## Bid Ref. No.: 3306 /OUTR, Date: 18/10/2023

**BID PARTICULARS AND INSTRUCTIONS OF TENDER NOTICE**

# SUPPLY OF DRESSES (Jacket and Uttariya)

# FOR CONVOCATION OF O.U.T.R., BHUBANESWAR



**Odisha University of Technology and Research (OUTR)**

**Techno Campus, Mahalaxmi Vihar, Ghatikia,**

**Bhubaneswar-751029**

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**Newspaper Advertisement**

## Tender Notice: Odisha University of Technology and Research, Bhubaneswar.

|  |
| --- |
| **OUTR, BHUBANESWAR** |
| **Bid Ref. No.:** **3306/OUTR, Date: 18/10/2023****Open Tenders in Double Bid System are hereby invited from reputed Registered Firms / Manufacturing Agencies / Authorised Dealers / Suppliers / Contractors** for supplying the following items for **OUTR, BHUBANESWAR.** **“Supply of Dresses (Jacket and Uttariya) for Convocation of O.U.T.R., BHUBANESWAR”** |
| Tender Schedules can be downloaded from OUTR, Bhubaneswar website from Dt 19/10/2023 onwards. Bidders need to submit hard copy with relevant documents attested by self.**The last date for submission of tenders is Dt 02/11/2023 up to 4:00 P.M.**For Further Details regarding Tender notification & specifications, please visit www.outr.ac.in.**Date: 19/10/2023****OUTR, BHUBANESWAR** |

**Time Schedule of various tender related events**

## [For Supply Dresses (Jacket and Uttariya) for Convocation of OUTR, BHUBANESWAR]

|  |  |
| --- | --- |
| Starting Date of Bid Document downloading | Date: 19/10/2023 |
| Last date of Bid Document downloading | Date: 01/11/2023 |
| **Last Date and Time for the receipt of Bids** | **Date: 02/11/2023, 4:00 PM** |
|  Technical Bid Opening Date/Time | Date: 03/11/2023, 11:00 AM |
| Deposit of sample Dresses at OUTR | Date: 03/11/2023, 11 AM |
|  Financial Bid Opening Date/Time | Date: 04/11/2023, 11 AM |
| Contact Person | Prof. Sangram Mohanty, OUTR, BHUBANESWAR. |
| Mobile Number | 9338202668 |

Signature of the Bidder with stamp

## CLARIFICATIONS

Queries, if any, can be made through e-mail only to **registrar@outr.ac.in** on or before Date: 02/11/2023 Queries received via any mode other than e-mail id mentioned above shall not be entertained. The queries should only be sent in the following format on the official letter head of the company.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Page No. (Tender Ref.)** | **Clause (Tender Ref.)** | **Description (Tender Ref.)** | **Query** |
|  |  |  |  |  |

If there is any addendum/corrigendum related to tender, it shall only be published on **OUTR, BHUBANESWAR** website (www.outr.ac.in). The Bidders are advised to check the website of **OUTR, BHUBANESWAR** regularly. No other mode of notice will be given.

The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made, if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued, if any, during pre-bid meeting in their bid. If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

## The Technical Bid along with relevant documents should be attached with original EMD and Tender processing fee. Physical submission of Price bid only shall be considered.

**-Sd/-**

**REGISTRAR**

 **OUTR, BHUBANESWAR**

For any clarification and further details on the above tender, please contact. Mobile Number: 9338202668

Also Contact,

For Technical queries : sangramm@gmail.com

For Non-Technical queries : registrar@outr.ac.in

## BID

**Bid Ref. No.: 3306/OUTR, Date: 18/10/2023**

**Subject:** Tender for “Supply of Dresses (Jacket and Uttariya) for Convocation of **OUTR, BHUBANESWAR**”.

Sir/Madam,

Open Tenders are invited from the reputed Registered Firms / Manufacturing Agencies / Authorised Dealers / Suppliers dealing with Jacket and Uttariya Manufacturing / Supplying business. The details of bidding conditions and other terms can be downloaded from the web-site of **OUTR, BHUBANESWAR**, www.outr.ac.in.

The attested copies of all the documents of Technical bid, signed undertaking of Bidder should be submitted in the mode of speed post/courier to the **Registrar**, **OUTR, BHUBANESWAR**, on or before **Date: 02/11/2023, 4:00 PM.**

The participating Bidder/s shall have to pay tender processing fee (non-refundable) and EMD for the amounts specified in the Statement related to bids, in the form of DD drawn on any Nationalised Bank in favour of the **Registrar**, **OUTR, BHUBANESWAR and payable at Bhubaneswar**.

Further, the Successful Bidder shall furnish a part of a bid as Performance Guarantee specified in the Statement related to bids, to be paid in the form of PBG from any Nationalised Bank as mentioned in the Tender Schedule.

OUTR, Bhubaneswar, will not accept the tenders from black listed companies or undependable suppliers, whose past performance was found poor due to delayed and/or erratic supplies and those with frequent product failures, and also against whom there have been adverse reports of sub-standard quality/poor services, as defined in the other parts of the bidding documents.

For any clarification and further details of the above tender, please contact.

Mobile Number: 9338202668

Also Contact,

For Technical queries: sangramm@gmail.com

For Non-Technical queries: registrar@outr.ac.in

Signature of the Bidder with stamp

## STATEMENT RELATED TO BIDS

|  |  |
| --- | --- |
| Bid Document Fee/ Tender processing Fee (Non-refundable) | Rs. 4000/- (Rupees Four Thousand only) by way of DD from any Nationalized bank drawn in favour of the **REGISTRAR**, **OUTR, BHUBANESWAR**, Payable at**BHUBANESWAR**. |
| EMD | Rs. 16,000/- (Rupees Sixteen Thousand Only) by way of DD from any Nationalized bank drawn in favour of the **REGISTRAR**, **OUTR, BHUBANESWAR**, Payable at **BHUBANESWAR**. |
| Estimated Contract Value | Rs 8,00,000/- (Rupees Eight Lakhs only) |
| Bid Validity Period | 90 days from the date of opening of Financial bid |
| EMD Validity Period | 90 days from the date of opening of Financial bid |
| Period of furnishing Performance Guarantee | Within 7 days from date of receipt of LOA |
| Performance Guarantee Value | 5% on the work order value (in the form of PBG) |
| Performance Guarantee Validity Period | Two Months from the date of supply |
| Period for signing the order of acceptance | Within Seven days from date of issue of Letter of Offer and Acceptance |

Signature of the Bidder with stamp

##  TENDER SCHEDULE

**PREMEABLE:**

The Odisha University of Technology and Research, (Formerly CET), Bhubaneswar was established by the Government of Odisha in 1981 to meet the growing technical man power need in the State. It was a Constituent College of the Odisha University of Agriculture & Technology, Bhubaneswar since inception. After creation of a Technical University for Odisha State, the College has become a Constituent College of Biju Patnaik University of Technology (BPUT), Odisha with effect from 09th July, 2002 as per section-37(1) of BPUT Act, 2002. Odisha University of Technology and Research was established as a unitary University on 8th October 2021 by Skill Development and Technical Education Department, Government of Odisha.

## SUBJECT:

**Supply of Dresses (Jacket and Uttariya) for Convocation of** **O.U.T.R., BHUBANESWAR**.

## TENDER DETAILS:

1. **OVERVIEW**
	1. Bids are invited from eligible Bidders directly based on the eligibility criteria and general terms and conditions mentioned below. Interested Bidders may download the copy of the document(s) from website, i.e www.outr.ac.in.
	2. Interested Bidders are required to pay a Tender processing fee of Rs. 4,000/- (Rupees Four Thousand only) and Earnest Money Deposit (EMD) of Rs. 16,000/- (Rupees Sixteen Thousand Only) as prescribed in the Statement related to bids.
	3. Tender processing fee and EMD must be attached to the Technical Bid only and **NOT** to the Financial Bid.
	4. Bids received without EMD and Tender processing fee shall be summarily rejected.
	5. The Successful Bidder shall furnish a Performance Guarantee of an amount equivalent to 5% on work order value, in the form of bank guarantee from any Nationalized bank. Also, the Bank Guarantee shall be returned only after completion of warranty period and a satisfactory report obtained from Competent authority of OUTR, Bhubaneswar.
	6. EMD of Bidder shall be forfeited, if the Bidder withdraws or amends its bid or impairs order orated from the bid in any respect within the period of validity of its bid. Further, if the successful Bidder fails to furnish the Performance Guarantee within the specified period, his EMD shall be forfeited.
	7. In case the Bidders / Successful Bidder(s) are found in breach of any condition(s) at any stage of the tender, EMD shall be forfeited.
	8. EMD will be returned to unsuccessful Bidders without any interest whatsoever, after allotment of Letter of Award.
	9. The return of EMD to the successful Bidder shall be released only after the successful completion of the Order.

## TERMINOLOGY:

Definitions–Throughout this NIT, unless inconsistent with the subject matter or context:

* 1. **Supplier/Contractor/Vendor**–Selected Bidder under this **NIT**.
	2. **Company/Purchaser/OUTR**- Reference to the “OUTR, BHUBANESWAR”, “Company” and “Purchaser” shall be determined in same context and referred as “OUTR, BHUBANESWAR”.
	3. **Proposal/Bid**–the Bidder’s written reply or submission in response to this

## NIT

* 1. **NIT**– the request for proposal (NIT - this document) in its entirety, inclusive of any addendum that may be issued by OUTR, Bhubaneswar.

## ELIGIBILITY CRITERIA:

Following eligibility criteria required to be fulfilled by the tenderer (Scanned copies of following documents to be submitted):

1. The firm should be registered with the appropriate registration authority and should be in existence for not less than **three years** before ending last day of the month previous to the one in which applications are invited.
2. **Work Experience:** The Bidders having previous experience of successfully completed similar nature of works ending last day of the month previous to the one in which applications are invited.
	* One similar work, each costing not less than the amount equal to 50% of estimated cost put to tenders.
	* One similar work of aggregate cost not less than the amount equal to 80% of estimated cost put to tenders.
3. **Annual Financial Turnover**: Should have an average annual financial turnover of at least **30 Lakhs** during the last two years from the overall business ending March 31, 2023. (Scanned copy of audited balance sheets, profit and loss statements, a certificate issued from chartered accountant is to be submitted) and should not have incurred any loss in the last two years.
4. Registration of GST
5. Copy of Registration of firm
6. PAN (Permanent Account Number)
7. IT returns for the years 2020-21, 2021-22 & 2022-23
8. Self-declaration, declaring Bidder has not been blacklisted by a Central/ State / Local Government Organization/Academic Institution/PSU as per Annexure-V
9. The bidder must have cleared all tax payments (GST and Income Tax) up to date. Attested copy of Tax Clearance Certificate or Non–Assessment Certificate from the concerned Tax Assessing authority is to be enclosed.
10. In case of Authorised Dealer / Distributor, necessary authorisation certificate from the Manufacturer is to be enclosed.

## METHOD OF SUBMISSION OF BIDS:

* The bids should be filled in two bid formats with all the required documents as enclosures in separate sealed covers i.e. (a) Part-I Technical bid, (b) Part-II Financial bid
* Two separate sealed covers should be specifically super-scribed as **(a) ‘’Technical bid for Supply of Dresses (Jacket and Uttariya) for Convocation of OUTR, BHUBANESWAR’’** and **(b)‘’Financial bid for Supply of Dresses (Jacket and Uttariya) for Convocation of OUTR, BHUBANESWAR**’’. Both the sealed envelopes(a) and (b) are to be kept in another larger envelope, which should also be sealed and submitted. **Two drafts related to EMD and Tender cost should be enclosed in the Technical bid.**
* The larger envelope should be super-scribed with **“Quotation for Supply of Dresses (Jacket and Uttariya) for Convocation of OUTR, BHUBANESWAR”** and shall be addressed to The Tender Box, C/o Registrar, OUTR, Techno campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar-751029.

## Last date for submission of bid documents is Date: 02/11/2023 up to 4:00 PM.

* Bids received after the due date and time shall be summarily rejected.
* Incomplete bids or bids not submitted in prescribed format are liable for rejection.

## EVALUATION PROCEDURE:

* At the first stage, the Technical Bids shall be opened in the presence of Bidders, who may like to be present on **Date: 03/11/2023 at 11:00 A.M,** in Administrative section, OUTR, Techno campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar-751029.
* A Committee duly constituted by the Competent Authority of OUTR would evaluate the Technical bids submitted by the Bidders.
* The bidders are required to submit the sample of dresses with the Technical Bid document.
* The Technical Evaluation Committee may like to visit the work site to assess the feasibility of the bidder.
* Prior to detailed evaluation, the University will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification/eligibility criteria, availability of facilities and amenities as needed, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of contract etc. will be deemed to be material deviations.
* If a bid is not substantially responsive, it will be rejected by the University and may not subsequently be made responsive by the Bidder by correction of the non-conformity.
* Technical bid evaluation will be done by a Technical Evaluation Committee (TEC) constituted by OUTR. TEC will go through all the documents submitted by the bidder to do the technical evaluation. TEC will also be free to do reference checks with the client(s) of the bidder as per the details provided by the bidder. In addition, TEC may seek clarifications from the bidder. The decision of TEC will be final.
* Only those Bidders whose technical bids have been found to be substantially responsive would be evaluated.
* The Financial bids of those Bidders only shall be opened who qualified in the Technical Evaluation. The University will award the contract to the Successful Bidder, whose Financial bid is the lowest price bid among all the quoted bids. The decision of the Honourable Vice Chancellor, OUTR, Bhubaneswar is final in this regard.
* Tenders with revised / modified rates / offer after opening of the tenders shall be summarily rejected and the entire Earnest Money Deposit (EMD) submitted with the tender shall be forfeited.
* The tender is not transferable under any circumstances.
* Telegraphic, conditional or incomplete tenders shall not be accepted. Canvassing of any kind, direct or indirect, shall lead to disqualification of the Bidder.
* Institute reserves the right to reject any or all the tenders at any stage or accept them in part or reject the lowest tender without assigning any reason thereof and the decision of the Institute in this respect shall be final.
* The Institute reserves the right to cancel the tender process at any stage without assigning any reason.

## GENERAL TERMS & CONDITIONS:

* 1. The Bidders, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of the eligibility criteria; or do not submit documents that are complete and valid-shall be disqualified.
	2. In the event of increase in the taxes and levies implemented by the Government(s) during the contract period, the same shall be paid by Bidder.
	3. Validity of prices quoted in financial bids: The validity of prices quoted in the financial bid by the Bidders is for a period of 90 days from the date of opening of the financial bid.
	4. OUTR, Bhubaneswar, shall correspond only with the technically Qualified Bidders.
	5. Irrespective of the offers received or their competitiveness, the final decision on choosing a Bidder, will vest in entirety with the OUTR, Bhubaneswar.
	6. The Bidder is expected to examine all instructions, terms and specifications in the tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the Bidder’s risk and may result in the rejection of the bid.
	7. "Bidder must ensure to quote rate of each item. If any cell is left blank and no rate is quoted by the Bidder, rate of such item shall be treated as “0” (ZERO).
	8. If any stage, it is found that any of the details/documents furnished by the Bidder is false/misleading/fabricated, his/her/its bid would be liable for cancellation without intimation to the Bidder.

Signature of the Bidder with stamp

## SCOPE OF SUPPLY AND SPECIFICATIONS:

Supply of Dresses (Jacket and Uttariya) for Convocation of OUTR, Bhubaneswar.

* Jacket and Uttariya – About 1000 Numbers of various sizes as per requirement.
* Fabric woven with intricate 100% Cotton Bomkai weaving combined with compact Pasapalli Binding (ikkat) design with Twill weave.
* Yarn Count warp x weft (80 x 80) or more
* Twist per inch: 28
* Free Style of Stitching
* Decent and attractive Colour (7 Colours)
* Decent finishing
* Each Jacket size must be labelled

**Other Services**

* Item wise packing
* Free Shipping
* Best Product Price

**NOTE: FINAL PATTERN, DESIGN AND COLOUR WILL BE DECIDED BY TECHNICAL EVALUATION COMMITTEE.**

** **

**UTTARIYA SIZE: 70 INCH X 20 INCH**

**MEN' JACKET MEASURMENT CHART IN INCH**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **S/36** | **M/38** | **L/40** | **XL/42** | **2XL/44** | **3XL/46** |
| **CHEST** | 39 | 41 | 43 | 45 | 47 | 49 |
| **WAIST** | 39 | 41 | 43 | 45 | 47 | 49 |
| **LENGTH** | 25.5 | 26.5 | 27.5 | 28.5 | 29.5 | 30.5 |

**WOMEN' JACKET MEASURMENT CHART IN INCH**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **S/36** | **M/38** | **L/40** | **XL/42** | **2XL/44** | **3XL/46** |
| **CHEST** | 38 | 40 | 42 | 44 | 46 | 48 |
| **WAIST** | 36 | 37 | 39 | 41 | 43 | 45 |
| **LENGTH** | 23.5 | 24.5 | 25.5 | 26.5 | 27.5 | 28.5 |

1. **SERVICE TERMS & CONDITIONS:**
2. The supplier will be responsible for any mishap or accident during the supply of the dresses which may occur due to negligence on part of the vendor.
3. The supplier shall pay and be responsible for payment of all taxes, duties, levies, fees, costs or charges in respect of the dresses supplied to OUTR, Bhubaneswar, as part of the contract. The supplier shall indemnify and keep indemnified OUTR, Bhubaneswar, against claims in respect of above taxes, levies, duties, fees, costs, charges etc. All of the aforesaid taxes, duties, levies, fees, cost and charges shall be met by the supplier and OUTR, Bhubaneswar shall not be required to pay any additional or extra amount on account of variation of the above charges if any, till supply of dresses as per the contract to the satisfaction of OUTR, Bhubaneswar, and no extra claim on this account will be entertained in any case.

## SPECIAL TERMS & CONDITIONS:

1. Bidders are expected to substantiate their offers by providing all necessary datasheets and testimonials of previous orders and supply of dresses. Bids with commercial for all the items will be selected for subsequent process.
2. Rates quoted by Bidder in the Price bid is Inclusive of Supply, Packings and Delivery with replacement of dresses in case of any defect found on the dresses.
3. Terms and conditions of the Tender Document shall form a part of the Purchase / Work Order.

Signature of the Bidder with stamp

**SUPPLY AND PAYMENT SCHEDULE**

**DELIVERY PERIOD**: The supplier should supply the dresses within 15 (Fifteen) days from the date of issue of work order.

**FOR DELAY IN SUPPLY**: Penalty of 5% of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10% of total value of order/orders.

**ADVANCE PAYMENT**: OUTR, Bhubaneswar, will not pay any advance payment(s) against supply material or against Proforma invoice to vendor.

**WARRANTY:** The supplier will replace the dresses in case of any defect found on the dresses without any extra charges.

Signature of the Bidder with stamp

**ARBITRATION:** All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed there under and in force shall be applicable to such proceedings. The Competent Authority of OUTR, Bhubaneswar, or a person nominated by him/her shall be the sole Arbitrator.

**JURISDICTION:** The Courts of Bhubaneswar alone will have jurisdiction to try any matter / dispute or reference between the parties arising out of this agreement / contract.

## COMMENCEMENT OF WORK:

The Successful Bidder should start the work with effect from the date of commencement of agreement by mutual consent. In case, it is found that the work has not been taken up from the date of commencement of agreement, the OUTR, Bhubaneswar, at its sole discretion may cancel the work order and the Performance guarantee shall be forfeited without any further reference to the Bidder. Further, the work order will be awarded to next least quoted Bidder with the same terms and conditions.

## DISCLAIMER:

Even though adequate care has been taken in the preparation of this Tender Schedule the Bidder should satisfy himself that the Schedule is complete in all respects.

The Registrar, OUTR, Bhubaneswar reserves the right to change any or all of the provisions of this request for Proposal. Such changes would be intimated to all parties procuring this request for Proposal.

The Registrar, OUTR, Bhubaneswar reserves the right to reject any or all the Bids submitted in response to this request for Proposal at any stage without assigning any reasons whatsoever.

Signature of the Bidder with stamp

## Annexure-I

**TECHNICAL BID**

All the commercial conditions shall also be indicated in this part. Deviations, if any, to our specifications shall be brought out very clearly. Bidders shall mention point-wise confirmation with regard to technical specifications given in our Enquiry.

|  |  |  |
| --- | --- | --- |
| **S No.** | **Particulars** | **Details** |
| 1 | Bidder’s name |  |
| 2 | Registered Office and address |  |
| 3 | Working Place of the office |  |
| 4 | Year of Establishment |  |
| 5 | Type of Firm (Ownership, Partnership, Pvt Ltdor Ltd Co.) |  |
| 6 | Details of ownership (Name and Address of the Board of Director, Partners etc) |  |
| 7 | Name of the authorised signatory who is authorized to sign all the relevant documents (power of attorney, if any to be submitted) |  |
| 8 | **Contact Details** |  |
| Name of the contact person |  |
| Designation |  |
| Telephone Number (Office) |  |
| Mobile Number |  |
| E mail Id |  |
| 9 | Address for communication |  |
| 10 | **Registration Numbers:** |
| Firm Registration No. |  |
| GST No. |  |

|  |  |  |
| --- | --- | --- |
| 11 | PAN Number |  |
| 12 | Total Annual Turnover for the years | 2020-21: Rs2021-22: Rs2022-23: Rs |
| 13 | Whether Agency has been blacklisted by anyGovt or Semi-Govt. organization or any other organization? If yes, provide details | YES/NO |
| 14 | Do you accept all terms and conditions oftender document and signed the tender document? | YES/NO |
| 15 | Do you agree to supply with packing of each item and deliver at the University Campus? | YES/NO |
| 16 | No. of years of service in the field of Supplyof Dresses (Jacket and Uttariya). |  |
| 17 | Have you submitted the relevant work order(s), work completion and satisfactory certificate(s), IT returns, audited accounts statement /bank statement etc.? | YES/NO |
| 18 | DD Number, Amount and Date of the EMD submitted |  |
| 19 | DD Number, Amount and Date of the Tender Cost submitted |  |
| 19 | **Bank Particulars** |
| Account name |  |
| Type of A/C : (SB/CA/CC) |  |
| A/C No. |  |
| IFS code |  |
| Name of the Bank |  |
| Branch |  |

## Enclose all certificates in support of above statements.

Date: Authorized Signatory

Name:

Place: Designation:

Company:

Contact No.

Company Seal

**Annexure-II**

**FINANCIAL BID**

|  |
| --- |
| **Notice Inviting Tender for Supply of Dresses (Jacket and Uttariya) for Convocation of OUTR, BHUBANESWAR** |
| **Tender Id:**  |   |
| **Name of the Bidder/Bidding Firm/ Company**  |   |
|   |   |  |
| **Sl. No.** | **Item** | **Price** |
| **1** | **Basic cost of one Jacket** |  |
| **2** | **Basic cost of one Uttariya** |  |
| 3 | **Total Basic cost of (a) 1000 numbers of Jacket and (b) 1000 numbers of Uttariya**  |   |
| 4 | **GST (as applicable)**  |   |
| 5 | **Grand Total with GST (in figure)**  |   |
| 6 | **Grand Total with GST (in** **words)**  |   |

Kindly note that the details should be unambiguous and be specified clearly. Any ambiguity in the Bid may result in the rejection of the Bid.

1. The Quantity may vary depending upon the University requirement.
2. The bid should be strictly as per format prescribed.
3. Bids should conform to all the terms mentioned herein.
4. Failure to furnish all relevant information as required or submission of bid not substantially responsive to this document in every respect will be at the bidder’s risk and may result in rejection of the bid.
5. No correspondence shall be entertained in case the bid is rejected on this account.
6. Vendors are advised to study the details carefully. Submission of bid shall be deemed to have been done after careful study and examination of the details, as provided here under with full understanding of its implications.
7. The bidder cannot impose any conditions. All such bids will be rejected at the discretion of OURT.

**Name & Signature of the Supplier with Seal**

## Annexure-III

## CHECK LIST

The Bidder may use the check list below, to ensure that the tender submitted is complete in all respects.

Cover **(a)“Technical Bid”** should contain the following documents:

|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Particulars | Yes | No |
| 1 | Signed and submitted the original tender schedule downloaded from the OUTR, Bhubaneswar website. |  |  |
| 2 | Attested and submitted all the relevant hard copies |  |  |
| 3 | Crossed Demand Draft from National Bank towardsTender Processing Fee |  |  |
| 4 | Crossed Demand Draft from National Bank towards EMD |  |  |
| 5 | Experience certificates |  |  |
| 6 | Previous Work orders |  |  |
| 7 | Previous Work satisfactory certificates |  |  |
| 8 | Financial turnover certificates issued by C.A along with UDIN (as applicable) and monthly GST returns andSummary |  |  |
| 9 | List of present clients with address & phone numbers |  |  |
| 10 | All documentary proofs in support of Tie breakingProcedure |  |  |
| 11 | Latest Audited IT Returns along with computation sheets and acknowledgement copy for previous two/three years as applicable |  |  |
| 12 | Copy of Firm registration certificate |  |  |
| 13 | Copy of PAN card |  |  |
| 14 | Copy of GST registration |  |  |
| 15 | Signed undertaking by the Bidder/Agency (Declaration) |  |  |

**Note:** All the pages of the original bid document may be serially numbered and signed by the Bidder.

## Signature of the Bidder with stamp

**Annexure-IV**

**PROFORMA FOR BANK GUARANTEE**

To

WHEREAS (Name of Bidder) (herein after called" the Bidder" has submitted its BID dated (Date) for the supply of (Name of Contract and/or description of the goods) \_ (herein after called "the BID") in favour of (herein after called the "Client"); KNOW ALL MEN by these presents that we, Bank, having its Registered Office at

 (address of bank) (hereinafter called "the Bank") are bound unto (name of the Client) for the sum of Rs (Rupees only) for which payment will and truly to be made to the said Client, the Bank binds itself, its successors and assigns by these presents; Sealed with the common seal of the said Bank this day of 2023.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its BID during the period of BID validity specified in the BID Form; or Does not accept the correction of errors in accordance with the bidding documents;
2. If the Bidder having been notified of the acceptance of his BID by the Client during the period of BID validity;
	1. Fails or refuses to execute the contract, if required; or
	2. Fails or refuses to furnish the performance Guarantee or security Deposit, in accordance with of Terms and Conditions of this BID.

We undertake to pay to the Client up to the above amount upon receipt of his first written demand without the Client having to substantiate his demand, provided that in his demand the Client will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

Notwithstanding anything contained herein,

Our liability under this Bank Guarantee shall not exceed Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only).

The Bank Guarantee is valid up to and we are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before (mention period of the Guarantee as found under clause

(ii)above plus claim period)

Dated day of 20

 SEAL & SIGNATURE OF THE BANK

**Annexure-V**

## DECLARATION

(To be provided on letter head of the Bidder)

I/We do hereby certify that our firm is not blacklisted and no enquiries

/ cases are pending against us by Govt. of India / Govt. of Odisha or by any State Board Universities, since inception of the firm/company.

All the terms and conditions given in the tender draft “**for Supply of Dresses) Jacket and Uttariya) for Convocation of OUTR, Bhubaneswar**” issued by OUTR, Bhubaneswar are acceptable to us.

We also certify that the information mentioned in the submitted documents is true and complete in every respect and explicitly agree that in case at a later date it is found out by the University (OUTR, Bhubaneswar) that any details provided herein by us are incomplete/incorrect, if any, contract given to us may be summarily terminated forth with, our firm may be blacklisted, and that the Institute may also initiate any other legal/penal proceedings, as deemed fit by it.

Date: Authorized Signatory

Name:

Place: Designation:

Company : Contact No. Company Seal: