**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus, Ghatikia, P.O.- MahalaxmiVihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

**No: 184/ OUTR; Dated: 31.01.2022**

**TENDER CALL NOTICE**

Sealed tenders are invited from reputed original manufacturers/registered Firms / Agencies for the supply of dining table set for Boys Hostel (APJAKHR) of OUTR. The sealed tender will be received by speed post/ registered post only. **The authority will not be held responsible for any postal delay**. Tender received after the scheduled date and time will not be accepted. **The last date of tender submission is 23.02.2022 at 4:00 P.M**. The tender bid documents with other details are to be downloaded from the Website: [www.cet.edu.in](http://www.cet.edu.in)**.** The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

**Sd/-**

**OFFICER ON SPECIAL DUTY**

**No: 184 / OUTR; Dated: 31.01.2022**

**BIDDING DOCUMENTS AND INSTRUCTION FOR SUPPLY OF DINING TABLE SETS FOR BOYS’ HOSTEL(APJAKHR) OF OUTR**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus, Ghatikia, P.O:- MahalaxmiVihar**

**BHUBANESWAR-751029 ODISHA, INDIA**

**INVITATION FOR BIDS**

**Officer on Special Duty, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Bhubaneswar** invitessealed bids from eligible bidders for supply of dining table with attached steel chairsfor Boys Hostel (APJAKHR) of OUTR.

Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website** [**www.**](http://www.nitdgp.ac.in)**cet.edu.in**

Particulars about submission of bidding document are as follows:

(a) Price of bidding document : **Rs. 1180/- (service tax is included)**

(non-refundable)

(b) First date of availability of Bidding Document in the website: 01.02.2022

(c) Last date and time for submission of bids:**23.02.2022 upto 4:00 PM**

(d) Time and date of opening of technical bids: **24.02.2022 at 3:00 PM**

(e) Time and date of opening of financial bids: *Will be communicated to the successful bidders*.

(f) Place of opening of bids : **Office of the OSD**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus,Ghatikia, P.O.:Mahalaxmivihar,**

**BHUBANESWAR -751029, ODISHA, INDIA**

(g) Address for communication :**Office of the OSD**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus,Ghatikia, P.O.:Mahalaxmivihar,**

**BHUBANESWAR -751029, ODISHA, INDIA**

**Sd/-**

**OFFICER ON SPECIAL DUTY**

**Financial bid & Technical bid must be enclosed separately.**

**The Tender documents can be downloaded from our website www.**[**cet.edu.in**](http://www.cet.edu.in) **and the bidder has to submit a separate draft of Rs.1180/-(nonrefundable) along with submitted tender, otherwise the offer submitted by the bidder will be cancelled.**

1. Eligibility of Bidder and General Instructions:

### 1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

**1.1.1** The bidder is preferably being a reputed Original Manufacturer/Authorized Distributor, who should provide the documents relating to their **Manufacturing Capabilities** as follows**.**

* 1. The bidder should possess valid GSTIN No.
  2. The Company should have ISO: 9001-2008 certification.
  3. The Company should be registered with Tax Department.
  4. The turn-over of the company should be more than Rs. Two Crores in the last five years.
  5. The company should have its own R&D section.
  6. The company must have cleared all Tax payment up to date. Attested copies of all Tax Clearance Certificate or non-assessment certificate from the concerned Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up-to-date and Income tax PAN and GSTIN No. must be enclosed along with the Tender documents.
  7. If the bidder is an Authorized Distributor of a reputed manufacturer, necessary certificate to this effect from the manufacturer must be enclosed.
  8. All after salessupport should be provided directly by the manufacturer only.
  9. The bidder must have the willingness for providing comprehensive maintenance support of the furniture supplied.
  10. The bidder must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations like NITs/IITs/Central Research Laboratories for the last 3 years.

**1.1.2** If for any furniture the bidder would not have the eligibility criteria as mentioned in para 1.1.1 (a to j), then College will consider to procure those furnitures from the manufacturer/authorized dealer with only the following eligibility criteria under para 1.1.2 (a to e)

* 1. If the bidder is an Authorized Dealer of Manufacturer, necessary certificate to this effect from its Manufacturer must be enclosed.
  2. All after sales support should be provided directly by the Manufacturer only.
  3. The tenderer must have the willingness for providing comprehensive maintenance support of the furniture supplied by it.
  4. The bidder must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations for the last 3 years.
  5. The company must have all up-to-date tax payment. Attested copies of all Tax Clearance Certificates or non-assessment certificate from the concerned Tax Authority valid up to date and attested copy of Income Tax Clearance Certificate or non-assessment certificate, as the case may be, from the competent authority, up to date, GSTIN no and Income Tax PAN must be enclosed along-with the bid documents.

### 1.2 General Instructions:

**The selection for procurement of furnitures will be based on quality and performance along with cost. In this context decision of Technical Committee is final based on documentary evidence and /or actual physical verification (as the case may be).**

* 1. Submission of more than one bid by a particular bidder under different furniture names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the bid submitted by such bidder(s) would be rejected or contract cancelled.
  2. The tender should mention in the tender paper, the location of its service centre nearest to Bhubaneswar.
  3. All offers should be in English and the price quoted for each item should be firm.
  4. Warranty period, Delivery period and After-Sale-Service conditions, etc. are also to be clearly indicated.
  5. The rates and the conditions of the offer will remain valid for three months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.
  6. Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.
  7. Request from bidder in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.
  8. Bidders shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the cost of the work thereof.
  9. If a bidderfinds discrepancies or omissions from the specification or other documents and any doubt as to their meaning, he should at once notify the purchaser and obtain clarification in writing.
  10. This, however, does not entitle the bidder to ask for time beyond the due date fixed for receipt of tenders.
  11. The bidder must also specify minimum time and maximum time to repair/replace in the event of a failure and penalty thereof.
  12. Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
  13. Submission of sealed bid will carry with the implication that the bidder agrees to abide by the conditions laid down in the detailed particulars of the bid notice.
  14. Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’ ‘subject to prior sale’, etc. will not be considered.
  15. While bidders are under consideration, bidders and their representatives or other interested parties are advised to refrain from contacting by any means, to the purchaser's personnel or representatives on matter relating to the tenders under study.
  16. The purchaser, if necessary, will obtain clarification on bids by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.
  17. The bidder will not be permitted to change the substance of his offer after the tenders have been opened.
  18. In the event of non-compliance with this provision, the bidder is liable to be disqualified.

### 1.3 Procedure for Submission of Tenders:

a) The bidders must submit their bids as required in two parts in separate sealed covers prominently super scribed as Part-I “**Technical Bid**” and Part-II “**Financial Bid**” and also indicating on each of the covers the “**Tender call Notice Number & Date**” and **Due date and time of submission** as mentioned in Tender Call Notice.

**Part-I (Technical Bid)**

Excepting the price schedule, all other documents as mentioned in para 1.1 i.e details of **technical specifications, leaflet, Copy of Firm Registration Certificate from the competent authorities, All Tax Clearance certificates, PAN Card copy, proof of GSTIN No., list of clients, authorization certificate from Manufacturer in case of Dealer**, **etc**. along with **tender document duly signed** by the authorized person in each page shall be covered in Part-I (Technical Bid).

**Part-II (Financial Bid)**

All indications of price shall be given in Part-II (Financial Bid)

#### b)Both sealed covers Part-I “Technical Bid” and Part-II “Financial Bid” should be placed in a third cover along with requisite EMD & cost of Tender documents (separately in the form of DD drawn in favour of Principal, College of Engineering & Technology, Bhubaneswar at any Nationalized Bank payable at Bhubaneswar), others requisite supporting documents etc. and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted by Speed Post /Registered Post to the office of the Officer on Special Duty, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Techno Campus, Ghatikia, P.O: MahalaxmiVihar, Bhubaneswar-751029, Odisha within the due date and time as stipulated in tender. No hand or Courier delivery is accepted. The sealed envelope must show the name of the bidder and his address and should be super scribed as “Tender for Supply Dining Table Setfor Boys Hostel (APJAKHR) of OUTR” on the top of the envelope.

c) All the documents submitted must be in the papers showing signature of the bidder and printed office name of the bidder on official seal.

d) All the documents must be submitted in a sequential manner with separator/flags to help in quick scanning of the topics. Wherever possible, data in tabular form should be given.

e) **The bidder has to deliver the furniture (sample) as per the technical specifications on the date of verification of technical bid on dated24/02/2022. The delivery and return cost of the sample furniture will be borne by the bidder.**

# 2. Requirements by Bidder before Supply:

### 2.1 Rating Plate, Name Plate and Labels:

Each of the furniture is to have permanently attached to it, a rating plate of non-corrosive material in a conspicuous position, upon which the total specifications along with the manufacturer’s name, address, etc. are to be engraved.

### 2.2 Packaging:

All the furniture are to be suitably protected, covered in water -proof packing and crated to prevent damage or deterioration during transit and storage till the time of installation. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful installation.

### 2.3 Inspection:

1. All materials / furniture shall be inspected and tested for completeness, proper assembly, operation, cleanliness and state of physical condition and performance as per quoted specification.
2. The test shall be conducted, reported and certifications to be provided by the bidder.
3. The bidder shall provide all furniture/tools required for inspection / testing.
4. The cost of all such tests shall be borne by the bidder.
5. OUTR reserves the right to reject any if it does not comply with the specifications during site testing, installation and commissioning stage.
6. Inspection & testing would be conducted, jointly, at various stages as applicable during unpacking, installation and commissioning of respective furniture / components at the manufacturing site.

# 3. Requirements by Tender after Supply:

### 3.1 Supply:

1. The material/furniture would be delivered by the supplier at **Boys Hostel (APJAKHR) ofOdisha University Of Technology and Research(Formerly College of Engineering & Technology, Bhubaneswar), Techno Campus, Ghatikia, MahalaxmiVihar, Bhubaneswar-751029, Odisha**.
2. The items should be supplied directly from the manufacturing terminal having passed all tests successfully with Certifications as required.
3. The furniture should confirm to the latest relevant National/International standards and shall be complete in all respect.
4. Any component, fitting etc. which may not have been specifically mentioned in the specifications but which are usual and necessary for the furniture, shall be supplied by the bidder at no extra cost.
5. In case, articles are found damaged in transit or found short at the time of delivery the full cost of the same will be deducted from the bill of the supplier in case the supplier does not replace the stock within a week from the date of the complaint.
6. The articles/furnitures ordered must be supplied in one lot within **4 (four) weeks** of placing of the order.
7. In case of delay in the supply of furniture for boys’ hostel(APJAKHR) of OUTR, a penalty of 1% (one percentage) per week shall be levied.
8. OUTR reserves the right to procure the materials from alternative sources at the risk and cost of the successful bidder giving 15 days’ notice.
9. Any increase in tax and duties after expiry of delivery period will be borne by the supplier.
10. In case the items supplied by the supplier are found not up to the specification shall be rejected.
11. The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days, failing which the EMD will be invoked in addition to taking legal actions.
12. Imported consignment, if any, should be destined to **“The Warden, Boys’ Hostels, Odisha University Of Technology and Research(Formerly College of Engineering & Technology, Bhubaneswar), Techno Campus,Ghatikia, P.O:MahalaxmiVihar, Bhubaneswar-751029** through nearest custom clearing Airport (Bhubaneswar Air Port).
13. The suppliers shall be responsible for releasing the consignments from the carriers/transporters.
14. The furniture shall be delivered and installed at site at the cost of the bidder.
15. All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the bidder.

### 3.2 Installation and Commissioning:

Installation and Commissioning shall include the following:

1. Installation of the furniture etc. should be done by the bidder.
2. It will be the responsibility of the bidder to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to purchaser.
3. The bidder is to bring their own instruments required for installation, testing, commissioning, which can be taken back after completion.
4. Installation must complete within 15 days after delivery on site.

### 3.3 Documentation:

Detailed **technical manuals**, **handbooks**, **drawings**, **Warranty card** and **Factory Quality Assurance checklist**, **test results** and any other certifications mentioned in the Technical specifications shall be supplied along with the consignment.

Supplied manuals/handbooks must cover detailed technical specifications and installation, operation, maintenance and System Safety procedures.

The receipts for taxes paid, if any, for the supplied materials should also be submitted

### 3.4 Trial Operation and Performance Guarantee Test:

After successful completion of Installation of the furniture, a 7-day continuous trial operation putting those on optimum use shall be conducted by the tenderer at site, during which the performance of the furniture shall be demonstrated for trouble-free continuous operation, meeting the specified standards and proper training shall be imparted to two persons of the purchaser.

During trial operation, bidder shall do all necessary adjustments required to ensure the performance as per the acceptable level.

In case, guaranteed performance is not established, the bidder shall be given opportunity to rectify/replace the furniture/components, and restart the 7 days continuous trial operation, at the risk and cost of the bidder.

### 3.5 On-Site Warranty:

1. The entire materials may be used continuously. The reliability and safety of the total installed system and trouble-free operation are, therefore, of prime importance. The supplied devices/furniture and components shall be covered under **Three-years or more**comprehensive on-site warranty from the date of issue of successful completion of Performance Guarantee Report.
2. During the period of warranty, it shall be the responsibility of the bidder to provide all essential spares and consumables, which may be required for maintenance and trouble-free operation of the devices / components at the bidder’s cost.

### 3.6 Comprehensive Maintenance Contract:

The bidder shall be under the obligation of entering into a Comprehensive Maintenance Contract (CMC) with OUTR for a minimum period of two years, renewable if felt necessary, on mutually acceptable rates, terms and conditions. CMC shall start after the completion of Warranty.

The scope of CMC shall cover maintenance and supply/replacement of materials and components, for smooth and reliable operation of the systems without trouble.

Accordingly, the bidder has to offer rates for the CMC structure per furniture along with the price for the Systems and other associated Furniture supplied.

### 3.7 After Sales Service:

During the warranty period and subsequently, after signing of Agreement for CMC the bidder shall attend to the problems reported by the users of OUTR on a priority basis.

For any problem reported the bidder shall attend and rectify the problem within 7 (seven) days or provide a standby system of the similar configuration.

The report on any problem will be informed through phone or fax number of which shall be given by the bidder.

The branch office of the concerned manufacturing firm will be fully responsible to provide maintenance service. In case of any negligence, in providing the service by the bidder or failure to comply with those instructions, the Bank Guarantee provided for the warranty period shall be invoked.

# 4. Financial Terms:

### 4.1 EMD

The bidder has to submit a Demand Draft / Banker’s Cheque / Pay order of **Rs.10,000/ -**in favour of **Principal, College of Engineering and Technology, Bhubaneswar** payable at Bhubaneswar in any Nationalized Bank towards EMD. **Without EMD, the tender will be summarily rejected.**

There will be no interest paid to the bidder towards EMD money.

In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.

No request for adjustment of claims, if any, will be accepted.

The EMD of unsuccessful bidder will be refunded as soon as possible after the tenders are finalized.

### 4.2 Performance Security Deposit

In case of successful Bidder **EMD** will be kept as **Performance Security Deposit** and will be **refunded after expiry of stipulated warranty periods from the completion date of installation and commissioning on satisfactory performance of the furniture.**

### 4.3 Prices:

Price quoted should be **FORODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCHonly. Tax components as applicable should be mentioned clearly in the financial bid.**

Price should be quoted for unit item; however, the actual requirements may be much more. (A bidder may propose to give discounts if any for purchase of more than one unit of a particular item.).

Purchase order will be placed as a single lot for each type of item or for all the items together, as the case may be.

In case of items of import, the bidder should take full responsibility for customs clearance, handling tax payment, etc. and specify the charge for the same in the price bid.

### 4.4. Discount:

Our Institute is a pioneer Institution in the field of Teaching and Research in Engineering and allied disciplines and do not run with profit motive.

As such we are availing price discount for purchase of furniture or tools.

The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., on each item may also be indicated in the bid specifically.

### 4.5 Payments:

1. In case of imported items, payment will be made by opening LC in the name of the manufacturer subject to the condition that a Bank Guarantee for an equal amount will be submitted by the selected bidder to OUTR for the period of completion of installation and commissioning.
2. In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful installation of the furniture subject to submission of satisfactory performance report by the concerned authority.

### 4.6 Rate Contract with DGS&D or any other Government Organisation:

In case the bidder has entered into a Rate Contract with DGS&D or any other Government Organization such as EPM, rate contract preference, number & copy of rate contract have to be submitted along with tender.

# 5. Instruction to the Bidder:

Some of the minimum specifications specified may be redundant, obsolete or incompatible and in these cases, quote the particulars of correct specification of latest trend and technology.

Higher specifications instead of minimum specifications are allowed if a minimum specification is not available, obsolete or incompatible.

Otherwise, model with higher specification should be in addition to the model with minimum specifications.

Specify brand name and full model name and number for each offer.

Include the printed catalogue and pricelist if any for each of the furniture quoted.

Specify the list of Accessories required along with each of the furniture.

Quote the additional price of the accessories; only those, which are fully compatible with the quoted model, should be furnished.

Specify the list of Accessories to be given free of cost, along with the furniture as “**Free Accessories”**; these should be fully compatible with the quoted models.

### 5.1 Solving Disputes:

OUTR, the bidder and the manufacturer shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

***The above terms and conditions except those otherwise agreed upon, shall form a part of the Purchase Order***.

***Sign on each page of this tender document and Return it along-with the offer enclosing this part together with the Technical Offer.***

***\*\* \* The OUTR authority has all rights to accept / reject any tender without assigning any reasons thereof.***

# 6. Technical Specifications:

Following are the minimum specifications of the furniture.

The minimum specifications are indicative and not exhaustive.

The models with higher specifications may be quoted.

The quoted materials should be oflatest trend and technology.

Each furniture should be complete in itself without needing any extra requirements except the requirement of general test and measuring instruments.

**Financial Bid will be opened only if Bidders must qualify in Technical evaluation.**

**List of Furnitures with technical specification required for Boys Hostel (APJAKHR) of OUTR:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of the Furniture** | **Specifications** | **Qty** |
|  | **DINING TABLE WITH FIXED CHAIR:**  **4-SEATER** | * Size: 1200(L) X 760(D) X 750(H) mm Table Height and 500 mm Seat Height. * Recess Rectangular Dining table with Fixed seating of size 1200mm Length, 760mm Depth and 750mm Top Height with seat height of 500mm. * Supplied in knocked down condition, to be assembled at consignee site. The Overall size including seats is 1200mm Length,1540mm Depth and 750mm Height. * Table top and seat plate of 300mm diameter made in 0.8 mm thick stainless steel of grade 304. For top SS sheet is cladded on 25mm thick prelaminated particle board. * The table Under structure including seat support is made in powder coated mild steel. All Vertical members are made in M.S.Square pipe 40X40X1.2mm thickness and Upper Connecting members and foot rest are made in M.S.Square pipe 25X25X1.2 mm thick. * Seat support: Made up of M.S. Square pipe 40X40X1.2mm thickness with plate of size 95mm X 95mm X 5mm (thick) no back rest for stool, ht. of seat is 500mm; * Chair should have single pole. 1mm thickness Table top / Chair seat / bench seat. * Leg material for table and stool MS ERW tubes conforming to IS:7138. All M.S. Members are epoxy powder coated followed with seven tank process of pre-treatment for anti-rusting and surface activation. * Bottom opening covered with PVC shoe/cap. | 4 |
|  | **DINING TABLE WITH FIXED CHAIR:**  **6-SEATER** | * Size: 1800(L) X 760(D) X 750(H) mm Table Height and 500 mm Seat Height * Recess Rectangular Dining table with Fixed seating of size 1800mm Length, 760mm Depth and 750mm Top Height with seat height of 500mm. * Supplied in knocked down condition, to be assembled at consignee site. The Overall size including seats is 1800mm Length,1540mm Depth and 750mm Height. * Table top and seat plate of 300mm diameter made in 0.8 mm thick stainless steel of grade 304. For top SS sheet is cladded on 25mm thick prelaminated particle board. * The table Under structure including seat support is made in powder coated mild steel. All Vertical members are made in M.S. Square pipe 40X40X1.2mm thickness and Upper Connecting members and foot rest are made in M.S. Square pipe 25X25X1.2mm thick. * Seat support: Made up of M.S. Square pipe 40X40X1.2mm thickness with plate of size 95mm X 95mm X 5mm (thick) no back rest for stool, ht. of seat is 500mm, * Chair should have single pole. 1mm thickness Table top / Chair seat / bench seat. * Leg material for table and stool MS ERW tubes conforming to IS: 7138. All M.S. Members are epoxy powder coated followed with seven tank process of pre-treatment for anti-rusting and surface activation. Bottom opening covered with PVC shoe/cap. | 16 |

**Note: All the furnitures must have ISI standard. Also the brand of furniture must be mentioned in the technical bid.**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**BOYS HOSTEL(APJAKHR)**

**(Formerly College of Engineering & Technology, Bhubaneswar)**

**Techno Campus, Ghatikia, P.O.MahalaxmiViharBHUBANESWAR-751029 , ODISHA, INDIA**

[**www.cet.edu.in**](http://www.cet.edu.in)**Email:principalcet@cet.edu.in**

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**TECHNICAL BID**

(To be enclosed in separate sealed cover)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Name of the Furniture** | Make/Model | Qty. Required |
|  | **DINNING TABLE WITH FIXED CHAIRS 4-SEATER** |  | 4 Nos |
|  | **DINNING TABLE WITH FIXED CHAIRS 6-SEATER** |  | 16 Nos |

Note: A DD for Rs.10,000=00(EMD) and Rs.1180=00(Tender document fee) should be enclosed with this bid.

1. Name of the bidder
   1. Full postal address
   2. Full address of the premises
   3. Telephone number and Fax Number
   4. E-mail id
2. a) Tender Cost: Rs……………………...D.D. No………..……………date………………

b) EMD: Rs………………………D.D. No………..……………date………………

1. Registration No. of Firm:

(Copy of Document showing Registration of Firm shall be enclosed)

1. Tax Clearance Certificate and GSTIN No:

(Copy of Tax Clearance Certificate and GSTIN No. proof shall be enclosed)

1. Income Tax Clearance Certificate:

(Copy of IT Clearance Certificate and PAN No. proof shall be enclosed)

1. Total annual turn-over(value in Rupees)(Previous year):

(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)

1. Past supply details for 3 years

(Copy of proof shall be enclosed)

1. Whether similar job work undertaken in the past, if so details:

**Customer** **Quantity supplied** **Year**

**Signature with Date and Seal of the Bidder/Tenderer**

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[**www.cet.edu.in**](http://www.cet.edu.in) **Email: principalcet@cet.edu.in**

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**FINANCIAL BID**

(To be enclosed in separate sealed cover)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.**  **No.** | **Item Description** | **Make / Model** | **Qty.**  **Req.** | **Unit Cost** | **Total** | **Taxes**  **applicable** | **Any**  **other** | **Total** |
| 1 | **DINNING TABLE WITH FIXED CHAIR:**  **4-SEATER** |  | **4 Nos** |  |  |  |  |  |
| 2 | **DINNING TABLE WITH FIXED CHAIR:**  **6-SEATER** |  | **16 Nos** |  |  |  |  |  |

# PROFORMA FOR SUBMITTING ELIGIBILITYREQUIREMENT AND UNDERTAKING

To

The OSD,

Odisha University of Technology and Research

Bhubaneswar-751029

**Sub: Submission of Tender for Supply ofDining Table Set for Boys Hostel (APJAKHR) of OUTR, Bhubaneswar**

Sir / Madam,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to undertake Supply, Installation of above mentioned items at Boys Hostel APJAKHR, OUTR, Bhubaneswar, in conformity with the specifications, terms & conditions of bid.

1. I/We agree to abide by the terms and provisions of the said conditions of the contract and provisions contained in the notice inviting tender. I/We hereby unconditionally accept(s) the bid conditions.

It is certified that I/we have not stipulated any condition(s) in our bid offer. In case any condition(s) are found in our bid offer violated after opening bid, I/We agree that the bid shall be rejected without prejudice to any other right or remedy be at liberty to forfeit the EMD absolutely.

1. I/We hereby submit the earnest money of [INR…………..……….……] for the bid for the above mentioned work in the form of demand draft.
2. That, I/We declare that I/We have not paid and shall not pay any bribe to any officer of OUTR for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of OUTR asks for bribe/gratification, I/We shall immediately report it to the OUTR authorities.
3. That, I/We undertake that OUTR’s tender document shall form part of contract agreement.

I/We understand that you are not bound to accept the lowest or any bid, you shall receive.

Thanking you

Yours faithfully

Dated:

Signature of Bidder

Name: ……………………

Telephone:……………….

Witness…...................

Signature....................

Address......................