



NABARANGPUR COLLEGE, NABARANGPUR

Tender Document

For

“Supply and Installation of Furniture for Laboratory and Class Room

At

Nabarangpur College, Nabarangpur”

Tender Document No: 23052302/2024-25/OHEPEE/007

Dated: 5th July, 2024

Issued By:

Principal,

Nabarangpur College,

Nabarangpur, 764059

TABLE OF CONTENTS

DESCRIPTION	Page No.
Schedule for Tender	3
Eligibility Criteria	4
Bid Submission	5-6
General Terms & Conditions of the Bid	7-9
Annexure I – Specification of Items to be Supplied and Installed	10-13
Annexure II - Details of the Tenderer	14
Annexure III - Price Schedule	15
Annexure IV - Self Declaration for not black listed	16
Annexure V - Works Executed / Work in Progress of Similar Nature	17
Annexure VI- Certificates of willingness to be submitted by all firms	18

SCHEDULE OF TENDER

Tender No.	23052302/2024-25/OHEPEE/007
Name of the tender issuer	Principal, Nabarangpur College, Nabarangpur
Scope of Work	Supply and Installation of Furniture for Laboratory, Class Room and Women's Hostel Details as per Annexure I
Quantity to be supplied	As per Annexure I
Cost /fee of Tender Documents	Rs. 1,000/- in form of a DD drawn in favour of Principal, Nabarangpur College, Nabarangpur payable at Nabarangpur
Earnest Money Deposit (EMD)	2% of the total supply order value as estimated by the college, i.e. (Rs. 76,810/-)
Performance Bank Guarantee (PBG)	5% of Bid Value
Date of issue of tender document	5th July, 2024
Date & Time of Pre Bid clarification	10th July, 2024, 10.00 AM
Last Date & Time for Submission of Bids	25th July, 2024, 5.00 PM
Date & Time of Opening of Technical Bids	26th July, 2024, 10.00 AM
Date & Time of Price Bid Opening	27th July, 2024, 10.00 AM
Name of the contact person for Communication	Sri D. Govinda Rao, Dr. Rudra Majhi
Contact Number of the concern person	9437235317, 8455058325
Address for Communication	Principal, Nabarangpur College, Nabarangpur, 764059

ELIGIBILITY CRITERIA

The bidders who are desirous for above work require fulfilling the following conditions:

- 1) Must be registered under GST Act.
- 2) Must have average annual turnover for the last three years i.e. 2021-22, 2022-23 & 2023-24 should not be less than Rs 3 Lakhs. The bidder must submit copy of audited balance sheet certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the Technical bid.
- 3) Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self declaration is required as per **Annexure IV**.
- 4) Experience of having successfully completed similar* jobs during last 3 years (as of 31.03.2021 – 31.03.2024) as follows:-

One similar* completed work costing not less than Rs 4 Lakhs

OR

Two similar* completed works each costing not less than Rs 3 Lakh

***Similar work – Supply of Furnitures like Computer Table, Experiment Table, Metal Office Table, and Chairs at any Government /Private office.**

The bidder is required to submit the work order

- 5) Must have a valid PAN.

BID SUBMISSION

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts in separate envelopes inside one big envelope, the EMD, Technical Bid & the Price Bid.
 - i) **Earnest money Deposit (EMD):** Bidder has to submit EMD of required amount in the form of Demand draft.

Order drawn in favour of “**Principal, Nabarangpur College, Nabarangpur**” payable at Nabarangpur. The EMD should be sealed in one envelope marked as “EMD”.

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned/adjusted on submission of performance security.

The bid not accompanying EMD is liable to be rejected.

- ii) **The Technical bid** sealed in another envelope marked as “Technical Bid” and shall contain
 - The bidder should supply the items as per technical specification mentioned in **Annexure I.**
 - The bidder should provide Details of Tender as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
 - A self declaration that the tenderer has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV.**

- Audited balance sheet along with copy of acknowledgement of Income Tax return of last three financial years i.e. 2021-22, 2022-23 & 2023-24.
- Details of successfully completed or work in progress of similar jobs (as explained in point 4 of Eligibility Criteria) during last 3 years as per **Annexure V**.
- The bidder should provide a certificate of Willingness as per **Annexure VI**.

(ii) **The Price bid** shall be sealed in an envelope marked as “Price Bid” and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST. No extra cost will be borne by the college towards transport of goods. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as **“Supply and Installation of Furniture for Laboratory and Class Room”**.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to **Principal, Nabarangpur College, Nabarangpur** and send it through **Speed Post/Registered Post/Courier only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document through the website <https://nabarangpurcollege.ac.in/> and **Notice board of the office of Principal, Nabarangpur College, Nabarangpur**. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid as per **Annexure III**. In case the prices are indicated in the Technical bid, the bid shall stand rejected.
- 4) **“PRE–BID Meeting”** with the intending bidders shall be held on **10.07.2024** from 10:00 A.M. at office of **Principal, Nabarangpur College, Nabarangpur**. Any queries related to this tender shall be sent to the mail id: nabarangpurcollege@yahoo.com 1 day in advance. The clarifications if any will be uploaded in the in the college web site. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting.
On the date of pre bid meeting the bidders may make a site verification where installations is to be made.
- 5) **OPENING OF TECHNICAL BID**
The Technical proposal will be opened on **26.07.2024** at 10:00 A.M in the presence of the tender Committee and representative of the bidders. No separate intimation will be given to the bidders in this regard.
- 6) **EVALUATION PROCESS**
Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the

tender document. Financial proposal will be opened only of those bidders who qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

- 7) **Award of Contract:** Financial bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and award of contract. However where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.
- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of 5% of Bid Value in the form of a demand draft/ fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank within Fifteen (15) working days of the date of notice of award of the tender. The performance security deposit will be retained till completion of the warranty period. The return shall carry no interest.
- 9) **WARRANTY:** The Computers which are to be Supplied to the College should be NEW as on date of receipt and should be having all components required. The entire System including accessories will remain under **onsite comprehensive maintenance and warranty for a period of three year** from the date of successful commissioning and testing.
The service support during warranty period shall be for all components of System. The bidder shall impart onsite training to the officials as to operating the systems.
- 10) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
- 11) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 12) In the financial bid the total figures should be written in figures followed by words.
- 13) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.

- 14) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
- 15) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 16) All the transit risks shall be the responsibility of the supplier.
- 17) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Nabarangpur.
- 18) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 19) If the work is found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the contractor.
- 20) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Nabarangpur College, Nabarangpur – 764059.
- 21) **Payment Terms:** All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of Principal, Nabarangpur College, Nabarangpur.
- 22) **Completion Period:** The work shall be completed in all respect within 20 days from the date of issue of work order.

ANNEXURE – I

Items to be Supplied and Installed

Sl. No.	Items	Specification	Quantity
01	Teacher's chair	Seat Lock, Swivel, Armrest, Adjustable Seat Height W x H: 50 cm x 85 cm Frame (minimum) Material: Metal Upholstery Type: Cushion	35
02	Computer Table for students with shelf for keyboard in COMPUTER Lab (For 36 students)	17 x 2 x 2.5 feet (6 seats each) The table shall be supplied with steel members duly welded and rigidly fixed table top and provided with a slide able keyboard tray, modesty panel and footrest. The frame shall comprise of hollow rectangular M.S. section of size 50x25x1.6 mm thickness. Two side member of the frame identical in shape shall be joined with welding at bottom with a footrest (hollow rectangular M.S. section of size 50x25x1.6mm thickness) angularly welded, and at the top in front side welded with a angle size 17x17x3mm. And at the back on the top side of the frame, a modesty panel of size 200x17x0.8mm thick CRC sheet shall be welded. Thus making the frame rigid in construction. The keyboard tray shall be of size 710mm(front width)x 300mm(depth) approximately is to be provided with end fittings mad from minimum 2mm thick MS steel mounted on either side and the keyboard tray shall be easily slide able, provided with two telescopic channels with balls. Modesty panel of size 200x17x0.8mm thick of length made from CRC sheet conforming to IS:513/2008 covering full backside of the said frame & shall be suitably welded with two sides members of the frame, in such a way that it's top surface having 17mm width, flushes with top surface two side members and joining front angle member. Four level screws, having smooth bottom flat	6

		<p>surface of minimum 50mm diameter, shall be welded under the bottom of two said side members of the frame; capable to adjusting level up to 10mm in height. All exposed steel sections shall be painted with black in colour with powder coating 40-50 micron thickness. Table top shall be of MDF board or pre-laminated particle board having dimensions as specified in the description (750x400 in mm) with tolerance of +/-5mm in length and width. The top shall be extended 50mm approximately on all sides over the steel frame. Height of the table shall be 750mm +/-10mm from the floor of the top surface. The MDF board used for top, keyboard tray should be of minimum density of 750kg/m³ and shall be of 18 mm thickness with laminated sheet of 0.6mm thick. The top shall be of grey colour. Bottom side of the board should have balancing sheet of requisite thickness of white or of same colour as top laminate. Only ISI marked MDF board and laminate should be used. Pasting of laminates should be done with the help of post forming machine having air pressure & temperature control.</p>	
03	Chair for students in COMPUTER Lab	<p>Chair Type : Revolving , Central Tilt with adjustable arm Colour of Fabric for seat and backrest : Blue Height adjustment : 100 mm Seat Height (Minimum) : 450 mm Backrest Height : 350 mm Backrest Width : 400 mm Pedestal Base : Glass fiber nylon with ABS/Nylon Twin Caster wheels minimum 5 nos, of 50 mm size. Overall Chair Height (Minimum) : 850 mm</p>	36
04	Student sitting stool for practical labs made with iron	<p>Specifications : 18" L X 12" B X 24" H 25 mm Square pipe, with Top made up of iron of good quality.</p>	160
05	Student Experiment Tables with laminated top and water proof	<p>Size : 96 x 36 x 30 inch 18mm BWR grade ply with 1mm thick laminate hot pressed on to it The cabinet should be provided with plinth adjustable legs. The cabinet should be provided with a drawer on top and open</p>	12

	for PHYSICS Lab	able shutters at the bottom. All exposed edges should be mechanically edge banded with PVC edge banding tape and hot melt glue. It should have a knockdown arrangement of fitting. The panel should remain projected from the top by 200 mm for fitting of electrical panel. The bottom part of self should be provided with a hollow box section for passage electrical conduit and fixing of electrical panels. Electric connection is required to each student seat.	
06	Reagent rack (Wooden) on the practical table in CHEMISTRY Lab (Without Basin)	7.87 LX 0.5 W X 0.5 H (feet) Worktop mounted reagent rack in double tier design. Vertical member and main bracket of the reagent rack are made up of wood with laminated top and water proof. Dimension of each tire should as mentioned above.	8
07	Cupboard under the Granite slab in CHEMISTRY Lab	Approx 30" L X 24" B X 24" H Cupboard will be installed in between experiment granite slab and floor. Bidders may visit the college for detail measurements.	15
08	Student Experiment Tables with laminated top and water proof in BOTANY Lab	96 x 36 x 30 inch 18mm BWR grade ply with 1mm thick laminate hot pressed on to it The cabinet should be provided with plinth adjustable legs. The cabinet should be provided with a drawer on top and openable shutters at the bottom. All exposed edges should be mechanically edge banded with PVC edge banding tape and hot melt glue. It should have a knockdown arrangement of fitting. The panel should remain projected from the top by 200 mm for fitting of electrical panel. The bottom part of self should be provided with a hollow box section for passage electrical conduit and fixing of electrical panels.	6
09	Student Experiment Tables with laminated top	Size : 96 x 36 x 30 inch 18mm BWR grade ply with 1mm thick laminate hot pressed on to it The cabinet should be provided with plinth adjustable legs. The cabinet should be provided with a drawer on top and	6

	and water proof in ZOOLOGY Lab	openable shutters at the bottom. All exposed edges should be mechanically edge banded with PVC edge banding tape and hot melt glue. It should have a knockdown arrangement of fitting. The panel should remain projected from the top by 200 mm for fitting of electrical panel. The bottom part of self should be provided with a hollow box section for passage electrical conduit and fixing of electrical panels.	
--	--------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

1. The size of Experiment Tables may vary according to the dimension of Laboratory.
2. Experiment Table set up will be done according to the suggestion/choice of respective Head of the Departments.
3. Bidders are suggested to visit the college in working days for the detail measurement of cupboards and experiment table size.

ANNEXURE – II
DETAILS OF THE TENDERER

Sl. No	Particular	
1	Name of the Firm/Agency/Company	
2	Registered office Address & Complete postal address	
3	Telephone Number &E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact No. of authorized signatory	
6	Type of /Firm (Proprietary/ Partnership/ Pvt .Ltd./Public Ltd)	Tenderer has to provide relevant documents (with the technical bid) as a proof of firm type.
7	Date of Establishment and Experience in business (In number of years)	Work order to be attached for complying point no 4 of eligibility criteria
8	G.S.T. Registration No.	
9	PAN No.	
10	Details of Earnest Money Deposit i.e. Draft no, date and bank name.	
11	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet for the last 3 years. 2021-22, 2022-23 & 2023-24	
12	Furnish the names of 3 responsible persons along with their designation, address, Telephone Number etc. for whose organization, you have completed /work in progress as mentioned in Annexure V and who will be in a position to certify about the performance of your organization.	

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE – III
PRICE SCHEDULE

To,
Principal,
Nabarangpur College,
Nabarangpur-764059

Ref: Bid no. ----- Dated -----

Sir,

I/We ----- hereby offer to supply the following items at the prices
and within the period indicated below:

<u>Sl No.</u>	<u>Description</u>	<u>Make and Model</u>	<u>Qty. in Nos.</u>	<u>Unit Price</u>	<u>Total Amount</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total (A)</u>					
<u>4</u>	<u>Installation and Commissioning Charges for the total Project (B)</u>				
<u>Total(A+B)</u>					

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

No change in the Performa is permissible.

Date:

Place:

(Signature and seal of the bidder)

ANNEXURE – IV

SELF DECLARATION FOR NOT BLACK LISTED

To,
The Principal,
Nabarangpur College,
Nabarangpur- 764059

Ref: Tender no. ----- Dated: -----

Madam/Sir,

I / We.....here by confirm that our firm has not been
banned or blacklisted by any Government organization/Financial institution/Court
/Public sector Unit /Central Government.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE-V

Work 'Executed/in-progress' as Prime contractor on works of similar nature (of value not less than Rs 4 Lakhs) over the last 3 years

Sl. No.	Name and address of Client	Description of work	Contract no.	Value of work (in lacs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Project Name	Remarks explaining reason for delay

Notes:

- 1. Information has to be filled up especially in this format.**
- 2. For certificates, the issuing authority shall not be less than an Executive In Charge.**
- 3. Document proofs of work orders and performance certificates from the client's needs to be attached.**

(Signature and seal of bidder)

ANNEXURE-VI

(Certificates of willingness to be submitted by all firms)

To,

**The Principal,
Nabarangpur College,
Nabarangpur, 764059.**

Sub: Submission of Willingness certificates for supply & installation of Furniture at your college premises.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to supply and install furniture for Laboratory and Class Room within 20 days receipt of work order from the college selected under OHEPEE, if my firm is selected as L1 bidder during selection of tender.

If my firm will fail to supply and install the required items in the selected L1 cost my EMD/Performance Security will be forfeited.

Yours faithfully,

Authorized Signatory of the firm
With Date and Seal

Resra Mayli
(TDP co-ordinator)

D. Govinda Rao
Principal
Nabarangpur College
Nabarangpur