



RIMULI COLLEGE, RIMULI

Advertisement for Supply of Office Furniture

**Under
Odisha Higher Education Program for Excellence & Equity (OHEPEE),
At
RIMULI COLLEGE, RIMULI, DIST-KEONJHAR**

Tender Document No: 18054301 (12)

Dated: 02.08.2023

Issued by;

**Principal,
RIMULI COLLEGE,
RIMULIAT/P.O.-RIMULI,
DIST-KEONJHAR,
PIN-758047**

TABLE OF CONTENTS

Section	DESCRIPTION	PAGE NO
1	Schedule of Tender	3
2	Tender Notice	4
3	Eligibility Criteria	5
4	General terms and conditions of the tender	6
5	Evaluation of proposals & Award of contract	7
6	Tender Submission	8
7	ANNEXURE	
	I. Details of the Bidders	9
	II. Self declaration for not blacklisted	10

SCHEDULE OF TENDER

Tender No.	18054301 (12)
Name of the tender issuer	Principal, Rimuli College, Rimuli
01. Compact Dual Desk-cum- Bench 150pairs	Desk- 42"x32"x15", Bench- 42"x12"x18"
02. Office Chair 44 no	Office Chair with cushion
03. Almira 22no.	78"x36"x18" with four selves, 20 gauge steel sheet
04. Steel Rack 08 no	6'6"x45"x16" with slotted angle & five selves
05. Stool for laboratories 80no	Adjustable stool(steel)
06.Book Selves 10no	5'6"x34"
07.Table 05 no	4'x2'6"x2'6" with three drawer
Cost /fee of Tender Documents	Rs. 500/- in the shape of B.D/DD.in favour of Principal, Rimuli College, Rimuli payable at Canara Bank, Keonjhar
Performance Bank Guarantee (PBG)	10% of the final value of work order placed to the successful service provider
Date of issue of tender document	02.08.2023
Date & Time of Pre Bid clarification meeting	28.07.2023
Last Date & Time for Submission of Bids	14.08.2023
Date & Time of Opening of Technical Bids	16.08.2023(2.00)PM
Date & Time of Price Bid Opening	17.08.2023 (11.00)AM
Name of the contact person for Communication	Narendranath Mahanta, IDP Coordinator Mob No.7008982457
Contact Number of the concern person	7008982457
Address for Communication	At/P.O.-Rimuli, Dist-Keonjhar,758047

TENDER NOTICE

Sealed tenders are invited from interested firms for “Supply of Office Furniture “to the Rimuli College, Rimuli,Dist-Keonjhar within a period of three month from the date of engagement.

Interested bidders may obtain details terms & conditions for taking up this assignment by downloading the tender document from the college’s website i.e “<http://rimulicollege.in/>” or by visiting the office of the Rimuli College, Rimuli,Dist-Keonjhar.

ELIGIBILITY CRITERIA OF THE INTERESTED FIRM

The interested firm;

- 1) Must have a valid PAN.
- 2) May have GST registration number (if applicable).
- 3) May be registered under EPF & ESI (if applicable).
- 4) May have labour registration certificate (if applicable).
- 5) Must have a minimum average annual turnover during last three financial years i.e 2018-19,2019-20,2020-21 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.
- 6) Should not have been blacklisted by any State Government/ / Central Govt / PSU in India .A self-declaration is required as per **AnnexureIII**.

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 [URL of the college] 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 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.
- c) 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.
- d) 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.
- e) "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.
- f) 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.
- g) 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.
- h) The contract with the bidder will remain valid for a period of One (1) Month from the date of issue of work order.
- 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 [Champur Court].

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, Rimuli College, Rimuli 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 (2%) in the form of Demand draft only, drawn from any nationalized Bank in favour of “Principal,Rimuli College,Rimuli”, payable at (Canara Bank, Keonjhar).
- The EMD should be sealed in one envelope marked as “EMD”.

2) The PriceBid:

- The Price Bid shall be sealed in an envelope marked as “Price Bid” and shall contain the price bid as per **Annexure III (A) & III (B)** duly completed in all respects. (The bidder needs to mention whether applying for Part A or Part B or both A & B parts of the tender)
- 3) Each envelope should bear the name of bidder, along with the tender number.
 - 4) 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
 - 5) 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.

ANNEXURE – I

DETAILS OF THE TENDERER

Sl. No	Particular	
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)	
7	Date of Establishment and Experience in business (In number of years)	
8	G.S.T. Registration No.	
9	PAN No.	
10	ESI Registration No	
11	EP.F Registration 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

Date:

Place:

Signature & Seal of the Bidder