



# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY

ବୀର ସୁରେନ୍ଦ୍ର ସାଏ ବୈଷୟିକ ବିଶ୍ୱବିଦ୍ୟାଳୟ

(Established by Govt. of Odisha in 1956 & Upgraded in 2009 to A State Govt. University Covered Under Section 2(f) & 12 (B) of UGC Act.)

P.O : Engineering College, Burla (Siddhi Vihar), Dist : Sambalpur Odisha -768018, INDIA

Ph : 0663-2430211, Fax : 0663-2430204 Website : www.vssut.ac.in

No. VSSUT/CSP/2556/2024

Date: 21/11/2024

## TENDER CALL NOTICE

Sealed tenders are invited under two bid systems from intending reputed and experienced Manufacturer/Authorized Distributor for Supply and installation of 'Dual Desk' for Class Rooms of VSSUT, Burla. The last date for receipt of tender is <sup>on</sup> 9<sup>th</sup> Dec 2024 (5 PM) by Registered / Speed post only. For more details, please visit University website [www.vssut.ac.in](http://www.vssut.ac.in).

REGISTRAR  
VSSUT, Burla

No. VSSUT/CSP/2557/2024

Date: 21/11/2024

### Copy to:

1. The Director, Department of I & PR, Govt. of Odisha, Bhubaneswar with request to publish the above advertisement in one issue of the all-Odisha daily edition of "THE SAMAJ" and English daily "TIMES OF INDIA (ALL ODISHA EDITION)" using minimum space at the I & PR approved/ lowest rate. The bill may be sent in triplicate along with a copy of the paper in which the publication is made
2. University Notice Board of VSSUT, Burla.
3. Comptroller of finance for information and necessary action.
4. PA to Vice Chancellor for information of the Hon'ble Vice Chancellor.
5. PA to Registrar for information and necessary action
6. The Dean F&P with a request to display the advertisement in University website.
7. Dean, Academic Affairs for information

REGISTRAR  
VSSUT, Burla

## SECTION -1: INVITATION FOR BIDS (IFB)

Sealed Bids (properly stitched separately) in two separate covers (Technical Bid and Price Bid) are invited by the "The Registrar, Veer Surendra Sai University of Technology, Odisha" from reputed and experienced Manufacturer / Authorized Distributor / Dealer having valid license for Supply and installation of **Dual Desk** (detailed technical specification given at Section IV) to VSSUT Burla, Odisha.

The Bidders may download the **Tender Documents** directly from the website available at <http://www.vssut.ac.in>. The Tender fee of Rs. 500.00 (Non-refundable) and EMD amount Rs. 10,000.00(refundable) by way of separate Demand Draft drawn in favour of "The CoF, Veer Surendra Sai University of Technology, Burla" payable at SBI, Burla should be enclosed along with the Bid. The Tender cost fee and the EMD amount of Rs. 10,000/- should be submitted separately in separate demand drafts. The tender fee must be submitted along with the tender paper, otherwise the tender paper shall be rejected.

### TIME SCHEDULE:

- a) Price of bidding document: Rupees 500.00 (Non-refundable). However, EMD amount is refundable to un successful bidders.
- b) Date of commencement of downloading bidding document: 22.11.2024
- c) Last date and time for Receipt of tender: 09.12.2024 (5 PM)
- d) Time and date of opening of Tender and technical bid: 11.12.2024
- e) Time and date of providing sample by successful bidders: 16.12.2024 (4 PM)
- f) Time and date of opening of financial bid after quality check: 18.12.2024
- g) Address for Receipt of Bid Documents

**THE REGISTRAR,**

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA**

**At- Burla, Po- Burla Engineering College, Dist-Sambalpur-768018,**

**Tel. No-0663-2430211, Fax No-0663-2430204**

- f) Contact. No - +91-9437170125 & mail ID: pic\_centralstore@vssut.ac.in

**REGISTRAR**  
**VSSUT, Burla**

## SECTION-II: GENERAL TERMS AND CONDITIONS

GENERAL TERMS & CONDITIONS OF CONTRACT FOR SUPPLY, INSTALLATION OF THE Dual Desk REQUIRED FOR CLASS ROOMS, VSSUT BURLA, ODISHA.

### 1. Document Establishing Bidder's Eligibility and Qualification

The Bidders shall furnish as part of the Bid the following Documents establishing Bidder's eligibility and qualification to the Purchaser's satisfaction.

- 1.1 Manufacturer / Authorized Distributor / Dealer must be registered under the GST Act with valid PAN.
- 1.2 Manufacturer / Authorized Distributor / Dealer having valid license / certificates for the quoted item and the direct Importers holding valid Import License Manufacturer / Authorized Distributor / Dealer of the product are eligible to participate in the Bid. Manufacture should have "Brand name or Trademark to his/her credit.
- 1.3 Bidding / Vendor firm must have ISO-9001-ISO-450001/BIFMA (Level-3) / UDYAM Certification.
- 1.4 If the Bidder whether manufacturer/distributor/dealer, have experience of supply and installation of the quoted items in reputed Government Institutions/Public Undertakings/reputed Private Institutions within India to documentary proof must be submitted.
- 1.5 Bidder shall have to install all the Dual Desk at the class rooms of VSSUT at a date **suitable to Purchaser.**

### 2. Document Establishing Goods Eligibility

The Dual Desk and equipment offered against the schedule of requirement of instruments should be in accordance with the stipulated specifications and of one reputed brand/model.

- 2.1 The documentary evidence establishing the brand and the model may be in the form of literature, pamphlets, manuals, drawing, circuit diagram etc.
- 2.2 Detailed description of Dual Desk with essential specification may also be furnished.

### 3. Technical Bid (COVER - A)

The following document should be submitted in cover-A.

- 3.1 Earnest Money Deposit (EMD) of Rs. 10,000.00 (refundable)
- 3.2 Technical details of the equipment as per **Annexure-V**.
- 3.3 Copy of the manufacturing license / Authorized Distributor/ Dealer certificates
- 3.4 Copy of the authorization from the Manufacturing Company in case of Authorized Distributor /Dealer in **Annexure-III** along with Manufacturer Industry Registration and Tax Registration Certificate.
- 3.5 Copy of the IT PAN Card & GSTN Certificate.
- 3.6 **The original bid document signed & sealed by authorized person on each of the page as a token of acceptance of all terms and conditions of the tender with original receipt.**

### 4. Price Bid (COVER - B)

- 4.1 The hard copy of price bid giving the rates for Dual Desk and other expenses task, transportation etc. Price Bid (Cover B) of the bidders who qualify in Technical Bid (Cover A) will only be opened.
- 4.2 The price of the item shall be quoted **separately** as per the prescribed Price Schedule Format at **Annexure-I** along with price break up of custom duty, GST, Packing, Forwarding and Handling charges, freight up to destination including unloading, along with installation charges.

4.3 Bidding/ Vender firm must be DIC registered MSME with having of production certificate.

4.4 Quoted item and all accessories should cover the warranty / guarantee for minimum **2 (two)** year from the date of installation (**Annexure-II**).

#### **5 BID CONDITIONS**

5.1 A copy of the original bid conditions and the schedules should be signed by the bidder at the bottom of each page with the office seal duly affixed and returned along with the bid. Bid schedule should be duly filled in with an **index** and **page number** for the documents, enclosures & EMD etc. **Paging** must be done for all the documents submitted.

5.2 Bids should be type written or Computerized and every correction/ over writing in the bid should invariably be attested with signature of the bidder with date before submission of the bids to the authorities concerned. No revision of price upward or downward will be allowed once the bid is opened.

#### **5.3 Bid Price**

- (a) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
- (b) The total fee must include cost of dual desk, tax and transportation shall be included in the total price.
- (c) Taxes in connection with the sale shall be shown separately.
- (d) The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- (e) The price shall be placed in Rupees only.

#### **5.5 Tax clearance**

Copies of valid Tax Clearance Certificates shall be furnished by the Bidders and the originals of the above certificates shall be produced to the purchaser before placement of notification of award if asked for by the Purchaser.

#### **5.6 EMD**

All bidders except MSMEs and Start-ups located in the state of Odisha are required to submit EMD of Rs. 10,000.00 in shape of Demand draft drawn in favour of "The CoF, Veer Surendra Sai University of Technology, Burla" payable at SBI, Burla only. The MSMEs and Start-ups are required to produce supplementary documental evidence in support of the EMD exemption claim.

**NOTE:** Non-submission of EMD or submission of less EMD than the desired one or submission of EMD in any other form except Demand Draft shall result in rejection of Bid. The EMD deposited against other Bids cannot be adjusted or considered for this Bid. No interest is payable on EMD.

#### **5.7 SUBMISSION OF BIDS**

##### **Sealing and Marking of Bids**

Bid should be submitted in two Bid system containing two parts as detailed below.

**Sealed Cover-A: Technical Bid.**

**Sealed Cover-B: Price Bid**

**The EMD draft must be kept in cover A**

Both the sealed envelopes should then be put in one outer cover and each cover should have the following indication:

- i) Reference No of Bid \_\_\_\_\_
- ii) Bid regarding \_\_\_\_\_
- iii) Due date & time for submission of the Bid \_\_\_\_\_
- iv) Due date & time for opening of the Bid \_\_\_\_\_
- v) Name of the Firm \_\_\_\_\_

**NOTE:**

**A. Bids submitted without following two Bid system procedures as mentioned above will be summarily rejected.**

**B.** Please Note that **prices should not be indicated in the Technical Bid**. The Prequalification documents required in the Bid should invariable be accompanied with the Technical Bid (**Cover A**). The outer envelope shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared "late". If the cover containing the outer envelope is not sealed and marked as required, **Purchaser** will assume no responsibility for the bid's misplacement or premature opening. The above procedure shall be adopted both for the Technical bid and price bid separately. Telex, cable, email or facsimile bids will be rejected.

**5.8 Deadline for Submission of Bids**

Bids must be received by the **Purchaser** at the address specified not later than the time and date specified in the Invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday for the **Purchaser**, the bids will be received up to the appointed time on the next working day.

The **Purchaser** may, at its discretion, extend this deadline for submission of bids by amending the bid document, in which case all previous rights and obligations of the purchasers and bidders will remain same till the extended date.

**5.9 Modification and Withdrawal of Bids**

No Modification and Withdrawal of Bids is allowed between the interval of time of submission and the last date and time of the bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidders on the bid form.

**5.10 BID OPENING**

The **Purchaser** will open all bids, in the presence of bidder's representatives who choose to attend at **11 AM 11<sup>th</sup> Dec, 2024** at the Office of the "**Registrar, Veer Surendra Sai University of Technology, Burla**".

5.11 The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for the **Purchaser**, the bids shall be opened at the appointed time and location on the next working day.

5.12 The bidder's names, and the presence or absence of the requisite EMD and such other details as the **Purchaser**, at its discretion, may consider appropriate will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidders, on demand.

**5.13 Acceptance of the Bid**

(a) Bidders submitting bids would be considered who have considered and accepted all terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the bid.

(b) Supply of Dual Desk means – installation in the class . **No separate charges will be paid on this account.**

(c) The qualified bidders under technical evaluation, need to provide a sample of the item within 5 days for physical / quality verification.

**5.14 Rejection of the Bid**

The Bid document shall be out-rightly rejected under following stipulation and no correspondence will be entertained whatsoever.

(a) If the Bidders has not furnished the required **Tender paper cost** and **EMD** or EMD exemption certificate from competent authority.

(b) If the Bidders has not submitted the Price as per the prescribed format **Annexure-I**

(c) **If the bidders, has not provide the sample of item after qualifying technical evaluation.**

### 5.15 Purchaser's Right to accept any Bid and to reject any Bid

The Purchaser reserves the right to accept or reject all the bids without assigning any reason thereof at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or Bidders on the grounds of such action of the purchaser. In case no bidder qualifies as per qualifying criteria and standards, purchaser may at his discretion relax qualification criteria for award of contract.

### 5.16 Evaluation and Comparison of Bids

The comparison shall be of for destination price basis including the price of all costs wherever applicable as well as duties and taxes paid or payable on the items including the warrantee/guarantee period from the date of installation.

- The Purchaser's evaluation of a bid will take into account, in addition to the bid price and the price of incidental services.
- The purpose of bid evaluation is to determine substantially responsive bid with the lowest evaluated cost, but not necessarily the lowest submitted price, which should be recommended for award.
- Evaluation of bids should be made strictly in terms of the provisions in the bid document to ensure compliance with the commercial and technical aspects.
- The past performance of the suppliers will be taken into account while evaluating the bids.
- **Alternative options of offer shall not be allowed.**
- Each Bidder shall submit only one quotation with one make & model.
- The quotation would be evaluated separately for Dual Desk.
- Negotiation may be made with the lowest evaluated bidder.
- Lowest evaluated price shall be taken in to consideration, but not the lowest quoted price.

## 6. Supply Conditions

### 6.1 Delivery of Goods

The delivery of goods shall be made by the supplier to the Consignee in accordance to the order placed as shall be detailed in the Schedule of requirements & technical specifications.

### 6.2 Warrantee Period (comprehensive)

The Bidders must quote for a minimum period of **2 (two) year** of comprehensive **warranty** from the date of completion of the satisfactory installation as per **(Annexure-II)**. This also includes all accessories related to instruments & equipment quoted for.

### 6.3 Payment Terms

No advance payment will be made by the Purchaser to the supplier for performance of the contract. 100% of the contract price shall be paid within **30 (thirty) days** after satisfactory supply, installation, and stock entry of bills of the goods within due date of delivery.

### 6.4 Transportation

The Supplier shall be required to meet all transport and storage expenses until installation

### 6.5 Taxes and Duties

The Supplier shall be entirely responsible for payment of all Taxes, Duties etc. incurred until delivery of the contract goods to the Consignee subject to recovery afterwards in the bill as claimed in the Bid offer. Income Tax as applicable shall be deducted at source.

### 6.6 Period of Validity of Bids

- The bid rates should be kept open/ valid for a period of 180 days from the date the Bids are opened.
- A bid valid for a shorter period, i.e, less than 180 days shall be rejected, as nonresponsive.
- In absence of any indication of the date of validity in the bid, it will be presumed that the offer will remain valid for the minimum period i.e. 180 days as prescribed above.

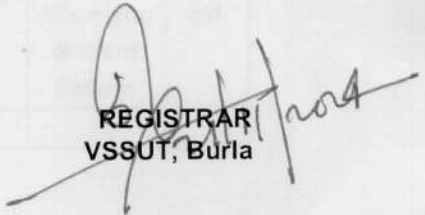
6.7 Penalty against Non-Supply in case of non-supply of Stores within the due date i.e. within the date of delivery the EMD deposited by the bidder shall be forfeited.

**6.8 Rejected items**

No payment shall be made for rejected supplied items. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replace immediately. In case these are not removed these will be auctioned by the purchaser (at the risk and responsibility of the suppliers) without any further notice.

**6.9 Jurisdiction of the Court**

The Purchaser and the Supplier shall agree that the competent Court at Sambalpur shall have the jurisdiction to try and decide anything between the parties and they may approach the Competent Court at Sambalpur, if required at any time.

  
REGISTRAR  
VSSUT, Burla

**SECTION - III: FORMS AND ANNEXURE**

**ANNEXURE-I**

**PRICE SCHEDULE (ITEM WISE)**

Item Serial No	Item Description (Country of origin with make & model)	Quantity & Unit	(A1) Base Price/Unit	(A2) Freight Charge (if any)	(A3) Any Other (If any, Mention Details)	(A) Price excluding GST = A1+A2+A3 in INR	(B) GST in INR	Total = A+B in INR	IN WORDS

**Note-**(i) Price Bid Performa should be provided individually for all equipments. (ii) Taxes like GST, Freight and or other taxes/ Charges, if any applicable must be explicitly mentioned in this price bid. Any type of correction/ addition in price schedule shall not be permissible. Taxes mentioned elsewhere except this price bid will not be taken into consideration.

**Note:**

1. In case of discrepancy between unit price and total prices, THE UNIT PRICE shall prevail.
2. The uptime warranty and down time penalty shall be as per the bid document.
3. The stipulations in Technical Specification will supersede above provisions.
4. It would be the responsibility of the supplier to import and get them custom cleared and pay all necessary duties.

Place:

Date:

Signature of Bidder  
Business Address  
Seal of the Bidder



**ANNEXURE - II**

**WARRANTY MAINTENANCE CONTRACT AGREEMENT.**

THIS AGREEMENT made the ..... day of ....., 20\_\_ between the "The Registrar, Veer Surendra Sai University of Technology, Burla" (hereinafter "the Purchaser") of the one part and M/s..... (here in after called "the Supplier") of the other part: WHEREAS the Purchaser invited bids for supply and installation Dual Desk bench including Comprehensive Warranty / Maintenance Services and has accepted a bid by the Supplier for the item specified below at the consignee site including Comprehensive Warranty Maintenance Services for a period of 2 (two) years from the date of installation as per award of Contract No ..... dated .....

**Name of the item and quantity**

(To be filled in as per details of goods in the award of Contract)

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. Maintenance Services shall consist of fitting and installation of Dual Desk bench above & will include repair and replacement during warranty.
2. The Supplier is to furnish the tentative schedule of the preventive maintenance of Warranty Maintenance Contract (WMC) to be carried out.
3. After completion of the work/repair/maintenance, the Purchaser shall issue a certificate of completion to the supplier to that effect.

Signature  
For the Purchaser  
Name:  
Designation:  
Address:  
Telephone No:

Signature  
For the Supplier  
Name:  
Designation:  
Address:  
Telephone No:

**ANNEXURE-III**

**MANUFACTURES' AUTHORISATION FORM**

No. \_\_\_\_\_ / Date \_\_\_\_\_ /

To  
The Registrar,  
VSSUT Odisha  
Burla, Sambalpur.

Dear Sir, Bid No. \_\_\_\_\_

We \_\_\_\_\_ who are established and reputable  
manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_  
\_\_\_\_\_ (Address of Factory) do thereby  
authorize M/s. \_\_\_\_\_ (Name and address of Agent) to submit a bid and  
sign the contract with you against the above bid.

\* No company or firm or individual other than M/s. \_\_\_\_\_  
are authorized to bid and conclude the contract in regard to this business against this specific invitation for bid.

We hereby extend our full guaranty and warranty as per general conditions of contract for the goods and  
services offered by the above firm against this bid.

Yours faithfully,

(Signature for and on behalf of Manufacturers)

**Note:**

- This letter of authority should be on the letterhead of the manufacturer and should be signed by a person, competent and having the power of attorney to bind the manufacturer. It should be included original by the Bidders in its bid.
- The Supplier/Managing Director of the Company (if the supplier is a Company) or the Power of Attorney Holder having specific power to sign the contract can only sign the contract/execute the agreement.

**ANNEXURE-IV**

**Details of the bidders**

Bid Reference No.

Name and address of the Bidder:

1. Name of the bidder
  - a) Full postal address
  - b) Full address of the premises
  - c) Telegraphic address
  - d) Telephone number
  - e) Fax number
  - f) E mail:
  - g) PAN No
  - h) GST No
2. Total annual turn-over (value in Rupees)
3. Quality control arrangement details
4. Test certificate held
  - a) Type test
  - b) BIS/ISO certification
  - c) Any other
5. Details of staff
  - a) Technical
  - b) Skilled
  - c) Unskilled
6. Branch Office/ Contact Person/ Liaisoning Office in Odisha.
  - a) Address
  - b) Telephone No.
  - c) e-mail,
  - d) Fax

Signature and seal of the Bidder

**ANNEXURE-V**

**Technical details of Dual Desk- bench to be supplied by the bidder**

Bid Sl. No. of the item	Tender specification	Bidders Specification with make and model no (Enclose manufactures catalogue / brochure for each item)	Deviation with given specification, if any

Signature and seal of the Bidder

## SECTION-2: SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

S.N.	Name & Specification of Dual Desk Bench	Quantity
1	<p>I. Base Frame: Made of Ms Square Pipe 25 *25*1.25 mm welded seamlessly for strength and durability.</p> <p>II. Legs: Made of prime Quality of CRCA "Cold rolled Close Annealed" Steel Sheets. 1 mm Steel Sheet.</p> <p>III. Dual Desk top/Seat/ Back Rest made of 18 mm Thick laminated wood base particle board sides edges of binding with 02 mm PVC edge bind.</p> <p>IV. Shelf: Also made of CRCA sheet, offering additional storage space.</p> <p>V. Dual Desk Bench Size: L 42" x W 36" to 38". * Desk Top Board Size – L 42" x W16"</p> <p>VI. Bench Top Board Size: L 42" x W12", Bench and Desk has 4 legs mde from the same CRCA sheet 1mm Steel Sheet. Bench and Desk Base made of Same 25x25x1.25 mm MS square pipe as the frame. With back rest and with Shelf. &amp; with black paint.</p> <p>VII. Dual Desk –MS/CR components should be given 8 tank process of antirust chemical treatment for no rust.</p> <p>VIII. Epoxy powder coated colour done.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>▪ Dual Desk should be provided <b>with 2 years of warranty.</b></li> <li>▪ Warranty on colour – 3 Years.</li> <li>▪ Dual Desk bench should be installed and commissioned at our Class rooms At VSSUT, Burla, Sambalpur, Odisha- 768018</li> </ul> </div>	125