

**INFORMATION BOOKLET
ON
QUOTATION CALL NOTICE
(Ref: KUB/PGCO/2018/108, Dated. 27.10.2018)**



**KHALLIKOTE UNIVERSITY
BERHAMPUR-760001
Dist-Ganjam, Odisha**

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KHALLIKOTE UNIVERSITY

Berhampur-760001, Odisha

Ref: KUB/PGCO/2018/108

Dated. 27.10.2018

QUOTATION CALL NOTICE

Sealed tender (Two bid system) are invited from the eligible Manufacturers/ Authorized dealers/ Registered firms to supply the following Office Equipments, Furnitures and Fixtures etc. to the undersigned on 'FOR' destination basis. **The last date of submission of tender is 3.00 PM, 26th November 2018.** The undersigned reserves the right to cancel any portion or the entire tender without assigning any reason thereof. The interested bidder should download the tender document from the Website www.khallikoteuniversity.ac.in. The bidder can also obtain the tender document by sending email request to the Chairman, PG Council Khallikote University through email ID "pgco.ku@gmail.com" before the last date of submission.

REGISTRAR

Chapter-I: Instructions to the Bidder

The tender document may be downloaded from the website “khallikoteuniversity.ac.in” or by sending email request to the Chairman, PG Council Khallikote University through email ID “pgco.ku@gmail.com” before the last date of submission. The bidder have to submit the demand draft of Rs. 1050.00 (Rupees One Thousand and Fifty) only in favour of the “REGISTRAR & COMPTRROLLER OF FINANCE, KHALLIKOTE UNIVERSITY”, payable at BERHAMPUR towards the non-refundable tender document fee along with quotations/bids.

I.1 Eligibility of Bidder:

- a. The Suppliers must be either the manufacturer of the item /equipment or the authorized agent/representative of the manufacturer. In case of manufacturer they have to submit the manufacturers form along with technical bid as per the format enclosed (**Format-I**) In the case of agent/representative, certified valid copy of the agency/authorization issued by the manufacturer (**Format-II**) should be enclosed with the Technical Bid.
- b. The firm must have valid GST Registration certificate and Up to date Income Tax Clearance Certificate/ GST Return.
- c. The firm must have annual turnover of Rs. 30 Lakhs or more for last three years (2015-16, 2016-17 & 2017-18). A declaration in this regard should be submitted as per the **Format-III** along with supporting documents.
- d. The firm must have valid PAN and GSTIN number registration.

I.2 Submission of quotation/tender (Two Bid System)

- a. **TENDER SHOULD BE SUBMITTED SEPARATELY FOR EACH ITEM** The Bid/Tender/ Quote shall be submitted in **two bid system** i.e. Technical Bid & Financial Bid. The Technical Bid and Financial Bid will be covered in two separate envelopes and clearly mention on the top of the envelope as Technical Bid and Financial Bid respectively. Both the bids will be covered in a big envelope writing in the top of that “**Tender for Office equipments, Furniture and Fixture etc. ” (Mention for which item tender submitted with).**
- b. **The Technical bids** should contain
 - i.** The detailed specification of the item/equipment quoted along with make and model as per the form enclosed at **Format-IV**.
 - ii.** **Technical Compliance to specifications** as per the form enclosed at **Format-V**,
 - iii.** **Technical Literature** in support of the item/equipment from the manufacturers
 - iv.** Other documents such as self attested copy of upto date ITCC and GST return, copy of GST registration certificate, copy of PAN/TAN/TIN and other documents in conformity with their eligibility such as authorization for supply,
 - v.** **Earnest money deposit (EMD)** as demand draft in favour of “REGISTRAR & COMPTRROLLER OF FINANCE, KHALLIKOTE UNIVERSITY”, payable at BERHAMPUR with six month validity and **The EMD cost** should be submitted **for each item** as mentioned against their name in **Chapter-III: Schedule of Requirement and Chapter-IV: Specifications of the items**. Fill the details of EMD as per the enclosed **Format-VI**.

- vi. **Non refundable tender fee of Rs. 1050.00 in form of demand draft..**
- vii. **Check list of documents enclosed along with the Technical Bid as per the format Format-VII.**

- c. Financial Bid** should contain only the price quote for the item without any error, erasers or alterations as per **Format-VIII**. Clearly mention the price for base model, accessories and tax component or others.
- The quoted rates shall include the bidders cost towards insurance, packing and forwarding, transportation and installation at Khallikote University, Berhampur.
 - GST and other local taxes should be clearly mentioned including its percentage as per govt. rule in force and amount in the format of quotation (**Format-VIII**).
 - No conditional price will be taken into consideration. No escalation of the price in later stage is accepted.
 - Warranty period details should be clearly mentioned (extended warranty period separately).
 - The cost of recommended essential spares along with their cost should be mentioned separately.
 - List and cost of consumables/standards etc., required from time to time with all necessary details.
 - AMC after warranty period (to be shown separately) along with financial bid.

d. Other Terms & conditions:

- i. The Quotation shall be submitted separately for each item clearly superscribing on the envelope the name of the instruments /equipment/ work. The technical bid and price bid shall be submitted in separate sealed covers. **Submission of quotations without tender cost and EMD along with Technical bid will be rejected outrightly.**
- ii. **The Quotations will be received up to 3.00 P.M. on all working days upto 26th November 2018 at the Office of the Chairman, PG Council, Khallikote University, Berhampur (By Speed post/ Registered post only).**
- iii. The Suppliers of equipment must be either the manufacturer of the item /equipment or the authorized agent/representative of the manufacturer.
- iv. In the event of any item being available on Rate Contract, the quotation for that item shall not exceed the Rate Contract approved. The existence, price and terms and conditions of all Rate Contract items shall be disclosed by the bidder.
- v. **The rates/price should be quoted in the currency of the country where the instruments/equipment is manufactured and equivalent Indian currency.**
- vi. **The price shall be inclusive of all taxes, transportation cost and cost of installation/commissioning, trial operation, comprehensive training and clearance charges.** Necessary documents for clearing the consignment through customs authorities will be provided by us and the supplier or agents of manufacturer arrange the clearance of the consignment on payment basis.
- vii. Delivery shall be at **Chairman, PG Council, Khallikote University, Berhampur-760001** unless otherwise specified.

- viii. The successful tenderer should supply the item/equipment within a period of 4-6 weeks from the issuing date of purchase order by Competent authority of Khallikote University (Either Registrar or The Chairman, PG Council).
- ix. The EMD of the successful tenderer will be refunded after completion of the supply and installation of the equipment to the satisfaction of the concerned authority of Khallikote University, Berhampur.
- x. The EMD of the unsuccessful tenderers will be returned to the concerned immediately after finalization of the tenders.
- xi. Documents such as instrument operation, calibration, maintenance, drawing, descriptive literature etc., if any, along with original instruction and data analysis manual should be supplied by the successful tenderer along with the equipment.
- xii. **Software upgrades shall be provided free of cost during and after warranty on request – wherever applicable.**
- xiii. Instruments/equipment should be unpacked in the presence of the competent authority of Khallikote University and /or their representatives. The consignment will be accepted only after inspection.
- xiv. **A warranty certificate covering a period of minimum two year** from the date of installation shall be provided. Any additional period towards warranty will be given weightage in evaluation of the quotations.
- xv. Inspection certificates of the instruments / equipments inspected by the qualified engineer of the manufacturer and packed in accordance with the terms and conditions of this order must be enclosed.
- xvi. During the warranty period or later whenever the firm is called upon to attend to the rectification of the defects/faults in the consignments, the firm shall attend to the repair work within 48-96 hours. They should render timely back up service whenever called upon. **A certificate to the effect should be attached along with the invoice or delivery chalan (Please see Format-IX).**
- xvii. **A certificate to the effect that instrument(s) / equipment(s) supplied is fully operational and no additional accessory or spare is required to make the instrument(s) /equipment(s) run, should be issued along with the delivery chalans / invoices (Format-IX).**
- xviii. **The invoices should be submitted in triplicate** in the name of the Registrar, Khallikote University, Berhampur for pass and payment. The payments will be made only after successful installation at Khallikote University Berhampur.
- xix. The Chairman, PG Council and/or The Registrar reserves the right to refuse payment in the event of unsuccessful installation and the non-submission of the certificates at the time of supply.
- xx. The Registrar, Khallikote University reserves the right to accept/reject any tender without assigning any reason thereof.
- xxi. **Once the rate is approved by purchase committee and supply order is placed on the successful bidder and in the event of failure on the part of the bidder for supply of the equipment/instrument/item on any account, Committee reserves the right to forfeit the EMD.**
- xxii. To ensure the performance of the item/ equipment costing more than Rs. 50,000.0 per item, A PERFORMANCE SECURITY for an amount of Five Percent of the value of the order excluding Taxes should be furnished in the form of a A/c Payee

Demand Draft or fixed deposit receipt from a commercial bank (“REGISTRAR & COMPTROLLER OF FINANCE, KHALLIKOTE UNIVERSITY”, payable at BERHAMPUR”) or Bank guarantee from a commercial bank in the acceptable form as recommended by Govt. of Odisha. The model Bank Guarantee format for performance security is at **Format-X**.

- xxiii. **ALL THE BIDDERS MUST HAVE TO SUBMIT THE DECLARATION/ UNDERTAKING (IN THE FORM OF AFFIDAVIT BEFORE NOTARY PUBLIC) as per the format IX.**
- xxiv. The **Detailed information of the Bidder** and The service Centres (in case of Equipments only) should be submitted as per the **Format XI**.
- xxv. The decision of the Purchase committee in all matters shall be final and binding.
- xxvi. Any dispute, if arises, are subject to jurisdiction of Odisha High court only.

e. Important Dates and Time:

| Sl. | Particulars | Date and Time |
|-----|--|--|
| 1 | Release of the Tender through Advertisement in One Odia and One English daily and uploading in the website ‘ www.khallikoteuniversity.ac.in ’. | 27 th October 2018 |
| 2. | Last date and Time for the submission of Bid/Tender/ Quotation with all documents (Two bid system) | 3.00 PM, 26 th November 2018 |
| 3. | Opening of Technical bid in presence of all the bidder | 4.00 PM, 27 th November 2018 |
| 4. | Date of demonstration about the item/ equipment (if required on the recommendation of purchase committee/ Technical committee) | To be informed to the bidders through email, SMS and phone at least three days in advance. |
| 5. | Date of opening of price bid of successful bidder (those qualified in the technical screening process) | To be informed to the successful bidder through email, SMS and phone at least three days in advance. |

Note:

- 1. For model format for supply agreement you can refer the Office Memorandum no. 4939/F./Codes-27/2011, Dated. 13.02.2012 of Finance Department, Govt. of Odisha.**
- 2. If any clause(s) is(are) missed in this bid document the guidelines of procurement of goods vide Memorandum no. 4939/F./Codes-27/2011, Dated. 13.02.2012 of Finance Department, Govt. of Odisha will be followed.**

Chapter-II: Condition of the Contract (Supply of the Items)

II.1 Time limits prescribed

| Sl. | Activity | Time Limit |
|-----|---|---|
| 1 | Delivery Period | Maximum six to eight weeks from the date of issuance of purchase order OR as stipulated in the PO. |
| 2 | Destination | The Chairman, PG Council, Khallikote University on FOR basis |
| 3 | Comprehensive warranty period | Two years from the date of installation |
| 4 | AMC period | Minimum Three years after completion of the warranty |
| 5 | Preventive maintenance visit during warranty and AMC | One visit at least in every six months (minimum Two visits per year) for periodic/ preventive maintenance and anytime for attending repairs/ break down calls |
| 6 | Submission of Performance security and entering into the contract | Within time limit mentioned in the purchase order or before the supply and installation of the item/equipment. |
| 7 | Time for making payment by Khallikote University | Within 30 days of successful installation and submission of proper documents along with in-voice. |
| 8 | Frequency of payment of AMC charges | Every six months |
| 9 | Maximum time to attend in any repair call | Within 96 hours |
| 10 | Validity of the Bid/Quotes | 180 days from the last date of Bid submission |

II.2 Other Term and conditions

- a. The detailed technical specifications and terms and conditions governing the supply, installation, commissioning and the after sales service of the equipments/ items bided are contained in this “Bid Document”.
- b. The purchasers of the bid document shall examine all instructions, forms, terms and specifications in the Bid Document and verify that all the contents mentioned under various are contained in the ‘Bid Document’.
- c. Failure to furnish any information required by the bid documents and submission of an offer not substantially responsive to it in every respect shall be at the bidder’s risk and may result in the rejection of the bids, without any further notice.
- d. Bidder should see the check list (**Format-VII**) for details of documents submitted.
- e. Local MSEs only registered in Odisha with the respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC, NSIC shall be exempted from submission of EMD, subject to submission of the valid registration certificate from the concerned authority. None of the bidders other than those specified above, are exempted from submission of EMD.
- f. The bidder can modify or withdraw bids submitted before the last date & time for its submission.

Chapter-III: Schedule of Requirements

OFFICE EQUIPMENTS, FURNITURES & FIXTURES

| Sl. | Name of the Item | Quantity | EMD amount (INR) |
|-----|--|-------------------------------------|--------------------------------|
| 1 | Office chair (Medium Back revolving) | 32 | Rs. 4,000.00 |
| 2 | Office Table (made up of HDHMR sheet) | 32 | Rs. 6000.00 |
| 3 | Water cooler with in built RO and UV purifier | 01 | Rs. 2000.00 |
| 4 | Air Conditioner (2.0 Tonnage) | 10 | Rs. 10,000.00 |
| 5 | Air Conditioner (1.5 Tonnage) | 04 | Rs. 3000.00 |
| 6 | Silent Diesel Generator (30KVA) ; Electrical Control panel, shade and electrical wiring and connection | 01 set (Complete in all respect) | Rs. 6,000.00 + Rs. 4,000.00 |
| 7 | Aluminum Partitioning | Appx. 2000 sft | Rs. 8000.00 |

Chapter-IV: Specification and Allied Technical details

| Sl. | Name of the Item | Specification/ Description | Quantity | EMD amount (INR) |
|--|---|---|--------------|------------------|
| 1 | Office chair | Medium Back revolving chair with hydraulic system and push back; Seat size: 18 inch x 18 inch, Back support size: 18 inch x 24 inch, both seat and back is embodied with 28 density primo foam with heavy cloth preferably jute make; Steel handle with polyurethane (PU) cover; Heavy chrome base with steel coating and five wheels of high quality. | 32 | Rs. 4,000.00 |
| 2 | Office Table | High quality table made up of <u>18 mm Laminated High density high moisture resistance (HDHMR) board of ISI standard (The Make should be clearly specified)</u> ; Size- 48 inch (w) x 30 inch (D) x 31 inch (H); <u>Table top: Colour- Highland pine, made up of 18 mm HDHMR board and UV laminated; Rest of the table colour: either high land pine or Flowery wenge.</u> <u>Table should be with one Drawer and one cupboard (2 tier) with middle shelf (Size: width- 16 inch (inside to inside and depth-18 inch (inside to inside));</u> Side wall should be 22 inch depth and Front leg cover with aeration and standard guest space. | 32 | Rs. 6000.00 |
| 3 | Water Purifier and cooler | In built Reverse osmosis (RO) and UV based water purifier with at least seven stage purification (Automatic); Storage Capacity- 80 litre and Cooling Capacity: 60 litre per hour; Stainless steel storage tank with PUF insulation; Number of water tap: Two; Power supply: 180-240V. | 01 | Rs. 2000.00 |
| 4 | Air Conditioner (2.0 Tonnage) | Split type Inverter AC, Two Tonnage, Three star rating (2018), 100% copper condenser and cooling coil evaporator; LCD /LED panel display; Power: 230v/1ph/50Hz. To be supplied with Suitable stabilizer and other accessories and free installation | 10 | Rs. 10,000.00 |
| 5 | Air Conditioner (1.5 Tonnage) | Split type Inverter AC, 1.5 Tonnage, Three star rating (2018), 100% copper condenser and cooling coil evaporator; LCD /LED panel display; Power: 230v/1ph/50Hz. To be supplied with Suitable stabilizer and other accessories and free installation | 04 | Rs. 3000.00 |
| 6 | Silent Diesel Generator (30KVA) ; Electrical Control panel, shade and electrical wiring and connection | a. Silent and fuel efficient Diesel Generator, Three phase, Capacity: 30 KVA, Cylinders: three; Fuel Tank capacity 50 to 100 litre; Control panel: Microprocessor controlled LCD screen with push type off on control with lock. Provided with All accessories. | 01 set | Rs. 6,000.00 |
| b. Preparation of Suitable Shed for DG set, Cable connection to seminar hall, laboratory and office via control panel with desired number of two way changeovers (one main 30 KVA and five sub changeover of appropriate of load of 10-15 KVA each) make . HPL or equivalent | | 01 set | Rs. 6,000.00 | |
| 7 | Aluminum Partitioning | Office partitioning of 1.5 to 2.0 mm thickness aluminum of high grade (preferably Hindalco make) partitioning with high quality laminated particle board 12 mm, glass 5mm and door (Complete in all respect) | 2000 sft | Rs. 8000.00 |

Chapter-V: Price Schedule (FOR Price BID only)

The Price bid should be submitted in a sealed envelope mentioning the name of the Item as per the following format. For each item the price bid should be sealed separately.

FORMAT-VIII FOR PRICE BID

(Should be submitted in the letter head/pad of the bidder/firm with seal and signature)

Ref. No. _____

Date: _____

To
The Registrar, Khallikote University
Berhampur-760001

Sub: Financial Bid for _____ (Name of the Item)

Reference: Your Quotation Call notice no. _____

Sir,

In response to above quotation, please find attached here with the best Financial quote of the _____ (item) submitted here with for consideration.

| Sl. No. | Name of the Equipment/ Item | Make: Model: Year of the Model: | Cost (Foreign currency and INR as applicable) Unit Price | Qty. | Total Price |
|---------|-----------------------------|---------------------------------|--|------|-------------|
| | <u>Item</u> | | | | |
| | Accessories | | | | |
| | Taxes | | | | |
| | Others | | | | |
| | <u>Grand Total Price</u> | | | | |
| | <u>Warranty</u> | | | | |
| | AMC | | | | |
| | <u>Others if any</u> | | | | |

(Follow the instructions carefully while filling the quote; Mention the cost of accessories and Tax component separately)

Yours Faithfully

Place:

Name: _____

Date:

For and on Behalf of M/s _____

(Name of the Bidder with Seal)

Chapter-VI: Contract forms (Formats for Technical Bid)

FORMAT-I (To be submitted with Technical Bid)

MANUFACTURER'S OFFER FORM

(To be submitted by manufacturer in a letter head in case the bidder is the manufacturer)

Ref. No. _____

Date: _____

To
The Registrar, Khallikote University
Berhampur-760001

Sub: Technical Bid for _____ (Name of the Item)

Reference: Your Quotation Call notice no. _____, dated _____.

Dear Sir/ Madam,

1. We _____ (Name of the Manufacturer/Company) declare that we are the original manufacturer of the above equipment _____ (name, Make and model). Having registered office at _____

(Full address with Telephone number, Fax number, Email and website) and having factory at _____ (Factory Address).

2. No company or firm or individual have been authorized to bid, negotiate and conclude the contract in regard to this business against this specific bid reference no. _____, dated _____ of Khallikote University, Berhampur.

3. We hereby declare that we are willing to provide guarantee/warranty and after sales service during the period of warranty and AMC as per the above bid and also supply spares, accessories, reagents and consumables for period atleast for six years.

4. We also hereby declare that we have the capacity to manufacture and supply, install and commission the required quantity of equipments/ items bidded within the stipulated time.

Yours Faithfully

Place:

Name: _____

Date:

For and on Behalf of M/s _____

(Name of the Manufacturer with Seal)

Note: This letter of authority should be on the letterhead of the manufacturing concern and signed by a person competent and having power of attorney to bind the manufacturer

FORMAT-II (To be submitted with Technical Bid)**MANUFACTURER'S AUTHORIZATION FORM**

(To be submitted by manufacturer in a letter head in case the bidder is the authorized agent or Dealer or equivalent)

Ref. No. _____

Date: _____

To
The Registrar, Khallikote University
Berhampur-760001

Sub: Technical Bid for _____ **(Name of the Item)**

Reference: Your Quotation Call notice no. _____, **dated** _____.

Dear Sir/ Madam,

1. We _____ (Name of the Manufacturer/Company) declare that we are the original manufacturer of the above equipment _____ (name, Make and model). Having registered office at _____

(Full address with Telephone number, Fax number, Email and website) and having factory at _____ (Factory Address).

2. We do hereby authorize M/s _____ (Name and Address of the Authorized agent/ Dealer/Bidder) to submit the bid and subsequently negotiate and sign the contract with Khallikote University against the above bid.

3. No company or firm or individual other than M/s _____ have been authorized to bid, negotiate and conclude the contract in regard to this business against this specific bid reference no. _____, dated _____ of Khallikote University, Berhampur.

4. We also hereby undertake to provide guarantee/warranty and after sales service during the period of warranty and AMC as per the above bid and also supply spares, accessories, reagents and consumables for period atleast for six years.

4. We also hereby declare that we have the capacity to manufacture and supply, install and commission the required quantity of equipments/ items bidded within the stipulated time.

Yours Faithfully

Place:

Name: _____

Date:

For and on Behalf of M/s _____

(Name of the Manufacturer with Seal)

***Note:** This letter of authority should be on the letterhead of the manufacturing concern and signed by a person competent and having power of attorney to bind the manufacturer*

FORMAT-III (To be submitted with Technical Bid)**ANNUAL TURNOVER STATEMENT OF BIDDER**

(To be submitted by the Bidder in their letter head)

Ref. No. _____

Date: _____

To
The Registrar, Khallikote University
Berhampur-760001

Sub: Annual Turnover for last three financial years**Reference: Your Quotation Call notice no. _____, dated _____.**

Dear Sir/ Madam,

We would like to affirm you that the Annual Turnover for the last three financial years of M/S _____ who is manufacturer/ dealer/ distributor/importer/supplier of the laboratory equipments/ office equipment/ items are given below and certified the annual turnover statement is true and correct. We are also enclosing the supporting document with respect to our claims.

| Sl. No. | Financial Year | Annual Turnover in INR (Both in Words and Figures) | Supporting Documents |
|-------------------------|----------------|---|----------------------|
| 1 | 2015-16 | | |
| 2 | 2016-17 | | |
| 3 | 2017-18 | | |
| TOTAL | | | |
| Average per Year | | | |

Yours Faithfully

Place:

Name: _____

Date:

For and on Behalf of M/s _____

(Name of the Bidder with Seal)

Note: The consolidated audited account statement preferably by a Chartered Accountant/ Auditor should be submitted as supporting documents.

FORMAT-IV (To be submitted with Technical Bid)**TECHNICAL BID WITH MAKE, MODEL & DETAILED SPECIFICATIONS
(Should be submitted in the letter head/pad of the bidder/firm with seal and signature)**

Ref. No. _____

Date: _____

To
The Registrar, Khallikote University
Berhampur-760001

Sub: Technical Bid for _____ (Name of the Item)

Reference: Your Quotation Call notice no. _____

Sir,

In response to above quotation, please find attached here with the technical specifications of the _____ (item) submitted here with for consideration.

Technical specifications:

| Sl. No. | Name of the Equipment/ Item | Make: Model: Year of the Model: | Detailed Specifications | Warranty |
|---------|-----------------------------|---------------------------------|-------------------------|----------|
| | | | | |

(The information should be supported by the Leaflet or Booklet containing the Make, Model and Specifications)

Yours Faithfully

Place:

Name: _____

Date:

For and on Behalf of M/s _____

(Name of the Bidder with Seal)

FORMAT-V (To be submitted with Technical Bid)**TECHNICAL COMPLIANCE FORM (To be submitted by the bidder/ Firm)**

For each equipment this form should be submitted separately in the bidders letter head

Ref. No. _____

Date: _____

To
 The Registrar, Khallikote University
 Berhampur-760001

Sub: Technical Compliance for _____ (Name of the Item)

Reference: Your Quotation Call notice no. _____

Sir,

In response to above quotation, please find attached here with the technical compliance of the _____ (item) submitted here with for consideration.

| | | |
|--|---------------------------|---|
| Name of the item/ equipment: | | |
| Make & Model: | | |
| Year of manufacture: | | |
| Features/ specifications as per the tender (Parawise) | Bidders Compliance | Technical Brochure where the compliance is mentioned |
| | | |
| Percentage of compliance: | | |

(The information should be supported by the Leaflet or Booklet containing the Make, Model and Specifications)

Yours Faithfully

Place:
 Date:

Name: _____
 For and on Behalf of M/s _____
 (Name of the Bidder with Seal)

FORMAT-VI (To be submitted with Technical Bid)**DETAILS OF EMD SUBMITTED**
Should be submitted in the bidders letter head

Ref. No. _____

Date: _____

To
The Registrar, Khallikote University
Berhampur-760001

Sub: Submission of EMD for _____, _____, _____ (Name of the Items)

Reference: Your Quotation Call notice no. _____

Sir,

In response to above quotation, please find attached here with details of EMD submitted for _____ number of items/ equipments as detailed below for which we have submitted the bids for consideration.

| Sl. No. | Name of the Item | EMD amount to be deposited (INR) | Instrument No., Name of the Bank and Date |
|---------|------------------|----------------------------------|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Yours Faithfully

Place:

Name: _____

Date:

 For and on Behalf of M/s _____
 (Name of the Bidder with Seal)

FORMAT-VII (To be submitted with Technical Bid)**CHECK LIST**

Should be submitted in the bidders with Signature and Seal; The documents has to be arranged as per the order mentioned in the checklist for ease scrutiny.

Name of The Bidder: _____

Reference: Your Quotation Call notice no. _____

| Sl. | Name of the Document(s) | Whether Submitted or not | Page no. | Office Use by KUB |
|-----|--|--------------------------|----------|-------------------|
| 1 | Check List (Format-VII) | | | |
| 2 | Cost of the Tender fee Rs. 1050.00 | | | |
| 3 | Cost of EMD for an amount (as per Chapter-II/IV) of _____; DD No. _____, date: _____; Bank details: _____ | | | |
| 4 | Technical Bid as per the Format-IV | | | |
| 5 | Technical Brochure (Printed) | | | |
| 6 | Technical Compliance as per Format-V | | | |
| 7 | Details of the EMD amount as per Format-VI | | | |
| 8 | Manufacturers Form (Format-I: Manufacture is the bidder) | | | |
| 9 | Letter of Authorization (Other than manufacturer) as per Format-II | | | |
| 10 | Financial bid As per the Format-VIII mentioned in Chapter-IV (Price Schedule) | | | |
| 11 | Annual Turnover Statement For Three FYs (2015-16, 2016-17, 2017-18) as Per the Format-III | | | |
| 12 | Self attested Up-to-date ITCC for FY 2016-17 and 2017-18 | | | |
| 13 | Self attested Up-to-date GST return filed for for FY 2017-18 | | | |
| 14 | Self attested Copy of GST registration Certificate | | | |
| 15 | Self Attested Copy of PAN | | | |
| 16 | Undertaking as per the Format-IX (If Selected for supply the same should be submitted in non judicial stamp paper of hundred rupees only) | | | |
| 17 | Detailed Information of the Bidder, Manufacturer and their Service Centres/Engineers (Format-XI) | | | |
| 17 | Model Bank Guarantee Format For Performance Security (Format-X) | | | |
| | Others (if any) | | | |

Yours Faithfully

Place:
Date:

Name: _____
For and on Behalf of M/s _____
(Name of the Bidder with Seal)

FORMAT-VIII FOR PRICE BID**Should be submitted separately for each item/Equipment****(Should be submitted in the letter head/pad of the bidder/firm with seal and signature)**

Ref. No. _____

Date: _____

To
 The Registrar, Khallikote University
 Berhampur-760001

Sub: Financial Bid for _____ (Name of the Item)

Reference: Your Quotation Call notice no. _____

Sir,

In response to above quotation, please find attached here with the best Financial quote of the
 _____ (item) submitted here with for consideration.

| Sl. No. | Name of the Equipment/ Item | Make: Model: Year of the Model: | Cost (Foreign currency and INR as applicable) Unit Price | Qty. | Total Price |
|---------|-----------------------------|---------------------------------|--|------|-------------|
| | <u>Item</u> | | | | |
| | Accesories | | | | |
| | Taxes | | | | |
| | Others | | | | |
| | <u>Grand Total Price</u> | | | | |
| | <u>Warranty</u> | | | | |
| | <u>AMC</u> | | | | |
| | <u>Others if any</u> | | | | |

(Follow the instructions carefully while filling the quote; Mention the cost of accessories and Tax component separately)

Yours Faithfully

Place:
 Date:

Name: _____
 For and on Behalf of M/s _____
 (Name of the Bidder with Seal)

FORMAT-IX (To be submitted with Technical Bid)**UNDERTAKING/ DECLARATION FORM**

(Should be submitted in the letter head of the manufacturer/bidder/firm with seal and signature during submission of Technical Bid; If selected for supply the same should be submitted as affidavit before a notary public in non judicial stamp paper of hundred rupees only)

Ref. No. _____

Date: _____

To
The Registrar, Khallikote University
Berhampur-760001

Sub: UNDERTAKING/ DECLARATION**Reference: Your Quotation Call notice no. _____****Equipment (s)/Items(s) quoted:**

I/We _____ having my/ our office at _____ do declare that I/ we have carefully and meticulously read all the term and conditions of this bid of Khallikote University, Berhampur for the supply of Equipments/ Items (As mentioned in Format-VI). The quoted unit price/ rate will remain valid for a period of Six months from the last date of submission of this bid. I will abide all the terms and conditions set forth in the bid document Reference No. _____, date. _____ of Khallikote University along with standard norms of Govt. of Odisha.

I/We do hereby declare I/we have not been de-recognized/ black listed by any State Govt./ Union Territory/ Govt. of India/ Govt. organization for supply of non-standard quality equipment(s)/ item(s) or non supply after obtaining the purchase order.

I/We agree that the Competent Authority of Khallikote University can forfeit the EMD and performance security deposit and black list me/us for a period of three years, if any information furnished by us proved to be false at the time of sacreening/verification/inspection and not complying with the term and conditions of the bid.

I/We _____ do hereby declare that I/ We will supply the equipment(s)/ Item(s), if recommended by the purchase committee, as per the terms and conditions of the bid document. The supplied equipment(s) will be/is installed and made fully operational, and no additional accessories or spares are required to make the equipment run.

I/We further declare that I/We have Service Centre in Odisha/ Eastern India (Head quarter: _____) with qualified service engineers to carry out the maintenance of the equipment(s) or item(s) offered within 48-96 hours.

Place:**Name:** _____**Date:****For and on Behalf of M/s** _____**Full Address:** _____**(Name of the Bidder with Seal)**

Format-X (To be submitted along with Invoice)

MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY

To
The Governor of Odisha.

WHEREAS..... (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

Our.....* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
Seal, name & address of the Bank and address of the Branch

** Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.*

Format-XI (To Be Submitted With Technical bid)**DETAILS OF THE BIDDER, MANUFACTURER & SERVICE CENTRE**

| GENERAL INFORMATION ABOUT THE BIDDER | | | | | | |
|---|---|--------------------------|-----------------------------|--------------------------|------------------|--------------------------|
| 1 | Name of the Bidder: | | | | | |
| | Registered Address of the firm: | | | | | |
| | State: | | District: | | | |
| | Telephone no. (code): | | FAX: | | | |
| | Email: | | Website: | | | |
| CONTACT PERSON DETAILS | | | | | | |
| 2 | Name: | | | Designation: | | |
| | Telephone No.: Mobile No.: | | | Email: | | |
| COMMUNICATION ADDRESS | | | | | | |
| 3 | Address | | | | | |
| | State: | | District: | | | |
| | Telephone no. | | FAX: | | | |
| | Email: | | Website: | | | |
| TYPE OF THE BIDDER/ FIRM (Please Tick in the Relevant Box) | | | | | | |
| 4 | Private Ltd. | <input type="checkbox"/> | Public Ltd. | <input type="checkbox"/> | Proprietorship | <input type="checkbox"/> |
| | Partnership | <input type="checkbox"/> | Society | <input type="checkbox"/> | | <input type="checkbox"/> |
| | Authorized Dealer | <input type="checkbox"/> | Distributor | <input type="checkbox"/> | Others (Specify) | <input type="checkbox"/> |
| | Registration No. and Date of Registration | | | | | |
| NATURE OF THE BUSINESS (Please Tick in the Relevant Box) | | | | | | |
| 5 | Original equipment/item Manufacturer | <input type="checkbox"/> | Authorized Dealer/ Importer | <input type="checkbox"/> | | |
| | Subsidiary of Original Manufacturer | <input type="checkbox"/> | Others (if any) | <input type="checkbox"/> | | |
| KEY PERSONNELS DETAILS (Chairman, Director, CEO, MD, Managing Partner) | | | | | | |
| 6 | Name | | Designation | | Email | |
| | Name | | Designation | | Email | |
| 7 | Whether any criminal case was registered against the company or any of the promoter and partners in the past | | | | Yes/ No | |
| 8 | a. Whether Registered under GST? : YES/ NO b. GST Registration Number: _____ | | | | | |

| | | |
|------------|---|--|
| | <i>(Copy of the Registration Certificate should be submitted)</i> | |
| 9 | PAN Number: _____ <i>(Copy of the PAN card should be submitted)</i> | |
| 10. | <u>Details of existing Service Centre in Odisha or Eastern India:</u> Name of the Service Centre: _____ Address of the Service Centre: _____ _____ Name of the Contact Person(s): _____ Telephone and Mobile No.: _____ Email: _____ FAX: _____ (with code) Website: _____ | |
| 11 | Bank Details of the Bidder: <i>(The bidders have to furnish the bank details as mentioned below for the return of EMD and Payment toward the supply (If selected))</i> a. Name (as mentioned in the Bank Account): _____ b. Bank Account number: _____ c. IFSC Code of the bank: _____ d. Name of the Bank and Branch: _____ e. Address of the bank and Branch: _____ _____ | |
| 12. | Other relevant informations if any: | |
| | Date: _____ Place: _____ | Name: _____ For and on Behalf of M/s _____ Full Address: _____ (Name of the Bidder with Seal) |