

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

No. 3370 /OUTR , Dated: 31/10/2023

SHORT TENDER CALL NOTICE

Sealed tenders are invited from the printers/Agencies for the supply of Identity Cards to the Academic 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 15.11.2023 at 4:00 P.M.** The tender bid documents with details of terms and conditions are to be downloaded from the University Website: www.outr.ac.in.

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

Sd/-

REGISTRAR

BID No. 3370 /OUTR, Dated: 31 /10/2023

BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE

Printing and Supply of Identity Cards to the Academic Section.

Academic 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 Identity Cards to the Academic Section, OTR.**

Interested eligible Bidders may obtain detail information and list of items with technical specifications from the University website www.outr.ac.in

Particulars about submission of bidding document are as follows:

- (a) Price of bidding document (Non-refundable) : **Rs.500/-**(in shape of DD drawn in any nationalized bank in favour of the Registrar, OTR payable at Bhubaneswar)
- (b) EMD : **Rs.2000/-**(in shape of DD drawn in any nationalized bank in favour of the Registrar, OTR payable at Bhubaneswar)
- (c) First date of availability of Bidding Document in the website : **31/10/2023**
- (d) Last date and time for submission of bids : **15/11/2023 at 04:00 PM**
- (e) Time and date of opening of bids : **16/11/2023 at 011.00am**
- (f) Place of opening of bids : **Office of the Registrar,
Odisha University of Technology and Research,
Techno-Campus, Ghatikia, Mahalxmi Vihar,
Bhubaneswar – 751 029**
- (g) Address for Communication : **Registrar,
Odisha University of Technology and Research,
Techno-Campus, Ghatikia, Mahalxmi Vihar,
Bhubaneswar – 751 029**

1. Eligibility of bidder and General Instructions:

1.1 Eligibility Criteria:

- a) The bidder must be a printing firm/agencies doing similar work.
- b) The bidder must have the willingness for providing required no's of Identity cards as needed.
- c) The bidder must provide evidence of successful execution of supply orders for similar work.
- d) 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, up-to-date and/or PAN Number must be enclosed along with the Tender documents.

1.2 General Instructions:

- a) The selection for printing and supply of the Identity cards will be based on quality and along with cost. In this context decision of committee is final based on documentary evidence or actual physical verification.
- b) The designs are to be made by the bidders. The University will approve the design(s) on which the Identity cards with student's variable data will be printed.
- c) The tenders will be opened on **16.11.2023** at **11.0am** 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.
- d) 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.
- e) The bidders should mention the location of its sub-centre / firm nearest to Bhubaneswar in their tender paper.
- f) All offers should be typed or printed clearly in English and the price quoted for each item should be firm.
- g) Delivery period and conditions, etc. are also to be clearly indicated.
- h) 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.

- i) Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.
- j) 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.
- k) 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.
- l) 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.
- m) Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
- n) 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.
- o) Conditional offers and offers qualified by vague and indefinite expression, as 'subject to immediate acceptance', 'subject to prior sale', etc. will not be considered.
- p) 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.
- q) 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.
- r) The bidder will not be permitted to change the substance of his offer after the tenders have been opened.
- s) In the event of non-compliance with these conditions, the bidder is liable to be disqualified.
- t) The total estimated cost for the entire work is within Rs.2.0lakhs.

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, GSTIN certificate, Income Tax Clearance, PAN Card copy, list of clients** should be submitted. **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.:Mahalaxmi vihar, 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 Identity Cards”** 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 Identity Cards are to be suitably protected, covered in water–proof packing to prevent damage or deterioration during transit. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful delivery of the materials.

2.2 Inspection:

All Identity cards shall be counted, checked for printing, cleanliness and state of physical condition of as per quoted specification.

OUTR reserves the right to reject any deviation in printing and visibility as per the our tender specifications.

3. Requirements to be fulfilled by Bidder after Supply:

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 **15days** of placing of the purchase order.
- c) In case of delay in delivery or, a penalty of 1% (one per cent) per week shall be levied.
- d) OUTR reserves the right to procure the materials from alternative sources at the risk and cost of the successful bidder giving 15 days' notice in case of breach of any conditions of the contract.
- e) Any increase in tax and duties after expiry of delivery period will be to the bidder'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 materials shall be delivered at OUTR at the cost of the bidder/tenderer.
- i) All taxes, levies, surcharges including insurance should be paid and handled by the bidder.

4. Financial Terms:

4.1 EMD Amount: Rs. 2000/-

- a) The bidder has to submit Demand Draft/Banker's Cheque/Pay Order for Rs.2000/- 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.2000/-.
- 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 of the materials at the University in the good condition and requisite quality and 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) Price should be quoted for unit item; however, the actual requirements may be more. (A bidder may propose to give discounts if any for purchase of more than one unit of a particular item.)
- c) Purchase order will be placed as a single lot.
- d) The period of validity of the offer price should be 90 days from the date of opening of the bid.

7. GST Concession:

GST Concession if any is to be availed on production of the required Identity cards 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) As such we are availing price discount for purchase of equipment/instruments.
- c) 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.

9. Payments:

Payment of 100 percent of the ordered value will be made after successful deliver at the University and issue of certification issued by the Competent Authority regarding good condition, requisite quality and specification.

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 different 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 Identity Cards”***.
- d) Include the printed catalogue and price list, if any, for the item to be supplied.

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.

The above terms and conditions except those otherwise agreed upon, shall form a part of the Work 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 OTR authority has all rights to accept/reject any tender without assigning any reasons thereof.”

13. Technical Specifications:

- Holder:** Box type with 70 x 110 mm Blue coloured body front & back transparent plastic.
- Card:** Id Card size – 54 x 86 mm; minimum 250 micron thick two side printed.
- Lanyard:** Different coloured lanyard fix type with the University name and logo printed on all sides. 16mm wide lanyard with 36inch long.

Identity Cards

Sl. No.	Specification of Identity Cards	Quantity (Approx)
1	Holder: Box type with 70 x 110 mm Blue coloured body front & back transparent plastic. Card: Id Card size – 54 x 86 mm; minimum 250 micron thick two side printed. Lanyard: Multicoloured lanyard fix type with the University name and logo printed on all sides. 16mm wide lanyard with 36inch long.	2650 Nos.

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

TECHNICAL BID

(To be enclosed in separate sealed cover)

Name and address of the bidder:

Note: A DD for EMD and Tender document fee should be enclosed with this bid separately as mentioned in para 4.1 of tender paper

1. Name of the bidder
 - a) Full postal address
 - b) Full address of the premises
 - c) E-mail
 - d) Mobile 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. The firm should submit enough proof regarding possession of all specifications /features enlisted in para 13 for supply of the Identity cards.

GSTIN No.

Signature and seal of the bidder

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

(To be enclosed in separate sealed cover)

FINANCIAL BID

Table : 1

Sl. No	Detail Specification of the Identity cards	Quantity Required	Unit Cost	Total cost	GST	Total amount
1	Holder: Box type with 70 x 110 mm Blue coloured body front & back transparent plastic. Card: Id Card size – 54 x 86 mm; 250 micron thick two side printed. Lanyard: Multicoloured lanyard fix type with the University name and logo printed on all sides. 16mm wide lanyard with 36inch long.	2650				

Signature and seal of the bidder

PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING

To
The Registrar,
OUTR, Bhubaneswar

Sub: Supply & delivery of Identity Cards.

Sir / Madam,

Having examined the conditions of contract and specifications including agenda, I/we, the undersigned, offer to undertake supply & delivery of the Identity cards at Academic 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 violated 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...2000/-] 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 :