

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA  
(Formerly University College of Engineering, Burla)

Po: Engineering College, Burla, Dist: Sambalpur, Odisha, India, PIN: 768018

Phone: 0663-2430211, FAX: 0663-2430204, Website: [www.vssut.ac.in](http://www.vssut.ac.in)



Tender Document for Supply of New Wireless Phone with BSNL Prepaid SIM Services  
of VSSUT, Burla

Tender Call Notice No. VSSUT/ Telephone /459/

Date: 11/02/2023  
13

Submitted by

Extended Last Date and Time of Submission of Tender	: 01/03/2023 During Office Hours.
Cost of Tender Documents	: Rs.500.00 (Rupees Five Hundred only)
EMD Cost of the Tender	: Rs.5000.00 (Rupees Five Thousand only)

The Document is prepared by VSSUT, Burla. It should not be reused or copied or used either in partially or fully in any form. The information provided by the bidders in response to this Tender document will become the property of VSSUT, Burla and will not be returned.

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY,  
ODISHA, BURLA-768018

Advt. No.: VSSUT/Telephone/459/

Date. 13/02/2023

In continuation to the **Tender call Notice No. VSSUT/Telephone/54, dated 09-01-2023**, for the supply of New Wireless Phones with BSNL Prepaid SIM Services, the **last date** for submission of the Tender is **extended upto 01/03/2023, 5 PM**. The Technical bid and financial bid shall be opened on 02/03/2023 at 3.30 PM. For details visit the University website [www.vssut.ac.in](http://www.vssut.ac.in).

Sd/-  
Registrar

Memo No. VSSUT/ Telephone/ 460

Date. 13/02/ 2023

Copy to:

1. M/s/ Display Lines, 219 Saheed Nagar, Bhubaneswar. The above advertisement may be published in all Odisha edition of the Samaj (Oriya Daily) and in one Odisha issue of The New Indian Express (English Daily) newspaper, all Odisha edition on 13.02.2023 in I & PR approved rates in one issue using minimum space. The bill may be sent in triplicate along with a copy of the paper in which the publications is made.
2. University Notice Board
3. Dean (Faculty & Planning) with a request to display the advertisement on the University website.
4. PA to VC to for kind information of Hon'ble Vice Chancellor

  
Registrar  
13/2/23

VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA

Detail Tender Call Notice

Tender Call Notice No. VSSUT/ Telephone/

Date: 11 /02/2023

Sub: Tender for Supply and installation of New Wireless Phone with BSNL Prepaid SIM Services

The "Registrar, Veer Surendra Sai University of Technology, Burla" invites sealed Tender from intending reputed and experienced firms for the Supply of New Wireless Phones with BSNL Prepaid SIM Services of the University. The Tender document contains the following.

- (i) General Guidelines for submission of Tender.
- (ii) Scope of work
- (iii) Terms & Conditions
- (iv) Information sheet of the bidder
- (v) Undertaking by the Bidder
- (vi) The price bid

Important Dates

Last Date and Time of Submission of Tenders	: 01/03/2023 During Office Hours.
Cost of Tender Documents	: Rs.500.00 (Rupees Five Hundred only)
EMD Cost of the Tender	: Rs.5000.00 (Rupees Five Thousand only)

Sd/-  
Registrar

## GENERAL GUIDE LINES FOR SUBMISSION OF TENDER

1. Eligibility: The bidder should verify its eligibility criteria as mentioned below before submitting the Tender and enclose the required documents in the sequence listed below, to avoid rejection or disqualification of the Tender. The bidder should meet the following criteria.
  - a. The bidder should be a leading supply, installation, and maintenance firm of Wireless Phone with BSNL Prepaid SIM Services.
  - b. The bidder must have wide experience in the development and maintenance of software in Govt. organization / public sector/ Universities.
  - c. The bidder should have large support network, with presence across India.
  - d. The bidder should have capability and experience to execute large similar work to corporate/Govt./other Academic Institutions or Public Sectors in India.
  - e. The bidder shall have minimum 2 to 3 years of experience to execute such services preferably in a University or an educational organization.
  - f. The bidder should be a registered company making profit for the last three years, having good business track record.
  - g. The bidder should be a registered firm in India, having up-to-date GST / PAN /TIN /Service Tax etc.
2. The bidder shall have sufficient experience as on bid calling date in the following areas:
  - a. of New Wireless Phone (GSM) with BSNL Prepaid SIM Services
  - b. The bidder must fill up Table-1 of this Tender Call Document.
3. The intending firms may visit the University to acquaint themselves with the (i) scope and extent of work, (ii) extent of the University campus and (iii) environment in which their work is required to be carried out.
4. The Intending firms may visit different Departments / Sections of the University to study the volume of work at their own expenses. on all working days during office hours before quoting for the same.
5. Firms quoting should note that their offers should remain open for acceptance up to 90 days; if the 90<sup>th</sup> day falls on holiday then last date will be the next working day from the date of opening of Tender. Cost of Tender documents:

The cost of Tender documents is Rs.500/-(Rupees Five Hundred Only) (Non-refundable). The Tender documents can be downloaded from the University website [www.vssut.ac.in](http://www.vssut.ac.in) and have to deposit a Bank Draft equal to the cost of Tender documents drawn in favor of "VSSUT, Burla" payable at SBI, Burla along with the Tender.

6. EMD for the amount of Rs.5,000.00 (Rupees Five Thousand Only) in the shape of Bank draft drawn in favor of "VSSUT, Burla" payable at SBI, Burla. The EMD will not carry any interest. EMD of unsuccessful bidder shall be returned within thirty days of finalization of this contract on request. It shall be returned by speed post to the address of the bidder mentioned in Table-1. The University shall not be responsible for any non-receipt of the EMD by post.
7. The Tenders shall be opened in the presence of bidders present on the date of opening or their authorized representatives on due date and time. The bidder's representatives shall carry the letter of authorization and are required to sign an attendance sheet. Only one representative for any bidder shall be permitted to attend the Tender opening.
8. If the date of opening of Tender happens to be a holiday, a revised schedule will be notified. However, in absence of such notification, the tender will be opened on the next working day. The time and venue remains unaltered.
9. This tender documents must reach to "The Registrar, Veer Surendra Sai University of Technology, Burla, Sambalpur-768018 (Odisha)" by the last date of submission i.e. 09.02.2023 under a sealed cover by registered/speed post only.
10. The Tenders received after the due date & time is liable to be rejected. Tender by FAX/ e-mail will not be entertained.
11. This Tender documents must be filled in completely and signed by the authorized signatory of the bidder on all the pages as acceptance of all the guidelines, terms and conditions laid in this Tender document. (This document should be printed on both side of the A4 size paper sheet).
12. The envelope containing the Tender must be super-scribed as "Tender for New Wireless Phone with BSNL Prepaid SIM Services" with due date & time of submission.
13. Any additional information you wish to provide may be attached separately.
14. The Tender should contain the following documents.
  - a. This Tender document signed on each page by the authorized signatory of the bidder.

- b. Detail Name & address with Phone no./FAX No., e-mail ID of the contact person.
  - c. Bank draft for EMD in favor of the VSSUT, Burla payable at SBI, Burla.
  - d. Bank draft (Non-refundable) towards the cost of Tender documents in favor of VSSUT, Burla payable at SBI, Burla.
  - e. Self-attested copies of Certificates of registration for GST issued by appropriate government authority for the required services with the seal of the Tender.
  - f. Self-attested copies of GST/VAT clearance certificate/service tax clearance certificate.
  - g. List of Clients along with the letters of satisfaction and documents related to the experience of the bidder.
  - h. A technical capability document describing the relevant facilities and resources available with them along with a list of technically qualified and certified engineers for the New Wireless Phone with BSNL Prepaid SIM Services.
  - i. The escalation matrix details for the services.
  - j. Financial bid in a separate envelope mentioning the "Financial bid for of New Wireless Phone with BSNL Prepaid SIM Services" on top of the envelope.
15. The Tender is liable to be cancelled, and the EMD shall be forfeited to the COF, VSSUT, Burla, in the event of any failure to comply with any of the clauses of the terms and conditions of this Tender call document or in the event of bidder withdrawing his offer before/ after finalization of this selection process. A Bid without the required EMD amount will be summarily rejected.
  16. The University reserves the right to reject any or all the Tenders without assigning any reason thereof and the decision of the University shall be final & binding.
  17. The element of applicable taxes is required to be shown separately and distinctly.
  18. The University is not responsible for any delay, loss or non-receipt of Tender documents sent by post.
  19. Any deviation in terms and conditions shall not be entertained ordinarily. If it is necessary to change any of the terms and conditions of the contract during the contract execution process, it should be agreed upon by both the parties.
  20. The University reserves the right to add additional **number of sets** as per the requirement of any Department/Section based on the rates finalized as a result of this Tender.

21. The University may at any time terminate the contract by giving written notice to the firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will prejudice or affect any right or action or remedy which has accrued or will accrue thereafter to the University.
22. Any dispute arising out of the deal shall be subjected to the jurisdiction of the court at Sambalpur within the State of Odisha. The University reserves the right to add/delete/change any of the terms and conditions stipulated in this Tender call document.
23. The University may reject the bid even if it is accepted but the successful bidder fails to execute any of the terms and conditions mentioned herein.

24. A) Delivery Address: The Registrar,  
Veer Surendra Sai University of Technology, Odisha  
BURLA-768018  
Dist. Sambalpur (Odisha)

B) Billing Address: The Registrar,  
Veer Surendra Sai University of Technology, Odisha  
BURLA-768018  
Dist. Sambalpur (Odisha)



**TERMS AND CONDITIONS OF NEW WIRELESS PHONE WITH  
BSNL PREPAID SIM SERVICES**

1. All the terms and conditions enumerated in the Tender document shall remain enforced and shall form part of the contract.
2. Acceptance Certificate: The firm must submit a certificate for the acceptance of the work order within seven days of the issue of the work order.
3. Period of contract: The period of contract will be for Three years from the date of completion of the first year free service period provided by the firm after the successful installation of wireless Telephone sets. It can be extended depending on satisfactory performance.
4. The completed installations of the New Wireless Phone with BSNL Prepaid SIM Services be submitted to the University within one month from the date of issue of the work order. However, 90% of the payment shall be made after the successful installation, testing, and training of the New Wireless Phone with BSNL Prepaid SIM Services. 10% of the payment shall be released after one year of free service provided by the firm.
5. The firm shall be given a contract for three years for maintenance of the New Wireless Phone with BSNL Prepaid SIM Services. The firm should quote the cost of the maintenance cost for a period of three years separately year-wise.
6. **Termination of contract:** If service of the firm is not found satisfactory, the contract will be terminated by the University at any stage with one month notice and without any obligation on its part. However, if the bidder desires to terminate contract, then a clear 3 months notice is required to be given. The contract can be terminated under any one of the following circumstances.
  - i. The University Telephone committee shall review the progress of the work in an interval of one month during installation & services. If the progress is not found satisfactory then the University has the right to cancel the contract.
  - ii. If in the opinion of the authority, such termination is in the interest of the University then this termination will not be challenged by the firm.
  - iii. If the firm/agency not performing his duties properly as per the agreed terms and conditions of the contract then the University shall decide whether the performance of the firm/ agency meets the requirements of the University or is deficient and to what degree.





- iv. For committing breach of the terms and conditions of the contract or assigning the contract or any part thereof by the firm to any third party or subletting whole or part of the contract or the premises to any third party. The firm/ agency being declared as insolvent by a court of law. The notice period shall be one week.
7. During the notice period for termination of the contract in any of the situation contemplated above the firm shall keep discharging the duties as before till the expiry of notice period. It shall be the duty of the firm to remove all the deployed manpower by the firm on termination of the contract on any ground whatsoever and to ensure that no person creates any disruption/problem of any nature to the University.

**Payment**

8. Payment: 90% of the payment shall be made after the successful delivery, installation, testing and training of the New Wireless Phone with BSNL Prepaid SIM Services (Table -2(A)). 10% of the payment shall be released after one year of free service provided by the firm. After the complete delivery, testing and training of the New Wireless Phone with BSNL Prepaid SIM Services, the firm shall be given contract for three years for extended warranty of wireless telephone sets maintenance. The firm should quote the cost of new set in a separate sheet and the extended warranty and maintenance cost for a period of three years separately year wise in Table-2(B) format highlighting.
9. The firm must submit valid and up-to-date GST certificate and PAN along with the bill before release of payment.
10. The University will make payments through Account Payee Cheque drawn on SBI Burla, in Indian Rupees. No interest on any deferred claim arising out of this contract shall be payable in any case whatsoever.
11. The prices charged by the firm for services performed under the contract shall not be higher from the prices quoted for New Wireless Phone with BSNL Prepaid SIM Services by the firm in this tender.
12. The firm should maintain confidentiality of the data in the systems, as per policy of University; the firm should take necessary steps to ensure that the data is not leaked to any unauthorized person or agency.
13. The assets and articles provided by the University shall be property of the University and the firm shall be merely the custodians of such assets and articles. On termination of the contract, any such property shall be handed

over to the University. The firm must have their own tools including the special tools required for smooth execution of contract.

14. Response time (time from placement of call to the engineer attending the fault) for attending the fault should be less than 24 hours.

15. The down time, maximum for 24 hours is permissible, otherwise the agreement service to be reviewed with the support head of the firm. The University may conduct periodic review with the firm support head or with the Onsite Engineer assigned at the University.

**Penalty:** If the firm fails to provide the services for more than 48 hours, penalty equal to charges for the period for which services has not been provided, may be imposed and deducted from the next bill.



Table-1 INFORMATION SHEET OF BIDDER

S/L	Description	To be filled in by the Firm
1	Name of the Service Provider/Agency	
2	Address with phone No./FAX/ e-Mail	
3	Contact Person(s) Phone No. /Mobile No.	
4	Contact Escalation Matrix	
5	Details of Bank Draft towards the cost of Tender documents	
6	Details of EMD	
7	GST registration details	
8	Experience Details	
9	Financial Turn Over (Annual) for last three years	

DECLARATION: We hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the Tender is liable to be rejected:



UNDERTAKING BY THE BIDDER

To  
The Comptroller of Finance,  
Veer Surendra Sai University of Technology, Burla, 768018.

Subject: Tender for "New Wireless Phone with BSNL Prepaid SIM Services"

Dear Sir,

Having examined the conditions of this Tender call document I/we, undersigned, offer to New Wireless Phone with BSNL Prepaid SIM Services". I/We undertake to take up the work order within 15 days time, calculated from the date of issue of your work order.

1. I/We understand that you are not bound to accept the lowest or any Tender, you may receive.
2. I/We enclose all the sheets of this Tender call document duly signed by me on every page, as a token of having studied the specifications pertaining to this site and having accepted the same.
3. Certified that I/We have studied the full contents of the Tender call document and enclosures and agree to quote by the terms and conditions herein. In case of non-observance of any of the conditions mentioned in the Tender form, my/our Tender may be cancelled.

Signature of in capacity of duly authorized to sign the Tender for and on behalf of  
Name and Address of the authorized Signatory

Dated:

Signature.

Date:



Price Bid

**Table-2: Price for New Wireless Phone with BSNL Prepaid SIM Services**

Name of the Bidder: \_\_\_\_\_

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

Sl. No.	Description	Cost in Indian Rupees
A	Cost of one wireless Receiver set (GSM) along with the following technical specifications described: <ul style="list-style-type: none"><li>• LCD Display with backlight</li><li>• Supports dual SIM operation</li><li>• Receive and send SMS-Maximum 400 SMS to be stored</li><li>• Phone book memory - 1000 Nos.</li><li>• Battery standby time - 50 hours.</li><li>• Battery talk time - 3 hours</li><li>• Speakerphone</li></ul>	
B	Cost of each BSNL prepaid SIM	
C	Activation cost of each BSNL prepaid SIM	
D	One-year prepaid Tariff for unlimited outgoing and incoming cost per BSNL prepaid SIM	
E	Cost of Installation, Testing, Training, and Maintenance in the initial year per receiver set	
F	Cost of extended warranty of a Receiver set for three years (cost must be split year-wise)	
	<b>TOTAL COST of (A) + (B) + (C) +(D) + (E) + (F) =</b>  <b>(In Words: _____ )</b>	

\*\* The bidder must submit the sheets mentioning the designation-wise breakup for the total cost of services for each year.

**##No correction on this sheet shall be entertained.**

