



OFFICE OF THE PRINCIPAL  
**ASKA SCIENCE (DEGREE) COLLEGE, ASKA**  
(Accredited B++ by NAAC)  
P. O. NUAGAM – 761111, ASKA  
DIST. GANJAM, ODISHA

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## Tender Document

For

**“Supplying and furnishing Students Practical Table for  
Botany Laboratory”**

At

**Aska Science College, Aska”**

**Tender Document No: 006/2024/ASC/OHEPEE**

**Dated:** 30.07.2024

**Issued By:** Principal,  
Aska Science (Degree) College, Aska”,  
At/Po: Nuagam, Ganjam, Odisha

Principal  
Aska Science College,  
PO.Nuagam (Aska) Ganjam

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## **SCHEDULE OF TENDER**

Tender No.	006/2024/ASC/OHEPEE
Name of the tender issuer	Principal, Aska Science (Degree) College, Aska
Scope of Work	“Supplying and furnishing Students Practical Table for Botany Laboratory” Details as per Annexure I
Quantity to be supplied	As per Annexure I
Cost /fee of Tender Documents	Rs. 500/- in form of a DD drawn in favour of “OHEPEE, Principal, Aska Science Degree College, Aska,” Payable at Aska
Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender)	EMD - Rs. 3000/- (Rupees three thousand only)
Performance Bank Guarantee (PBG)	5 % of the total BD Value of the Success Bidder in Rupees
Date of issue of tender document	30.07.2024
Date & Time of Pre Bid clarification	07.08.2024 at 11.00 AM
Last Date & Time for Submission of Bids	27.08.2024 by 5.00 PM
Date & Time of Opening of Technical Bids	30.08.2024 at 11.00AM
Date & Time of Price Bid Opening	06.09.2024 at 11.00 AM
Name of the contact person for Communication	Sri Bighnaraj Padhi
Contact Number of the concern person	9861375981
Address for Communication	Principal, Principal,Aska Science (Degree) College, Aska , At/Po: Nuagam, Ganjam Odisha- 761111

## **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. 2021-22,22-23, & 23-24 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.

## **BID SUBMISSION**

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts, the tender fee with EMD, Technical Bid & the Price Bid.
  - i) **Earnest money Deposit (EMD):** Bidder has to submit EMD of required amount in the form of Demand draft drawn in favour of “**OHEPEE, Principal, Aska Science Degree College, Aska**”, Payble at Aska. The EMD should be sealed in one envelope marked as “**EMD**”.

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work/supply order by the successful bidder. The EMD of successful bidder will be returned on submission of performance security.

**The bid not accompanying EMD is liable to be rejected.**

- ii) **The Technical bid** sealed in another envelope marked as “**Technical Bid**” and shall contain
  - List of the items as per technical specification mentioned in **Annexure I** available with the Bidder for supplying to the College.
  - Mentioning the Details as per **Annexure II**, duly filled in, signed and complete in all respects by the Bidder. No alteration / modification in the format shall be permitted.
  - A self declaration that the Bidder has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV**.
  - Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last three financial years i.e. 2021-22, 22-23, & 23-24

(iii) **The Price bid** shall be sealed in an envelope marked as “**Price Bid**” and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as “**Supply and furnishing the class rooms with Dual Desk**”

## **GENERAL TERMS AND CONDITIONS OF THE BID**

**Note:** Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to The Principal, Aska Science College, At/Po: Nuagam, Ganjam, Odisha - 761111 and send it through **Speed Post/Registered Post/Courier only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document through the website **[www. askasciencecollege.com](http://www.askasciencecollege.com)** / **Notice board of the office of Aska Science College**. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.
- 3) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid as per **Annexure III**. In case the prices are indicated in the Technical bid, the bid shall stand rejected.
- 4) **"PRE-BID Meeting"** with the intending bidders shall be held on **Dt.07.08.2024 from 11:00 A.M.** at Aska Science College, Aska, At/Po: Nuagam, Ganjam. Any queries related to this tender shall be sent to the mail id:: **principalaskasciencecollege@gmail.com** 01(one) day in advance. The clarifications if any will be uploaded in the in the college web site. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting.  
On the date of Pre-Bid meeting the bidders may make the site verification where installations/furnishing is to be made.

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

The Technical proposal will be opened on **Dt.30.08.2024 at 11:00 A.M.** in the presence of the tender Committee and representative of the Bidders. No separate intimation will be given to the bidders in this regard.

### **6) EVALUATION PROCESS**

Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Financial Proposal/Bid will be opened only of those bidders who qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

- 7) **Award of Contract:** Financial Bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and award of contract. However where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.
  
- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of 5 % of the total BD Value mentioned in Financial Bid in the form of a demand draft/ fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank within Fifteen (15) working days of the date of notice of award of the tender. The performance security deposit will be retained till completion of the warranty period.
  
- 9) **WARRANTY:** The items which are to be installed/supplied in the College should be NEW as on date of installation/supply and should be having all components required. The entire supplied/installed articles will remain under **comprehensive maintenance and warranty for a period of one year** from the date of successful commissioning and testing. The service support during warranty period shall be for all components of the article.
  
- 10) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
  
- 11) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
  
- 12) In the Financial Bid the total figures should be written in figures followed by words
  
- 13) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.
  
- 14) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
  
- 15) The Tendering Authority reserves the right to accept any Bid, and to annul the Bid process and reject all Bids at any time prior to award of contract, without

assigning reasons & without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

- 16) All the transit risks shall be the responsibility of the supplier.
- 17) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Aska.
- 18) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 19) If the works/supplied articles are found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the Bidder.
- 20) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Aska Science (Degree) College, Aska , At/Po: Nuagam, Ganjam, Odisha- 761111.
- 21) **Payment Terms:** All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of Principal, Aska Science (Degree) College, Aska , At/Po: Nuagam, Ganjam, Odisha- 761111
- 22) **Completion Period:** The works/furnishing shall be completed in all respect within 30 days from the date of issue of work/supply order.



## ANNEXURE – I

### Items to be Supplied and Installed

Sl.No	Items	Specification	Quantity
1	Students Practical Table for Botany Laboratory	Steel frame with top granite with sink fitting and wooden rack 8 ft x 2.5 ft x 2.5 ft (L x B x H), as per the picture given below	06 nos

### Sample Picture:



**ANNEXURE – II****DETAILS OF THE TENDERER**

<b>Sl. No</b>	<b>Particular</b>	
1	Name of the Firm/Agency/Company	
2	Registered office Address & Complete postal address	
3	Telephone Number &E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact No.of authorized signatory	
6	Type of /Firm (Proprietary/ Partnership/ Pvt .Ltd./Public Ltd)	Bidder has to provide relevant documents (with the Technical Bid) as a proof of firm type.
7	Date of Establishment and Experience in business (In number of years)	Work/Supply order to be attached for complying point no 4 of eligibility criteria
8	G.S.T. Registration No.	
9	PAN No.	
10	Details of Earnest Money Deposit i.e Draft no, date and bank name.	
11	Yearly turnover of the organization during last 3 years (yearwise) and furnish audited balance sheet and Profit and Loss A/c for the last 3 years.  2021-22 2022-23 2023-24	
12	Furnish the names of 3 responsible persons along with their designation, address, Telephone Number etc. for whose organization, you have completed /work in progress as mentioned in Annexure V and who will be in a position to certify about the performance of your organization.	

**Date:****Place:****Signature & Seal of the Bidder**

## ANNEXURE – III

### PRICE SCHEDULE

To,

The Principal,  
Aska Science (Degree) College, Aska,  
At/Po: Nuagam, Ganjam Odisha-761111

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

Sir,

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

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

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

#### Note

No change in the Performa is permissible.

Date:

Place:

(Signature and seal of the bidder)

**SELF DECLARATION FOR NOT BLACK LISTED**

To,  
The Principal,  
Aska Science (Degree) College, Aska,  
At/Po: Nuagam, Ganjam Odisha-761111

Ref: Tender no. ----- Dated: -----

Madam/Sir,

I / We.....here by confirm that our firm has not been  
banned or blacklisted by any Government organization/Financial  
institution/Court/Public sector Unit /Central Government.

**Date:**

**Place:**

**Signature & Seal of the Bidder**