# Baba Bhairabananda Autonomous Mahavidyalaya
# Chandikhole, Jajpur

**Tender Document**

**For**

**"Supply, Installation and Commissioning of**

Desktop Computer, UPS & Multi-Function Printer

**at**

## Baba Bhairabananda Autonomous Mahavidyalaya
## Chandikhole, Jajpur

**Tender Document No: 202575559760/2026-27/001**
**Date: 05.11.2026**

Issued by:

Principal, B.B. (Auto.) Mahavidyalaya, Chandikhole, Jajpur, Odisha-755044.

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# Schedule of Tender

| | |
|---|---|
| Tender No. | **202575559760/2026-27/001** |
| Name of the tender issuer | Principal, B.B. (Auto.) Mahavidyalaya, Chandikhole, Jajpur, Odisha-755044 |
| Scope of Work | **Supply, Installation and Commissioning of Desktop Computer, UPS & MFM Printer** |
| Quantity to be supplied | As per Annexure I |
| Cost / fee of Tender Documents | Rs. 500/- in form of DD drawn in favour of Principal, B.B. Mahavidyalaya, Chandikhole |
| Earnest Money Deposit (EMD) | 2% of Bid Value |
| Performance Bank Guarantee (PBG) | 5% of Bid Value |
| Date of issue of tender document | 06/11//2026 |
| Date & Time of Pre-Bid clarification | 10/11/2026 03.00 PM |
| Last Date & Time for Submission of Bids | **15/11/2026/05.00 PM** |
| Date & Time of Opening of Technical Bids | **17/11/2026 & 03.00 P.M.** |
| Date & Time of Price Bid Opening | **18/11/2026 & 03.00 P.M.** |
| Name of the contact person communication | **Mr. Balaram Singh** |
| Contact Number of the concern person | 9437167303 |
| Address for communication | Bhairabananda Autonomous Mahavidyalaya, Chandikhole, Jajpur, Odisha-755044 |

# 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. 22-23, 23-24 & 24-25 should not be less than Rs 5 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. Experience of having successfully completed similar* jobs during last 3 years (as of 30.10.2023 – 30.10.2026) as follows: -

   One similar* completed work costing not less than Rs 5 Lakhs

   OR

   Two similar* completed works each costing not less than Rs 2.5 Lakh

5. ***Similar work – "Desktop Computer, UPS, MFM Printer" at any Government /Private office.**
   ***The bidder is required to submit the work order**

6. Must have a valid PAN.

7. Preferably with 24 hours customer care

# Bid Submission

Steps to be followed for submission of bid:

**The bid shall be submitted in three parts, the EMD, the Technical Bid & the Price Bid.**

**Earnest Money Deposit (EMD):** Bidder has to submit EMD of required amount in the form of Demand draft order drawn in favour of **"Principal, B.B. Mahavidyalaya" payable at Chandikhole. 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 order by the successful bidder.
- The EMD of successful bidder will be returned / adjusted on submission of performance security.
- EMD may be exempted on submission of MSME certificate.

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

- **The Technical bid** sealed in another envelope marked as "Technical Bid"and shall contain the following documents
- The bidder should supply the items as per the technical specification mentioned in **Annexure - I**
- The bidder should fill all the details as per **Annexure II**, duly filled in, signed and complete in all respects. 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. 2023-24,24-25, & 25-26.
- Details of successfully completed or work in progress of similar jobs (as explained in point 4 of Eligibility Criteria) during last 3 years as per **Annexure V.**
- **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 extra cost will be borne by the college towards transport of goods and installation.
- No price increase on account of change in tax structure, duties, levies, charges etc. shall be permitted.

The three separate envelopes 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, Installation and Commissioning of Desktop computer, UPS & MFM Printer".**

# 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 Principal, Baba Bhairabananda Autonomous Mahavidyalaya, Chandikhole, Jajpur, Odisha-755044 and send it through **Speed Post/Registered Post 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 **https://www.**bbmchandikhole.org **Notice board of the office** of **Baba Bhairabananda Autonomous Mahavidyalaya, Chandikhole**. 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 10.11.2026 at 03.00 PM. at Baba Bhairabananda Autonomous Mahavidyalaya, Chandikhole. Any queries related to this tender shall be sent to the mail id: **principal_bbm_ckl12@yahoo.in** one day in advance. The clarifications if any will be uploaded 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 site verification where installations are to be made.

**5) OPENING OF TECHNICAL BID**

The Technical proposal will be opened on **17.11.2026 at 03:00 P.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, **100% matching with the technical specification**, and other terms & conditions stipulated in the tender document. Financial proposal 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 bidder having highest financial turnover in the preceding 3 financial year will be given preference**. Additionally, if the L1 bidder dishonours the contract and imposed any terms and conditions for supply, installation and commissioning of items, the L2 bidder may be considered for award of contract as per the terms & conditions of the tender document.

**8) PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of **10% of Bid Value** 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 IT assets which are to be supplied to the College should be NEW as on date of receipt and should be having all the components. The entire System including accessories will remain under **onsite comprehensive maintenance and warranty for a period of at least three years** from the date of successful installation.

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) Bidders must submit the technical bid strictly as per the specification mentioned in the tender document (Annexure – I). No change in the specification or furnishing any other equivalent specification will not be entertained at any circumstances and any deviation in this regard leads to the rejection of the technical bid.**

16) **The Tendering Authority reserves the right to accept any bid, and to cancel the bid process and reject all bids at any time, 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.** If at any point of time the tendering authority found any type of violation of the terms and conditions mentioned in the tender document**, even after award of contract the authority reserves the right to cancel or reject any or all tender without assigning any reason thereof.**

17) All the transit risks shall be the responsibility of the supplier.

18) All the disputes shall be subjected to the jurisdiction of Chandikhole.

19) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.

**20)** If the work is found un-satisfactory or, if the firm dishonours 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 contractor**.**

**21)** Any notice given by one party to the other pursuant to this contract shall be sent in writing to **Principal,** Baba Bhairabananda Autonomous Mahavidyalaya, Chandikhole, Jajpur, Odisha-755044**.**

**22) Payment Terms**: All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS and any other Tax applicable will be deducted as per the rules. The invoice will be raised in favour of **Principal, Baba Bhairabananda Autonomous Mahavidyalaya, Chandikhole, Jajpur, Odisha.**

23) **Completion Period**: The work shall be completed in all respect within 30 days from the date of issue of work order.

| Details of the Tenderer | | |
|---|---|---|
| **Sl. No.** | **Particular** | |
| 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.) | Tenderer 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 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<br>Deposit i.e. Draft no, date and bank name | |
| 11 | Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit and Loss **A/c for the last 3 years.**<br>**2023-24**<br>**2024-25**<br>**2025-26** | |
| 12 | Furnish the names of 3 responsible persons along with their designation, address, Telephone No 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. | |

ANNEXURE – II

**Date:**

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

**ANNEXURE – III**

## PRICE SCHEDULE

**To**
**The Principal**
**Baba Bhairabananda Autonomous Mahavidyalaya**
**Chandikhole, Jajpur, Odisha-755044**

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

**Sir,**

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

| Sl. No. | Description | Make & Model | Qty. in Nos. | Unit Price | Total Amount |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| Total | | | | | |

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)**

## ANNEXURE – IV

### SELF DECLARATION FOR NOT BLACK LISTED

**To**
**The Principal**
**Baba Bhairabananda Autonomous Mahavidyalaya**
**Chandikhole, Jajpur, Odisha-755044**

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**

# ANNEXURE – V

**Work „Executed/ in-progress" as Prime Contractor on works of similar nature (of value not less than Rs 5 Lakhs) over the last -3- years**

| Sl. No | Name and address of Client | Description of work | Contract no. | Value of work (in lacs) | Date of issue of work order | Stipulated period of completion | Actual date of completion | Project Name | Remarks explaining reason for delay |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |
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**Notes:**

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive In Charge
3. Document proofs of work orders and performance certificates from the client's needs to be attached.

(Signature and seal of bidder)