



Indira Gandhi Institute of Technology, Sarang, Dhenkanal-759146, Odisha
Alumni Association

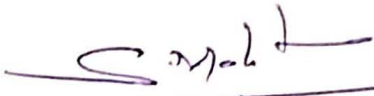
No: IGIT/AA/16

Date: 12/08/2024

**Tender for Supply of Multifunction printer, Desktop computer, Split AC, and Stabilizer
for Alumni Association**

Sealed tenders are invited from the registered supplier having valid PAN, GST for the Supply of Multifunction printer, Desktop computer, Split AC, and Stabilizer for Alumni Association on or before Dt.16/09/2024 up to 4.30 PM. For more details, please visit at www.igitsarang.ac.in

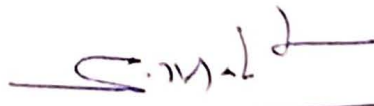
Date of opening of Tender: Dt. 18/ 09/2024 (10.00 AM)


12/08/2024
Sd/ Director, IGIT Sarang

Memo No. No: IGIT/AA/17 Dated

Copy to:

1. Director I&PR Department, Govt of Odisha, Bhubaneswar with a request to publish the above advertisement in one issue of the Odisha daily edition (All Odisha edition) of "The SAMAJ and The SAMBAD" using minimum space at I&PR approved/lowest rates on or before Dt. 14/ 08/2024.
2. Account Officer for information.
3. PA to Director for record


12/08/2024
Sd/ Director, IGIT





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

(An Autonomous Institute of Govt. of Odisha)

**Tender for Supply of Multifunction printer, Desktop computer, Split AC, and Stabilizer
for Alumni Association**

1. Scope of Work:

The scope of work under this tender is as follows.

- i) Supply of Multifunction printer, Desktop computer, Split AC, and Stabilizer for Alumni Association, IGIT Sarang. In the case of unavoidable circumstances, the Institute can also place a repeat order to the successful bidder, at its discretion within 90 days from the date of original Purchase Order.
- ii) **Supply of items: The mentioned work shall be made to this Institute within 30 days from the issue of purchase order.**
- iii) The tenderer should quote the rate including all taxes F.O.R. IGIT SARANG.
- iv) The said tender will be awarded on the basis of overall lowest rate as per specification.

2. Eligibility Criteria

The tenderers must fulfill the following eligibility criteria:-

- i) The supplier **MUST** be an established and reputed Manufacturer / Distributor / Dealer / Vendor or authorized supplier to the Central and State Govt. Depts./ public sector undertaking. Copies of proof may be attached.
- ii) The vendor **MUST** have good knowledge and experience of providing said materials. Copy of work orders/client certificates required. (**Performance Report of last three years**)
- iii) The vendor **MUST** have provided during the last 3 years as on February-2024, predominantly supply, printing of folder, brochure with value as under:

Similar works of Rs 20.00 Lakhs (2021-22), Rs 20.00 Lakhs (2022-23) and Rs 20.00 Lakhs (2023-24) and above in three years.

Similar work means supplying of materials to the Central and State Govt. Depts./Institute /Research Organization/ Public Sector undertaking only / Private educational Institutions. Work Order copies / client certificates required.

- iv) **The total financial turnover during the last 3 years ended 31st March 2024, must be at least 50 Lakh or above.**
- v) The bidder **MUST** have G S T Registration, valid PAN / valid TIN, with the 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 blacklisted by the government / any department / Authority / organization in India and abroad. An

undertaking to be furnished with the tender document for the above.

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

3. Bidding Procedure (Two Bid System)

Bidding Application must be accompanied by the following:-

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

- a. Tender Fees (non-refundable): Rs.500/- and EMD (refundable):Rs.300/- (Multifunction printer), EMD (refundable):Rs.600/- (Desktop computer) and EMD (refundable): Rs 1,000/- (Split AC and Stabilizer) are payable only in the form of Bank Draft from any Nationalized bank, in favour of **Principal, IGIT , Sarang payable at SBI , IGIT Sarang.(IFSC CODE: SBIN0010246)**. Cheque / Bank Guarantee / Cash are not accepted, if so in the tenders will not be acceptable.
- b. Proof of Permanent address of the Firm/Agency/Person/ Vendor etc.
- c. A complete list of clients including clients (along with quantity and year of sale) from Govt./Semi Govt./Autonomous Bodies/PSUs Institutions served during last three years with Name, Telephone No, etc along with copies of supply order,
- d. Details of Bank Account of Bidder i.e. Account No., IFSC Code, MICR No., Bank Name and address,
- e. Copies of Income Tax Return of last 3 year,
- f. Details of GST/PAN/TAN/TIN/Service Tax, Registration number, EPF& ESI Registration, Contract Labour Registration, if any as applicable,
- g. An authorization letter from the firm in favour of the person signing the tender documents,
- h. An attested copy of the certificate of registration/incorporation pertaining to the legal status of the Bidder/Firm/Agency,
- i. Tender document with Annexure-I, Annexure-II and Annexure-III, Annexure-IV duly signed and stamped on each page as acceptance of the terms and condition laid down by IGIT authority.
- j. Copies of Balance Sheet & P/L account for the last Three year,
- k. An undertaking to the effect that the Agency/Firm has not been black listed in India and Abroad.
- l. The EMD of successful bidder will be retained until the submission of Performance Security as security deposit.
- m. 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

- n. 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.
- o. Technical Bids should be duly sealed and super scribed "Technical bid for the supply of Multifunction printer, Desktop computer, Cartridge, Split AC, and Stabilizer for Alumni Association, IGIT Sarang".
- p. Financial bid for the above should be duly sealed and super scribed with "Financial Bid for the supply of Multifunction printer, Desktop computer, Cartridge, Split AC, and Stabilizer for Alumni Association, IGIT Sarang".
- q. Both technical and financial sealed envelopes should be kept in a big envelope super scribing "Tender for the supply of Multifunction printer, Desktop computer, Cartridge, Split AC, and Stabilizer for Alumni Association, IGIT Sarang", should be submitted.
- r. The tender not submitted in the prescribed formats or incomplete 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.
- s. The tender should be addressed to "The Director, (Attention to Vice President, Alumni Association) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA", and must reach on or before 18 / 09 / 20 24.
- t. 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.
- u. 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, MSE registration certificate, MSME registration certificate... issued by competent Govt. bodies to become eligible for the above exemption. Also the certificate (NSIC) / MSE / MSME /etc shall cover the items tendered to get EMD/Tender fee exemptions. NSIC / MSE / MSME / etc certificate shall be valid as on due date / extended due date of the tender. This is not applicable to non NSIC unit.

4. 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 bidder**. In this regard the decision of authority shall be final for item mentioned in Annexure III and Annexure IV.

5. General Term & Conditions

- i) In case, after Pre-bid meeting (wherever applicable) any modification(s) / addition(s) / deletion(s) or any alternation in the requirement(s) / specification(s) etc. is required, the same will be placed on the IGIT website - 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 up to 180 days from the issue of tender notification.
 - vi) The rates quoted by the bidder shall be complete for supply of the Chemicals & Glassware as per the specification(s) and shall be inclusive of all applicable tax, duty(ies) loading, unloading, packing, transportation to IGIT, Sarang installation etc. and nothing extra / additional shall be payable on these rates,
 - vii) 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,
- viii) Conditional Tender will not be accepted
- ix) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.
- x) All items should certify ISO standard or any other recommended standard.

6. Payment

- i) The payment will be made on submission of bills after complete supply of Chemicals & Glassware and 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 3 days.
- ii) Counter conditions by the Tenderers in matters concerning payment of bills shall not be acceptable.

7. Penalty Clause

The Time schedule should be strictly followed by the agency. If the supply of items is not completed within stipulated schedule, penalty will be imposed as mentioned

below:

- i) The Agency will strict to the time schedule i.e. 30 days 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 forfeiting the Performance Security/EMD by the Competent Authority shall be imposed on the tenderer,

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

A. General Details of the Bidder:			
Sl. No.	Particulars	Remarks/Documents to be attached	
01.	Name of the Organization:		
02.	Address of Head Office: Telephone No: E-mail: Fax number(if any) Name(s) of the contact person(s):		
03.	Company Status:- Proprietor / Partner / Pvt. Ltd. Company Enclose Details. -		
04.	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	
05.	Indian Income Tax Return Acknowledgement	Financial Year- 2021-22 Financial Year- 2022-23 Financial Year- 2023-24	
06.	Income Tax-PAN No.		
07.	VAT Tax Payer Identification Number (TIN)		
08.	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	

09	VAT Clearance Copy : -Service Tax Registration		
10.	Details of clients for who similar works are under taken, along with value of orders executed. (A)	Details of the work Client- Name of Work: - Work Order No. Date of Work Order Stipulated Date of Completion as per contract Actual Date of completion: Completion Cost: C Client Address, e-mail & Contact Number	
11	Details of other information		

The following Table shows the brief description of items (Details specified above)

Sl. No.	Brief Description of items	Specification
1	Multifunction printer	A4/A4 type machine, composite cartridge, print/scan/copy, Laser type printing (Mono), On site warranty: 3 years, Printer scanner type-Flatbed, Connectivity technology-USB
2	Desktop computer	Desktop Computer: 12th Generation Intel® Core™ i5 processor/Latest processor i5, Windows 11 Professional, 16 GB DDR4-2666 MHz RAM, 500 GB SSD, MS office preloaded (included), Monitor (23.8 inch), Wired keyboard with rupee symbol, mouse, USB 3.0, wifi, Bluetooth, 3-year warranty

3	Supply of Split AC including fitting, fixing	Split AC with inverter compressor, 2 ton capacity, Energy rating- 3 star, Refrigerant: R32, Copper Condenser Coil, Warranty: 1 Years on Product, 5 Years on PCB, 10 Years on Compressor with gas charging
4	Stabilizer for 2 ton capacity inverter split AC	Digital Voltage Stabilizer for inverter AC of 2 ton Working Range: 90V-300V

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: -

Seal of firm.

Annexure-II

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. I / we confirm that we will abide by these terms & conditions.

Dated: -

Signature

(Name in Block letters) _____ Name of Tenderer _____

Address _____ Address with stamp

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

ANNEXURE-III

FINANCIAL BID
(Should be submitted in a sealed envelope separately)

The following Table shows the brief description of items (Details specified above)

Sl. No.	Brief Description of items	Quantity	Unit rate excluding taxes	Tax	Total Amount (Rs.)
1	Multifunction printer	1 no			
2	Desktop computer	1 no			
3	Supply of Split AC including fitting, fixing	1 no			
4	Stabilizer for 2-ton capacity inverter split AC	1 no			

Signature of tenderer with date and seal

CHECK LIST

TENDER NO:

1. Tender Fee Demand Draft _____
2. EMD Demand Draft _____
3. Registration certificate of the firm _____
4. PAN No _____
5. Service Tax _____
6. Sales Tax/VAT/WCT/TIN _____
7. Experience Certificate (Last 3 years) _____
8. Turnover Certificate issued by CA (Last 3 years) _____
9. Income Tax Returns (Last 3 years) _____
10. Annexure: _____
11. Undertaking _____

**SIGNATURE OF THE TENDERER
WITH SEAL**