

OFFICE OF THE PRINCIPAL
PRIYADARSHINI INDIRA DEGREE COLLEGE JUNAGARH,
KALAHANDI
NH-201,JUNAGARH,ODISHA-766014,INDIA
Session-2023-24
TENDER FORM

CHECK LIST

The tenderers are hereby instructed to arrange and submit the following required documents as per the checklist

**Note – If tender is not submitted in above manner by the tenderer, may be treated as
Non-responsive & liable to be rejected**

Sl. No.	Name of Document	Yes/No	Page No
1	CHECK -LIST		
2	Bidder Details (Annexure-I)		
3	Tender Fee		
4	Earnest Money Deposit (EMD)/ Bid Security		
5	Technical specification with Compliance Statement (Annexure-II)		
6	Original Product catalogue for quoted product		
7	Dealership/ Authorization Certificate (In case of Dealer) -Up to Date		
8	GST Registration Certificate		
9	PAN Card Copy		
10	Audited Financial Statement of preceding 03 Financial years		
11	Income Tax return of preceding 03 financial years		
12	GSTR-3B Statement Last 3 Qtr		
13	ISO Certificate		
14	Other documents required for eligibility and qualification (Service Related)		
15	Price schedule in prescribed format (Annexure-III)		
16	Self-declaration for not having been black listed (Annexure-IV)		

17	Guarantee/Warranty (Annexure-V)		
18	Bank Guarantee Format (Annexure-VI)		
19	Letter of Willingness (Annexure-VII)		
20	The tenderer should have minimum 05 nos. of similar work orders during last three years in any of the Government organization Work Experience (Annexure-VIII)		
21	Photocopies of the work order		
22	Installation report of similar items Only		
23	Original Tender form Duly Signed & Stamp on each Page & Numbering		

Signature and with seal of tenderer

Date

NOTICE INVITING TENDER

The Principal **Priyadarshini Indira (Degree) College Junagarh,kalahandi** invites sealed tenders under **"TWO BID SYSTEM"** from reputed suppliers of good standards for selection of a supplier for the purpose of supplying different items to **Priyadarshini Indira (Degree) College Junagarh,kalahandi**

"TWO BIDS SYSTEM"

Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the tender document.

The College will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

- i) **Technical Bid** shall consist of all technical details along with commercial terms and conditions. **AND**
- ii) **Financial Bid** shall indicate item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed as **"Technical Bid"** and **"Financial Bid"** respectively. **Both these sealed covers should then be kept in a bigger cover** which should also be sealed & duly superscribed as **"Tender for Supplying (Name of the item) to Priyadarshini Indira (Degree) College Junagarh,kalahandi ."**The **Letter of**

Willingness, Tender Fee Money receipts copy towards cost of Tender form, Check List and the EMD draft (other than MSME) should be kept in the Bigger Cover.

In case of any clarification required relating to the tender, the same can be sought from:

Note-1 Tender documents for supply of different items can be obtained from college office on all working days between 11A.M. and 3P.M of the college on payment of a non-refundable cost of Tender form of Rs 500/- (Five Hundred Only) by cash from Cash Counter.

Note-2 During Tender Process No phone call can be entertained, if any clarification required only written communication can be entertained.

ELIGIBILITY CRITERIA

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

- A. Must be registered under GST Act with Up-to-date GSTR-3B Statement Last 3 Qtr).
- B. Must have average annual turnover for the last 3 years should not be less than Rs 25 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account along with the acknowledgement of Income Tax Return as a proof in the **Technical Bid**.
- C. Should not have been blacklisted by any State Govt. / Central Govt. / PSU India. A self-declaration is required as per **Annexure IV**.
- D. Supplier should have ISO/ NABL / Equivalent Quality Product Certification.
- E. Bidder should have Udyog Aadhar/ MSME/SSI Registration Certificate.
- F. The Tenderer must be a Reputed Original Equipment manufacturer (OEM) / or the authorized Dealer of an OEM should provide all documents relating to their manufacturing/ sales capabilities. Must have Odisha Office for after sales & Service (If OEM/ Dealer outside of the State). **Tenderer who has their own sales and service station in Odisha with GST Registration Number should only quote.**
- G. Proof of Establishment of Firms / Manufacturing unit/ Dealership certificate from the OEM to be attached with **Technical Bid**.

- H. The tenderer should have minimum 03 nos. of similar work orders during last three years in any of the Government organization. Photocopies of work order (Kalahandi District Preferably) and Installation report of similar items to be attached with Technical Bid. **The single order value minimum 10 lakh.**
- I. The bidder should quote for all packages the items as per technical specification mentioned in **Annexure II**. The list of items available with the tenderer. Original Technical Catalog as Proof of Technical Specification should be enclosed by Bidder; merely Copy & Paste of Technical Specification will be outright Rejected.
- J. The bidder should compile as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
- K. A self-declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV**.
- L. Performance Statement- **Annexure-V**
- M. If any Technical conflict arises while evaluating the Technical Bid, **Principal Priyadarshini Indira (Degree) College Junagarh,kalahandi** may ask for **Live Demonstration** of same product in front of the Purchase committee.

1. LIST OF ITEMS: -

Supply of Laboratory Equipments to **Principal Priyadarshini Indira (Degree) College**

Junagarh,kalahandi The items have been described in Annexure-I A bidder can submit financial bid for any number of items however care should be taken to submit for accounting units mentioned against each item.

2. BIDDER:

The term Bidder shall mean Company, Firm, Agency or the Individual to whom the Contract is awarded and shall include its/ his/ her/ its heirs and legal representative. Successful Bidder is referred to as "Party" in this tender document.

3. EARNEST MONEY DEPOSIT (EMD) & PERFORMANCE SECURITY

EMD, otherwise known as Bid Security is to be submitted by the bidder along with the bid in shape of bank draft or Banker's cheque in favour of **Principal Priyadarshini Indira (Degree) College Junagarh,kalahandi** , payable at ----- . No other mode of payment will be accepted amount deposited against any other tender will not be considered for adjustment against this tender.

The amount of EMD to be submitted by the bidder shall be **02%** of the estimated value of the item. The Offers not accompanied by the required EMD are liable to be rejected.

- (i) The EMD will be returned to the unsuccessful bidders after expiry of the final bid validity period or within 30 working days from the date of issue of the work order whichever is earlier without any interest and the EMD of the successful bidders shall be returned without any interest after Supply of goods .

4. MODE OF PAYMENT

- (i) Payment shall be made through NEFT/ RTGS transfer only after satisfactory supply of the said items.
- (ii) The principal shall be at liberty to withhold any of the payments in full or in part.
- (iii) No advance payment will be made in any case
- (iv) The 100% payment shall be given within 30 days after satisfactory installation of the equipment / material supplied & necessary training of operating personnel.

6. MODE OF SUBMISSION OF TENDER

- A. Tender should be submitted by tenderer in prescribed form.
- B. Tenderer should submit their offer in two parts as under:
 - (a) Technical Bid, consisting of technical details, drawing/catalogues/ brochures, data sheets or models etc. **(Annexure-II)**
 - (b) Financial Bid on prescribed format attached with the tender document **(Annexure-IV)**
- C. Proposals complete in all respect should be submitted to the **Priyadarshini Indira (Degree) College Junagarh,kalahandi** through **Speed Post/ Registered Post** only. Delivery in person shall not be accepted.
- D. All details asked for in the Annexure(s) should be properly filled in and each page of tender should be Stamped & Signed by the tenderer. Failure to attach Annexure required may invalidate the tender.
- E. Any tender which is not found in the proper form or is received late due to postal delay or otherwise shall in no case be accepted.
- F. The bidder is expected to examine all instructions, forms, terms and specifications in the bid document. Failure to furnish all information required as per the tender document or submission of bids not substantially responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the bid.
- G. Offers should be typed and Price be quoted in words as well as in figures. In case of any discrepancy or variation in between figures and words is found, the offer in words shall be finally acceptable. Disagreement with this provision shall entail the bid as non-responsive and subsequently rejected.
- H. Tender documents are not transferable.
- I. Incomplete tenders or tender received after due date and not accompanied with earnest money deposit shall be rejected.

- J. In no case the bidding manufacturer or the bidder, otherwise can authorize any other agency whatsoever to supply the items to purchaser and receive payment in respect thereof.
- K. No amendment or supplementary attachment in the bidding document shall be allowed or entertained after the bid having been submitted to the purchaser. No representation there to at any stage shall be entertained.
- L. **Principal Priyadarshini Indira (Degree) College Junagarh,kalahandi** reserves the right to reject any or all offers or increase/decrease in quantities, call for acceptance the offer in full or in part, without assigning any reasons thereof.
- M. ISO certified Company should have established service team & network across the state.
- N. The principal is not bound to accept the tender quoting the least in the financial bid. The principal reserves the right to place order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part.
- O. They should be registered for GST/CST/ST & Income Tax and should enclose copies of relevant certificates.
- P. Tenderer will have to produce all these original documents at any time as deemed by the Institute.

7. TERMS & CONDITIONS

The tenderer are requested to follow the below mentioned instructions:

- A. Failure to comply with the conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and countersign.
- B. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the bidder.
- C. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates, the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future tender of the Institute.
- D. Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
- E. Tenderer shall have to quote item wise rates; consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
- F. Tenderer/Manufacturer should have extensive **experience of at least 05 years** of designing, manufacturing, Supplying, installation and commissioning of the required item.
- G. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must be in good working condition.
- H. Tenderer should quote for the whole set of items required and should be willing to undertake responsibility of commissioning, warranties and after sales service. Part offer/offers not as per given specification will not be considered.
- I. Tenders should comply all the terms and conditions given in the tender document and be quoted for the specification given in the tender documents.

- J. Notwithstanding anything stated herein above, the principal reserves the right to assess the tenderer capability and capacity to perform the contract, should the circumstances warrant such assessment.
- K. In case any part of the equipment supplied being found to be non-functional the entire unit of equipment shall be taken as non-functional
- L. The principal reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase/ work/ supply order.
- M. Right of Acceptance: The college authority is not bound itself to accept the lowest tender. It is the sole discretion of the principal to place order for better quality.
- N. Signing of Tender: The individual signing the tender (or the documents in connection with it) must specify whether he/she is signing as:
 - (i) A sole proprietor of the farm, or constituted attorney of such proprietor.
 - (ii) A partner of the farm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership, either by virtue of the partnership agreement or power of attorney.
 - (iii) Authorized signatory of the farm, if it is a company, a letter of the authority in this respect must be closed along with the bid.
 - (iv) A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, Principal may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

8. PRICES

Farm will submit the prices (all inclusive) for each item to be quoted on prescribed format attached with the tender document including charges for installation and commissioning with at least One year (12 months) Warranty from the date of satisfactory installation and commissioning of the equipment. The installation will include the mechanical, civil, electrical, furnishing work (if any) required at site. The tenderer should take care that the rates and amounts are written in such a way its mis interpretations not possible.

The price ranking will be carried out as under:

1. The prices of optional items if not required as per technical specifications will be excluded for ranking purpose.
2. The ranking will be determined as under. Total Price (Cost) = Price quoted with all accessories as per technical specifications along with all the taxes and charges (if any). All these calculations must be clearly written by the bidder in price bid.
3. Offer with any price variation clause will not be accepted. The rates quoted in ambiguous terms such as "Freight on actual basis", "taxes as applicable extra" or "packing & forwarding extra" will render the tender liable for rejection.

4. G.S.T. or Central sales tax (C.S.T.) or as applicable must be reflected in the financial bid and the tax amount is to be clearly indicated separately but included in the lump sum price.
5. Bids shall be accepted with price quoted invariably in Indian Currency.
6. No increase in price shall be allowed even if claimed on the grounds of any statutory increase or fresh imposition of any other tax later.
7. Discount, if any, offered by the bidder shall not be considered unless specifically indicated in the price schedule and shall be taken into account for consideration only if it is quoted clearly with net price taking all such factors like discount, free supply etc. to arrive at net price.
8. Prices: The tenderer are required to quote as per "Annexure" (Financial Bid) in a Separate Envelope. The rates quoted shall include the cost of Material, labour, Transport & Packaging etc., as required for the completion of work.

9. VALIDITY OF BID:

The bid will remain valid for 3 months from the date of opening of financial bid. The quoted price will remain firm and in case of acceptance of the tender the prices will remain firm till execution of the complete order and will not be subject to the price escalation on any account whatsoever.

9. TECHNICAL PREFERENCE BID EVALUATION PROCESS

Sl. No	Description	% Weightage
1	GENERAL DOCUMENTS (GST/VAT/PAN/ITR)	10%
2	EMD/TENDER FEES	10%
3	ISO Certificate	10%
4	MSME UDYOG AADHAR /SSI Certificate	10%
5	TECHNICAL CATALOG/ LITERATURE/DRAWINGS /	10%
6	PHYSICAL PRE DEMONSTRATION AT COLLEGE (ONLY)	20%
7	PO COPY (CENTRAL INST/ RESEARCH INST/ UNIVERSITIES (UGC) / RUSA COLLEGES WITH INSTALLATION COPY	10%
8	AFTER SALES CAPACITY / (PROOF) SERVICE WORK ORDER COPY	20%

- A. Tenderer/Manufacturer should have extensive experience of at least 05 years of designing, manufacturing, Supplying, installation and commissioning of the required item.
- B. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must be in good working condition.
- C. Tenderer who have their own sales and service station (With GST Registration) in Odisha should only quote.
- D. Tenderer should quote for the Complete Experiments only as per ANNEXURE-II ("No Optional accessories") should be quoted separately. No Alternative Model is acceptable and also should

be willing to undertake responsibility of commissioning, warranties and after sales service. Part offer/offers not as per given specification will not be considered.

- E. Tenders should comply all the terms and conditions given in the tender document and be quoted for the specification given in the tender documents and must have enclosed Tender Compliance Statement..
- F. Notwithstanding anything stated herein above, the principal reserves the right to assess the tenderer capability and capacity to perform the contract, should the circumstances warrant such assessment.

11. FINANCIAL BID EVALUATION & AWARD OF CONTRACT

- A. Least Cost Selection Method” will be followed. (Technically Evaluated “L1”), Preference will be given those have quoted Maximum number of Items.
- B. The farm, who will Technically Qualified in Technical bid evaluation with lowest financial Process , shall be declared as the eligible bidder and shall be communicated for further process leading to issue of “Supply Order”.
- C. Performance Security must remain valid till warranty period of the goods.
- D. Once the Supply Order is issued by the college, the concerned farm must supply and install the required number of items within 30 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.

15. TEST AND INSPECTIONS

Upon completion of the installation work, the tenderer/supplier shall facilitate inspection of the equipment by the principal or his authorized representative, to inspect & test the equipment and to confirm that they are installed in conformity to the required specifications and are serving the desired purpose. Any defect or failure to serve the desired purpose, discovered during the inspection will be promptly rectified and made good to the satisfaction of the principal or his authorized representatives.

16. GUARANTEE/ WARRANTY (Annexure-V)

The tenderer shall furnish along with their quotations the under noted Guarantee/Warranty:

- A. The Guarantee/ Warranty shall be for a period of at least 12 months from the date of satisfactory installation and handing over the equipment and of works conducted there with covered under the contract in working order. During the guarantee period the replacement of any part(s) of the equipment or rectification of defect of works will be free of cost. If the down time exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid 12

months by a duration equal to the total down time during the period of warranty.

- B. The tenderer should produce written guarantee stating that the equipment being offered is latest model and that spares for the equipments will be available for a period of at least five years after its supply to the purchaser.
- C. The tenderer whose tender is accepted shall furnish the warranty (Where Ever Applicable) in **Annexure-V** Along with Bill.
- D. The manufacturer and the tenderer should guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.

TRAINING OF PERSONNEL

The successful tenderer will be required to undertake to provide training for personnel, involved in the use of equipment at site.

18. LEGAL JURISDICTION

All questions, dispute of difference arising under out of or in-connection with the contract if concluded shall be subject to the exclusive jurisdiction of the court with in **Kalahandi**.

19. FRAUD AND CORRUPTION

It is required that the purchasers as well as bidders/ suppliers observe the highest standard of ethics during the process of procurement and execution of contracts. In pursuance of this policy, the purchaser defines for the purpose of this provision the terms set forth below as follows:

- A. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in execution of contract.
- B. "Fraudulent practice" means a misrepresentation of facts and/or concealment of facts in order to influence the procurement process or the execution of a contract to the detriment of the purchaser, it includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive level sand to deprive the purchaser from the benefit so free and open competition.
- C. In case of above forbidden practices adopted by any farm being detected, the purchaser shall have right to declare the farm in eligible and subsequently debar the farm either for an indefinite period or for a stated period of time for participation in any tender, award of contract and initiate appropriate legal action as per court of law.

Bidder Details

1. Name & Postal address of Bidder:

Telephones Nos.:

E-mail:

Name & address of Owners/ Partners/ Directors:

2. Nature of Farm/ Agency/Company (Sole/ Partnership/ otherwise):

3. Copy of GST Registration Certificate

4. Copy of PAN Card

5. Audited financial statement (Balance sheet & Profit loss) of preceding three financial years

6. Income Tax return of preceding 3 financial years

7. Undertaking certifying that the Farm is not black listed in Annexure

8. Each page of tender form duly signed in

9. EMD with the tender submitted.

10. Dealership Certificate (Latest)

10. Date of Establishment of organization/ company/ agency

11. Whether agreed to abide by all the terms & conditions of this tender

Signature of the Proprietor/ Authorized Signatory

(Name & Signature of the tenderer with seal)

Place:

Date:

TECHNICAL COMPLIANCE SHEET

TECHNICAL BID

Department :PACKAGE.....

SL No	Name of the Items	Tender Technical Specification	Bidder Technical Specification	Make & Model	Any Deviation	Remark
1						
2						
3						
4						
5						

N.B:

- a. Separate Annexure-III to be attached for Each Department.
- b. Alternative Make/Models strictly prohibited.
- c. Optional items strictly prohibited,
- d. Each item should complete in all respect

Signature & Seal of the supplier

Place:

Date:

FINANCIAL BID

SL No	Name of the Items with specification	Make & Model	Basic price Per unit FOR Destination (Excluding GST and Including Transportation and Handling, Insurance, Packaging etc.)	Qty	Taxable price Per unit	GST@%	Total Price Including GST
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
Grand Total Price							

(Total Rupees in words.....)

Price: - Total price should be inclusive of all taxes. Items quoted must be as per the specifications given in enclosed Annexure-I

N.B: a. Separate Annexure-III to be attached for Each Department.

b. Alternative Make/Models strictly prohibited.

c. Optional items strictly prohibited, Each Experiment should complete in all respect.

Signature & Seal of the supplier

Place:

Date:

SELF DECLARATION CUM UNDERTAKING

It is certified that my Farm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or reputed educational institutions and no criminal case is pending against the said Farm/ Agency/ Company as on date_____.

Signature of the Bidder:

Name of the Authorized Signatory:

Name of the Farm/Agency/Company:

Seal of the Farm/Agency/Company:

Place:

Date:

GUARANTEE / WARRANTY

I/We hereby declare that the equipments and other articles supplied to the purchaser under this contract shall be of the best quality and workmanship and are strictly in accordance with the specification and particulars contained/mentioned in the clause hereof and I/we hereby guarantee that the said equipment and other articles confirm to the description and quality aforesaid.

The purchaser will be entitled to reject the said equipment and other articles as may be discovered not to confirm to the said description and quality. On such rejection the equipment and other articles will be returned in own risk and all the provision herein contained relating to rejection thereof shall apply. I/we shall, if called upon to do so, replace within a period of 14 days or such further period that be extended from time to time by the purchase at his discretion, and an application made thereof by us, the equipment and other articles as are rejected by the purchaser and in such an event the above mentioned Warranty shall apply to the equipment and/or other articles replaced from the date of replacement thereof, otherwise the tenderer shall pay to the purchaser such damages as may arise by reason of therein contained without prejudice to any other right of the purchaser in that behalf.

The equipment being offered is latest model and that spares for the equipments will be available for a period of at least five years after its supply to the purchaser.

The Guarantee/ Warranty shall be for a period of at least 12 months from the date of satisfactory installation and handing over the equipment and of works conducted there with covered under the contract in working order. During the guarantee period the replacement of any part(s) of the equipment or rectification of defect due to manufacturing of works will be free of cost. If the down time exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid 12 months by duration equal to the total down time during the period of warranty.

Signature with seal of the tenderer

Date:

Place:

LETTER OF WILLINGNESS

To

The Principal,

Priyadarshini Indira (Degree) College Junagarh,kalahandi

NH-201,Junagarh,Odisha-766014,india

Sub: Submission of willingness certificate to supply/ install (name of the item/items) at your college premise.

Sir,

I am to inform you that my farm (name of the farm with address) is ready to **supply/ install (name of the items)** within the specified period of receipt of work order from the college, if my farm is selected as eligible bidder during the selection of tender. I am willing to accept all the clauses of Bid evaluation criteria, general terms and compliance to the scope of work requirement as mentioned in the Tender form. If my farm fails to supply and install the required items in the quoted price, my EMD/ performance security will be forfeited.

Yours faithfully,

Authorized Signatory of the farm with Seal

Date:

Place:

PAST WORK EXPERIENCES

Work of Similar nature of value not less than 10 Lakhs) over the last 3 years						
Sl. No.	Name & Address Of The Colleges	List Of Items Supplied	PO No & Date	Total Value of Item Supplied	Date Of Supply	Contact No of Concern Person

Authorized Signatory of the farm with Seal

Date:

Place:

