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## OFFICE OF THE PRINCIPAL KENDRAPARA AUTONOMOUS COLLEGE

(Accredited "A" Grade by NAAC)  
AT/PO/DIST-KENDRAPARA-754211  
ODISHA

Tender Document

For

Supply & Installation of "Green Board"

To

Kendrapara Autonomous College, Kendrapara

Tender Document No: KAC/ 2024-25/OHEPEE/004

Dated: 04/03/2025

Issued by: Principal  
Kendrapara Autonomous College,  
At/Po/Dist.: Kendrapara, 754211  
Odisha

Principal  
Kendrapara Autonomous College  
Kendrapara  
Kendrapara Autonomous College  
KENDRAPARA  
04.3  
2025

## TABLE OF CONTENTS

DESCRIPTION	PAGE. NO.
Schedule of Tender	3
Eligibility Criteria	4
Bid Submission	5
General Terms & Conditions of the Bid	6-7
Annexure I- Item to be Supplied and Installed	8
Annexure II Details of the Tenderer	9
Annexure III Price Schedule	10
Annexure IV Self Declaration for not black listed	11

## SCHEDULE OF TENDER

Tender No.	KAC/ 2024-25/OHEPEE/004
Name of the Tender Issuer	Principal, Kendrapara Autonomous College, Kendrapara
Scope of Work	“Supply & Installing of <b>“Green Board”</b> Details as per Annexure-I
Quantity to be supplied	As per Annexure I
Cost/ Fee of Tender Document	Rs. 500/- in form of a DD drawn in favour of Kendrapara Autonomous College, Kendrapara payable at Kendrapara
Earnest Money Deposit (EMD) (Two different EMDs to be submitted if one bidder is applying for both parts of the tender)	EMD- Rs. 8000/-
Performance Bank Guarantee (PBG)	Rs. 20000/-
Date of Issue of tender document	04/03/2025
Date & Time of Pre Bid Clarification	10/03/2025, 11.00 AM
Last Date & Time for Submission of Bids	17/03/2025, 5.00 PM
Date & Time of Opening of Technical Bids	18/03/2025, 11.00 AM at Mini – Conference Hall of the college
Date & Time of Price Bid Opening	20/03/2025, 11.00 AM at Mini – Conference Hall of the college
Name of the contact person for Communication	Mr. Ranjeet Kumar Das, Reader – in- Physics Mr. Ashok Kumar Das, Reader –in-Math Mr. Ramanath Mohanty, Reader – in- Education
Contact Number of the concern person	9437604408/ 8917258099/ 8249363641
Address for Communication	Principal, Kendrapara Autonomous College, Kendrapara, Odisha-754211

## 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. 2 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account certified by the Chartered Account 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. Must have a valid PAN.



## BID SUBMISSION

Steps to be followed for submission of Bid:

1. The bid shall be submitted in three parts, 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 drawn in favour of "Principal, Kendrapara Autonomous College, Kendrapara" payable at Kendrapara. 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 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 list of items that is available with the tender.
- The bidder should details 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 tender has not been blacklisted by any State Government/ Central Govt. / PSU in India as per Annexure IV.
- Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last three financial years.

iii) 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 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 "**Green Board**"

## 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, Kendrapara Autonomous College, Kendrapara, at/po. Kendrapara, Odisha-754211 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 [www.kac.edu.in](http://www.kac.edu.in) / **Notice board of the office of Kendrapara Autonomous College**. 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 **10/03/2025 from 11.00 AM** at Kendrapara Autonomous College, Kendrapara. Any queries related to this tender shall be sent to the main ID: [kendraparacollege@yahoo.co.in](mailto:kendraparacollege@yahoo.co.in). One day in advance. The clarifications if any will be uploaded in the department website. 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 site verification where installations is to be made.

### 5. Opening of technical BID:

The Technical proposal will be opened on **18/03/2025 at 11.00 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 and condition 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. Awarded of Contract:

Financial bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and awarded of contract. However where there is tie between bidders in lowest evaluation package price. The person having highest financial turnover in the proceeding 3 financial year will be given preference.



## 8. PERFORMANCE BANK GUARANTEE:

The selected bidder shall deposit performance security of Rs.20000.00 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.

9.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.

10.All the information as called for in the tender document should be submitted truly clearly, legibly, transparently, unambiguously and without using abbreviations.

11.In the financial bid the total figures should be written in figures followed by words.

12.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.

13.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 tenders.

14.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 and 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.

15.All the transit risks shall be the responsibility of the supplier.

16.All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Kendrapara.

17.Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.

18.If the work is found un-satisfactory or if the firm dishonours 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.

19.Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Kendrapara Autonomous College, At/Po-Kendrapara Odisha, -754211.

**20.Payment Terms:** All payments will be made within 30days of submission of invoice based on completion of respective terms and conditions. TDS will be deducted as per rules. The invoice will be raised in favour of Principal Kendrapara Autonomous College, at/Po: Kendrapara, Odisha, 754211.

**21.Completion Period:** The work shall be completed in all respect within 30days from the date of issue of work order.

ANNEXURE-I

Items to be Supplied and Installed

Sl. No.	Items	Specification	Qty. (may increase/ Decrease)
01	Green Board	Green Board of Size:- 10' x 4'	15



**DETAILS OF THE TENDER**

Sl. No.	Particular	
01	Name of the Firm/ Agency/ Company	
02	Registered office Address & Complete postal address	
03	Telephone Number & E-Mail Id	
04	Name of Authorized Signatory (In block Letter)	
05	Contact No. of authorized Signatory	
06	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.
07	Date of Establishment and Experience in business (In number of Years)	Work order to be attached for complying point no. 4 of eligibility criteria
08	GST Registration No.	
09	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 and Profit and Loss A/C for the last 3 years, 2020-21, 2021-22, 2022-23	
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.	

Place:

Signature &amp; Seal of the Bidder

**PRICE SCHEDULE**

To

The Principal,  
Kendrapara Autonomous College  
At/Po/Dist:- Kendrapara, Odisha-754211

Ref.: Bid No..... Dated.....

Sir,

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

Sl. No.	Name	Qty.	Unit Price (Including GST)	Total Price
<b>Total</b>				

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

Note

No change in the proforma is permissible

Date:

Place:

(Signature and seal of the bidder)

**SELF DECLARATION FOR NOT BLACK LISTED**

To

The Principal,  
Kendrapara Autonomous College  
At/Po/Dist:- Kendrapara, Odisha-754211

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 and seal of the bidder)