



**P S DEGREE COLLEGE, SULIAPADA  
At. / Po. / VIA - SULIAPADA,  
DIST- MAYURBHANJ , ODISHA , 757022**

**REQUEST FOR PROPOSAL TO SELECT SUPPLIERS FOR  
SUPPLY / INSTALLATION OF NON-CIVIL ITEMS WITH WORLD  
BANK ASSISTANCE UNDER OHEPEE AT THE COLLEGE  
PREMISES**

**RFP. No. [ 22189301/OHEPEE/- 2023-24/02/420/23-05.09.2023]**

**ISSUED BY;**

**Principal**

**P S DEGREE COLLEGE, SULIAPADA  
At. / Po. / VIA - SULIAPADA,  
DIST- MAYURBHANJ , ODISHA , 757022**

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**OFFICE OF THE PRINCIPAL  
P S DEGREE COLLEGE, SULIAPADA  
At. / Po. / VIA - SULIAPADA,  
DIST- MAYURBHANJ , ODISHA , 757022  
(NAAC ACCREDITED)**

Ref No.....

Date.....

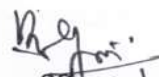
**NOTICE OF INVITATION FOR TENDER.**

**SUB :-** Issue of request for Proposal to select suppliers for Supply & installation of Photocopy Machine , Desktop Computers , UPS , Printer, Water Purifiers with Coolers , Laboratory Equipment at the College Premises.

**RFP No. 22189301/OHEPEE/2023-24/02/420/23-Dated.- 05.09.2023**

Principal, PS Degree College, Suliapada, At/ Po/ Via - Suliapada, Dist-Mayurbhanj, Odisha Pin-757022 hereby invites Tender as per above cited subject & RFP No. from reputed eligible firms located within State of Odisha for "Supply & Installation of the above mentioned Non-Civil Items to be purchased out of World Bank Fund under OHEPEE at the college premises for the Financial Year 2023-24.

The interested firms may download the RFP documents from the official website of the college, i.e [www.psdegreecollege.in](http://www.psdegreecollege.in) against non-refundable fees of Rs.-500/- towards cost of "Request for Proposal" in the shape of A/C payee Demand Draft in favour of principal, PS Degree College, Suliapada issued from any nationalized bank payable at Suliapada, prepared on or before the last date of receipt of the RFP document as mentioned in the **Section-I – Schedule of RFP** , and submit their proposals complete in all respect & supported by all relevant documents properly indexed and hard bound to the Principal, PS Degree College, Suliapada, At/ Po/ Via - Suliapada, Dist-Mayurbhanj, Odisha Pin-757022 as per the terms and conditions mentioned in the RFP document.

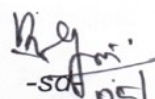
  
-sd/- 05/09/23  
Principal  
PS Degree College, Suliapada  
**Principal,  
P.S. College, Suliapada  
MAYURBHANJ**

### **SECTION 1 : SCHEDULE OF RFP**

Sl No.	Particulars	Details
1	Request for Proposal No	<b>22189301 / OHEPEE / FY-2023-24 / 02 / 420 / 23 / Dated.05.09.2023</b>
2	Date of Issue of RFP	<b>Dated.11.09.2023</b>
3	Name of the RFP Issuer	Principal , PS Degree College, Suliapada
4	Cost of RFP Documents	Rs.500/- ( Non-Refundable)
5	Scope of Work	Supply & installation of Photocopy Machine Desktop Computers, UPS, Printer, Drinking Water Purifiers with Coolers, Laboratory Equipment at the colleges Premises.
6	Method of Selection	Least Cost Selection Method ( Priority will be given to quality of the goods.).
7	Last date for submission of proposals	Dated: 25.09.2023
8	Date of Opening of Technical Proposals	Dated: 28.09.2023
9	Date of Opening of Financial Proposals	Maximum within 3 working days from the date of opening of Technical Bids.
10	Earnest Money Deposit (EMD): (Refundable for unsuccessful firms)	2% of the total quoted price
11	Performance Security (To be submitted by the L 1 firm only)	3% of the L 1 estimated price (Un conditional and irrevocable).
12	Address/Venue for submission/ opening of such proposals	Principal, PS Degree College, Suliapada, At/ Po/ Via - Suliapada, Dist-Mayurbhanj, Odisha Pin-757022
13	Date of issue of supply order	Within 7days from the date of opening of Financial Proposals.
14	Last date of supply of goods by the selected firms	Within 15 days from the date of issue of supply order from the college.
15	Last date of making payment to the firm supply goods to the institution	Within 15 days from the date of supply of goods in good condition & installation of goods in the college premises and furnish of invoice.

**Note:**

In case of any change in the scheduled date due to any unforeseen situation the date' may be shifted to the next possible working day or as decided by the Principal.

  
 -sd/05/09/23  
 Principal  
 PS Degree College, Suliapada  
**Principal,**  
**P.S. College, Suliapada**  
**MAYURBHANJ**

**STANDARD SPECIFICATIONS OF NON-CIVIL ITEMS TO BE PURCHASED OUT OF  
WORLD BANK FUNDS UNDER OHEPEE 2022-23**

Sl. No.	Goods / Services to be procured	Standard / Detailed Specification	Approx. Qnty./Amnt.
1	Photocopy machine	Print, Scan, Copy Print Resolution: 600 x 600 dpi, Print Speed: 45 ppm., Duplex printing , Optical Scan Resolution: 600 x 600 dpi, Maximum Document Size: 8.5 x 14", 550-Sheet Paper Cassette 100-Sheet Stack Bypass, 5" Color Touch screen USB 2.0, Ethernet & Wi-Fi Connectivity , with memory 256MB	1
2	Desktop computers	HP make core-i5 8th generation 8GB RAM DDR4, 512SSD with 1TB HDD optional ,OS- Windows 10, USB combo Keyboard wireless , integrated graphics with W Lan + BT , 21" Led Monitor with 3yrs warranty on Site	5
3	UPS for desktop computers	1KVA Output power capacity, leak proof battery with 2 years warranty.	5
4	Printer	Scan to PDF, Self-Reload Toner, Built-in Wi-Fi, Energy Star Qualified, High Volume Printing Up to 5000 Pages.USB, Wireless, WIFI-Direct, Print with mobile, Ethernet, Flat Bed, Display Size 32x32 mm Media Sizes Supported: A6, A5, A4, Letter, No.10 Env, C5 Env, DL Env, B5(JIS), 105x148.5 to 215.9x297 mm	1
5	Water purifier with cooler	Water purifier cum cooler with minimum 80 litres storage & Cooling capacity with 3 output separately for normal and cold water with branded company with 3yrs warranty on Site	1
6	Laboratory equipments	For Botany & Zoology departments as per CBCS syllabus <i>(List Attached)</i>	
<b>Total</b>			<b>-</b>

*[Signature]*  
-sd  
05/09/23  
Principal

PS Degree College, Suliapada

**Principal,  
P.S. College, Sullapada  
MAYURBHANJ**

**GENERAL TERMS & CONDITIONS TO BE FOLLOWED BY THE REPUTED ELIGIBLE FIRMS / AUTHORISED SUPPLIERS INTERESTED TO SUPPLY NON-CIVIL GOODS / ITEMS TO PS DEGREE COLLEGE, SULIAPADA , MAYURBHANJ**

**1) *Pre Qualification Criteria :***

- i) Interested firms may obtain the RFP documents from the official website i.e [www.psdegreecollege.in](http://www.psdegreecollege.in) of the PS Degree College, Suliapada and submit their proposal in sealed envelope as per the instructions mentioned in this RFP document.
- ii) Interested firms are advised to study carefully all instructions, forms, terms & conditions and other important information mentioned in the RFP document.
- iii) The participating firms must produce copies of all the required supporting documents / information as part of their proposal, failing which the same proposal shall be summarily rejected.
- iv) The firm should be registered under the provisions of the Indian companies Act / Indian Partnership Act / The limited liability Partnership Act / A sole proprietorship firms.

**2) *General Terms Conditions :***

- i) The E.M.D amount of 2% of the total quoted price on the number/quantity /amount of goods/items as fixed/estimated by the college is to be submitted by the bidder along with the bid in shape of either A/C payee demand Draft or Fixed deposit receipt or Banker's Cheque or Bank guarantee in favour of the Principal, PS Degree College. Suliapada drawn in any of the nationalized bank.
- ii) EMD relaxation will be allowed to the firms registered under MSME. Valid registration certificate to that affect should be attached.
- iii) The E.M.D is to be returned to the unsuccessful bidders within 07 working days from the date of the issue of supply order to the successful bidder without any interest. The E.M.D of the successful bidders will be returned without any interest after deposit of performance security which is of 3% of the total supply order price of the goods / items as fixed/estimated by the college.
- iv) The firm interested to supply goods/items as mentioned in the RFP altogether must have supplied goods to any of the offices, college/universities. Supply order copies may be attached with bid.
- v) Performance security is to be submitted after issuing of LOI to the L1 bidder.
- vi) The interested firms must accept all technical/commercial terms and conditions mentioned in the RFP document.

- vii) Each page should be signed with official seal of the authorized person.
- viii) The Principal of PS Degree College, Suliapada reserves the right to cancel the RFP at any point of time without assigning any reason thereof.
- ix) All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

### 3) **Submission of Proposal :**

The proposals complete in all respect should be submitted to the Principal, PS Degree College, Suliapada, At/ Po/ Via - Suliapada, Dist-Mayurbhanj, Odisha, Pin-757022 through Speed Post / Registered Post/ Courier Service only. The principal will not be held responsible for any postal delay or due to any unforeseen situation. Delivery in person or through any other mode will not be accepted.

### 4) **Documents & Certificates**

- i) Certificate of incorporation / registration / partnership deed / GST registration and PAN must be submitted to the effect.
- ii) The cost of RFP of Rs.500/-(Five hundred) only is to be submitted along with the proposal in shape of Bank Draft in favour of the Principal of PS Degree College, Suliapada payable in any nationalized Bank, The RFP document cost is non-refundable.
- iii) The firm should submit the Audit balance sheet and profit & loss account certificate by practicing chartered accountant along with Income Tax Return of last 03 financial year i. e- 2020-21, 2021-22, 2022-23.
- iv) A sealed master envelope bearing the name, address, phone number and ' email id of firm along with the RFP name & number should contain two separate sealed envelopes i.e:
  - a) Envelope for Technical Proposal
  - b) Envelope for Financial Proposal

The sealed Envelope for “ **Technical Proposal** ” must contain the required supporting documents such as:

- a) The receipt / Demand Draft of Rs. 500/- in favour of the Principal, PS Degree College, Suliapada, towards the cost of the RfP (Non-refundable) .
- b) The E.M.D amount of 2% of the total quoted price of the goods / items as fixed / estimated by the college in shape of A/C payee D.D / Fixed deposit receipt / banker's cheque or bank guarantee in favour of the principal, PS Degree College, Suliapada Xerox copy of the certificate of registration / incorporation.
- c) Copy of PAN
- d) Copy of Goods Services Tax Identification Number ( GSTIN)
- e) Form- T-1 Technical Proposal submission form
- f) Form- T-2 Organisation details

- g) Form- T-3 Experience Details.
- h) Form T-4 Self declaration from the firm confirming not have been banned / black listed / debarred /suspended .
- i) Form T-5 Technical specification compliance sheet.
- j) Form T-6 Financial Turnover details along with:
- k) Copies of audited balance sheet, profit & loss account and all schedules certified by the Chartered Accountant for the last 3yrs. 2020-21, 2021-22, 2022-23.
- l) Copies of IT Returns for the last three financial years 2020-21, 2021-22, 2022-23.
- m) Xerox copy of E.P.M certificate .(For firms interested to supply furniture)
- v) The interested firms are required to quote the item wise Rate, Brand, and Model of goods in T-5 & F-1 form.

The sealed Envelope for “**Financial Proposal**” must contain the required supporting documents such as:

- i) Form F-1 – Financial proposal submission form.
- a) The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form
- b) No alternation / modification / overwriting / corrections in the format shall be accepted.

### **5) Opening of Proposals**

- i) Sealed envelopes containing the proposal will be opened by the principal in the presence of the designated/authorized representatives of the interested firms on the scheduled date and time at the specified address as mentioned in the schedule of RFP document.
- ii) Designated/ authorized representatives of the interested firm may attend the tender opening meeting with due authorization letter on behalf of their firms.

### **6) Evaluation of Proposal**

A two stage process will be adopted as explained below for evaluation of the proposals.

#### **A. Technical Evaluation**

- Technical evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite documents / information / financial instruments have been properly furnished by the firm.
- Technical compliance as submitted along with the proposal will be done to determine whether the Brand & model, proposed by the interested firm consists of all required minimum specifications as mentioned at "FormT-5" of the RFP document,

#### **B. Financial Evaluation**

- The financial proposals of the technically qualified firms only shall be opened at this stage in the presence of the technically qualified firm/their authorized representative on the scheduled date and time as mentioned in the RfP document.



- "Least Cost Selection Method" will be followed (**Priority will be given to the quality of the goods**).
- The firm, who submits the lowest financial price proposal shall be declared as the "L-1" bidder and shall be communicated for further process leading to issue of "Supply Order".

#### **7) Award of Contract**

- a. The L 1 bidder will be notified by the PRINCIPAL in writing by issuing a "Letter of Intent" and will be asked to acknowledge the Letter of Intent (Lol)" and to submit the "Performance Security" within 15 days of issuance of the Lol".
- b. The "Performance Security is unconditional and irrevocable.
- c. Performance Security amount in mentioned at Section 1 Schedule of RFP and the Performance Security must remain valid till warranty period of the goods.
- d. After receiving the acknowledgement of Lol along with the "Performance Security", the PRINCIPAL will issue the "Supply Order to the selected firm", for their requirement as specified in the RFP document.
- e. After issue of "Lol" or after receipt of the acknowledged "Lol", if due to any reason(s) the L1 bidder withdraws its willingness to supply the required goods then the EMD/Performance Security deposited by the same firm will be forfeited by the PRINCIPAL and firm securing the L 2 position in the financial bid will be awarded with contract, after submission of the required Performance Security amount.
- f. Once the Supply Order is issued by the college, the concerned firm must supply and install the required number of items within 15 days from the date of issue of the supply order. No further time will be allowed without any valid reason and without prior approval of the same from the Principal.

#### **8) Disqualification / Rejection of Proposals**

The proposal is liable to be disqualified in the following cases as listed below:

- a. Proposals not conforming to the eligibility criteria and not submitting the required documents as mentioned in the RFP".
- b. Submission of forged documents.
- c. Proposal submitted without EMD & cost of RFP.
- d. Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- e. Proposal received in incomplete form.
- f. Proposal received after due date and time.
- g. Firm trying to influence the proposal evaluation process by unlawful / corrupt/fraudulent means at any point of time during the bid process.
- h. Price quoting in any irrelevant papers, documents, presentation etc except "Financial Proposal".

- i. If a firm is debarred /banned/blacklisted/suspended by the world bank / central Govt./ State Govt./ Central or State PSU organization / Central / State Govt. University or Colleges

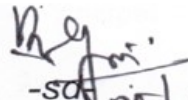
### 9) Mode of Payment

- i) After receipt and installation of the required items/goods in good conditions from the supplier and completion of the training/demonstration by the supplier in the college campus, the supplier will submit the invoice/bill along with MR to the college & the college will initiate the payment process within 15 working days.
- ii) No advance payment will be made in any circumstances.
- iii) The payment will be made through NEFT/RTGS only to the account details of the supplier furnished in the bill.

\*\*\*\*\*

**\*NB:** Contact persons *In case of any queries / clarification on the RFP document*

- 1) Co-ordinator ,IDP ( 9337458336)

  
 -sd/ 05/09/23  
 Principal  
 PS Degree College, Suliapada  
**Principal,**  
**P.S. College, Suliapada**  
**MAYURBHANJ**

**SECTION 5 : FORM****FORM T1: TECHNICAL PROPOSAL SUBMISSION FORM**

To,

The Principal,  
PS Degree College, Suliapada,  
At/Po/Via-Suliapada  
Dist-Mayurbhanj, Odisha, Pin-757022.

Sub: Submission of Technical Proposal to select supplier for"\_\_\_\_" at the college.

REF: RfP No. **2 2189301 / OHEPEE / 2023-24 / 02 / 420/23 / Dated- 05.09.2023**

Dear Sir,

I the undersigned offer to participate in the selection process to select supplier for "supply / installation of.....(Name of Items /Goods) " at the college, in accordance with your RFP No: "\_\_\_\_".I am here by submitting Technical Proposal, which includes EMD. Technical Proposal and Financial Proposal sealed in separate envelopes. I. hereby declare that a!! the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RfP are found violated, then your College shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal

**FORM T 2 : ORGANISATION'S DETAILS**

Sl. No	Particular	Details
1	Name of the Firm	
2	Type of Firm (Proprietary/ Partnership/ Pvt. Ltd. / Public Ltd/ Sole Proprietorship)	
3	Date of Establishment and Experience in business (In number of years)	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details)	
6	Telephone & e-Mail id of authored person	
7	G.S.T. Registration No	
8	PAN No.	
9	Willing to carry out assignments as per the scope of work of the RFP (Yes/No)	
10	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal

**FORM T3: EXPERIENCE DETAILS**

<b>SI No.</b>	<b>Name of the University / College / Department / Office to whom materials supplied</b>	<b>Quantity of Material Supplied</b>	<b>Date of Receipt Work order with reference number</b>	<b>Date of supply of goods /items</b>	<b>Remarks if any</b>

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal

**FORM T4: SELF DECLARATION FOR NOT BLACK LISTED**

To,  
The Principal,  
PS Degree College, Suliapada,  
At/Po/Via-Suliapada  
Dist-Mayurbhanj, Odisha, Pin-757022.

Sub: Self declaration for not black listed.

REF: RFP No. **2 2189301 / OHEPEE / 2023-24 / 02 / 420/23 / Dated- 05.09.2023**

Dear Sir,

I / We.....here by confirm  
that our firm has not been banned / blacklisted / debarred /suspended by the World  
Bank / Central Govt./ State Govt. Central or State PSU Origination/Central or State  
Govt. Universities or Colleges.

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal

**FORM T5: MINIMUM REQUIRED SPECIFICATONS COMPLIANCE SHEET**

A) Name of the Goods/Items.....

SI No.	Minimum Required Specification	Compliance (Yes/No)	Deviation

B) Name of the Goods/Items.....

SI No.	Minimum Required Specification	Compliance (Yes/No)	Deviation

C) Name of the Goods/Items.....

SI No.	Minimum Required Specification	Compliance (Yes/No)	Deviation

D) Name of the Goods/Items.....

SI No.	Minimum Required Specification	Compliance (Yes/No)	Deviation

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal

**FORM T6: FINANCIAL TURNOVER DETAILS**

Financial Turnover of the Organization during Last Three Financial Years (Certified by a Practicing Chartered Accountant)

SI No	Financial Year	Turnover in INR
1	2020-21	
2	2021-22	
3	2022-23	
Average Annual Turnover for the last three years (INR)		

Name of the C A Firm:

Firm Registration No.:

Name of the Chartered Accountant:

Membership No.:

Signature with Seal:

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal



**FORM F 1: FINANCIAL PROPOSAL SUBMISSION FORM**

To,

The Principal,  
PS Degree College, Suliapada,  
At/Po/Via-Suliapada  
Dist-Mayurbhanj, Odisha, Pin-757022.

Sub: Submission of Financial Proposal to select supplier for "Supply & installation of \_\_\_\_\_" at the college

REF: RfP No. **2 2189301 / OHEPEE / 2023-24 / 02 / 420/23 / Dated.05.09.2023**

Dear Madam/Sir,

I, the undersigned, here by submitting the Financial Proposal to select supplier for "Supply & Installation of \_\_\_\_\_" at the college in accordance of RfP No. **22189301 / OHEPEE / 2023-24 / 02 / 420/23/ Dated.05.09.2023**

I, hereby declare that all the financial figures mentioned the Financial Proposal is true and correct. I also accept that any misrepresentation of financial facts and figures may lead to disqualification of my proposal.

Sl No.	Name of the Goods / Items	Brand/Company	Rate per unit/ pcs	Remarks
1				
2				
3				

The Other Charges (\*) may include:

1. All necessary accessories like; cables, wires, pipes...etc, which are instrumental for installation.
2. The transportation/material handling cost for delivering and installing the required numbers of materials at the college premises.

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal

**SECTION 7: (CERTIFICATE OF WILLINGNESS TO BE SUBMITTED BY ALL FIRMS)**

To,  
The Principal,  
PS Degree College, Suliapada,  
At/Po/Via-Suliapada  
Dist-Mayurbhanj, Odisha, Pin-757022

Sub: Submission of Willingness certificate for supply & Installation of .....  
..... at your college premise.

Sir,  
I am to inform you that my firm (name of the firm with address) is ready to  
supply and install .....  
....., throughout the State of  
Odisha within 15 days of receipt of work order from the colleges selected under  
OHEPEE, if my firm is elected as L1, bidder during selection of tender.

In the event of my firms' failure to supply and install the required items in the  
selected L1 cost, my HMD/Performance Security will be forfeited.

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal

**ANNEXURE - 1**  
**(Proposal Submission Check List)**

<b>Sl. No</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>
1	Original RFP document	
2	Receipt / Draft towards cost of RFP document	
3	Earnest Money Deposit (EMD)	
4	Copy of Certificate of Incorporation / Registration	
5	Copy of Goods and Services Tax Identification Number	
6	Copy of PAN	
7	CA audited copies of Profit & Loss Account and Balance Sheet along with all schedules	
8	Copies of IT Returns for the last three financial years	
9	Technical Proposal Submission Form	
10	Organization's Details	
11	Experience Details	
12	Self Declaration for not having been blacklisted	
13	Technical Specifications Compliance Sheet	
14	Financial Turnover Details	
15	Financial Proposal Submission Form	
16	Certificate of willingness to be submitted by all firms	

Yours faithfully,

Authorized Signatory of the firm with  
Date and Seal