



INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG, DHENKANAL (ODISHA)-759 146

(An Autonomous Institute of Govt. of Odisha)

No. IGIT/LIB/.....765.....

Date:- 08/01/2024

NOTICE INVITING TENDER

Tender for procurement/supply and Installation of (A) Multifunctional Duplex Photo Copier Machine, (B) Colour laser Jet Printer, (C) Vacuum cleaner (D) Supply and Installation of CCTV in Central Library of IGIT Sarang.

Bid Opening Venue: Central Library, IGIT Sarang

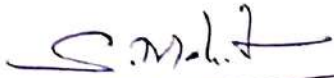
For and on behalf of IGIT Sarang, sealed Tenders are invited from eligible reputed OEM (Original Equipment Manufacturer)/ Authorized Distributor / Dealer / Retailer / Supplier having valid GST registration/PAN/ TIN clearance for supply and installation of *Multifunctional Duplex Photo Copier Machine, (B) Colour laser Jet Printer, (C) Vacuum cleaner (D) Supply and Installation of CCTV* in Central Library of I.G.I.T. Sarang, Dhenkanal. The interested OEM / Authorized Distributor / Dealer / Retailer / Supplier may collect detailed list of specifications and other related documents which are available in the office and our website www.igitsarang.ac.in.

N.B. *If desired, party may also visit to enquire the items in library Office during working hours.*

The detail tender completed in all aspect may be submitted in sealed envelope to the Office of the Director, (Attention to: Library I/C, I.G.I.T. Sarang, Dist. – Dhenkanal, PIN – 759146, Odisha, by Speed Post / Registered Post only under strong sealed cover marked as “TENDER FOR THE SUPPLY AND INSTALLATION OF DIFFERENT ITEMS IN CENTRAL LIBRARY.

Important Dates & Time

SLNo.	Particulars	Important Dates	Time
1.	Release of Advertisement(Institute Website)	08/01/2024	NA
2.	Last date & time for submission of tender	29/01/2024	4.30 PM
3.	Date & time of opening of Technical Bid	30/01/2024	10.00AM
4.	Date & time of opening of Financial Bid	30/01/2024	02.00 PM


08/01/2024
DIRECTOR
Hr



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

(Refer to tender notice no IGIT/LIB/ 765 dt. 08/01/2024, which was published in newspaper and Institute website)

1. Scope of Work:

The scope of work under this tender is as follows.

- i) Supply, installation and demonstration of *Multifunctional Photocopier Machine, Colour laser Jet Printer, Vacuum cleaner and CCTV System in Central library* of I.G.I.T. Sarang, Dhenkanal at IGIT, Sarang at Central Library building. IGIT can increase the order 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) **The tenderer is to submit brochure indicating the specifications of items at the time of bidding.**
- iii) Supply/Installation of items: The supply/ Installation of items shall be made to this Institute within 30-45 days (depending on volume of order) from the issue of purchase order. Accordingly, a supply agreement is to be made with the party.
- iv) The tenderer should quote the rate including all taxes **F.O.R. IGIT SARANG**
- v) The said tender will be awarded on the basis of overall lowest rate and verification of sample as per our required specification of items.

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/ Technical Institutions on supply of Items. Copies of proof need to be attached.
- ii) The vendor **MUST** have good knowledge and experience of providing Items mentioned in Annexure I. Copy of work orders (similar work order)/client certificates required. (Performance Report of last three years i.e, 2020-2021,2021-2022,2022-23 is required). Similar work order means providing, installing and commissioning of items as mentioned in Annexure I for Central and State Govt. Depts. / Public Sector Undertakings / Reputed Private/Govt. Educational Institutions/ Universities.
- iii) The bidder **MUST** have GST 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)

A bidder may either bid for all items under Section A, B, C, D or items pertaining to one section. The bidders have to pay the EMD separately meant for each section and pack it in separate envelop mentioning the section. Please refer to Annexure-I for detailed specifications and EMD.

Bidding Application must be accompanied by the following: -

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

- i) Tender Fee (non-refundable) Rs 1000/- and Applicable 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 (IFSC Code: SBIN0010246)**. Cheque/Bank Guarantee/Cash are not accepted, if so, 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 3 (three) years with Name, Telephone No, etc along with copies of supply/wok/purchase 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 3 (three) years,
- 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/ incorporation 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 conditions laid down by IGIT authority.
- x) **Copies of Balance Sheet & P/L account for the last Three years.**
- xi) An undertaking to the effect that the Agency/Firm has not been black listed in India and abroad.
- xii) The EMD of successful bidder will be retained until the submission of Performance Security as security deposit.

- xiii) The EMD of the unsuccessful bidder will be returned to them immediately after finalization of tender or latest on or before the 30 days after the award of the contract without interest.
- xiv) Separate sealed envelopes, containing Technical Bids, 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 should be duly sealed and super scribed "TECHNICAL BID FOR SUPPLY AND INSTALLATION OF DIFFERENT ITEMS IN CENTRAL LIBRARY (SECTION NO-)OF IGIT, SARANG". Financial bid should be duly sealed and super-scribed "FINANCIAL BID FOR THE SUPPLY AND INSTALLATION OF DIFFERENT ITEMS IN CENTRAL LIBRARY (SECTION -)IGIT, SARANG" and all the envelopes (containing Technical Bids, Financial Bids, EMD/s and Tender Fee) should be kept in a big envelope super scribing "TENDER FOR SUPPLY AND INSTALLATION OF DIFFERENT ITEMS IN CENTRAL LIBRARY (SECTION -)IGIT, SARANG", to be submitted.
- xv) The tenderer is required to submit one year on site Guaranty/AMC i.e. to replace the damaged items, during the guarantee period or repair.
- xvi) 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.
- xvii) The tender addressed to the "Director (Attention to: Library, I/C I.G.I.T, SARANG-759146, DIST: DHENKANAL, ODISHA, should reach on or before dt.29-01-2024 at 4.30PM. The authority is not responsible for non-receipt of tender on or before the schedule date/time due to the postal delay or any other reason. Tenders should be submitted through **Registered/Speed post only**.
- xviii) 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/ startups to become eligible for the above exemption. Also the certificate (NSIC)/MSME/startups 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 units.
- xix) The Cost of the tender is Rs 1000/- (Either for one Section or ALL)

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 Bids. The Financial Bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions as lay down 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 bidder. In this regard the decision of authority shall be final and binding.

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 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 and installation 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 according to ISI standard or equivalent.
- xvii) Any legal issues arise out of the tender process is subject to the jurisdiction of concerned Courts within the state of Odisha.

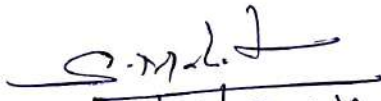

5. Payment

- 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 ,Sarang 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.

6. Penalty Clause

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

- i) The Agency will stick to the time schedule i.e 30-60 days(as specified) for completing the supply / of order.
- ii) In case of any abnormal irregularity noticed the penalty will be levied by IGIT,Sarang. 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.


08/01/2024
Director,IGIT Sarang


Annexure-I
19 IT / LB / 765 / 27-02/01/2024

Details of Items to be Supplied/ Installed

Sl. No.	Item	Description	Quantity	EMD
Part-A				
1	Supply of Multi-Purpose Duplex Photocopier Machine	Duplex and DADF with Stabilizer and Trolley 45 epm , A3) (Drum life 2 Lakh copies)	2	Rs 8000/-
Part-B				
1	Colour laser Jet Printer	Multi-function, colour Toner Cartridge,	1	Rs 2000/-
Part-C				
1	Vacuum cleaner	Wet & Dry Vacuum Cleaner, 20 Litre Stainless Steel with Blower & HEPA Filter, Minimum 1400 Watts Motor 28 KPa Suction with Washable dust Bag	3	Rs 1500/-
Part-D				
1	CCTV Installation	<p>i.32 Channel NVR,(2 nos) ii.55 nos. of cameras (minimum 4MP) Preferably HIK Vision (DOME (35 Nos)and BULLET (20 Nos)with night vision IP camera iii. 6TB Surveillance Hard Disc (3 nos,) iv. 8 port GIGA LAN switches v. 8 Ch GIGA, POE switches, (07 nos)(Preferably HIK Vision) vi. Rack, 4U vii. Extension Board, viii. Wireless Mouse, ix. 55" LED TV (preferably Samsung/LG make) x. D-LINK CAT 6 CABLE (As per Actual rate per coil) xi. Electric copper wire (As per Actual rate per coil) xii. Installation Charges</p> <p>NB- Bidders need to quote the rate of D-LINK CAT 6 CABLE per Coil, Electric wire per coil for billing purpose only. The bidder quoting the lowest rate as a whole of all the items will be awarded with the work irrespective of item wise rate.</p>		Rs 10000/-

For any clarification regarding above mentioned items the tenderer may visit Central library before sending the tender.

Tender Form (Technical Bid) format

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

To -----

Ref No.

Date:

Tender Notice No _____ and Date: _____ "Part _A/B/C/D:"

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	
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) 2020-21 2021-22 2022-23	
05.	Indian Income Tax Return Acknowledgement	Financial Year-2020-21 Financial Year-2021-22 Financial Year-2022-23	
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	Similar work order of last 3 years to any Govt. Institution / University		
11	Product Catalogue of the tenderer/firm for the items		

Signature and Seal of firm.

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 can be taken against me. Also, we hereby accept all the Terms & Conditions of the Tender and will abide by it.

A Processing Fee/Tender fee /EMD demand draft bearing No_ _____
dated _____ drawn on is enclosed with technical bid.

Signature.
Name
Address..
Mobile No.

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. I / 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-759146

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 IGIT/LIB/765 at 08/01/2024

(Should be submitted in a sealed envelope separately)

Sl No	Item	Description	Quantity	Total cost (inclusive of all taxes F.O.R. to IGIT Sarang & installation etc.) (Rs.)	TAX (%)
Part-A					
1	Supply of Multi-Purpose Duplex Photocopier Machine	Duplex and DADF with Stabilizer and Trolley 45 cpm , A3) (Drum life 2 Lakh copies)	2		
Part-B					
1	Colour laser Jet Printer	Multi-function, colour Toner Cartridge,	1		
Part-C					
1	Vacuum cleaner	Wet & Dry Vacuum Cleaner, 20 Litre Stainless Steel with Blower & HEPA Filter, Minimum 1400 Watts Motor 28 KPa Suction with Washable dust Bag	3		
Part-D					
1	CCTV Installation	i.32 Channel NVR,(2 nos) ii.55 nos. of cameras (minimum 4MP) Preferably HIK Vision (DOME (35 Nos)and BULLET (20 Nos)with night vision IP camera iii. 6TB Surveillance Hard Disc (3 nos,) iv. 8 port GIGA LAN switches v. 8 Ch GIGA, POE switches, (07 nos)(Preferably HIK Vision) vi. Rack, 4U vii. Extension Board, viii. Wireless Mouse, ix. 55" LED TV (preferably Samsung/LG make) x. D-LINK CAT 6 CABLE (As per Actual rate per coil) xi. Electric copper wire (As per Actual rate per coil) xii. Installation Charges NB- Bidders need to quote the rate of D-LINK CAT 6 CABLE per Coil, Electric wire per coil for billing purpose only. The bidder quoting the lowest rate as a whole of all the items will be awarded with the work irrespective of item wise rate.			

Signature and Seal of the firm

CHECK LIST

TENDER No.: _____

dt _____

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 (Last3years) _____
10. IncomeTaxReturns(Last3years) _____
11. Annexures _____
12. Undertaking _____