

OFFICE OF THE HEADMASTER GOVT. HIGH SCHOOL,TIKARAPALLA, PAPADAHANDI

Bid Invitation No: /2023

No: 045/2023 /2023

Dated: 22/03/23

NOTICE INVITING TENDER

1. The HeadmasterGOVT. HIGH SCHOOL,TIKARAPALLA,PAPADAHANDI invites single cover item rate bids for execution of the following works as underneath in the table from the Original equipment Manufacturers(OEM)/ Authorized Dealers/ Reputed firms on production of definite proof from appropriate authority. The bidders may submit bids for any or all of following works.

SI No	Name of work	Concerned T I A	Security Amount/ EMD	Tender Paper	Period of Completion
1	2	3	4	5	6
1	Supply, installation & Commissioning of Desktop& UPS	GOVT. HIGH SCHOOL,TIKARAPALLA, PAPADAHANDI	Rs.2,000/- + GST	Rs 1,000+ GST	10 days

2. The Bid documents will be available in the website :www.nabrangpur.nic.in from 10.00 Hours of 24 March 2023 to 16.00 Hours of 2nd April 2023 for downloading.
3. No tender paper will be sold by the School or any other Offices. Interested bidders will download the bid documents from the website www.nabrangpur.nic.in
4. The bids shall be received only at GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI through Regd. Post/Speed post only.
5. Bid shall only be recived through Registered /Speed post only on or before 10.00 Hours of 24th March 2023 to 16.00 Hours of 3rd April 2023. The authority will not be responsible for any postal delay. The bids received during the said period will only be considered.
6. The bidder must quote their price in INR only as the payment will be made in Indian Currency only.
7. Tax deduction at source (TDS) shall be done as per the provision of IT Act/Rules.
8. The tender cost and EMD amount should be submitted separately in two separate Demand Draft only.
9. No bids shall be considered valid if not accompanied with Tender cost(Non-refundable) & EMD only in the shape of Demand Draft in Favour of GOVT. HIGH SCHOOL,TIKARAPALLA, PAPADAHANDI payable at UNION BANK,PAPADAHANDI.
10. For a particulars work a bidder can submit only one tender paper. Submission of more than one tender paper by a bidder for a particular bidder will be liable for rejection of all such tender paper.
11. The bids received within the stipulated time through Registered /Speed post only shall be opened at 11.00 hours on 4th April 2023 in the Conference Hall of Panchayat Samiti,PAPADAHANDI in presence of bidders/ their authorized representatives , who wish to attend.
12. The authority reserves the right to reject any or all bids without assigning any reason thereof.
13. In case the amount quoted in the bids by two or more bidders are equal, transparent lottery system will be used to decide the successful bidders. Amount quoted will be considered up to an accuracy of two decimal points in all cases.
14. Subsequent corrigendum /Addendum if required shall only be available in web site indicated above.
15. All should go through the Notice Inviting Tender and Detailed Tender Call notice before submission of Tender papers.

16. In case of any clarification, responsibility lies with the bidder to collect the same from the Office of the undersigned before last date of submission of tender documents. The undersigned shall have no responsibility for any delay

Memo No: 46/2023

Headmaster
(Signature) 
Govt. High School, Tikarapalla
Papadahandi, Nabarangpur

Copy submitted to the D I O, NIC, Nabarangpur with a request to upload this notice and Tender documents in the district portal for wide publication.

Memo No: 47/2023

Headmaster
(Signature) 
Govt. High School, Tikarapalla
Papadahandi, Nabarangpur

Copy submitted to the DEO, Nabarangpur /BEO, PAPADAHANDI for favour of kind information & Necessary action.

Copy submitted to all Block Development Officers/ all Tahasildar/ all CDPOs of Nabarangpur District for favour of kind information with a request to display it in their office notice board for wide publicity.

Memo No: 48/2023

Headmaster
(Signature) 
Govt. High School, Tikarapalla
Papadahandi, Nabarangpur

Copy submitted to the Collector- Cum- C E O-Zilla Parishad, Nabarangpur /C D O- Cum- E O-Zilla Parishad, Nabarangpur for favour of kind information & necessary action.

Memo No: 49/2023 Dated:

Headmaster
(Signature) 
Govt. High School, Tikarapalla
Papadahandi, Nabarangpur

Copy forwarded to all the members of the Purchase Committee for information & necessary action. They are requested to remain present at the time of opening the sealed covers of Tender papers and scrutinized the papers in the scheduled date fixed on 4th April 2023 at 11 AM in the Conference Hall of Panchayat Samiti, PAPADAHANDI.

Memo No: 50/2023

Copy forwarded to the Deputy Director (Advertisement), information and Public Relation Department, Govt. of Odisha, Near State Guest House, Bhubaneswar- 751001. The text may kindly be published in one issue of two Nos. of reputed widely circulated Odia daily News Paper (local) and one issue of English daily News paper of Bhubaneswar edition positively by 24th March 2023 within the size of 8cm x 7cm at I&PR rate for one insertion only.

Headmaster
(Signature) 
Govt. High School, Tikarapalla
Papadahandi, Nabarangpur

DETAILED TENDER CALL NOTICE

1. GENERAL CONDITIONS

- a. The GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI invites single cover item rate bids for execution of "Supply, Installation & Commissioning of Desktop & UPS" from the Original equipment's Manufacturers (OEM)/ Authorized Distributors/ Authorized Dealers on production of definite proof from appropriate authority.
- b. The Bid documents will be available in the website: www.nabrangpur.nic.in from 10.00 Hours of 24 March 2023 to 16.00 Hours of 2nd April 2023 for downloading.
- c. No tender paper will be sold by the school or any other offices. Interested bidders will download the bid documents from the website www.nabrangpur.nic.in
- d. The bids shall be received only at GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI through Regd. Post/ Speed post only.
- e. Bid shall be received through Registered / Speed Post only on before 16.00 hours of 3rd April 2023. The authority will not be responsible for any postal delay. The bids received during the said period will only be considered.
- f. The bidder must quote their price in INR only in the payment will be made in Indian Currency only.
- g. Tax deduction at source (TDS) shall be done as per the provision of IT Act/ Rules.
- h. The tender cost and EMD amount should be submitted separately in shape of two separate Demand Drafts only.
- i. No bids shall be considered valid if not accompanied with Tender cost (Non-refundable) & EMD only in the shape of Demand Draft in favour of GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI. payable at UNION BANK Papadahandi
- j. The bids received within the stipulated time through Registered / Speed post only shall be opened at 11.00 hours on 4th April 2023 in the Conference Hall of Panchayat Samiti, PAPADAHANDI in presence of bidders/ their authorized representative, who wish to attend.
- k. The authority reserves the right to reject any or all bids without assigning any reason thereof.
- l. In case the amount quoted in the bids by two or more bidders are equal, transparent lottery system will be used to decide the successful bidders. Amount quoted will be considered up to an accuracy of two decimal points in all cases.
- m. Subsequent corrigendum / Addendum if required shall only be available in web site indicated above.
- n. In case of any clarification, responsibility lies with the bidder to collect the same from the office of the undersigned before last date of submission of tender documents. GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI shall have no responsibility for any delay

2. ELIGIBILITY CRITERIA

The bidder shall be an Original Equipment Manufacturer (O.E.M)/ authorized distributor/ dealer dealing with Desktop and Ups.

The bidder must possess a valid Registration certificate of O.E.M or authorized distributor/ dealer certificate from the O.E.M.

The bidders who have been blacklisted by any State Govt. or Central Govt. organization cannot participate in the tender process during the blacklisting period. A declaration to this effect as per Annexure-I is to be submitted by the bidder. The successful bidder shall supply, install, configure and support all components of the proposed item (Hardware, Software & firmware, etc.) and shall ensure smooth functioning of all quoted items.

The selected bidder shall be responsible to provide on-site warranty and maintenance support for the supplied item for a period of 3 years.

The warranty & maintenance support start from the date of successfully commissioning of all supplied items or from the Final Acceptance Test (FAT), whichever is later.

The selected bidder after installation and before payment of the bill shall provide training to at least two numbers of teachers with basic operational knowledge of the smart panel board.

At the time of equipment delivery, the selected bidder shall submit a certificate mentioning that the equipment supplied is covered under onsite warranty & support for a period of 3 years.

Successful bidder should replace the materials within one week, at his own cost if found defective or unsuitable.

Sealed covers containing the bid in the prescribed form should be submitted in a single sealed cover, which should be super scribed as "**Tender for the Supply, installation & Commissioning of Desktop & UPS**".

No conditional bids shall be entertained and the same will be outrightly rejected in first instance.

Bids should be type-written or computerized and every correction/ overwriting in the tender should invariably be attested with signature of the bidder before submission to the authorities concerned. No revision of price (upward/ downward) will be allowed once the tender is opened.

No bidder shall be allowed at any time on any ground whatsoever to claim revision or modification of rate quoted by him due to clerical or typographical error. The price quoted by the bidder shall not in any case exceed the privileged market price. The approved rate will remain valid for 90 days from the date of approval of the rate and it can be extended further by mutual consent.

All the documents submitted must be in English/ Odia otherwise its attested English version must be attached in the tender document.

The Authority reserves the right to reject all bids/ terminate the tender process without assigning any reason thereof.

3. DOCUMENTS TO BE SUBMITTED

The following certificates should be submitted by the bidder. All the submitted documents are to be self-attested.

a. Tender cost in the shape of Demand Draft drawn in favour of GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI. *Payable at UNION BANK, Papadahandi.*

b. Earnest Money Deposit in the shape of Demand Draft drawn in favour of GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI. *Payable at UNION BANK, Papadahandi.*

c. Bid price Schedule in prescribed format (Schedule-I)

d. Affidavit with self-declaration for non-blacklisting by any State Govt. or Central Govt. organization. (Annexure-I)

e. Self-attested copy of GST registration Certificate (3 pages).

f. Self-attested copy of PAN Card.

g. Self-attested copy of valid registration/ dealership certificate.

h. No Relation Certificate (Annexure-II)

i. Bidder's profile (Annexure-III)

j. Copy of brochure in support of Technical specification of equipment

k. Check list (Annexure-IV)

The bidders should quote their price (both in figure and words) inclusive of excise duty, insurance, packing, forwarding and freight (i.e door delivery) but exclusive of GST only.

The GST should be quoted separately.

The bids shall be opened in the GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI in the presence of the bidders/ their authorized representatives, who may wish to be present on the spot at that time. The date and time of opening of the bids are mentioned in the NIT.

The bidder with lowest evaluated financial bid (L1) would be considered for award of the contract. In case, the lowest bidder (L1) is disqualified after selection for any reason then negotiations will be made with the second lowest bidder (L2) for award of the contract at (L1) price. However, the decision of the authority will be final during the finalization stage.

A copy of the tender documents should be signed with office seal duly affixed and submitted in the cover along with other documents required, Tender cost & EMD, etc. the paging must be done on all documents submitted.

4. NON RESPONSIVE/ REJECTION CRITERIA

The bid will be rejected if any of the following documents are not submitted with tender,

- a. Tender Cost
- b. Earnest Money Deposit (EMD)
- c. Affidavit
- d. No relation Certificate
- e. Self- attested copy of GST registration certificate (3 pages)
- f. Financial bid/ quoted rate submitted without signature and seal of the bidder
- g. Any pre-condition mentioned in this document.

5. EARNEST MONEY DEPOSIT

The Earnest Money Deposit (EMD) will be Rs.6,000/- (Rupees Six Thousand) only in the shape of Demand Draft drawn in favour of GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI. EMD in any other shape will not be accepted.

The EMD will be forfeited by the authority if the bidder

- a. Withdraws the bids in any respect within the submission or validity of the bid or does not accept the approved rate.
- b. Fails to furnish the required performance security within the specified period.
- c. On submission of false or fabricated documents/ information in bid documents.

The EMD of the unsuccessful bidders only will be returned back without interest after finalization of the tender/ bid and EMD of the successful bidders will be returned only after deposit of the performance security/ security deposit according to terms & conditions stipulated in the bid document.

6. SUPPLY CONDITIONS

The approved bidder will supply, install and commission the equipment as per the technical specifications given in Annexure-V within 7 (Seven) days from the issue of the Purchase Order/ Supply Order. Necessary arrangements will be made by supplier for proper installation of equipment to ensure the functionality of the equipment. No separate transportation and service charges to this effect will be paid by the consignee. In all cases the responsibility of the purchaser will start only after delivery and due verification of the equipment.

7. ISSUE OF PURCHASE ORDER/ SUPPLY ORDER

The purchase order/ supply order will be placed to the responsive lowest bidder. Total number of desktop, 600VA UPS will be intimated in purchase order.

8. AGREEMENT

The successful bidder shall execute an agreement (Annexure-VI) on a non-judicial stamp paper with the GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI within 7 (Seven) days from the date of receipt of the Purchase Order/ Supply Order.

9. TERMS OF PAYMENT

No advance payments will be made to the supplier. The supplier has to submit the bill/invoice in triplicate and a photocopy of the Purchase Order/ Supply Order at the time of supply for necessary stock entry. Payments will only be released after training of at least two numbers of teachers with basic operational knowledge of smart panel board. Payments will only be released as soon as possible after keeping the security deposit if any from the supplier, if they have not deposited same before. All payments will only be made online (Bank transfer).

10. LEGAL

The successful bidder will enter into an agreement with the GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI within 7 (Seven) days from the date of approval of the tender as per requirement, terms and conditions.

In the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiation. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.

In the event of any litigation arising out of the tender such matters would be subject to the jurisdiction of Hon'ble High Court, Orissa.

AFFIDAVIT

1. The undersigned do hereby certify that he/ his firm _____ is an Original Equipment Manufacturer (OEM)/ Authorized Distributor/ Authorized Dealer bearing Registration No. _____.
2. The undersigned do hereby declare that neither my/ our firm/ company/ individuals _____ nor any of its constituent partners have been derecognized/ blacklisted by any State Govt. or Central Govt. organizations for any reasons.
3. The undersigned do hereby declare that the undersigned possess a valid GST registration certificate with GST No. _____.
4. The undersigned also hereby certifies that neither my/ our firm/ company/ individuals _____ nor any of its constituent partners have abandoned any project work of similar nature in India nor any contract awarded to us for such works have been rescinded during the last five years prior to the date of this bid.
5. The undersigned do hereby authorize and request(s) any bank, person, firm or corporation to furnish pertinent information as deemed necessary and as requested by the department to verify this statement or regarding my/ our competency and general reputation.
6. The undersigned understands and agrees that further qualifying information may be requested and agree to furnish any such information at the request of the department.
7. The undersigned also understands that the Tender Inviting Authority can forfeit the EMD and or Security Deposit and blacklist the undersigned for a period of 2 (two) years if, any information furnished by the undersigned proved to be false at any time or not abiding the tender terms and conditions.
8. The undersigned do hereby certifies that all the statements made in the bid are true and correct to the best of his knowledge and belief.

Name of the authorized Officer
Title of the officer
Name of the firm

Signature of the bidder
Place:-
Date:-

No Relation Certificate

Certified that I am not related to any officers/ HM/Teacher/Clerk/Nonteaching staff of GOVT. HIGH SCHOOL,TIKARAPALLA, PAPADAHANDI. I am aware that, if any facts subsequently proved to be false my contract will be rescinded with forfeiture of EMD/SD.

I also note that non submission of this certificate will retender my tender liable for cancellation.

Name of the authorized Officer
Title of the officer
Name of the firm

Signature of the bidder
Place:-
Date:-

DETAILS OF BIDDER

Sl. No.	Items	Details
1	Name of the bidder	
2	Address of the registered Office	
3	Address for communication	
4	Telephone No.	
5	Mobile	
6	Fax	
7	E-mail ID	
8	GST Number	
9	PAN	
10	Name of the authorized person, Mobile No. & address	
11	OEM Registration No./ Authorized Distributor No./ Authorized Dealership No./ Supply agency	

Name of the authorized Officer
Title of the officer
Name of the firm

Signature of the bidder
Place:-
Date:-

CHECK LIST

Please put in the respective Box
DOCUMENTS: SUBMITTED OR NOT

Sl. No.	Details	Provided or Not	If provided mention page no
1	Cost of Tender paper	Yes/No	
2	Deposit of EMD	Yes/No	
3	Affidavit with legal stamp paper (Annexure-I)	Yes/No	
4	Registration certificate/ Authorized dealership/ Original Equipment Manufacturer	Yes/No	
5	Self-attested copy of valid GST Registration Certificate(3 pages)	Yes/No	
6	Self-attested copy of PAN card	Yes/No	
7	No relation certificate (Annexure-II)	Yes/No	
8	Bidder's Information (Annexure-III)	Yes/No	
9	Bid Price Schedule (Schedule-I)	Yes/No	
10	Copy of brochure in support of Technical specification of equipment	Yes/No	

Name of the authorized Officer
Title of the officer
Name of the firm

Signature of the bidder
Place:-
Date:-

Minimum Technical Specification

Technical Specification of Computer system is mentioned below.	
Processor	Intel Core i3-12100, 4C (4P + 0E) / 8T, P-core 3.3 / 4.3GHz, 12MB or higher
Graphics	Integrated IntelGraphics
Chipset	B series
Memory	1x 4GB UDIMM DDR4-3200 or higher
Memory Slots	Two DDR4 UDIMM slots, dual-channel capable
Max Memory	Up to 64GB DDR4-3200 or higher
Storage	1TB HDD 7200rpm 3.5"
Internal Speaker	Inbuilt speaker on mother board with Small form factor cabinet
Audio Chip	High Definition (HD) Audio, Realtek ALC623-CG codec
Power Supply	180W 85%
Keyboard	Wired USB Calliope Keyboard, Black, English (IN)
Mouse	Wired USB Calliope Mouse, Black
Expansion Slots	Two M.2 slots (one for WLAN, one for SSD)
Case Color	Mineral Grey
Form Factor	SFF (7.4L)
Front Ports	2x USB 3.2 Gen 1 1x USB-C 3.2 Gen 1 (support data transfer and 5V@3A charging) 1x headphone / microphone combo jack (3.5mm) 1x microphone (3.5mm)
Rear Ports	2x USB 2.0, 2x USB 3.2 Gen 1, 1x VGA, 1x HDMI 2.1, 1x Ethernet (RJ-45), 1x power connector, 1x Display Port, 1x line-out
Security Chip	TCG Certificate
Base Warranty	3-year, Onsite
Operating System	Windows 11 Home 64 Single Language, English
LED Screen	19.5 " LED (1440 x 900 resolution) LED VA Technology Panel, VGA Port, HDMI Port, Audio Out Port.
Antivirus :	Total Shield with 3 years subscription.
Desktop model Certification :	ROHS,UL,CE, FCC, Ubuntu ,EPAT India Silver, Energy Star 8.0, Bis certificate.
OEM evaluation criteria :	OEM should be in top 5 ranking of IDC report.
Verification :	Windows OS Pre loaded certificate from OEM website.

600va Line Interactive UPS,	
Description	Specification
Rating	600va / 360 watts
Input Voltage Range	140V to 300V
Input Frequency	50Hz (Auto Sensing)
Automatic Voltage Regulation	Yes, Trim & boost
Nominal Output Voltage	230V50~60 HZ ± 1Hz
Waveform	Stepped Sinewave
Output Frequency	On Line: Same as Input & On Battery 50/60Hz +/- 1Hz
AC Surge Protection	UPS should be with Full time Surge Protection 160Joules.
Battery Voltage & Rating	12V, 7.2ah
No Load Shutdown	Prevents Battery Deep Discharge
Typical Recharge Time	Less than 6Hours.
Transfer Time	Typical 4-8 ms, 13 ms max
Battery Saver Mode	UPS should be with battery Saver Mode.
Standard Warranty	2 Years onsite replacement & 2 Years on Batteries
Environment	0-40C , 0-90% RH Non Condensing.
Audible Alarms	On Battery, Overload, Low Battery & Replace battery
Regulatory Approvals	R: 41015563 , ROHS Compliance, ISO 14001:2004, ISO 9001:2008 & BIS Certified

FORM OF AGREEMENT

THIS AGREEMENT made this _____ day of _____ 2023 BETWEEN M/s. _____ having registered office At _____ in the State of _____ (hereinafter called the 'Supplier' which expression shall, unless excluded in the subject of context, include the heirs, successors, legal representatives and permitted assigns) of the one part.

AND

GOVT. HIGH SCHOOL, TIKARAPALLA, PAPADAHANDI (hereinafter called the 'Head Master' which expression shall, unless excluded in the subject of context, include the heirs, successors, legal representatives and permitted assigns) of the other part. WHEREAS the Head Master wants to purchase the goods mentioned in the schedule.

NOW THESE PRESENT WITNESS AND IT IS HEREBY AGREED AS FOLLOWS.

1. That the time shall be the essence of the contract and the supplier shall supply the goods in the schedule completely so as to make delivery at _____ (place) on or before the date _____ failure to do which will entitle the Governor to rescind the contract immediately.
2. That the goods shall be of the specifications and price mentioned against each. Any variation on inspection will entitle the Head Master to refuse the consignments either in whole or in part, as the case may be, the whole, if the part renders it useless.
3. That the goods shall be inspected at _____ (place) in the presence of the officers of both parties duly authorized in that behalf on a day fixed in a notice by either of the parties, provided such day is not postponed for more than a period of 7 days after the date given in the notice. Default by the Supplier shall disentitle him to raise any objection subsequently to the result of inspection made by the Head Master in his absence and claim any compensation on that account.
4. That the supplier shall guarantee durability of the goods for a period of 3 (three) years from the date of installation of the equipment and any damage, done to the goods in usual course of use or any deficiency, detected in them subsequent to such completion and installation and during the period of aforesaid shall be made good to render due service at the cost of the supplier within a period of 15 days from the date of receipt of the notice in that behalf and no decision shall be taken by the supplier or any person on his behalf as to the defects or deficiency without notice to the Head Master failure to do so shall be deemed that the supplier has no intention to discharge the obligation and thereupon the amount of security, deposited separately or withhold from his bill, shall stand forfeited by the Head Master.
5. The equipment shall be duly packed and insured by the supplier for transit and be dispatched at the risk of the supplier and the Head Master shall not be responsible for any loss or damage during the transit or at any time prior to inspection and approval.
6. That, the 90% value of the equipment shall be paid to the supplier on delivery to the consignee and rest 10% will be paid after successful installation and commissioning of the said equipment.
7. That, any damage or deficiency if not removed during the stipulated period by the supplier may be removed by the Head Master at his cost to be reimbursed by the supplier. Any amount payable to the Head Master hereunder shall be recovered as public demand under Orissa Public Demand Recovery Act, 1963 and shall bear 6% interest per annum till certificate for recovery is filed.

8. The money will be returned without any interest after completion of the warranty/ guarantee period of the equipment.
9. That, in the event of any dispute arising in respect of the clauses of the agreement the same shall be resolved through negotiations. Alternatively the dispute shall be referred to the next higher authority or controlling officer for his decision and the same shall be binding on all parties.
10. That the "Authority" hereby further agrees to pay the contract price at the time and in the manner prescribed in the said Terms and Conditions.
11. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.
12. That this agreement is valid for 03 years from the date of execution.

IN WITNESS WHEREOF the parties have caused their respective common seats to be here unto affixed or have unto set their respective hands and seals on the day and year first written above SCHEDULE OF GOODS as ANNEXURE-V attached herewith.

IN WITNESS WHEREOF the parties have caused their respective common seats to be here unto affixed or have unto set their respective hands and seals on the day and year first written above.

SCHEDULE-I**BID PRICE SCHEDULE****Name of the work: - Supply, installation and commissioning of Desktop& UPS.**

Sl. No	Name of the equipment with Make/Brand with Model No.			Technical Specification	Quantity	Unit Price Before GST	GST Applicable (For 1 Unit)	Total Amount (For 1 Unit)
	Name	Make/ Brand	Model No					
1	Desktop							
2	UPS (0.6 kva)							
	Total							