



INDIRA GANDHI INSTITUTE OF TECHNOLOGY  
SARANG, DHENKANAL (ODISHA)-759 146  
(An Autonomous Institute of Govt. of Odisha)

No.IGIT/AE-482

Date:- 26/04/2022

**NOTICE INVITING TENDER**

**Subject: Tender for procurement of Furnishing of HoD and other five Rooms Department of ETC Engineering, I.G.I.T., Sarang (Biju Pattnaik Academic Block).**

**Bid Opening Venue: Department of ETC Engineering, IGIT Sarang**

For and on behalf of IGIT Sarang, sealed Tenders are invited from eligible reputed OEM (Original Equipment Manufacturer) / Authorized Distributor / Authorized Dealer / Authorized Retailer having valid GST registration / PAN / TIN clearance for supply and installation of A.C and other items (table below and annexure) for HoD room and other five faculty rooms of ETC Engineering, I.G.I.T. Sarang, Dhenkanal. The interested Authorized Manufacturers / Authorized Distributors / Authorized Dealers / Authorized Retailers / Authorized Suppliers / registered vendors may collect details list of specifications and other related documents which are available in the office and our website [www.igitsarang.ac.in](http://www.igitsarang.ac.in).

**N.B.** If desired, party may also visit to enquire the items in ETC Engg. department office, IGIT Sarang, during working hours (new academic block third floor)

The detail tender completed in all aspect may be submitted in sealed envelope in the office of the **DIRECTOR, (Special attention to HoD, Dept. of ETC Engineering) I.G.I.T. Sarang, Dist. – Dhenkanal – 759146 (Odisha) by Speed Post / Registered Post/ Indian Postal Service only** under strong sealed cover marked as “**TENDER FOR THE SUPPLY OF FURNISHING HOD AND OTHER FIVE ROOMS OF ETC ENGINEERING DEPARTMENT AT NEW ACADEMIC BLOCK**”.

**Important Dates & Time**

S.No.	Particulars	Important Dates	Time
1	Last date & time for submission of tender	17/05/2022	12.30 P.M.
2	Date & time of opening of Technical Bid and sample verification by committee members	18/05/2022	11.30 A.M.
3	Date & time of opening of Financial Bid	25/05/2022	10 A.M.

**Supply and installation of A.C, and other items . (Annexure – III)**

Sl. No.	Items	Qty.	EMD(Rs)	Tender fee (Non refundable)
1	Item No 1 (refer Annexure – III)		2460.00	Rs500.00
2	Item No 2 (refer Annexure – III)	For quantity ,	200.00	Rs 500.00
3	Item No 3 (refer Annexure – III)	refer Annexure	340.00	Rs500.00
4	Item No 4 (refer Annexure – III)	III	800.00	Rs500.00

Sd/-  
**DIRECTOR**  
**IGIT SARANG**



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY  
SARANG, DHENKANAL (ODISHA)-759 146**

(An Autonomous Institute of Govt. of Odisha)

(Refer to tender notice no IGIT/AE-482 , dt. 26/04/2022 ,which was published in newspaper and institute website)

**1. Scope of Work:**

The scope of work under this tender is as follows.

i) Furnishing of HoD and other five Rooms Department of ETC Engineering, IGIT, Sarang (Biju Pattnaik Academic Block) at designated place as specified in the list placed at **Annexure**. IGIT can increase order the quantity of supply, subject to actual requirement. In the case of unavoidable circumstances, the Institute can also place a repeat order to the successful bidder, at its discretion within 180 days from the date of original Purchase Order.

**ii) Supply of items: The supply of items shall be made to this Institute within 60 days (depending on volume of order) from the issue of purchase order. Accordingly a supply agreement is to be made with the party.**

iii) The quantity may vary according to the requirement.

iv) The tenderer should quote the rate including all taxes F.O.R. IGIT SARANG Furnishing of HoD and other five Rooms Department of ETC Engineering, IGIT, Sarang (Biju Pattnaik Academic Block).

**v) The firm is supposed to confirm regarding supply of items after getting the PO / at the time of submission of tender.**

vi) The said tender will be awarded on the basis of overall lowest rate, verification of sample as per our required specification of item.

**2. Specification**

Category	Item	Specification
1 a)	Air conditioner 1 TON SPLIT AC 3/4/5 star inverter type model	Nominal cooling capacity in Ton / (kcal/hr): 1.5 Ton / 4500 kcal/hr Coil Material: 100% Copper Coil Eco-friendly refrigerant: Yes Features: Turbo Cooling, Auto Restart, Auto Diagnosis, Sleep Mode Sufficient length of copper pipe and suitable connecting electrical cable for installation and commissioning (to discuss in ETC department). Packing List: Copper Pipe, Drain Pipe, Cable, AC Remote with Battery AND User Manual with AC outdoor Bracket Compressor: ROTARY BEE Star Rating: 3 minimum Warranty on Machine: 1 Year minimum Warranty on Compressor: 5 Years minimum <b>Installation and commissioning:</b> With Installation and Commissioning

1 b)	A.C stabilizer 4/5 KVA stabilizer 90watt to 240 watt.	Input Power - 90 to 300 Out Power - 220 to 250 Display - LED Protection – Under Volt• & Over Volt Protection Mount Type - Wall Coil – Copper Winding Cabinet Material - ABS or equivalent Phase - Single Warranty - 3 years minimum
2	Guest Chair for HoD room Make Godrej or equivalent	S type with Cushion fitted
3 a)	Door Auto closer Make Godrej or equivalent	Capacity-80 Kg
3 b)	Office stationary, Table Glass, Door and Window Screen and Miscellaneous.	(Refer NB* of Financial bid format)
3 c)	Electrification.	(Refer NB* of Financial bid format)
4	Printer all in one Multipurpose HP/DELL or equivalent	Printer Type - LaserJet; Functionality - Multi- Function (Print, Scan, Copy) , Scanner type - Flatbed; Printer Output - Black & White only  Connectivity - USB, Network; Compatible Operating Systems: Windows: 10, 8.1, 8, Windows Vista, Windows XP SP3 or Higher Mac OS X Version 10.10 Yosemite, OS X Version 10.11 El Capitan, Mac OS Sierra Version 10.37  Pages per minute - 20 pages ; As per ISO standards  Page size supported - A4, B5, A6, DL, envelope; Duplex printing - Manual; Print Resolution - Up to 1200 x 1200 rendered DPI (Black)  Compatible Laser Toner - Black Original LaserJet Toner Cartridge; Page Yield - 1500 pages  Duty Cycle - Up to 8,000 pages per month

### 3. Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

- i) The tenderer must be a OEM / Authorized Distributor / Authorized Retailer /Authorized Dealerof a reputed manufacturer. Manufacturers should provide all documents relating to their Manufacturing Capabilities and the brand should be a registered trade mark
- ii) If the tenderer is an Authorized Dealers of a reputed manufacturer, necessary Tender Specific authorization to this effect from the manufacturer must be enclosed.

iii) The supplier MUST be an established & reputed Manufacturer /Distributor / Dealer/ Vendor or authorized supplier to the Central and State Govt. Depts./public sector undertaking/ Institutions / University on supply of items mentioned in our annexure . Copies of proof may be attached.

iv) The vendor MUST have good knowledge and experience of providing Items mention in the Annexure. Copy of work orders (similar work order)/client certificates required. (Performance Report of last three years i.e 2018-2019,2019-2020 and 2020-2021 is required).

Similar work order means providing, installing and commissioning of items as mentioned in annexure for Central and State Govt. Depts. / Public Sector undertaking only / Reputed Private Educational Institutions/university. Work Order copies/client certificates required.

v) The bidder MUST have G S T Registration, valid PAN, and valid TIN, with his clearance as applicable in their case and MUST submit a copy of each of these documents along with acknowledgement copies of the IT Returns for the last 3 year.

vi) The manufacturer /supplier or their product should not be black listed by the government /any department / Authority /organization in India and abroad. **An undertaking to be furnished with the tender document for the above.**

vii) The Bidder must have ISO certification. The OEM should have IIMS for valid Quality and environment compliance such as ISO 9001, 14001, 45001, 18001, IGBC, Green guard certificates. The copy of the above certificates shall be enclosed with technical bid.

viii) The net worth of the vendor should be certified from a registered CA shall be submitted

ix) If the vendor is found guilty and any discrepancies in submitted the documents the RFP of the vendor shall be rejected and the vendor shall be blacklisted.

x) The bidder should submit the model details with manuals in the technical bid as mentioned in the Annexure, otherwise, the bid shall be rejected

xi) No subletting of work will be allowed at any stage.

#### **4. Bidding Procedure(Two Bid System)**

Bidding Application must be accompanied by the following:-

Technical Bid on the Tender document appearing at Annexure duly filled in & signed and stamped on every page along with following documents,

i) Tender Fee (non-refundable) and EMD (refundable)are payable only in the form of Bank Draft from any Nationalized bank, in favour of **Principal, IGIT, Sarang payable at SBI, IGIT Sarang. (IFSCCODE : SBIN0010246)**. Cheque/Bank Guarantee/Cash are not accepted, if so in the tenders will not be acceptable.

ii) Proof of Permanent address of the Firm/Agency/Person/Vendor etc.

- iii) A complete list of clients including clients (along with quantity and year of sale) from Govt./ Semi Govt./ Autonomous Bodies/ PSUs/ Institutions/university served during last three years with Name, Telephone No, etc along with copies of supply order,
- iv) Details of Bank Account of Bidder i.e. Account No. IFSC Code ,MICR No., Bank Name and address,
- v) Copies of Income Tax Return of last 3year,
- vi) Details of GST/PAN/TAN/TIN/Service Tax, Registration number, EPF & ESI Registration, Contract Labour Registration ,if any as applicable,
- vii) An authorization letter from the firm in favour of the person signing the tender documents,
- viii) An attested copy of the certificate of registration/ in corporation pertaining to the legal status of the Bidder/Firm/Agency,
- ix) Tender document with all the Annexures duly **signed and stamped** on each page as acceptance of the terms and conditional aid down by IGIT authority.
- x) **Copies of Balance Sheet & P/L account for the last Three year,**
- xi) An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad,
- xii) a) The EMD of successful bidder will be retained until the submission of  
Performance Security as security deposit.  
b) The DD of EMD of unsuccessful/invalid bidder will be returned to the bidder or his representative on the same day.
- xiii)The EMD of the unsuccessful bidder will be returned to them immediate after finalization of tender or latest on or before the 30 day after the award of the contract without interest.
- xiv)Separate sealed envelopes, containing Technical Bid, Financial Bids, EMD and Tender Fee super-scribed accordingly and these sealed envelopes be put in a bigger sealed envelope and duly super-scribed in block letters as shown below. Technical and Financial Bids should be submitted separately. Technical Bids Furnishing of HoD and other five Rooms Department of ETC Engineering,IGIT, Sarang should be duly sealed and super scribed "**Technical bid for Furnishing of HoD and other five Rooms Department of ETC Engineering,IGIT, Sarang**". Financial bid for Furnishing of HoD and other five Rooms Department of ETC Engineering, IGIT, Sarang should be duly sealed and super-scribed "**Financial Bid for Furnishing of HoD and other five Rooms Department of ETC Engineering,IGIT, Sarang**" and sealed in separate envelope and all the envelopes should be kept in a big envelope super scribing "**Tender for Furnishing of HoD and other five Rooms Department of ETC Engineering, IGIT, Sarang**", should be submitted. The tendered is

required to submit one year on site Guaranty i.e. to replace the damaged furniture, during the guarantee period or repair.

The tender not submitted in the prescribed formats or in complete in any respect is liable for rejection. IGIT is not responsible for non-receipt of tender within the specified date and time due to any reasons, including postal holidays or delays.

The tender addressed to the "**Director (Attention- HOD,ETC Engineering) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA**, should reach on **or before dt.17-05-2022** 12:30 P.M. The authority is not responsible for non-receipt of tender on or before the schedule date due to the postal delay or any other reason. Tenders should be submitted through **Registered/Speed post only**.

**xv)**EMD/Tender Fee exemptions and price preference are applicable as per the authentic certificate holders. If the firm claiming EMD/Tender Fee exemptions, the firm should have to submit the supporting documents like NSIC registration certificate, MSME registration certificate issued by competent Govt bodies to become eligible for the above exemption .Also the certificate(NSIC)/MSME shall cover the items tendered to get EMD/Tender fee exemptions. NSIC certificate shall be valid as on due date / extended due date of the tender. This is not applicable to non NSIC/MSME unit.

**xvi)**Item wise separate tender must be submitted in the sealed covers mentioning the item no. in the envelopes.

## **5. Evaluation Procedure**

The eligibility of bidders and their technical bid will be evaluated by the Committee on the basis of documents submitted by the bidders with the Technical Bid. The Financial Bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions lay in the tender. The work will be awarded to the **lowest bidders on over all basis including sample verification**.

The lowest bidder with qualified sample is to be retained in the institution and other sample (though qualified in technical bid, but not in lowest price) to be taken back by the vender. In this regard the decision of authority shall be final.

## **6. General Term & Conditions**

**i)** In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alteration in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website-[www.igitsarang.ac.in](http://www.igitsarang.ac.in) therefore, all the bidders are advised to visit our website before filling / submitted their tenders. No separate advertisement/information will be published in this regard in the Newspapers.

- ii) The offered rates will be valid initially for a period of one year. The Institute can place repeat order on same terms & conditions within this period.
- iii) Acceptance of tender will be intimated to the successful tenderer through a Letter of Intent (LOI) duly signed by the authorized signatory of the institution.
- iv) EMD / Performance Security of successful bidder may be forfeited, if the bidder withdraws or amends or derogates from the tender in any respect.
- v) This tender is valid upto 180 days from the issue of tender notification.
- vi) The supplier will provide guarantee as per the product, and under guarantee period all the damages items shall be repaired/replaced by the supplier at their cost and risk.
- vii) IGIT's official(s) can visit the work place of successful bidder and can review the progress of work and can instruct regarding quality aspect.
- viii) The rates quoted by the bidder shall be complete for supply and installing of the finished items as per the specification(s) and shall be inclusive of all applicable tax, duty(ies), loading, unloading, packing, transportation to IGIT, Sarang installation (in new academic block i.e. third floor ETC Engineering Department floor) etc. and nothing extra / additional shall be payable on these rates.
- ix) In any case, if tenders are not opened due to any reason, the Tender documents, processing Fee and EMD shall be returned to all bidders,
- x) Conditional Tender will not be accepted,
  - xi) Successful bidder will be required to submit schedule of activities to complete the work order (day wise/Date wise) with technical bid document.
- xii) The supplier has to ensure the rectification of defects within 7 days of the complaint during the period of guarantee.
- xiii) AMC charges if any will be mentioned in the Tender.
- xiv) The tenderer is required to submit Guaranty details to replace the damaged items during the guarantee period or repair.
- xv) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.
- xvi) All items should be ISI standard or equivalent.**

## **7. Payment**

- i) The payment will be made on submission of bills after complete satisfactory supply ,installation, operation/functioning and dully verification of items as per OGFR/IGIT rule. No advance payment will be made against the supplies. Addition to this on complaint whenever reported it should be rectified within 7 days.
- ii) Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

## **8. Penalty Clause**

The Time schedule should be strictly followed by the agency. An agreement will be made with the party/supplier to complete the work after getting purchase order within stipulated time. If work is not completed within stipulated schedule, penalty will be imposed as mentioned below.

- i)** The Agency will strict to the time schedule i.e 60 days (depending on quantity to supply) for completing the supply order,
- ii)** In case of any abnormal irregularity noticed the penalty will be levied by IGIT. The decision of authority will be final and binding,
- iii)** In case the successful tenderer fails to complete the order in part or in whole, as the case may be, the penalty as deemed fit including for feiting the Performance Security/EMD by the Competent Authority shall be imposed on the tenderer,

Sd/-  
Director,IGITSarang





**Tender Form (Technical Bid) format**

(To be submitted by the tenderer on their letter head.

To----- Ref:-

----- Dt-

Tender Notice No and Date Name of Work:"

The date and time of opening of tender:- at

**Format for Qualifying Details of Technical Bid**

<b>A. General Details of the Bidder:</b>			
<b>Sl. No.</b>	<b>Particulars</b>	<b>Remarks/Documents to be attached</b>	
<b>01.</b>	Name of the Organization:		
<b>02.</b>	Address of Head Office: Telephone No: E-mail: Fax number (if any) Name(s) of the contact person(s):		
<b>03.</b>	Company Status:- Proprietor/Partner/Pvt. Ltd. Company Enclose Details.-		
<b>04.</b>	Turnover of the Agency for The last three years: Annualized average financial turnover equivalent to Indian Rupees during last three financial years	Year INR (in Lakh) 2018-19-  2019-20 -  2020-21	
<b>05.</b>	Indian Income Tax Return Acknowledgement	Financial Year-2018-19 Financial Year-2019-20 Financial Year-2020-21	
<b>06.</b>	Income Tax-PAN No.		
<b>07.</b>	VAT Tax Payer Identification Number(TIN)		
<b>08.</b>	Constitution of Firm (Proprietor/Partnership/ Company/Society)	Company Incorporation Certificate	
<b>09.</b>	VAT Clearance Copy: -Service Tax Registration		
<b>10.</b>	Similar work order of last 3 years to any govt. institution / university		

## DECLARATION

I \_\_\_\_\_ hereby declare that the documents submitted/ enclosed are true and correct. In case any document at any stage found fake/ incorrect, action as deemed fit by the \_\_\_\_\_ can be taken against me. Also we here by accept all the Terms & Conditions of the Tender will abide by it.

A Processing Fee/EMD demand draft bearing No \_\_\_\_\_ dated drawn on is enclosed with Technical bid.

Signature.

Name

Address..

Mobile:....

Date:-

**Signature and Seal of firm.**

**ACCEPTANCE OF THE TENDERERS**

All the clauses of tender document and Terms and Conditions as detailed in the Tender Document have been read/understood by me/ us are acceptable to me/ us. Me/ We confirm that we will abide by these terms & conditions.

Dated:- \_\_\_\_\_ Signature \_\_\_\_\_

(Name in Block letters)\_\_\_\_\_Name of Tenderer\_\_\_\_\_

Address\_\_\_\_\_Address with stamp

**Signature and seal of the firm**

## **UNDERTAKING**

To

The Director,  
IGIT Sarang,  
ODISHA

Sir,

1. I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. It is further certified that our firm has not been blacklisted by any agency in India or abroad.

Dated:

**SIGNATURE OF THE  
TENDERER WITH SEAL**

**NAME OF THE TENDERER  
WITH ADDRESS**

**TECHNICAL BID****(Should be submitted in a sealed envelope separately)**

Sl. No.	Item with specifications	Qty Required	Brand and Model no.	Manuals provided (YES / NO)
1 a)	Air conditioner 1 TON SPLIT AC 3/4/5 star inverter type model	6		
1 b)	A.C stabilizer 4/5 KVA stabilizer 90watt to 240 watt.	6		
2	Guest Chair for HoD room Make Godrej or equivalent S type with cushion fitted.	4		
3 a)	Door Auto closer Make Godrej or equivalent (80kg capacity)	7		
3 b)	Office stationary, Table Glass, Door and Window Screen and Miscellaneous (Refer NB* below)	For one room		
3 c)	Electrification(Refer NB* below)	As per actual		
4	Printer all in one Multipurpose HP/DELL or equivalent	4		

**NB\*** : For any clarification regarding above mentioned items the quotationer may visit ETC Engineering department office before sending the tender.

**Signature and Seal of the firm.**

## **FINANCIAL BID**

**(Should be submitted in a sealed envelope separately)**

### **LIST OF ITEMS**

Sl. No.	Item with specifications	Qty Required	Total cost (inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)	TAX (%)
1 a)	Air conditioner 1 TON SPLIT AC 3/4/5 star inverter type model	6		
1 b)	A.C stabilizer 4/5 KVA stabilizer 90watt to 240 watt.	6		
2	Guest Chair for HoD room Make Godrej or equivalent S type with cushion fitted.	4		
3 a)	Door Auto closer Make Godrej or equivalent (80kg capacity)	7		
3 b)	Office stationary, Table Glass, Door and Window Screen and Miscellaneous (Refer NB* below)	For one room		
3 c)	Electrification(Refer NB* below)	As per actual		
4	Printer all in one Multipurpose HP/DELL or equivalent.	4		

**NB\* :** For any clarification regarding above mentioned items the quotationer may visit ETC Engineering department office before sending the tender.

**Signature and Seal of the firm.**

## CHECK LIST

TENDER NO :

1. Tender Fee Demand Draft : \_\_\_\_\_
2. EMD Demand Draft : \_\_\_\_\_
3. Registration certificate of the firm  
: \_\_\_\_\_
4. OEM / AUTHORIZED DEALER / DISTRIBUTOR / DEALER / RETAILER  
CERIFICATE \_\_\_\_\_
5. PAN NO. \_\_\_\_\_
6. Service Tax \_\_\_\_\_
7. GST NO. \_\_\_\_\_
8. Experience certificate (Last 03 years ) \_\_\_\_\_
9. Turn over Certificate issued by CA (Last3years) \_\_\_\_\_
10. IncomeTaxReturns(Last3years) \_\_\_\_\_
11. Annexure \_\_\_\_\_
12. Undertaking \_\_\_\_\_