



UTKAL UNIVERSITY

Vani Vihar | Bhubaneswar - 751004

Phone: +91 674 2567387 | E-mail: registrar@utkal-university.org

No. Dev-III/Misc.1562 / 804 /2022

Date 12-1-22

Tender Notice

Sealed quotations are invited on behalf of Utkal University, Bhubaneswar from registered firms / authorized dealers / intending suppliers having GSTIN, PAN certificate for supply, erection, installation and commissioning of furniture. The bidder can submit quotation for all categories of the items. Splitting of the item under any particular category is not allowed. The general terms and conditions for bidders are given in Utkal University website.

Tender Reference No.	No. Dev-III/Misc.1562 / /2022
Last Date and Time for Receipt of Tender	27 th January 2022 at 15.00hours
Time and Date of Opening of Technical and Financial Bid	27 th January 2022 at 16.00hours
Address for Communication	As stated below
Contact Telephone Number	+91 8895389346,7787801183
For technical details contact	registrar@utkal-university.org

The tender document and details of terms and conditions can be downloaded from our website www.utkaluniversity.ac.in or the same may be collected from the Dev-III Section of Utkal University, Vani Vihar, Bhubaneswar between 1100 hours to 1600 hours on any working day from 12th January 2022 to 27th January 2022(15.00 hours).

REGISTRAR

Memo No. Dev-III/ 805 /2022

Dated: 12-1-22

Copy to

1. The Comptroller of Finance, U.U.,
2. The Development Officer, U.U.
3. P.A. to Vice Chancellor, U.U.
4. Display line, Saheed Nagar to publish the Tender in the Sambad (All edition) and Times of India BBSR (Edition) at I & P R Rate.

REGISTRAR



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Phone: +91 674 2567387 | E-mail: registrar@utkal-university.org

No. Dev-III/Misc.1562 / **809** /2022 Date: **12-1-22**

Tender Notice

Sealed quotations are invited on behalf of Utkal University, Bhubaneswar from registered firms / authorized dealers / intending suppliers having GSTIN, PAN certificate for supply, erection, installation and commissioning of the items as per specification given in **Annexure I**. The bidder can submit quotation for all categories of the items. Splitting of the item under any particular category is not allowed. The general terms and conditions for bidders are given in **Annexure II**.

Tender Reference No.	No. Dev-III/Misc.1562 / 809 /2022
Last Date and Time for Receipt of Tender	27 th January 2022 at 15.00hours
Time and Date of Opening of Technical and Financial Bid	27 th January 2022 at 16.00hours
Address for Communication	As stated below
Contact Telephone Number	+91 8895389346, 7787801183
For technical details contact	registrar@utkal-university.org

The tender document and details of terms and conditions can be downloaded from our website www.utkaluniversity.ac.in or the same may be collected from the Dev-III Section of Utkal University, Vani Vihar, Bhubaneswar between 1100 hours to 1600 hours on any working day from 12th January 2022 to 27th January 2022 (15.00 hours).

A crossed demand draft of Rs 5000 (Rupees five thousand) only towards Tender Fee (non-refundable) whichever is more (in the shape of DD) in favour of "Comptroller of Finance, Utkal University" payable at Bhubaneswar should be submitted in a separate sealed envelope along with the tender.

The bid proposals are to be sent in **three separate** sealed envelopes (i) **Technical Bid (Annexure III)**, (ii) **Financial/ Price Bid (Annexure IV)**, (iii) **Tender fee**. These three envelopes should be kept in one sealed envelope duly subscribed with Tender Reference No. and Tender Notice detail as appended hereunder:

Tender for supply and installation of Godrej Make Furniture to Utkal University	
Reference No.	
Last date for submission: 27 th January 2022 at 15.00 hrs	
To The Registrar Utkal University, Vani Vihar, Bhubaneswar - 751001, Odisha	From M/S _____ Contact No. _____ E-mail: _____

The price bids of those firms will only be opened who are found to be technically qualified after evaluation. The bids submitted without tender fees will be summarily rejected and no further communications in this regards will be entertained. The authority reserves the right to accept / negotiate / reject any or all the tenders and modify the conditions / specification at any stage without assigning any reason thereof.

REGISTRAR *[Signature]* 12/1/2022

Annexure I

Technical Specifications of the items

S. No.	Description of Items	Quantity
1.	Almirah – Godrej Make Storwel Plain(Size -(1981H x 916W x 486D) in mm	30
2.	Office Chair: Godrej Make Bravo – Mid Back	50
3.	Office Table – Godrej Make Enterprise 1350 W/o CPU Hanger (Size – 1350Wx750Dx728H) in mm	30
4.	Desk Cum Bench – Godrej Make Genii 2seater FR+RR PLT Choco SM6 (Size – 1240W x1130D x757H) in mm	540
5.	Office Chair: Godrej Make Marvel – High Back	251
6.	Office Visitor Chair: Godrej Make Marvel – Visitor	112
7.	Auditorium Chair: Godrej Make GLAMOUR NXT – High Back	224
8.	Auditorium Chair: Godrej Make AUDI -II	93
9.	Office Table – Godrej Make Aristo with ERU + Pedestal + Back Unit (Table Size – 2100W x 2250D x 750H,Back Unit Size – 1800W x 500D x 750H) in mm	01
10.	Dustbin – Godrej Make Dustbin 10x14 as per specification Attached	100
11.	Three Seater Chair – Godrej Make APO Unwind 3 Seater as per specification attached	296
12.	Big Storage Unit – Godrej Make Optimizer Plus Drive Type 3 Bay with Door (SD3 – 1,LD3-1,TD3-6)(Body Size – 1200W x 400D x 2361H)	01

General terms and conditions

1. Two Bid System

Tender will have to be submitted in TWO PARTS i.e. (a) Technical Bid and (b) Price Bid, in two separate properly sealed covers indicating the type of Bid; and both these covers along with Tender fee in another separate cover will have to be again put in to a single sealed cover. Also the address of the firm submitting the quotation and the officer to whom the quotation is addressed, must appear distinctly on both the inner sealed covers, indicating TECHNICAL BID/PRICE BID as may be applicable.

2. Eligibility criteria for Technical bid qualification:

- i) The Vender should be exclusively a manufacturer / dealer / agent / authorised distributor of article and should have registered office anywhere in India & should have a show room / authorised dealer / authorised partner in Odisha.
- ii) The document containing bids shall be free from cutting and erasures. However alterations if any in the tender document should be attested properly by the bidder.
- iii) The supply and installation of above items shall be made by the vender free of charges within 30 days from the date of issue of purchase order.
- iv) **The bidder who will be qualified after the documents verification will have to provide one sample for technical evaluation. The technical evaluation of those firms will be taken under consideration whose samples are found as per specification and approved by the committee. The bidder has to keep their sample ready to furnish within five days of information.**
- v) Dealership certificate and Tender Authorization Certificate from OEM on the offered products in case the vendor is a dealer / agent / authorised distributor.
- vi) List of reputed organizations/Institutions, where similar orders have been executed. Copy of the Purchase Order awarded from the reputed organisations provided along with this bid.
- vii) Sales GSTN registration certificate of the Firm.
- viii) Audited financial statement and IT return for the last three years.
- ix) Copy of PAN card.
- x) Details & nature of maximum warranty period offered by the vender.
- xi) A crossed demand draft of ₹5000 (Rupees five thousand) only towards Tender Fee (non-refundable) whichever is more in the shape of crossed demand draft in favour of **“Comptroller of Finance, Utkal University”** payable at

Bhubaneswar should be submitted in a separate sealed envelope along with the quotation.

xii) **All the documents submitted including the tender document should be duly certified by the authorised signatories.**

3. **Validity:** The **quoted** rates must be valid for a minimum period of **one year** from the date of tender papers.
4. **Warranty/Guarantee:** Suppliers must give the comprehensive warranty in writing that everything to be supplied by them hereunder shall be free from all defects and faults in material, workmanship and material shall be in full conformity with the specification. The period of warranty shall not be less than **ONE** year from the date of successful installation of article against any manufacturing defect. The payments shall be made only after receiving the material in the required specifications and quality to the satisfaction of the University authorities.
5. Quotations submitted without amount of earnest money are to be rejected.
6. **SSI/SME Units are exempted for submitting EMD as per Government of India order but not for cost of tender.**
7. **Delivery:** Unless otherwise stated delivery of goods at Utkal University, Vani Vihar, Bhubaneswar will have to be maximum within 30 days from the date of issue of the Purchase Order or as given in the purchase order.
8. **Dealership Certificate:** Dealership certificate (in case of dealers) and standard Technical literature on the offered products must be enclosed.
9. Printed conditions of supply of the firm, if any, will not be binding on us.
10. **Late and delayed quotation:** Late and delayed tender will not be considered. If, in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening.
11. **Ground for Rejection of Tender:** The tenders are liable to be rejected if the foregoing conditions are not complied with. The quotation should be complete in all respects and duly signed wherever required. Incomplete and unsigned offer will not be accepted.
12. The University authority reserves the right to accept / negotiate / reject any or all the tenders and modify the conditions / specification at any stage without assigning any reason thereof.

Technical Bid

01	(a)	Name of Supplier / Firm / Company	
	(b)	Name of contact person with details and mobile number	
02	Full Address		
03	E-mail address		
04	Telephone / Fax Number		
05	Date of establishment of the firm		
06	Status of the firm: (Proprietorship / partnership / company etc.) Attach photocopy of certificate		
07	Tender Fee Amount: DD No. Date:		
08	GSTN No. (Attach photocopy of certificate)		
09	Service Tax Registration No.(If any) (Attach photocopy of certificate)		
10	PAN Number (Attach photocopy of certificate)		
11	Name and Address of the banker		
12	Technical details of the item		
S. No.	Item to be supplied		Technical details
01			
02			
03			

(Use separate sheet, if the space is not sufficient)

Certified that

1. I / we have read the terms and conditions governing this work of the University and hereby agree to abide by them.
2. The agency (or any of its members) has neither been blacklisted by any central or state government organizations in the last five years or any litigation pending with any of these departments or Courts of Law.
3. The information provided by us as above regarding the details of firms is correct and nothing has been concealed. In case of any information is found to be incorrect at later stage, our bids may be summarily rejected.

**Name and signature
of the authorized signatory
with seal of the firm / company**

Financial / Price Bid

Name and address of the firm: _____

S. No.	Items	Make and Model	Price per Unit in ₹	Taxes (Including all @ ... %)	Price per unit in ₹ (including all taxes)
01	Almirah – Godrej Make Storwel Plain (specification)				
02	Office Chair: Godrej Make Bravo – Mid Back (specification)				
03	Office Table – Godrej Make Enterprise 1350 W/o CPU Hanger (specification)				
04	Desk Cum Bench – Godrej Make Genii 2seater FR+RR PLT Choco SM6 (specification)				
05	Office Chair: Godrej Make Marvel – High Back (specification)				
06	Office Visitor Chair: Godrej Make Marvel – Visitor (specification)				
07	Auditorium Chair: Godrej Make GLAMOUR NXT – High Back (specification)				
08	Auditorium Chair: Godrej Make AUDI -II (specification)				
09	Office Table – Godrej MakeAristo with ERU + Pedestal + Back Unit (specification)				
10	Dustbin – Godrej Make Dustbin 10x14 (specification)				
11	Three Seater Chair – GodrejMake APO Unwind 3 Seater (specification)				
12	Big Storage Unit – Godrej Make Optimizer Plus 3 Bay Drive Type with Door (specification and Layout)				

**Name and signature
 of the authorized signatory
 with seal of the firm / company**