



Office Of The Principal
DERABIS COLLEGE

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

No. DC/1104/24.

Date...19.11.24.....



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

[E-mail-derabishcollege@gmail.com](mailto:derabishcollege@gmail.com)

Ph-06727263824

Website-www.derabiscollge.edu.in

TENDER DOCUMENT
FOR
“SUPPLY OF ONLINE UPS 5KVA SINGLE PHASE
OTHER GOODS
TO
DERABIS COLLEGE”

TENDER DOCUMENT NO: -DER/2024/OHEPEE/02

DATED: -21.11.2024


PRINCIPAL
DERABIS COLLEGE
PRINCIPAL

DERABIS COLLEGE DERABIS

QUOTATION CALL FOR SUPPLY AND INSTALLATION OF GOODS
UNDER ODISHA HIGHER EDUCATION PROGRAM FOR EXCELLENCE & EQUITY
(OHEPEE)

TABLE OF CONTENT

DESCRIPTION	PAGE NO
SCHEDULE OF TENDER	02
ELIGIBILITY CRITERIA	03
BID SUBMISSION	04
GENERAL TERMS & CONDITIONS OF THE BID	05-06
ANNEXURE-I. DETAILS OF THE TENDERER	07
ANNEXURE-II. PRICE SCHEDULE	08
ANNEXURE-III. SELF DECLARATION FOR NOT BLACK LISTED	09
ANNEXURE-IV .DETAIL OF OF THE ITEMS	10

S. Saha
PRINCIPAL
DERABIS COLLEGE

SCHEDULE OF TENDER

Tender/Quotation No	DER/2024 OHEPEE/002
Name of the Tender Issuer	Principal, Derabis College, Derabis, Kendrapara, ODISHA,754289
Scope of work	Online UPS & other accessories as per Annexure-01
Quantity to be supplied :	As per Annexure -01
Cost/Fee of Tender Documents	Rs.500/- inform of DD drawn in favour of Derabis College, Derabis, Payable at Derabis
Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender)	EMD—Rs.1500/-
Performance of Bank Guaranty (PGB)	Rs.15000/-
Date of issue of Tender Document	21 ST November'2024
Date & Time of pre-bid clarification.	30 th November'2024 .11:00 AM
Last date & Time for submission of Bids	12 th December' 2024.4.00 PM
Date & Time of Price Bid Opening	14 th December'2024,11:00 AM
Date & Time of Technical Bid Opening	16 th December'2024.11:00 AM
Mode of Submission	Speed Post / Registered Post only
Name of the contact person for Communication	Sri Chandra Sekhar Nayak, Principal, Mob-9937920951
Address for Communication	Principal, Derabis College, Derabish, Kendrapara, ODISHA, Pin-754289


 PRINCIPAL
 DERABIS COLLEGE

ELIGIBILITY CRITERIA

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

01.The bidder must have a valid PAN.

01, Most be registered under GST Act and must have latest GSTR-3B returns for last 3 months

02. The bidder must submit copy of acknowledgement of income tax return for at least 3 years

03.The bidder should provide valid Performance of Bank Guaranty lid authorization from OEM for 3 years

04.Should not have been blacklisted by any State Govt./Central Govt./PSU in India. A self-declaration is required as per Annexure-ii.


PRINCIPAL
DERABIS COLLECT

BID SUBMISSION

Steps to be followed for submission:

1. The Bid shall be submitted in parts. The EMD, The 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, Kendrapara, Payable 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 apply the items as per technical specification mentioned in Annexure-01. The list if that is items available with the tenderer.
- The Bidder should detail as per **Annexure- ii**, duly filled in signed and complete in all respect, no alternation/modification in the format shall be permitted.
- A self-declaration that the tenderer has not been black listed by any state Government/Central Govt./PSU in India as per **Annexure-iv**.
- Audited balance sheet and profit & loss account along with copy of acknowledgment of Income Tax return of last three financial years i.e. 2021-22.2022-23.2023-24.

iii. The Price Bid shall be sealed in an envelope marked as 'Price Bid 'and shall contain the price bid as per Annexure-iii.

Rate quoted should be inclusive of GST. No Price increase on account of charge in tax structure, duties, levies. Charges etc, shall be permitted.

The three separate envelopes containing Mechanical Bid and Price Bid should be sealed in one envelope and should be addressed as per tender schedule super as "Supply of items"


 PRINCIPAL
 DERABISH COLLEGE

GENERAL TERMS AND CONDITIONS OF THE BID

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

01. Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Derabish College, Derabish, Kendrapara, ODISHA, Pin-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.

02. Bidder are requested to check for any notice /amendment/clarification etc, to the tender document through the website. [Http://www.derabishcollege.edu.in](http://www.derabishcollege.edu.in)/Notice board of the office of the Principal, Derabish College, Derabish, Kendrapara, Pin.754289. No separate notification will be issued for such notice/amendment/clarification etc, in the Print media or individually.

03. 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.

04. PRE-BID Meeting with the intending bidders shall be held on dtd. 30th November'2024 at 11 AM to 01 P M. at Derabish College, Derabish, Kendrapara, Pin-754289. Any queries related to this tender shall be sent to the mail Id: [Http://www.derabishcollege.edu.in](http://www.derabishcollege.edu.in) 9 days in advance. The clarification 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 site verification where initialization is to be made.

05. OPENING OF TECHNICAL BID.

The Technical bid proposal will be opened on dtd. 16th December' 2024 at 11 AM. in the presence of the tender committee

and the representative of the bidders. No separate intimation will be given to the bidders in this regard.

06. EVALUATION PROCESS.

The Technical proposal will be evaluated on the basis of compliance to eligibility criteria, technical specification and other terms and 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 tender without assigning any or all the tenders without assigning any reason thereof.

07. 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 the between bidders in between evaluated packing price, the person having highest financial turnover in the preceding 3 financial year will be given preference.

08. PERFORMANCE BANK GUARANTEE.

The selected bidder shall deposit performance security of Rs.15000/- (Fifteen Thousand) in form of Bank Draft/fixed deposit receipt from a commercial Bank/Bank guarantee from a commercial bank within fifteen (15) working days of


PRINCIPAL
DERABISH COLLEGE

the date of notice of award of the tender. The performance security deposit will be retained till completion of the warranty period.

09. The bid 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 figure should be written in figures followed by words.
12. Each page of 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 seriously numbered and page marked.
13. A bid submitted cannot be withdrawn. The bidder or has authorised representative (one person only) will be allowed to be present at the terms and conditions of the contract and seriously numbered and page marked.
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 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 Government Rules.
18. If the work is found un-satisfactorily 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 another pursuant to this contract shall be sent to written to Principal, Derabis College, Derabis, Kendrapara.
20. **Payment Terms:** All payment will be paid within 15 days of submission of invoice based on completion of respective terms and conditions TDS Will be deducted as per the rules. The invoice will be raised in favour of Principal, Derabis College, Derabis, Kendrapara, Odisha, Pin-754289.
21. **Completion Period:** The work shall be completed in all respect within 30 days from the date of issue of work order.


PRINCIPAL
DERABIS COLLEGE

DETAILS OF THE TENDER**annexure-1**

S.No	Particulars	Remarks
01	Name of the firm/Agency/company	
02	Complete address of registered Office	
03	Telephone No & Email.Id	
04	Name of Authorised Signatory (In block Letter)	
05	Contact No. Of authorised Signatory	
06	Type of/Firm (Proprietary/Partnership/Pvt.Ltd/Public Ltd)	
07	Date of Establishment and Experience in business (In number of years)	
08	GST Registration No	
09	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 2021-22,2022-23,2023-24.	
12	Furnish The names of 3 responsible persons along with their designation, Address, Telephone One-color whose organization, you have completed/work in progress as mentioned in Annexure-v and who performe your organization	

Place:

Date:

Seal & signature of the Authorised person


PRINCIPAL
DERABIS COLLEGE

Annexure-111

PRICE SCHEDULED

To

The principal
Derabish College
Derabish, Kendrapara, Odisha, 754289

Ref: Bid No _____ Dated. _____

Sir

I/WE _____ here by offer to supply the following items at the prices & within the period indicated below.

Sl.No	Items	Company	Specimen	Quantity	Unit Price	Total Price
01						
02						
03						
04						

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

Note-

No change in the Performa is permissible.

Date:-

Place:-

Signature and seal of the Bidder


PRINCIPAL
DERABISH COLLEGE

Anexure-iv

SELF DECLARATION FOR NOT BLACK LISTED

To

Principal
Derabish College
Derabish, 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 Organisation/Financial Institution/Court/Public sector
Unit/Central Government.

Date:-

Place:-

Signature & Seal of the bidder


PRINCIPAL
DERABISH COLLEGE

Annexure-01

DETAILS OF ITEMS

Sl. No	Goods & Services to be Procured	Detail specification	Quantity	Mode of Procurement
02	Online UPS	5 kva Single Phase	1 Nos	Open Tender
03	Stool	2'X1'X2'	128 Nos	Open Tender
0-3	Computer Table table for computer lab	L-3Xw-2' with drawer	32 Nos	Open Tender


PRINCIPAL
DERABIS COLLEGE