



MANGALA MAHAVIDYALAYA
KAKATPUR, PURI

Tender Document

For

**“Supply of Sports Item for College Students
(Both Boys’ & Girls’)”**

At

Mangala Mahavidyalaya.

Tender Document No : 819/HED/234/HE/WB/OHEPEE – 2022-23 / 01(5)

Dated : 26.03.2022

Issued By:

PRINCIPAL

Mangala Mahavidyalaya,

Kakatpur-752108

TABLE OF CONTENTS

<i>DESCRIPTION</i>	<i>PAGE NO.</i>
Schedule for Tender	3
Eligibility Criteria	4
Bid Submission	5
General Terms & Conditions of the Bid	6-8
Annexure I – Items to be Supplied and Installed	9
Annexure II – Details of the Tenderer	10
Annexure III – Price Schedule	11
Annexure IV – Self Declaration for not black listed	12

SCHEDULE OF TENDER

Tender No.	819/HED/234/HE/WB/OHEPEE 2022-23 / 01(5)
Name of the Tender Issuer	Principal, Mangala Mahavidyalaya, Kakatpur, Puri
Scope of Work	Supply of Sports Item for College Students (Both Boys' & Girls') Details as per Annexure I
Quantity to be supplied	As per Annexure I
Cost / Fee of Tender Documents	Rs. 500/- in form of DD drawn in favour of Principal, Mangala Mahavidyalaya payable at Kakatpur.
Earnest Money Deposit (EMD) (Two Different EMDs to be submitted if one bidder is applying for both parts of the tender)	EMD – Rs. 7,500/- in form of DD drawn in favour of Principal, Mangala Mahavidyalaya payable at Kakatpur.
Performance Bank Guarantee (PBG)	Rs. Nil
Date of issue of tender document	01.04.2022
Last Date & Time for Submission of Bids	15.04.2022, 5.00 P.M.
Date & Time of Opening of Technical Bids	18.04.2022
Date & Time of Price Bid Opening	19.04.2022
Name of the contact person for Communication	Dr. Prasanna Kumar Baral, Coordinator WB-OHEPEE
Contact Number of the Concern Person	8249219453
Address for Communication	Principal, Mangala Mahavidyalaya, Kakatpur-752108

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. 2018-19 ,2019-2020 & 2020-2021. should not be less than Rs. 4 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 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 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.

Order drawn in favour of **“Principal, Mangala Mahavidyalaya”** payable at Kakatpur. 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 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.

- The bidder should supply the items as per technical specification mentioned in **Annexure I**.
- The bidder should give 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 tenderer has not been blacklisted by any State Govt. / 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. 2018-19 ,2019-2020 & 2020-2021..

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 of Sports Item for College Students (Both Boys’ & Girls’)”**

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, Mangala Mahavidyalaya, Kakatpur, Puri and send it through **Speed Post / Registered Post / Courier only** (no hand deliver 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 receipts of the bids.
- 2) Bidders are requested to check for any notice / amendment / clarification etc. to the Tender Document through the Website www.mangalamahavidyalaya.org / **Notice Board of the office of Mangala Mahavidyalaya, Kakatpur**. 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) **OPENING OF TECHNICAL BID**
The Technical proposal will be opened on 18.04.2022 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.
- 5) **EVALUATION PROCESS**
Technical proposal will be evaluated on the basis of compliance to eligibility criteria, 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.
- 6) **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.

- 7) 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.
- 8) All the information as called for in the Tender Document should be submitted truly, clearly, legibly, transparently, unambiguously of the bidder.
- 9) In the financial bid the total figures should be written in figures followed by words.
- 10) 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.
- 11) 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.
- 12) 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 and without thereby incurring any liability to be affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 13) All the transit risks shall be the responsibility of the supplier.
- 14) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Nimapara Dist - Puri.
- 15) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Govt. Rules.
- 16) If the work is found unsatisfactory 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 contractor.

- 17) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Mangala Mahavidyalaya, Kakatpur-752108.
- 18) **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, Mangala Mahavidyalaya, Kakatpur-752108.
- 19) **Completion Period :** The work shall be completed in all respect within 30 days from the date of issue of work order.

Supply of Sports Items for College Students (both Boy's and Girl's)

Sl.No.	Name of Sports	Name of Sports Kit	Quantity (Nos.)
1	Volley Ball	i.Net	02
		ii.Iron Pole	02
		iii.Ball	02
2	Cricket	i.Bat	04
		ii.Dues Ball Packet	01
		iii.Mat	01
		iv.Pad	08
		v.Batting Gloves	06
		vi.Keeping Gloves	02
		v.Helmet	04
		vi.Guard	06
		vii.Thigh Guard	04
		viii.Chest Guard	04
		ix.Elbow Guard	04
		x.Stumps	09
xi.Stomp Bell	06		
xii.Bowlers' Hat	02		
3	Foot Ball	i.Iron Pole	04
		ii.Net	02
		iii.Ball	04
		iv.Goal Keeper Gloves	02

DETAILS OF THE TENDER

SL.NO.	PARTICULARS	
01.	Name of the Firm / Agency / Company	
02.	Registered Office Address & Complete Postal address	
03.	Telephone Number & E-mail Id	
04.	Name of Authorized Signatory (in block letters)	
05.	Contact No. of Authorized Signatory	
06.	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.
07.	Date of Establishment and Experience in business (in number of years)	Work order to be attached for complying point no. 4 of eligibility criteria.
08.	G.S.T. Registration No.	
09.	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 (year wise) and furnish audited Balance Sheet and Profit and Loss A/c for the last 3 years. 2018-19 2019-20 2020-21	
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

PRICE SCHEDULE

To
The Principal,
Mangala Mahavidyalaya,
Kakatpur-752108,
Puri, Odisha

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.	Name	Qty. In Nos.	Unit Price	Total Amount
1.				
2.				
3.				
4.	Delivery Charges			
Total Cost (1+2+3+4)				

It is herewith certified that we have understood the General Terms & 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 proforma is permissible.

Date :

Place :

(Signature & Seal of the Bidder)

SELF DECLARATION FOR NOT BLACK LISTED

To

The Principal,

Mangala Mahavidyalaya,

Kakatpur-752108,

Puri, Odisha

Ref : Tender No._____ Dated_____

Madam / Sir,

I / We_____ hereby confirm that our firm has not been banned or blacklisted by any Govt. Organization / Financial Institution / Court / Public Sector Unit / Central Govt.

Date:

Place :

Signature & Seal of the Bidder

PRINCIPAL

Mangala Mahavidyalaya,

Kakatpur, Puri