



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, BURLA

PO- ENGINEERING COLLEGE BURLA, DIST-SAMBALPUR,

ODISHA-768018

No. VSSUT/Elect./PSMODROB/ 4548 /2019

Dated: 28/02/2019

**TENDER CALL NOTICE**

Sealed tenders are invited from original Manufacturers/Authorized dealers for supply and installation of software/materials for Electrical Engineering Department at VSSUT, Burla, Sambalpur, Odisha. The tenders shall reach the office of the undersigned through Speed/Registered post only on or before 25.03.2019 up to 5.00P.M.

For more details, please visit our University Website [www.vssut.ac.in](http://www.vssut.ac.in). The authority reserves the right to accept or reject all the tenders without assigning any reason thereof.

Uab  
28.02.19  
REGISTRAR

No. VSSUT/Elect./PSMODROB/ 4549 (8) /2019

Dated: 28/02/19.

Copy to:

1. M/s Display Lines, 219, Saheed Nagar, Bhubaneswar – 751007 with request to publish the above advertisement in one issue of the all Odisha daily edition of “**THE SAMAJA**” and “**THE INDIAN EXPRESS (ALL EDITIONS)**” at the I & PR approved/lowest rate. The bill may be sent in TRIPLICATE along with a copy of the paper in which the publication is made.
2. University /Department Notice Board of VSSUT, Burla.
3. Dean F&P, with a request to hoist the tender call notice in the University web site [www.vssut.ac.in](http://www.vssut.ac.in) for wide publicity.
4. Comptroller of Finance, VSSUT, Burla for information and necessary action.
5. HOD, Electrical Engineering & EEE, for information and necessary action.
6. PA to Registrar for information and record.
7. Dean SRIC for information. This is as per the sanction of AICTE MODROB Project (Ref. no. 9-44/RIFD/MODROB/Policy-1/2016-17) entitled “Modernization of Electrical Power System Laboratory” of Electrical Engg. Department.
8. PA to Vice Chancellor for information of the Hon’ble Vice Chancellor.

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## Section I: Invitation for Bids

Sealed Tenders in two bids system (Technical Bid and Price Bid) are invited by the “The Registrar, Veer Surendra Sai University of Technology, Odisha, Burla” from reputed Equipment Manufacturers/ Authorised Dealers having up-to-date VAT / Service tax clearance certificate/PAN/ GST and TIN/ GSTIN for supply of materials for laboratories of Electrical Engineering Department at VSSUT, Burla campus. The intending Bidders may download the Tender Documents directly from the website available at [www.vssut.ac.in](http://www.vssut.ac.in).

All the bidders are required to submit EMD not less than 2% of the quoted amount in the shape of Demand draft in favour of “**The Registrar, Veer Surendra Sai University of Technology, Burla**” payable at SBI, Burla. The EMD shall be Indian Rupees. Non-submission of EMD or submission of EMD of lesser amount than required 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.

The cost of tender document of Rs.500/- (Non-refundable) is to be submitted in shape of Demand Draft drawn in favour of “**The Registrar, Veer Surendra Sai University of Technology, Burla**” payable at SBI, Burla along with the technical Bid. The tender cost fee and the EMD amount should be submitted separately in separate demand draft. 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. The envelope containing the Tender must be super-scribed as “**TENDER FOR ELECTRICAL ENGINEERING DEPARTMENT**” and tender notice No. & date.

### Time Schedule:

- a) Date of commencement of downloading bidding document : **01.03.2019**
- b) Last date and time for Receipt of bids : **25.03.2019 up to 5.00 P.M.**
- c) Time and date of opening of Tender & technical bid : **27.03.2019 at 3.30 P.M.**
- d) Time and date of opening of price bid : to be notified later on after verification of technical bid

### Place of Receipt and Opening of Tender and Address for Communication

The Registrar  
Veer Surendra Sai University of Technology, Odisha , Burla  
P.O.-Burla Engineering College,  
Dist-Sambalpur-768018  
Tel. No-0663-2430211 Fax No-0663-2430204

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## DETAILS SPECIFICATIONS OF SOFTWARES

<b>For Power System Laboratory :</b>			
Sl. No.	Name of the Software	Specifications	Quantity
01	DIgSILENT Power Factory Software	Power Factory for Education and for Research	01 set perpetual license
02	PSIM Software	<ul style="list-style-type: none"><li>• Basic module</li><li>• Motor drive module</li><li>• Digital control module</li><li>• Renewable energy module</li><li>• Simcoupler module</li></ul>	01 set perpetual license

### Section II: General Terms and Conditions

**GENERAL TERMS & CONDITIONS OF CONTRACT FOR SUPPLY, INSTALLATION AND DEMONSTRATION OF THE SOFTWARE REQUIRED FOR DEPARTMENT OF ELECTRICAL ENGG., VSSUT, BURLA, ODISHA.**

#### **1. Document Establishing Bidder's Eligibility & Qualification**

The Bidders shall furnish as part of the Bid the following Documents establishing Bidder's eligibility and qualification to the Purchaser's satisfaction.

- 1.1 Manufacturer / Authorized Distributor / Dealer having valid license / certificates for the quoted item and the direct Importers holding valid Import License Manufacturer / Authorized Distributor / Dealer of the product are eligible to participate in the Bid.
- 1.2 The Bidder whether manufacturer/ distributor/ dealer must have experience of supply and installation of the quoted items in reputed Government Institutions / Public Undertakings / reputed Private Institutions within India during last preceding 03(Three) years reckoned from the date of bid opening and the details must be submitted along with documentary proof.
- 1.3 The Bidders shall have to produce document in support of their service associates **nearest to Bhubaneswar/ Sambalpur, Odisha.**
- 1.4 Bidder shall have to provide installation and demonstration to **Purchaser within 15 days of delivery.**





1.5 The Bidder shall quote items of one reputed Brand/model with all accessories in complete to perform functionality of Equipment.

1.6 Manufacturer has to submit copy of Industry Registration of quoted products and Tax Registration Certificate issued from Competent authority. In case of Authorized Distributor /Dealer/Suppliers have to submit Manufacture authorization along with copy of above documents of Manufacture Industry.

## 2. Document Establishing Goods Eligibility

The Software offered against the schedule of requirement, should be in accordance with the stipulated specifications.

2.1 The documentary evidence establishing the brand may be in the form of literature, pamphlets, manuals etc.

2.2 Detailed description of software with essential technical and performance characteristics may also be furnished.

2.3 The quantity shown in the bid can be increased or decreased to any extent depending upon the actual requirement.

## 3. Technical Bid (COVER - A)

The following document should be submitted in cover-A.

3.1 Earnest Money Deposit

3.2 Technical details of the materials as per Annexure-V

3.3 Copy of the manufacturing license/ import license/ Authorized Distributor/ Dealer certificates

3.4 Copy of the authorization from the Manufacturing Company in case of Authorized Distributor /Dealer in **Annexure-III** along with Manufacturer Industry Registration and Tax Registration Certificate.

3.5 VAT/ST/GST clearance certificate up to date where applicable.

3.6 Performance/ Market standing certificate establishing that the Bidders have executed supply of similar items as mentioned in Schedule of Requirement of software to different Govt. Organizations/ Government PSUs / reputed Private Institutions.(proof of documents)

3.7 Copy of the IT PAN Card.

3.8 Detail name, address, telephone no. fax, e-mail of the firm and of the Director/ Managing Director/ Proprietor of the firm (As per **Annexure IV**)

3.9 Address, Telephone No., e-mail, Fax of the Branch Office/ Contact Person/ Liaisoning Office in Odisha. (As per **Annexure IV**)

3.10 Power of Attorney/ Authorization to a person for liaisoning and monitoring the business on behalf of the manufacturer / bidder but not entitled to raise the bills.

3.11 Document if any to establish the recognition of the manufacturing unit in respect of ISO or equivalent.

3.12 **The original bid document signed & sealed by authorized person in each page as a token of acceptance of all terms and conditions of the tender with original receipt.**

3.13 Documentary evidence establishing that the hardware, software and ancillary services to be supplied by the Bidders shall confirm to the Bidding Document.

3.14 Any deviation in the specification of the item including standard accessories / optional accessories in complete for functionality of hardware should be marked in **bold letters**.

3.15 Details of hardwares, if any, should be provided.

#### **4. Price Bid (COVER – B)**

4.1 The hard copy of price bid giving the rates for various software and other items should be submitted along with sealed soft copy of price bid in Excel format through CD/Pen drive both in separate sealed cover hereinafter called Cover B (Price Bid). **Price Bid (Cover - B)** of the bidders who qualify in **Technical Bid (Cover – A)** will only be opened and will be communicated through **E-mail/Fax**.

4.2 The price of the each item shall be quoted as per the prescribed Price Schedule Format at **Annexure-I** along with price break up of custom duty, Excise Duty, CST, Packing, Forwarding and Handling charges, Insurance charges, ET, Freight up to destination including unloading, GST, commissioning including testing and training with total price per item at **FOR destination at Burla**. The bidders are required to submit the individual price of each item as indicated in the schedule of requirements.

4.3 Each quoted item and all accessories should cover the warranty / guarantee for **01(one)** year from the date of installation(**Annexure-II**).

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4.4 The **Cover B** of the technically qualifying bidders shall be only opened at the Office of the “**The Registrar, Veer Surendra Sai University of Technology, Burla**” on the date and time to be communicated to them after technical evaluation of **Cover A by E-mail/Fax**.

4.5 The cost of standard accessories shall be included in basic price and optional accessories shall have to be quoted separately.

## 5. BID CONDITIONS

5.1 The quoted rate shall not vary with the quantum of order placed or destination point.

5.2 A copy of the original bid conditions and the schedules should be signed by the bidder at the bottom of each page with the office seal duly affixed and returned along with the bid. Bid schedule should be duly filled in with an **index** and **page number** for the documents, enclosures & EMD etc. **Paging** must be done for all the documents submitted.

5.3 Bids should be type written or Computerized and every correction/ over writing in the bid should invariably be attested with signature of the bidder with date before submission of the bids to the authorities concerned. No revision of price upward or downward will be allowed once the bid is opened. However, the purchaser shall have the right for considering the exchange rate of foreign currencies on verification of documents.

### 5.4 Language of Bid

The Bid prepared by the bidders and all correspondence and document relating to the bid exchanged by the Bidders and the *Purchaser*, shall be written in the English language. Supporting document and printed literature furnished by the Bidders may be written in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the English translation shall govern.

### 5.5 Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialling, dating and re-writing.
- All duties, taxes, and other levies payable on the raw materials and components, job contract shall be included in the total price.
- VAT/GST in connection with the sale shall be shown separately.
- The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The price shall be quoted in Indian Rupees only.



## 5.6 VAT/ST/GST clearance

Copies of valid VAT/ST/GST clearance Certificates shall be furnished by the Bidders and the originals of the above certificates shall be produced to the purchaser before placement of notification of award if asked for by the Purchaser.

## 5.7 EMD

All bidders are required to submit EMD **not less than 2% of the quoted amount** in shape of **Demand draft** drawn in favour of **“The Registrar, Veer Surendra Sai University of Technology, Burla”** payable at **SBI,Burla** only. 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.

## 5.8 SUBMISSION OF BIDS

### Sealing and Marking of Bids

Bid should be submitted in two Bid system containing two parts as detailed below.

**Scaled Cover-A: Technical Bid.**

**Scaled Cover-B: Price Bid (hardcopy & sealed soft copy in CD/pen drive)**

Both the sealed envelopes should then be put in one outer cover and each cover should have the following indication:

- Name of Dept.: \_\_\_\_\_
- Reference No of Bid \_\_\_\_\_
- Bid regarding \_\_\_\_\_
- Due date & time for submission of the Bid \_\_\_\_\_
- Due date & time for opening of the Bid \_\_\_\_\_
- Name of the Firm \_\_\_\_\_

### NOTE:

**A. Bids submitted without following two Bid system procedures as mentioned above will be summarily rejected.**

**B. Please Note that prices should not be indicated in the Technical Bid. The**





Prequalification document including EMD as required in the Bid document should invariably be accompanied with the Technical Bid (Cover A).

The outer envelope shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared "late". If the cover containing the outer envelope is not sealed and marked as required, *Purchaser* will assume no responsibility for the bid's misplacement or premature opening.

The above procedure shall be adopted both for the Technical bid and Price bid separately.

Telex, cable, email or facsimile bids will be rejected.

#### 5.9 Deadline for Submission of Bids

Bids must be received by the *Purchaser* at the address specified not later than the time and date specified in the Invitation of Bids. In the event of the specified date for the submission of bids being declared a holiday for the *Purchaser*, the bids will be received up to the appointed time on the next working day.

The *Purchaser* may, at its discretion, extend this deadline for submission of bids by amending the bid document, in which case all previous rights and obligations of the purchasers and bidders will remain same till the extended date.

#### 5.10 Modification and Withdrawal of Bids

No Modification and Withdrawal of Bids is allowed between the interval of time of submission and the last date and time of the bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidders on the bid form.

#### 5.11 BID OPENING

5.12 The *Purchaser* will open all bids, in the presence of bidder's representatives who choose to attend at 3.30 P.M. on dated 27.03.2019 at the Office of the "The Registrar, Veer Surendra Sai University of Technology, Burla".

5.13 The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for the *Purchaser*, the bids shall be opened at the appointed time and location on the next working day.

5.14 The bidder's names, and the presence or absence of the requisite EMD and such other details as the *Purchaser*, at its discretion, may consider appropriate will be announced at the opening. No





bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidders.

#### 5.15 Acceptance of the Bid

- Bidders submitting bids would be considered who have considered and accepted all terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the bid.
- Genuine softwares should be supplied. Bidders should indicate the source of supply i.e. name and address of the manufacturers from whom the items are to be sourced.
- Supply of software means – Installation and Commissioning (except civil works), Demonstration as well as Training at site. **No separate charges will be paid on this account.**

#### 5.16 Rejection of the Bid

The Bid document shall be out-rihtly rejected under following stipulation and no correspondence will be entertained whatsoever.

- If the Bidders has not furnished the required **Tender paper cost** and **EMD** or EMD exemption certificate from competent authority.
- If the Bidders has not submitted the Price as per the prescribed format **Annexure-I**
- **Manufacturing Authorization Annexure-III and in case of Authorized Distributor /Dealer/Suppliers have to submit Manufacture authorization along with copy of above documents of Manufacture Industry.**
- Photo copy of the up-to-date valid manufacturing license/ import license (if it is imported) /dealership certificate/Distributor certificate of the product along with Tax registration Certificate of Manufacturer issued from competent authority.
- If the bidders, whether manufacturer or authorized distributor/ dealer have not supplied the required quantity for qualification as per the eligibility criteria and not submitted the performance statement at **Annexure-IV with supporting documents.**
- If the bidder has not furnished technical details of the software with **one make & model** as per **Annexure-V.**
- If the bidders have not agreed to give **bid validity.**

#### 5.17 Purchaser's Right to Accept any Bid and to Reject any Bid



The Purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all the bids without assigning any reason thereof at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or Bidders on the grounds of such action of the purchaser. In case no bidder qualifies as per qualifying criteria and standards, purchaser may at his discretion relax qualification criteria for award of contract.

#### 5.18 Evaluation and Comparison of Bids

The comparison shall be of **FOR destination** price basis including the price of all costs wherever applicable as well as duties and taxes paid or payable on materials/software incorporated or to be incorporated in the items including the warranty/guarantee period from the date of installation.

- The Purchaser's evaluation of a bid will take into account, in addition to the bid price and the price of incidental services.
- The purpose of bid evaluation is to determine substantially responsive bid with the lowest evaluated cost, but not necessarily the lowest submitted price, which should be recommended for award.
- Evaluation of bids should be made strictly in terms of the provisions in the bid document to ensure compliance with the commercial and technical aspects.
- The past performance of the suppliers will be taken into account while evaluating the bids.
- Cost of the inland transportation, insurance and other costs within the Purchaser's Country incidental to delivery of the goods to their final destination.
- Delivery schedule offered in the bid.
- Deviations in payment schedule from that specified in the General Terms & Conditions of Contract.
- The availability in the Purchaser's country of spare parts and after-sales services for the goods offered in the bid.
- The projected operating and maintenance costs during the life of the equipment/ goods.
- The performance and productivity of the equipment/ goods offered.
- The quality and adaptability of the equipment/ goods offered.
- Any other point as deemed proper to be incorporated by the evaluation committee.



- **Alternative options of offer shall not be allowed.**
- Each Bidder shall submit only one quotation with one make & model. The quotation would be evaluated separately for each item.
- Sales Tax in connection with sale of goods shall not be taken into account in evaluation.
- Negotiation shall be made with the lowest evaluated bidder.
- Lowest evaluated price shall be taken in to consideration, but not the lowest quoted price.
- Willingness to provide operational Training to one Official of each consignee at consignee site for at least 7 days whichever is suitable to Purchaser.

## 6.0 Supply Conditions

### 6.1 Delivery of Goods

The delivery of goods shall be made by the supplier to the Consignee in accordance to the order placed as shall be detailed in the Schedule of requirements & technical specifications.

### 6.2 Software Demonstration cum Inspection

Purchaser reserves the right to ask for demonstration cum inspection of the software where ever applicable.

### 6.3 Inspection/ Test/Training

The inspection/examination/ test may be conducted in the premises of the Supplier or at the goods final destination or at the premises of the consignee, as will be decided by the Purchaser.

In case of any inspected/ tested goods fail to confirm to the specification/ working condition, the purchaser may reject them and the supplier shall replace/ repair the same free of cost.

### 6.4 Warrantee Period (comprehensive)

The Bidders must quote for a minimum period of **01 (One) year of warranty** from the date of completion of the satisfactory installation as per (**Annexure-II**).

### 6.5 Payment Terms

No advance payment will be made by the Purchaser to the supplier for performance of the contract. 100% of the contract price shall be paid within 30 (thirty) days after satisfactory supply, installation, demonstration & training at VSSUT and stock entry of bills of the goods.

### 6.6 Transportation

The Supplier shall be required to meet all transport and storage expenses until commissioning of the materials covered in the contract.



## 6.7 Taxes and Duties

The Supplier shall be entirely responsible for payment of all Taxes, Duties etc. incurred until delivery of the contract goods to the Consignee subject to recovery afterwards in the bill as claimed in the Bid offer.

GST as applicable is payable, to the suppliers of the State of Odisha if claimed in the Bid offer.

GST will be paid to the Suppliers of the outside State other than Odisha, if claimed in the Bid offer. Any revision of GST shall automatically be taken into account.

**Entry Tax**, if paid by the Supplier, at the local (destination head) Corporation/ Municipality/NAC is allowed once only on production of money receipt for such payment, if claimed in the Bid offer. Any other statutory levy imposed by the Govt. of India/ Govt. of Odisha from time to time will be considered extra on demand with adequate proof thereof. The service tax and the work contract tax shall be levied (Wherever applicable). Income Tax as applicable shall be deducted at source.

## 6.8 Incidental Services

The Supplier shall be required to provide any or all of the following services: (The cost should be included in the quoted Price)

- Furnishing of detailed literature/pamphlets/ circuit diagram/ operation & maintenance manual / drawings (as applicable) for each appropriate unit of supplied goods.
- Furnishing of tools required for assembly and / or maintenance of the supplied goods.
- Performance or supervision of on-site assembly and the supplied goods.
- Performance or supervision or maintenance and/ or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty/ guarantee obligations under the contract.
- **Training of the Purchaser's personnel at the Supplier's plant and / or on site, in assembly, start up, operation, maintenance and/ or repair of the supplied goods is Mandatory.** A maintenance contract for the goods supplied, if required by the user beyond the warranty period shall be on mutually agreed upon terms between the user and supplier. The cost of such maintenance contract shall not be included in the Bid cost.

## 6.9 Period of Validity of Bids

- The bid rates should be kept open/ valid for a period of **180** days from the date the Bids are opened. A bid valid for a shorter period i.e. less than **180** days shall be rejected, as non responsive. In absence of any indication of the date of validity in the bid, it will be presumed that the offer will remain valid for the minimum period i.e. **180** days as prescribed above. In exceptional circumstances the purchaser may solicit the bidders consent for extension of the period of validity. If agreed upon, the bid security so deposited shall also be suitably extended.

### 6.10 Commissioning Period

Maximum commissioning period is **30 days** from the date of supply OR **120 days from the date of issue of Purchase Order** failing which the purchaser will have the right to impose penalty for the delay period @ **0.5% per week of the contract value of item/items excluding taxes from the bill amount subject to maximum of 10%**. However, The Registrar has right to extend the delivery period/commissioning period in special cases.

### 6.11 Penalty against Non Supply

In case of non-supply of Stores within the due date i.e. within the date of delivery the EMD deposited by the bidder shall be forfeited.

### 6.12 Jurisdiction of the Court

The purchaser and supplier shall agree that the competent court at Sambalpur shall have the jurisdiction to try and decide anything between the parties and they may approach the Competent Court at Sambalpur if required at any time.

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28.02.19  
REGISTRAR  
VSSUT, Burla

## ANNEXURE-I

### PRICE SCHEDULE (ITEM WISE)

Item Sl. No.	Item Description	Country of origin with Make & Model	Quantity & Unit	Exwarehouse/Ex-show room/ off-the-shelf price (a)	Excise Duty/ Customs Duty, if any (b)	Packing & Forwarding charges (c)	Inland transportation, insurance and other local charges incidental to delivery (d)	CST/Entry Tax, if any (e)	Unit Price (a+b+c+d+e)	GST/VAT (f)	TOTAL Price (a+b+c+d+c+f)

Place:

Date:

Signature of Bidder  
Business Address  
Seal of the Bidder

**ANNEXURE-II**

**WARRANTY MAINTENANCE CONTRACT AGREEMENT.**

THIS AGREEMENT made the.....day of ....., 20\_\_ between the "The Registrar, Veer Surendra Sai University of Technology, Burla" (hereinafter "the Purchaser") of the one part and M/s..... (here in after called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain Goods & ancillary services viz, supply and commissioning of the instruments & equipment at Samabalpur/Bhubaneswar including Warranty Upgrade /Maintenance Services and has accepted a bid by the Supplier for the software specified below at the Consignee site including Comprehensive Warranty upgrade/maintenance Services for a period of 01 (One) year from the date of installation & commissioning of the software as per award of Contract No..... Dated

**Name of the Mateerials/Quantity:**

(To be filled in as per details of goods in the award of Contract)

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. Upgrade/Maintenance Services shall consist of maintenance of software/equipment specified above & will include upgrade/repair and replacement of upgraded version/parts free of cost.
2. Any complaint informed through telephone must be acknowledged with a Complaint No. by the Supplier which will be noted by Consignee. All further contact with the Supplier on such complaint will be initiated through that Complaint No. Once rectification done, that No. will be cancelled by both parties.
3. The upgrade/maintenance shall normally be done at the earliest.
4. The Service Engineer of the Supplier will be allowed to handle the respective Computer/machineries only in presence of the officer in charge at the Consignee site.
5. The Supplier should ensure that repair/reload/upgrade/maintenance job is not hampered/delayed due to paucity of spares/inadequate manpower etc.
6. The Supplier should submit the services call report, to the Consignee for each and every service call.
7. After completion of the work, the Purchaser/officer-in-charge shall give a completion report to the supplier to that effect, if required.

Signature

For the Purchaser

Name:

Designation:

Address:

Telephone No:

Signature

For the Supplier

Name:

Designation:

Address:

Telephone No:





ANNEXURE-III

**MANUFACTURES' AUTHORISATION FORM**

No. \_\_\_\_\_ / Date \_\_\_\_\_ /

To

The Registrar,  
VSSUT Odisha  
Burla, Sambalpur.

Dear Sir, Bid No. \_\_\_\_\_

We \_\_\_\_\_ who are established and reputable manufacturers of \_\_\_\_\_ having factories at \_\_\_\_\_ (Address of Factory) do thereby authorize M/s. \_\_\_\_\_ (Name and address of Agent) to submit a bid and sign the contract with you against the above bid.

\* No company or firm or individual other than M/s. \_\_\_\_\_ are authorized to bid and conclude the contract in regard to this business against this specific invitation for bid.

We hereby extend our full guaranty and warranty as per general conditions of contract for the goods and services offered by the above firm against this bid.

Yours faithfully,  
(Signature for and on behalf of Manufacturers)

Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person, competent and having the power of attorney to bind the manufacturer. It should be included original by the Bidders in its bid.

- This para should be deleted for simple items where manufacturers sell the product through different stockiest.
- The Supplier/Managing Director of the Company (if the supplier is a Company) or the Power of Attorney Holder having specific power to sign the contract can only sign the contract/execute the agreement.



ANNEXURE-IV  
**DETAILS OF THE BIDDERS**

Bid Reference No.

Name and address of the Bidder:

01 Name of the bidder

- a) Full postal address
- b) Full address of the premises
- c) Telegraphic address
- d) Telephone number
- e) Fax number
- f) E mail:
- g) PAN No
- h) TIN No

02 Total annual turn-over (value in Rupees)

03 Quality control arrangement details

04 Test certificate held

- a) Type test
- b) BIS/ISO certification
- c) Any other

05 Details of staff

- a) Technical
- b) Skilled
- c) Unskilled

06 Branch Office/ Contact Person/ Liaisoning Office in Odisha.

- a) Address
- b) Telephone No.
- c) e-mail,
- d) Fax

Signature and seal of the Bidder

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ANNEXURE-V

Technical details of the materials to be supplied by the bidder

Bid Sl No. of the item	Tender specification	Bidders Specification with make and model no (Enclose manufactures catalogue / brochure for each item)	Deviation if any With University specification

Signature and seal of the Bidder

