



Tender Document

For

**“Supply and installation of
MULTIFUNCTION BLACK AND WHITE
LASER PRINTER to
Nimapara Autonomous College”**

Tender Document No: 26132902/OHEPEE/2023-24/005

Dated: 07-07-2023

Issued By:

Principal,

Nimapara Autonomous College,

AT/PO- Nimapara, District –Puri, Odisha

PIN CODE - 752106

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SECTION1: SCHEDULE OF RfP

Sl.No.	Particulars	D e t a i l s
1	RfP No.	[26132902/OHEPEE/2023-24/005]
2	Date of Issue of RfP	07-07-2023
2	Name & Address of the RfP issuer	Principal, Nimapara Autonomous College, At/PO- Nimapara, District –Puri, Odisha PIN – 752106
4	Scope of Work	Supply and Installation of Multifunction Black and white Laser Printer (Details as per Annexure I) at the premises of Nimapara Autonomous College, At/PO- Nimapara, District – Puri, Odisha PIN – 752106
5	Method of Selection	Least Cost Selection Method
6	Deadline for Submission of Pre-Proposal Query	10-07-2023
7	Pre-Proposal Meeting	12-07-2023
8	Issue of Pre-Proposal Clarifications if any	17-07-2023
9	Last date for Submission of Proposals	29-07-2023
10	Date of Opening of Technical Proposals	30-07-2023
11	Date of Opening of Financial Proposals	02-08-2023
12	Earnest Money Deposit (Re fundable for Unsuccessful Firms)	Rs600/-
13	Performance Security (To be Submitted By L1 Firm Only)	3%of L1 Estimate Value)
14	Address for Submission/Opening of such proposals	Nimapara Autonomous College, At/PO- Nimapara, District – Puri, Odisha PIN – 752106
15	Cost/fee of Tender Documents	Rs.500/- in form of a DD drawn in favour of Principal, Nimapara Autonomous College payable at Nimapara

NOTICE OF INVITATION

The Principal of Nimapara Autonomous College hereby invites proposals from reputed eligible firms located within State of Odisha to select supplier for “Supply & Installation of Multifunction Black and white Laser Printer (Details as per Annexure I)” at the college premise.

1. Firm will be selected under “Least Cost Selection” method as per criteria mentioned in the RfP document.
2. The proposal must be completed in all respect as specified in the RfP document and must be accompanied with the required financial instruments as specified in the RfP.
3. The EMD should be submitted in form of a Demand Draft in favour of “**Principal, Nimapara Autonomous College, Nimapara**”, drawn in any scheduled commercial bank, without which the proposal will be rejected.
4. Performance security is to be submitted after issuing of Lol to the L1 bidder.
5. The proposals will be opened in the presence of the designated / authorized representatives of the interested firm on the scheduled date & time at the specified address as mentioned in the “Schedule of RfP”. Designated / authorized representatives of the interested firm may attend the meeting with due authorization letter on behalf of their firm.
6. Interested firms may obtain the RfP document from the official website of the college (www.nimaparacollege.org.in) and submit their proposal in a sealed document as per the instructions mentioned in this RfP document.
7. The interested firms must accept all technical / commercial terms and conditions mentioned in the RfP document.
8. The Principal, Nimapara Autonomous College reserves the right to cancel the RfP at any point of point without prior notice.

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., 2019-20,2020-21, & 2021-22 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 Accountant 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.

SECTION 3: SCOPE OF WORK

1. The scope of work must fulfill the requirements of the college like; supply of required number of items within the specific dateline e.g. within 15 days of issued of the “Supply Order”.
2. The supplier must deliver & install the required items at college campus and no further time should be allowed for supply of the required goods without any valid reason and without the approval of the Principal.
3. Once required numbers of items are supplied by the supplier at college campus, the training and demonstration of the items supplied must be given by the supplier.
4. After installation, training and demonstration of the required items are finished; if any issue arises with the item, then the Principal of the college should immediately report in writing to the supplier.
5. After all issues are resolved, the supplier will submit the invoice of the college & the college will initiate the payment process within 15 working days of installation of the required items / goods.

SECTION 4: INSTRUCTIONS TO INTERESTED FIRMS

1. PRE-QUALIFICATION CRITERIA

The participating firms must produce copies of all required supportive documents / information as part of their proposal, failing which the same proposal shall be summarily rejected.

SI No.	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Firm must be a Company as registered under the provisions of the Indian Companies Act. Or A Partnership Firm registered under the Indian Partnership Act Or A Limited Liability Partnership registered under the Limited Liability Partnership Act Or • A Sole Proprietorship Firms	<ul style="list-style-type: none"> • Certificate of Incorporation / Registration • Partnership deed • GST Registration • PAN
2	Experience	Interested firms altogether must have supplied goods as mentioned in the RfP at least once to any of the offices / colleges/ universities.	Supply order copies
3	Turnover	During last three financial years i.e., FY 2018-19, 2019-20, 2020-21, the average annual turnover of the interested firm should not be less than 10% of the cost estimated by the college	<ul style="list-style-type: none"> • Audited balance sheet and "Profit & Loss account" along with all schedules certified by a practicing Chartered Accountant. • Acknowledgement of Income tax returns
4	EMD (EMD of unsuccessful firms will be returned immediately)	The interested firms should submit EMD. EMD value should be fixed by the college @2% of the total supply order value estimated by the college.	Demand Draft in favour of "Principal of the College"
5	EMD relaxation criteria.	Firms registered under MSME are exempted from submitting the EMD.	Bid Security declaration and MSME / Start Ups proof.
6	Performance Security	3% of the L1 value	Demand Draft from a scheduled commercial Bank Or A Fixed Deposit Or A Bank Guarantee pledged in the name of "Principal of the College"
7	Blacklist	The firm should not have 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.	Self-Declaration from the Firm as per the prescribed format mentioned at "FORM T4".

2.VALIDITY OF PROPOSAL

- The proposal submitted by the interested firms will remain valid for one year. The authority/Principal reserves the right to procure further requirements of the items given in the tender from the selected firm within the validity period.
- The proposal submitted by the interested firms will remain valid for one year.
- The selected firms must Supply and Install Multifunction Black and white Laser Printer per the approved rate and within 15 days of receipt of the "Supply Order" from the college.
- Deviation from this may lead to disengagement of the selected firm and firm secured L2 position may be invited to install the Multifunction Black and white Laser Printer as per the terms and conditions of the RfP.

3.PRE-PROPOSAL QUERIES / MEETING

- firms may submit their queries (if any) for pre-proposal meeting in respect of the Rfp, to the principal, Nimapara Autonomous College, Nimapara only through e-mail nimaparacollege@gmail.com within the stipulated date and time mentioned in Rfp document.
- Clarification to the above will be hosted in the official website of the college i.e. www.nimaparacollege.org.in after the pre-proposal meeting as per the schedule mentioned in RfP document.
- The pre-proposal query meeting may be conducted either in online or physical mode.

4.SUBMISSION OF PROPOSALS

- Interested firms are advised to study carefully all instructions, forms, terms & conditions and other important information mentioned in the RFP document.
- Each page should be signed with official seal of the authorized person.
- The proposal must be complete in all respect, properly indexed and hard bound.
- 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.:
 - 1) Technical Proposal
 - 2) Financial Proposal
- The sealed "Technical Proposal" must contain the required supporting documents as per the sequence mentioned below:
- ✓ EMD through Demand Draft.

- a) However; Micro, Small & Medium Enterprises registered with MSME / NSIC with valid category wise certificate, duly issued by Government of India are exempted for submitting the EMD on the condition that they must have the valid & category wise valid registration certificate on the date of opening of tender.
- b) EMD deposited by the unsuccessful firms will be returned immediately.
- c) EMD deposited by the selected firm will be returned after submission of "Performance Security".
- ✓ **FORMT1:** Technical Proposal Submission Form
- ✓ **FORMT2:** Organization Details along with:
 - i) Copy of Certificate of Incorporation/Registration
 - ii) Copy of PAN
 - iii) Copy of Goods and Services Tax Identification Number (GSTIN)
- **FORMT3:** Experience Details,
- **FORMT4:** Self-declaration from the firm confirming not have been banned/ blacklisted/ debarred/suspended.
- **FORMT5:** Technical Specifications Compliance Sheet.
- **FORMT6:** Financial Turnover Details along with:
 - Copies of audited balance sheet, Profit & Loss account and all schedules certified by the Chartered Accountant.
 - Copies of IT Return for the last three financial year i.e., FY 2019-20, 2020-21&2021-22
 - **FORMF1:** Financial Proposal Submission Form.
- ✓ The sealed "Financial Proposal" must contain:
 - The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.
 - No alternation / modification / overwriting / corrections in the format shall be accepted.
 - The sealed proposal must be delivered at the specified address as per the "Schedule of RfP" through Speed Post/Registered Post / Courier only. The principal shall not be responsible for postal delay or delay due to any unforeseen situation. Submission of proposal through any other mode will not be accepted.

5.OPENING OF PROPOSALS

Sealed envelope containing the proposal will be opened by the principal in

presence of the firm/their representative at the location, date and time specified in the RfP document.

- ✓ Only one representative with proper authorization letter from the participating firm will be allowed to attend the RfP opening meeting.

6.DISQUALIFICATION / REJECTION OF PROPOSAL

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

- Proposals not conforming to the eligibility criteria and not submitting the required documents as mentioned in the RfP".
- Submission of forged documents.
- Proposal submitted without EMD.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- Proposal received in incomplete form.
- Proposal received after due date and time.
- Proposal which is not accompanied by all the required documents / information.
- Firm trying to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- Price quoting in any irrelevant papers, documents, presentation etc. except "Financial Proposal"
- If in case of a firm or any person acting on its behalf indulges in corrupt/ fraudulent practices.
- Any other condition/situation which holds the paramount interest of the PRINCIPAL during the overall selection process.
- The Principal reserves the right to annul any/all of the proposals received, at any point of time with/without assigning any reasons thereof.

7.EVALUATION OF PROPOSALS

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 "Form T5" 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.
- The firm, who submits the lowest financial price proposal shall be declared as the "L1" bidder and shall be communicated for further process leading to issue of "Supply Order".

8.AWARD OF CONTRACT

- The L1 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 (LoI)" and to submit the "Performance Security" within 15 days of issuance of the LoI".
 - The "Performance Security" is unconditional and irrevocable.
 - Performance Security amount is mentioned at Para 1 of "Section 4" and the Performance Security must remain valid till warranty period of the goods.
 - After receiving the acknowledgement of LoI 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.
2. After issue of "LoI" or after receipt of the acknowledged "LoI", 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 L2 position in the financial bid will be awarded with contract, after submission of the required Performance, Security amount and EMD.
- 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.

9.GENERALTERMS & CONDITIONS

➤ **Conflict of Interest Exists in the Event of:**

- Firms who have a business or family relation with the PRINCIPAL, directly or indirectly.
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The interested firms are to be careful so as not to give rise to a situation where there will be any conflict of interest with the PRINCIPAL as this would amount to their disqualification and breach of contract.

➤ **Disclosure:**

- Firm has an obligation to disclose any actual or potential conflict of interest. Failure to do so will lead to disqualification of the bidder or termination of its contract.
- Firm must disclose if they are or have been the subject of any proceedings (such as black listing) or other arrangements relating to bankruptcy, insolvency or the financial standing of the firm, including but not limited to appointment of any officer such as a receiver in relation to the firm's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - ✓ A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - ✓ Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - ✓ Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

➤ **Anti- Corruption Measure:**

- Any effort by firm(s) to influence the PRINCIPAL in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

- A recommendation for award of contract shall be rejected if it is determined that the recommended firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the PRINCIPAL shall reject the proposal and disqualify it from participating in any related RfP process.

➤ Force Majeure:

- "Force Majeure" means an event beyond the control of the selected firm and not involving the selected firm's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the selected firm, which prevents or delays the execution of the order by the selected firm.
- If a Force Majeure situation arises, the selected firm shall promptly notify PRINCIPAL in writing of such condition, the cause thereof and the change that is necessitated due to that prevailing condition. Until and unless otherwise directed by the PRINCIPAL in writing, the selected firm shall continue to perform its obligations as per the RFP terms & conditions as far as possible and shall seek all reasonable alternative means for delivering performance not prevented by the Force Majeure event.
- The selected firm shall inform the PRINCIPAL in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, PRINCIPAL reserves the right to cancel the contract without any obligation to compensate the selected firm in any manner for whatever reason.
- The PRINCIPAL and the selected firm shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract.

➤ Governing Laws:

- Any unjustified and unacceptable delay in delivery shall render the selected firm liable for liquidated damages and thereafter the PRINCIPAL holds the option for cancellation of the contract for pending activities and completes the same through any other firm(s) who participated in the RfP process by awarding the same contract to L2 bidder in the financial bid.
- In such case of premature cancellation, the contract the PRINCIPAL reserves the right to withhold the Performance Security.
- The rights and obligations of the PRINCIPAL and the selected firm under this contract will be governed by the prevailing laws of Government of India and Government of Odisha only.
- All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

SECTION 5: FORMS**FORM T 1: TECHNICAL PROPOSAL SUBMISSION FORM**

**To,
The Principal,
Nimapara Autonomous College,**

At/PO – Nimapara, District- Puri, Odisha

Sub: Submission of Technical Proposal to select supplier for " Multifunction Black and white Laser Printer "at the college.

REF: RfP No & date issued by the college.

Dear Sir,

I, the undersigned, offer to participate in the selection process to select supplier for " Multifunction Black and white Laser Printer " at the college, in accordance with your RFP No: **"26132902/OHEPEE/2023-24/005 "**

I am here by submitting Technical Proposal, which includes EMD, Technical Proposal and Financial Proposal sealed in separate envelopes. I, hereby declare that all 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 is 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	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details).	
6	Telephone & e-Mail id of authorized 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 T 3: EXPERIENCE DETAILS

Sl. No.	Name of the University/ College Department/Office to whom materials supplied	Quantity of Materials Supplied	Date of Receipt Work Order with reference number	Date of supply of goods/items.	Remarks if any
1					
2					
3					
4					

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 4: SELF DECLARATION FOR NOT BLACK LISTED

To,
The Principal,
Nimapara Autonomous College,
At/PO – Nimapara, District- Puri, Odisha

Sub: Self declaration for not black listed.

Ref: RFP No:

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 T 5: Minimum Required Specifications Compliance Sheet

Interested firm(s) must confirm that, the make and model they are proposing to supply & install is satisfying the below mentioned minimum required technical specifications. Deviations (if any) from the below mentioned minimum required technical specifications, must be clearly indicated by the interested firm(s).

A. For Multifunction Black and white Laser Printer (List enclosed with).

Sl. No	Minimum Required Specifications	Compliance (Yes/No)	Deviations
1	Multifunction Black & White Laser Printer		
2			
3			
4			
5			
6			
7			

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 6: FINANCIAL TURNOVER DETAILS

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

Sl. No	Financial Year	Turnover in INR
1	2019-20	
2	202-210	
3	2021-22	
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,
Nimapara Autonomous College,
At/PO – Nimapara, District- Puri, Odisha

Sub: Submission of Financial Proposal to select supplier for “Supply & installation of Multifunction Black and white Laser Printer “at the college.

REF: RfP No & date issued by the college

Dear Madam/Sir,

I, the undersigned, here by submitting the Financial Proposal to select supplier for "Supply & Installation of Multifunction Black and white Laser Printer" at the college in accordance of RFP No **26132902/OHEPEE/2023-24/005**. Average Annual Turnover for the last three years (INR)

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 items	Number of items	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.

Note:

(A) Total value: RS-----%of GST: ----- GST amount: Rs-----

- 1) Amount mentioned in “A” Total value will be considered for the financial Bid evaluation. Tax amount will not be considered for evaluation.
- 2) Unit Rate/Value must be quoted exclusive of any Tax and duties. Tax percentage and Tax amount should be mentioned separately. The price Bid will be evaluated as per total value of the items exclusive of Taxes and duties.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

SECTION 6**(Certificate of willingness to be submitted by all firms)**

To,
The Principal,
Nimapara Autonomous College,
At/PO – Nimapara, District- Puri, Odisha

Sub: Submission of Willingness certificate for supply & Installation of Multifunction Black and white Laser Printer at your college premise.

I am to inform you that my firm (name of the firm with address) is ready to supply and installation Multifunction Black and white Laser Printer, 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 LI, bidder during selection of tender. In the event of my firm's failure to supply and install the required items in the selected L1 cost, my EMO/Performance Security will be forfeited.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

ANNEXURE 2
(Proposal Submission Check List)

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