

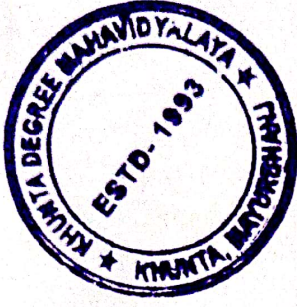
**OFFICE OF THE PRINCIPAL, KHUNTA DEGREE MAHAVIDYALAYA,  
KHUNTA, MAYURBHANJ, ODISHA  
SHORT TENDER CALL NOTICE**

**No: KDM/25-26/01**

**Date: 04.06.2025**

Sealed tenders in the prescribed format are invited from registered firms/Dealers/ Suppliers having valid GST registration, PAN & IT clearance for supply of Desktop, UPS, MFM Printer, LED TV 65" etc. to the college so as to reach the undersigned through Registered Post/ Speed Post/ Courier latest by 01:00P.M. on or before 10.06.2025. The tender document can also be available from the Principal Office. The undersigned reserves the right to accept or reject any or all bids or parts without assigning any reason what-so-ever.

**Sd/- Principal**

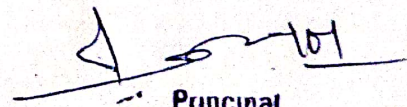


**OFFICE OF THE PRINCIPAL**  
**KHUNTA DEGREE MAHAVIDYALAYA**

Khunta , Mayurbhanj, Odisha-757019

**TENDER FORM**

Tender No & Date	No. KDM/25-26/01 dt.: 04.06.2025
Name of The Tenderer	Principal Khunta Degree Mahavidyalaya, Khunta, Mayurbhanj
List of Items	See in <b>Annexure-II</b>
Date of publication of tender notification on official notice board and newspapers	Date: 04.06.2025 (The tender documents can be collected from the principal office with seal & signature. Without receiver seal & signature the tenderers will be disqualify in the technical bid)
Last date & Time for sale of tender form	Date: 09.06.2025, Time: 12.00PM
Last date & Time for submission of duly filled in Tender form	Date: 10.06.2025 Time:01.00PM
Place of opening of Tender	Office of the Principal Khunta Degree Mahavidyalaya, Khunta, Mayurbhanj

  
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**CHECK LIST**

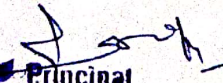
The tenderers are hereby instructed to arrange and submit the following required documents as per the checklist

Sl. No	Name of Document	Yes/No	Page No
1	Bidder Details( <b>Annexure-I</b> )		
2	Technical specification with <b>Compliance Statement (Annexure-II)</b>		
3	Copy of Valid GSTIN Registration Certificate		
4	Copy of PAN		
5	Copy of Income Tax Return for last 03 Assessment years (22-23, 23-24 & 24-25)		
6	GST Clearance return certificate (latest)		
7	Self-declaration for not having been black listed( <b>Annexure-IV</b> ) (Letter Head)		
8	Guarantee/Warranty ( <b>Annexure-V</b> ) (10/- Stamp Paper)		
9	Letter of Willingness ( <b>Annexure-VI</b> ) (Letter Head)		
10	Original Tenderer form Duly Signed & Stamp on each Page		

Signature and with seal of tenderer

Date :

**Note - If tender is not submitted in above manner by the tenderer, may be treated as non-responsive & liable to be rejected**

  
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## **NOTICE INVITING TENDER**

The Principal **Khunta Degree Mahavidyalaya, Khunta** invites sealed tenders under "**TWO BID SYSTEM**" from reputed suppliers of good standards for selection of a supplier for the purpose of supplying different items to **Principal Khunta Degree Mahavidyalaya, Khunta, Mayurbhanj**

### **"TWO BIDS SYSTEM"**

Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria pre scribed in the tender document.

The College will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.


**i) Technical Bid** shall consist of all technical details along with commercial terms and conditions.

AND

**ii) Financial Bid** shall indicate item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed as "**Technical Bid**" and "**Financial Bid**" respectively. **Both these sealed covers should then be kept in a bigger cover** which should also be sealed & duly super scribed as "Tender for Supplying (Name of the dept.) to **Principal Khunta Degree Mahavidyalaya, Khunta, Mayurbhanj**. "The Letter of Willingness & Check List.

The tender document can also be available from the official website/Office. The tender document is not transferable to any other person.

  
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## **ELIGIBILITY CRITERIA**

The bidders who are desirous for above work require fulfilling the following conditions:

- A. Must be registered under GST Act
- B. Should not have been blacklisted by any State Govt. / Central Govt. / PSU India. A self-declaration is required as per **Annexure IV**.
- C. The Tenderer must have Odisha Office for after sales & Service (If OEM/ Dealer outside of the State). **Tenderer who has their own sales and service station in Odisha with GST Registration Number should only quote.**
- D. Proof of Establishment of Firms / Manufacturing unit/ Dealership certificate from the OEM to be attached with **Technical Bid**.
- E. The bidder should supply the items as per technical specification mentioned in **Annexure II**. The list of items available with the tenderer. Original **Technical Catalog as Proof of Technical Specification should be enclosed** by Bidder, **merely Copy & Paste of Technical Specification will be out right Rejected.**
- F. The bidder should compile as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration/modification in the formats shall be permitted.
- G. A self-declaration that the tenderer has not been blacklisted by any State Government/ Central Govt./PSU in India as per **Annexure IV**.
- H. If any Technical conflict arises while evaluating the Technical Bid, **Principal of Khunta Degree Mahavidyalaya, Khunta, Mayurbhanj** may ask for **Live Demonstration** of same product in front of the Purchase committee.

### **1. LIST OF ITEMS:**


Supply of Laboratory equipments to **Khunta Degree Mahavidyalaya, Khunta, Mayurbhanj**. The items have been described in Annexure-I A bidder can submit financial bid for any number of items however care should be taken to submit for accounting units mentioned against each item.

### **2. BIDDER:**

The term Bidder shall mean Company, Firm, Agency or the Individual to whom the Contract is awarded and shall include its/ his/ her/ its heirs and legal representative. Successful Bidder is referred to as "Party" in this tender document.

### **3. MODE OF PAYMENT**

- (i) Payment shall be made through NEFT/RTGS/Chq. transfer only after satisfactory


  
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supply of the said items.

- (ii) The principal shall be at liberty to withhold any of the payments in full or in part.
- (iii) No advance payment will be made in any case
- (iv) The 100% payment shall be given within 10-15 days after satisfactory installation of the equipment/ material supplied & necessary training of operating personnel.

#### 5. MODE OF SUBMISSION OF TENDER

- A. Tender should be submitted by tenderer in prescribed form.
- B. Tenderer should submit their offer in two parts as under:
  - (a) Technical Bid, consisting of technical details, drawing/catalogues/brochures, data sheets or models etc. **(Annexure-II)**
  - (b) Financial Bid on prescribed format attached with the tender document **(Annexure-IV)**
- C. Proposals complete in all respect should be submitted to the **The Principal, Khunta Degree Mahavidyalaya, Khunta, Mayurbhanj, Pin: 757019** through **Speed Post/ Registered Post/ Courier Service** only. Delivery in person shall not be accepted.
- D. All details asked for in the Annexure (s) should be properly filled in and each page of tender should be Stamped & Signed by the tenderer. Failure to attach Annexure required may be invalid at the tender.
- E. Any tender which is not found in the proper form or is received late due to postal delay or otherwise shall in no case be accepted.
- F. The bidder is expected to examine all instructions, forms, terms and specifications in the bid document. Failure to furnish all information required as per the tender document or submission of bids not substantially responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the bid.
- G. Offers should be typed and Price be quoted in words as well as in figures. In case of any discrepancy or variation in between figures and words is found, the offer in words shall be finally acceptable. Disagreement with this provision shall entail the bid as non-responsive and subsequently rejected.
- H. Tender documents are not transferable.
- I. Incomplete tenders or tender received after due date and not accompanied
- J. In no case the bidding manufacturer or the bidder, otherwise can authorize any other agency whatsoever to supply the items to purchaser and receive payment in respect thereof.
- K. No amendment or supplementary attachment in the bidding document shall be allowed or entertained after the bid having been submitted to the purchaser. No representation there to at any stage shall be entertained.
- L. **Principal, Khunta Degree Mahavidyalaya, Khunta, Mayurbhanj** reserves the right to reject any or all offers or increase/decrease in quantities, call for acceptance the offer in full or in part, without assigning any reasons thereof.
- M. ISO certified Company should have established service team & network across the state.
- N. The principal is not bound to accept the tender quoting the least in the financial bid. The principal reserves the right to place order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part.
- O. They should be registered for GST/CST/ST & Income Tax and should enclose copies of relevant certificates.


  
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- P. Tenderer will have to produce all these original documents at any time as deemed by the Institute.

## 6. TERMS& CONDITIONS

The tenderer are requested to follow the below mentioned instructions

- A. Failure to comply with the conditions will result in forfeiting of the tender. Please cross out any mistakes and rewrite the same and countersign.
- B. Cost involved in submitting the bids, attending the tender opening meeting, arrangements for the demonstration/presentation etc. shall be borne by the bidder.
- C. No tenderer shall be allowed to withdraw the tender rates after opening of the tender. If any tenderer withdraws the rates, Rates should be offered unconditionally and if rates are submitted with any condition the tender shall be rejected.
- D. Tenderer shall have to quote item wise rates; consolidated rates shall not be considered and tender shall be liable to be rejected out rightly.
- E. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must be in good working condition.
- F. Tenderer should quote for the whole set of items required and should be willing to undertake responsibility of commissioning, warranties and after sales service. Part offer/offers not as per given specification will not be considered.
- G. Tenders should comply all the terms and conditions given in the tender document and be quoted for the specification given in the tender documents.
- H. Not with standing anything stated herein above, the principal reserves the right to assess the tenderer capability and capacity to perform the contract, should the circumstances warrant such assessment.
- I. In case any part of the equipment supplied being found to be non-functional the entire unit of equipment shall be taken as non-functional
- J. The principal reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase/ work/ supply order.
- K. Right to Acceptance: The college authority is not bound itself to accept the lowest tender. It is the sole discretion of the principal to place order for better quality.
1. Signing of Tender: The individual signing the tender (or the documents in connection with it) must specify whether he/she is sign in gas:
  - (i) A sole proprietor of the farm, or constituted attorney of such proprietor.
  - (ii) A partner of the farm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership, either by virtue of the partnership agreement or power of attorney.
  - (iii) Authorized signatory of the farm, if it is a company, a letter of the authority in this respect must been closed along with the bid.
  - (iv) A person signing the tender form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority do to so, Principal may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.
  - (v) The undersigned reserves the right to cancel the tender without assigning any reason thereof.

  
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## 7. PRICES

Firm will submit the prices (all inclusive) for each item to be quoted on prescribed format attached with the tender document including charges for installation and commissioning with at least Warranty from the date of satisfactory installation and commissioning of the equipment. The installation will include the mechanical, civil, electrical, furnishing work (if any) required at site.

The tenderer should take care that the rates and amounts are written in such a way its misinterpretations not possible.

The price ranking will be carried out as under:

1. The prices of optional items if not required as per technical specifications will be excluded for ranking purpose.
2. The ranking will be determined as under. Total Price (Cost) = Price quoted with all accessories as per technical specifications along with all the taxes and charges (if any). All these calculations must be clearly written by the bidder in price bid.
3. Offer with any price variation clause will not be accepted. The rates quoted in ambiguous terms such as "Freight on actual basis", "taxes as applicable extra" or "packing & forwarding extra" will render the tender liable for rejection.
4. G.S.T. or Central sales tax (C.S.T.) or as applicable must be reflected in the financial bid and the tax amount is to be clearly indicated separately but included in the lump sum price.
5. Bids shall be accepted with price quoted in variably in Indian Currency.
6. No increase in price shall be allowed even if claimed on the grounds of any statutory increase or fresh in position of any other tax later.
7. Discount, if any, offered by the bidder shall not be considered unless specifically indicated in the price schedule and shall be taken into account for consideration only if it is quoted clearly with net price taking all such factors like discount, free supply etc. to arrive at net price.
8. Prices: The tenderer are required to quote as per "Annexure" (Financial Bid) in a Separate Envelope. The rates quoted shall include the cost of Material, labour, Transport & Packaging etc. , as required for the completion of work.

## 8. VALIDITY OF BID:

The bid will remain valid for 1 months from the date of opening of financial bid.

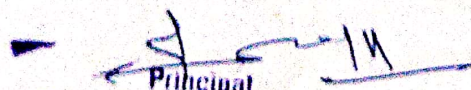
## 9. TEST AND INSPECTIONS

Upon completion of the installation work, the tenderer /supplier shall facilitate inspection of the equipment by the principal or his authorized representative, to inspect & test the equipment and to confirm that they are installed in conformity to the required specifications and are serving the desired purpose. Any defect or failure to serve the desired purpose, discovered during the inspection will be promptly rectified and made good to the satisfaction of the principal or his authorized representatives.

## 10. GUARANTEE/ WARRANTY (Annexure-V)


The tenderer shall furnish along with their quotations the under noted Guarantee/Warranty:

- A. The Guarantee/ Warranty shall be for a period of at least 36 months (Desktop), 24 months (UPS), 12 months (Printer & LED TV) from the date of satisfactory

  
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installation and handing over the equipment and of works conducted there with covered under the contract in working order. During the guarantee period the replacement of any part(s) of the equipment or rectification of defect of works will be free of cost. If the downtime exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid 36 months (Desktop), 24 months (UPS), 12 months (Printer & LED TV) by duration equal to the total down time during the period of warranty.

- B. The tenderer should produce written guarantee stating that the equipment being offered is latest model and that spares for the equipments will be available for a period of at least five years after its supply to the purchaser.
- C. The tenderer whose tender is accepted shall furnish the warranty (Where Ever Applicable) in **Annexure-V** Along with Bill.
- D. The manufacturer and the tenderer should guarantee the entire unit against defects of manufacture, work man ship and poor quality of components.
- E. The tenderer shall be are all cost of such replacement, including freight, if any, of such replace or repaired equipment and/or other articles but without being entailed to any extra payment on that or any other account. All documents required for replacement in part/parts will be made available by the indenter.

  
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**Bidder Details**

1. Name & Postal address of Bidder:.
2. E-mail:  
Name & address of Owners/ Partners/Directors:  
Nature of Farm/Agency/Company (Sole/Partnership/otherwise):
3. Copy of GST Registration Certificate:
4. Copy of PAN Card:
5. Income Tax Return for last 03 Assessment years (22-23, 23-24 & 24-25):
6. Undertaking certifying that the Farm is not blacklisted in Annexure:
7. Each page of tender form duly signed in:
8. Whether agreed to abide by all the terms & conditions of this tender:

Signature of the Proprietor/Authorized Signatory  
(Name & Signature of the tenderer with seal)

Place:

Date:

  
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**FINANCIAL BID**


Sl. No	Name of the Items	Make	Qty	Taxable price Per unit	GST@%	Total Price Including GST
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Price: - Total price should be inclusive of all taxes. Items quoted must be as per the specifications given in enclosed Annexure-II

Signature & Seal of the Supplier

Place:

Date:

  
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## SELF DECLARATION CUM UNDERTAKING

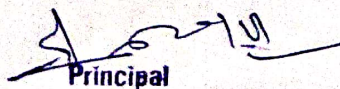
It is certified that my Farm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or reputed educational institutions and no criminal case is pending against the said Farm/Agency/Company as on date \_\_\_\_\_.

Signature of the Bidder:

Name of the Authorized Signatory:

Name of the Farm:

Seal:

  
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## GUARANTEE/WARRANTY

I/We hereby declare that the equipments and other articles supplied to the purchaser under this contract shall be of the best quality and workmanship and are strictly in accordance with the specification and particulars contained/mentioned in the clause hereof and I/we hereby guarantee that the said equipment and other articles conform to the description and quality aforesaid.


The purchaser will be entitled to reject the said equipment and other articles as maybe discovered not to conform to the said description and quality. On such rejection the equipment and other articles will be returned in own risk and all the provision herein contained relating to rejection thereof shall apply. I/we shall, if called upon to do so, replace within a period of 14 days or such further period that be extended from time to time by the purchase at his discretion, and an application made thereof by us, the equipment and other articles as are rejected by the purchaser and in such an event the above mentioned Warranty shall apply to the equipment and/or other articles replaced from the date of replacement thereof, otherwise the tenderer shall pay to the purchaser such damages as may arise by reason of therein contained without prejudice to any other right of the purchaser in that behalf.

The equipment being offered is latest model and that spares for the equipments will be available for a period of at least five years after its supply to the purchaser. The Guarantee/ Warranty shall be for a period of at least 36 months (Desktop), 24 months (UPS), 12 months (Printer & LED TV) from the date of satisfactory installation and handing over the equipment and of works conducted there with covered under the contract in working order. During the guarantee period the replacement of any part(s) of the equipment or rectification of defect due to manufacturing of works will be free of cost. If the downtime exceeds seven consecutive days at any one time, the guarantee period will be extended beyond afore said 36 months (Desktop), 24 months (UPS), 12 months (Printer & LED TV) by duration equal to the total down time during the period of warranty.

Signature with seal of the tenderer

Date:

Place:

  
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Khunta, Mayurbhanj

## LETTER OF WILLINGNESS

To  
The Principal,  
Khunta Degree Mahavidyalaya  
Khunta, Mayurbhanj, Odisha-757019

Sub: Submission of willingness certificate to supply/ install (IT Equipments) at your college premise.

Sir,


I am to inform you that my farm ( \_\_\_\_\_ ) is ready to **supply/install** (IT Equipments) within the specified period of receipt of work order from the college, if my farm is selected as eligible bidder during the selection of tender. I am willing to accept all the clauses of Bid evaluation criteria, general terms and compliance to the scope of work requirement as mentioned in the Tender form. If my farm fails to supply and install the required items in the quoted price.

Yours faithfully,

Authorized Signatory of the farm with Seal

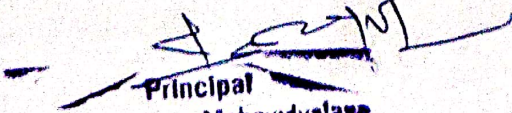
Date:

Place:

  
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## **Annexure-II**

<b>Sl No.</b>	<b>Item's Name</b>	<b>Technical Specification</b>
1	Desktop	Intel Core i3, Windows- 11, RAM- DDR4 8GB, SSD-512GB, Intel UHD Graphics, USB Key Board, USB Mouse, Monitor- 19.5" LED Display & Warranty- 3Years
2	UPS	Capacity: 600VA, Battery Capacity- 12V*7.2Ah, Warranty- 2 Years
3	MFM Printer	Multifunction Machine Printer with Minimum '1 Year On Site Warranty, including Cartridge and Power Cord/Adapter, Core Function: Print, Scan and Copy, Print Technology: Laser, Cartridge Technology: Composite Cartridge, Type of Printing: Monochrome (Black), Operating System Compatibility: Windows '10 and Above, Linux, Mac OS, Windows Server, Warranty: 1 Years
4	LED TV 65"	Brightness- 350 Nits or better Resolution-3840x2160 Panel-IPS, Size-65 Inches, Backlight Type-Direct LED Operating System- Android TV On-Board Storage- 16GB, Wi-Fi Certified- Yes, Wireless LAN-Integrated Speaker Position- Down Firing Audio Power-10W+10W HDMI auto wake up-Yes
5	Wireless mice & Camera for Virtual meet	Logitech Master Series Graphite MC Brio 4K ultra HD web camera, 960-001548

  
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