

**INFORMATION BOOKLET
ON
QUOTATION CALL NOTICE
(Ref: KUB/PGCO/2019/066, Dated. 15.02.2019)**



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

INDEX

Sl. No.	Description	Page No.
1	Quotation Call Notice	2
2	Chapter-I: Instructions to Bidders	3-6
3	Chapter-II: Conditions of the Contract	7
4	Chapter-III: Schedule of the requirements	8
5	Chapter-IV: Specifications and Technical Details of the Items/ Equipments	8-9
6	Chapter-V: Price Schedule	10
7	Chapter-VI: Contract Forms (Template of all Formats)	11-22



KHALLIKOTE UNIVERSITY

Berhampur-760001, Odisha

Ref: KUB/PGCO/2019/066

Dated. 15.02.2019

QUOTATION CALL NOTICE

Sealed tender (Two bid system) is invited from the eligible Manufacturers/ Authorized dealers/ Registered firms to supply the equipment and /or items, to the undersigned on 'FOR' destination basis. **The last date of submission of tender is 3.00 PM, 12th March 2019.** 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.

Chairman, PG Council

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 bidders have to submit the demand draft of Rs. 1050.00 (Rupees One Thousand and Fifty) only in favour of the “COMPTROLLER 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 electronic equipments/ items or the authorized agent/ dealer / representative of the manufacturer. In case of manufacturers, they have to submit the manufacturers form along with technical bid as per the format enclosed (**Format-I**). In the case of dealer/ distributor/ agent/ representative, certified valid copy of the 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/bid (Two Bid System)

- a. **TENDER SHOULD BE SUBMITTED SEPARATELY FOR EACH ITEM/ EQUIPMENT.** The Bid/Tender/ Quote shall be submitted in **two bid system** i.e. Technical Bid & Financial Bid. The Technical Bid and Financial Bid shall be covered in two separate envelopes and shall be clearly mentioned on the top of the envelope as Technical Bid and Financial Bid, respectively. Both the bids will be covered in a big envelope writing on the top of that envelope “**Tender for Electronic equipments/ Items (:-----)**” (**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 electronic equipment from the manufacturers
 - iv. Other documents such as self attested copy of up-to 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 “COMPTROLLER 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 equipment(s)/ item(s). 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** in favour of “**The Comptroller of Finance, Khallikote University**” and Payable at Berhampur.
 - vii. Check list of documents** enclosed along with the **Technical Bid** as per the **Format-VII**.
- c. Financial Bid** should contain only the price quote for the equipment/ 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 the 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 acceptable.
 - Warranty period details should be clearly mentioned (extended warranty period separately).
 - The cost of recommended essential spares should be mentioned separately.
 - List and cost of consumables/standards etc., required from time to time with all other 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 equipment/ item clearly superscribing on the envelope the name of the instruments /equipment/ furniture/ item. 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 summarily rejected.**
- ii. The Quotations will be received at the Office of the Chairman, PG Council, Khallikote University, Berhampur** on all working days **up to 3.00 P.M., 12th March 2019 (By SPEED POST and/or REGISTERED POST only).**
- iii.** The Supplier must be either the manufacturer of the item /equipment or the authorized agent/ dealer/ 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 suppliers 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 the Competent authority of Khallikote University (**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 tenderer 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 equipments.
- xii. **Software upgrades shall be provided free of cost during and after warranty on request – wherever applicable.**
- xiii. Equipments 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 years** 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 of instrument 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/equipment supplied is fully operational and no additional accessory or spare is required to make the instrument/ equipment operational should be issued along with the delivery chalan / 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 reserves the right to refuse payment in the event of unsuccessful installation and the non-submission of the certificates/ undertaking/ affidavit at the time of supply.
- xx. The 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 to the successful bidder and in the event of failure on the part of the bidder for supply of the equipment/instrument/items on any account, the committee reserves the right to forfeit the EMD.**

- xxii. To ensure the performance of the instrument/ equipment costing more than Rs. 25,000.0 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 (in Favour of “Comptroller of Finance, Khallikote University”) 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 on bidders.
- 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 ’.	15th February 2019
2.	Last date and Time for the submission of Bid/Tender/ Quotation with all documents (Two bid system)	3.00 PM, 12th March 2019
3.	Opening of Technical bid in presence of all the bidders	3.00 PM, 12th March 2019
4.	Date of demonstration about the item/ equipment (if required on the recommendation of purchase committee/ Technical committee)	To be informed to the successful 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 of the 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(s) of the Contract (Supply of the Items)

II.1 Time limits prescribed

Sl.	Activity	Time Limit
1	Delivery Period	Maximum four to six 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 the 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 invoice.
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 chapters 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, is exempted from submission of EMD.
- f. The bidder can modify or withdraw bids submitted before the last date & time for its submission. The modification proposal (if any) can be submitted before the last date in addition to sealed tender/bid submitted earlier.

Chapter-III: Schedule of Requirements

Electronic Equipments

Sl.	Name of the Item	Quantity*	EMD amount (INR)
1	Fax (multifunctional)	01	1000.00
2	Photocopier multifunctional (B/W)	01	1000.00
3	Photocopier multifunctional (Colour)	01	3000.00
4	Interactive Projector	01	1500.00

*The quantity can be modified/ altered at the discretion of the purchase committee keeping the interest of the University into account.

Chapter-IV: Specifications and Allied Technical details

Sl.	Name of the Item	Specifications	Qty	EMD amount (INR)
1	Fax (multifunctional)	Connectivity: Hi-Speed USB 2.0 port built-in Fast Ethernet 10/100Base-TX network port, Wireless 802.11b/g/n; Print speed: 20-40 ppm; Duty cycle: up to 20,000 pages per month; Paper handling input: 150-250 sheets tray; print quality: 600x600 DPI and fast res 1200 DPI; print resolution: fast Res 6000; automatic duplex printing; Functions: multifunctional print, copy, scan and fax; display: LCD and touch.	1	1000.00
2	Photocopier multifunctional (B/W)	Functions: copy print and scan; scanning resolution: main 600 DPI, sub. 600 DPI, printing resolution: main 600 DPI, sub. 600 DPI; gradation: 256; memory: minimum 256 MB; printable paper size: A3 and A4; paper capacity: 250, bypass tray: 100; Max paper capacity: 1000-1350 sheets; multi copy setting: 1-9999; print speed: minimum 20 PPM; interface: USB 2.0, Ethernet 10Base-T/100Base-TX; scanning: full colour type; maximum scanning size: 11" to 17"; scanning speed: B/W 26 OPM, colour 16 OPM at 150 DPI.	1	1000.00
3	Photocopier multifunctional (Colour)	Function: multi-colour copy print and scan; Standard Emperon™ print controller with PCL 6, PostScript 3; System memory: minimum 1GB; interface: should have USB 2.0 and Wi-Fi; printable paper size: A5-A3; paper weight: 60-256 gsm; paper input capacity: 1000-3500 sheets; Tray capacity: 2x500, Bypass 100 sheets; automatic duplexing; print speed: up-to 22 PPM (A4) and up-to 14 (A3); copy resolution: 600 x 600 DPI; multi copies range: 1-9999; magnification:	1	3000.00

		minimum 25-400% in 0.1% steps also with auto-zooming function; print resolution: 1800x600 DPI; operating system: compatible with both windows and mac systems; mobile printing capabilities (android and iOS); at least 7 inch multi touch capacitive screen; scan speed: up to 30 OPM; scanning resolution: 600 x 600 DPI.		
4	Interactive projector	Short Throw interactive LCD projector, XGA resolution at par with HD, Multi PC projection, HDMI connectivity and Pen interactivity Zoom ratio: 1.0 to 1.35; Throw ratio 0.5 to 0.65; lamp life up to 10000 hrs; contrast ratio 16000:1; auto and manual key stone correction; built in internal speaker; multiple input (RGB, S-Video, HDMI, USB), control with RSB-32 interfacwe. Auto equilibration of multiple display; LAN and wireless connectivity; Interactive pen (A & B type) supplied with all accessories including stand, cable, remote, pen etc.		1500.00

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 Electronic Equipment)

Reference: Your Quotation Call notice no. _____

Sir,

In response to above quotation, please find attached here with the best Financial quote of the _____ (Equipment/ 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>				
	<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:

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 letterhead)

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 equipment)

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 Equipment)

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 equipment:		
Make & Model:		
Year of manufacture:		
Features/ specifications as per the tender (Para wise)	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:

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:

Name: _____

Date:

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 Equipment)

Reference: Your Quotation Call notice no. _____

Sir,

In response to above quotation, please find attached here with the best Financial quote of the
 _____ (Equipment) 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>				
	<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:

Name: _____

Date:

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 terms 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)