



# **PRANANATH COLLEGE (AUTONOMOUS)**

**KHORDHA – 752057 (ODISHA)**

**NAAC Accredited 'A' Level**

## **Tender Document**

**For**

**“Supply of Steel Chair and Green Chalk Board”  
at**

**Prananath College (Autonomous)**

**Tender Document No: 19152904/2021-22/OHEPEE/002**

**Dated: 04.12.2021**

**Issued By:**

Principal,

Prananath College (Autonomous), Khordha-752057

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## **SCHEDULE OF TENDER**

Tender No.	19152904/2021-22/OHEPEE/002
Name of the tender issuer	Principal, Prananath College (Autonomous), Khordha
Scope of Work	Supply of "STEEL BODY CHAIR AND GREEN CHALK BOARD"
Quantity to be supplied	As per Annexure I
Cost / fee of Tender Documents	Rs. 500/- in form of DD drawn in favour of Principal, Prananath College (Autonomous) payable at Khordha
Earnest Money Deposit (EMD)	2% of Bid Value
Performance Bank Guarantee (PBG)	5% of Bid Value
Date of issue of tender document	02.12.2021
Date & Time of Pre Bid clarification	10.12.2021
Last Date & Time for Submission of Bids	27.12.2021 & 05.00 PM
Date & Time of Opening of Technical Bids	28.12.2021 & 11.00 AM
Date & Time of Price Bid Opening	29.12.2021 & 11.00 PM
Name of the contact person for communication	Dr. Priyabrata Mohanty, Reader in Chemistry
Contact Number of the concern person	9437046757
Address for communication	Principal, Prananath College (Autonomous), Khordha, 752057

## **ELIGIBILITY CRITERIA**

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

- 1) Must be registered under GST Act.
- 2) Must have average annual turnover for the last three years i.e. 2018-19, 19-20, & 20-21 should not be less than Rs 3 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the Technical bid.
- 3) Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self-declaration is required as per **Annexure IV**.
- 4) Experience of having successfully completed similar\* jobs during last 3 years (as of 30.04.2018 - 30.04.2021) as follows:-

One similar\* completed work costing not less than Rs 2 Lakhs

OR

Two similar\* completed works each costing not less than Rs 1 Lakh

**\*Similar work – Supply of Steel Body Chair and Green Chalk Board at any Government /Private office.**

**\*The bidder is required to submit the work order**

- 5) Must have a valid PAN.
- 6) Preferably with 24 hours customer care.

## **BID SUBMISSION**

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

- i) **Earnest Money Deposit (EMD):** Bidder has to submit EMD of required amount in the form of Demand draft order drawn in favour of “**Principal, Prananath College (Autonomous)**” payable at Khordha. The EMD should be sealed in one envelope marked as “EMD”.

Earnest Money Deposit will not carry any interest. 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 / adjusted on submission of performance security.

**The bid not accompanying EMD is liable to be rejected.**

- ii) **The Technical bid** sealed in another envelope marked as “Technical Bid” and shall contain

- The bidder should supply the items as per technical specification mentioned in **Annexure I**.
- The bidder should Details as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
- A self-declaration that the renderer has not been blacklisted by any

State Government/ / Central Govt. / PSU in India as per **Annexure IV**.

- Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last three financial years
- i.e. 2018-19, 19-20, & 20-21.
- Details of successfully completed or work in progress of similar jobs (as explained in point 4 of Eligibility Criteria) during last 3 years as per Annexure V.

(iii) **The Price bid** shall be sealed in an envelope marked as “Price Bid” and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST. No extra cost will be borne by the college towards transport of goods and installation. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as **“Supply of Steel Chair and Green Chalk Board”**.

## **GENERAL TERMS AND CONDITIONS OF THE BID**

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Pranath College (Autonomous), Khordha and send it through **Speed Post/Registered Post/Courier only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. 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://www.pnautonomouscollege.in> / **Notice board of the office of Pranath College (Autonomous), Khordha**. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid as per **Annexure III**. In case the prices are indicated in the Technical bid, the bid shall stand rejected.
- 4) **"PRE-BID Meeting"** with the intending bidders shall be held on from 11:00 A.M. at Pranath College (Autonomous), Khordha. Any queries related to this tender shall be sent to the mail id: **pranathautonomouscollege.com** one day in advance. The clarifications if any will be uploaded in the College web site. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting.  
On the date of pre bid meeting the bidders may make site verification where installations is to be made.
- 5) **OPENING OF TECHNICAL BID**  
The Technical proposal will be opened on **27.12.2021 at 11:00 A.M** in the presence of the tender Committee and representative of the bidders. No separate intimation will be given to the bidders in this regard.
- 6) **EVALUATION PROCESS**  
Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Financial proposal will be opened only of those bidders who qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

- 7) **Award of Contract:** Financial bids with lowest price quotation for the assignment as per Annexure-III 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.
- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of 5% of Bid 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 completion of the warranty period.
- 9) **WARRANTY:** The **Steel Chair and Green Chalk Board** which are to be supplied to the College should be NEW as on date of receipt and should be having all components required. The entire System including accessories will remain under **onsite comprehensive maintenance and warranty for a period of at least one year** from the date of successful installation.
- 10) 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.
- 11) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 12) In the financial bid the total figures should be written in figures followed by words
- 13) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
- 14) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.

- 15) 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.
- 16) All the transit risks shall be the responsibility of the supplier.
- 17) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Khordha.
- 18) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 19) If the work is found un-satisfactory or, if the firm dishonors 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.
- 20) Any notice given by one party to the other pursuant to this contract shall be sent in writing to **Principal, Prananath College (Autonomous), Khordha - 752057.**
- 21) **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, Prananath College (Autonomous), Khordha.**
- 22) **Completion Period:** The work shall be completed in all respect within 30 days from the date of issue of work order.

**Items to be Supplied and Installed**

**For Hundred nos. of Steel Body Chair and TEN nos. of Green Chalk Board**

**Specification and Description of each individual item is as under:-**

**1. Steel Chair( Steel Body with Hand Rest)**

- Frame type : Cantilever
- Frame Material : SS 304/MS
- Material of fabric of seat cover : Leatherette
- Material of fabric back cover : Leatherette
- Thickness of Plywood used in seat (mm) :12 mm
- Thickness of polyurethane Foam used in Backrest : 25 mm
- Thickness of polyurethane Foam used in Seat : 25 mm
- Dimensions : W×H×D(cm) - 58×57.5×56.5
- Hand Rest: fibre with 1.5” thickness
- Water fall seat edge

**2. Green Chalk Board**

- Frame type - Satin finish alloy aluminum frame – 6063- T6
- Frame material – Resin coated steel writing surface(Magnetic)
- Paper honey comb core
- Virgin ABS Corner
- Size - 8×4 ft
- Magnetic chalk board with built in wall hanging clips

**ANNEXURE – II****DETAILS OF THE TENDERER**

Sl. No.	Particular	
1	Name of the Firm / Agency/ Company	
2	Registered Office Address & Complete postal address	
3	Telephone Number & E-mail ID	
4	Name of Authorized signatory (in block letters)	
5	Contact No. of authorized signatory	
6	Type of / Firm (Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd.)	Tenderer has to provide relevant Documents (with the technical bid) as a proof of firm type.
7	Date of establishment and Experience in business (in number of years)	Work order to be attached for complying point no 4 of eligibility criteria
8	G.S.T. Registration No.	
9	PAN no.	
10	Details of Earnest Money Deposit i.e. Draft no, date and bank name	
11	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit and Loss A/c for the last 3 years. 2018-19 2019-20 2020-21	
12	Furnish the names of 3 responsible persons along with their designation, address, Telephone No etc. for whose organization, you have completed / work in progress as mentioned in Annexure V and who will be in a position to certify about the performance of your organization.	

**Date:****Place:****Signature & Seal of the Bidder**

## **ANNEXURE – III**

### **PRICE SCHEDULE**

To,  
Principal,  
Prananath College (Autonomous),  
Khordha - 752057

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

Sir,

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

Sl No.	Description	Make and Model	Qty. in Nos.	Unit Price	Total Amount
1					
2					
3					
4					
Total					

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,  
The Principal,  
Prananath College (Autonomous),  
Khordha - 752057

Ref: Tender no. ----- Dated: -----

Madam/Sir,

I / We ..... here by 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**