

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



**Request for Proposal (RFP) for appointment of the professional service provider for the  
Computer Centres (Two Nos.) for a period of one year**

**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 Implementation of service provider for the Computer Centres for a period of one year.

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) Sarang Sarang, Dhenkanal-759146  
Odisha**

**No.IGIT/CDC-01/153**

**Dated:19.05.2026**

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

#### **Implementation of service provider for the Computer Centres (Two Nos.) for a period of one year.**

Indira Gandhi Institute of Technology, Sarang invites applications for Request for Proposal (RFP) from OEM / Authorized Distributor / Authorized partner for the service provider for the Computer Centres for a period of one year.

The sealed cover superscribed 'Request for proposal for Supply and Implementation of service provider for the Computer Centres (two nos.) at Indira Gandhi Institute of Technology, Sarang shall be opened on 22.06.2026 for the technical bid and 24.06.2026 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 in due course as noted in 'Schedule for submission of RFP'.

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

The Technical bid shall detail the technical specifications, compliance to 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. Bank Draft for earnest money shall be kept in separate envelope marked as ‘EMD’ and be placed within this envelop. 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.

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

1. The Financial bid shall give detailed price in INR of service provider for the Computer Centres , 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., 20.06.2026 (12.30 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 “service provider for the Computer Centres ” at the address given below (by registered/speed post only / Indian Postal Services only):

**To**

**The Director.**

**Indira Gandhi Institute of Technology, SarangDhenkanal-759146, Odisha, India.**

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

Last date and time of submission of tender	20.06.2026 (12.30 PM)
Cost of the tender Fee	Rs 500/- (Rupees Five Hundred only)
EMD	Rs.17000/- (ANNEXURE- V)

**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 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 IGIT Sarang Website	21.05.2026
Last Date and time for submission of completed RFP Document	20.06.2026 (12.30 PM)
Opening of RFP (Technical Bid)	22.06.2026 , 10 AM (CDC Conference Hall)
Opening of RFP (Financial Bid)	24.06.2026, 10 AM (CDC Conference Hall)

### 1. SCOPE OF WORK

**Supply and Implementation of service provider for the Computer Centres (Two Nos) , Indira Gandhi Institute of Technology, Sarang for a period of one year.**

### 2. Item with Quantity

Service provider for the Two nos. of Computer Centres	
Sl. No.	Item Name
1	Maintenance Contract for a Period of 01 year for the 02 Nos. of Computer Centre (New Academic Building)

**Apart from above, the service provides shall be governed by the following terms and conditions.**

- a. Maintenance service includes file cleanup, upgrading and installing new windows or programs and general inspections to be done by the service provider.
- b. The firm has to open two no. of computer centres in the New Academic building for staff and students from 8 AM to 8 PM (Every day) including Holiday. The number of computers in one Centre is 120.
- c. The service provider shall help the staff and students, if any difficulties arise in the computers.
- d. The service provider shall extend its support to include the facilitation and management of online written tests for both recruitment and training activities.
- e. A log book shall be maintained by the vendor for each computer.
- f. Cleaning of the computers and the Centres shall be carried out by the vendor.
- g. Technicians working in the laboratories must possess relevant certification courses related to hardware and software.

- h. The Manpower provision should have minimum qualification for handling computer hardware and software for maintenance

### **3. VALIDITY OF RFP**

- a. 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. A 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 signing of the contract.
- d. No bank guarantee shall be accepted in lieu 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**

#### **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.

## 7. 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.

## 8. 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.

- a. Standards

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

- b. IGIT, Sarang Involvement

**Director, IGIT, Sarang** shall be the single-point contact for the Tender.

## **Section –II (Price Bid)**

### **i. Instruction for Price Bid**

#### **9. Price Bid submission-**

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

#### **10. Eligibility Criteria:**

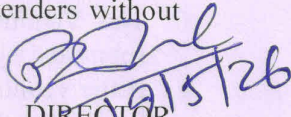
Those who fulfill the following criteria are eligible to participate in the tender.

- a. The tenderer must be an OEM / Authorized Distributor / Authorized Partner of a reputed manufacturer related to Computer sectors. Manufacturers should provide all documents relating to their Manufacturing Capabilities and the brand should be a registered trade mark.
- b. If the tenderer is an Authorized Dealers of a reputed manufacturer, necessary Tender Specific authorization to this effect from the manufacturer must be enclosed.
- c. The bidder must have executed at least one eligible work order in each year, and the firm must have completed a total of three work orders during the last three years (one in each year).The bidder shall furnish three work orders with invoices for projects of similar nature completed. Similar nature projects include services pertaining to computer centres, such as repair, maintenance, implementation activities and networking carried out for Government Departments / Universities/ Industries / Private Sectors. Each work order must be accompanied by valid bank transaction evidence as proof of payment, which must be submitted along with the tender. GST certificates from the competent authority, PAN Number must be enclosed along with the Tender documents.
- d. The firm must have provided maintenance/service for at least 200 computers per year, and this should be clearly reflected in the submitted work orders.
- e. The net worth of the vendor should be certified from a registered CA shall be submitted
- f. The Vendor should not be blacklisted. Declaration in this regard shall be submitted by the vendor.
- g. 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.
- h. The bidder should submit the details in the technical bid as mentioned in the Annexures, otherwise, the bid shall be rejected.
- i. The bidder shall submit the corresponding performance reports for each work

- order furnished as proof of record.
- j. The bidder shall submit the IT returns for the last three financial years (2022–23, 2023–24, and 2024–25), along with the latest GST return copy, which must be attached with the bid documents.
  - k. Any claim for exemption from the EMD or tender fee must be supported by valid documents as per the applicable Government guidelines.

## 11. 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 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.
- xv) The authority reserves the right to accept or cancel any or all tenders without assigning any reason there-of.

  
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) 2022-23 -  2023-24  2024-25	
<b>05.</b>	Indian Income Tax Return	Financial Year- 2022-23 Financial Year- 2023-24 Financial Year- 2024-25	
<b>06.</b>	Income Tax-PAN No.		
<b>07.</b>	Constitution of Firm (Proprietor / Partnership / Company/ Society)	Company Incorporation Certificate	

**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)**

Sl. No.	Item with specification
1	Maintenance / Service contract for the 02 nos. of computer Centres for a period of One year

Signature and Seal of the firm.

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

**LIST OF ITEMS**

Sl. No.	Item	Amount charges per month (inclusive of all taxes F.O.R. to IGIT Sarang and installation etc.) (Rs.)	TAX (%) with amount
1	Maintenance / Service contract for the 02 nos. of computer Centres for a period of One year		

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 Distributor / Authorized Partner  
CERIFICATE \_\_\_\_\_
5. PAN NO. \_\_\_\_\_
6. GST NO. \_\_\_\_\_
7. Three Work orders (Last 03 years ) as per Eligibility Criteria (point No.10)  
\_\_\_\_\_
8. Corresponding performance reports for each work order as per Eligibility Criteria (point  
No.10) \_\_\_\_\_
9. The firm must have provided maintenance/service for at least 200 computers per year as per  
Eligibility Criteria (point No.10) \_\_\_\_\_
10. Turnover Certificate issued by CA (Last 3 years) \_\_\_\_\_
11. Income Tax Returns (Last 3 years) \_\_\_\_\_
12. Annexure \_\_\_\_\_
13. Undertaking \_\_\_\_\_