



# VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

P. O: Engineering College Burla (Siddhi Vihar), Dist: Sambalpur  
Odisha - 768018, India

Website: www.vssut.ac.in, E-mail: registrar@vssut.ac.in, Ph. (0663)2430573, Fax - 2430592

No. VSSUT/CSP/ 4592/2019

Date: 07.03.2019

## TENDER CALL NOTICE

Sealed tenders are invited in two-bid system from all registered Firms/Manufacturers/Auth. Dealers/Agencies/Companies/OEMs having valid PAN and GST clearance certificates for supply and installation of Ceramic Combo Board (Green & White) of size 12'x4' at the premises of VSSUT, Burla, on the terms and conditions available in the University website www.vssut.ac.in. The bidder must submit their bids only by Speed post/ Registered post by 4.00 pm 26<sup>th</sup> March, 2019.

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-07.3.19  
REGISTRAR

Memo No. VSSUT/CSP/ 4593

Dated 07.03.2019

Copy to:

- 1) M/s Display lines, 219, Saheed Nager, Bhubaneswar-751007 with a request to publish the above advertisement in one issue of the Odisha daily edition (ALL ODISHA EDITION) of THE SAMAJ and the Odisha edition of THE INDIAN EXPRESS using minimum space at I & PR approved/lowest rates. The bills may be sent to the Comptroller of Finance, VSSUT, Burla- 768018 in TRIPLICATE along with copies of the paper in which the publication is made, for necessary payment.
- 2) The University/Department Notice Board for publicity.
- 3) Dean F& P, with a request to hoist the tender call notice in the University web site www.vssut.ac.in for wide publicity.
- 4) The Comptroller of finance for information and necessary action.
- 5) P. A. to V.C. for information of Hon'ble Vice- Chancellor.

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-07.3.19  
REGISTRAR

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-07.3.19

## SECTION I:

## INVITATION FOR BIDS (IFB)

Registrar, Veer Surendra Sai University of Technology, Burla invites sealed tenders in two bids from all registered Firms/ Manufacturers /Auth. Dealers /Agencies/ Companies/ OEMs having valid PAN and GST clearance certificate for supply and installation of **Ceramic Combo Board (Green & White) of size 12'x 4'** at the premises of VSSUT, Burla. The bidders having experience of supply of such items to Educational Institutions/Govt. Organization/Public Sector shall be given preference. The bidders are required to accept all terms & conditions mentioned in the tender Document. VSSUT, Burla reserves the right to reject any or all offers without assigning any reason thereof. It is the responsibility of the bidders to read all terms & conditions of the Tender Document before filling the tender. Incomplete Tender Documents or bids are liable to be rejected. Tenders received after the due date and time will not be entertained.

The bidders may download the Tender Documents directly from the website available at <http://www.vssut.ac.in> and the Tender cost fee of ₹ 1000/- (Non-refundable) by way of separate Demand Draft drawn in favor of “ The Registrar, Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla should be enclosed along with the Bid. The tender cost fee and the EMD amount should be submitted separately in separate demand drafts. In case of any bid clarification, responsibility lies with the bidders to collect the same from the website and the purchaser shall have no responsibility for any delay/omission on part of the bidder.

### TIME SCHEDULE:

- a) Price of bidding document: ₹ 1000/- (Non-refundable).
- b) Date of commencement of downloading bidding document: 08.03.2019.
- c) Last date and time for Receipt of bids: 26.03.2019 up to 4.00 pm.
- d) Time and date of opening of technical bids: 28.03.2019 at 11.00 am
- e) Date and time of opening the price bid to be notified later.
- f) Place of opening of tender and address for communication and receipt of bid documents:

### THE REGISTRAR

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA**  
**At – Burla, Po- Burla Engineering College, Dist.– Sambalpur -768018,**  
**Tel. No. 0663-2430211, Fax No. 0663-2430204**

## SECTION – II: GENERAL TERMS AND CONDITIONS

GENERAL TERMS & CONDITIONS OF CONTRACT FOR SUPPLY AND INSTALLATION OF CERAMIC COMBO BOARD (GREEN & WHITE) OF SIZE 12'X 4' FOR CENTRAL STORE & PURCHASE, VSSUT, BURLA, ODISHA.

1. EARNEST MONEY DEPOSIT (EMD). All bidders are required to submit EMD of ₹10,000/- (Rupees Ten thousand only) in shape of Demand draft drawn in favor of “Veer Surendra Sai University of Technology, Burla” payable at SBI, Burla. The EMD shall be in Indian Rupees.

NOTE: Non- submission of EMD or submission of less EMD than the desired one shall result in rejection of Bid. The EMD deposited against other Bids cannot be adjusted or considered for this Bid. No interest is payable on EMD.

2. PROCEDURE FOR SUBMISSION OF BIDS.

The Bids shall be submitted in sealed envelopes as under: -

- a) Should contain the demand drafts for the

- (i) TENDER COST
- (ii) Earnest Money Deposit (EMD)

- b) Tender Document duly signed by the bidder at respective page and all photocopies of the necessary documents to be submitted along with the GST Regd. No. certificate, valid TIN No and PAN No. Authorization Certificate, OEM Certificate etc. The sealed tenders/quotations may be submitted within due date and addressed to “REGISTRAR, VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA”, subscribing as “Tender for supply and installation of Ceramic Combo Board (Green & White) of size 12'x 4' for CENTRAL STORE & PURCHASE”. The cover should also bear the name and address of the bidder including telephone number. Tender duly completed as above may please be submitted to the office by registered or speed post to be reached within the due date. The bidder must put his seal and signatures on each page of the bid, if the rate is written in handwriting text, must not be rewritten and also attest all corrections etc., if any, under his seal and signatures.

3. BIDDER QUALIFICATION. The bidder should have minimum three years' experience in the field of supply of General Office Stationary Materials in Educational Institution / Govt. Organization / Public Sector. The minimum annual turnover of the prospective bidder should be ₹10. 00 lakhs per annum during the last three preceding years.

4. SCOPE OF WORKS: To provide CERAMIC COMBO BOARD (GREEN and WHITE).  
Annexure /Format enclosed.

5. TERMS AND CONDITIONS OF CONTRACT

- 5.1. The Bids shall be opened at VSSUT, Burla by a duly constituted Committee in the presence of such Bidders or their authorized representatives who may desire to be present at the time of opening of technical bids.

- 5.2 It is the responsibility of Bidders to read all terms & conditions of this document carefully before filling the bid. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected. The bidder should sign undertaking along with bid document that he/she has read the complete tender document and will abide by its terms & conditions.
- 5.3. The bid shall contain no eraser or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be authenticated by the person or persons signing the bid.
- 5.4. Bid Documents are neither transferable nor cost of the bid documents is refundable under any circumstances.
- 5.5. The issuing of bid document shall not constitute that the bidders are automatically qualified.
- 5.6. If even after award of contract, information/facts submitted by the bidders are found misleading/incorrect/false etc. VSSUT, BURLA reserves the right to terminate the contract.
- 5.7. The Earnest Money Deposit will be refunded to the unsuccessful bidders within the validity period of rate as mentioned in the tender notice, subject to receipt of the request letter from the firms for release of the same.
- 5.8. The successful bidder will have to supply and install the Ceramic Combo Board at VSSUT, BURLA as per items and Rate as given in the Annexure attached with price schedule/document to this Tender Document.
- 5.9. In case of supply and installation of Ceramic Combo Board, if found less in quantity or quality and not of standard quality or not supplied in time, a deduction of 10% will be made from the bill as penalty or as decided by the competent authority. Repeated fault may result in forfeiture of part or whole of money and even termination of the contract.
- 5.10. VSSUT, BURLA reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, bid may be rejected and part or whole security forfeited.
- 5.11. The successful bidder will submit bill in duplicate to REGISTRAR, VSSUT, BURLA for payment. Payment will be as far as possible made within 15 (fifteen) days from the date of receipt of bill after deduction of tax as per rules through A/c Payee Cheque or to be transferred to his/her account through electronic system mode.
- 5.12. These are only proposed draft terms & conditions and can be modified/changed or added at the time of finalization and signing the agreement.
- 5.13. Conditional/Incomplete/offers not conforming to tender document will be rejected.
- 5.14. The bidder shall submit the ITR for the last three years of the firm/Proprietorship firm. However, no individual ITR will be considered/accepted at any cost by the RIE.

## 6. INSTRUCTIONS FOR BIDDER

- 6.1. It is mandatory on the part of prospective bidder to submit offer for supply and installation of Ceramic Combo Board (Green & White) of size 12'x4' as per the requirement & rates approved for the same.
- 6.2. It is mandatory for the bidders to quote the rate of Ceramic Combo Board failing which the tender will not be considered & rejected.

6.3. Each page of the offer shall be numbered and bear the signature of the tender at the bottom. All offers shall be either type written/printed neatly in indelible ink. Any corrections should be properly attested by tender signing authority.

Certified that I/We have gone through the contents of the Tender form point wise and thereby convey our acceptance to abide by all the terms & conditions mentioned in the tender documents.

7. The financial bid should be valid for a period of not less than 60 days from the date of opening of bid.
8. The Ceramic Combo boards are to be installed within a period of 1 week from the date of issue of Purchase Order (PO) by the University.
9. VSSUT, Burla does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
10. The bidder must present a sample of the ceramic combo board at the time of opening of technical bids.
11. VSSUT, Burla reserves the right to increase or decrease the quantity for procurement.

Signature

Name (In block letters): \_\_\_\_\_

Designation: \_\_\_\_\_

Name of the firm: \_\_\_\_\_

Address: \_\_\_\_\_

Tele No: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE – I

### EMD

Bidding Document for supply and installation of Ceramic Combo Board (Green & White) of size 12'x 4' for the use in VSSUT, BURLA.

### PARTICULARS OF THE EMD

1. NAME OF AGENCY: \_\_\_\_\_
2. DATE OF RECEIPT OF TENDER DOCUMENT: \_\_\_\_\_
3. LAST DATE & TIME FOR RECEIPT OF TENDER: \_\_\_\_\_
4. TIME & DATE OF OPENING OF TENDER: \_\_\_\_\_
5. DETAILS OF EMD:
  - a) AMOUNT: ₹ 10,000/- (RUPEES TEN THOUSAND ONLY)
  - b) NAME OF BANK: \_\_\_\_\_
  - c) PAY ORDER/BANK DRAFT NUMBER & DATE: \_\_\_\_\_

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

**ANNEXURE – II**

**For Technical Bid**

Bidding Document for supply and installation of Ceramic Combo Board (Green & White) of size 12'x 4' for use in VSSUT, BURLA.

1. NAME OF BIDDER: \_\_\_\_\_

2. ADDRESS OF BIDDER: \_\_\_\_\_

Specification	Quantity
Ceramic Combo Board (Green & White) size 12'x 4'.  Ceramic steel combo green and white board with 0.4 mm ceramic steel writing surface having e3 ceramic steel engrave on the surface, 9 mm MDF as core material, 0.25 galvanized steel sheets as a backing material. The board will have aluminium anodized frame with moulded corner. The ceramic combo board should have super smooth writing surface, optimum erasability, scratch, fire, bacteria and chemical resistant, minimal surface/ light distortion, enhanced visibility. The white portion of the combo board should be writing and projection compatible. The joint on the combo board should be sealed using aluminium strip.  <b>Mention the warranty on the board.</b>	Approximately  60 nos.

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)

Telephone: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

## ANNEXURE – III

### For Financial Bid

Item name	Rate per unit in ₹	Quantity	Total Cost (Inclusive of all charges, taxes, etc.) in ₹
Ceramic Combo Board (Green & White) size 12'x 4'		60	
Installation Cost, if any (in ₹)			
Discount, if any			
Total Final Cost (in ₹)			

1. NAME OF BIDDER: \_\_\_\_\_

2. ADDRESS OF BIDDER: \_\_\_\_\_

3. Bank Details in respective firm: \_\_\_\_\_

A/C No.: \_\_\_\_\_

MICR Code: \_\_\_\_\_ IFSC Code: \_\_\_\_\_

#### 4. DETAILS OF DOCUMENTS TO BE SUBMITTED:

(i) Details of Permanent Account Number (PAN of the firm) \_\_\_\_\_

(PAN card of Proprietor in case of Proprietorship firm, provided the same should be reflected in the ITR of proprietary firm. Attached documentary proof & mention page No.):

(ii) Certificate of Registration of GST:

(Attached documentary proof & mention page no.): \_\_\_\_\_

(iii) Registration No. of the firm if any: \_\_\_\_\_

(Attached documentary proof & mention page no.):

(iv) Total Turnover during last 3 preceding year duly certified by respective audit/CA

(v) Income Tax return for the last 3 preceding year.

(SIGNATURE OF BIDDER OR HIS AUTHORIZED SIGNATORY AGENCY ALONG WITH SEAL)