

**OFFICE OF THE PRINCIPAL
VYASANAGAR AUTONOMOUS COLLEGE
JAJPUR ROAD**

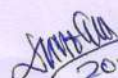
Dist.: JAJPUR, ODISHA, PIN: 755019

**TENDER FOR BOOKS,DESKTOP COMPUTER,LCD
PROJECTOR,PRINTER,BED,STUDY
TABLE,CHAIR,BENCH DESK,AC,WATER
FILTER,INVERTER,RACK,STEEL ALMIRAH AND
LAB TABLE**

No: OHEPEE/VNAC-2


Date-20-10-2023

Sealed Tender (Two Bid) are invited from Registered Manufacture/Firms/ Suppliers/ Authorized Dealers having PAN, GST regd. with 3 Years Audited Balance sheet and IT return copy for the supply of items as published in the college website by Regd. post/Speed post/Courier within should be reach the undersigned by 5.00 p.m. on 05-11-2023. The item shall be purchased from IDP funds under OHEPEE. The details of the requirement with specification and terms condition are to be downloaded from Principal's office/ College Website. <https://vnautocollege.in/> the undersigned reserves the results to cancel part or whole of tender/quotation without specifying any reason thereof.


20/10/23
Principal

Principal

V.N.(Auto) College, Jajpur Road
Vyasaganagar Autonomous College


20-10-23

OFFICE OF THE PRINCIPAL
VYASANAGAR AUTONOMOUS
COLLEGE, JAJPUR ROAD
Dist: JAJPUR ROAD, ODISHA, PIN: 755019

Session-2023-24

TENDER FORM

| | |
|---|--|
| Tender No & Date | No: <u>OHEPEE/VNAC-2</u> Date: 20.10.2023 |
| Name of The Tenderer | Vyasanagar Autonomous College, Jajpur Road |
| List of Items | See in Annexure-II |
| Date of publication of tender notification on official website and newspapers | Date: 21-10-2023 |
| Last date for submission of duly filled in Tender form | Date: 05.11.2023 before 5.00 p.m. |
| Date & Time for opening of Tender | Date: 08-11-2023 at 1.30 p.m. |
| Date and Time of the opening of Technical Bids | Date: 08-11-2023 at 1.00 p.m. |
| Date and Time of the opening of Financial Bids | To be intimated by Email to Qualified Bidder. |
| Place of opening of Tender | Office of the IDP Room Vyasanagar Autonomous College |
| Earnest Money in Rupees | @5000 /- |

CHECK LIST

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

| Sl. No. | Name of Document | Yes/No |
|---------|--|--------|
| 1 | Bidder Details (Annexure-I) | |
| 2 | Technical specification & Technical Compliance (Annexure-II) | |
| 3 | Registration certificate of the manufacturer, if any | |
| 4 | GST Registration Certificate | |
| 5 | PAN Card Copy | |
| 6 | Income Tax return of preceding 03 financial years | |
| 7 | Audited Financial Statement of preceding 03 Financial years | |
| 8 | ISO Certificate if any | |
| 9 | Other documents required for eligibility and qualification | |
| 10 | Dealership/ Authorization Certificate (In case of Dealer) -Up to Date | |
| 11 | Original catalogue | |
| 12 | Earnest Money Deposit (EMD)/ Bid Security | |
| 13 | Price schedule in prescribed format (Annexure-III) | |
| 14 | Self-declaration for not having been black listed (Annexure-IV) | |
| 15 | Guarantee/Warranty (Annexure-V) | |
| 16 | Bank Guarantee Format (Annexure-VI) | |
| 17 | Letter of Willingness (Annexure-VII) | |
| 18 | The tenderers should have minimum 03 nos. of similar work orders during last three years in any of the Government organization | |
| 19 | Photocopies of the work order and Installation report of similar items | |
| 20 | Original Tender form Duly Signed & Stamp on each Page as Token of Acceptance | |

Signature and with seal of tenderer

Date :

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

NOTICE INVITING TENDER

The Principal, Vyasaganar Autonomous College 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 **Vyasaganar Autonomous College**.

"TWO BIDS SYSTEM"

Tenderer 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 superscribed 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 superscribed as **"Tender for Supplying (Name of the item) to Vyasaganar Autonomous College."** The **Letter of Willingness, Check List and the EMD draft should be kept in the Bigger Cover**.

In case of any clarification required relating to the tender, the same can be sought from:

(A) Principal, Vyasaganar Autonomous College. Mob- 9337222908

(B) Coordinator, OHEPEE, Vyasaganar Autonomous College Mobile No- 7381995406 at least 02 days before the last date of submission of Tender.

*The tender document can also be downloaded from the official website

ELIGIBILITY CRITERIA

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

- A. Must be registered under GST Act with Up-to-date GSTR-3B Statement (Last 3 Qtr).
- B. Must have annual turnover for the last 3 years should not be less than Rs 20 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account along with the acknowledgement of Income Tax Return as a proof in the **Technical Bid**.
- C. Should not have been blacklisted by any State Govt. / Central Govt. / PSU India. A self-declaration is required as per **Annexure IV**.
- D. Supplier should have ISO/ NABL / Equivalent Quality Product Certification.
- E. Bidder Should have Udyog Aadhar/ MSME/SSI Registration Certificate.
- F. The Tenderer 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). Tenderers who have their own sales and service station in Odisha should only quote.
- G. Proof of Establishment of Firms / Manufacturing unit/ Dealership certificate from the OEM to be attached with **Technical Bid**.
- H. The tenderers 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.
- I. The bidder should Quote all the items as per technical specification mentioned in **Annexure II and must Enclosed Technical Compliance Sheet in Technical Bid**, The list of items available with the tenderer. Original Technical Catalog as Proof of Technical Specification should be enclosed by bidder merely Copy & Paste of Technical Specification will be outright Rejected.
- J. 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.
- K. A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV**.
- L. Performance Statement- **Annexure-V**
- M. If any Technical conflict arises while evaluating the Technical Bid, Principal of **Vyasanagar Autonomous College** may ask for **Live Demonstration** of same product in front of the Purchase committee.

1. LIST OF ITEMS:

Supply of DESKTOP COMPUTER, LCD PROJECTOR, PRINTER, AC, WATER FILTER, INVERTER, to Vyasaganagar Autonomous College. The items have been described in Annexure-II, A bidder can submit financial bid for any number of items however preference should be given those who have quoted Maximum Items.

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. EARNEST MONEY DEPOSIT (EMD)

EMD, otherwise known as Bid Security is to be submitted by the bidder along with the bid in shape of bank draft or Banker's cheque in favour of **Principal, Vyasaganagar College** payable at Vyasaganagar. No other mode of payment will be accepted amount deposited against any other tender will not be considered for adjustment against this tender.

The amount of EMD to be submitted by the bidder shall be @**5000/-**. The Offers not accompanied by the required EMD are liable to be rejected.

- (i) The EMD will be returned to the unsuccessful bidders after expiry of the final bid validity period or within 30 working days from the date of issue of the work order whichever is earlier without any interest and the EMD of the successful bidders shall be returned without any interest after Supply of goods. or It can also be adjusted against part of Performance Security after intimation to the principal in writing. The EMD of the bidder will be forfeited if the bidder misleads the authority/not willing to accept the offer/Supplies sub-standard material.

4. MODE OF PAYMENT

- (i) Payment shall be made through Net Banking/NEFT/ RTGS transfer only after satisfactory supply of the said items.
- (ii) The principal shall be at liberty to withhold any of the payments in full or in part.
- (iii) No advance payment will be made in any case
- (iv) The 100% payment shall be given within 30 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 tenderers in prescribed form.
- B. Tenderers 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-IV)**
- C. Proposals complete in all respect should be submitted to the Principal, **Vyasaganagar Autonomous College** through **Speed Post/ Registered Post only**. Delivery in person shall not be accepted.
- 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 tenderer. Failure to attach Annexures 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 whatsoever 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, Vyasanagar Autonomous College** 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. Tenderer will have to produce all these original documents at any time as deemed by the Institute.
- Q.

6. TERMS & CONDITIONS

The tenderers 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 tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates, the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
- D. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
- E. Tenderer shall have to quote item wise rates; consolidated rates shall not be considered and tender shall be liable to be rejected outrightly.
- F. Tenderers/Manufacturer should have extensive **experience of at least 03 years** of designing, manufacturing, Supplying, installation and commissioning of the required item.
- G. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must be in good working condition.
- H. Tenderers 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.
- I. Tenders should comply all the terms and conditions given in the tender document and be quoted for the specification given in the tender documents.

- J. Notwithstanding anything stated herein above, the principal reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment.
- K. 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
- L. 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.
- M. Right of Acceptance: The college authority is not bound itself to accept the lowest tender. It is the sole discretion of the principal to place order for better quality.
- N. 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 do to 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 One year (12 months) Warranty from the date of satisfactory installation and commissioning of the equipment.

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 C.S.T. or as applicable Tax 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 invariably 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 tenderers 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.

8. VALIDITY OF BID:

The bid will remain valid for 2 months from the date of opening of financial bid. The quoted price will remain firm and in case of acceptance of the tender the prices will remain firm till execution of the complete order and will not be subject to the price escalation on any account whatsoever.

9. TECHNICAL BID EVALUATION

| Sl. No | Description | % Weightage |
|--------|---|-------------|
| 1 | General documents (GST/VAT/PAN/ITR) | |
| 2 | EMD/TENDER FEES | |
| 3 | ISO Certificate | |
| 4 | MSME UDYOG AADHAR /SSI Certificate | |
| 5 | TECHNICAL CATALOG/ LITERATURE/DRAWINGS | |
| 6 | PHYSICAL DEMONSTRATION AT COLLEGE | |
| 7 | PO COPY (CENTRAL INST/ RESEARCH INST/ UNIVERSITIES (UGC) / RUSA COLLEGES WITH INSTALLATION COPY | |
| 8 | AFTER SALES CAPACITY / (PROOF) SERVICE WORK ORDER COPY | |

- A. Tenderers/Manufacturer should have extensive experience of at least 03 years of designing, manufacturing, Supplying, installation and commissioning of the required item.
- B. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must be in good working condition.
- C. Tenderers who have their own sales and service station (**With GST Registration**) in **Odisha should only quote.**
- D. Tenderers should quote for the Complete Experiments ("No Optional accessories") as required without Alternative Model 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.
- E. Tenders should comply all the terms and conditions given in the tender document and be quoted for the specification given in the tender documents.
- F. Notwithstanding anything stated herein above, the principal reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment.

10. FINANCIAL BID EVALUATION & AWARD OF CONTRACT

- A. Least Cost Selection Method" will be followed. (Technically Evaluated "L1")
- B. Price Evaluation- Total Value Method, Preference will be given to those parties who have quoted all the items.
- C. The farm, who will Technically Qualified in Technical bid evaluation with **highest % weightage** & submits the lowest financial price proposal (Department Wise ANNEXURE) shall be declared as the eligible bidder and shall be communicated for further processleading to issue of "Supply Order".
- D. The eligible bidder will be intimated by the principal by email / speed post and will be asked to acknowledge the "Letter of Intent (LoI)/ Work Order.
- E. Once the Supply Order is issued by the college, the concerned farm must supply and install the required number of items within **45 days** from the date of issue of the supply order. No further time will be allowed without any valid reason and without prior approval of the same from the principal.

11. TEST AND INSPECTIONS

Upon completion of the installation work, the tenderer/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.

12. GUARANTEE/ WARRANTY (Annexure-V)

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

- A. The Guarantee/ Warranty shall be for a period of at least 12 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 down time exceeds seven consecutive days at any one time, the guarantee period will be extended beyond afore said 12 months by a duration equal to the total down time during the period of warranty.
- B. The tenderer 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 tenderer whose tender is accepted shall furnish the warranty (Where Ever Applicable) in **Annexure-V** along with Bill.
- D. The manufacturer and the tenderer should guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.
- E. The tenderer 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.

TRAINING OF PERSONNEL

The successful tenderer will be required to undertake to provide training for personnel, involved in the use of equipment at site.

13. LEGAL JURISDICTION

All questions, dispute of difference arising under out of or in-connection with the contract if concluded shall be subject to the exclusive jurisdiction of the court within JAJPUR.

14. FRAUD AND CORRUPTION

It is required that the purchasers as well as bidders/ suppliers observe the highest standard of ethics during the process of procurement and execution of contracts. In pursuance of this policy, the purchaser defines for the purpose of this provision the terms set forth below as follows:

- A. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in execution of contract.
- B. "Fraudulent practice" means a misrepresentation of facts and/or concealment of facts in order to influence the procurement process or the execution of a contract to the detriment of the purchaser, it includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive level and to deprive the purchaser from the benefit so free and open competition.
- C. In case of above forbidden practices adopted by any firm being detected, the purchaser shall have right to declare the firm ineligible and subsequently debar the firm either for an indefinite period or for a stated period of time for participation in any tender, award of contract and initiate appropriate legal action as per court of law.

Bidder Details

1. Name & Postal address of Bidder:

Telephones/ Mobile 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 of the Farm :

5. Audited financial statement (Balance sheet & Profit loss) of preceding :
Five financial years

6. Income Tax return of preceding 5 financial years :

7. Undertaking certifying that the Farm is not black listed in Annexure :

8. Each page of tender form duly signed in :

9. EMD with the tender submitted. :

10. Date of Establishment of organization/ company/ agency :

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

Place: Signature of the Proprietor/ Authorized Signatory

Date: Rubber Seal indicating complete address

All above enclosures must be valid (wherever applicable)

(Name & Signature of the tenderer with seal)

Place:

Date:

ANNEXURE-II**LIST OF ELECTRONICS ITEMS (1A)**

| Sl. No. | Service/Good to be procured | Quantity |
|---------|---|----------|
| 01 | Desktop Computers (Core i3 10th gen processor, 4 GB RAM, 1 TB HDD, Windows 10 OS) | 30 |
| 02 | LCD Projector (Colour Multimedia) | 02 |
| 03 | Black and White Printer (Multifunctioning) | 2 |
| 04 | 1.5 tons capacity and cooling power – 5050 kilowatts AC | 04 |
| 05 | Water Purifier with Cooler (RO or UV),tds-200ppm,Tank-10L | 06 |
| 06 | 150 Ah Inverter (One number of 5KVA and two number of 10 KVA) | 03 |

LIST OF FURNITURE (1B)

| Sl. No. | Service/Good to be procured | Quantity |
|---------|---|----------|
| 1 | Bed for Boys Hostel and Girls Hostel (6ft*3ft @EPM Rate) | 100 |
| 2 | Study Table for Boys Hostel and Girls Hostel(2ft*2.5ft @EPM Rate) | 100 |
| 3 | Plastic chairs with Arm for Boys Hostel and Girls Hostel | 100 |
| 4 | Bench-Desk (Two Seated @EPM Rate) | 200 |
| 5 | 6' * 5' size racks (17 for each Department and 3 for Library @EPM Rate) | 20 |
| 6 | 78"*36"*90" with five shelves Steel Amirah @EPM Rate | 20 |
| 7 | 12" * 10" size laboratory table (6 for physics, 6 for chemistry, 6 for Botany, 6 for Zoology & 6 for Geology @EPM Rate) | 30 |
| 8 | 06" * 05" size laboratory table (5 for physics, 5 for chemistry, 5 for Botany, 5 for Zoology & 5 for Geology) | 25 |
| 9 | Plastic Chair for Mathematics Lab | 12 |

BOOKS (1C)

| Sl. No. | Service/Good to be procured | Quantity |
|---------|--|----------|
| 01 | Library books as per CBCS syllabus for all subjects. | 1,500 |

FINANCIAL BID

| SL No | Name of the Items with specification | Make & Model | Basic price Per unit FOR Destination (Excluding GST and Including Transportation and Handling, Insurance, Packaging etc.) | Qty | Taxable price Per unit | GST@% | Total Price Including GST |
|--------------------------|---|-------------------------|---|------------|-------------------------------|--------------|----------------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Grand Total Price | | | | | | | |

(Total Rupees inwords)

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

N.B: a. Separate Annexure-III to be attached for Each Department.

b. Alternative Make/Models strictly Prohibited.

c. Optional items Strictly prohibited, Each Experiment Should Complete in all respect.

Signature& Seal of the supplier

Place:

Date:

SELF DECLARATION CUM UNDERTAKING

It is certified that my Farm/ 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 Farm/ Agency/ Company as on date_____.

Signature of the Bidder:

Name of the Authorized Signatory:

Name of the Farm/Agency/Company:

Seal of the Farm/Agency/Company:

Place:

Date:

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 hereof 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 may be 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 tenderer shall pay to the purchaser such damages as may arise by reason of therein contained without prejudiceto 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 12 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 down time exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid 12 monthsby a duration equal to the total down time during the period of warranty.

Signaturewithseal of the tenderer

Date:

Place:

MODEL BANK GUARANTEE FORMAT FOR PAYMENT

This deed of Guarantee made on day of20.....Between
 Bank a Banking Company incorporated under the Banking Companies
 (hereinafter called the Guarantor) of the one part and the **Principal of Vyasaganar
 Autonomous College** (hereinafter called the „Principal“) of the other part.

WITNESS AS FOLLOWS:-

1. In consideration of the **Principal of Vyasaganar Autonomous College** (hereinafter called the Principal) having agreed to advance a sum of Rs.....(.....) to (name and address of the supplier) hereinafter called "the supplier") against supplies of items concerned by and under the terms and conditions upon agreement dated made between supplier and the **Principal of Vyasaganar Autonomous College** on the production of a bank guarantee for Rs..... (.....) we hereby guarantee the payment of sums of money that may be due to the Principal on account .

2. We hereby further agree that we are aware of all the terms and conditions of the said contract and shall abide by the decision of the **Principal of Vyasaganar Autonomous College** as to whether there has been any breach of the terms and conditions of the said contract and as to whether the supplier is liable to pay any sum as so determined.

3. Any demand made us for payment of any sum in discharge of this guarantee shall be conclusive proof of the fact that there has been a breach of said contract by the suppliers which warrants the enforcement of this guarantee and is binding on the Bank without prejudice to the claims and counter claims of the parties in the proper court of law.

4. The guarantee shall continue to be enforceable till all dues of the principal under or virtue of the said contract have been fully and paid and its claims are satisfied or discharged or till the college certifies the terms and conditions of the said contract have been fully and properly carried out by the said suppliers and accordingly discharges the guarantee subject however that the Principal has no right under this bond after the expiry of from the date of its execution, unless the said Principal choose to further extend the said period or extended period of guarantee by giving reasonable notice in writing to the bank on account of any special circumstances of which the principal shall be the sole judge.

This guarantee shall be valid until the Day of20.....

5. Our branch at (Name & address of the) is liable to pay the guaranteed amount depending on the filling of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our branch a written claim or demand and received by us at our branch on or before Dt otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank).....Name and designation of the officer

Seal, name & address of the Bank and address of the Branch *preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

Signature

LETTER OF WILLINGNESS

To

The Principal,

**Vyasanagar Autonomous
College, Dist:Jajpur
Road,odisha,pin:755019**

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

Sir,

I am to inform you that my farm (name of the farm with address) is ready to **supply/ install (name of the items)** within the specified period of receipt of work order from the college, if my farm 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 farm fails to supply and install the required items in the quoted price, my EMD/ performance security will be forfeited.

Name of the items:

Yours faithfully,

Authorized Signatory of the farm with Seal & Date

OFFICE OF THE PRINCIPAL
VYASANAGAR AUTONOMOUS
COLLEGE, JAJPUR ROAD
Dist: JAJPUR ROAD, ODISHA, PIN: 755019

Session-2023-24

TENDER FORM

| | |
|---|--|
| Tender No & Date | No: <u>OHEPEE/VNAC-2</u> Date: 20.10.2023 |
| Name of The Tenderer | Vyasanagar Autonomous College, Jajpur Road |
| List of Items | See in Annexure-II |
| Date of publication of tender notification on official website and newspapers | Date: 21-10-2023 |
| Last date for submission of duly filled in Tender form | Date: 05.11.2023 before 5.00 p.m. |
| Date & Time for opening of Tender | Date: 08-11-2023 at 1.30 p.m. |
| Date and Time of the opening of Technical Bids | Date: 08-11-2023 at 1.00 p.m. |
| Date and Time of the opening of Financial Bids | To be intimated by Email to Qualified Bidder. |
| Place of opening of Tender | Office of the IDP Room Vyasanagar Autonomous College |
| Earnest Money in Rupees | @5000 /- |

CHECK LIST

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

| Sl. No. | Name of Document | Yes/No |
|---------|--|--------|
| 1 | Bidder Details (Annexure-I) | |
| 2 | Technical specification & Technical Compliance (Annexure-II) | |
| 3 | Registration certificate of the manufacturer, if any | |
| 4 | GST Registration Certificate | |
| 5 | PAN Card Copy | |
| 6 | Income Tax return of preceding 03 financial years | |
| 7 | Audited Financial Statement of preceding 03 Financial years | |
| 8 | ISO Certificate if any | |
| 9 | Other documents required for eligibility and qualification | |
| 10 | Dealership/ Authorization Certificate (In case of Dealer) -Up to Date | |
| 11 | Original catalogue | |
| 12 | Earnest Money Deposit (EMD)/ Bid Security | |
| 13 | Price schedule in prescribed format (Annexure-III) | |
| 14 | Self-declaration for not having been black listed (Annexure-IV) | |
| 15 | Guarantee/Warranty (Annexure-V) | |
| 16 | Bank Guarantee Format (Annexure-VI) | |
| 17 | Letter of Willingness (Annexure-VII) | |
| 18 | The tenderers should have minimum 03 nos. of similar work orders during last three years in any of the Government organization | |
| 19 | Photocopies of the work order and Installation report of similar items | |
| 20 | Original Tender form Duly Signed & Stamp on each Page as Token of Acceptance | |

Signature and with seal of tenderer

Date :

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

NOTICE INVITING TENDER

The Principal, Vyasaganar Autonomous College 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 **Vyasaganar Autonomous College**.

"TWO BIDS SYSTEM"

Tenderer 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 superscribed 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 superscribed as **"Tender for Supplying (Name of the item) to Vyasaganar Autonomous College."** The **Letter of Willingness, Check List and the EMD draft should be kept in the Bigger Cover**.

In case of any clarification required relating to the tender, the same can be sought from:

(A) Principal, Vyasaganar Autonomous College. Mob- 9337222908

(B) Coordinator, OHEPEE, Vyasaganar Autonomous College Mobile No- 7381995406 at least 02 days before the last date of submission of Tender.

*The tender document can also be downloaded from the official website

ELIGIBILITY CRITERIA

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

- A. Must be registered under GST Act with Up-to-date GSTR-3B Statement (Last 3 Qtr).
- B. Must have annual turnover for the last 3 years should not be less than Rs 20 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account along with the acknowledgement of Income Tax Return as a proof in the **Technical Bid**.
- C. Should not have been blacklisted by any State Govt. / Central Govt. / PSU India. A self-declaration is required as per **Annexure IV**.
- D. Supplier should have ISO/ NABL / Equivalent Quality Product Certification.
- E. Bidder Should have Udyog Aadhar/ MSME/SSI Registration Certificate.
- F. The Tenderer 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). Tenderers who have their own sales and service station in Odisha should only quote.
- G. Proof of Establishment of Firms / Manufacturing unit/ Dealership certificate from the OEM to be attached with **Technical Bid**.
- H. The tenderers 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.
- I. The bidder should Quote all the items as per technical specification mentioned in **Annexure II and must Enclosed Technical Compliance Sheet in Technical Bid**, The list of items available with the tenderer. Original Technical Catalog as Proof of Technical Specification should be enclosed by bidder merely Copy & Paste of Technical Specification will be outright Rejected.
- J. 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.
- K. A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV**.
- L. Performance Statement- **Annexure-V**
- M. If any Technical conflict arises while evaluating the Technical Bid, Principal of **Vyasanagar Autonomous College** may ask for **Live Demonstration** of same product in front of the Purchase committee.

1. LIST OF ITEMS:

Supply of DESKTOP COMPUTER, LCD PROJECTOR, PRINTER, AC, WATER FILTER, INVERTER, to Vyasaganar Autonomous College. The items have been described in Annexure-II, A bidder can submit financial bid for any number of items however preference should be given those who have quoted Maximum Items.

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. EARNEST MONEY DEPOSIT (EMD)

EMD, otherwise known as Bid Security is to be submitted by the bidder along with the bid in shape of bank draft or Banker's cheque in favour of **Principal, Vyasaganar College** payable at Vyasaganar. No other mode of payment will be accepted amount deposited against any other tender will not be considered for adjustment against this tender.

The amount of EMD to be submitted by the bidder shall be @**5000/-**. The Offers not accompanied by the required EMD are liable to be rejected.

- (i) The EMD will be returned to the unsuccessful bidders after expiry of the final bid validity period or within 30 working days from the date of issue of the work order whichever is earlier without any interest and the EMD of the successful bidders shall be returned without any interest after Supply of goods. or It can also be adjusted against part of Performance Security after intimation to the principal in writing. The EMD of the bidder will be forfeited if the bidder misleads the authority/not willing to accept the offer/Supplies sub-standard material.

4. MODE OF PAYMENT

- (i) Payment shall be made through Net Banking/NEFT/ RTGS transfer only after satisfactory supply of the said items.
- (ii) The principal shall be at liberty to withhold any of the payments in full or in part.
- (iii) No advance payment will be made in any case
- (iv) The 100% payment shall be given within 30 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 tenderers in prescribed form.
- B. Tenderers 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-IV)**
- C. Proposals complete in all respect should be submitted to the Principal, **Vyasaganar Autonomous College** through **Speed Post/ Registered Post only**. Delivery in person shall not be accepted.
- 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 tenderer. Failure to attach Annexures 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 whatsoever 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, Vyasanagar Autonomous College** 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. Tenderer will have to produce all these original documents at any time as deemed by the Institute.
- Q.

6. TERMS & CONDITIONS

The tenderers 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 tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates, the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
- D. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
- E. Tenderer shall have to quote item wise rates; consolidated rates shall not be considered and tender shall be liable to be rejected outrightly.
- F. Tenderers/Manufacturer should have extensive **experience of at least 03 years** of designing, manufacturing, Supplying, installation and commissioning of the required item.
- G. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must be in good working condition.
- H. Tenderers 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.
- I. Tenders should comply all the terms and conditions given in the tender document and be quoted for the specification given in the tender documents.

- J. Notwithstanding anything stated herein above, the principal reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment.
- K. 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
- L. 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.
- M. Right of Acceptance: The college authority is not bound itself to accept the lowest tender. It is the sole discretion of the principal to place order for better quality.
- N. 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 do to 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 One year (12 months) Warranty from the date of satisfactory installation and commissioning of the equipment.

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 C.S.T. or as applicable Tax 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 invariably 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 tenderers 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.

8. VALIDITY OF BID:

The bid will remain valid for 2 months from the date of opening of financial bid. The quoted price will remain firm and in case of acceptance of the tender the prices will remain firm till execution of the complete order and will not be subject to the price escalation on any account whatsoever.

9. TECHNICAL BID EVALUATION

| Sl. No | Description | % Weightage |
|--------|---|-------------|
| 1 | General documents (GST/VAT/PAN/ITR) | |
| 2 | EMD/TENDER FEES | |
| 3 | ISO Certificate | |
| 4 | MSME UDYOG AADHAR /SSI Certificate | |
| 5 | TECHNICAL CATALOG/ LITERATURE/DRAWINGS | |
| 6 | PHYSICAL DEMONSTRATION AT COLLEGE | |
| 7 | PO COPY (CENTRAL INST/ RESEARCH INST/ UNIVERSITIES (UGC) / RUSA COLLEGES WITH INSTALLATION COPY | |
| 8 | AFTER SALES CAPACITY / (PROOF) SERVICE WORK ORDER COPY | |

- A. Tenderers/Manufacturer should have extensive experience of at least 03 years of designing, manufacturing, Supplying, installation and commissioning of the required item.
- B. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must be in good working condition.
- C. Tenderers who have their own sales and service station (**With GST Registration**) in **Odisha should only quote.**
- D. Tenderers should quote for the Complete Experiments ("No Optional accessories") as required without Alternative Model 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.
- E. Tenders should comply all the terms and conditions given in the tender document and be quoted for the specification given in the tender documents.
- F. Notwithstanding anything stated herein above, the principal reserves the right to assess the tenderers capability and capacity to perform the contract, should the circumstances warrant such assessment.

10. FINANCIAL BID EVALUATION & AWARD OF CONTRACT

- A. Least Cost Selection Method" will be followed. (Technically Evaluated "L1")
- B. Price Evaluation- Total Value Method, Preference will be given to those parties who have quoted all the items.
- C. The farm, who will Technically Qualified in Technical bid evaluation with **highest % weightage** & submits the lowest financial price proposal (Department Wise ANNEXURE) shall be declared as the eligible bidder and shall be communicated for further processleading to issue of "Supply Order".
- D. The eligible bidder will be intimated by the principal by email / speed post and will be asked to acknowledge the "Letter of Intent (LoI)/ Work Order.
- E. Once the Supply Order is issued by the college, the concerned farm must supply and install the required number of items within **45 days** from the date of issue of the supply order. No further time will be allowed without any valid reason and without prior approval of the same from the principal.

11. TEST AND INSPECTIONS

Upon completion of the installation work, the tenderer/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.

12. GUARANTEE/ WARRANTY (Annexure-V)

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

- A. The Guarantee/ Warranty shall be for a period of at least 12 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 down time exceeds seven consecutive days at any one time, the guarantee period will be extended beyond afore said 12 months by a duration equal to the total down time during the period of warranty.
- B. The tenderer 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 tenderer whose tender is accepted shall furnish the warranty (Where Ever Applicable) in **Annexure-V** along with Bill.
- D. The manufacturer and the tenderer should guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.
- E. The tenderer 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.

TRAINING OF PERSONNEL

The successful tenderer will be required to undertake to provide training for personnel, involved in the use of equipment at site.

13. LEGAL JURISDICTION

All questions, dispute of difference arising under out of or in-connection with the contract if concluded shall be subject to the exclusive jurisdiction of the court within JAJPUR.

14. FRAUD AND CORRUPTION

It is required that the purchasers as well as bidders/ suppliers observe the highest standard of ethics during the process of procurement and execution of contracts. In pursuance of this policy, the purchaser defines for the purpose of this provision the terms set forth below as follows:

- A. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in execution of contract.
- B. "Fraudulent practice" means a misrepresentation of facts and/or concealment of facts in order to influence the procurement process or the execution of a contract to the detriment of the purchaser, it includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive level and to deprive the purchaser from the benefit so free and open competition.
- C. In case of above forbidden practices adopted by any firm being detected, the purchaser shall have right to declare the firm ineligible and subsequently debar the firm either for an indefinite period or for a stated period of time for participation in any tender, award of contract and initiate appropriate legal action as per court of law.

Bidder Details

1. Name & Postal address of Bidder:

Telephones/ Mobile 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 of the Farm :

5. Audited financial statement (Balance sheet & Profit loss) of preceding :
Five financial years

6. Income Tax return of preceding 5 financial years :

7. Undertaking certifying that the Farm is not black listed in Annexure :

8. Each page of tender form duly signed in :

9. EMD with the tender submitted. :

10. Date of Establishment of organization/ company/ agency :

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

Place: Signature of the Proprietor/ Authorized Signatory

Date: Rubber Seal indicating complete address

All above enclosures must be valid (wherever applicable)

(Name & Signature of the tenderer with seal)

Place:

Date:

ANNEXURE-II**LIST OF ELECTRONICS ITEMS (1A)**

| Sl. No. | Service/Good to be procured | Quantity |
|---------|---|----------|
| 01 | Desktop Computers (Core i3 10th gen processor, 4 GB RAM, 1 TB HDD, Windows 10 OS) | 30 |
| 02 | LCD Projector (Colour Multimedia) | 02 |
| 03 | Black and White Printer (Multifunctioning) | 2 |
| 04 | 1.5 tons capacity and cooling power – 5050 kilowatts AC | 04 |
| 05 | Water Purifier with Cooler (RO or UV),tds-200ppm,Tank-10L | 06 |
| 06 | 150 Ah Inverter (One number of 5KVA and two number of 10 KVA) | 03 |

LIST OF FURNITURE (1B)

| Sl. No. | Service/Good to be procured | Quantity |
|---------|---|----------|
| 1 | Bed for Boys Hostel and Girls Hostel (6ft*3ft @EPM Rate) | 100 |
| 2 | Study Table for Boys Hostel and Girls Hostel(2ft*2.5ft @EPM Rate) | 100 |
| 3 | Plastic chairs with Arm for Boys Hostel and Girls Hostel | 100 |
| 4 | Bench-Desk (Two Seated @EPM Rate) | 200 |
| 5 | 6' * 5' size racks (17 for each Department and 3 for Library @EPM Rate) | 20 |
| 6 | 78"*36"*90" with five shelves Steel Amirah @EPM Rate | 20 |
| 7 | 12" * 10" size laboratory table (6 for physics, 6 for chemistry, 6 for Botany, 6 for Zoology & 6 for Geology @EPM Rate) | 30 |
| 8 | 06" * 05" size laboratory table (5 for physics, 5 for chemistry, 5 for Botany, 5 for Zoology & 5 for Geology) | 25 |
| 9 | Plastic Chair for Mathematics Lab | 12 |

BOOKS (1C)

| Sl. No. | Service/Good to be procured | Quantity |
|---------|--|----------|
| 01 | Library books as per CBCS syllabus for all subjects. | 1,500 |

FINANCIAL BID

| SL No | Name of the Items with specification | Make & Model | Basic price Per unit FOR Destination (Excluding GST and Including Transportation and Handling, Insurance, Packaging etc.) | Qty | Taxable price Per unit | GST@% | Total Price Including GST |
|--------------------------|---|-------------------------|---|------------|-------------------------------|--------------|----------------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| Grand Total Price | | | | | | | |

(Total Rupees inwords)

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

N.B: a. Separate Annexure-III to be attached for Each Department.

b. Alternative Make/Models strictly Prohibited.

c. Optional items Strictly prohibited, Each Experiment Should Complete in all respect.

Signature& Seal of the supplier

Place:

Date:

SELF DECLARATION CUM UNDERTAKING

It is certified that my Farm/ 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 Farm/ Agency/ Company as on date_____.

Signature of the Bidder:

Name of the Authorized Signatory:

Name of the Farm/Agency/Company:

Seal of the Farm/Agency/Company:

Place:

Date:

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 hereof 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 may be 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 tenderer shall pay to the purchaser such damages as may arise by reason of therein contained without prejudiceto 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 12 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 down time exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid 12 monthsby a duration equal to the total down time during the period of warranty.

Signaturewithseal of the tenderer

Date:

Place:

MODEL BANK GUARANTEE FORMAT FOR PAYMENT

This deed of Guarantee made on day of20.....Between
 Bank a Banking Company incorporated under the Banking Companies
 (hereinafter called the Guarantor) of the one part and the **Principal of Vyasaganar
 Autonomous College** (hereinafter called the „Principal“) of the other part.

WITNESS AS FOLLOWS:-

1. In consideration of the **Principal of Vyasaganar Autonomous College** (hereinafter called the Principal) having agreed to advance a sum of Rs.....(.....) to (name and address of the supplier) hereinafter called "the supplier") against supplies of items concerned by and under the terms and conditions upon agreement dated made between supplier and the **Principal of Vyasaganar Autonomous College** on the production of a bank guarantee for Rs..... (.....) we hereby guarantee the payment of sums of money that may be due to the Principal on account .

2. We hereby further agree that we are aware of all the terms and conditions of the said contract and shall abide by the decision of the **Principal of Vyasaganar Autonomous College** as to whether there has been any breach of the terms and conditions of the said contract and as to whether the supplier is liable to pay any sum as so determined.

3. Any demand made us for payment of any sum in discharge of this guarantee shall be conclusive proof of the fact that there has been a breach of said contract by the suppliers which warrants the enforcement of this guarantee and is binding on the Bank without prejudice to the claims and counter claims of the parties in the proper court of law.

4. The guarantee shall continue to be enforceable till all dues of the principal under or virtue of the said contract have been fully and paid and its claims are satisfied or discharged or till the college certifies the terms and conditions of the said contract have been fully and properly carried out by the said suppliers and accordingly discharges the guarantee subject however that the Principal has no right under this bond after the expiry of from the date of its execution, unless the said Principal choose to further extend the said period or extended period of guarantee by giving reasonable notice in writing to the bank on account of any special circumstances of which the principal shall be the sole judge.

This guarantee shall be valid until the Day of20.....

5. Our branch at (Name & address of the) is liable to pay the guaranteed amount depending on the filling of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our branch a written claim or demand and received by us at our branch on or before Dt otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank).....Name and designation of the officer

Seal, name & address of the Bank and address of the Branch *preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

Signature

LETTER OF WILLINGNESS

To

The Principal,

**Vyasanagar Autonomous
College, Dist:Jajpur
Road,odisha,pin:755019**

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

Sir,

I am to inform you that my farm (name of the farm with address) is ready to **supply/ install (name of the items)** within the specified period of receipt of work order from the college, if my farm 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 farm fails to supply and install the required items in the quoted price, my EMD/ performance security will be forfeited.

Name of the items:

Yours faithfully,

Authorized Signatory of the farm with Seal & Date