

**OFFICE OF THE PRINCIPAL,  
DERABIS COLLEGE, DERABISH, DIST-KENDRAPARA**

Ref... 24/1149/25


Date... 16-02-25

**NOTICE INVITING TENDERS FOR SUPPLY OF STOOLS FOR SCIENCE  
LABORATORIES**

Derabis college invites tender form licensed and authorized supplier for stools for science laboratories. The dealers have to supply stools to the college physically or transport the same at their own cost. Quotations in sealed envelope citing the percentage of discount are to be submitted to the office of the undersigned through speed post/ register post/ courier on or before 08-03-2025 up to 5 PM.

The detailed Tender paper, Terms and Conditions can be downloaded from the website ([www.derabiscollge.edu.in](http://www.derabiscollge.edu.in)). The bidder should enclose a DD of Rs.500/- towards cost of Tender paper in favour of Principal, Derabis College, Derabis payable the SBI, Derabis. Any Tender received after the due data and time will be rejected.

The undersigned reserves the right to cancel the Tender in full or parts at the time without assigning any reason thereof.

  
Principal 16-2-25  
**Principal**  
**Derabis College**

**DERABIS COLLEGE  
P.O – DERABIS  
DIST – KENDRAPARA  
PIN – 754289**

**TENDER DOCUMENT**

**TENDRER IN SINGLE BIDS-FINANCIAL SYSTEM  
FOR  
SUPPLY OF STOOLS  
AT  
DERABIS COLLEGE  
DERABIS  
TO BE SUBMITTED TO  
THE PRINCIPAL  
DERABIS COLLEGE  
PO – DERABIS  
DIST – KENDRAPARA  
PIN – 754289  
DERABIS**

**OFFICE OF THE PRINCIPAL,  
DERABIS COLLEGE DERABIS, KENDRAPARA**

1. Derabis college, (Kendrapara) invites short Tender Quotation through offline mode in two bid system (***Technical Bid & Financial Bid***) only from reputed firms/supplier/authorized dealer for supply of stools for science laboratories.

Sl No.	Reference No.	Items	Qty	Specimen	Tender Document fee (Rs.)
01	DC/1149/25 Dt.16.02.25	Supply of stools for science laboratories at:Derabis College Dist- kendrapara	128	2 feet height x 1 feet breadth x 2feet length	500.00

DATE OF AVAILABILITY OF BIDDING DOCUMENT OF COLLEGE WEBSITE: 16-02-2025

LAST DATE AND TIME FOR HARD COPY SUBMISSION : 08-03-2025

TIME AND TIME AND DATE OF OPENING PRICE BIDS : 11-03-2025

**VENUE OF Bid Opening at Conference Hall, Derabis College**

The Technical bids will be opened in the presence of representatives of tenders, if any. **If the date of submission/opening happens to be holiday, the bids shall be submitted /opened next working day at the same time. Requests for postponement will not be entertained.** Delayed tenders and tenders submitted by Fax/email bids or late/shall not be considered.

**The Principal, Derabis College** reserves the right to change the opening time and date of the tender due to administrative reasons by notifying the same on the website. The College will not liable for delay in submission of tenders and technical errors (if any) & **The Principal, Derabis College, reserves the right to accept/reject any or all tenders either in part or in full without assigning any reasons thereof.**

Sd/-

**Principal**

**DERABIS COLLEGE**

## **BID INSTRUCTION:**

1. **To participate in this tender process** one can download BID/TENDER documents from College website- <https://www.derabiscollge.edu.in> bidder should have download bid document from the college portal.
2. **Quotations will have to be submitted** in SINGLE Bids. Financial bid are to be submitted concurrently.
3. **Bid not transferable:** The bid documents are not transferable.
4. Please note that all tender forms and supporting documents are to be submitted manually in sealed envelope super scribed with Tender No. and Due Date to **The Principal, Derabis College, Derabis, Kendrapara on or before the Bid Closing Date and Time mentioned in the Tender.**
  - i. **Technical Bid and financial Bid should be kept in separate sealed envelopes and these two should be enclosed in another big envelope.**
  - ii. **Technically sound firms will be eligible for financial bid**

## **QUALIFICATION REQUIREMENTS**

The following documents should be submitted along with the tender:

1. The tenders should be accompanied by a **demand draft of Rs. 500.00** (Rupees Five hundred) only in favour of **PRINCIPAL DERABIS COLLEGE** payable at **SBI GOLARAHAT (03883)**
2. The Bidder must be registered company / Firm based in Odisha and in operation for last three (3) years in this locality.
3. Copies of the trade license, PAN and GST registration no, accounts should be submitted along with the tender.
4. All the interested bidders will have to produce their last three years income tax details
5. Successful bidder will be solely responsible for after sales service (comprehensive) of the items within 24 hours of intimation, failing which the security deposit will be forfeited.
6. The bidder or the authorized representative of the bidder, carrying valid identity proof should attend the bid opening session possessing valid documents duly signed and attested.
7. The competent bid evaluation authority will duly examine the relevant documents and technical bid and if satisfied with the fulfillment of the requirements, then only financial bid will be opened.
8. The competent authority will have the discretionary power to award contracts to firms not only on the basis of the fulfillment of the criterion, but on proven competence.
9. Once the bid evaluation committee finalizes the selection process of bid winning parties, they are bound to fulfill the order within stipulated time as set by the body.
10. The final payment will be made on the basis of timely fulfillment of orders.
11. Whatever is supplied by selected parties, will undergo proper scrutiny by the Tender and Purchase Committee of the college and if any discrepancies arise, the concerned suppliers will have to replace the delivered items by the ordered ones. No Extra Cost" on such account shall be admissible.
12. The Tender and Purchase Committee" reserves the rights to relax terms and conditions and also has the discretion to reject any tender without assigning any reasons on certain cases
13. The bidders are informed to sign all the documents.
14. The bidders are solely responsible and accountable for the originality, genuineness of the documents submitted in the tender process and if found or reported of any discrepancies they themselves are liable for any legal action whatsoever.
15. If any misrepresentation, suppression of facts are brought to light during the process of bid opening, this will result in rejection of the bid altogether
16. Partial quotes/incomplete bid will not be accepted.

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17. In case of any dispute in respect of the quotation, all legal matters shall be instituted within the jurisdiction of the place Kendrapara where the purchaser ordinarily resides.

18. The Bidders have to submit a declaration citing to abide the guidelines of the tender process.

**FINANCIAL BID**

**5 KVA SINGLE PHASE ONLINE UPS AND STOOLS FOR SCIENCE  
LABORATORIES**

<b>Sl No</b>	<b>Items name/Description</b>	<b>No of Unit</b>	<b>Rate per unit(Rs)</b>	<b>Total without GST(Rs)</b>	<b>GST(Rs)</b>	<b>Total with GST (Rs)</b>
1						
2						
3						
	<b>GRAND TOTAL:</b>					

**Tender Form**  
**(Technical Bid Format)**

1. Name of the firm/Society/Company/Proprietary Concern:
2. Name of Proprietor:
3. Father's Name:
4. Address of registered office:
5. Telephone No. / Mobile No.:
6. E-mail id:
7. PAN No.:
8. GST Reg. No.:
9. Bank Account Name:
10. Bank A/C No.:
11. Bank Name:
12. Branch Name of the Bank:
13. IFSC Code:
14. Details of Cost of the Tender Paper:
  - a. Amount:
  - b. Demand Draft No. and Date:
  - c. Drawn on bank:
  - d. Valid up to:

I .....hereby affirm that all the information given above are true to the best of my knowledge. In case any discrepancy is noticed, I shall be held solely responsible resulting in the rejection of bid.

(Signature of the authorized signatory with seal of tendering firm)

Date:

Name:

Place:

Address

## **TERMS & CONDITIONS:**

1. **Rates:** rates quoted in the Price Bid should be on DOOR DELIVERY at DERABIS COLLEGE, Dist: Kendrapara - 754289 as per details below:

2. **Purchaser's right to accept any bid and to reject any or all bids:** The purchaser reserves the right to accept or reject any bid at any stage in the bidding process and reject any or all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the purchaser's action.

3. Bidder should not be blacklisted by any government department, PSU or government company. Black listed agencies are not eligible to bid and bid is liable for rejection. Bidder letter head.

4. Bidders must have a registered office in the state of consignee for faster and better service support response. Documentary proof (GSTIN, PAN) to be uploaded along with the Bid.

5. Bidder must have submit GSTIN ,PAN.

6. Bidder must have submit GSTR 1,GSTR 3B Latest GST return .

7. Bidder must submit UDYAM Registration.

8. Bidder must submit ISO 9001: 2015,ISO 14001: 2015,GMP

9. Bidder must have submitted last profit and loss & balance sheet.

10. Bidder should submit the Bid Specific Manufacturer Authorization Certificate if any.

11. Dedicated /toll Free Telephone No. for Service Support: BIDDER/OEM must have .

12. Dedicated/toll Free Telephone No. for Service Support. Proof copy must be enclosed.

13. Scope of supply (Bid price to include all cost components delivery at buyer consignee location with Good Condition and Standard Installation.

Sd/-Principal

Derabis College,Derabis



## CONTRACT FORM

**(To be stamped as an agreement in the court stamp paper valued Rs. 100/-)**

This agreement made the .....day of .....20.. between the Governor of Assam (hereinafter "the purchaser") of the one part and (name of supplier) of (address, city and country of supplier) (hereinafter "the supplier") of the other part.

Whereas the purchaser is desirous that certain goods and ancillary services, viz. (brief description of goods and services) and has accepted a bid by the supplier for supply of those goods and services in the sum of (contract price in words and figures) (hereinafter "the contract price").

Now this Agreement witnesses as follows:

01. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:

- (a) the Technical Specifications,
- (b) the Terms and Conditions of the Tender Document
- (c) the Supplier's bid and original Price Schedules and
- (d) the Purchaser's Notification of Award

02. In consideration of the payments to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.

03. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Brief particulars of the goods and services which shall be supplied/provided by the supplier are as under:

SL. NO	Brief description of Good/services	Quantity to be Supplied	Unit price	Delivery terms (FOR etc)

**Total value:**

**Delivery schedule:**

In witness whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed and delivered by the said.....(for the purchaser)

in the presence of.....

Signed sealed and delivered by the said .....(for the supplier)

In the presence of .....



