



BHAIRABI DEGREE COLLEGE
PURUNAKATAK, BOUDH

Tender Document

For

“Supply and Installation of Xerox Machine
At
Bhairabi Degree College, Purunakatak”

Tender Document No: 013/ 2024-25/ OHEPEE/013

Dated: 12th Nov, 2024

Issued By:

Principal,
Bhairabi Degree College,
Purunakatak-762013

TABLE OF CONTENTS

DESCRIPTION	Page No.
Schedule for Tender	3
Eligibility Criteria	4
Bid Submission	5-6
General Terms & 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 black listed	13

SCHEDULE OF TENDER

Tender No.	013/ 2024-25/ OHEPEE/013
Name of the tender issuer	Principal, Bhairabi Degree College, Purunakatak
Scope of Work	Supply and Installation of Xerox Machine Details as per Annexure I
Quantity to be supplied	As per Annexure I
Cost /fee of Tender Documents	Tender document can be download from the college website www.bhairabidegreecollege.in on free of cost.
Earnest Money Deposit (EMD)	Rs. 3000/-
Performance Bank Guarantee (PBG)	5% of Bid Value
Date of issue of tender document	12 th Nov, 2024
Date & Time of Pre Bid clarification	23 rd Nov., 2024, 02.00 PM
Last Date & Time for Submission of Bids	3 RD Dec, 2024, 5.00 PM
Date & Time of Opening of Technical Bids	6 th Dec, 2024, 02.00 PM
Date & Time of Price Bid Opening	7 th Dec, 2024 03.00PM
Name of the contact person for Communication	Dr. Ramesh Chandra Tarenia
Contact Number of the concern person	9437949215
Address for Communication	Principal, Bhairabi Degree College, Purunakatak, Boudh

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 and 2023-24 should not be less than Rs 3 Lakhs. The bidder must submit copy of audited balance sheet certified by the Chartered Accountant along with the acknowledgement 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) Must have a valid PAN.

BID SUBMISSION

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts in three separate envelopes inside one big envelope, the EMD, Technical Bid & 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**, Bhairabi Degree College, Purunakatak” payable at Purunakatak. 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 give details as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
- A self declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV**.
- Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last three financial years i.e. 2021-22, 2022-23 and 2023-24

(iii) **The Price bid** shall be sealed in another envelope marked as “Price Bid” and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive 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 EMD, 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 Xerox Machine”**

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, Bhairabi Degree College, Purunakatak, Boudh 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.Bhairabidegreecollege.org.in/** Noticeboard of the office of Bhairabi Degree College, Purunakatak, Boudh. 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 the intending bidders shall be held on 23.11.2024 from 02:00 P.M. at Bhairabi Degree College, Purunakatak, Boudh. Any queries related to this tender shall be sent to the mail id: **bhairabidegreecollege@gmail.com** 1 day in advance. The clarifications if any will be uploaded in the college web site. 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 06.12.2024 at 02:00 P.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 completion of the warranty period. The return shall carry no interest.
- 9) **WARRANTY:** The Xerox Machines 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 **warranty for a period of one year** from the date of Supply.
- 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.
- 17) All the transit risks shall be the responsibility of the supplier.

18) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Boudh.

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

20) 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.

21) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Bhairabi Degree College, Purunakatak, Boudh

22) **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, Bhairabi Degree College, Purunakatak, Boudh.

23) **Completion Period:** The work shall be completed in all respect within 15 days from the date of issue of work order.

ANNEXURE – I

Items to be supplied:

1Nos of Xerox Machine with Installation

- 1. HP A3 COPIER DUPLEX 438DN-ADF (Branded)** Multi function LaserJet Printers ,
scanner, -Xerox (black and white)
- 2. 1 Year Warranty**

ANNEXURE – II**DETAILS OF THE TENDERER**

Sl. No	Particular	
1	Name of the Firm/Agency/Company	
2	Registered office Address & Complete 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)	Work order to be attached for complying point no 4 of eligibility criteria
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 (yearwise) 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 the Bidder

ANNEXURE – III

PRICE SCHEDULE

To,

Principal,

Bhairabi Degree College

Purunakatak-762013

Ref: Bid no. ----- Dated -----

Sir,

I/We ----- hereby offer to supply the following items at the 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>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total</u>					

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 and seal of the bidder)

ANNEXURE – IV

SELF DECLARATION FOR NOT BLACK LISTED

To,
Principal,
Bhairabi Degree College
Purunakatak-762013

Ref: Tender no. ----- Dated: -----

Madam/Sir,

I / We.....here by confirm that our firm has not been
banned or blacklisted by any Government organization/Financialinstitution/Court
/Public sector Unit /Central Government.

Date:

Place:

Signature & Seal of the Bidder