



**OFFICE OF THE PRINCIPAL
K.S.U.B (DEGREE) COLLEGE, BHANJANAGAR**

Accredited Grade 'B' by NAAC

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Tender Document

For

Supplying & Installing of Desktop Computer

To

K.S.U.B. Degree College, Bhanjanagar

Tender Document No: 1077/2025/KSUB/RUSA

Dated: 07.07.2025

Issued by: Principal

K.S.U.B. Degree College,
At/Po: Bhanjanagar, Ganjam
PIN: 761126


07/07/2025
Principal
K.S.U.B. College,
Bhanjanagar - 761126(Gm.)

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SCHEDULE OF TENDER

Sl. No.	Particulars	Details
1	Tender No.	
2	Name of the Tender Issuer	Principal KSUB Degree College, Bhanjanagar-761126, Ganjam, Odisha E-Mail: principal.ksub@gmail.com
4	Scope of Work	Supply and Installation of Desktop Computer at the premises of KSUB Degree College, Bhanjanagar-761126, Ganjam, Odisha
5	Quantity to be supplied	As per Annexure I
6	Cost/Fee of Tender Document	Free of cost Tender documents can be downloaded from the college website i.e. ksubcollege.edu.in
7	Earnest Money Deposit (EMD) (Two different EMDs to be submitted if one bidder is applying for both parts of the tender)	2% of the Total Quoted Value in shape of Demand Draft
8	Performance Bank Guarantee (PBG)	3% of total estimated amount mentioned in PO in form of demand draft/BG in favor of Principal KSUB College, Bhanjanagar
9	Date of Issue of Tender document	07.07.2025
10	Last Date & Time for Submission of Bids	15.07.2025 12.00 PM
11	Date & Time of Opening of Technical Bids	16.07.2025 11.00 AM
12	Date & Time of Price Bid Opening	16.07.2025 4.00 PM
13	Name of the contact person for communication	Sri Sanatan Behera, Lect. in English
14	Contact Number of the concern person	8018763254
15	Address for Communication	Principal, KSUB College, Bhanjanagar, Ganjam, 761126
16	Address for Submission/Opening of such proposals	KSUB College, Bhanjanagar, Ganjam 761126

ELIGIBILITY CRITERIA

The bidders who are desirous for above work are required to fulfill the following conditions:

- 1) Must be registered under GST Act.
- 2) Must have average annual turnover for the last three years i.e. 2022-23, 23-24, & 24-25 should not be less than Rs. 2 Lakhs. The bidder must submit copy of the 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) Must have a valid PAN.

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.

Earnest Money Deposit (EMD): Bidder has to submit EMD of required amount in the form of Demand draft drawn in favour of "**Principal KSUB College, Bhanjanagar**", Payable at Bhanjanagar. The EMD should be sealed in one envelope marked as "EMD".

- i) As per the Govt. rule, the tender fee & the EMD may be exempted for MSME with valid manufacturing certificates.

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work/supply order by the successful bidder. The EMD of successful bidder will be returned 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:

List of the items as per technical specification mentioned in **Annexure I** available with the Bidder for supplying to the College.

- Mentioning the Details as per **Annexure II**, duly filled in, signed and complete in all respects by the Bidder. No alteration/modification in the format shall be permitted.
- A self-declaration that the Bidder 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. 2022-23, 23-24, & 24-25.

- (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 & transportation. No price increase on account of change in tax structure, duties, levies, charges etc. shall be permitted.

The three separate envelopes containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule superscripted as "**Supplying and installing of Desktop Computer**"

GENERAL TERMS AND CONDITIONS OF THE BID

Bidders must follow 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 KSUB College, Bhanjanagar, Ganjam, Odisha - 761126** and send it through **Speed Post/Registered Post/Courier only** (No in-person 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 **ksubcollege.edu.in** **Notice board of the office of the Principal, K.S.U.B College, Bhanjanagar**. 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** Ill. In case the prices are indicated in the Technical bid, the bid shall stand rejected.

4) **OPENING OF TECHNICAL BID**

The Technical proposals will be opened on **Dt. 16.07.2025 at 11:00 AM** in the presence of the tender committee and representative of the Bidders. No separate intimation will be given to the bidders in this regard.

5) **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/Bid will be opened only of those bidders to qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

- 6) **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.
- 7) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of 3% of the total BID Value mentioned in Financial Bid 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(s). The performance security deposit will be retained till completion of the warranty period.
- 8) **WARRANTY:** The items which are to be installed/supplied in the college should be NEW as on date of installation/supply and should be having all components required. The entire supplied/installed articles will remain under **comprehensive**

maintenance and warranty for a period of minimum three years from the date of successful commissioning and testing. The service support during warranty period shall be for all components of the article.

- 9) 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.
- 10) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 11) In the Financial Bid the total figures should be written in figures followed by words.
- 12) 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.
- 13) 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.
- 14) 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.
- 15) All the transit risks shall be the responsibility of the supplier.
- 16) All the disputes shall be subjected to the jurisdiction of Civil courts situated in Bhanjanagar.
- 17) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 18) If the works/supplied articles are 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 Bidder.
- 19) Any notice given by one party to the other pursuant to this contract shall be sent in writing to KSUB Degree college, Bhanjanagar, Ganjam, Odisha - 761126.
- 20) **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, KSUB Degree College, Bhanjanagar Ganjam, Odisha- 761126.
- 21) **Completion Period:** The works/installations shall be completed in all respect within 30 days from the date of issue of work order.

ANNEXURE-I**Items to be Supplied and Installed**

Sl.No	Items	Specification	Quantity
1	Desktop Computer HP/DELL	Original Microsoft windows11 and Office Home & Student /Intel Core i5 Processor, 14th generation/ 8GB DDR5 RAM/512GB NVME SSD / 8 USB Ports With 1xType C Port/1xHDMI, 1xDP Port/Key Board & Mouse/19.5" LED Monitor/3 Yr Warranty/UPS 600VA	5 Nos.
2	UPS 600 VA/360 watt	APC/Microtek/Delta	5 Nos.

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)	Bidder has to provide relevant documents (with the Technical Bid) as a proof of firm type
7	Date of establishment and experience in business	Supply relevant documents with the technical bid
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. (2022-23, 2023-24, 2024-25)	Submit Annexure V
12	Furnish the names of 3 responsible organization to which you have supplied and installed items as specified in this tender who will be in a position to certify about the performance of your item/organization.	

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

PRICE SCHEDULE

To
The Principal,
K.S.U.B College, Bhanjanagar.

Ref: Bid no.

Dated

Sir,

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

SI No.	Description of Items	Qty	Unit Price	GST	Total Amount
1					
2					
3					
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.

No change in the Performa is permissible.

Date:

Place:

(Signature and seal of the bidder)

SELF-DECLARATION FOR NOT BLACK LISTED

To

The Principal,
K.S.U.B College, Bhanjanagar.

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

Madam/Sir,

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

Date:

Place:

Signature & Seal of the Bidder

FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization during Last Three Financial Years.

Sl. No	Financial Year	Turnover in Rs.
1	2022- 2023	
2	2023- 2024	
3	2024-2025	

Average Annual Turnover for the last three years (INR):

Name of the C A Firm:

Firm Registration No.:

Name of the Chartered Accountant Membership No.:

Yours faithfully,

Authorized Signatory of the firm with Date
and Seal