# ODISHSAUNIVERSITYOFTECHNOLOGYAND RESEARCH

**TechnoCampus,Ghatikia,P**.**O**.**MahalaxmiVihar Bhubaneshwar-751029, ODISHA, INDIA**

**Advt**.**NoticeNo.2163**/**OUTR; Date**:**26**/**06**/**2025**

**NOTICE FOR INVITING APPLICATIONS FOR EMPANELMENT OF CONTRACTORS/ AGENCIES**

Odisha University of Technology and Research (OUTR), Bhubaneswar, intends to empanel contractors/ agencies under various categories i.e. Civil Construction and Electrical Works within the jurisdiction of OUTR Campus, Odisha. Sealed applications are invited from interested candidates in the prescribed format duly filled up.The detailed format is to be downloaded from the Website:[www.outr.ac.in.](http://www.outr.ac.in/)

**The last date of submission of application is 15**.**07**.**2025 by 4:30 P**.**M**. The sealedapplication will be received by speed post/registered post only.**The authority will not be held responsible for any postal delay**.Application received after the scheduled date and time will not be accepted.The authority reserves the right to reject/cancel the panel in whole or in part without assigning any reason thereof.

Sd/-

**REGISTRAR**

**ODISHSA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**MAHALAXMI VIHAR, GHATIKIA,BHUBANESWAR-751029, ODISHA**

No.2163/OUTR Date: 26/06/2025

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF CONTRACTORS/ AGENCIES**

OUTR, Bhubaneswar intends to empanel contractors/ agencies under various categories i.e. Civil Construction and Electrical Works within the jurisdiction of OUTR Campus, Odisha.

|  |  |
| --- | --- |
| 1. Name of Work | Empanelment of contractors/ agencies for OUTR, Ghatikia, Bhubaneswar, Odisha |
| 1. Availability of Empanelment Application Forms | Application forms and other documents can be downloaded from University’s website <http://www.outr.ac.in> in the notice board Empanelment of contractor from 30.06.2025 to 15.07.2025. |
| 1. Last Date & Time of Submission of Applications: | 15.07.2025 at 4:30 PM |
| 1. Place of Submission of Applications: | Registrar, OUTR, Ghatikia, Bhubaneswar 751029 by superscribing the “Empanelment of contractor in OUTR, Bhubaneswar”. |

OUTR, Ghatikia, Bhubaneswar intend to empanel contractors/ agencies on an ongoing basis under various trades and categories for its various construction and Electrical works in the OUTR office situated in Bhubaneswar of the Odisha State. Duly completed applications in the prescribed format with required documents etc. should be submitted on or before last date 15.07.2025. The eligibility criteria, terms and conditions, application format and other details/ requirement are as under:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Trade** | **Category** | **Specified Project Cost Limit (Amount in Rupees)** |
| (i) | Civil Construction Project/Works Including Major Repairs and Renovation like Structural retrofitting, rehabilitation of building, water proofing, PH work, facade glazing works, any other specialized work related to building | C Class PWD Contractors | Up to 5.00 Lakh |
| (iii) | Electrical Work (HT Category including maintenance) | C contractor | Up to 5.00 Lakh |

**GENERAL CONDITIONS:**

* The applicant applying for one or more than one trade shall need to ensure that: -
  1. They must fulfill the eligibility criteria for each category of the work, and

1. Applicants need to submit one application for one trade supporting credential for higher category. However, if any applicant is interested for more than one trade, they need to submit separate application for each trade. Suppose XYZ(vendor)/Applicant is interested to empanel under trade for Civil works and Electrical works.

* The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi Govt./PSUs/Government Financial Institutions/reputed Organizations during last 5 years **(Work Order copy along with Invoice(s) with self-certification must be attached by the supplier)**
* The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, during last 5 years from the date of publication / application of this notice. **(In this regard an affidavit has to be submitted by the contractors/ agencies that his / her firm has not been blacklisted by any PSUs / Central Govt./ State Govt.)**
* The OUTR may choose to carryout physical inspection of works mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/department to ascertain their capability and quality of works.
* The contractors should be equipped with necessary construction equipment, machinery and tools, labour strength, etc.
* The Application Processing Fee as Demand Draft of **Rs. 1000/-** in the favor of “**Odisha University of Technology and Research”**, payable at Bhubaneswar in any nationalized bank.
* The contractor is required to furnish their Xerox copy of Aadhaar card, PAN No, GSTIN Registration details of firm with GSTIN No., DD of **Rs.1000/-** etc. to the OUTR along with supporting documents. Original certificates may be asked to submit for verification by the authority, if required
* **The GSTIN will be checked for the contractors/ agencies dealing in Civil Construction and Electrical Works from the government website.**
* Preference will be given to those contractors who have history of timely completion of works/projects taken up by them during the last 5 years. The contractors prone to delay the projects without valid reasons may be disqualified by the OUTR within its sole discretion.
* The eligible and interested parties may download prescribed application form and other details from our website <http://www.cet.edu.in> under the head of “Empanelment of vendors”. The application in the prescribed format with all supporting documents in sealed envelope (A-4) and superscripted as **' EMPANELMENT OF CONTRACTORS IN OUTR,BHUBANESWAR’** shall be submitted at the office of **The Registrar, OUTR, Ghatikia, mahalaxmi vihar, Bhubaneswar-751029.** The applications so received from the contractors shall be examined and evaluated by a Committee in the OUTR.
* **The empanelment of contractors in each category shall be considered by the OUTR purely on merits, performance of the contractor in timely execution of the project with quality. Hence, merely fulfilling the prescribed minimum pre qualification criteria shall not entitle the contractor for their empanelment with the OUTR**.
* Only signed applications shall be accepted.
* **The application will be accepted through ‘Speed Post or Courier or Hand delivery (with acknowledgment). No other mode of delivery will be accepted**. Completed applications must reach this office by speed post on or **before 15th July, 2025.** Applications received after due date will not be entertained during the current exercise (Postal/Courier delay, if any, will not be considered).
* **The authority reserves the right to dissolve/cancel the panel of furniture manufactures/Supplier(s) at any point of time without assigning any particular reason thereof.**

**Sd/-**

**REGISTRAR**

**OUTR, Bhubaneswar**

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**

**MAHALAXMI VIHAR, GHATIKIA, BHUBANESWAR, ODISHA-751029**

**EMPANELMENT OF CONTRACTORS / AGENCIES**

**APPLICATION FORM**

**(Please strike-off which is not applicable)**

(APPLIED FOR EMPANELMENT OF ……….……………CONTRACTORS)

TRADE :. …………………………………………….

CATEGORY: ……………………………………………...

|  |  |  |
| --- | --- | --- |
| 1 | a)Name of the Applicant |  |
|  | b)Full Postal Address of Firm |  |
|  | c)Contact Details  (i) Phone No.(Landline)  (ii) Mobile No.  (iii)e-mail Id | ……………………………………………  ……………………………………………  …………………………………………… |
|  | d)Application Processing Fee Details  (i)Amount (Rs. 1000/-):   1. DD/Banker’schequeNo.: 2. Name of the Bank: 3. Date: | ……………………………………………  ……………………………………………  ……………………………………………  …………………………………………… |
| 2 | Year of Establishment |  |
| 3 | Whether registered with Govt.  Name of Organization under which it is registered  Category  No. & Date of Registration | YES / NO |
| 4 | Number of years of experience in the field. |  |
| 5 | Registration with Government Authorities:  (Enclose certified copies of documents as an evidence)   1. Aadhaar card 2. Income Tax (PAN) No. 3. Goods & Service Tax (GST) No. |  |
| 6 | Whether last three years IT returns filed |  |
| 7 | Details of major works executed & completed during last 5 years in Central Govt./State Govt./Financial  Institutions/PSUs | Details attached in a separate sheet |
| 8 | Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs. | Details attached in a separate sheet |
| 9 | Whether the applicant possess valid Electrical license issued by the competent authority of the State Govt. for Electrical works as applicable to the respective category. |  |
| 10 | Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted. |  |
| 11 | Have you been black listed by any organization. |  |

**DECLARATION**

1. All the information furnished by me here above is correct to the best of my knowledge and belief.
2. I have no objection if enquiries are made about the work listed by me in the accompanying sheets.
3. I hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am therefore, liable to face appropriate actions as deemed fit by the OUTR in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I have read the instructions appended to the proforma and I understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the OUTR.

**PLACE :**

**DATE :**

**SIGNATURE OF CONTRACTOR**

**NAME & DESIGNATION**

**LIST OF WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE**

**GOVT./FINANCIAL INSTITUTIONS/PSUsBODY DURING LAST 5 YEARS**

(Enclose supporting documents)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of  Work | Work executed for  (Name of the  Organization with Brief  Address of  Concerned  Office &  Contact No.) | Nature of  Work with location | Actual  Value of the Work executed | Stipulated  Date /  Time for  Completion | Actual  Date /  Time for  Completion | If Work  Left  Incomplete  or  Terminated (Furnish reasons) |
|  |  |  |  |  |  |  |  |
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(Add separate sheet if required)

Note:

1. Information has to be filled up specifically in this format.

Name of Authorized Signatory Sign & seal of the applicant

**LIST OF WORKS UNDER EXECUTION**

(Enclose Copies of Work Orders Issued by Clients)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S. No. | Name of  Work | Work being executed for  (Name of the  Organisation with Brief Address of concerned office &  Contact No.) | Nature of  Work with location | Actual Value of the  Work | Date of  Commen cement | Likely Date of  Completion |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

(Add separate sheet if required)

Note:

1.Information has to be filled up specifically in this format.

Name of Authorized Signatory Sign & seal of the applicant