IT Items	Qty	Unit Price (In Rs)	Total Amount (In Rs)
1	Server	01		
2	All in One Desktop	09		
3	Desktop Computers	38		
4	Laptops	04		
5	UPS (600VA)	47		
6	UPS (1100VA)	03		
7	Monochrome Printer (Paper Size: A4)	08		
8	MF printer (Paper Size: A4)	05		
9	Monochrome Duplex Printer (All in One) (Paper Size: A3 & A4)	02		
10	Wi-Fi Access point	22		
11	switches 24 Port	11		
12	Media Converter	10		
13	Router	03		
14	I/O point	65		
	TOTAL			

All prices are exclusive of taxes.

Signature of the Bidder

