



# **CHRIST COLLEGE, CUTTACK**

**Tender Document**

**For**

**“Multifunction Printer (Black & White)  
for 4 Laboratories”**

**At**

**Christ College, Cuttack**

**Tender Document No: 07182306/OHEPEE/CC/2024-25/009**

**Dated: 22<sup>nd</sup> July, 2024**

**Issued By:**

Principal,

Christ College,

Cuttack-753008

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## SCHEDULE OF TENDER

Tender No.	07182306/OHEPEE/CC/2024-25/009
Name of the tender issuer	Principal, Christ College, Cuttack
Scope of Work	Multifunction Printer (Black & White) for 4 Laboratories Details as per Annexure I
Quantity to be supplied	As per Annexure I
Bid Document fee/ Tender Processing fee (non-refundable)	Rs. 500/- in form of a DD drawn in favour of Principal, Christ College, Cuttack payable at Cuttack
Estimated cost of Multifunction Printer (Black & White) for 4 Laboratories	Rs.1,00,000/-
Earnest Money Deposit (EMD)	Rs.2000/-
Performance Bank Guarantee (PBG)	5% of Bid Value
Date of issue of tender document	22 July, 2024
Date & Time of Pre Bid clarification	26 July 2024, 10.00 AM
Last Date & Time for Submission of Bids	10 Aug, 2024, 5.00 PM
Date & Time of Opening of Technical Bids	12 August, 2024, 10.00 AM
Date & Time of Price Bid Opening	13 August, 2024 10.00 AM
Name of the contact person for Communication	Sri Surendra Kumar Sahoo, Head Clerk
Contact Number of the concern person	9861884806
Address for Communication	Principal, Christ College, Cuttack- 753008

## **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 filed IT Returns for the preceding three years.
- 3) Should not have been blacklisted by any Local authority / State Govt. / Central Govt. / PSU in India. A self-declaration is required as per **Annexure IV**.
- 4) Must have a PAN

## **BID SUBMISSION**

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts in three separate envelopes inside one big envelope, 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.

Order drawn in favour of "Principal, Christ College" payable at Cuttack. 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 / adjusted 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 bidder should furnish 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 tenderer has not been blacklisted by any Local authority / State Government / Central Govt. / PSU in India as per **Annexure IV**.
- Copy of acknowledgement of Income Tax return of preceding three financial years i.e. 2020-21, 2021-22 and 2022-23

(iii) **The Price bid** shall be sealed in another 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 extra cost will be borne by the college towards transport of goods.No price increase on account of change in tax structure, duties, levies, charges etc. shall be permitted.

The three separate envelopes containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as **“Multifunction Printer (Black & White) for 4 Laboratories”**.

## **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, Christ College, Cuttack-753008 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.christcollege.ac.in/** Notice board of the office. 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 26.07.2024 from 10:00 A.M. at Christ College, Cuttack. Any queries related to this tender shall be sent to the mail id: **christcollegectc@gmail.com** 1 day in advance. The clarifications if any will be uploaded in the in the college web site. 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 a site verification where installations is to be made.

### **5) OPENING OF TECHNICAL BID**

The Technical proposal will be opened on 12.08.2024 at 10:00 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 & conditions 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) **Award of Contract:** Financial bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and award of contract. However, where there is tie between bidders in lowest evaluated package price, the person willing to lower his bid to lowest extent will be awarded the contract.
- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security @ 5% of Bid Value in the form of a fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank pledged in the name of the Principal, Christ College, Cuttack 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) **WARRANTY:** The Multifunction Printer (Black & White) for 4 Laboratories which are to be Supplied to the College should be NEW as on date of receipt and should be having all components required. The entire System including accessories will remain under **warranty for a period of one year** from the date of Supply.
- 10) 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.
- 11) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 12) In the financial bid the total figures should be written in figures followed by words
- 13) 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.
- 14) 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 of tenders.
- 15) 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 & 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.
- 16) All the transit risks shall be the responsibility of the supplier.
- 17) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Cuttack.
- 18) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.



- 19) If the work is found un-satisfactory or, if the firm dishonors 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 firm.
- 20) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Christ College, Cuttack - 753008.
- 21) **Payment Terms:** All payments will be made within 30 days of submission of tax invoice, based on completion of respective terms & conditions. GST TDS will be deducted as per the rules. The invoice will be raised in favour of Principal, Christ College, Cuttack.
- 22) **Completion Period:** The work shall be completed in all respect within 30days from the date of issue of work order.

**Items to be Supplied :**

**Multifunction Printer (Black & White) for 4 Laboratories**

**1.Laser jet Tank Print+ Copy+ Scan**

- Output: Monochrome
- USB | USB
- Print Speed Mono A4: 14 ppm
- Duty cycle (monthly, A4): 5000 pages
- Supported OS: Windows, macOS, Linux

**2. Branded**

**3.Warranty-1 year**

**ANNEXURE – II**

**DETAILS OF THE TENDERER**

<b>Sl. No</b>	<b>Particular</b>	
1	Name of the Firm/Agency/Company	
2	Complete postal address of the Office (Furnish Address proof)	
3	Telephone Number & E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact Number of authorized signatory	
6	G.S.T. Registration No. (Furnish Photocopy)	
7	PAN No. (Furnish Photocopy)	
8	Details of Earnest Money Deposit i.e. Draft no., date and bank name.	

**Date:**

**Place:**

**Signature & Seal of the Bidder**

**PRICE SCHEDULE**

To,  
Principal,  
Christ College,  
Cuttack-753008

Ref: Bid no. ----- Dated -----

Sir,

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

<u>Sl No.</u>	<u>Description</u>	<u>Make and Model</u>	<u>Qty. in Nos.</u>	<u>Unit Price</u>	<u>Total Amount</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total</u>					

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements 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,  
Christ College, Cuttack- 753008

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 / Local Authority.

**Date:**

**Place:**

**Signature & Seal of the Bidder**