

**INDIRA GANDHI INSTITUTE OF TECHNOLOGY (IGIT), SARANG, Dhenkanal-  
759146**



**Request for Proposal (RFP) for the supply of Internship Diary , Placement Brochure  
and Letterhead in the Career Development Centre**

**at**

**IGIT, SARANG**

## **DISCLAIMER**

Indira Gandhi Institute of Technology (IGIT), Sarang is inviting eligible interested Vendors to submit a request for Proposal (RFP) for the supply of an Internship Diary, Placement Brochure and Letterhead for the Career Development Centre , IGIT Sarang.

No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed between Indira Gandhi Institute of Technology (IGIT), Sarang and the Vendor concerned. Indira Gandhi Institute of Technology (IGIT), Sarang reserves the right not to proceed with the implementation of the project.

## **NOTICE INVITING RFP**

**Indira Gandhi Institute of Technology  
(IGIT) SarangSarang, Dhenkanal-759146  
Odisha**

**No. IGIT /CDC-01/ 85**

**Dated: 25.002.2025**

### **Request for Proposal (RFP)**

Career Development Centre, IGIT Sarang invites applications for Request for Proposal (RFP) from OEM / Authorized Distributor / Authorized Retailer / Authorized Dealer for Supply of Internship Diary, Placement Brochure and Letterhead.

The sealed cover superscribed '**Request for proposal for Supply of Internship Diary, Placement Brochure and Letterhead**' in the Career Development Centre , IGIT Sarang shall be opened on **25.03.2025 (10 AM)** for the technical bid and **25.03.2025 (3 PM)** for the financial bid. The sealed cover shall contain two sealed covered envelopes–Part-I (Technical bid) and Part-II (Financial bid). The Part-I (Technical bid) shall be opened on the same day in presence of the attending vendor(s) and committee members. The Part- I (Technical bid) shall contain Bank draft for earnest money, Tender fee and other documents as noted in 'Schedule for submission of RFP'. The Part- I (Technical bid) without a bank draft for earnest money shall be rejected outright. The Part–I (Technical bid) shall be evaluated in accordance with qualification criteria for short-listing the Vendors as prescribed in the RFP document. The Part- II (Financial bid) shall be opened as noted in 'Schedule for submission of RFP'.

### **Part -I (superscribing technical bid)**

The Technical bid shall detail the technical specifications of the Internship Diary, Placement Brochure and Letterhead compliance with the specifications detailed in the RFP. Checklist for Technical Bid, supporting documents such as certificate of incorporation, memorandum of Association, copy of PAN, GST certificate, work order copy/ experience certificates, IT returns of last 3 years audited account statements, Vendors profile and other requisite documents. The vendor must mention the brand and model no. of the item to be supplied or may send a sample copy of the same, failing which leads to non-opening of financial bid. Bank Draft for earnest

money shall be kept in separate envelope marked as ‘EMD’ and be placed within this envelope. Any other relevant papers, which a Vendor feels necessary along with the Terms and Conditions duly signed and accepted by the Vendor shall form part of this technical bid. All prospective bidders are required to visit the Career Development Centre , IGIT Sarang in the official Timing to gain a comprehensive understanding of the sample Internship Diary, Placement Brochure and Letterhead. This Internship Diary, Placement Brochure and Letterhead serves as a reference for the scope, design, and content quality expected from the bidders when preparing their submissions.

## **Part -II (superscribing Financial Bid)**

1. The Financial bid shall give detailed price in INR of Internship Diary, Placement Brochure and Letterhead , taxes and other work as per the pro-forma in **Section-II** enclosed.
2. IGIT, Sarang shall not be liable for any expenses incurred by the Vendor in preparing the bid documents for this RFP or for any correspondence or for any negotiations associated with the award of a contract.

**Late Applications:** Any application, received after the last date and time i.e., **24.03.2025 (4.30 PM)** for submission, shall not be accepted. Applications received after the last date shall be summarily rejected and returned unopened.

The completed application (response document), (printed, signed and bound copy) shall be submitted in a sealed cover superscribed with the title “Supply of Internship Diary, Placement Brochure and Letterhead” at the address given below (by registered/speed post only / Indian Postal Services only):

**To**

**The Director**

**Indira Gandhi Institute of**

**Technology, Sarang,**

**Dhenkanal-759146, Odisha, India.**

The RFP document, instruction to Vendor, other detailed terms and conditions can be downloaded from the website: <http://www.igitsarang.ac.in>.

Last date and time of submission of tender	
Cost of the Tender Fee	<b>Rs 500/- (Rupees Five Hundred only)</b>
<b>EMD</b>	<b>Rs. 8020.00/-</b>

## **Important Details**

The document is prepared by IGIT, Sarang. It should not be reused or used in any form either fully or partially by any other organization or firm. The information provided by the Vendors in response to this tender document shall become the property of IGIT, Sarang and shall not be returned.

## SCHEDULE FOR SUBMISSION OF RFP

The following are the schedule of events for this project. The schedule is subject to change depending on the outcome of the events / responses of the events and a final schedule shall be established prior to contracting with the successful Vendor(s).

Event	Date and Time
Availability of RFP Document at IGIT Sarang Website	<b>24.02.2025</b>
Last Date and time for submission of completed RFP Document	<b>24.03.2025 (4.30 PM)</b>
Opening of RFP (Technical Bid)	<b>25.03.2025 (10 AM)</b>
Opening of RFP (Financial Bid)	<b>25.03.2025 (3 PM)</b>

### 1. SCOPE OF WORK

Supply of Internship Diary, Placement Brochure and Letterhead in the Career Development Centre, IGIT Sarang.

### 2. Item with Quantity

<b>Internship Diary, Placement Brochure and Letterhead</b>		
Sl. No.	Item Name	Qty. (Unit)
1	<b>Internship diary</b> 7 by 9-inch Pages : 120, Inside printing : single color , Hard bound and four color cover with UV lamination 80 GSM paper	1000
2	<b>Placement Brochure</b> 8.5 X 11 inch, Pages 36 Printing: Multi color Paper : 350 gsm Finishing : Matt lamination, spot lamination & Perfect Binding Matching envelopes with multi color printing	100
3	<b>Letterhead</b> Size-A4 Excel Bond Paper Mulcolour Single Side	10000

### 3. VALIDITY OF RFP

The RFP response submitted by the applicants shall remain valid for a period of 90 (Ninety) days after the date of RFP response opening prescribed in this document. An RFP response which is valid for shorter period may be rejected as nonresponsive.

#### **4. EARNEST MONEY DEPOSIT (EMD)**

- (a) EMD in form of a Demand Draft drawn in favour of Principal, IGIT, Sarang and payable at IGIT, Sarang from any Nationalized Bank must be submitted along with the Part –I Technical Bid in a separate envelope. The Bids not accompanied by EMD shall be rejected as non-responsive.
- (b) No interest shall be payable by the Institute for the sum deposited as EMD.
- (c) The EMD of the unsuccessful Vendors would be returned within one month of the signing of the contract.
- (d) No bank guarantee shall be accepted instead of the EMD.

#### **5. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)**

The EMD shall be forfeited by the **IGIT, Sarang** in the following events:

- (a) If the bid is withdrawn during the validity period or any extension agreed by respondent Vendor thereof.
- (b) If the bid is varied or modified in a manner not acceptable to the **IGIT, Sarang** after opening of bids during the validity period or any extension thereof.
- (c) If the respondent Vendor tries to influence the evaluation process.
- (d) If the First ranked Vendor withdraws its bid during negotiations (failure to arrive at a consensus by both the parties shall not be construed as withdrawal of proposal by the consultant).

#### **6. OTHER TERMS & CONDITIONS**

##### **1. General Terms**

- (a) The conditional/ incomplete bids or those received after the due date shall be summarily rejected.
- (b) The award/ cancellation of work shall be decided at the sole discretion of **IGIT, Sarang**. Invitation of Tenders/ quotations is not a commitment.
- (c) **IGIT, Sarang** reserves the right to accept or reject in part or full or all the offers without assigning any reason thereof. Any decision of **IGIT, Sarang** in this regard shall be final and binding on the Vendor.
- (d) The Vendor shall abide by all labour laws such as payment of wages Act 1936 with up-to-date amendments, minimum wages Act 1948 with amendments etc and other laws as applicable during the execution of work.
- (e) The institute shall make all payments through NEFT in Indian rupees. Necessary bank mandate detailing bank account number etc. shall be submitted by the vendor after execution of agreement.
- (f) Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from the Force Majeure circumstances such as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after signing of the present contract.
- (g) In case of any dispute arising out of or in connection with the contract either during the

tenure of the contract or thereafter, the Director of the institute is the sole arbitrator to decide the same and his decision is final and binding on both the parties. If differences persist after arbitration and there are compelling reasons to go to court, it shall be decided in the court of Kamakhyanagar/Dhenkanal.

## **2. Price Stability**

Contract prices and discounts as offered in the bid and accepted by IGIT, Sarang shall remain fixed during the contract period. In the event of price changes, replacement equipment shall be purchased at the lower quoted value or then the current market price. In no case shall a price higher than the contract price be paid for the equipment proposed. If **IGIT, Sarang** desires to purchase equipment or services not contained in the contract, future purchases shall be determined using the Vendor-specified discount rate in the proposal from the manufacturer's suggested retail price as of the date of the order. In no case shall the price exceed the favored Vendor prices.

## **3. Right to Reject**

**IGIT, Sarang** reserves the right to reject all bids. Responses should be submitted initially with the most favorable terms that the Vendor can propose.

## **4. Standards**

**IGIT, Sarang** expects that the Vendor would use standards,

## **5. IGIT, Sarang Involvement**

**Director, IGIT, Sarang** shall be the single-point contact for the project. All major decisions must be made with the involvement and agreement of the Mechanical Engg. Department. At no time must the Vendor hold back any information related to the **IGIT,**

### **Section –II (Price Bid)**

#### **• Instruction for Price Bid**

##### **Price Bid submission-**

1. The price bid submitted by the Vendor shall be inclusive of all elements of costs and shall ensure that the following are also included therein: -

- The cost of delivery and installation at project sites.
- All the expenses like cost of loading, Unloading etc. at IGIT site.

##### **Eligibility Criteria:**

Those who fulfill the following criteria are eligible to participate in the tender.

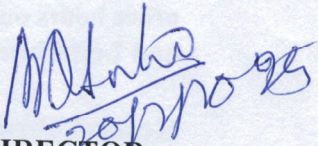
1. The tenderer must be an OEM / Authorized Distributor / Authorized Retailer / Authorized Dealer of a reputed manufacturer.

2. If the tenderer is an Authorized Dealers of a reputed manufacturer, necessary Tender Specific authorization to this effect from the manufacturer must be enclosed.
  3. Submission of Three work order and Invoice of similar nature projects in last three years is mandatory. Similar Nature is defined as, Supply of similar items and implementation and services provided to any government/ public Sector enterprises.
  4. The tenderer must have the GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.
  5. The net worth of the vendor should be certified from a registered CA and shall be submitted
  6. The Vendor should not be blacklisted. Declaration in this regard shall be submitted by the vendor.
  7. 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.
8. **The bidder should submit a sample copy of Internship Diary, Placement Brochure and Letterhead as per the specifications mentioned along with the sealed covered envelopes–Part-I (Technical bid), otherwise, the bid shall be rejected. The bidder must refer to the previous Internship Diary, Placement Brochure and Letterhead by visiting the institute during office hours on any working day. If the submitted Internship Diary, Placement Brochure and Letterhead does not match the previous one, the tender may be subject to rejection.**

### **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 the 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) IGIT's official(s) can visit the workplace 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 class room/office room/faculty room / Laboratory)** 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 (daywise / Datewise) with technical bid document.

- xii) The supplier has to ensure the rectification of defects within **seven 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 one-year onsite Guarantee i.e. to replace, the damaged equipment 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) Proof of bills for the purchase of the materials as per our standard specification are submitted at the time of final payment. Final payments will be made only after the successful installation of the equipment/item and subsequent verification of its proper functioning by our authorized personnel.
- xvii) **Please note that no advance payment will be made. The final payment will be processed only after the successful verification and acceptance of the items as per the tender specifications.**
- xviii) All items should be I.S.I standard.

  
**DIRECTOR,**  
**IGIT Sarang**



**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) 2021-22  2022-23  2023-24	
<b>05.</b>	Indian Income Tax Return Acknowledgement	Financial Year- 2021-22 Financial Year- 2022-23 Financial Year- 2023-24	
<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		

**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 hereby 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.

**Annexure-III**

**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)

<b>Sl. No.</b>	<b>Item with specification</b>	<b>Qty.</b>
1	<b>Internship Diary</b> 7 by 9-inch Pages : 120 Inside printing : single color Hard bound and four-color cover with UV lamination 80 GSM paper	<b>1000 Nos.</b>
2	<b>Placement Brochure</b> 8.5 X 11 inch, Pages 36 Printing: Multi color Paper : 350 gsm Finishing : Matt lamination, spot lamination & Perfect Binding Matching envelopes with multi color printing	<b>100 Nos.</b>
3	<b>Letterhead</b> Size-A4 Excel Bond Paper Mulcolour Single Side	<b>10000 Nos.</b>

Signature and Seal of the firm.

## FINANCIAL BID

(Should be submitted in a sealed envelope separately)

### LIST OF ITEMS

<b>Supply of Internship Diary , Placement Brochure and Letterhead in the Career Development Centre , Indira Gandhi Institute of Technology, Sarang</b>					
Sl. No.	Item	Qty. Required	Rate per piece (Exclusive of GST)	Total Amount (inclusive of all GST F.O.R. to IGIT Sarang etc.) (Rs.)	GST (%) with amount
1	Internship Diary	1000 Nos.			
2	Placement Brochure	100 Nos.			
3	Letterhead	10000 Nos.			

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 : (Attached) YES / NO
4. OEM / AUTHORIZED DEALER / DISTRIBUTOR / DEALER / RETAILER  
CERIFICATE No. (Attached) YES / NO \_\_\_\_\_
5. PAN NO. \_\_\_\_\_
6. GST NO. \_\_\_\_\_
7. Sample copy of Internship Diary (Attached) YES / NO \_\_\_\_\_
8. Submission of Three work order and Invoice of similar nature projects in last three  
years (Attached) YES / NO \_\_\_\_\_
9. Turnover Certificate issued by CA (Last 3 years) (Attached) YES / NO \_\_\_\_\_
10. Income Tax Returns (Last 3 years) (Attached) YES / NO \_\_\_\_\_
11. Annexure (Attached) YES / NO
12. Undertaking \_\_\_\_\_