



**MAA MARKAMA +3 COLLEGE, BISSAMCUTTACK
DIST – RAYAGADA**

**Request for proposal to select supplier for
“Supply and Installation of 06 no’s of AC at the college
premises”.**

TENDER NO: 27018301 /OHEPEE/2023-24/04

Date: 27.06.2023

Issued By:

Principal,
Maa Markama +3 College,
Bissamcuttack – 765019

*Verified
N. Padhy*

Co-Ordinator

Institutional development Plan
Maa Markama +3 College
Bissamcuttack

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SCHEDULE OF TENDER

Sl. no	Particulars	Details
1	Tender No.	27018301 /OHEPEE/2023-24/04
2	Name of the Tender issuer	Principal, Maa Markama +3 College, Bissamcuttack
3	Scope of Work	Supply & installation of AC at the college premise
4	Quantity to be supplied	As per Annexure I
5	Cost / fee of tender documents	Rs 1000/- in form of a DD drawn in favour of Principal, Maa Markama +3 College, Bissamcuttack
6	Earnest Money Deposit (EMD)	2% of supply order value
7	Performance Bank Guarantee(PBG)	5% of bid value
8	Date of issue of tender document	27.06.2023
9	Date and Time of Pre bid clarification	03.07.2023(11.00 AM)
10	Last Date and Time for submission of Bids	19.07.2023(5.00PM)
11	Date and Time of Opening of Technical Bids	22.07.2023 (10.00 AM)
12	Date and Time of Financial Bid Opening	24.07.2023 (10.00AM)
13	Name of the contact person for Communication	Dr. Aswini Kumar Panda /Sri. Niranjan Padhy
14	Contact number of the concern person	9337150340/8249390192
15	Address/venue for submission/opening of such proposal.	Principal, Maa Markama +3 College, Bissamcuttack, Rayagada, Odisha. 765019

ELIGIBILITY CRITERIA

The bidders who are desirous for above work require fulfilling the following condition.

1. Must be registered under GST Act.
2. Must have average annual turnover for the last three years i.e. 2020-21, 2021-22, 2022-23 should not be less than Rs. 3lakhs. The bidder must submit copy of audited balance sheet and profit & loss account certified by the chartered accountant along with the acknowledgment 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. Experience of having successfully completed similar* jobs during last 3 years (as of 31.07.2019-31.07.2022) as follows:-

OR

Two similar* completed works each costing not less than Rs 3 lakhs

*similar work – Supply of computer set any Government/Private office.

The Bidder is required to submit the work order

5. 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 favour of "Principal, Maa Markama +3 College" payable at Bissamcuttack. 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/ adjusted 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 supply the items as per technical specification mentioned in Annexure I.
 - 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.
 - A self declaration that the tender has not been blacklisted by any State Government / Central Government / 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. 2020-21, 2021-22, 2022-23.
 - Details of successfully completed or work in progress of similar jobs (as explained in point 4 of Eligibility criteria) during last 3 years as per Annexure V.
- iii. 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 extra cost will be borne by the college towards transports of goods. No price increases on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as "Supply and Installation of AC".

GENERAL TERMS AND CONDITIONS OF THE BID

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

1. Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Maa Markama +3 College, Bissamcuttack and send it through speed post/registered post/courier only(no hand 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. Bidders are requested to check for any notice / amendment/ clarification etc to the tender Document through the website www.mmplus3college.in/ Notice board of the office of Maa Markama +3 College. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.
3. 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.
4. "Pre-Bid Meeting" with the intending bidders shall be held on 03.07.2023 (11 AM) At Maa Markama +3 College. Any queries related to this tender shall be sent to the mail id: mmdegreecollege@gmail.com 1 day in advance. The clarifications if any will be uploaded in the department web site. 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 installations is to be made. No remunerations shall be provided for the meeting.
5. **OPENING OF TECHNICAL BID:**
The technical proposal will be opened on 22.07.2023in 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 proposal will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & 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 reason thereof.
7. **AWARD OF CONTRACT:**
Financial bids with lowest price quotation for the assignment as per Annexure III will be considered for negotiations 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 bidder shall deposit performance security of 5% of bid value in the form of a demand draft/ fixed deposit receipt from a commercial bank guarantee from a commercial bank

within fifteen (15) working days of the date of notice of award of the tender. The performance security deposit will be retained till completion of the warranty period.

9. **WARRANTY:**

The computers which are to be supplied to the college should be NEW as on date of receipt and should 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 the risk and responsibility of the bidder.
11. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
12. In the financial bid the total figures should be written in figures followed by words.
13. 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.
14. A bid submitted cannot be withdrawn. The bidder or his authorized representative has to attend with proper records (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 thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
16. All the transit risks shall be responsibility of the supplier.
17. All the disputes shall be subjected to the jurisdiction of civil courts situated in Bissamcuttack.
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, Maa Markama +3 College, Bissamcuttack.
21. **Completion period:**
The work shall be completed in all respect within 30days from the date of issue of the work order.
22. The college reserves the right to cancel the tender at any point of time without giving any reasons thereof.

ANNEXURE- I

Items to be Supplied and Installed

A. AC For Computer Lab

Sl no.	Item	Specification	Quantity
1	AC	Dual Inverter Branded (2 ton)	6 Piece

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. of Authorities	
6	Type of firm (Proprietary / Partnership / Pvt.Ltd / Public Ltd)	Tender 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. Draft no. , date and bank name.	
11	Yearly turnover of the organization during last 3 years (yearwise) and furnish audited balance sheet and profit and loss A/c for the last 3 years. 2020-21, 2021-22, 2022-23.	
12	Furnish the names of 3 responsible persons along with their designation, address, telephone no. 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 the performance of your organization	

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE-III

PRICE SCHEDULE

To,
Principal,
Maa Markama +3 College,
Bissamcuttack-765019

Ref: /bid no. Dated

Sir,

I/we Hereby offer to supply the following items at the prices and within the period indicated below:

<u>Sl no.</u>	<u>Description</u>	<u>Make and Model</u>	<u>Qty. in Nos</u>	<u>Unit Price</u>	<u>Total Amount</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total(A)</u>					
<u>4</u>	<u>Installation and commissioning Charges for the total Project(B)</u>				
<u>Total(B)</u>					

It is herewith certified that we have understood the general terms and conditions 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 changes in the Performa are permissible.

Date:

Place:

(Signature and Seal of the bidder)

SELF DECLARATION FOR NOT BLACK LISTED

To,

The Principal

Maa Markma +3 College, Bissamcuttack

Dist – Rayagada, Pin- 765019

Sub: Self declaration for not black listed.

Ref: Tender no. Dated:

Sir,

I/We Here by confirm that our firm has not been banned/ blacklisted by any Government organization / Financial institution / court / public sector unit / central govt..

Date:

Place:

(Signature and Seal of the bidder)

ANNEXURE-V

Work 'Executed / in-progress' as prime Contractor on works of similar nature (of value not less than Rs 4lakhs) over the last 3 years.

Sl no.	Name and address of client	Description of work	Contract no.	Value of work (in lacs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Project name	Remarks explaining reason for delay

Notes:

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 client's needs to be attached.

Signature and Seal of Bidder

TECHNICAL PROPOSAL SUBMISSION FORM

To,

The Principal

Maa Markama +3 College, Bissamcuttack

Dist- Rayagada, PIN- 765019

Sub : Submission of Technical Proposal to select supplier for “ AC “ at the college.

REF: Tender no- Dated-.....

Dear Sir,

I, the undersigned, offer to participate in the selection process to selected supplier for “AC “at the college, in accordance with your Tender No:

I am here by submitting Technical Proposal, which includes EMD, Technical Proposal and Financial Proposal sealed in separate envelopes. I hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your colleges shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Signature & Seal of the Bidder

FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization during Last Three Financial Years (Certified by a Practicing Chartered Accountant)

Sl. No	Financial Year	Turnover INR
1	2020- 21	
2	2021-22	
3	2022-23	
Average Annual Turnover for the last three years (INR)		

Name of the C A Firm:

Firm Registration No:

Name of the Chartered Accountant:

Membership No:

Signature with Seal:

Signature & Seal of the Bidder

FINANCIAL PROPOSAL SUBMISSION FORM

To,

The Principal,

Maa Markama +3 College,

Bissamcuttack, Rayagada

Sub: Submission of Financial Proposal to select supplier for “Supply & Installation of AC” at the college.

RFP: Tender document no.

Dear Madam/Sir,

I, the undersigned, here by submitting the Financial Proposal select supplier for “Supply & Installation of AC “at the college in accordance of Tender No.....

I, hereby declare that all the financial figures mentioned the Financial Proposal is true and correct. I also accept that any misrepresentation of financial facts and figures may lead to disqualification of my proposal.

Sl. No	Name of the items	Number of items	Remarks
01	AC		

The Other Charges (*) may include:

1. All necessary accessories like; cables, wires, pipes.... Etc, which are instrumental for installation.
2. The transportation/material handling cost for delivering and installing the required numbers of materials at the college premises.

Signature and Seal of the Bidder

(CERTIFICATE OF WILLINGNESS TO BE SUBMITTED BY ALL FIRMS)

To,

The Principal,

Maa Markama +3 College,

Bissamcuttack, Rayagada.


Sub: Submission of willingness certificate for supply & Installation of AC, at your college premises.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to supply and install AC throughout the State of Odisha within 15 days of receipt of work order from the colleges selected under OHEPEE, if my firm is elected as L 1, bidder during selection of tender.

In the event of my firm's failure to supply and install the required items in the selected L1 cost, my EMD/Performance Security will be forfeited.

Signature and Seal of the Bidder


Principal-cum-Secretary
Maa Markama +3 College
Bissam Cuttack, Rayagada