



INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG, DHENKANAL (ODISHA) - 759 146

(An Autonomous Institute of Govt. of Odisha)

No. IGIT/FC/2022/269

Date: 30/04/2022

**NOTICE INVITING TENDER**

**Subject: Tender for procurement of Furnishing of HoD and Another Room Department of CSEA, IGIT, Sarang (Biju Pattnaik Academic Block).**

**Bid Opening Venue: Department of CSEA, IGIT Sarang**

For and on behalf of IGIT Sarang, sealed Tenders are invited from eligible reputed GEM (Original Equipment Manufacturer) / Authorized Distributor / Dealer / Retailer having valid GST registration/PAN/TIN clearance for supply and installation of A.C, Computers and other items (table below) for HoD room and another sr. faculty room of CSEA I.G.I.T. Sarang, Dhenkanal. The interested Authorized Distributor / Dealer / Retailer/supplier / GEM 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 department office during working hours (new academic block first floor)

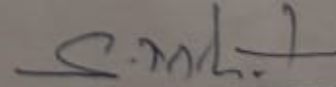
The detail tender completed in all aspect may be submitted in sealed envelope in the office of the Director, (Special attention to HoD, CSEA) I.G.I.T. Sarang, Dist. - Dhenkanal - 759146 (Odisha) by Speed Post / Registered Post only under strong sealed cover marked as "TENDER FOR THE SUPPLY OF FURNISHING HOD ROOM AND ANOTHER ROOM AT NEW ACADEMIC BLOCK".

**Important Dates & Time**

S.No.	Particulars	Important Dates	Time
1	Last date & time for submission of tender	16/05/2022	03.00 P.M.
2	Date & time of opening of Technical Bid and sample verification by committee members	17/05/2022	10.00 A.M.
3	Date & time of opening of Financial Bid	17/05/2022	11.30 A.M.

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

Sl. No.	Items	Qty.	EMD (Rs)	Tender fee (Non refundable)
1	Item No 1 (refer Annexure - III)		1200.00	Rs 500.00
2	Item No 2 (refer Annexure - III)	For quantity, refer	950.00	Rs 500.00
3	Item No 3 (refer Annexure - III)	Annexure III	290.00	Rs 500.00
4	Item No 4 (refer Annexure - III)		1800.00	Rs 500.00

  
19/04/2022  
DIRECTOR



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

**(An Autonomous Institute of Govt. of Odisha)**

**(Refer to tender notice no IGIT/ /dt. \_\_\_\_\_ , 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 Another Room Department of CSEA, IGIT, Sarang (Biju Pattnaik Academic Block) at designated place as specified in the list placed at **Annexure-III and Annexure - II**. 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 30-60 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 Another Room Department of CSEA, 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. 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/ Institutions / University on supply of items mentioned in annexure III. Copies of proof may be attached.

ii) The vendor **MUST** have good knowledge and experience of providing Items mentioned in Annexure III. 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 III for Central and State Govt. Depts. / Public Sector undertaking only / Reputed Private Educational Institutions/university. Work Order copies/client certificates required.

iii)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.

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

v) 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 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 immediately 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 Ho D and Another Room Department of CSEA, IGIT, Sarang should be duly sealed and super scribed "**Technical bid for Furnishing of Ho D and Another Room Department of CSEA,IGIT, Sarang**". Financial bid for Furnishing of Ho D and Another Room Department of CSEA, IGIT, Sarang should be duly sealed and super-scribed "**Financial Bid for Furnishing of Ho D and Another Room Department of CSEA, IGIT, Sarang**" and sealed in separate envelope and all the envelopes should be kept in a big envelope super scribing "**Tender for Furnishing of Ho D and Another Room Department of CSEA,IGIT, Sarang**", should be submitted. The tenderer 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,CSEA) I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA**", should reach on **or before dt.16-05-2022**.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.

#### **4.EvaluationProcedure**

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 for **Annexures I ,II and III.**

### **5.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 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 upto180 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. first floor CSEA 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.

**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.GeneralDetailsoftheBidder:</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)	A.C 1.5 TON SPLIT AC 3/4/5 star inverter type model	2		
1 b)	A.C stabilizer 4/5 KVA stabilizer 90watt to 240 watt.	2		
2 a)	HoD Office Table L type Make Godrej or equivalent 6X3,4x2 inch	1		
2 b)	Hi neck Chair Make Godrej or equivalent cushion type	1		
2 c)	Guest Chair Make Godrej or equivalent SS cushion type	6		
2 d)	3 seated +1 seated sofa Make Godrej or equivalent	1		
3 a)	Door Auto closer Make Godrej or equivalent (80kg capacity)	2		
3 b)	Tubular Door Lock Make Godrej or equivalent	2		
3 c)	Office stationary, Table Glass, Door and Window Screen and Miscellaneous (Refer NB* below)	For one room		
3 d)	Electrification(Refer NB* below)	For two room		
4 a)	Computer i7 all in one HP/DELL or equivalent (11th Gen Intel core i7 68.6 cm(27-inch) FDH all-in- one Desktop (16 GB/1TB SSD/IR camera/window 10 /MS office 2019 /wireless keyboard & Mouse/ Natural silver),27 -dp 1120 in)	2		
4 b)	Printer all in one Multipurpose HP/DELL or equivalent	2		

**NB\* :** For any clarification regarding above mentioned items the quotationer may visit CSEA 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	Qty. Required	Total cost (inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)	TAX (%)
1 a)	A.C 1.5 TON SPLIT AC 3/4/5 star inverter type model	2		
1 b)	A.C stabilizer 4/5 KVA stabilizer 90watt to 240 watt.	2		
2 a)	HoD Office Table L type Make Godrej or equivalent 6X3,4x2 inch	1		
2 b)	Hi neck Chair Make Godrej or equivalent cushion type	1		
2 c)	Guest Chair Make Godrej or equivalent SS cushion type	6		
2 d)	3 seated +1 seated sofa Make Godrej or equivalent	1		
3 a)	Door Auto closer Make Godrej or equivalent (80kg capacity)	2		
3 b)	Tubular Door Lock Make Godrej or equivalent	2		
3 c)	Office stationary, Table Glass, Door and Window Screen and Miscellaneous (Refer NB* below)	For one room		
3 d)	Electrification(Refer NB* below)	For two room		
4 a)	Computer i7 all in one HP/DELL or equivalent (11th Gen Intel core i7 68.6 cm(27-inch) FDH all-in- one Desktop (16 GB/1TB SSD/IR camera/window 10 /MS office 2019 /wireless keyboard & Mouse/ Natural silver),27 -dp 1120 in)	2		
4 b)	Printer all in one Multipurpose HP/DELL or equivalent	2		

**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. Turnover Certificate issued by CA (Last 3 years) \_\_\_\_\_
10. Income Tax Returns (Last 3 years) \_\_\_\_\_
11. Annexure \_\_\_\_\_
12. Undertaking \_\_\_\_\_

## **6. 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.

## **7. 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 30-60 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 for feiting the Performance Security/EMD by the Competent Authority shall be imposed on the tenderer,

Sd/-  
Director,IGITSarang