



## **MUNICIPAL COLLEGE, ROURKELA**

### **Advertisement for**

Procurement of Office **Computers** with peripherals  
under

Odisha Higher Education Program for Excellence & Equity (OHEPEE),

At

## **MUNICIPAL COLLEGE, ROURKELA**

**Tender Document No:** [039/ OHEPEE/ 2019/ 005]

**Dated:** 16.02.2019

**Issued by;**

Principal,  
MUNICIPAL COLLEGE  
UDITNAGAR,ROURKELA-769012

## TABLE OF CONTENTS

<b>Section</b>	<b>DESCRIPTION</b>	<b>PAGE No.</b>
<b>1</b>	Schedule of Tender	<b>03</b>
<b>2</b>	Tender Notice	<b>04</b>
<b>3</b>	Eligibility Criteria	<b>05</b>
<b>4</b>	General terms and conditions of the tender	<b>06</b>
<b>5</b>	Evaluation of proposals & Award of contract	<b>07</b>
<b>6</b>	Tender Submission	<b>08</b>
<b>7</b>	Technical Specification	<b>10</b>
<b>8</b>	Technical Bid-Paper	<b>11</b>
<b>9</b>	<b>Annexure-1</b> Details of Tenderers	<b>14</b>
<b>10</b>	<b>Annexure-2</b> Self declaration for not being Blacklisted	<b>15</b>
<b>11</b>	Price Bid	<b>16</b>

## SCHEDULE OF TENDER

Tender No.	039/ OHEPEE/ 2019/ 004]
Name of the tender issuer	Principal, Name of the College
Scope of Work	Supply of Office Computers
Cost /fee of Tender Documents	Rs. 200/-
Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender)	Rs. 3000/-
Performance Bank Guarantee (PBG)	Not applicable
Date of issue of tender document	16.02.2019
Date & Time of Pre Bid clarification meeting	06.03.2019
Last Date & Time for Submission of Bids	08.03.2019 (12:00 Noon)
Date & Time of Opening of Technical Bids	08.03.2019 (3:00 PM)
Date & Time of Price Bid Opening	10.03.2019 (3:00 PM)
Name of the contact person for Communication	Dr.P.K.Kar
Contact Number of the concern person	7008245649
Address for Communication	Municipal College,Uditnagar,Rourkela-769012

## **TENDER NOTICE**

Sealed tenders are invited from interested firms for **“Supply of Office Computers with peripherals”** to the Municipal College Rourkela.

Interested bidders may obtain details terms & conditions for taking up this assignment by downloading the tender document from the college’s website i.e **“[www.municipalcollegerkl.com](http://www.municipalcollegerkl.com)”** or by visiting the office of the Municipal College Rourkela.

## ELIGIBILITY CRITERIA OF THE INTERESTED FIRM

The interested firm;

- 1) Must have a valid PAN.
- 2) May have GST registration number (if applicable).
- 3) Should have a registered or at least one of the branch offices in the State of Odisha.
- 4) Must have a minimum average annual turnover during last three financial years i.e 2015-16, 2016-17, 2017-18 of Rs 5 Lakhs (Rupees Five Lakhs only). The firm must submit copy of audited balance sheet, Profit & Loss Account with all schedules certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of turnover.
- 5) Should not have been blacklisted by any State Government/ / Central Govt / PSU in India .A self-declaration is required as per **Annexure II**.
- 6) Must have already supplied Laboratory Equipments to any of the Central Government/State Government/PSU/Educational Institutions with in India during last three financial years i.e 2015-16, 2016-17, 2017-18. The work order must be produced as a proof of work experience of the firm.

## **GENERAL TERMS AND CONDITIONS OF THE BID**

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

- a) Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc to the Tender Document through the college's website i.e [www.municipalcollegerkl.com](http://www.municipalcollegerkl.com) or Notice board of the [college name]. Separate notifications may not be necessary issued for such notices/amendments /clarifications etc in the print media or individually.
- b) The Bidders should note that Prices should not be indicated in the Technical Bid and should be quoted only in the Price Bid. In case the prices are indicated in the Technical Bid, the tender shall stand rejected.
- c) 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.
- d) 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.
- e) The bidder or his authorized representative (one person only) will be allowed to be present at the time of pre bid meeting and at the time of opening of Technical Bid.
- f) "Price Bid" shall be opened only in those cases, where the offered items have fulfilled the prescribed technical specifications. The decision of the Purchase Committee will be final.
- g) The Tendering Authority reserves the right to terminate the bid process and reject all bids at any time prior to award of contract, without assigning.
- h) The college will issue a LoA (Letter of Award) to the successful bidder and the successful bidder after accepting the LoA will receive a work order by the college. Accepting the LoA will also be treated as a contract between the bidder and the college, so separate agreement need not be signed.
- i) All payments will be made within 30 working days of submission of invoice, based on completion of respective terms & conditions.
- j) Any notice given by one party to the other pursuant to this contract shall be sent in writing.
- k) All the disputes shall be subjected to the jurisdiction of Sundergarh.

## **EVALUATION & AWARD OF CONTRACT**

- I. College committee will examine & determine whether each bid is of acceptable quality, is generally complete & is substantially responsive to the bidding documents.
  - a. A substantially responsive bid is one that conforms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it will be rejected.
  - b. In case of tenders containing any conditions or deviations or reservations about contents of tender document, College may ask for withdrawal of such conditions/deviations/reservations. If the bidder does not withdraw such conditions/deviations/ reservations, the tender shall be treated as non-responsive.
  - c. College's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.
- II. Principal, Municipal College Rourkela will issue LoA (Letter of Award) to the successful bidder by a Registered Letter /Speed Post or per bearer. Duly signed and stamped duplicate copy of LoA has to be returned by the successful bidder within 7 (Seven) working days of receipt of LoA as token of acknowledgement.
- III. Work order / Notice of award will be issued by the college only after receiving the acknowledged LoA from the successful bidder.

## TENDER SUBMISSION

The Bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

1) **Earnest money Deposit (EMD):**

- Bidder has to submit an EMD of Rs 3000/- in the form of Demand draft only, drawn from any nationalized Bank in favor of "Principal, Municipal College, Rourkela", payable at Rourkela.
- The EMD should be sealed in one envelope marked as "EMD".
- Two different EMDs need to be submitted if one bidder is applying for both parts of the tender.

2) **The Technical Bid:**

- The Technical Bid should be sealed in another envelope marked as "Technical Bid".
- The bidder should fill-up the format given in **FORM-2** and **FORM-3**. No alteration / modification in the format shall be permitted.
  - Details of the tenderer as per **Annexure I**, duly filled in, signed and complete in all respects.
  - A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt / PSU in India as per **Annexure II**.
  - Copy of audited balance sheet, Profit & Loss Account with all schedules certified by any Chartered Accountant & acknowledgement of Income tax return as a proof of turnover.
  - Copy of work orders (executed or ongoing) awarded by any State Government/Central Government/PSU/Educational institutions within last three financial years must be submitted.
  - All pages of the tender document must be submitted along with the technical bid with sign & seal of the service provider.

3) **The Price Bid:**

- The Price Bid shall be sealed in an envelope marked as "Price Bid" and shall contain the price bid as per **FORM-5** and **FORM-6** duly completed in all respects.

4) Each envelope should bear the name of bidder, along with the tender number.

5) Each page of the tender paper has to signed and stamped by the bidder and to be submitted along with other desired documents of the Technical Bid



- 6) The three separate envelopes containing EMD, Technical Bid and Price Bid should be sealed in one envelope and should be addressed as per tender schedule.
- 7) Bidder shall submit the sealed envelope addressing to the Principal of the College and send it through either **Speed Post/Registered Post/Private Courier** only. (No by hand submission of the bids will be entertained). However the college authorities shall not be held responsible for postal delays in receipt of the bids.

## Technical Specification of the required equipments

ITEMS	SPECIFICATION	QUANTITY
COMPUTER	INTEL CORE i7 4 GB MEMERY 1 TD HDD 19.5 INCH SCREEN SIZE WITH MULTIMEDIA	06
PRINTER	LASER PRINTER- MONOCROME PRINT RESILUTION- 600×600DPI 128MG MEMERY SUPPORTED OS- WINDOWS 10,8.1,8.7,(32/64 BIT)	06
SCANNER	FLAT BED SCANNING SPEED GRAYSCALE (300-2400 DPI) 2.2-4.3 MILI SECOND/LINE OPTICAL RESOLUTION- 2400×4800 DPI SUPPORTED OS- WINDOWS 10/8.1/7 SELECTABLE RESOLUTION 25- 19200 DPI	06
UPS	LINE- INTERACTIVE,50HZ,530VDC 2.30 VOLTS.	06

Principal  
Municipal College Rourkela

# Technical Bid paper

## Form-1 (Compliance sheet for technical Bid)

**Tender Notice Number**

**Date**

Please check whether following have been enclosed in the respective cover of tender Bid.

Sl No	Compliance Documents	Provided(Yes/No)	Page No. in the technical Bid
01	Bid-Letter		
02	Particulars of Bidders		
03	Self declaration for not black listed		
04	Proof of firm type		
05	GST registration certificate		
06	PAN Card Xerox		
07	Bank Draft for earnest money		

Signature of the Bidder

Date:

Seal of the company

Place:

**Form-2 (Bid-Letter for technical Bid)**

**Tender Notice number**

**Date**

**(Location, Date)**

To

The Principal  
Municipal College  
Rourkela

Sub: Submission of the technical Bid for supply of equipments for the  
Chemistry Laboratory

**Form-3 (Specification compliance of the proposed equipments)**

**Tender Notice number**

**Date**

<b>Sl No.</b>	<b>Item Description</b>	<b>Specification</b>	<b>Compliance(Yes/No)</b>

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Company seal

Place:

**ANNEXURE – I**

**DETAILS OF THE TENDERER**

<b>Sl. No</b>	<b>Particular</b>	
1	Name of the Firm/Agency	
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)	
8	G.S.T. Registration No.	
9	PAN No.	
12	Details of Earnest Money Deposit i.e Draft no, date and bank name	

**Date:**

**Place:**

**Signature & Seal of the Bidder**

**ANNEXURE – II**

**SELF DECLARATION FOR NOT BLACK LISTED**

To,

The Principal,  
Name of the College,  
Address of the college

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.

## Particulars of price Bid

### Form-4 (Compliance sheet for price Bid)

**Tender call notice number**

**Date**

Please check whether the following have been enclosed in the financial Bid Cover.

a) Bid Letter

Yes/No

b) Financial Bid

Yes/No

Signature of the Bidder

Date:

Company Seal

Place:



## Form-5 Bid-letter (Price Bid)

Location,  
Date

To

The Principal  
Municipal College  
Rourkela

Dear Sir,

We the under signed offer to provide our services for supply/installation of equipments in accordance with your tender document (Tender paper No, Dated) and our Bid (Technical and Price). Our Financial Bid is attached in form6.

- 1) Price and validity
- 2) Unit rates

Thanking you

Yours Sincerely,

Location:

Authorized Signature

Date:

Name:  
Name of firm:  
Address:

## Form-6 Financial Bid

Tender Notice number

Date:

Unit Rate/Value must be quoted below exclusive of any Tax and duties. Tax percentage and Tax amount should be mentioned separately. The price Bid will be evaluated as per total value of the equipment exclusive of Taxes and duties.

Sl No	Item Description	Quantity	Unit rate in figure(Rs.)	Unit rate in words(Rs.)	Total Value(Rs.)
		<b>(A)Total value</b>			
% Of GST		GST amount			
% of other duties		Other duty amount			

Note: Amount mentioned in “A” Total value will be considered for the financial Bid evaluation. Tax amount will not be considered for evaluation.

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Company Seal

Place: