



Patitapaban Degree College, Sainkul, Koenjhar

Tender Document for

**“Supply, installation and commissioning of
Desktop Computer(HP/Dell), UPS, Multifunction
Printer(HP/EPSON), Wireless Mic & Camera, LED
TV(Samsung/LG) & Internet Facility”**

at

**Patitapaban Degree College, Sainkul,
Keonjhar, ”**

Tender Document No: pmv/004/2025-26/004

Dated: 27.05.2025

Issued by: Principal, Patitapaban Degree College, Sainkul, Keonjhar-
758043

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Schedule of Tender

| | |
|--|--|
| Tender / Quotation No | pmv/004/2025-26 |
| Name of Tender issuer | Principal, Patitapaban Degree College, Sainkul, Keonjhar |
| Scope of Work | Supply, installation and commissioning of Desktop Computer(HP/Dell), UPS, Multifunction Printer(HP/EPSON), Wireless Mic & Camera, LED TV(Samsung/LG) & Internet Facility |
| Quantity to be supplied | As per Annexure-I |
| Cost fee of Tender Documents | Rs 2000.00 in form of DD drawn in favour of Principal, Patitapaban Degree College, Sainkul, Payable at Anandapur |
| Earnest Money Deposit (EMD) | 2% of Bid Value |
| Performance Bank Guarantee (PBG) | 5% of Bid Value |
| Date of issue of Tender document | 27.05.2025 |
| Date & Time of Pre Bid Clarification | |
| Last date & Time for Submission of Bids | 07.06.2025 |
| Mode of Submission | Speed Post / Registered Post only |
| Date & Time of Opening of Technical Bids | 11.06.2025 |
| Date & Time of Price Bid Opening | 11.06.2025 |
| Address for Communication & Contact Number | Principal, Patitapaban Degree College, Sainkul, Keonjhar,, ODISHA – 758043 |

ELIGIBILITY CRITERIA

The bidders who are desirous to apply for above supply require fulfilling the following conditions:

1. The quotation must contain the followings:
 - Valid GST registration number along with copy.
 - PAN card
 - Dealership or retail selling authorization certificate from the manufacturer
 - Not blacklisted by any Central/State/PSU agencies/World Bank (As per format prescribed at **Annex `C`**).
 - Income Tax return records of last three financial year's i.e FY 2022-23, 2023-24 & 2024-25.
 - An Earnest money deposit (EMD) worth Rs 10,000/- (Rupees Ten Thousand Only) in form of Banker's cheque in favor of "Principal, Patitapaban Degree College, Sainkul, Keonjhar" payable at Sainkul, from any of the commercial bank.
4. All pages in the quotation paper should be legible and filled up clearly. No overwriting and/or cuttings are permissible.
5. The rates should be quoted as per "Format of Price Bid" prescribed at **Annex B'**
6. The price quoted & selected as LI shall remain valid for a period of one year from date of issue of "Supply Order".

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8. Firm quoting the lowest **Grand Total** in the Price Bid will be selected as L1. Item/Unit -wise total shall not be taken into consideration.
9. The L1 quotation will be communicated by the competent authority by issuing the "Supply Order".
10. All the materials must be delivered & installed within a maximum period of 10 days from issue of the "Supply Order".
11. Payment shall be made within 30 working days from the date of submission of invoice and invoice should be submitted after successful delivery and installation of all the equipments.
12. EMD except the L1 will be returned to the unsuccessful firms. The firms may collect their EMD by hand from College office on any working day in between 11 A.M to 2 P.M.
13. EMD of L1 will be return after 60 days of submission of the invoice for payment.
14. The competent authority reserves the right to annul any/all of the quotations at any point of time without assigning any reason thereof.
15. Further the competent authority reserves the right to withdraw or relax or alter any of the terms & conditions as mentioned in the quotation call notice.
16. During scrutiny of the quotations, if it is found that any firm has submitted either false or fabricated paper(s)/document(s) then steps will be taken for blacklisting the same firm.
17. Any disputes shall be the jurisdiction of the Court at the place where the head quarter of the office is located.

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BID SUBMISSION

Steps to be followed for submission of bid:

1. Earnest money Deposit (EMD): Bidder has to submit EMD of required amount in favour of **"Principal, Patitapaban Degree College, Sainkul, Keonjhar"**. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned on submission of performance security. Earnest money deposit will not carry any interest.
2. The bid not accompanying EMD is liable to be rejected.
3. The bidder should supply the items as per technical specification mentioned
4. The bidder should submit details as per Annexure II, duly filled in, signed and complete in all respects. No alteration / modification shall be permitted.
5. A self declaration that the tenderer has not been blacklisted by any state Government/ / Central Govt. / PSU in India as per Annexure IV.
6. Audited balance sheet and profit & loss account along with copy of acknowledge of ITR of last 3 financial years.
7. Rate quoted should be inclusive of GST. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.
8. The tender should be submitted by Speed Post / Registered Post only.

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GENERAL TERMS AND CONDITIONS OF THE BID

1. Bidder shall prepare the bid and submit it in a sealed envelope addressed to **Principal, Patitapaban Degree College, Sainkul, Keonjhar, ODISHA** and send it through Speed Post/ Registered Post only (no hand delivery will be entertained). However the authorities shall not be responsible for postal and other delays in receipt of the bids.
2. Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document through the website <https://patitapabandegreecollege.com/> Notice board of the office of Principal, Patitapaban Degree College, Sainkul, Keonjhar. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.
3. Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.
4. **Award of Contract:** Financial bids with lowest price quotation for the assignment as per Annexure-I will be considered for negotiations and award of contract. However where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.
5. **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of 2% of order value in the form of a demand draft/ fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank within Fifteen (15) working days of the date of notice of award of the tender. The performance security deposit will be retained till 60 days from date of delivery.
6. The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
7. All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
8. The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
9. All the transit risks shall be the responsibility of the supplier.
10. All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Keonjhar.
11. If the work is found un-satisfactory or, if the firm dishonours the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the contractor.
12. **Payment Terms:** All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of **Principal, Patitapaban Degree College, Sainkul, Keonjhar Odisha.**

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Annexure – I

Items to be Supplied and Installed

| S No | Items | Nos | Specification |
|------|-----------------------|-----|--|
| 1 | Desktop | 12 | <p>Cabinet- Micro Tower</p> <p>Chipset No- Intel H 770 or Higher Chipset</p> <p>Processor- i3 Processor or Higher(latest generation),64 Bit</p> <p>Processor No- i3 13100 or higher</p> <p>No. of Core Thread per Processor- Octacore, 4.5 Ghz</p> <p>Operating System- Windows 11 Professional Preloaded</p> <p>Memory- 8GB RAM, DDR-4</p> <p>RAM Expandibility- 128GB</p> <p>Total SSD Capacity- 512 GB</p> <p>LAN- Integrated on board Ethernet Controller 10/100/1000 with PXE Support & LAN Support</p> <p>Monitor- 19.5 Inch LED Display with CTO certified.</p> <p>DRIVE Bays- Two 3.5 inch HDD</p> <p>Graphics Card- Intel HD Graphics</p> <p>Ports- 2 PS/2 Port, 1 serial, 1 parallel, Total 8 USB Port (with 4 in front)</p> <p>USB Multimedia Keyboard & USB Two Button Optical Scroll Mouse</p> <p>Communication- BT + WiFi</p> <p>Warranty- Minimum 3 years onsite warranty</p> <p>Antivirus- 3 year validity Total Security Antivirus</p> <p>Other- External DVD Writer, External Web Cam, External Headphone with Mic</p> |
| 2 | UPS | 12 | Power- 600VA UPS leak proof Battery with 24 months warranty |
| 3 | Multifunction Printer | 1 | <p>Speed: up to 22 ppm</p> <p>512 MB RAM + 600 MHz Processor</p> <p>100-sheet multipurpose tray 1, 250-sheet tray 2</p> <p>10,000 Pages Monthly Duty Cycle</p> <p>1 Year onsite Limited Warranty.</p> |
| 4 | LED TV | 1 | <p>Screen Size- 65 inch (Android TV)</p> <p>Quad Core Processor, 1 GB RAM, 3 HDMI Ports, 2 USB ports</p> <p>1 year comprehensive warranty</p> |
| 5 | Internet Facility | 1 | WIFI with 100mbps Speed, 5Ghz Frequency, WPA3 Security Protocol, with wide range |

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DETAILS OF THE TENDERER
Annexure – II

| S No | Particulars | Remarks |
|-------------|---|----------------|
| 1 | Name of the Firm/Agency/Company | |
| 2 | Complete address of Registered Office | |
| 3 | Telephone No & Email Id | |
| 4 | Name of Authorized Signatory & Contact Number | |
| 5 | Type of Firm | |
| 6 | GST Reg No | |
| 7 | PAN No | |
| 8 | Details of EMD | |
| 9 | Yearly turnover during last 3 Years (Year wise) | |

Place:

Date:

Seal & Signature of Authorized Person

ANNEXURE – III

PRICE SCHEDULE

To,

Principal,
Patitapaban Degree College,
Sainkul, Keonjhar
PIN-758043

Ref: Bid no. ----- Dated -----

Sir,

I/We ----- hereby offer to supply the following items at the prices
and within the period indicated below:

| <u>Sl No.</u> | <u>Description</u> | <u>Make and Model</u> | <u>Qty. in Nos.</u> | <u>Unit Price</u> | <u>Total Amount</u> |
|--------------------------|--|------------------------------|----------------------------|--------------------------|----------------------------|
| <u>1</u> | | | | | |
| <u>2</u> | | | | | |
| <u>3</u> | | | | | |
| <u>Total (A)</u> | | | | | |
| <u>4</u> | <u>Installation and Commissioning Charges for the total Project (B)</u> | | | | |
| <u>Total(A+B)</u> | | | | | |

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

No change in the Performa is permissible.

Date:

Place:

(Signature and seal of the bidder)

Annexure IV

SELF DECLARATION FOR NOT BLACK LISTED

To,

**Principal,
Principal, Patitapaban Degree College,
Sainkul, Keonjhar
ODISHA**

Ref: Tender no.

Dated:

Madam/Sir,

I/We.....

hereby confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court /Public sector Unit /Central Government.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE – V

Work 'Executed/ in-progress' as Prime Contractor on works of similar nature (of value not less than Rs 2 Lakhs) over the last -3- years

| Sl. No | Name and address of Client | Description of work | Contract no. | Value of work (in lacs) | Date of issue of work order | Stipulated period of completion | Actual date of completion | Project Name | Remarks explaining reason for delay |
|--------|----------------------------|---------------------|--------------|-------------------------|-----------------------------|---------------------------------|---------------------------|--------------|-------------------------------------|
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Notes:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive In Charge
3. Document proofs of work orders and performance certificates from the client's needs to be attached.

(Signature and seal of bidder)