

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

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No. 3216/OUTR, Dated: 11.10.2023

**SHORT TENDER CALL NOTICE**

Sealed tenders are invited from reputed original firms/Agencies for the supply of Folder for Certificates in Examination Section, OUTR. The sealed tender will be received by speed post/ registered post/courier. **No hand delivery will be accepted. The authority will not be held responsible for any postal delay.** Tender received after the scheduled date and time will not be accepted. The date of opening the various tenders is mentioned in the respective tender document, which will be opened in the office of the Registrar, Odisha University of Technology and Research, Bhubaneswar in the presence of bidders and/or their nominees. **The last date of tender submission is 20.10.2023 at 3:00 P.M.** The tender bid documents with details of terms and conditions are to be downloaded from the University Website: [www.outr.ac.in](http://www.outr.ac.in).

The authority reserves the right to reject/cancel the tenders in whole or in part without assigning any reason thereof.

**REGISTRAR**

BID Ref No. 3216/OUTR Date: 11.10.2023

**BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE**

**Printing and Supply of Certificate Folder for the Academic Session 2021-22 & 2022-23.**

**Examination Section,OUTR**



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**  
Techno Campus, P.O.: Mahalaxmivihar,  
BHUBANESWAR -751029, INDIA

## INVITATION FOR BIDS

**Registrar, Odisha University of Technology and Research, Bhubaneswar** invite sealed bids from eligible bidders for **Printing & Supply of Degree Certificate Folder to the Examinations Section,OUTR.**

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

Particulars about submission of bidding document are as follows:

- |     |   |   |
|-----|---|---|
| (a) | Price of bidding document<br>(non-refundable)                 | : Rs. 2000/-  |
| (b) | EMD   | : Rs 5000/-   |
| (c) | First date of availability of Bidding Document in the website | : 10/10/2023  |
| (d) | Last date and time for submission of bids                     | : 20/10/2023 at 03.00 P.M.  |
| (e) | Time and date of opening of Technical bids                    | : 20/10/2023 at 04.00 P.M.  |
| (f) | Time and date of opening of financial bids                    | : 20/10/2023 at 05.00P.M.   |
| (g) | Place of opening of bids :                                    | <b>Office of the Registrar<br/>Odisha University of Technology and Research<br/>Techno-Campus, Ghatikia, MahalaxmiVihar,<br/>Bhubaneswar-751029</b> |
| (g) | Address for communication :                                   | <b>Registrar<br/>Odisha University of Technology and Research<br/>Techno-Campus, Ghatikia, MahalaxmiVihar,<br/>Bhubaneswar-751029</b>               |

## **1. Eligibility of bidder and General Instructions:**

### **1.1 Eligibility Criteria:**

- a) The bidder must be a reputed Printing firm/Supplier.
- b) The bidder must provide evidence of successful execution of supply orders of similar order.
- c) The bidder must have GSTIN No. and Income Tax payment up-to- date. Attested copies of GSTIN Certificate, GST clearance or non-assessment certificate from the concerned Authority valid up-to-date and attested copy of Income Tax Clearance Certificate( Tax paid copy) or non-assessment certificate, as the case may be, from the competent authority, PAN Number must be enclosed along with the Tender documents.

### **1.2 General Instructions:**

- a) The selection for procurement of Certificate folders 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.
- b) The tenders will be opened on **20.10.2023** at 4:00PM in presence of the bidders or their authorized representatives. Authorized representatives will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.
- c) Submission of more than one bid by a particular bidder under different names is strictly prohibited. In case it is discovered later on that, this condition is violated, all the tenders submitted by such tenders would be rejected or contract cancelled and earnest money deposited will be forfeited.
- d) All offers should be typed or printed clearly in English and the price quoted for each item should be firm.
- e) Delivery period & conditions, etc. are also to be clearly indicated.
- f) 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.
- g) Submitted tender forms with overwriting or erased on illegible specifications and rates will be rejected.
- h) 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.
- i) Bidder shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work or the cost thereof.

- j) Should a bidder 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 bidder to ask for time beyond the due date fixed for receipt of tenders.
- k) The bidder must also specify minimum and maximum time to replace in the event of a any supplied items is found defective on damaged failing which penalty will be imposed.
- l) Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
- m) 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.
- n) Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance', 'subject to prior sale', etc. will not be considered.
- o) While tenders 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.
- p) The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.
- q) The bidder will not be permitted to change the substance of his offer after the tenders have been opened.
- r) In the event of non-compliance with these conditions, 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 superscribed 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, GSTIN certificate, Income Tax Clearance, PAN Card copy, 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 Demand Draft drawn in favour of **Registrar, Odisha University of Technology and Research, Bhubaneswar at any Nationalized Bank payable at Bhubaneswar**), others requisite supporting documents etc. and sealed.

**c)** The sealed cover containing tender documents as per procedure indicated above should be submitted only by **Speed post / Registered Post/Courier** addressed to the **Registrar, Odisha University of Technology and Research, Techno-campus, P.O.:Mahalaxmivihar, Bhubaneswar-751029, Odisha** within the due date and time as stipulated in Tender. No hand 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 of Degree Certificate Folder”** on the top of the envelope.

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

**e)** 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.

## **2. Requirements by Bidder before Supply:**

### **2.1 Packaging:**

All the Degree Certificate Folder 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 delivery at OUTR without any extra cost. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful delivery of materials.

### **2.2 Inspection:**

All Degree Certificate Folder shall be inspected and tested for completeness, quality, cleanliness and state of physical condition as per quoted specification.

OUTR reserves the right to reject the supply orders if it does not comply with the standards and specifications requirement of OUTR.

### **3.1 Supply:**

- a) 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 lodging the complaint.

- b) The articles ordered must be supplied in one lot within a **15 days** of placing of the purchase order.
- c) In case of delay in delivery a penalty of 1% (one per cent) per week shall be levied.
- d) OUTF reserves the right to procure the materials from alternative sources at the risk and cost of the successful bidder giving 15 days' notice.
- e) Any increase in tax and duties after expiry of delivery period will be to the seller's account.
- f) The items supplied by the supplier, if found not up to the specification shall be rejected.
- g) 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.
- h) The material shall be delivered at OUTF site at the cost of the bidder/tenderer.
- i) All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the bidder.

#### **4. Financial Terms:**

##### **4.1 EMD Amount: Rs. 5,000/-**

- a) The bidder has to submit a Demand Draft/Banker's Cheque/Pay Order in favor of **Registrar, Odisha University of Technology and Research**, payable at **Bhubaneswar** in any Nationalized Bank towards EMD. Without EMD the tender will be summarily rejected.
- b) No interest will be paid to the bidder towards EMD of Rs. 5,000/-.
- c) EMD in cash or any other forms will not be accepted.
- d) No request for adjustment of claims, if any, will be accepted.
- e) The EMD of unsuccessful bidders will be refunded after the tenders are finalized and order is issued.

#### **5. Performance Security Deposit**

In case of successful Bidder **EMD** will be kept as **Performance Security Deposit** and will be **refunded after receipt the materials at the University in good condition and requisite specifications as specified in the Technical Bid.**

#### **6. Prices:**

- a) Price quoted should be **FOR Odisha University of Technology and Research, Bhubaneswar only**. Tax components as applicable should be mentioned clearly in the financial bid.
- b) Purchase order will be placed as a single lot.
- c) Price quoted should include GST.

**7. GST Concession:**

GST Concession if any is to be availed on production of the required certificates applicable to Educational Institution.

**8. Discount:**

- a) 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.
- b) The rate of discount or any other Institutional benefit arising out of Govt. Policy etc., may also be indicated in the bid specifically.

**9. Payments:**

Payment of 100 percent of the ordered value will be made after delivery at the University and issue of Certificate issued by the Competent Authority regarding good condition requisite quality and specifications.

**10. Penalty:**

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

**11. Instruction to the Bidder:**

- a) Technical Offer and Price Bids should be separately given in two sealed covers.
- b) Each cover should be earmarked as to know the contents within as either ***“Technical Offer” or “Price Offer”***.
- c) Both these covers should be placed in a third cover super scribed as ***“Tender for Degree Certificate Folder”***.
- d) Include the printed catalogue and price list if any for each of the equipment quoted.

**12. Solving Disputes:**

- a) OTR, 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.
- b) All disputes arising out of the contract shall be referred to courts under the jurisdiction of the Bhubaneswar court only.

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***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.”**

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**13. Technical Specifications:**

Following are the minimum specifications of the in the Certificate Folder.

- a) Leather folder file –  
Size-Height -13’, Width -10’ (With printing).
- b) Outside material leatherite pu 90 GSM.
- c) Inner side nonwomen material 80 GSM.
- d) Inner two side pocket (A/4 Size 9.5’ x 8’).

**Details of Material**

<b>Sl. No.</b>	<b>Detail of the Materials</b>	<b>Quantity</b>	<b>Specifications</b>
01	Degree Certificate Folder	2100 Nos	a) Leather folder file – Size-Height -13’, Width -10’ (With printing). b) Outside material leatherite pu 90 GSM. c) Inner side nonwomen material 80 GSM. d) Inner two side pocket (A/4 Size 9.5’ x 8’ ).

**Odisha University of Technology and Research,  
Examination Sections  
Techno Campus, P.O.:Mahalaxmivihar  
Bhubaneswar, Pin-751029  
Email: registrsr@outr.ac.in**

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**TECHNICAL BID**

(To be enclosed in separate sealed cover)

Name and address of the bidder:

Note: DDs for EMD and Tender document fee should be enclosed with this bid separately as mentioned in para 5.1 of tender paper

1. Name of the bidder
  - a) Full postal address
  - b) Full address of the premises
  - c) Telegraphic address
  - d) Telephone number
  - e) Fax number
2. Total Annual turn-over (value in Rupees) (Previous year)

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

3. Past supply details for 3 years if any (Attach proof)
4. Whether similar job work undertaken in the past, if so details.
5. Specification of the degree certificate folder to be supplied:-

Detail of Material	Specification	Make/Brand
Degree Certificate Folder	a) Leather folder file – Size-Height -13’, Width -10’ (With printing). b) Outside material leatherite pu 90 GSM. c) Inner side nonwoven material 80 GSM. d) Inner two side pocket (A/4 Size 9.5’ x 8’ ).	

6. GSTIN No.

**Signature and seal of the bidder**

**Odisha University of Technology and Research,  
Examinaiton Sections  
Techno Campus, P.O.: Mahalaxmivihar  
Bhubaneswar, Pin-751029  
Email: registrsr@outr.ac.in**

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(To be enclosed in separate sealed cover)

**FINANCIAL BID**

**Table:- 1**

Sl. No	Name of Equipment & Details	Make / Model	Quantity Required	Unit Cost	Total cost	GST	Total amount
1	Degree Certificate Folder		2100				
“(A)” Total Amount							

**Signature and seal of the bidder**

**PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING**

To  
The Registrar,  
OUTR, Bhubaneswar

**Sub: Supply, delivery, of Degree Certificate Folder ”.**

Sir / Madam,

Having examined the conditions of contract and specifications including agenda, I/we, the undersigned, offer to undertake Supply of above mentioned items at University of Examinations Section, OUTR, Bhubaneswar, in conformity with the specifications, terms & conditions of Tender.

i. 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 tender conditions.

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

ii. I/We hereby submit the earnest money of [INR.....] for the Tender for the above mentioned work in the form of demand draft.

iii. 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.

iv. 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.....

Enclosures :