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OFFICE OF THE PRINCIPAL
DERABIS COLLEGE
DERABIS, Dist.-KENDRAPARA

Tender Document

For

“Supply of Electronics Items

To

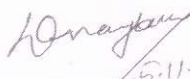
Derabis College”

Tender Document No:- DER/2019-20/OHEEPE/001

Dated:- 05-11-2020

Issued By:-

Principal,
Derabis College
Derabis, Kendrapara


5.11.2020
PRINCIPAL
DERABIS COLLEGE
PRINCIPAL
DERABISH COLLEGE

**QUOTATION CALL for Supply and Installation of Goods under Odisha
Higher Education Program for Excellence & Equity (OHEPEE)**

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SCHEDULE OF TENDER

| | |
|---|--|
| Tender / Quotation No | DER/2019-20/OHEEPE/001 |
| Name of Tender issuer | Principal, Derabis College, Derabis, Kendrapara ODISHA 754289 |
| Scope of Work | Supply of Projector as per Annexure-I |
| Quantity to be supplied | As per Annexure-I |
| Cost / Fee of Tender Documents | Rs. 200/- in form of a DD drawn in favour of Derabish College, Derabish payble at Derabish |
| Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender) | EMD - Rs. 2000/- |
| Performance Bank Guarantee (PBG) | Rs. 5000/- |
| Date of issue of Tender document | 5 th November, 2020 |
| Date & Time of Pre Bid clarification | 14 th November, 2020, 10:00 AM |
| Last date & Time for submission of Bids | 25 th November, 2020, 4:00 PM |
| Date & Time of Technical Bid Opening | 2 nd December, 2020, 11:00 AM |
| Date & Time of Price Bid Opening | 9 th December, 2020, 11:00 AM |
| Mode of Submission | Speed Post / Registered Post only |
| Name of the contact person for Communication | Prof. Gurucharan Sethi (Mob:- 9439164377) |
| Address for Communication | Principal, Derabis College, Derabis, Kendrapara ODISHA 754289 |

ELIGIBILITY CRITERIA

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

1. Must be registered under GST Act, and must have latest GSTR -3B returns for last 3 months.
2. The bidder must submit copy of acknowledgement of Income tax return for last 3 years.
3. The bidder should provide valid authorization from OEM for the items they are bidding.
4. Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self-declaration is required as per **Annexure II**.
5. Must have a valid PAN.

BID SUBMISSION

Steps to be followed for submission of bid:

1. The Bid shall be submitted in parts, 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 Drawn in favour of "OHEPEE, Principal Derabish College, Derabish, Kenrapara Payble at Derabish. 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 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 list of Books that is available with the tenderer.
 - The Bidder should Details 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 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. 2016-17, 2017-18, 2018-19.
- iii. The Price Bid shall be sealed in an envelope marked as "Price Bid" and shall contain the price bed as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST. 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 of Electronics Item**"

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, Derabis College, Derabis, Kendrapara ODISHA 754289** and send it through **Speed Post/ Registered Post only** (no hand delivery will be entertained). 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 <http://www.derabishcollege.org//> **Notice board of the office of Principal, Derabis College, Derabis, Kendrapara ODISHA 754289**. 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 14th November, 2020 from 10:00 AM at Derabish College, Derabish, Kendrapara. Any queries related to this tender shall be sent to the mail Id: derbishcollege@gmail.com 2-day in advance. The clarifications if any will be uploaded in the department 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 2nd December, 2020, at 11:00 AM 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

The 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 Section I to IV 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 Rs. 5,000/- (Five Thousand) 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.
9. 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.
 10. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
 11. In the financial bid the total figures should be written in figures followed by words.
 12. 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.
 13. 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.
 14. 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.
 15. All the transit risks shall be the responsibility of the supplier.
 16. All the disputes shall be subjected to the jurisdiction of Civil Courts situated at Kendrapara.
 17. Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
 18. If the work is found un-satisfactory or if the firm dishonours 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.
 19. Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal Derabis College, Derabish, Kendrapara.
 20. Payment Terms: All payments will be made within 15 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, **Derabis College, Derabis, Kendrapara ODISHA 754289.**
 21. Completion Period: The work shall be completed in all respect within 30 days from the date of issue of work order.

Annexure-I

| S No | Electronic Items | Specification | Quantity |
|------|-----------------------|---|----------|
| 1 | Projector with Screen | 1920 x 1080 HDMI USB Interface, LCD, SVGA, 3300 ansi lumen, contrast ratio 15000:1 Screen : Wall Mount Screen 8 x 6 ft | 04 Nos. |

Annexure - II

DETAILS OF THE TENDER

| S No | Particulars | Remarks |
|------|---|--|
| 1 | Name of the Firm/Agency/Company | |
| 2 | Complete address of Registered Office | |
| 3 | Telephone No & Email Id | |
| 4 | Name of Authorized Signatory (in block Letter) | |
| 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 (year wise) and furnish audited balance sheet and profit and loss A/c for the last 3 years 2016-17, 2017-18, 2018-19 | |
| 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 performance of your organization. | |

Place:

Date:

Seal & Signature of Authorized Person

Annexure III

PRICE SCHEDULE

To,

Principal,
Derabis College,
Derabis, Kendrapara
ODISHA 754289

Ref: Bid No. _____ Dated _____

Sir,

I/We _____ here by offer to supply the following item at the prices and within the period indicated below.

| Sl No. | Item | Quantity | Unit Price | Total Price |
|--------|------|----------|------------|-------------|
| 01 | | | | |
| 02 | | | | |
| | | | 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 and seal of the Bidder)

Annexure-IV

SELF DECLARATION FOR NOT BLACK LISTED

To,

Principal,
Derabis College,
Derabis, Kendrapara
ODISHA 754289

Ref: Tender no.

Dated:

Madam/Sir,

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

Date:

Place:

Signature & Seal of the Bidder