



**ODISHA COMPUTER APPLICATION CENTRE
BHUBANESWAR**

TENDER DOCUMENT

TENDER NO. OCAC-SEGP-INFRA-0083-2025/ENQ/26042

**Supply & Installation of AIO Desktops, Laptops, Laser MFP, Scanners, A3
Size Photo Copier and WiFi equipment & Accessories at Lok Bhavan,
Bhubaneswar**

Available of Tender Document: Dt. 30-06-2026 to 21-07-2026
03:00 PM.

Last Date for Submission of Tender: Dt. 21-07-2026 up to 03:00 PM.

Place of Submission of Tender Document: On-Line through E-Nivida Portal
“<https://enivida.odisha.gov.in>”

Date and Time of Tender Opening: Dt. 21-07-2026 at 04:00 PM

The tender document contains total 10 pages.

General Manager (Admn.)

Instruction to Bidders for Online Bid Submission

e-Nivida is the complete process of eTendering, from publishing of tenders online, inviting online bids , evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://enivida.odisha.gov.in>

The will invite for online Bids. Bidder Enrolment can be done using "**Bidder Enrollment**".

The instructions given below are meant to assist the bidders in registering on the e- Nivida Portal, and submitting their bid online on the portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://enivida.odisha.gov.in>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enrol themselves on the eNivida Portal <https://enivida.odisha.gov.in> _ or click on the link "**Bidder Enrollment**" available on the home page of e-tender Portal by paying the Registration fee of Rs.2,500/- + Applicable GST.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id odishaenivida@gmail.com , for activation of the account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents

etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
3. Bidder has to select the payment option as per the tender document to pay the tender fee / Tender Processing fee & EMD as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the yellow Coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without

changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using eNivida Portal:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e-tendering.

Phone No. 011-49606060

Mail id: - odishaenivida@gmail.com

SECTION-I

Tenders are invited from OEM, authorised dealer and supplier for supply and installation of All-in-One Desktop Computers, Laptop Computer, Laser Printers, Scanners, A3 Size MFP and WiFi Equipment at the Office of the Lok Bhavan, Bhubaneswar. Tender paper can be downloaded from the website www.ocac.in starting from 30-06-2026 to 21-07-2026 and should be submitted on-line through E-Nivida Portal <https://enivida.odisha.gov.in>. The authority reserves the right to accept/reject any part of or all the quotations without assigning any reason thereof.

General Manager (Admn.)

ODISHA COMPUTER APPLICATION CENTRE

Plot No.-N-1/7-D, Acharya Vihar Square, P.O.-RRL, BBSR-13

SECTION – II

GENERAL TERMS & CONDITIONS

1. Location of the Project:

The equipment should be delivered and installed in the Lok Bhavan, Bhubaneswar.

2. Eligible Bidder:

The bidder

- Should be a registered firm under GST of Odisha.
- Should furnish the registration certificate, GST and Pan No. detail along with the tender paper.
- Should be an authorised dealer/distributor/system integrator for the product quoted (Bid specific MAF of OEMs should be attached)
- Required EMD should be deposited.

3. EMD of ₹40,000/- should be deposited along with the tender document failing which the tender document shall not be considered for evaluation

4. Schedule of delivery:

The equipment shall be delivered and installed in all respects within 1 week(s) from the date of issue of purchase order.

5. Documents to accompany the tender:

The bidder must submit copy of the following documents along with the tender failing which, the tender will be treated as non-responsive and will not be accepted.

- i. GST Registration certificate
- ii. PAN Card
- iii. Bid specific MAF of OEMs should be attached
- iv. Price Schedule as per format (Section-IV)
- v. EMD.

6. Payment:

90% payment will be made on successful installation of the equipment, subject to submission of installation certificate.

Balance 10% payment will be made after successful operation of the equipment for at least one month after installation.

7. Delay in Delivery of the equipment:

The time schedule for delivery of the equipment as mentioned in Clause 4 above is very important and the bidder must take utmost care to deliver the equipment in schedule. If the delivery is delayed for any reason for which Odisha Computer Application Centre is not responsible, a penalty @0.5% of the value of the purchase order will be charged to the bidder for a delay of one week or part thereof, subject to maximum 5% of the value of the purchase order.

Place :
Date :

Signature & Seal of the Bidder.

SECTION – III

Specification

1. Technical Specifications of Room Based VC Endpoint

Sl.No.	Description of material	Quantity	Complied (Yes/No)
1	Scanner - HP ScanJet N6600 fnw1 with 3 Years warranty	3 Nos.	
2	Photocopier - Canon Image Runner 2224n Machine with 3 Years warranty)	1 No.	
3	Laptop - HP Victus, 14th Gen Intel Core i5-14450HX, 6GB RTX 3050, 24GB DDR5, 512GB SSD, FHD, 144Hz, IPS, 300 nits, 15.6"/39.6cm, Win11, M365* Office24, Mica Silver, 2.3kg, fa2303tx, RGB Gaming with 3 Years warranty	2 Nos.	
4	Desktop AIO - HP 68.6 cm (27) All-in-One Desktop PC 27-cr0406in, 13th Generation Intel Core™ i7 processor/ HP 27-CR1009IN, Ultra-7 Processor, Windows 11 Home Single Language, Antiglare IPS display, 16 GB DDR4 RAM, 1 TB SSD Hard Drive, WiFi & Bluetooth, Wireless Keyboard & Mouse with 3 Years warranty	2 Nos.	
5	Printer - HP LaserJet Pro MFP 4104dw with 3 Years warranty	1 No.	
6	Wi-Fi Access Points - TP-Link EAP620 HD with 3 Years warranty	7 Nos.	
7	Paper Shredder Machine - Kores EASY CUT 872	1 No.	
8	Wireless Hardware Controller: 2× 10/100/1000 Mbps Ethernet Ports, 1× USB 3.0 Port, Centralized Management for APs, Switches, and Routers, Cloud Access, Up to 700 Devices. Warranty: 3 Years.	1 No.	
9	Ceiling Mount WiFi 6 Access Point: Ultra-Fast WiFi 6 Speeds: Simultaneous 574 Mbps on 2.4 GHz and 1201 Mbps on 5 GHz totals 1775 Mbps Wi-Fi speeds. High-Density Connectivity: 4× increased capacity to connect more devices simultaneously. Integrated into Omada SDN: Zero-Touch Provisioning (ZTP), Centralized Cloud Management and Intelligent Monitoring. Centralized Management: Cloud access and Omada app for ultra-convenience and easy management. Ultra-Slim Design: 6.3 in. × 1.3 in. Seamless Roaming: Even video streams and voice calls are unaffected as users move between locations. Omada Mesh: Enables wireless connectivity between access points for extended range and flexible deployment. PoE+ Powered: Supports DC (adapter included), 802.3at PoE+, and Passive PoE for flexible	10 Nos.	

	installations. Secure Guest Network: Along with multiple authentication options (SMS/Facebook Wi-Fi/ Voucher, etc.) and abundant wireless security technologies with fixing. Warranty: 3 Years.		
10	10-Port Gigabit Smart Switch with 8-Port PoE+, 8× Gigabit 802.3af/at PoE+ ports and 2× Gigabit SFP slots 150 W total PoE budget with up to 30 W PoE output per port, Centralized cloud management via the web or the Omada app, Standalone management via web, CLI, SNMP, and RMON, Static Routing helps route internal traffic for higher efficiency VLAN, ACL, QoS, and IGMP Snooping. Warranty: 3 Years.	2 Nos.	
11	8-Port 10GE SFP+ L2+ Managed Switch: 8× 10 Gbps SFP+ slots enable high-bandwidth connectivity, 160 Gbps Switching Capacity, Centralized cloud management via the web or the Omada app, Standalone management via web, CLI, SNMP, and RMON, Static Routing helps route internal traffic for higher efficiency, VLAN, ACL, QoS, IGMP Snooping, OAM, and DDM, ERPS supports rapid protection and recovery in a ring topology, Fanless design for silent operation, Durable metal casing and rack-mountable design. Warranty: 3 Years.	1 No.	
12	Gigabit VPN Router Integrated into Omada SDN: Zero-Touch Provisioning (ZTP), Centralized Cloud Management and Intelligent Monitoring. Centralized Management: Cloud access and Omada app for ultra-convenience and easy management. Gigabit Ports: 1 gigabit SFP and 5 gigabit RJ45 ports provide high-speed wired connectivity. Up to 4 WAN Ports: 1 gigabit SFP WAN port, 1 gigabit RJ45 WAN port, 2 gigabit WAN/LAN ports optimize bandwidth usage. Highly Secure VPN: Supports up to 100× LAN-to-LAN IPsec, 50× OpenVPN, 50× L2TP and 50× PPTP VPN connections. Abundant Security Features: Advanced firewall policies, DoS defense, IP/MAC/URL filtering, and more security functions protect your network and data. Warranty: 3 Years.	1 No.	
13	SMF Mini GBIC Module Up to 20 km transmission distance in 9/125 μm SMF (Single-Mode Fiber) Supports Digital Diagnostic Monitoring (DDM) Compatible with Small Form Pluggable Multi-Source Agreement (SFP-MSA), Hot-Pluggable with maximum flexibility Commercial Product Operating Temperature Range: 0-70°C. Warranty: 3 Years.	8 Nos.	
14	1000 BASE-T RJ45 SFP Module Support 1000 BASE-T Operation in Host Systems, Support TX	1 No.	

	Disable function, For 100m Reach Over UTP Cat 5e or above Cable. Hot-Pluggable SFP Footprint Features, Commercial Product Operating Temperature Range: 0-70°C, Compliant with IEEE Std. 802.3-2002, Fully Metallic Enclosure for Low EMI Low Power Dissipation (0.5 W Typical, 0.8 W Max). Warranty: 3 Years.		
15	CAT-6 UTP Cable with laying using PVC Pipe/Casing as per requirement	650 Mtr.	
16	CAT-6 Information Outlet with SMB complete set and fixing	10 Nos.	
17	CAT-6 Patch Panel 24 Port with fixing	2 Nos.	
18	CAT-6 Patch Cable 3 Mtr.	12 Nos.	
19	CAT-6 Patch Cable 1 Mtr.	14 Nos.	
20	12 Port Rack Mount Fiber Patch panel loaded with Coupler(SM) and fixing	4 Nos.	
21	OFC Cable 6 Core 9/125µm with laying	180 Mtr.	
22	2M LC to SC Fiber Optic Patch Cable Single mode OM3 Duplex 9/125µm	11 Nos.	
23	Fiber Pigtail 9/125µm (Single Mode) with splicing	24 Nos.	
24	9 U NET WORK RACK , Provision to mount the cooling fans on the top panel, Powder coated finish for longer life, Top panel with ventilation and cable entry facility, Lockable Toughened Glass Door, Adjustable equipment mounting.	2 Nos.	
25	Line Interactive UPS: 1100VA / 660W, 230V, UPS System, An ideal Power Backup & Protection Compact Design Line Interactive UPS with Load Capacity of 660Watts / 1100VA ,Five 6A, 2/3 Pin Indian Power Socket (4 Battery Backed-up & Surge Protected plus 1 Surge Only Protected Outlet), Automatic Voltage Regulator (AVR) with Wide Input Voltage Range 145-290V, 2x7.2Ah Battery provides 30 - 90 min. Back-Up time as per the load. Warranty: 2 Years.	2 Nos.	

SECTION-IV

Price Bid Format (TENDER NO. OCAC-SEGP-INFRA-0028-2025/ENQ/260XX)

Sl.No.	Item Description	Qty.	Unit	Make/ Model	Rate (Rs.)	GST	Amount (Rs.)	Total (Rs.)
		A			B	C	D=(B+C)	E=(D*A)
1	Scanner as per detail specifications above at Section-3	3	Nos.					
2	A3 size Photo Copier as per detail specifications above at Section-3	1	No.					
3	Laptop Computer as per detail specifications above at Section-3	2	Nos.					
4	All-in-One Desktop Computer as per detail specifications above at Section-3	2	Nos.					
5	Multifunctional Laser Printer as per detail specifications above at Section-3	1	Nos.					
6	WiFi Access Point as per detail specifications above at Section-3	7	Nos.					
7	Paper Shredder machine as per detail specifications above at Section-3	1	No.					
8	Wireless Hardware Controller	1	No.					
9	Ceiling Mount WiFi 6 Access Point with fixing	10	Nos.					
10	10-Port Gigabit Smart Switch	2	Nos.					
11	8-Port 10GE SFP+ L2+ Managed Switch	1	No.					
12	Gigabit VPN Router Integrated into Omada SDN	1	No.					
13	SMF Mini GBIC Module	8	Nos.					
14	1000 BASE-T RJ45 SFP Module	1	No.					
15	CAT-6 UTP Cable with laying	650	Mtrs.					
16	CAT-6 Information Outlet with SMB and fixing	10	Nos.					
17	CAT-6 Patch Panel 24 Port with fixing	2	Nos.					
18	CAT-6 Patch Cable 3 Mtr.	12	Nos.					
19	CAT-6 Patch Cable 1 Mtr.	14	Nos.					
20	12 Port Rack Mount Fiber Patch panel with fixing	2	Nos.					
21	OFC Cable 6 Core 9/125µm with laying	180	Mtrs.					
22	2M LC to SC Fiber Patch Cable(SM)	11	Nos.					
23	Fiber Pigtail 9/125µm (SM) with splicing	24	Nos.					
24	9 U NET WORK RACK with fixing	2	Nos.					
25	Line Interactive UPS	2	Nos.					
Grand Total Rs.:								