

**INFORMATION BOOKLET
ON
QUOTATION CALL NOTICE
(Ref: KUB/PGC/IDP-CoE/2020/095, Dated. 05.09.2020)**



KHALLIKOTE UNIVERSITY
Transit Campus-GMax Building
Konisi, Berhampur-761008
Dist-Ganjam, Odisha

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KHALLIKOTE UNIVERSITY

Transit Campus-GMax Building

Konisi, Berhampur-761008, Odisha

Ref: KUB/PGC/ IDP-CoE/2020/095

Dated. 05.09.2020

QUOTATION CALL NOTICE

Sealed tender (Two bid system) is invited from the eligible Manufacturers/ Authorized dealers/ Registered firms to supply the Lab Furniture and Fixture, etc. (for Centre of Excellence, IDP, KUB) to the undersigned on 'FOR' destination basis. **The last date of submission of tender is 3.00 PM, 28th September 2020.** 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.kub.ac.in**. The bidder can also obtain the tender document by sending email request to the Chairman, PG Council, Khallikote University through email ID "pgc@kub.ac.in" before the last date of submission.

Registrar

Chapter-I: Instructions to the Bidder

The tender document may be downloaded from the website “www.kub.ac.in” or by sending email request to the Chairman, PG Council, Khallikote University through email ID “pgc@kub.ac.in” before the last date of submission (28th September 2020). 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 the manufacturer of the office and laboratory Furniture and Fixture, 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 and GST Return.
- c. The firm must have annual turnover of Rs. 20 Lakhs or more for last three years (2017-18, 2018-19 & 2019-20). 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.** 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 another envelope superscribing “**Tender for Laboratory Furniture and Fixture, etc.**” (**Mention for which item the tender is submitted with**).
- b. **The Technical bids** should contain
 - i. The detailed specification of the item/ quoted along with make and model or detailed specification and quality 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 lab furniture and fixture 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 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 item without any error, erase or alterations as per **Format-VIII**. **Clearly mention the price for the lab furniture including 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 included in the quotes.

d. Other Terms & Conditions:

- i.** The Quotation shall be submitted separately for each item clearly superscribing on the envelope the name of the lab 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, GMax Building, Konisi, Berhampur-761008** on all working days **up to 3.00 P.M., 28th September 2020 (By Speed Post / Registered Post/ Registered courier service only).**
- iii.** The supplier must be either the manufacturer of the item /lab furnitures 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 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.
- vi.** Delivery shall be at **Centre of Excellence, Khallikote University, GMax Building, Konisi, Berhampur-761008** unless otherwise specified.
- vii.** The successful bidder should supply the item/lab furniture **within a period of four weeks from the issuing date of purchase order** by the competent authority of Khallikote University.

- viii. The EMD of the successful bidder will be refunded after completion of the supply and installation of the equipment to the satisfaction of the concerned authority of Khallikote University, Berhampur.
- ix. The EMD of the unsuccessful bidders will be returned to the concerned bidder immediately after finalization of the tenders.
- x. Documents such as installation, maintenance, drawing, descriptive literature etc., if any should be supplied by the successful bidder along with the equipments.
- xi. Lab furnitures should be assembled and fixed in the presence of the competent authority of Khallikote University and /or their representatives. The consignment will be accepted only after inspection.
- xii. **A warranty certificate covering a period of minimum three years** from the date of installation shall be provided. Any additional period towards warranty will be given weightage in evaluation of the quotations.
- xiii. 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 furniture 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).**
- xiv. **A certificate to the effect that lab furniture/ item supplied is fully operational and no additional accessory or spare is required to it operational should be issued along with the delivery chalan / invoices (Format-IX).**
- xv. **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.
- xvi. The Registrar. Competent authority reserve 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.
- xvii. The Khallikote University reserves the right to accept/reject any tender without assigning any reason thereof.
- xviii. **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.**
- xix. To ensure the performance of the lab furnitures/ items costing more than Rs. 30,000.0 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 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.**
- xx. **ALL THE BIDDERS MUST HAVE TO SUBMIT THE DECLARATION/ UNDERTAKING as per the format IX.**
- xxi. The decision of the Purchase committee in all matters shall be final and binding on bidders.
- xxii. 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.kub.ac.in'	05th September 2020
2.	Last date and Time for the submission of Bid/Tender/Quotation with all documents (Two bid system)	3.00PM, 28th September 2020
3.	Opening of Technical bid in presence of all the bidders	3.00PM, 30th September 2020
4.	Date of demonstration about the item/ furniture (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 Six weeks from the date of issuance of purchase order OR as stipulated in the PO.
2	Destination	The Khallikote University. Konishi on FOR basis
3	Comprehensive warranty period	Three years from the date of installation
4	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
5	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.
6	Time for making payment by Khallikote University	Within 30 days of successful installation and submission of proper documents along with invoice.
7	Maximum time to attend in any repair call	Within 96 hours
8	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 lab furnitures/ items bid 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

Lab Furnitures and Fixtures:

Sl.	Name of the Item	Quantity*	EMD amount (INR)
1	Lab Table – Type I (L x W x H: 8' x 2'.6" x 2'.6")	8	6000
2	Lab Table – Type II (L x W x H: 8' x 2'.6" x 3')	12	8000
3	Lab Table – Type III (L x W x H: 6' x 2'.6" x 2'.6")	5	2000
4	Central Tabletop Chemical rack (L x W x H: 6'x1'x2'.6")	06	600
5	Wall mounting Chemical Rack (L x W x H: 6' x 1'x 2'.5")	06	2000
6	Lab stool (Revolving)	12	500

***The quantity can be modified/ altered at the discretion of the purchase committee keeping the interest of the University into account. This same rate may also be applied in other purchases if any during the financial year 2020-2021.**

NB. The price of all items should be inclusive of delivery cost.

Chapter-IV: Specifications and Allied Technical details

Lab Furnitures and Fixtures:

Sl.	Name of the Item	Specifications	Qty	EMD(Rs)
1	Lab Table – Type I	<p>Size: L x W x H: 8' x 2'.6" x 2'.6"</p> <p>Main frame: made up of heavy gauge (1.2mm thickness, 1.5 inch x 1.5 inch) stainless steel square pipe (grade SS304); size-L x W x H: 7.8' x 2'.4" x 2'.5"</p> <p>Table top: 18 mm thickness black galaxy granite, edge semi circular, polished on all sides.</p> <p>Under Table cupboards (2 nos): made up of <u>18 mm High density high moisture resistance (HDHMR) board</u> of ISI standard (Action Tesla or Equivalent) of size 24" (H) x 28" (D) x 25" (W);, should be provided with a shelf inside. finishing in all respect-fitted with stainless steel screws, jaws, good quality locks and handles.</p>	8	6000
2	Lab Table – Type II	<p>Size: L x W x H: 8' x 2'.6" x 3'</p> <p>Main frame: made up of heavy gauge (1.2 mm thickness, 1.5 inch x 1.5 inch) stainless steel square pipe (grade 304); size-L x W x H: 7.8' x 2'.4" x 2.10'</p> <p>Table top: 18 mm thickness black galaxy granite, edge semi circular, polished on all sides.</p> <p>Under Table cupboards with drawers (3 nos): made up of <u>18 mm High density high moisture resistance (HDHMR) board</u> of ISI standard (Action Tesla or Equivalent) of size 30" (H) x 28" (D) x 30" (W);, should be provided with a drawer above the cupboard and a shelf inside. Finishing in all respect-fitted with stainless steel screws, jaws, good quality locks and handles.</p>	12	8000.00
3	Lab Table – Type III	<p>Size: L x W x H: 6' x 2'.6" x 2'.6"</p> <p>Main frame: made up of heavy gauge (2 mm thickness, 1.5 inch x 1.5 inch) stainless steel square pipe (grade 304); size-L x W x H: 5.8' x 2'.6" x 2'.6"</p> <p>Table top: 18 mm thickness black galaxy granite, edge semi circular, polished on all sides.</p> <p>Under Table cupboards (2 nos): made up of <u>18 mm High density high moisture resistance (HDHMR) board</u> of ISI standard (Action Tesla or Equivalent) of size 24" (H) x 28" (D) x 25" (W); should be provided with a shelf inside. Finishing in all respect-fitted with stainless steel screws, jaws, good quality locks and handles.</p>	5	2000.00

4	Central Tabletop Chemical rack	Size: L x W x H: 6'x1'x2'.6" Made up of <u>18 mm High density high moisture resistance (HDHMR) board</u> of ISI standard (Action Tesla or Equivalent) of size: L x W x H: 6'x1'x2'.6"; should be two tier provided with three inch side wall protection in each tier finishing in all respect-fitted with stainless steel screws, clamps etc. Provision for future electrical wiring.	06	600
5	Wall mounting Chemical Rack	Size: L x W x H: 6' x 1' x 2'.6" Made up of <u>18 mm High density high moisture resistance (HDHMR) board</u> of ISI standard (Action Tesla or Equivalent) of size: L x W x H: 6' x 1' x 2'.6"; should be three tier provided with 5 mm sliding glass shutter. Finishing in all respect-fitted with stainless steel screws, clamps etc. Provision for future electrical wiring.	06	2000
6	Lab stool (Revolving)	Bar type lab stool with hydraulic height adjustment and back support; Frame should be made up of mild steel with rust resistant coating or Stainless steel.	12	500

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
GMax Building, Konisi
Berhampur-761008

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 Item	Make: Model: Or Detailed specifications	Cost (in INR) Unit Price	Qty.	Total Price (INR)
	<u>Item</u>				
	Accessories				
	Taxes				
	Others				
	<u>Grand Total Price</u>				
	<u>Warranty</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
GMax Building, Konisi
Berhampur-761008

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(s) that we are the original manufacturer of the above item _____ (name, Make and model or specifications). 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 MC as per the above bid and also supply spares, accessories, reagents and consumables for period at least 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
GMax Building, Konisi
Berhampur-761008

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 item _____ (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 MC as per the above bid and also supply spares, accessories, reagents and consumables for period at least for six years.
5. We also hereby declare that we have the capacity to manufacture and supply, install and commission the required quantity of equipments/ items bid 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
GMax Building, Konisi
Berhampur-761008

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 lab furnitures 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	2017-18		
2	2018-19		
3	2019-20		
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
GMax Building, Konisi
Berhampur-761008

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 Item	Make: 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 bidder's letter head**

Ref. No. _____

Date: _____

To
The Registrar, Khallikote University
GMax Building, Konisi
Berhampur-761008

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 (furniture/fixture):		
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 have 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 (2017-18, 2018-19, 2019-20) as Per the Format-III			
12	Self attested Up-to-date ITCC for FY 2018-19 and 2019-20			
13	Self attested Up-to-date GST return filed for FY 2019-20			
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****(Should be submitted in the letter head/pad of the bidder/firm with seal and signature)**

Ref. No. _____

Date: _____

To
 The Registrar, Khallikote University
 GMax Building, Konisi
 Berhampur-761008

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 _____ (furniture / fixture) submitted here with for consideration.

Sl. No.	Name of the Item	Make: Model: Specifications:	Cost (in INR as applicable) Unit Price	Qty.	Total Price
	<u>Item</u>				
	Accessories				
	Taxes				
	Others				
	<u>Grand Total Price</u>				
	<u>Warranty</u>				
	<u>MC</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
GMax Building, Konisi
Berhampur-761008

Sub: UNDERTAKING/ DECLARATION**Reference: Your Quotation Call notice no. _____****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 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 screening/verification/inspection and not complying with the term and conditions of the bid.

I/We _____ do hereby declare that I/ We will supply the 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 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 (IF ANY)

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