



PENDRANI MAHAVIDYALAYA, UMERKOTE

Tender Document

For

"Supply, Installation Of Printers"

At

PENDRANI MAHAVIDYALAYA, UMERKOTE

Tender Document No: 23102301/2024-25/OHEPEE/007

Dated: 21st Sept, 2024

Issued By

Principal

PENDRANI MAHAVIDYALAYA,

UMERKOTE: 764073

TABLE OF CONTENTS

Description	Page No
Schedule for Tender	3
Eligibility Criteria	4
Bid Submission	5-6
General Terms and conditions of the Bid	7-9
Annexure I - Specification of Items to be supplied and installed	10
Annexure II - Details of the Tenderer	11
Annexure III - Price Schedule	12
Annexure IV -Self Declaration for not Blacklisted	13
Annexure V - Certificates of willingness to be submitted by all firms	14

SCHEDULE OF TENDER

Tender No	23102301 /2024-25/OHEPEE/007
Name of the Tender Issuer	PRINCIPAL PENDRANI MAHAVIDYALAYA,UMERKOTE
Scope of Work	Supply and installation Printers, Details as per Annexure I
Quantity to be supplied	As per Annexure I
Cost/Fee of Tender Documents	Rs 1,000/ in form of a DD drawn in favour of Principal PENDRANI MAHAVIDYALAYA,UMERKOTE Payable at UMERKOTE
Earnest Money Deposit (EMD)	Rs.3,000/ (2% of the estimated cost)
Performance Bank Guarantee(PBG)	5% of the Bid value
Date of issue of Tender Document	21 st , Sept 2024
Date and Time of Pre bid clarification	26 th Sept,2024 10:00 am
Last date and time for Submission of Bids	5 th October,2024 5:00 pm
Date and time of opening of Technical Bids	6 th Oct, 2024 11:00 am
Date and time of price bid opening	6 th Oct, 2024 3:00 pm
Ne of the contact Person for communication	Dr Anil Kumar Mishra, Dr Sesha Nanda Mishra
Contact number of the concern person	8658274710, 9556011552
Address for Communication	PRINCIPAL, PENDRANI MAHAVIDYALAYA, UMERKOTE. Pin 764073

ELIGIBILITY CRITERIA

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

- 1) Must be registered under GST Act
- 2) Must have average annual turnover for the last three years i.e. 2021-22, 2022-23 & 2023-24 should not be less than Rs 3 lakhs. The bidder must submit the copy of audited balance sheet certified by the Chartered Accountant along with the acknowledgment of Income tax return as a proof in the Technical bid .
- 3) Should not have been blacklisted by any State Govt/ Central Govt/ PSU in India. A self declaration is required as per **Annexure IV'**
- 4) Experience of having successfully completed similar jobs during last three years (as of 31.03.2021 to 31.03.2024) as follows:-
The bidder is required to submit the work order
- 5) Must have a valid PAN
- 6) The Printers should be of Standard company HP, CANON, etc..

BID SUBMISSION

Steps to be followed for submission of Bid.

1. The bid shall be submitted in three parts in separate envelopes inside one big envelope, the EMD, Technical bid and the price bid

- i) Earnest money deposit (EMD): Bidder has to submit EMD of required amount in the form of demand draft.

Order drawn in favour of Principal, Pendrani Mahavidyalaya, Umerkote payable at Umerkote. The EMD should be sealed in one envelope marked as "EMD"

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned / adjusted on submission of performance security.

The bid not accompanying EMD is liable to be rejected.

- ii) The technical bid sealed in another envelope marked as "Technical bid" and shall contain
 - The bidder should supply the items as per technical specification mentioned in **Annexure I**
 - The bidder should provide details of Tender as per **Annexure II** duly filled in signed and complete in all respects. No alternation/ modification in the format shall be permitted.
 - A self-declaration that the Tenderer has not been blacklisted by any State Govt/Central Govt/ PSU in India as per **Annexure IV**.
 - Audited Balance sheet along with copy of acknowledgement of Income tax return of last three financial years i.e 2021-22, 2022-23, 2023-24
 - The bidder should provide a certificate of willingness as per **Annexure V**

- iii) **The Price bid** shall be sealed in an envelope marked as " Price bid and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be exclusive of GST. No extra cost will be borne by the college towards transport of goods. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing ED, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as "**Supply and installation of Printers.**"

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to **Principal, Pendrani Mahavidyalaya, Umerkote** and send it through **Speed Post/ Registered Post/ Courier Only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidders are requested to check for any notice/ amendment/ clarification etc. to the Tender Document through the website **www.pendranicollege.in** **Notice board of the office of Principal , Pendrani Mahavidyalaya, Umerkote**. No separate notification will be issued for such notice/ amendment/ clarification etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid as per **Annexure III**. In case the prices are indicated in the Technical bid, the bid shall stand rejected.
- 4) **"PRE-BID Meeting"** with intending bidders shall be held on 26.09.2024 from 10:00 A.M. at **office of Principal , Pendrani Mahavidyalaya, Umerkote**. Any queries related to the tender shall be sent to the mail ID: **pendranimahavidyalaya@gmail.com** 1 day advance. The clarifications if any will be uploaded in the college website. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting.

On the date of pre-bid meeting the bidders may make a site verification where installations is to be made.

5) OPENING OF TECHNICAL BID

The Technical proposal will be opened on 06.10.2024 at 11:00 A.M. in the presence of the tender Committee and representative of the bidders. No separate intimation will be given to the bidders in this regard.

6) EVALUATION PROCESS

Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Financial proposal will be opened only of those bidders who qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

7) AWARD OF CONTRACT

Financial bids with lowest price quotation for the assignment as per **ANNEXURE-III** will be considered for negotiations and award of contract. However where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.

8) PERFORMANCE BANK GUARANTEE

The selected bidder shall deposit performance security of 5% of Bid Value in the form of a demand draft/ fixed deposit receipt from a commercial bank/ bank guarantee from a commercial bank within Fifteen (15) working days of the date of notice of award of the tender. The performance security deposit will be retained till one year from the completion of the work. The return shall carry no interest.

9) WARRANTY

The Printers which are to be supplied to the College should be NEW as on date of receipt and should be having all components required. The entire System including accessories will remain under **onsite comprehensive maintenance and warranty for 3 years on the complete machine** from the date of successful commissioning and testing

The service support during warranty period shall be for all components of System.

The bidders shall impart onsite training to the officials as to operating the systems.

10) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.

11) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.

12) In the financial bid the total figures should be written in figures followed by words.

13) Each page of the tender document should be signed by the bidder with seal. In token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.

14) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.

15) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.

16) All the transit risks shall be the responsibility of the supplier.

17) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Nabarangpur.

18) Any matter which has not been covered under these provision shall be governed as per the provisions of Odisha State Government Rules.

19) If the work is found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the contractor.

- 20) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal , Pendrani Mahavidyalaya, Umerkote-764073.

21) PAYMENT TERMS:

All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of Principal , Pendrani Mahavidyalaya, Umerkote.

22) COMPLETION PERIOD

The work shall be completed in all respect within 20 days from the date of issue of work order.

- 23) The college reserves the rights to cancel the tender at any point of time without giving any reasons thereof.

ANNEXURE-I

Items to be Supplied:

Supply and installation of Printers at Science Building constructed under OHEPEE

Technical Specification and Description of each individual item is as under: -

Sl.No.	Name of the items with technical Specifications	Qty Required (approx..)
1	Black and white printer	02 Pc

These Printers are installed at the site decided by the college authority.

ANNEXURE-II

DETAILS OF THE TENDERER

Sl. No.	Particular	
1	Name of the Firm/ Agency/ Company	
2	Registered Office Address & Completed Postal Address	
3	Telephone Number & E-Mail ID	
4	Name of Authorized Signatory (in block letters)	
5	Contact No, of authorized signatory	
6	Type of / Firm (Proprietary/ Partnership/ Pvt. Ltd. / public Ltd.	Tenderer has to provide relevant documents (with the technical bid) as a proof of firm type
7	Date of Establishment and Experience in business (In number of Years)	
8	G.S.T Registration No.	
9	PAN NO.	
10	Details of Earnest Money Deposit i.e. Draft no, date and bank name	
11	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet for the last 3 years. 2021-22, 2022-23 & 2023-24	
12	Furnish the names of 3 responsible persons along with their designation, address, Telephone Number etc. for whose organization, you have completed/ work in progress as mentioned in Annexure-V and who will be in a position to certify about the performance of your organization	

Date:

Place:

Signature & Seal of Bidder

ANNEXURE-III

PRICE SCHEDULE

To,
Principal,
Pendrani Mahavidyalaya,
Umerkote-764073

Ref: Bid no. _____ Dated _____

Sir,

i/We _____ hereby offer to supply the following
items at prices and within the period indicated below:

<u>Sl. No.</u>	<u>Description</u>	<u>Make and Model</u>	<u>Qty. in Nos.</u>	<u>Unit price</u>	<u>Total Amount</u>
1					
2					
3					
Total					

It is herewith certified that we have understood the general Terms and conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

No change in the Performa is permissible.

Date:

Place:

Signature & Seal of Bidder

ANNEXURE-IV

SELF DECLARATION FOR NOT BLACK LISTED

To,
Principal,
Pendrani Mahavidyalaya,
Umerkote-764073

Ref: Tender no. _____ Dated _____

Madam/Sir,

I/We _____ hereby confirm that our firm has not been banned or backlisted by any Government organization/ Financial Institution/ Court/ Public Sector unit/ Central Government.

Date:

Place:

Signature & Seal of Bidder

Principal
Pendrani Mahavidyalaya
Umerkote

CHITTEL (Seal)
02/11/20

ANNEXURE-V

(Certificates of willingness to be submitted by all firms)

To,
Principal,
Pendrani Mahavidyalaya,
Umerkote-764073

Sub: Submission of Willingness certificates for supply & installation of 02 nos of Printers, at your college premises.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to supply of Printers within 20 days receipt of work order from the college selected under OHEPEE, if my firm is selected as L1 bidder during selection of tender.

If my firm will fail to supply and install the required items in the selected L1 cost my EMD/Performance Security will be forfeited.

Yours faithfully

Authorised signatory of the firm with
Date and seal

CS/Prm
OHEPEE (coordm)

Principal
Principal
Pendrani Mahavidyalaya
Umerkote