

OFFICE OF THE PRINCIPAL

PANCHAYAT SAMITI DEGREE COLLEGE, BUDHAPAL

AT/PO- BUDHAPAL, PIN768109

DIST-DEOGARH, ODISHA

Tender Document

FOR

“Supply of Desktop Computer & Kitchen Utensils, 2no’s of fridger with aqua guard (80 litter)

At

Panchayat Samiti Degree College, Budhawal”

Tender Document No:PSDCB 2024-25/OHEPEE/001

Dated: 24th July 2024

**Issued By: Principal,
Panchayat Samiti Degree College, Budhawal
At/Po-Budhawal, Deogarh ,Odisha**

**Principal
Panchayat Samiti Degree College, Budhawal**

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SCHEDULE OF TENDER

Tender No.	PSDCB/2024-25/OHEPEE/001
Name of the tender issuer	Principal, Panchayat Samiti Degree College, Budhupal
Scope of Work	Supply of Desktop Computer & Kitchen utensils,2 nos of fridger with aqua guard (80 litter)
Quantity to be supplied	As per Annexure I
Cost/fee to tender Documents	Rs.500/- in form of a DD drawn in favor of "OHEPEE, Principal, Panchyat Samiti Degree College, Budhupal" Payable at Budhupal
Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender)	EMD—Rs.8000/-
Performance Bank Guarantee (PBG)	Rs.20000/-
Date of issue of tender document	24 th July 2024
Date & Time of Per Bid clarification	30 th July 2024,10.00 A.M
Last Date & Time For Submission of Bids	08 th August 2024,5.00 PM
Date & Time of Opening of Technical Bids	9 th August 2024,11.00 AM
Date & Time of Price Bid Opening	16 th August 2024,02.00 PM
Name of the contact person for Communication	Sri, Dileswar Pradhan
Contact Number of the concern	9437535545
Address for Commination	Principal, Panchayat Samiti Degree COLLEGE Budhupal At/Po-Budhupal,Deogarh,Odisha

ELIGIBILITY CRITERIA

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

1. Must be registered under GST Act.

2. Must have average annual turnover for the last three years i.e., ,21-22,22-23,23-24

Should not be less than Rs 2 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the Technical bid

3. Should not have been blacklisted by any State Govt./Central Govt./PSU in India

A self declaration is required as per **annexure IV**

4. Must have a valid **PAN**

BID SUBMISSION

Steps to be followed for submission of bid.

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

- i) Earnest money Deposit (EMD) : Bidder has to submit EMD of required Amount in the form of Demand draft.

Order drawn in favor of "OHEPEE, Principal , Panchayat Samiti Degree College, Budhapal Payable at Budhapal. 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 envelop marked as "Technical bid" and shall contain

The bidder should the items as per technical specification mentioned in Annexure I. The list of items availed with the tenderer.

The bidder should Details as per Annexure II, duly filled in signed and Complete in all respects. No alteration/modification in the format shall be permitted

As self-declaration that the tenderer has not be blacklisted by any

State Government/ Central Govt. / PSU in India as per annexure IV.

Audited balance sheet and profit & loss account along with copy of acknowledgement

of Income Tax return of last three financial years i.e 21-22,22-23,23-24

- ii) The price bid shall be sealed in an envelope marked as "price Bid" and shall contain the price bid as per Annexure III duly completed in all respects.

Rate quoted should be inclusive of GST. No price increase on account of change in tax structure, duties, levies, charges ect shall be permitted.

The three separate envelopes containing EMD, technical bid and price bid should be sealed in one envelop and should be addressed as per tender schedule super scribed as "Supply testing of CBCS Laboratory equipments CBCS".

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidder must read these conditions care fully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Panchayat Samiti Degree College Budhupal, At/Po-Budhupal, Deogarh Odisha – 768109 and send it through Speed Post/Registered post/Courier only (no hard delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However, the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidder are requested to check for any notice / amendment / clarification etc. to the tender document through the website “psdegreecollege.com” No separate notification

will be issued for such notice /amendment/clarification etc. In the print media or individually.

- 3) The bidder should not that price should not be indicate in the technical bid and should be quoted only in the price Bid as per Annexure III. In case the price are indicate in the technical bid, the bid shall stand rejected.
- 4) “**PRE-BID** Meeting with the intending bidder shall be held on 30th June 2024 from 10.00 A.M. At Panchayat Samiti Degree College, Budhupal, At/Po-Budhupal, Deogarh. Any queries related to this tender shall be sent to the Email-Id.

1 day in advance. The clarification if any will be uploaded in the department web site. All bidders are invited to attend the pre-bid meeting

On the date of pre bid meeting the bidders may make site verification where installation is to be made

- 5) **OPENING OF TECHNICAL BID** The technical proposal will be opened on 08th July 2024 at 11.00 a.m in the presence of the tender Committee and representative of the bidders. No separate intimation will be given to the bidders in this regard.
- 6) **EVALUATION PROCESS** Technical proposals 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 tenders without assigning any reason there of.

- 7) **Award or Contract:** Financial bids with lowest price quotation for the assignment as per annexure-III will be considered for negotiation and award of contract. However where
- there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.
- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidders shall deposit performance of security Rs. 20000.00 in the form of a demand draft/ fixed deposit receipt from a commercial bank within Fifteen (15) working day of the day of notice of award of the tender. The performance Security deposit will be retained till completion of the warranty period.
- 9) **WARRANTY :** The water purifiers which are to be installed in the College should be NEW as on date of installation and shall be having all components required. The entire System including accessories will remain under onsite comprehensive maintenance and warranty for a period of one year from the date of successful commissioning and testing. The service support during warranty period shall be for all components of system. The bidder shall impart onsite training to the officials as to operating the systems.
- 10) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at risk and responsibility of the bidder.
- 11) All the information as called for in the tender document should be submitted truly, clearly, transparently, unambiguously and without using abbreviations.
- 12) In the financial bid the total figures should be written in figures followed by words.
- 13) Each paper 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.
- 14) A bid submitted can not be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
- 15) 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 there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the action.
- 16) All the transit risks shall be the responsibility of the suppliers.
- 17) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Deogarh.

- 18) Any matter which has not been covered under these provisions shall be governed as per the Provisions of odisha state Government Rules.
- 19) If the work is found un-satisfactory or, if the firm dishonors 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.
- 20) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Panchayat Samiti Degree College , Budhapal, At/Po- Budhapal , Deogarh, Odisha-768109
- 21) Payment Terms: All payments will be made within 30 days of submission of invoice, based on Completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favor of Principal, Panchayat Samiti Degree College, Budhapal, At/Po-Budhapal, Deogarh Odisha-768109 .
- 22) Completion Period: The work shall be completed in all respect within 30 days from the date of work order.

ANNEXURE-I

Items to be supplied and installed

Sl. No.	Items	Specification	Quantity
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1	Desktop Computer	Core-i5, 4 GB Ram, 1TB hard Disk (SSD)Keyboard ,Mouse, 20" Monitor and UPS	4 NOS.
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Kitchen Utensil items

Sl.No.	Kitchen items	Quantity
1	Big steaming Aluminum Post	04
2	wok	02
3	Gas cylinder & burner	04
4	Bucket	02
5	Try	60
6	Glass	60
7	skimmer	02
8	Rice tray	02
9	Flat	04
10	spatula	04
11	Ladle	06

2no's of fridger with aqua guard (80 litter)

ANNEXURE- II

DETAILS OF THE TENDERER

Sl.No.	Particular	
1	Name of the Firm/Agency/Company	
2	Registered office Address & Complete Postal Address	
3	Telephone Number & E-Mail ID	
4	Name of authorized Signatory (in block letters)	
5	Contact No. authorized Signatory	
6	Type of /Firm (Proprietary/Partnership/P /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)	Work order to be attached for complying point no 4 of eligibility criteria.
8	G.S.T Registration No.	
9	PAN No.	
10	Details of earnest Money Deposit i.e draf no date and bank name	
11	Yearly turnover of the organization during last 3 year (year wise) and furnish audited balance sheet and Profit & loss A/C for the last 3 year	
12	Furnish the names of 3 responsible person along with their designation, address Telephone Number etc. for whose organization you have completed/work in progress as mentioned in annexure V and who will be in a position to certify about performance of your organization .	

Date

Place:-

Signature & Seal of the Bidder

PRICE SCHEDULE

To,

The Principal**Panchayat Samiti Degree College, Budhapal****At/Po-Budhapal, Deogarh Odisha-768109**

Ref: Bid no ----- Dated -----

Sir,

I/We ----- hereby offer to supply the following items at the price and within the period indicated below:

Sl No	Description	Qty. in Nos.	Unit Price	Total Amount
1				
2				
3				
Total				

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

Note

No change in Performa is permissible.

Date:-

(Signature and seal of the bidder)

Place:-

SELF DECLARATION FOR NOT BLACK LISTED

To,

The Principal,

Panchayat Samiti Degree College, Budhapal

At/Po- Budhapal, Deogarh Odisha-768109

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.

Date:-

(Signature and seal of the bidder)

Place:-

ANNEXURE-V

Work Executed / in progress as prime Contractor on works of similar nature (of value not less than Rs 2 Lakhs) over the last – 3- years

Sl No	Name and address of client	Description of work	Contract no.	Value of work in	Date of issue of work order	Stipulated period of completion	Actual date of completion	Project Name	Remarks Explaining reason for delay

Note:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in Charge
3. Document proofs of work orders and performance certificates from the clients needs to be attached.

(Signature and seal of the bidder)