**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

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

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

**BHUBANESWAR-751029 ODISHA, INDIA**

**Tender Notice No. 3914 (ACD) /OUTR, Dated:13.12.2022**

**TENDER CALL NOTICE**

Sealed tenders are invited from Registered Printing Press / Suppliers /Authorized Dealers /Authorized Distributors for supply and printing of “**Multi-coloured Corporate Identity Cards with 16mm Multicolor Lanyards”** in the **ACADEMIC SECTION** of OUTR, Bhubaneswar. 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 12.01.2023 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**

**BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE**

**FOR SUPPLY AND PRINTING OF**

**Bid Ref. No. 3914 (ACD) /OUTR, Dated:13.12.2022**

**“Multi-colouredCorporate Identity Cards with 16mm Multicolor Lanyards”**

**FOR**

**ACADEMIC SECTION**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

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

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

**BHUBANESWAR-751029 ODISHA, INDIA**

**Bid Ref. No. 3914 (ACD) /OUTR, Dated:13.12.2022**

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| **ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**  **(Formerly College of Engineering & Technology, Bhubaneswar)**  **Techno Campus, Ghatikia, P.O.-Mahalaxmi Vihar**  **BHUBANESWAR-751029 ODISHA, INDIA** |

**1.0 TENDER PARTICULARS AND SCHEDULE:**

1. **First Date of Availability of : 13.12.2022**

**Bidding Document in the website**

1. **Last Date of Submission of Bids : 12.01.2023 up to 4:00 P.M**
2. **Technical Bid Opening Date : 13.01.2023 at 4:00 P.M**
3. **Price Bid Opening : To be intimated to eligible bidders after evaluation of Technical Bid.**
4. **Tender fee (Non-Refundable) : Rs. 1000/- (**Rupees One Thousand only) in the form of a DD/Pay Order favouring **The Principal, College of Engineering and Technology** payable at **Bhubaneswar**.
5. **Earnest Money Deposit :** The Bidder shall submit their tender along **with EMD of Rs. 3,000/-**. EMD should be in the form of Demand Draft/Banker’s Cheque/Bank Guarantee favoring: **The Principal, College of Engineering and Technology,** payable at Bhubaneswar. This Bank Guarantee should be valid for Bid Validity period mentioned in **Clause 1 under SECTION** II.
6. **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.: -Mahalaxmi Vihar,

Bhubaneswar -751029, Odisha

1. **Address for communication : Officer on Special Duty**

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

(Formerly College of Engineering & Technology, Bhubaneswar),

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

Bhubaneswar -751029, Odisha

**INVITATION FOR BIDS (IFB)**

Sub: Officer on Special Duty, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Bhubaneswar invites Sealed tenders from Registered Printing Press / Suppliers /Authorized Dealers /Authorized Distributors for supply and printing of **“****Multi-coloured Corporate Identity Cards with 16mm Multicolor Lanyards”** to the Academic Section, OUTR, Techno Campus, Mahalaxmi Vihar, Bhubaneswar – 751029, Orissa.

Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website of the College www.cet.edu.in**

1. **Eligibility of Tenderer and General Instructions:**
   1. **Eligibility:**

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

* + 1. The tenderer should preferably be a registered Printing Press / Suppliers /Authorized Dealers for printing and supplying Multi-coloured Corporate Identity Cards with 16mm Multicolor Lanyards, who should provide the documents relating to their **printing & supply capabilities** as follows.

1. The Company should be registered with Excise Department and Sales Tax Department.
2. The company must have cleared Sales Tax and Income Tax payment up to date. Attested copies of Sales Tax Clearance Certificate or non-assessment certificate from the concerned Sales 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 PAN with GST Number must be enclosed along with the Tender documents.
   1. **General Instructions:**

**The selection for procurement of Identity Cards will be based on quality and performance along with cost. In this context decision of technical committee is final based on documentary evidence or actual physical verification.**

Submission of more than one bid by a particular tenderer under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenderer/s would be rejected or the contract will be cancelled.

The tender should be mentioned in the tender paper, the location of its service centre should be nearest to Bhubaneswar, Odisha.

All offers should be in mentioned in English and the price quoted for each item should be firm.

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.

Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.

Request from tenderer 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.

Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work of the cost thereof.

Should a tenderer find 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.

This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.

Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.

Submission of sealed bid will carry with the implication that the tenderer agrees to abide by the conditions laid down in the detailed particulars of the bid notice.

Conditional offers and offers qualified by vague and indefinite expression, as ‘subject to immediate acceptance’ ‘subject to prior sale’, etc. will not be considered.

While tenders are under consideration, tenderers 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.

The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the tenderers either in writing or through personal contact as may be necessary.

The tenderer will not be permitted to change the substance of his offer after the tenders have been opened.

In the event of non-compliance with this provision, the tenderer is liable to be disqualified.

The University requires around 3,000 Identity Cards; however, this number may vary during placing the order.

* 1. **Procedure for Submission of Tenders:**

The Tenderers must submit their bids as required in two parts in separate sealed covers prominently superscribed as Part-I “Technical Bid” and Part-II “Price Bid” and also indicating on each of the covers the “Tender call Notice Number & Date for supply and printing of Multi-coloured Corporate Identity Cards with 16mm Multicolor Lanyards”. These two bids (technical and price bids) are placed inside a third envelope and superscibed as “Tender call Notice Number & Date for supply and printing of Multi-coloured Corporate Identity Cards with 16mm Multicolor Lanyards” and submit by Registered Post/Speed Post only to Officer on Special Duty, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Techno Campus, MahalaxmiVihar, Bhubaneswar-751029.

**Documents to be submitted with Part-I (Technical Bid)**

All the documents in support of the following information should be submitted with the technical bid and the content of submission of documents in Annexure-I should also to be submitted.

* 1. Copy of Firm Registration Certificate from the competent authorities,
  2. Sale Tax / GST certificate,
  3. Income Tax Clearance,
  4. PAN Card copy,
  5. Details of technical specifications, leaflet, etc.
  6. Authorization certificate from Manufacturer in case of Dealer,
  7. Demand drafts towards EMD
  8. DD towards cost of Tender document
  9. Sample identity card
  10. Client list in support of printing of identity cards of any organization or educational institution, preferably government degree level engineering institutions,
  11. RBI license for printing press, if any.
  12. Documents in support of Turn over for last three years i.e., 2019-20, 2020-21 and 2021-2022 (certified by the Chartered Accountant)
  13. Any other document in support of tenderer with regard to the capability of printing and supply of identity cards.

The DDs should be drawn in favour of Principal, College of Engineering & Technology, Bhubaneswar at any Nationalized Bank payable at Bhubaneswar. The sample identity card is to be submitted with signature and official seal of the tenderer.

**Part-II (Price Bid)**

All indications of price shall be given in Part-II (Price Bid) in the prescribed format.

1. Both sealed covers Part-I “Technical Bid” and Part-II “Price Bid” should be placed in a third cover and sealed. The sealed cover containing tender documents as per procedure indicated above should be submitted to the Officer on Special Duty, ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Techno Campus, MahalaxmiVihar, Bhubaneswar-751029 by Registered Post/Speed Post within the due date and time as stipulated in Tender. The sealed envelope must show the name of the tenderer and his address and should be superscribed as “Tender for supply and printing of Multi-coloured Corporate Identity Cards with 16mm Multicolor Lanyards to the Academic Section” on the top of the envelope.
2. All the documents submitted must be in the papers showing signature of the tenderer and printed official name of the tenderer on official seal.
3. 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.
4. **Inspection:**

The sample Identity card shall be inspected for completeness, quality, and state of physical condition and performance as per quoted specification.

1. **Requirements by Tender after Supply:**
   1. **Supply:**

The material would be delivered by the supplier at ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH, Techno Campus, MahalaxmiVihar, Bhubaneswar-751029, Odisha at their own cost.

The items should be supplied directly from the manufacturing terminal having passed all tests successfully with Certifications as required.

In case, articles are found damaged or lost or missing 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.

The articles ordered must be supplied in one lot within 2 (two) weeks of placing of the order.

OUTR reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days’ notice.

Any increase in tax and duties after expiry of delivery period will be borne by the supplier.

In case the items supplied by the supplier are found not up to the specification shall be rejected.

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.

All taxes, levies, surcharges etc. should be paid and borne by the tenderer.

1. **Financial Terms:**
   1. **EMD**

The tenderer has to submit a Demand Draft / Banker’s Cheque / Pay order of Rs. 3,000/- (rupees three thousand only) **in favour of Principal, College of Engineering and Technology, Bhubaneswar** payable at Bhubaneswar in any Nationalised Bank towards EMD.

There will be no interest paid to the tenderer 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 tenderers will be refunded as soon as possible after the tenders are finalized.

* 1. **PRICES:**

Price quoted should be **F.O.R.** ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH **only. Tax components as applicable should be mentioned clearly in the financial bid.**

Price should be quoted for unit item. Purchase order will be placed as a single lot.

* 1. **Sales Tax Concession:**

Central Sales Tax Concession is to be availed on production of the required certificates applicable to Educational Institution.

* 1. **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 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.

* 1. In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful compliance as per purchase order.
  2. **Penalty:**

If the delivery is not carried out in time as specified in other part of the tender document, the tenderer/manufacturer will be charged @ 1 % (one per cent) per week of the total value as per purchase order.

* 1. **Rate Contract with DGS&D or any other Government Organisation:**

In case the tenderer 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.

1. **Technical Specifications:**

The technical specifications of the identity cards are as follows:

|  |  |
| --- | --- |
| **Sl. No.** | **Technical Specifications of the Identity Cards for Students** |
| 1. | **Outer Size:**58mm× 89mm  **Card Size:** 54mm × 58mm  PVC Corporate Identity Card with 16mm Multicolor Lanyards |

1. **Solving Disputes:**

OUTR, the tenderer 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.***

(in the letter head of the bidder)

**Annexure-I**

**Copy of the signed (by the tenderer) documents to be submitted along with the technical bid, DDs, sample identity card are to be submitted in original.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the documents | Submitted ‘yes” or “No” | Page no. (if yes) |
| 1 | Copy of Firm Registration Certificate from the competent authorities, |  |  |
| 2 | Sale Tax / GST certificate |  |  |
| 3 | Income Tax Clearance |  |  |
| 4 | PAN Card copy |  |  |
| 5 | Details of technical specifications, leaflet, etc |  |  |
| 6 | Authorization certificate from Manufacturer in case of Dealer |  |  |
| 7 | Demand drafts towards EMD |  |  |
| 8 | DD towards cost of Tender document |  |  |
| 9 | Sample identity card (signed and sealed) |  |  |
| 10 | Client list in support of printing of identity cards of any organization or educational institution, preferably government degree level engineering institutions |  |  |
| 11 | RBI license for printing press, if any. |  |  |
| 12 | Documents in support of Turn over for last three years i.e. 2018-19, 2019-20 and 2020-21 (certified by the Chartered Accountant) |  |  |
| 13 | Any other document in support of tenderer with regard to the capability of printing and supply of identity cards. |  |  |

Date;

Place: Signature of the authorized person & seal

**Part - I**

(in the letter head of the bidder)

**TECHNICAL BID**

1. Name of the Firm :
2. Official Address :
3. Contact person with designation :
4. Contact Info: e-mail :

Mobile no. :

1. Tender paper cost deposited : Yes /No (tick one)

If yes, give details :

1. EMD deposited : Yes/ No (tick one)

If yes, give details :

1. Registration of the firm :
2. Tax Clearance up to :

Name of the document(s) submitted :

1. TIN/PAN :

GST/GSTIN as applicable

1. Manufacturer’s Authorization :
2. Any other document etc. submitted :

Date;

Place: Signature of the authorized person & seal

**Annexure-II**

(in the letter head of the bidder)

**PRICE BID**

1. Name of the Firm :
2. Official Address :
3. Contact person with designation :
4. Contact Info: e-mail :

Mobile no. :

1. Tax Clearance up to :
2. TIN/PAN :
3. Technical Specifications of Identity Card :

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Technical Specifications of the Identity Cards for Students** | **Quantity** | **Rate per Unit item in Rs.** |
| 1. | **Outer Size:**58mm× 89mm  **Card Size:** 54mm × 58mm  PVC Corporate Identity Card with 16mm Multicolor Lanyards | ~3,000 (approx.) |  |

Date;

Place: Signature of the authorized person & seal