

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

TECHNO CAMPUS, GHATIKIA, P.O. MAHALAXMI VIHAR,  
BHUBANESWAR-751029

No. 3243/OUTR, Dated: 13.10.2023

## **TENDER CALL NOTICE**

Sealed tenders are invited under two bid systems from reputed original manufacturers/registered firms /Agencies for the supply installation of Laboratory Tables costing Rs 7.5 Lakhs approximately at **Electrical Engineering Department of Odisha University of Technology and Research, Bhubaneswar** . The sealed tender will be received by speed post/ registered post only. **No hand or Courier 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 tender is mentioned in the 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 upto 4:00 P.M.**The tender bid documents with details of terms and conditions may be downloaded from the University/College Website: [www.cet.edu.in](http://www.cet.edu.in) or [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.

**Sd/-  
REGISTRAR**

Bid Ref No. 3243/OUTR

Dated: 13.10.2023

**BIDDING DOCUMENTS AND INSTRUCTION TO BIDEERS FOR  
SUPPLY OF LABORATORY TABLE**

**FOR**

**ELECTRICAL ENGINEERING DEPARTMENT**



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**(A UNITARY University under the Government of Odisha)**

**Techno Campus, Mahalaxmi Vihar, Ghatikia, Bhubaneswar – 751 029**

## INVITATION FOR BIDS

**Registrar, Odisha University of Technology & Research**, Bhubaneswar invites sealed bids from eligible bidders for supply of LABORATORY TABLES AT ELECTRICAL ENGG. DEPARTMENT Interested eligible Bidders may obtain detail information and list of items with technical specifications from **the website of the UNIVERSITY** [www.cet.edu.in](http://www.cet.edu.in)/[www.outr.ac.in](http://www.outr.ac.in)

Particulars about submission of bidding document are as follows:

- (a) cost of tender document (non-refundable) : **Rs. 1000/- (service tax is included)**
- (b) First date of availability of Bidding Document in the website:
- (c) Last date and time for submission of bids: **15.11.2023 up to 4:00 PM**
- (d) Time and date of opening of technical bids: **16.11.2023 at 12.00 Noon**
- (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 Registrar  
Odisha University of Technology and  
Research, Techno-Campus, Ghatikia, Mahalaxmi Vihar,  
Bhubaneswar-751029**
- (g) Address for communication : **Registrar  
Odisha University of Technology and  
Research, Techno-Campus, Ghatikia, Mahalaxmi Vihar,  
Bhubaneswar-751029**

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

The Tender documents can be downloaded from our website [www.outr.ac.in](http://www.outr.ac.in) and the tenderer has to submit a separate draft of **Rs.1000/-(non-refundable)** towards cost of tender document along with submitted tender, otherwise the offer submitted by the tenderer will be cancelled.

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

### **1.1 Eligibility**

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

- 1.1.1** The tenderer should preferably be a reputed Original Manufacturer/Authorized Distributor, who should provide the documents relating to their **Manufacturing Capabilities/** Authorized Distributorship, as follows.

- a) The tenderer should possess valid GSTIN No.
- b) The Company should be registered with Tax Department.
- c) The turn-over of the company should be more than Rs. 10 Lakhs per annum in the last five years.
- d) 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 PAN Number and GSTIN No. must be enclosed along with the Tender documents.
- e) If the tenderer is an Authorized Distributor of a reputed manufacturer, necessary certificate to this effect from his manufacturer must be enclosed.
- f) All after sales support should be provided directly by the manufacturer only.
- g) The tenderer must have the willingness for providing comprehensive maintenance support of the items supplied by him.

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

- a) If the tenderer is an Authorized Dealer of Manufacturer, necessary certificate to this effect from his Manufacturer must be enclosed.
- b) All after sales support should be provided directly by the Manufacturer only.
- c) The tenderer must have the willingness for providing comprehensive maintenance support of the items supplied by him.
- d) The tenderer must provide evidence of successful execution of supply orders with installation and successful after sales support in reputed organizations since last 3 years.
- e) The company must have all Tax payment up to date. 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 PAN Number must be enclosed along with the Tender documents.

## 1.2 General Instructions

- a) **The selection for procurement of furniture 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) 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 contract cancelled.
- c) The tender should mention in the tender paper, the location of its service centre nearest to Bhubaneswar.
- d) All offers should be in English and the price quoted for each item should be firm.
- e) Warranty period, Delivery period and After-Sale-Service 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 or illegible specifications and rates will be rejected.
- h) Request from tenderer in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid shall not be considered. However, negotiation may be made before finalization.
- i) Tenderers shall carefully examine the bid documents and fully inform themselves of all the conditions, which may in any way affect the work on the cost thereof.
- j) 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.
- k) This, however, does not entitle the tenderer to ask for time beyond the due date fixed for receipt of tenders.
- l) The tenderer must also specify minimum time and maximum time to repair/replace in the event of a failure/ damage.
- 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 tenderer 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, 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.

- q) 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.
- r) 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.

### 1.3 Procedure for Submission of Tenders

The Tenderers 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 Cal Notice.

#### Part-I (Technical Bid)

- a) 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 **Odisha University of Technology and Research, 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 ‘**Registrar**’, **Odisha University of Technology and Research, Techno-campus, Mahalaxmi Vihar, Ghatikia, 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 tenderer and his address and should be super scribed as “**Tender for supply of Laboratory Tables** ”on the top of the envelope.
- c) All the documents submitted must be in the papers showing signature of the tenderer and printed office name of the tenderer 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.

## 2. Requirements by Tenderer before Supply

### 2.1 Packaging

All the furniture is to be suitably protected, 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.

### 2.2 Inspection

- a) 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.
- b) OUTR, Bhubaneswar reserves the right to reject any furniture if it does not comply with the specifications during site testing, installation and commissioning stage.
- c) Inspection & testing would be conducted, jointly, at various stages as applicable during unpacking, installation and commissioning of respective furniture / components at the manufacturing site.

### 2.3. Environmental Condition

- a) All the furniture supplied shall be rugged and should operate without any deviation in quality, or degradation of furniture performance. All the specification/parameters shall be guaranteed over the following environmental conditions:
- |                         |                         |
|-------------------------|-------------------------|
| * Storage Temperature   | 0 to 70 degree Celsius  |
| * Operating Temperature | 0 to 50 degree Celsius  |
| * Humidity              | 95% RH (non-condensing) |
- b) All the equipment is intended to operate under 220 V/ 440V, 50 Hz power supply.

### 3. Requirements by Tenderer after Supply

#### 3.1 Supply

- a) The material would be delivered by the supplier at **Department of Electrical Engineering, Odisha University of Technology and Research, Techno Campus, P.O. Mahalaxmi Vihar, Ghatikia, Bhubaneswar – 751029, Odisha.**
- b) The items should be supplied directly from the manufacturing terminal having passed all tests successfully with Certifications as required.
- c) The furniture should conform to the latest relevant National/International standards and shall be completed in all respect.
- d) 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 tenderer at no extra cost.
- e) 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.
- f) The articles ordered must be supplied in one lot within **4 (four) weeks** of placing of the order.
- g) OUTR, Bhubaneswar reserves the right to procure the materials from alternative sources at the risk and cost of the successful tenderer giving 15 days' notice in the event of delay in supply.
- h) Any increase in tax and duties after expiry of delivery period will be borne by the supplier.
- i) In case the items supplied by the supplier are found not up to the specification shall be rejected.
- j) 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.
- k) The furniture shall be delivered and installed at site at the cost of the tenderer.
- l) All taxes, levies, surcharges including the customs clearance and handling freight and insurance should be paid and handled by the tenderer.

#### 3.2 Installation and Commissioning:

Installation and Commissioning shall include the following:

- a) Installation and Testing of the laboratory table etc. should be done by the tenderer at no extra cost.



- b) It will be the responsibility of the tenderer to provide all necessary spares and consumables, which may be required during installation and commissioning, at no extra cost to purchaser.
- c) The tenderer is to bring their own testing and measuring instruments required for installation, testing, commissioning, which can be taken back after completion.
- d) Installation must be completed within 15 days after delivery on site.

### **3.3 Documentation:**

- a) Detailed **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.
- b) Supplied manuals / handbooks must cover detailed technical specifications and installation, maintenance and System Safety procedures.
- c) The receipts for taxes paid, if any, for the supplied materials should also be submitted

### **3.4 Trial Operation and Performance Guarantee Test:**

- a) After successful completion of Installation and Commissioning 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
- b) During trial operation, tenderer shall do all necessary adjustments required to ensure the performance as per the acceptable level.
- c) In case, guaranteed performance is not established, the tenderer 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 tenderer.

### **3.5 On-Site Warranty:**

- a) 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 laboratory tables/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.
- b) During the period of warranty, it shall be the responsibility of the tenderer to provide all essential spares and consumables, which may be required for maintenance at the tenderer's cost.

### 3.6 After Sales Service:

- a) During the warranty period the tenderer shall attend to the problems reported by the users of OUTF on a priority basis.
- b) For any problem reported the tenderer shall attend and rectify the problem within 7 (seven) days or provide a standby system of the similar configuration.
- c) The report on any problem will be informed through phone or fax number of which shall be given by the tenderer.
- d) 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 EMD and security deposit will be invoked.

## 4. Financial Terms:

### 4.1 EMD

- a) The tenderer has to submit a Demand Draft / Banker's Cheque / Pay order of **Rs.7,000/-** in favour of **Registrar , Odisha University of Technology and Research ( Formerly College of Engineering and Technology), Bhubaneswar** payable at Bhubaneswar in any Nationalized Bank towards EMD. **Without EMD, the tender will be summarily rejected.**
- b) No interest paid to the tenderer towards EMD money.
- c) In no case, the EMD Money in cash or other forms will be accepted at the time of opening of the bid.
- d) No request for adjustment of claims, if any, will be accepted.
- e) The EMD of unsuccessful tenderers will be refunded as soon as possible after the tenders are finalized.

### 4.2 Performance Security Deposit

- a) 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:

- a) Price quoted should be **FOR Odisha University of Technology & 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 much more. (A tenderer 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 for each type of item or for all the items together, as the case may be.

#### **4.4. 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 furniture.
- 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.

#### **4.5 Payments:**

- a) In case of purchase in Indian Rupees, payment of 100 percent of the ordered value will be made after successful installation and commissioning of the furniture subject to submission of satisfactory performance report by the concerned Head of Department

#### **4.6 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.

### **5. Instruction to the Tenderer:**

- a) Specify brand name and full model name and number for each offer.
- b) Include the printed catalogue and pricelist if any for each of the furniture quoted.
- c) Specify the list of Accessories required along with each of the furniture.
- d) Quote the additional price of the accessories; only those, which are fully compatible with the quoted model, should be furnished.
- e) Specify the list of Accessories to be given free of cost, along with the items “**Free Accessories**”; these should be fully compatible with the quoted models.

#### **5.1 Solving Disputes:**

- a) OUTF, the tenderer 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 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 to be supplied

- The minimum specifications are indicative and not exhaustive.
- The models with higher specifications may be quoted.
- The quoted materials should be of latest trend and technology.
- Each item should be complete in itself without needing any extra requirements except accessories required for general test and installation.

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

### List of materials with technical specification required for various laboratories of Electrical Engg Department

Sl. No.	Name of the Items	Specifications	Qty. Required
1.			30

**Note: All the items must have ISI standard also the brand of item must be mentioned in the technical bid.**

## **ODISHA UNIVERSITY OF TECHNOLOGY & RESEARCH, BHUBANESWAR** **DEPARTMENT OF ELECTRICAL ENGINEERING**

(A unitary University under Govt. of Odisha)

Techno Campus, Ghatikia, P.O. Mahalaxmi Vihar, Bhubaneswar, Khurda,  
Odisha, Pin-751029, [www.cet.edu.in](http://www.cet.edu.in)

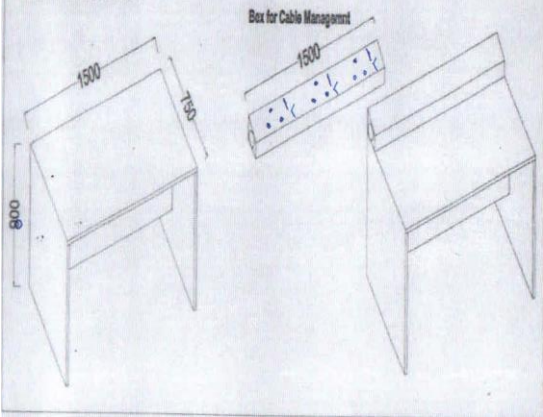
Email: [info@cet.edu.in](mailto:info@cet.edu.in)

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### **TECHNICAL BID**

(To be enclosed in separate sealed cover)

Sl. No.	Name of the item	Make/Model	Qty. Required
1.	Lab Table is made out of 25mm PFPB ply with 1mm lamination on both side of the top, made out	Lab Table make ISO 9001-2015,	30

2.	<p>of 25mm thick solid (hot pressed layers) ply with all exposed edges banded mechanically with 2mm PVC tape and the table should have modesty panel of half size of the vertical panel and knock down/ Fixed arrangement for wire fitting using box above the top of same specification of board in 18mm thickness with 3 numbers of 15 A Socket with Switch ( As per drawing).</p> <p>The size of Table : 1500mm x 750mm x 800 mm ( Length x breadth x height) with 3 numbers of 15 A Socket with Switch as per drawing</p> 		
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Note: A DD for Rs.7,000/- (EMD) and Rs.1000/- (Tender document fee) should be enclosed with this bid.

1. Name of the bidder
  - a) Full postal address
  - b) Full address of the premises
  - c) Telephone number and Fax Number
  - d) E-mail id
2. a) Tender Cost: Rs.....D.D. No.....date.....  
 b) EMD: Rs.....D.D. No.....date.....
3. Registration No. of Firm:  
 (Copy of Document showing Registration of Firm shall be enclosed)
4. Tax Clearance Certificate and GSTIN No:  
 (Copy of Tax Clearance Certificate and GSTIN No. proof shall be enclosed)
5. Income Tax Clearance Certificate:

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

6. Total annual turn-over(value in Rupees)(Previous year):  
(Copy of Balance Sheet / Audit Statement / IT returns, etc. to be attached as proof)
7. Past supply details for 3 years  
(Copy of proof shall be enclosed)
8. Whether similar job work undertaken in the past, if so details:  

<u>Customer</u>	<u>Quantity supplied</u>	<u>Year</u>
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**Signature with Date and Seal of the Bidder/Tenderer**

**ODISHA UNIVERSITY OF TECHNOLOGY & RESEARCH, BHUBANESWAR**  
**DEPARTMENT OF ELECTRICAL ENGINEERING**

(A unitary University under Govt. of Odisha)

Techno Campus, Ghatikia, P.O. Mahalaxmi Vihar, Bhubaneswar, Khurda, Odisha, Pin-751029,

[www.cet.edu.in](http://www.cet.edu.in)

Email: [principalcet@cet.edu.in](mailto: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								
2								

Signature and seal of the bidder

**PROFORMA FOR SUBMITTING ELIGIBILITY REQUIREMENT AND UNDERTAKING**

To  
The Registrar ,OUTR,  
Bhubaneswar-751029

**Sub: Submission of Tender for Supply, Laboratory Tables for various Labs of Electrical Engineering Department.**

Sir,

Having examined the conditions of contract and specifications including addenda, I/we, the undersigned, offer to undertake to , **Supply, Laboratory Tables for various Labs of Electrical Engineering Department** , 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 and the OUTR will 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