



Office Of The Principal
DERABIS COLLEGE

At/P.O.- Derabis, Dist.- Kendrapara, PIN - 754289 (ODISHA)
Phone : 06727-263824, Email : derabishcollege@gmail.com

No..... *DE/1582/24*

Date..... *9.10.2024*



Sub: Issue of Request for Proposal (RFP) to select supplier(s) for "Supply & Installation of 32 Nos Desktop Computer in Computer Laboratory of this College under OHEPEE Scheme.

Principal, DERABIS COLLEGE, DERABISH, KENDRAPARA, Odisha hereby invites proposals from reputed eligible firms located within state of Odisha for supply of 32 Nos Desktop Computer in Computer Laboratory of this College under OHEPEE, Scheme.

The interested firms may download the RFP document from the College website i.e derabishcollege@gmail.com and submit their proposal to the Principal, Derabis College, Derabish, Kendrapara as per the terms and conditions mentioned in the RFP document.



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Derabish College



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Phone : 06727-263824, Email : derabishcollege@gmail.com

No.....Dc/1581/24

TENDER CALL NOTICE

Date...8-10-24.....

No-IDP

/Dtd.

Sealed Quotations are invited from intending and eligible manufacturers / firms / suppliers / Authorized Dealers for supply and installation of Desktop Computer, online UPS, Computer Table and Stool and the details should reach the undersigned within three weeks from the date of advertisement, separate tender documents should be submitted for each item. The items shall be purchased from IDP Funds under Odisha Higher Education Programme for excellence and equity (OHEPEE). The details of tender documents, Terms and conditions are available in the www.derabiscollge.org.in

The undersigned reserves the right to reject / cancel any or all the quotations without specifying any reasons thereof

Mob No- 9937920951


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No.....

Date.....



Request for proposal to select supplier for 32 Nos DESKTOP COMPUTER in
Computer Laboratory of this College under OHEPEE Scheme.

RFP No – 735/OHEPEE/2024-25/01

DATE: 09/10/2024

Issued By:

PRINCIPAL,

DERABIS COLLEGE, DERABISH, KENDRAPARA




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Date.....



SECTION-1 – SCHEDULE OF RFP

Sl. No	Particulars	Details
01	R F P No	735/OHEPEE/2024-25/01
02	Date of Issue of R F P	09.10.2024
03	Name of the RFP Issuer (PRINCIPAL)	Principal, Derabhis College, Derabhis, Dist-Kendrapara,754289
04	Scope of Work	"Supply & Installation of 32Nos Desktop Computer"
05	Method of Selection	Least Cost Selection Method
06	Deadline for submission of Pre-Proposal Query	12.10.2024
07	Pre-Proposal meeting	17.10.2024
08	Issue of Pre-Proposal Clarifications (if any)	21.10.2024
09	Last date for submission of proposals	4.11.2024
10	Date of opening of Financial Proposals	05.11.2024
11	Date of Opening of Financial Proposals	06.11.2024
12	Earnest Money Deposit (EMD) : Refundable for unsuccessful firms	(2% of the estimated cost by the College Rs.25000/-)
13	Performance Security (To be submitted by the L I firm only)	3% of the L1 estimated value
14	Address / venue for submission / opening of such proposals	Principal, Derabhis College, Derabhis, Kendrapara,754289

Note: In case of any change in the scheduled date due to any unforeseen event the date may be shifted to the next possible working day or as decided by the principal.




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Section - 2

NOTICE OF INVITATION

The Principal of Derabis College, Derabish, Dist-Kendrapara hereby invites proposals from reputed eligible firms located within State of Odisha to select supplier for "Supply & Installation of 32 Nos **DESKTOP COMPUTER** in Computer Laboratory of this College under OHEPEE, Scheme.

1. Firm will be selected under "Least Cost Selection" method as per criteria mentioned in the RFP document.
2. The proposal must be complete in all respect as specified in the RFP document and must be accompanied with the required financial instruments as specified in the RFP.
3. The EMD should be submitted in form of a Demand Draft in favour of the Principal, Derabis College, Derabish, Dist-Kendrapara payable at SBI, Golarahat Branch, Derabish, Kendrapara without which the proposal will be rejected.
4. Performance security is to be submitted after issuing of LOI to the L1 Bidder.
5. A tender fee (Non-Refundable) of Rs.500/- (Rupees Five Hundred) Only in shape of demand draft in favour of Principal, Derabis College, Derabish, Dist-Kendrapara >, payable at State Bank of India, Golarahat Branch, Derabish, Dist-Kendrapara must be deposited along with the proposal.
6. The proposals will be opened in the presence of the designated / authorized representatives of the interested firm on the scheduled date & time at the specified address as mentioned in the "Schedule of RFP", Designated / authorized representatives of the interested firm may attend the meeting with due authorization letter on behalf of their firm.
7. Interested firms may obtain the RFP document from the official website of the College (www.derabishcollege.org.in) and submit their proposal in a sealed document as per the instructions mentioned in this RFP document.
8. The interested firms must accept all technical / commercial terms & conditions mentioned in the RFP document.
9. The Principal, Derabis College, Derabish, Kendrapara reserves the right to cancel the RFP at any point without prior notice.




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Section - 3 :
SCOPE OF WORK

1. The Scope of Work must fulfil the requirements of the College like; supply of required number of items within the specific deadline.
2. The supplier must deliver & install the required items at College campus and no further time should be allowed for supply of the required goods without any valid reason and without the approval of the Principal.
3. Once required numbers of items are supplied by the supplier at College campus, the training and demonstration of the items supplied must be given by the supplier.
4. After installation, training and demonstration of the required items are finished; if any issue arises with the item then the Principal of the College should immediately report in writing to the supplier.
5. After all issues are resolved, the supplier will submit the invoice to the College and the College will initiate the payment process within 15 working days of installation of the required items/goods.




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No.....

Section - 4:

Date.....

INSTRUCTIONS TO INTERESTED FIRMS

1. PRE-QUALIFICATION CRITERIA

The participating firms must produce copies of all the required supportive documents / information as part of their proposal, failing which the same proposal shall be summarily rejected.

Sl. No	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Firm must be a Company as registered under the provisions of the Indian Companies Act. Or A Partnership Firm registered under the Indian Partnership Act or A Limited Liability Partnership registered under the Limited Liability Partnership Act or A sole Proprietorship Firms	Certificate of Incorporation / Registration Partnership deed GST Registration PAN
2	Experience	Interested firms altogether must have supplied goods as mentioned in the RFP at least once to any of the offices/Colleges/Universities	Supply Order copies
3	Turnover	During last three Financial years i.e.FY2021-22, 2022-23, 2023-24 the average annual turnover of the interested firm should not be less than 10% of the cost estimated by the College.	Audited balance sheet and "Profit & Loss Account" along with all schedules certified by a practicing Chartered Accountant. Acknowledgement of income tax returns
4	EMD (EMD of Unsuccessful firms will be returned immediately)	The interested firm should submit EMD. EMD value should be fixed by the College @ 2% of the total supply order value estimated by the College i.e.Rs.12,000/- (Rupees Twelve Thousand)Only	Demand Draft in favour of "Principal, Derabis College, Derabish, Kendrapara payable at SBI, Golarahat Branch, Derabish, Kendrapara,754289
5	EMD Relaxation criteria	Firms registered under MSME are exempted from submitting the EMD	Bid Security declaration and MSME/Start UPS proof.
6	Performance Security	3% of the L.I value	Demand Draft from a Scheduled commercial Bank or A Fixed Deposit OR A Bank Guarantee pledged in the name of "Principal of Derabis College, Derabish, Kendrapara,754289
7	Tender Fee	Rs.500/- (Five Hundred Rupees) Non-Refundable	PRINCIPAL, Derabis College, Derabish payable at SBI, Golarahat, Derabish, Kendrapara,754289
8	Blacklist	The Firm should not have been banned/blacklisted/debarred/Suspended by the World Bank/Central Govt./State Govt./Central or State PSU Origination/Central or State Govt. Universities or Colleges.	Self-Declaration from the Firm as per the prescribed format mentioned at "FORM T4"




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2. VALIDITY OF THE PROPOSAL

- The proposal submitted by the interested firms will remain valid for one year.
- The selected firms must supply and install required number of goods as per the approved rate and within 07 days of receipt of the "Supply Order" from the College.
- Deviation from this may lead to disengagement of the selected firm secured L2 position may be invited to supply the goods as per the terms and conditions of the RFP.

3. PRE-PROPOSAL QUERIES/MEETING

- Firms may submit their queries (if any) for pre-proposal meeting in respect of the RFP to the Principal, College Name only through e-Mail at derabishcollege@gmail.com within the stipulated date & time mentioned in the RFP document.
- Clarifications to the above will be hosted in the official website of College, after the pre-proposal meeting, as per the schedule mentioned in the RFP document.
- The pre-proposal query meeting may be conducted either in online or physical mode.

4. SUBMISSION OF PROPOSALS

- Interested firms are advised to study carefully all instructions, forms, terms & conditions and other important information mentioned in the RFP document.
- Each page should be signed with official seal of the authorized person.
- The proposal must be complete in all respect, properly indexed and hardbound.
- A sealed master envelope bearing the name, address, phone number and e-mail ID of firm along with the RFP name & number should contain two separate sealed envelopes i.e.

01 Technical Proposal

02 Financial Proposal

- The sealed "Technical Proposal" must contain the required supporting documents as per the sequence mentioned below :
- a) However; Micro, Small & Medium Enterprises registered with MSME / NSIC with valid category wise certificate, duly issued by Government of India are exempted for submitting the EMD on the condition that they must have the valid & category wise valid registration certificate on the date of opening of tender.
- b) EMD deposited by the unsuccessful firms will be returned immediately.
- c) EMD deposited by the selected firm will be returned after submission of "Performance Security"




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No.....

Date.....

FORM T 1 : Technical Proposal Submission Form.

FORM T 2 : Organization Details along with :

- Copy of Certificate of Incorporation / Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN)

FROM T 3: Experience Details

FROM T 4: Self-declaration from the firm confirming not have been banned/
blacklisted/debarred/suspended.

FROM T 5 : Technical Specifications Compliance Sheet.

FROM T 6: Financial Turnover Details along with:

- a) Copies of audited balance sheet, Profit & Loss account and all Schedules certified by the Chartered Accountant
- b) Copies of IT Return for the last three financial year i.e FY 2021-22, 2022-23, 2023-24

FROM F-1: Financial Proposal Submission Form.

- The sealed "Financial Proposal" must contain;
- The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.
- No alternation/modification/overwriting /corrections in the format shall be accepted.
- The sealed proposal must be delivered at the specified address as per the "Schedule of RFP" through speed Post/Registered Post /Courier only. The principal shall not be responsible for postal delay or delay due to any unforeseen situation. Submission of proposal through any other mode will not be accepted.

5. OPENING OF PROPOSAL

- The Sealed envelope containing the proposal will be opened by the principal in presence of the firm/their representative at the location, date and time specified in the RFP document.
- Only one representative with proper authorization letter from the participating firm will be allowed to attend the tender opening meeting.




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6. DISQUALIFICATION/REJECTION OF PROPOSAL

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal not conforming to the eligibility criteria and not submitting the required documents as mentioned in the RFP"
- Submission of forged documents.
- Proposal submitted without EMD.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- Proposal received in incomplete form.
- Proposal received after due date and time.
- Proposal which is not accompanied by all the required documents/information.
- Firm trying to influence the proposal evaluation process by unlawful/fraudulent/corrupt means at any point of time during the bid process.
- Price quoting in any irrelevant papers, documents, presentation etc except " Financial Proposal"
- If in case of a firm or any person acting on its behalf indulges in corrupt/fraudulent practices.
- Any other condition/situation which holds the paramount interest of the of the PRINCIPAL during the overall selection process.
- The Principal reserves the right to annual any/all of the proposals received, at any point of time with/without assigning any reason thereof.

7. EVALUATION OF PROPOSAL

A two-stage process will be adopted as explained below for valuation of the proposals:

A) Technical Evaluation

- Technical evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite Document/information /financial instruments have been properly furnished by the firm required minimum specification as mentioned at "Form T 5" of the RFP document.

B) Financial Evaluation

The financial proposals of the technically qualified firms only shall be opened at this stage in the presence of the technically qualified firm/their authorized representative on the schedules date and time as mentioned in the RFP documents.

"Least Cost Selection Method" will be followed.

The firm, who submits the lowest financial price proposal shall be declared as the "LI" bidder and shall be communicated for further process leading to issue of "Supply Order".



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8. AWARD OF CONTRACT

Date.....

- The LI bidder will be notified by the PRINCIPAL in writing by issuing a "Letter of Intent" and will be asked to acknowledge the "Letter of Intent (LoI)" and to submit the "Performance Security within 7 days of issuance of the LoI
- The "Performance Security" is unconditional and irrevocable.
- Performance Security amount is mentioned at slno.6 of "Section 4" and the performance security must remain valid till warranty period of the goods.
- After receiving the acknowledgement of LoI along with the "Performance Security", the PRINCIPAL will issue the "Supply Order to the selected firm", for their requirement as specified in the RFP document.
- After issue of "LoI" after receipt of the acknowledged "LoI", if due to any reason(s) the LI bidder withdraws its willingness to supply the required goods then the EMD/Performance Security deposited by the same firm will be forfeited by the PRINCIPAL and firm security the L 2 position in the financial bid will be awarded with contract, after submission of the required Performance Security amount & EMD.
- Once the Supply order is issued by the college, the concerned firm must supply and install the required number of items within 07 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.

9. GENERAL TERMS & CONDITIONS

- Conflict of Interest Exists In The Event Of:
- Firms who have a business or family relation with the PRINCIPAL, directly or indirectly. Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The Interested firms are to be careful so as not to give rise to a situation where there will be any conflict of interest with the Principal as this would amount to their disqualification and breach of contract.
- Disclosure:
- Firm has an obligation to disclose any actual or potential conflict of interest. Failure to do so will lead to disqualification of the bidder or termination of its contact.
- Firm must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangement relating to bankruptcy, insolvency or the financial standing of the firm, including but not limited to appointment of any officer such as a receiver in relation to the firms personal or business matters or an arrangement with creditors, or any other similar proceedings.
- Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to:
- A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regular or professional body to have committed professional misconduct.




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Date.....



- Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
- Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
- Anti-Corruption Measure:
- Any effort by firms(s) to influence the PRINCIPAL in the evaluation and ranking of financial proposals, and recommendations for award of contract, will result in the rejection of the proposal.
- A recommendation for award of contract shall be rejected if it is determined that the recommended firm has directly, or through an, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the PRINCIPAL shall reject the proposal and disqualify it from participating in any related RFP process.
- Force Majeure:
- "Force Majeure" means an event beyond the control of the selected firm and not involving the selected firms fault or negligence and not foreseeable. Such event may include wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restrictions imposed by the Government other bodies, which are beyond the control of the selected firms, which prevents or delays execution of the order by the selected firm. If a force Majeure situation arises, the selected firms shall promptly notify PRINCIPAL in writing of such condition, the cause there of and the change that is necessitated due to that prevailing condition. Until and unless otherwise directed by the PRINCIPAL in writing, the selected firm shall continue to perform its obligations as per the RFP term & conditions as far as possible and shall seek all reasonable alternative means for delivering performance not preventing by the Force Majeure event.
- The selected firm shall inform the PRINCIPAL in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, PRINCIPAL reserved the right to cancel the contract without any obligation to compensate the selected firm in any manner for what so ever reason.
- The PRINCIPAL and the selected firm shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract.
- Governing Laws:
- Any unjustified and unacceptable delay in deliver shall render the selected firms liable for liquidated damages and thereafter the PRINCIPAL holds the option for cancellation of the contract for pending activities and completes the same through any other firms(s) who participated in the RFP process by awarding the same contract to L 2 bidder in the financial bid.




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No.....



Date.....

- In such case of premature cancellation of the contract, the principal reserves the right to withhold the performance Security.
- The right and obligations of the PRINCIPAL and the selected firm under this contract will be governed by the prevailing laws of Government of India and Government of Odisha only.
- All legal disputes are subject to the jurisdiction of the District Court, Kendrapara



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No.....

Date.....



SECTION 5: FROM

FORM T 1: TECHINAL PROPOSAL SUBMISSION FORM

To,

The principal
Derabis College, Derabis
Kendrapara, 754289

Sub: Submission of Technical Proposal to select supplier for" " at the college.

REF: REF No. & date issued by the college.

Dear Sir,

I, the undersigned, offer to participate in the selection process to select supplier for
" ____ "at the college, in accordance with your RFP No:”

I am here by submitting Technical Proposal, which includes EMD, tender fee Technical Proposal and Financial Proposal sealed in separate envelopes, I, hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal. I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your College shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully



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No.....



Date.....

FROM T 2:

ORGANISATION'S DETAILS

Sl. No	Particular	Details
1	Name of the firm	
2	Type of firm (Proprietorship/Partnership/Pvt.Ltd./Public Ltd/Sole Proprietorship)	
3	Date of Establishment and Experience in business (I number of years)	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details).	
6	Telephone & e-Mail id of authorized person	
7	G.S.T Registration No.	
8	PAN No.	
9	Willing to carry out assignments as per the scope of work of the REP(Yes/No)	
10	Willing to accept all the terms and conditions as specified in the REP(Yes/No)	




Yours faithfully
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No.....

Date.....



FROM T-3:

EXPERIENCE DETAILS

Sl. No	Name of the University/College Department/Office to whom materials supplied	Quantity of Materials Supplied	Date of Receipt Work Order with reference number	Date of supply of goods/items.	Remarks if any
01					
02					
03					



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Yours faithfully
Principal
Derabhis College

Authorized Signatory of the firm with Date and Seal



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No.....



Date.....

FROM T 4:

SELF DECLARATION FOR NOT BLACK LISTED

To,

The principal,
Derabis College, Derabis
Kendrapara, 754289

Sub: Self declaration for not blacklisted. Ref: REP No:

Sir,

I/We hereby confirm that our firm has not been Banned/blacklisted/debarred/suspended by the World Bank/Central Govt./State Govt./Central or State PSU Origination/Central or state Govt.Universities or Colleges.




Yours faithfully
Principal
Derabish College

Authorized Signatory of the firm with Date and Seal



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No.....

Date.....

FROM T-5:

Minimum Required Specifications Compliance Sheet

Interested firm(s) must confirm that, the make and model they are proposing to supply & install is satisfying the below mentioned minimum required technical specifications. Deviations (if any) from the below mentioned minimum required technical specifications, must be clearly indicated by the interested firm(s). For supply & Installation of Computer

Sl.No	Item	Specification	Complain Yes/No	Deviation
1	Form Factor	Micro Tower		
2	Processor	Intel® Core™ i5-12500 with Intel® UHD Graphics Or Higher		
3	Chipset	H670, Q670 and higher		
4	Memory and age	IB DDR4-3200Mhz, Memory expandability up to 64 GB with 2 DIMM ts		
5		1TB HDD plus SATA SSD		
6	Optical Drive	NA		
7	Graphics	Intel®UHD Graphics 750, But CPU should be supported Upto 8 GB higher		
8	Audio	Integrated audio controller with internal speaker of at least 2W		
9	Operating items	Windows 11 Home Preloaded with Recovery CD		
10	Networking	Integrated 10/100/1000M Gbe LAN and Network Adapter Intel Pond 1 I225-T1 2.5 GbE		
11		Wi-Fi + Bluetooth		
12	Ports	Video: 1HDMI 1.4, 1VGA (Video ports should be functional inspite installation of graphic card if required)		
13		USB: 4 USB 3.2 Gen 1,2 USB 3.2 Gen 2(Min 10 GBPS Port), 2 B 2.0, 3 SATA Ports,1Serial Port		
14	Slots	Minimum 4 including 1 PCI and 2 M.2 slots		
15	Bays	2X3.5" Internal, 1 External Bay		
16	Keyboard	USB Wired Keyboard,		
17	Mouse	USB Optical Wired Mouse		
18	Power Supply	180-260 W with 92% efficiency or better		
19	Volume and light	No more than 16.1L and less than 5KG		
20	Security	TPM 2.0 Integrated Intrusion Sensor Integrated cable lock slot for keyboard and Mouse Drive Lock for hard disk		



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21	Certifications	Microsoft Windows 11 FCC,CE,RoHS,UL,EPEAT,Energy Star ISO 9001 14001,20001,27001, for OEM, Top 3 OEM as per latest I Report		
22	Display	19.5" with Minimum resolution of 1600x900, with VGA, HDMI,TC 8.0 Certified Same OEM as desktop		
23	Warranty	3 Years onsite		
24	Anti-Virus	Total Security for 3 Years		

Only
Yours faithfully
Principal
Derabish College

Authorized Signatory of the firm with Date and Seal





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FROM T 6: FINANCIAL TURNOVER DETAILS Date.....

Financial Turnover of the organization during last three financial years (Certified by a Practicing Chartered Accountant)

Sl. No	Financial Year	Turnover in INR
1	2021-2022	
2	2022-2023	
3	2023-2024	
4	Average Annual Turn Over for the Last Three Years(INR)	

Name of the CA Firm:
Firm Registration No:
Name of the Chartered Accountant:
Membership No:
Signature with Seal:



[Signature]
Yours faithfully,
Principal
Derabhis College

Authorized Signatory of the firm with Date and Seal



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FORM F 1:

No.....

FINANCIAL PROPOSAL SUBMISSION FORM

Date.....



To

The principal
Derabis College, Derabis
Kendrapara

Sub: Submission of Financial Proposal to select supplier for "Supply & installation of Desktop Computer" at the college.

REF: RFP No..... & date issued by the college

Dear Madam/Sir,

I, the undersigned, hereby submitting the Financial Proposal to select supplier for "Supply & Installation of "at the college in accordance of RFP No

I, hereby declare that all the financial-figures mentioned the Financial Proposal is true and correct. I also accept that any misrepresentations of financial facts and figures may lead to disqualification of my proposal.

SI No.	Name of the item	Number of items	Value Including GST per Item	Total Value	Remarks
01	Supply & Installation of Desktop Computers in computer Laboratory	32			

The Other Charges (*) may include:

All necessary accessories like; cables, wire, pipes...etc, which are instrumental for installation.

The transportation/material handling cost for delivering and installing the required numbers of materials at the college premises.



[Signature]
Yours Faithfully
Principal

Derabish College

Authorized Signatory of the firm with Date and Seal



Office Of The Principal
DERABIS COLLEGE

At/P.O.- Derabis, Dist.- Kendrapara, PIN - 754289 (ODISHA)
Phone : 06727-263824, Email : derabishcollege@gmail.com

SECTION 6

(Standard Supply Order of the college)

No.....

To,

The (Name of the selected firm), Address of the selected firm

Sub: Supply & Installation of "

Sir/madam,

The following items may be supplied to our college & installed within 07 days with reference to RFP No.

Sl No	Name of the items	Number of items	Value including GST per Item	Total Value	Remarks
01	Supply & Installation of Desktop Computers in Computer Laboratory	12			



[Signature]
Yours Sincerely

Principal
PRINCIPAL
Derabhis College



Office Of The Principal
DERABIS COLLEGE

At/P.O.- Derabis, Dist.- Kendrapara, PIN - 754289 (ODISHA)
Phone : 06727-263824, Email : derabishcollege@gmail.com

No.....



SECTION 7

(Certificate of willingness to be submitted by all firms)

To

The principal
Derabis College, Derabis
Kendrapara

Sub: Submission of Willingness Certificate for supply & Installation of Desktop Computer
in

the Computer Lab, at your college premise.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to Supply & Installation of Desktop Computers in Computer Laboratory. Within 10 days of receipt of work order from the colleges throughout Odisha, selected under OHEPEE, if my firm is elected as L1, bidder during selection of tender.

In the event of my firm's failure to supply and install the required items in the selected L1 cost, my EMD/Performance Security will be forfeited.



[Signature]
Yours faithfully
Principal
Derabis College

Authorized Signatory of the firm with Date and Seal



Office Of The Principal
DERABIS COLLEGE

At/P.O.- Derabis, Dist.- Kendrapara, PIN - 754289 (ODISHA)
Phone : 06727-263824, Email : derabishcollege@gmail.com

No.....

ANNEXURE 1

Proposal Submission Check List



Sl. No	Description	Submitted (Yes/No)
1	Tender fee	
2	Earnest Money Deposit (EMD)	
3	Copy of Certificate of Incorporation/Registration	
4	Copy of goods and Services Tax Identification Number	
5	Copy of PAN	
6	CA audited copies of profit & Loss Account and Balance Sheet along with all schedules	
7	Copies of IT Returns for the last three financial years	
8	Technical Proposal Submission Form	
9	Organizations Details	
10	Experience Details	
11	Self – Declaration for not having been blacklisted	
12	Technical Specifications Compliance Sheet	
13	Financial Turnover Details	
14	Financial Proposal Submission Form	
15	Certificate of willingness to be submitted by all firms	




PRINCIPAL
Principal
Derabis College, Derabis