



OFFICE OF THE PRINCIPAL
SUBARNAREKHA MAHAVIDYALAYA,
Baliapal, Balasore, Odisha

TENDER FORM

Tender Adv. Notice No & Date	249 & 250, 22.03.2025
Name of The Tenderer	Principal Subarnarekha Mahavidyalaya, Baliapal, Balasore.
List of Items	See in Annexure-II
Date of publication of tender notification on official website and newspapers	Date: 25.03.2025
Sale of Tender Form commence from	Date: 25.03.2025
Last date & Time for sale of tender form	Date: 08.04.2025 Time: 02:00 PM
Last date & Time for submission of duly filled in Tender form	Date: 08.04.2025 Time: 05:00 PM (Postal delivery beyond date shall not be considered for the purpose)
Date & Time for opening of Tender	Date: 09.04.2025 Time: 11:00AM
Date and Time of the opening of Technical Bids	Date: 09.04.2025 Time: 11:00 AM
Place of opening of Tender	Office of the Principal, Subarnarekha Mahavidyalaya, Baliapal.
Cost of Tender Form	Rs. 500.00 (Non-refundable) by Cash / D.D. in favour of "S.R. Mahavidyalaya, Baliapal"


Principal
S.R. Mahavidyalaya
Baliapal, Balasore

CHECKLIST

The Bidders are hereby instructed to arrange and submit the following required documents as per the checklist

Sl. No	Name of Document	Yes/No
1	CHECK-LIST	
2	Bidder Details(Annexure-I)	
3	List of Items with Specification (Annexure-II)	
4	Copy of Valid GSTIN Registration Certificate	
5	Copy of PAN	
6	The authorization certificate of OEM/ authorized Manufacturer/ Distributor/ Dealership Certificate	
	Copy of Income Tax Return for last 03 years (2021-22, 2022-23 & 2023-24)	
8	Price schedule in prescribed format(Annexure-III)	
9	Self-declaration for not having been blacklisted (Annexure-IV)	
10	Guarantee/Warranty(Annexure-V)	
11	Letter of Willingness (Annexure-VI)	
12	The tenderer should haveminimum03 nos. of similar work orders during last three years in any of the Government organization Work Experience(Annexure-VII)	
13	Photocopies of the work order, Installation report of similar items(Only)	
14	Original Product catalogue	
15	Original Tender form Duly Signed &Stamp on each Page	

Signature and with seal of Bidder

Date:

Note – If tender is not submitted in above manner by the Bidder, may be treated as non-responsive & liable to be rejected.

NOTICE INVITING TENDER

The Principal, **Subarnarekha Mahavidyalaya, Baliapal** invites sealed tenders under **"TWO BID SYSTEM"** from reputed suppliers of good standards for selection of a supplier for the purpose of supplying different items to **Principal Subarnarekha Mahavidyalaya, Baliapal**

"TWO BIDS SYSTEM"

Bidder should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document.

The College will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

i) Technical Bid shall consist of all technical details along with commercial terms and conditions.

AND

ii) Financial Bid shall indicate item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed as **"Technical Bid"** and **"Financial Bid"** respectively. **Both these sealed covers should then be kept in a bigger cover** which should also be sealed & duly super scribed as **"Tender for Supplying and installation of Desktop Computers, UPS, Multi Function Printer (MFM), LED TVs (65 Inch), Wireless Mice & Cameras for virtual meeting to Principal Subarnarekha Mahavidyalaya, Baliapal. "** The **Letter of Willingness & Check List.**

The tender document can also be available from the official website/Office. The tender document is not transferable to any other person.

ELIGIBILITY CRITERIA

The bidders who are desirous for above work require fulfilling the following conditions:

- A. Must be registered under GST Act
- B. Should not have been blacklisted by any State Govt. / Central Govt. / PSU India. A self-declaration is required as per **Annexure-IV**.
- C. The Bidder must be a Reputed Original Equipment manufacturer (OEM) / or the authorized Dealer of an OEM should provide all documents relating to their manufacturing/ sales capabilities. Must have Odisha Office for after sales & Service (If OEM/ Dealer outside of the State). **Bidder who has their own sales and service station in Odisha with GST Registration Number should only quote.**
- D. Proof of Establishment of Firms / Manufacturing unit/ Dealership certificate from the OEM to be attached with **Technical Bid**.
- E. The Bidder should have minimum 03 nos. of similar work orders during last three years in any of the Government organization. Photocopies of the work order and Installation report of similar items to be attached with Technical Bid.
- F. The bidder should supply the items as per technical specification mentioned in **Annexure II**. The list of items available with the Bidder. Original Technical Catalog as Proof of Technical Specification should be enclosed by Bidder; merely Copy & Paste of Technical Specification will be out right Rejected.
- G. The bidder should compile as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration/modification in the format shall be permitted.
- H. A self-declaration that the Bidder has not been blacklisted by any State Government/ /Central Govt./PSU in India as per **Annexure IV**.
- I. Performance Statement-**Annexure-V**.
- J. If any Technical conflict arises while evaluating the Technical Bid, **Principal of Subarnarekha Mahavidyalaya, Baliapal** may ask for **Live Demonstration** of same product in front of the Purchase committee.

1. LIST OF ITEMS:

Supply of Desktop Computers, UPS, Multi Function Printer, LED TVs (65 Inch), Wireless Mice & Cameras for virtual meeting to **Subarnarekha Mahavidyalaya, Baliapal**. The items have been described in **Annexure-II**. A bidder can submit financial bid for any number of items however care should be taken to submit for accounting units mentioned against each item.

2. BIDDER:

The term Bidder shall mean Company, Firm, Agency or the Individual to whom the Contract is awarded and shall include its/ his/ her/ its heirs and legal representative. Successful Bidder is referred to as "Party" in this tender document.

3. MODE OF PAYMENT

(i) Payment shall be made through NEFT/RTGS.

- (ii) The principal shall be at liberty to with hold any of the payments in full or in part.
- (iii) No advance payment will be made in any case.
- (iv) The 100% payments shall be given within 10-15 days after satisfactory installation of the equipment/ material supplied & necessary training of operating personnel.

5. MODE OF SUBMISSION OF TENDER

- A. Tender should be submitted by Bidder in prescribed form.
- B. Bidder should submit their offer in two parts as under:
 - (a)** Technical Bid, consisting of technical details, drawing/catalogues/ brochures, data sheets or models etc. **(Annexure-II)**
 - (b)** Financial Bid on prescribed format attached with the tender document **(Annexure-III)**
- C. Proposals complete in all respect should be submitted to the **Principal, Subarnarekha Mahavidyalaya, Baliapal, At/Po-Debhog, Via-Singla, Dist-Balasore, Pin-756023** through **Speed Post/ Registered Post/ By Hand** only.
- D. All details asked for in the Annexure(s) should be properly filled in and each page of tender should be Stamped & Signed by the Bidder. Failure to attach Annexure required may invalidate the tender.
- E. Any tender which is not found in the proper form or is received late due to postal delay or otherwise shall in no case be accepted.
- F. The bidder is expected to examine all instructions, forms, terms and specifications in the bid document. Failure to furnish all information required as per the tender document or submission of bids not substantially responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the bid.
- G. Offers should be typed and Price be quoted in words as well as in figures. In case of any discrepancy or variation in between figures and words is found, the offer in words shall be finally acceptable. Disagreement with this provision shall entail the bid as non-responsive and subsequently rejected.
- H. Tender documents are not transferable.

- I. Incomplete tenders or tender received after due date and not accompanied with earnest money deposit shall be rejected.
- J. In no case the bidding manufacturer or the bidder, otherwise can authorize any other agency what so ever to supply the items to purchaser and receive payment in respect thereof.
- K. No amendment or supplementary attachment in the bidding document shall be allowed or entertained after the bid having been submitted to the purchaser. No representation there to at any stage shall be entertained.
- L. **Principal, Subarnarekha Mahavidyalaya, Baliapal** reserves the right to reject any or all offers or increase/decrease in quantities, call for acceptance the offer in full or in part, without assigning any reasons thereof.
- M. ISO certified Company should have established service team & network across the state.
- N. The principal is not bound to accept the tender quoting the least in the financial bid. The principal reserves the right to place order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part.
- O. They should be registered for GST/CST/ST & Income Tax and should enclose copies of relevant certificates.
- P. Bidder will have to produce all these original documents at any time as deemed by the Institute.

6. TERMS & CONDITIONS

The Bidder are requested to follow the below mentioned instructions

- A. Failure to comply with the conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and countersign.
- B. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration/presentation etc. shall be borne by the bidder.
- C. No Bidder shall be allowed to withdraw the tender rates after opening of the tender. If any Bidder withdraws the rates, Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
- D. Bidder shall have to quote item wise rates; consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
- E. Bidder /Manufacturer should have extensive **experience of at least 05 years** of designing, manufacturing, Supplying, installation and commissioning of the required item.
- F. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must being good working condition.
- G. Bidder should quote for the whole set of items required and should be willing to undertake responsibility of commissioning, warranties and after sales service. Part offer/offers not as per given specification will not be considered.
- H. Tenders should comply all the terms and conditions given in the tender document and be quoted for the specification given in the tender documents.
- I. Notwithstanding anything stated herein above, the principal reserves the right to assess the Bidder capability and capacity to perform the contract, should the circumstances warrant such assessment.
- J. In case any part of the equipment supplied being found to be non-functional the entire unit of equipment shall be taken as non-functional
- K. The principal reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase/ work/ supply order.

- L. Right of Acceptance: The college authority is not bound itself to accept the lowest tender.
The sole discretion of the principal to place order for better quality.
- Signing of Tender: The individual signing the tender (or the documents in connection with it) must specify whether he/she is signing as:
- (i) A sole proprietor of the farm, or constituted attorney of such proprietor.
 - (ii) A partner of the farm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership, either by virtue of the partnership agreement or power of attorney.
 - (iii) Authorized signatory of the farm, if it is a company, a letter of the authority in this respect must be closed along with the bid.
 - (iv) A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority to do so, Principal may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

7. PRICES

Farm will submit the prices (all inclusive) for each item to be quoted on prescribed format attached with the tender document including charges for installation and commissioning with at least Three year(36 months) Warranty from the date of satisfactory installation and commissioning of the equipment. The installation will include the mechanical, civil, electrical, furnishing work (if any) required at site.

The Bidder should take care that the rates and amounts are written in such a way its misinterpretations not possible.

The price ranking will be carried out as under:

1. The prices of optional items if not required as per technical specifications will be excluded for ranking purpose.
2. The ranking will be determined as under. Total Price (Cost) = Price quoted with all accessories as per technical specifications along with all the taxes and charges (if any). All these calculations must be clearly written by the bidder in price bid.
3. Offer with any price variation clause will not be accepted. The rates quoted in ambiguous terms such as "Freight on actual basis", "taxes as applicable extra" or "packing & forwarding extra" will render the tender liable for rejection.
4. G.S.T. or Central sales tax (C.S.T.) or as applicable must be reflected in the financial bid and the tax amount is to be clearly indicated separately but included in the lump sum price.
5. Bids shall be accepted with price quoted in variably in Indian Currency.
6. No increase in price shall be allowed even if claimed on the grounds of any statutory increase or fresh imposition of any other tax later.
7. Discount, if any, offered by the bidder shall not be considered unless specifically indicated in the price schedule and shall be taken into account for consideration only if it is quoted clearly with net price taking all such factors like discount, free supply etc. to arrive at net price.
8. Prices: The Bidder are required to quote as per "Annexure" (Financial Bid) in a Separate Envelope. The rates quoted shall include the cost of Material, labour, Transport & Packaging etc., as required for the completion of work.

VALIDITY OF BID:

The bid will remain valid for 1months from the date of opening of financial bid.

9. TESTAND INSPECTIONS:

Upon completion of the installation work, the Bidder/supplier shall facilitate inspection of the equipment by the principal or his authorized representative, to inspect & test the equipment and to confirm that they are installed in conformity to the required specifications and are serving the desired purpose. Any defect or failure to serve the desired purpose, discovered during the inspection will be promptly rectified and made good to the satisfaction of the principal or his authorized representatives.

10. GUARANTEE/WARRANTY (Annexure-V)

The Bidder shall furnish along with their quotations the under noted Guarantee/Warranty:

- A. The Guarantee/ Warranty shall be for a period of at least **36 months** from the date of satisfactory installation and handing over the equipment and of works conducted there with covered under the contract in working order. During the guarantee period the replacement of any part(s) of the equipment or rectification of defect of works will be free of cost. If the downtime exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid **36 months** by duration equal to the total down time during the period of warranty.
- B. The Bidder should produce written guarantee stating that the equipment being offered is latest model and that spares for the equipments will be available for a period of at least five years after its supply to the purchaser.
- C. The Bidder whose tender is accepted shall furnish the warranty (Where Ever Applicable)in **Annexure-V** Along with Bill.
- D. The manufacturer and the bidder should guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.
- E. The Bidder shall bear all cost of such replacement, including freight, if any, of such replace or repaired equipment and/or other articles but without being entailed to any extra payment on that or any other account. All documents required for replacement in part/parts will be made available by the indenter.

Bidder Details

1. Name & Postal address of Bidder:

Telephone Nos.:

E-mail:

Name & address of Owners/ Partners/Directors:

2. Nature of Farm/Agency/Company (Sole/Partnership/otherwise):

3. Copy of GST Registration Certificate

4. Copy of PAN Card

5. Income Tax return of preceding 3 financial years

6. Undertaking certifying that the Farm is not blacklisted in Annexure

7. Each page of tender form duly signed in

8. Dealership Certificate (Latest)

9. Whether agreed to abide by all the terms & conditions of this tender

Signature of the Proprietor/Authorized Signatory
(Name & Signature of the Bidder with seal)

Place:

Date:

ANNEXURE-II

Sl. No.	Name of Items	Specification
1	DESKTOP COMPUTER (DELL)	Window 11/ Intel Core i5 13 th Generation/ x86 64-Bit/ 8GB, DDR4 RAM/ 512 GB NVMe SSD/Intel H670 or higher Chipset/ Monitor-19.5" LED /USB Keyboard/ USB Optical Mouse, Warranty-3 Years
2	UPS (HP/ V-Guard)	600VA/360W 12V, 7.2Ah, Warranty-2 Years
3	Multifunction Printers (MFM) (HP)-	Print Paper Size-A4 and Legal Paper Speed-26 to 30 RAM Size-256 Auto Duplex Printing/Coping-Yes (Duplex) 2 sided features Print, Scan, Copy and Fax Features Monochrome (Black) 01 (One) Year Onsite warranty including Power card/Adaptor
4	LED TV-65 inch (LG)	Brightness- 350 Nits or better Resolution-3840x2160 Panel-IPS Size-65 Inches Backlight Type-Direct LED Operating System- Android TV On-Board Storage- 16GB RAM-3 GB Wi-Fi Certified- Yes Wireless LAN-Integrated Speaker Position- Down Firing Audio Power-10W+10W HDMI auto wake up-Yes Support Mice and Webcam
5	Wireless Mice & Camera (Logitech)	Logitech Master Series Graphite MC Brio 4K ultra HD web camera, 960-001548

FINANCIAL BID

SL No	Name of the Items	Make & Model	Qty.	Price Per unit (in Rs.)	GST Amount in Rs.	Total Price Including GST (In Rs.)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Price: - Total price should be inclusive of all taxes. Items quoted must be as per the specifications given in enclosed Annexure-II.

Signature& Seal of the supplier

Place:

Date:

SELF DECLARATION CUM UNDERTAKING

It is certified that my Firm/ Agency/ Company has never been black listed by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or reputed educational institutions and no criminal case is pending against the said Firm/Agency/Company as on date_____.

Signature of the Bidder:

Name of the Authorized Signatory:

Name of the Firm/Agency/Company:

Seal of the Firm/Agency/Company:

GUARANTEE/WARRANTY

I/We hereby declare that the equipments and other articles supplied to the purchaser under this contract shall be of the best quality and workmanship and are strictly in accordance with the specification and particulars contained/mentioned in the clause here of and I/we hereby guarantee that the said equipment and other articles confirm to the description and quality aforesaid.

The purchaser will be entitled to reject the said equipment and other articles as maybe discovered not to confirm to the said description and quality. On such rejection the equipment and other articles will be returned in own risk and all the provision herein contained relating to rejection thereof shall apply. I/we shall, if called upon to do so, replace within a period of 14 days or such further period that be extended from time to time by the purchase at his discretion, and an application made thereof by us, the equipment and other articles as are rejected by the purchaser and in such an event the above mentioned Warranty shall apply to the equipment and/or other articles replaced from the date of replacement thereof, otherwise the bidder shall pay to the purchaser such damages as may arise by reason of therein contained without prejudice to any other right of the purchaser in that behalf.

The equipment being offered is latest model and that spares for the equipments will be available for a period of at least five years after its supply to the purchaser. The Guarantee/Warranty shall be for a period of at least **36 months** from the date of satisfactory installation and handing over the equipment and of works conducted there with covered under the contract in working order. During the guarantee period the replacement of any part(s) of the equipment or rectification of defect due to manufacturing of works will be free of cost. If the downtime exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid **36 months** by duration equal to the total down time during the period of warranty.

Signature with seal of the Bidder

Date:

Place:

LETTER OF WILLINGNESS

To
The Principal,
Subarnarekha Mahavidyalaya
Baliapal, Balasore, Odisha

Sub: Submission of willingness certificate to supply/ install (name of the item/Dept,) at your college premise.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to **supply/install of Desktop Computers, UPS, Multi Function Printer (MFM), LED TV (65 Inch), Wireless Mice & Cameras for virtual meeting** within the specified period of receipt of work order from the college, if my firm is selected as eligible bidder during the selection of tender. I am willing to accept all the clauses of Bid evaluation criteria, general terms and compliance to the scope of work requirement as mentioned in the Tender form. If my firm fails to supply and install the required items in the quoted price with other conditions in due time, my work order may be cancelled.

Yours faithfully,

Authorized Signatory of the firm with Seal

Date:

Place:

PAST WORK EXPERIENCES**Work of Similar nature over the last 3 years**

Sl. No	Name & Address of College/ Institutions	PO No & Date	Total Value of items supplied	Date of Supply	Contact No for College/ Institutions
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Authorized Signatory of the firm with Seal:

Date:

Place: