

# INDIRA MEMORIAL DEGREE COLLEGE, CHANDIPUT,GAJAPATI,ODISHA.

No. IMDC/RUSA/ 2025/ 01

Chandiput, Date 22/06/2025

## **Expression of Interest**

**Indira Memorial Degree College, Chandiput,Gajapati, Odisha** through open Tender/Quotation Enquiry (OTE) invites Expression of Interest (EOI) from registered reputed Original Equipment Manufacturing Companies/Firms or their authorized partners/agents/distributors to supply the equipments as listed in **Scheduled-I**. EOI cum tender bid to be submitted along with EOI bid.

1. Single bid for supply, installation & commissioning of the items listed in **Schedule-I** can be submitted in a envelope duly sealed and super scribed “BID FOR ITEM No .... EOI No....” to **The Principal, Indira Memorial Degree College, Odisha, India** by Speed Post/Registered Post only. It should reach on or before 14.00 hrs on 30.06.2025.
2. **DUE & OPENING DATES:** The tenders will be opened on 30.06.2025. at 16.30 hrs. in the office of The Principal of college before the Purchase Committee in the presence of bidders. If necessary, bidders have to give a technical presentation of 10min at 16.30 hrs on 30.06.2025 before the opening of the bids. (The presentation should be in ppt and only strictly only about the quoted items and not about the company profile). In case opening date happens to be a holiday, the tender will be opened on next working day at the same time & location.
3. The College is not responsible for non receipt of tenders within the specified date and time due to any reason including postal delay or holidays.
4. For any query pertaining to this bid document, correspondence be addressed to: Dr. Aruna Kumar Senapati, Coordinator, RUSA, I M Degree College, Chandiput,Gajapati, Odisha, India.
5. The vendor must submit the following documents in Envelope
  - a) Bidder Profile Annexure-I
  - b) **SPECIFICATIONS:** Specifications are basic essence of the product. It must be ensured that the offers must be strictly as per our specifications. **At the same time it must be kept in mind that merely copying our specifications in the quotation shall not make the parties eligible for consideration of the quotation. A quotation is to be supported with the printed technical leaflet/literature of the quoted model of the item by the quoting party/manufacturer and the specifications mentioned in the quotation must be reflected/ supported by the printed technical leaflet/literature.** Therefore, the model quoted invariably be highlighted in the leaflet/literature enclosed with the quotation.
  - c) Authorized partner/dealer/distributor must submit appropriate authorization certificate from the original manufacturer for participation in the said tender.
  - d) Attested copy of PAN card, Aadhara card and GST registration papers
  - e) Banker’s Solvency Certificate.
  - f) Audited statement of accounts and IT returns for the last three years
  - g) Name and address of past satisfactory supplies with minimum two POs to whom such items/stores have been supplied should be mentioned in the technical bid.

- h) **Copy of mandatory test reports, national testing/reliability and endurance test reports etc., certified or conducted at the manufacturing site, granted by the bureaus/quality control departments/national testing laboratories.**
- i) The Vendors need to submit a certificate that they are not currently debarred or blacklisted in **Indira Memorial Degree College, Chandiput, Gajapati, Odisha** for any supplies, products or services, or at present in any national organization or educational institute/college.
- j) **Offer should be a page numbered and signed by an authorized signatory giving his/her name and designation below the signatures with Signed copy of the tender document, company seal, agreeing to the terms & conditions and declaration.**
- k) The vendor must submit the Price information mentioning all taxes/duties FOR College campus, Chandiput, Gajapati, Odisha as per Annexure-II. The price should be quoted in words and in figures, without any errors, erasures or alterations. Unit price of each product and accessories should be quoted separately. Maximum educational discount for College as could be offered should also be mentioned. **The bidders should mention in the quotation, the rate/amount of five year comprehensive annual maintenance charges, if we opt for maintenance contract after expiry of the warranty period.**
- l) Please quote best minimum prices applicable for a premiere Educational institution, **leaving no scope for any further negotiations on prices.**
- m) **The quoting party should give a certificate to the effect that the quoted prices are the minimum and they have not quoted the same item on lesser rates than those being offered to COLLEGE to any other customer nor they will do so till the validity of offer or execution of the purchase order, whichever is later.**
- n) Copies of **at least last two-supply orders** received from other customers or details of last two supplies made to other customers preferably in Odisha, for the same item/model **may be submitted with the offer** giving reasons of price difference of their supply order & those quoted to us, if any.
- o) The party must give details of identical or similar equipment, if any, supplied to any COLLEGE during last three years along with the final price paid and Performance certificate from them.
- p) **Purchaser's right to accept any Bid and to reject any or all Bids:** The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action.
7. **Offer validity period:** Bid shall remain valid at least for a period of **30 days** after the date of opening of bid prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses there to shall be made in writing (or by cable, telex, fax or e-mail).
8. **Performance Guarantee:** Performance Security for an amount of 5% of the order value may be furnished in the form of an Account payee Demand Draft, Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank in an acceptable form by the successful bidder. Performance Guarantee is to be furnished within 21 days after notification of the award and it should remain valid for a period of 90 days beyond the date of completion of all contractual obligations of the vendor, including warranty obligations.

9. The Cost of the equipment/items should be inclusive of all taxes and statutory levies. Labour, installation charges, packing, insurance, freight, pre installation requirements etc. should be mentioned separately (inclusive of all taxes leviable on them). **Price to be quoted for Indira Memorial Degree College, Chandiput, Gajapati, Odisha, India.**
10. **Warranty:** The equipment/instrument must be guaranteed/warranted for a period of at least **two year, if not specifically mentioned otherwise in the specifications sheet, from the date of its satisfactory installation/commissioning** against all manufacturing defects. If the equipment is found defective during this period the whole equipment or part thereof will have to be replaced/ repaired by the supplier free of cost at the lab. Or at site of the supplier for which 'to and fro' expenses will be borne by the supplier. Availability of spare parts of the equipment/instrument must be guaranteed for a period of at least five years from the date of supply. The warranty period and validity of Performance Guarantee shall be extended for the period of delay in satisfactory installation and delay in warranty services.
11. **Delivery period:** The complete delivery of goods, installation & commissioning of both the equipments/instruments should be made within 2 weeks from the date of issue of purchase order (PO)/as mentioned in the PO.
12. **Installation and Commissioning: It should be free of cost at College.**
13. The OEM should be an ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance (**copy of the certificate should be provided**).
14. Firm has to quote their rates only **on the format attached at Annexure-II**. Rates quoted on other format or specifications are not be accepted.
15. Relevant documents of the OEM shall be enclosed, along with the Bid. Any explanation on this account shall be supported with documentary evidence from the principals.
16. **The College does not bind** itself to offer any explanation to those bidders whose bids have not been found acceptable by the Bid Evaluation Committee of the College.
17. The successful bidder with quoted price as approved by college shall be considered for issue of purchase order only when the bidder fulfills all the terms and conditions laid down in tender document/PO & **shall submit bid security @ 3% of total estimated amount mentioned in PO in form of demand draft/BG in favor of "The Principal Indira Memorial Degree College, Chandiput, Gajapati, Odisha, India.**
18. . The bid security will be returned back without any interest to bidder on successful execution of the purchase order/work order.
19. The vendor should adhere with all seriousness to the time schedule provided by the College. The **Liquidated Damage** will be applicable at the rate of **0.5% per week**. The purchaser has the right to cancel the purchase order when LD accumulates to 10 %. **The same rate of penalty shall be applicable for late installation of the equipment/instrument also.**
20. The specification & quantity indicated in the **Schedule-I**. College reserves the right to increase or decrease the quantity or delete some or all of items depending on the needs of the College without assigning any reasons, there upon.
21. **Payment on Bill Basis after supply: No advance payment will be made at any circumstances.** The payment will be made only after satisfactory installation, commissioning and performance of the equipment at **Indira Memorial Degree College, Chandiput, Gajapati, Odisha, India** and after certification by our technical expert.
22. However, supplier will be required either to submit **performance bank guarantee for 5% amount of the total value of equipment, after installation of the material, valid up to 60 days after the expiry of warranty period or the equivalent amount shall be released after expiry of the satisfactory warranty period.**

23. College may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The College at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before & after placing the Purchase Order.
24. **Resolution of disputes:** College and the vendor shall make every effort to resolve amicably, by direct informal negotiations, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, College and the vendor have been unable to resolve amicably a resolution by formal arbitration the Principal of College shall appoint a sole Arbitrator of the dispute who will not be related to the vendor and whose decision shall be final and binding. In case of any dispute, the decision of the Principal of this College shall be final and binding on the bidders.
25. **Jurisdiction:** All disputes will be subject to Mohana, Gajapati jurisdiction only.
26. All correction/corrigendum will be given in our website i.e. [www.imcollegechandiput.org.in](http://www.imcollegechandiput.org.in) only. Please visit college website regularly for any information/updates.

**(Principal)**

**Annexure-II**

Please quote rates for installation accessories (including were, stands or any socket etc)/transportation charges/labour charges if any separately.

Item No.	Name of Instruments & Specification	Unit Price	GST/any other Tax	Total Price (F.O.R I.M.Degree College,Chandiput,Gajapati, Odisha

**Scheduled-I**

<b>Sl. No.</b>	<b>Services/Goods to be procured</b>	<b>Specification</b>
1	Computer	Original Microsoft windows11 and Office Home & Student /Intel Core I3 Processor or above, Desktop
2	Library Books	as per NEP 2020 Syllabus
3	Godrej steel Almirah 2 door	
4	Godrej steel Almirah 3 door	
5	Godrej Book Self	
6	35 KVA DG SET	3 or above cylinders, air cooled, developing 46 BHP at 1500 RPM under NTP conditions of BS: 5514. The engine shall be provided with electrical starting arrangement & shall give the electrical output of 35 KVA/ 28 KW at 0.8 power factor.
7	DUAL DESK	5.5 feet, GI Frame(powder cotted) and MDF top with PVC biding
8	SPLIT AC	1.5 TON 3STAR

**(Principal)**