



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH  
GHATIKIA, MAHALAXMI VIHAR, BHUBANESWAR-751 029**

Tender Notice No. **OUTR/Furniture/2025-26/09**

**Date: 26/06/2025**

**NOTICE INVITING TENDER**

Odisha University of Technology and Research, Bhubaneswar invites on line Tenders under two bid systems from Original Equipment Manufacturers/ Distributor/ Authorized Dealers for "Supply of Furniture in New Boys Hostel (Number-03) at **OUTR**", details of which are available through **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in>. The tenderers must possess valid up-to-date GST / income tax clearance etc. The detailed information which may be downloaded from the website [www.outr.ac.in](http://www.outr.ac.in) and <https://tendersodisha.gov.in>. The cost of the tender documents and EMD with a cover should be delivered by **Speed Post/ Registered Post or Courier only before last date of submission** addressing to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029 mentioning the name of the tender, due date and time**. The last date, time of Tender documents is **18/07/2025 up to 6.00 PM** and will be opened on the next day i.e. on **19/07/2025 at 11:00 AM**.

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

**IMPORTANT:** Prospective bidders are advised to regularly visit the University website and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced on the University website and e-procurement Odisha portal.

**REGISTRAR**

**BIDDING DOCUMENTS AND INSTRUCTION FOR**  
**SUPPLY OF FURNITURE ITEMS**  
**IN NEW BOYS' HOSTEL (NUMBER-03)**



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH**  
**Techno Campus, P.O.: Mahalaxmivihar,**  
**BHUBANESWAR -751029, INDIA**  
[www.outr.ac.in](http://www.outr.ac.in)

## NOTICE INVITING TENDER

Registrar, Odisha University of Technology and Research (OUTR), Bhubaneswar invites e-tender from reputed Manufacturers /Suppliers/Agencies/ registered firms for supply, installation of Furniture in New Boys Hostel (Number-03), **OUTR, Bhubaneswar**. Interested eligible Bidders may obtain detail information and list of items with specifications from the website of the University [www.outr.ac.in](http://www.outr.ac.in) and <https://tendersodisha.gov.in>

### Critical Information

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	Tender Notice No. <b>OUTR/ Furniture/ 2025-26/ 09</b> Date: <b>26/06/2025</b>
2	Period during which tender document will be available on website <a href="http://www.outr.ac.in">www.outr.ac.in</a> and <a href="https://tendersodisha.gov.in">https://tendersodisha.gov.in</a>	<b>26/06/2025, 6.00 p.m. to 18/07/2025, 6.00 p.m.</b>
3	Tender Fee ( Non- Refundable)	Rs. 5,000/- (Rupees Five thousand only) by Demand Draft to be drawn in favour of " (Odisha <b>University of Technology and Research Bhubaneswar</b> " drawn on any Scheduled Bank payable at Bhubaneswar)"
4	Bid security (EMD): (refundable but Non-interest bearing); EMD Amount (Will be accepted only through D.D/Pay Order*/ Banker's Cheque. The bid security is exempted to the MSE bidders only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 4,00,000 /-(Rupees Four lakh only) by Demand Draft to be drawn in favour of " ( <b>Odisha University of Technology and Research, Bhubaneswar</b> drawn on any Scheduled Bank payable at Bhubaneswar)"
5	Type of Bid	Two Bid; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Date of publishing and time	<b>26/06/2025 at 6.00 p.m.</b>
7	Document downloaded start date and time	<b>27/06/2025 from 10.00 a.m.</b>
8	Last date & time for uploading of tender	<b>18/07/2025 upto 6.00 p.m.</b>

9	Date & time of opening of Technical Bid	19/07/2025 at 11.00 a.m.
10	Date & time of opening of Financial Bid	Through the e-tender portal to be intimated later by e-mail/ WhatsApp to the technically qualified bidders.
11	Pre bid Meeting	No
12	Warranty	05 Years from the date of Installation and acceptance by the user
13	Validity of Tender	365 days from the date of opening of technical bid
14	Performance Guarantee	5% of Contract value
15	Delivery	30 Days from the date of Purchase Order
16	For any technical query please contact	Prof. Smitanjali Behera Phone No- 8908943376 Email:- <a href="mailto:sbeherame@outr.ac.in">sbeherame@outr.ac.in</a>
17	DD towards EMD and Tender document fee should be sent addressing to	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

1.2. Please refer eProcurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website [www.outr.ac.in](http://www.outr.ac.in) & <https://tendersodisha.gov.in>

1.4 The bidders may submit their bid only through uploading in the eProcurement Tenders Odisha Portal <https://tendersodisha.gov.in>. **No bids received by post or by hand or by FAX/ E-mail would be considered for evaluation.**

1.5 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

## **2. Instructions for Online Bid Submission**

2.1 The bidders are required to submit soft copies of their bids electronically on the eProcurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the eProcurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

## **2.3 REGISTRATION**

2.3.1) Bidders are required to enroll on the e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link "Online Bidder enrolment". Enrolment on the eProcurement Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Govt. of Odisha eProcurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.) with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

## **2.4 SEARCHING FOR TENDER DOCUMENTS**

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in; they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **2.5 PREPARATION OF BIDS**

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

## **2.6 SUBMISSION OF BIDS**

2.6.1) Bids shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

2.6.2) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.4) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

2.6.5) Bidder should prepare separate DD for the Tender cost and EMD as per the instructions specified in the tender document. The original should be send through

postal/courier to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, so as to reach by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.7) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.10) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a



bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.11) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.12) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

## **2.7 ASSISTANCE TO BIDDERS**

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the submission of the bids online through the eProcurement Portal (URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add / modify / delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and eProcurement Portal (<https://tendersodisha.gov.in>) and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents

## CONTENTS OF TENDER DOCUMENTS

Sl. No.	Description of Contents	Page No.
1	Eligibility Criteria	10
2	Scope of Work	11
3	Instruction to Bidders	11-14
4	General Terms and Conditions	14-19
5	Technical Specification	19-25
6	Acceptance of Terms and condition of tender (Annexure-I)	26
7	Particulars about Tenderer for Prequalification (Annexure-II)	27
8	Format to Restriction on countries sharing land border with India (Annexure –III)	28
9	Form for Financial capacity (Annexure-IV)	29
10	Declaration Form (Annexure –V)	30
11	Details of Similar Contracts Executed (Annexure-VI)	31
12	BoQ in MS Excel Format (Annexure-VII)	32
13	Bid Security Declaration form (Annexure –VIII)	33
14	Criminal Liability Form (Annexure-IX)	34
15	Check list for bidder (Annexure-X)	35
16	Model Bank Guarantee Format for Performance Security (Annexure-XI)	36

## 1. ELIGIBILITY CRITERIA

### 1.1 Eligibility:

Those who fulfil the following criteria are eligible to participate in the tender.

- 1.1.1 The Bidder should be a body corporate incorporated in India under the Companies Act, 1956 or 2013 Or Partnership firm, registered under Partnership Act 1932 Or Registered Proprietorship. The Bidder shall be registered legal entity under relevant act and a copy of registrations shall be attached with the bids.
- 1.1.2 The OEM/ Authorized Dealer must provide valid Certificates of ISO 9001-2015, ISO 14001-2015, ISO 45001- 2018, ISO 50001-2018, IGBC, ZED, GREEN PRO & BIFMA.

### 1.2 Experience:

- (a) Bidder shall have a minimum Five years of experience in the field of supply of similar category of Furniture.
  - (b) Experience of having successfully executed the similar type of order in IIT/ NIT/ IIIT/ CFTI/ Central University/State University/Govt. Institutions during the last three financial years as on 31st March 2025 with at least Two (02) similar category completed work of order value Rs. 0.7 crore each and above.
- 1.3 Registration Certificate/ Certificate of incorporation, if any, including the certificate of MSME/ NSIC/ Other for EMD Exemption.
  - 1.4 Minimum Average Annual Turn Over of the bidder of last 3 financial years should amount to **Rs. 2 crores**. (The bidder should submit Audited Financial Statement for last 3 years to this effect, 2021-22, 2022-23 and 2023-24).
  - 1.5 Bidder should have valid GST registration certificate with up-to-date return.
  - 1.6 Bidder should have Permanent Account Number (PAN);
  - 1.7 Copy of Audited Balance sheet, Profit & Loss Statement and Income Tax Return for last three financial year ending on 31<sup>st</sup> March 2024.
  - 1.8 Bidder should not have been black listed / Debarred by any Government Department, Organization, Agency, Authority or any Public Sector Undertaking owned by the Government during the last three years as on the date for Bid submission
  - 1.9 **The bidder must provide evidence of successful execution of supply orders with installation (Completion/Performance certification must be enclosed). Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs,**

IISERs, NISER, Central Universities, Govt. institutions etc. during last 3 years ( 2022-23, 2023-24 and 2024-25).

- 1.10 The supplier must have submitted the catalogue of the product along with the technical bid.

## 2. SCOPE OF WORK:

- Supply and Installation of Single Beds.
- Supply and Installation of Study Tables.
- Supply and Installation of Study Chairs.
- Supply and Installation of Cup Boards

## 3. INSTRUCTION TO BIDDERS:

### 3.1 TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

- 3.1.1 Tender Cost (non-refundable) of Rs. 5,000/- (Rupees Five thousand only) and EMD / Bid Security (refundable) of Rs. 4,00,000/- (Rupees Four lakhs) only in the form of Demand Draft (DD) in favour of "Odisha University of Technology and Research" payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.
- 3.1.2 EMD / Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30 days after the award of contract to successful bidder.
- 3.1.3 Bidder registered with Ministry of MSME / GoI as per public procurement policy for Micro & Small Enterprises (MSE) are exempted categories from payment of EMD provided that the registration certificates issued by agencies must be valid as on closing date of tender. The bidder has to submit the Bid Security Form as per the Annexure.
- 3.1.4 EMD and Tender Fee should reach physically through speed post/register post/courier, in an envelope & super-scripted with the subject, tender reference number addressing to Registrar, Odisha University of Technology and

**Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029, Odisha** on or before the last date of submission.

- 3.1.5 The scan copies of the DD towards tender cost and EMD should be uploaded in the Technical Bid Cover.
- 3.1.6 Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.
- 3.1.7 The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being L1{**Final Evaluated Score (FES)** stands highest} shall be liable to forfeiture.
- 3.1.8 **Amendment to bid documents**  
At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on university website and e-tender Portal.
- 3.1.9 The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid not substantially responsive to the Bid document in every respect will be at the bidders' risk and may result in rejection of the Bid.
- 3.1.10 The prospective bidders should keep their offers valid up to **365 days** from the date of tender opening.
- 3.1.11 The Technical bids shall be opened on the scheduled date and time (as mentioned in tender eProcurement Portal (URL: <https://tendersodisha.gov.in>)).

## **3.2. SUBMISSION OF BIDDING DOCUMENTS**

The tender is to be submitted electronically in two separate Cover **No.1 (Cover A)** and **Cover No. 2 (Cover B)** and contents as indicated below:

- 3.2.1. Bidders must submit their digitally signed bids in first Cover contains the following documents:

**A. Cover 1** Shall contain the scan copy and uploaded of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the **Firm/Agency**.

Qualification documents:

- Such as
  - Bid Securing Declaration Form for EMD Exemption (**Annexure – VIII**)
  - Copies of the Income Tax return (last three financial years) and copy of PAN
  - Firm Registration & GST Registration certificate
  - Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities, State Universities, Govt. Institutions, Colleges etc.
  - Annual average turnover for last 3 financial year
  - Criminal Liability Form
  - **Product Catalogue**
  - ISO and other Certification
  - All other documents as per attached Annexures (**I to X** Except Price BoQ)

## **B. Cover 2**

**Price Bid. (Cover -2 in BoQ Ms-Excel format.)**

3.2.2 The offer must be submitted in Two Bid - Two covers only though uploading in the eProcurement Portal, before the last date & time for bid submission.

3.2.3 Tender document (s) and all enclosures must contain the signature of the competent authority of the firm.

**3.3 CLARIFICATION OF BIDS:** In case any bidder requires any clarification, bidder can feel free to raise their query on or before the last date of submission of tender document.

## **3.4 PERFORMANCE SECURITY GUARANTEE / SECURITY DEPOSIT**

3.4.1 Successful bidder shall have to deposit performance security amount equal to **5% of contract value** before the release of payment, in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank” in the form of Demand Draft (DD) / Bank Guarantee (BG) The Security Deposit shall remain

valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the equipment/goods. Else the same amount will be deducted from the bill amount towards Performance Security.

- 3.4.2 The amount of performance security so withheld will be discharged after the warranty period is over. The Security Deposit will not attract any interest.
- 3.4.3 If the contractor fails or neglects any of the bid obligations under the contract it shall be lawful for OUTR to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.
- 3.4.4 The Security Deposit shall be liable to be forfeited in case of any breach of terms and conditions of the contract.

### **3.5 BID PRICES:**

- 3.5.1 The bidder shall give FOR destination price, inclusive of all Taxes, freight, installation etc. for Supply of Furniture items for New Boys Hostel (Number-03) of OUTR. The price should be indicated as per BOQ/Price Schedule as per the Format under Financial Cover in Ms Excel.
- 3.5.2 A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
- 3.5.3 The price quoted by the bidder shall be valid for 365 days from the date of opening of bid.

### **3.6. GUARANTEE/WARRANTY:**

- 3.6.1 Comprehensive onsite warranty for 5 (five) years is required. Warranty period will start from the date of installation of furniture. In case at the time of installation stores / part of stores are found defective / damaged during or after delivery to consignee, the supplier will replace or repair the store under warranty at consignee's location free of cost. All expenses in this regard will be borne by the supplier.
- 3.7. In case any unscheduled holiday occurs on the prescribed opening date, the next working day shall be the prescribed date of opening.

### **3.8. Payments:**

100% Payment through bank transfer (RTGS) will be made after successful supply/installation with satisfactory installation report by the competent authority, OUTR, Bhubaneswar and submission of Tax invoice in triplicate.

**3.9. Liquidated Damage:** The Liquidated Damages shall be levied, for delay in supply beyond the contractual delivery date at the rate 1% per month of delay or part thereof on delayed supply of goods until actual delivery subject to a maximum of 5% of the stores the delivery of which is delayed, for each month or part of a month.

### **3.10. Bidders compliance to restrictions on Country sharing land border with India**

Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with Competent Authority/ Department for Promotion of Industry and Internal Trade (DPIIT) as per extant GOI rules.

## **4. GENERAL TERMS AND CONDITIONS:**

### **4.1 BID EVALUATION PROCEDURES**

4.1.1 Technical bids will be opened on the specified date & time by Tender Evaluation Committee duly constituted by the competent authority of OUTR Bhubaneswar. Short listing will be done on the basis of eligibility criteria mentioned in the tender.

4.1.2 The pre-qualified bidders have to give the demonstration of their products in OUTR, Bhubaneswar before the TEC for Technical evaluation on the date fixed by the committee. The date and time will be intimated to pre-qualified bidders through e-procurement portal/phone/e-mail.

### **4.2 CLARIFICATION ON TECHNICAL BID EVALUATION**

4.2.1 The Technical Bids shall be opened at OUTR, Bhubaneswar in tender portal on the specified date & time by the Authorised members constituted by the competent authority.

4.2.2 The evaluation of Technical Proposals will be evaluated by the evaluation committee duly constituted by the competent authority.



4.2.3 The bidders/applicants qualifying the initial criteria of basic eligibility will be evaluated for following criteria by scoring method on the basis of details furnished by them for technical bid qualification:

4.2.4 The technical bid shall be evaluated on the following parameters/criteria:

Sl. No	Criteria	Criteria for award of Marks	Max Marks
1	No. of Years of Work Experience. Work order copy of clients should be enclosed for this.	5 Years to 7 years: 05 marks	15
		> 7 Years to 10 years :10 marks	
		> 10 years : 15 Marks	
2	The bidder must have successfully executed at least 2 orders of similar nature in Central/State govt. organization/Institutions/State Universities for a minimum value of Rs 70 Lakhs each, in last 3 financial years (2022-23, 2023-24, 2024-25)	Min 2 Clients : 05 Marks	15
		3-5 Clients : 10 marks	
		More than 5 Clients : 15 Marks	
3	The minimum average turnover of the Company for the financial years of 2021-22, 2022-23, and 2023-24.	> 2 crore to 5 crore : 5 marks	15
		> 5 crore to 10 crore : 10 marks	
		> 10 crore : 15 marks	
4	Category of Institute, to which similar type of furniture are supplied	State Govt.	15
		Colleges/University : 10 marks	
		IIT, NIT/Central funded	

		Institutions/Central University: 15 marks	
5	Marks to be assigned by TEC considering the a) Aesthetic b) Workmanship c) Materials used	Poor : 05 marks Average: 10 Marks Good : 20 marks Very Good: 30 marks Excellent: 40 marks	40

Note:

1. Technical Bid Evaluation will be done on the scale of 100 Marks/points. The bidders qualifying technical stage with 60 marks/points or more will be considered as technically responsive bid and shall be considered for the opening of financial bid.
2. The Technical Bid Criteria mentioned in table must be fulfilled and supported by relevant document as indicated in the table above.
3. Technical bid evaluation will be done by a Technical Evaluation Committee (TEC) constituted by OUTR.
4. TEC will go through all the documents submitted by the bidder to do the technical evaluation. TEC will also be free to do reference checks with the client(s) of the bidder as per the details provided by the bidder. In addition, TEC may seek clarifications from the bidder. The decision of TEC will be final.

### 4.3 FINANCIAL BID PROCEDURE & EVALUATION

- 4.3.1. Financial bid of those technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened by the authorised person on the specified date and time or to be intimated well in advance.
- 4.3.2. Tender for this contract will be assessed in accordance with **Quality-cum-Cost Base Selection (QCBS) method** on individual item basis.

**4.3.3. Quality and Cost Based Selection (QCBS):** This method will be followed during the overall selection process with 50 % weightage to technical score and 50 % weightage to financial score of each item. The bidders securing the highest evaluated scores for each item will be ranked H1 and thereafter others will be ranked in the order of H2, H3 and so on.

#### **Computation of Final Evaluated Score using Technical Score and Financial Score**

**Technical Score of the Bidder (TSB)** is the score awarded to the bidder by the Technical Evaluation Committee of the University as per the Technical Evaluation Table.

**Financial Score of the Bidder (FSB)** is obtained using the price of the concerned bidder and that of the lowest bidder (without taxes) in each item. This is computed by the evaluation committee as per the following formula:

$$\text{FSB} = (\text{Bid amount of the lowest bidder} / \text{Bid amount of the concerned bidder}) \times 100$$

**The Final Evaluated Score (FES)** of the bidder is based on both the technical evaluation score and financial bid score. The technical evaluation gets 50% weightage and financial bid gets 50% weightage in the final score. The TEC will evaluate and compare the bids that have been determined to be substantially responsive using the following formula:

$$\text{FES} = [0.50 \times \text{TSB} + 0.50 \times \text{FSB}]$$

**Where FES: Final Evaluated Score; TSB: Technical Score of the Bidder; FSB: Financial Score of the concerned Bidder in each item.**

In case of a tie on FES, bidder of higher Technical Score will be eligible for the award of contract.

In case of a tie-on FES and Technical Score, bidder having highest average turn over of last three financial years will be eligible for the award of contract.

#### **4.4 AWARD OF CONTRACT:**

- a) OUTFR Bhubaneswar shall award the contract on individual item basis to the Bidder(s) whose Bid has been determined to be substantively responsive, eligible

and qualified, technically suitable and whose **Final Evaluated Score (FES)** stands highest on that item as per evaluation criteria.

**4.4 INDEMNITY:** The successful bidder shall indemnify and hold the university harmless from and against all claims, damages, losses and expenses arising out of or resulting from the purchase under the contract provided by the supplier.

**4.6 VALIDITY OF BIDS**

**4.6.1** The bids shall remain valid and open for acceptance for a period of **365** days from the date of opening of bids.

**4.6.2** **The authority reserves the right** to accept or reject any bid including the lowest and to cancel the bidding process and reject all bids, at any time prior to award of contract, without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.

**4.7 Delivery:** 50% of order quantity/value will be delivered within 30 Days from the date of Purchase Order and balance 50% will be delivered within 90 days from the date of Purchase Order.

**4.8 Repeat Order Clause:** The contract will have a Repeat Order clause wherein OUTR shall place the repeat order for the same quantity of the items or less as per the rate quoted by the successful Bidder (FES-H1) within six months from the date of supply/successful completion of the work and also with the same terms & conditions of the Tender. In extra-ordinary circumstances, a repeat order shall be placed within 1(one) year. It would be entirely at the discretion of the buyer (OUTR, Bhubaneswar) to place the repeat order or not.

**4.9 Amendment;** At any time prior to the date of submission of bid, OUTR may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the University's website and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>.** Prospective bidders are advised to check the both the website every now and then for any amendment / corrigendum.

**4.10 Installation and Commissioning:**

Installation should be done by the tenderer at no extra cost.

## **4.11 CODE OF INTEGRITY**

### **4.12.1 Commitments of the BUYER**

- a) No official of the University, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person or organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the contract.
- b) The BUYER will during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.
- c) In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit will be taken.

### **4.12.2 Commitments of BIDDERS**

- a) The BIDDER will take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it.
- b) The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
- c) The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- d) The BIDDER should refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable fact.
- e) The Bidder shall not lend to or borrow any money from or enter into monetary dealings or transactions, directly or indirectly, with any employee of the Buyer.

## **4.13 Force Majeure:**

- i) For purposes of this Clause, "Force Majeure" means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- ii) If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within 15 days of its occurrence. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iii) If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussion on either side.

**4.14 Termination for default:** Default is said to have occurred.

- (a) If the Furniture items are found having poor workmanship, faulty designs, and bad quality of materials used.
- (b) If the supplier fails to deliver any or all Furniture within the time period(s) specified in the purchase order or any extension thereof granted by OUTR.
- (c) If the supplier fails to perform any other obligation(s) under the contract.

Under the above circumstances OUTR may terminate the contract / purchase order in whole or in part and forfeit the EMD/PBG as applicable. In addition to above, OUTR may at its discretion also take the following actions: OUTR may procure, upon such terms and in such manner, as it deems appropriate, goods similar to the undelivered items/products and the defaulting supplier shall be liable to compensate OUTR for any extra expenditure involved towards goods obtained.

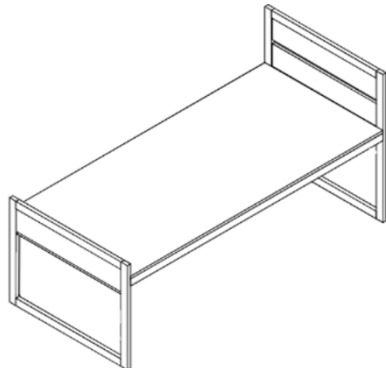
**4.15 Applicable Law:**

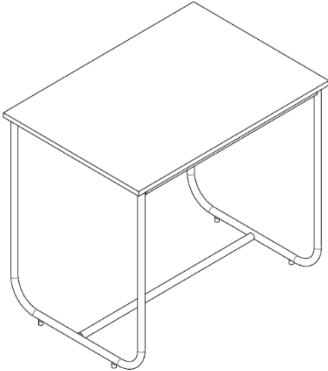
- (a) The contract shall be governed by the laws and procedures established by Govt. of India/ Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial

dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.

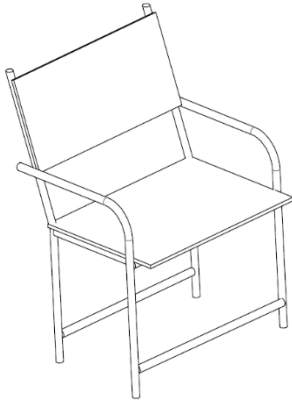
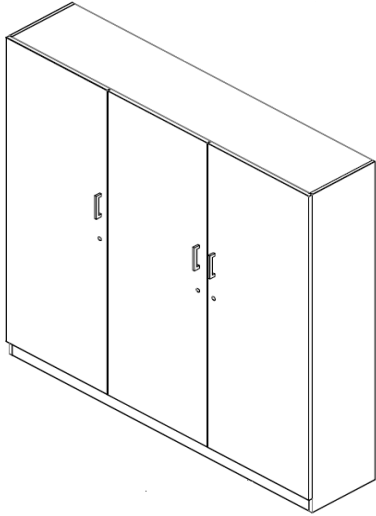
- (b) Any dispute arising out of this purchase shall be referred to the decision of Vice Chancellor, OUTF. The decision of Vice Chancellor shall be final and binding. If either of the parties hereto is dissatisfied with the decision and the dispute persist, the Arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.

## 5. TECHNICAL SPECIFICATION OF FURNITURE ITEMS:

Sl	Item	Design	Qty.
1.	<p><b><u>Single Bed</u></b></p> <p>Overall Size: 750 (H) Headboard /600 mm (H) Tail Board X 2050 mm (L) X 914 mm ( W) Head and Tail unit made out of 50 x 25 x 2 mm thick MS pipe of Tata / Nezone/ Apollo / Equivalent ISI mark with 18 mm thick 2 Nos Plywood Planks of Size 855 mm X 150 mm leaving 20 mm clear space in between each plank made with both sided laminated (0.80 mm thickness) of Archidlam/ Merino/Greenlam/ Equivalent ISI mark with 2 mm thick PVC edge banding in the exposed edges with through feed edge banding machine in the middle of the side bars of head board and 1 No Plywood Planks of Size 855 mm X 150 mm with both sided laminated (0.80 mm thickness) of Archidlam/ Merino/Greenlam/ Equivalent ISI mark with 2 mm thick PVC edge banding in the exposed edges with through feed edge banding machine in the middle of the side bars of leg board. Frame shall be made out of 50x25x2 mm thick MS pipe of Tata / Nezone/ Apollo / Equivalent and 5 nos stiffness shall be 25x25x2 mm thick MS pipe of Tata / Nezone/ Apollo / Equivalent ISI mark. All the iron components shall be duly powder coated after necessary pretreatments. The frame shall be firmly welded in</p>		720

	three parts and joineries shall be GI grade nut and bolts. There shall be 18 mm thick Commercial Grade Plywood on the top of the frame of Archid / Green / Cayam/ Equivalent duly fixed with nut bolts of 6 mm thick and 75 mm length of GI made. There shall be nylon buffers fitted for making the floor scratch resistant.		
2	<p><b><u>Study Table:</u></b></p> <p>Over all Dimension 900 mm (L) X 600 mm (W) X 750 mm (H). Frame Dimensions 850 mm (L) X 550 mm (W) X 720 mm ( H ) , Structure made out of 25x25x1.6 mm thick MS Pipe of Tata/ Nezone/ Apollo/ Cogent ISI mark with top made out of 18 mm thick Plywood with both sided laminated (1 mm on top and 0.80 mm in bottom thickness) of Archidlam/ Merino/Greenlam/ Equivalent with 2 mm thick PVC edge banding in the exposed edges with through feed edge banding machine with machining glue of Jowart / klebrit/ Equivalent .All the iron component shall be firmly welded and finished properly for aesthetic looks . All the iron components shall be duly powder coated after necessary pretreatments. There shall be nylon buffers fitted for making the floor scratch resistant. The top shall be fixed with the frame with SS Screws as needed.</p>		720
3	<p><b><u>Study Chair</u></b></p> <p>Overall Dimensions -940 mm (H) X 620 mm (W) X 560 mm (D) Structure made out of 25x1.6 mm thick MS Pipe of Tata/ Nezone/ Apollo/ Cogent with top and back made out of 12 mm thick plywood of Century/ Green / Archid/ Equivalent. There shall factory pressed laminate 0.80 mm thick fixed on the chair seat and back front side and back side with Pidilite / Jivanjor/ Equivalent. All exposed Edges</p>		720

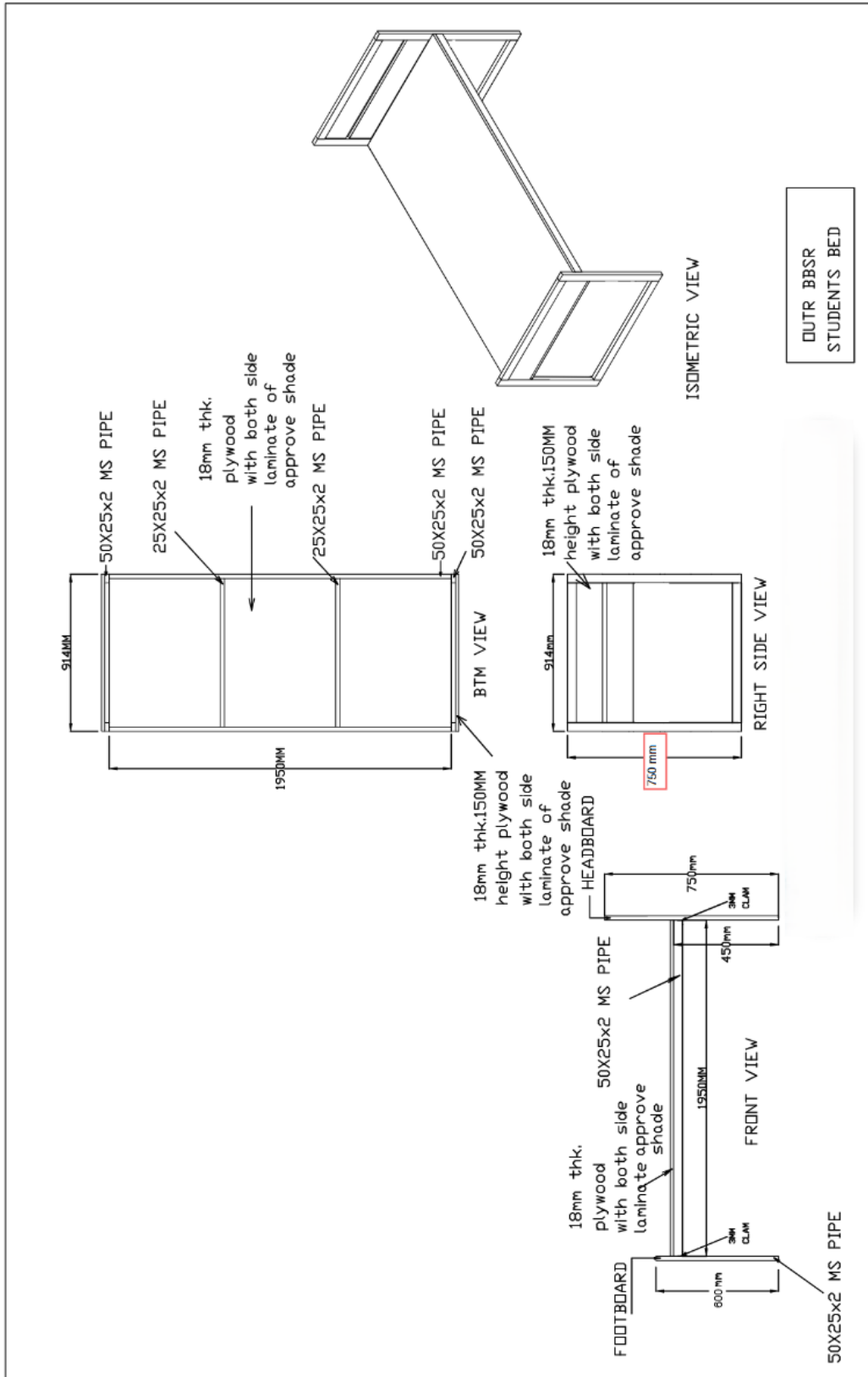


	shall be colored matching with laminate after pre coating if any. The Handles shall be made with PP Plastic. All the iron components shall be duly powder coated after necessary pretreatments. There shall be nylon buffers fitted for making the floor scratch resistant.		
4	<p><b><u>Cupboard</u></b></p> <p>Overall Dimensions -500 mm (D) X 2100 mm (W) X 1800 mm (H) Steel cupboard cabinet made out 0.80 MM thick CRCA of Tata/ Sail and doors made out of 0.80 MM thick CRCA of Tata / sail with shelf and hanger facility. All the components shall be duly powder coated after necessary pretreatments. There shall be three partitions with 3 doors. Per cupboard door handle, 6 lever lock with 3-way locking system. Cupboard leg height is 100 mm with plastic shoe. One coat primer and 50 microns powder coat colour door bi-colour. The complete structure shall be firmly welded and assembled for making the product robust.</p>		240

**Note:** a. All metal component should be treated by seven tank process for powder coating with non-electrolytic deep process to produce a protective oxide coating for smooth surface with matt finish & anticorrosive automated powder coating of thickness 50-60 microns & oven baked for high resistance to scratch, chemical, thermal & mechanical stresses.

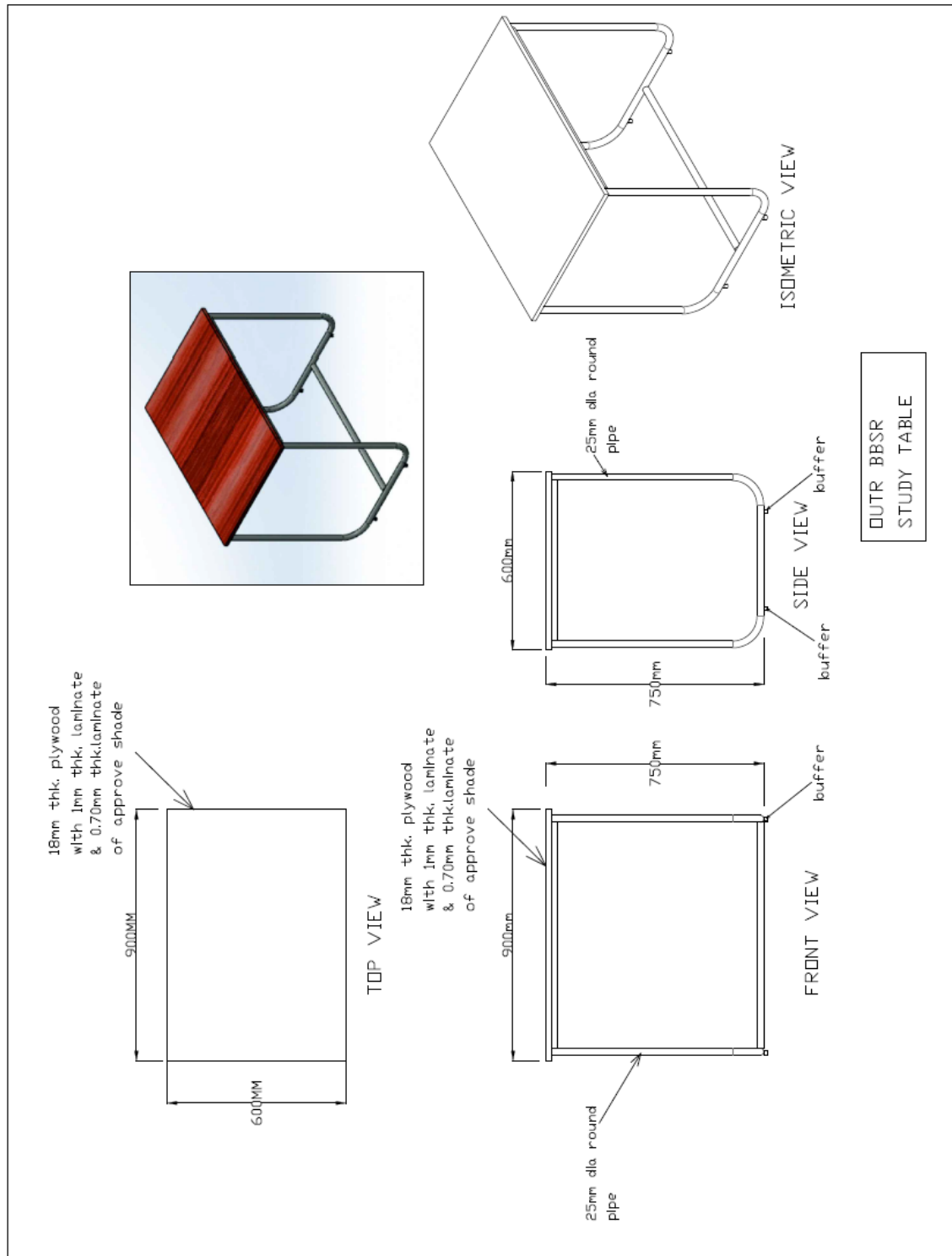
b. All items should have a UV printed OTR logo of size 125mm x 125mm.

The detailed drawing of the furniture items is given in subsequent pages.

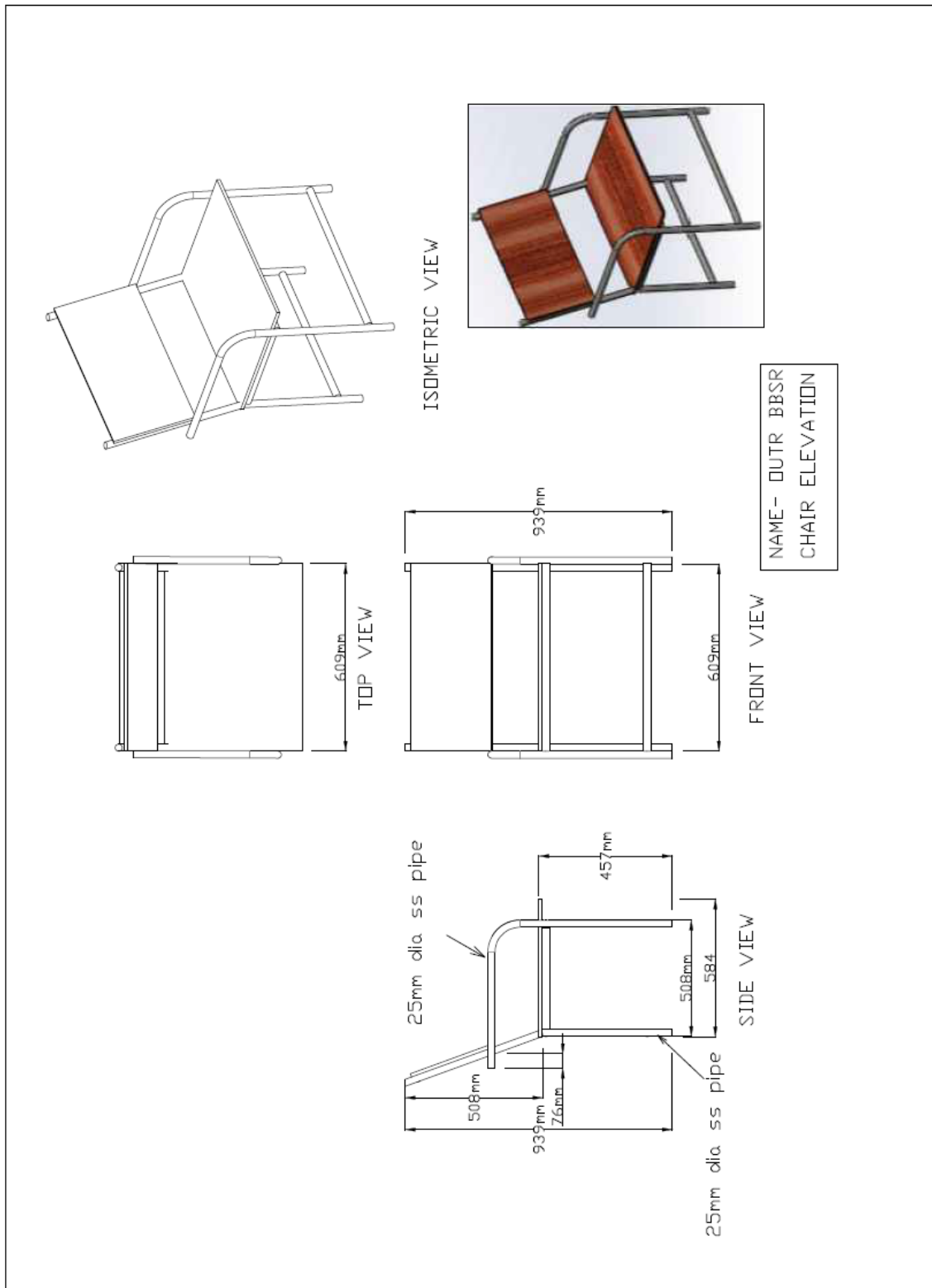


Detailed drawing of Single Bed

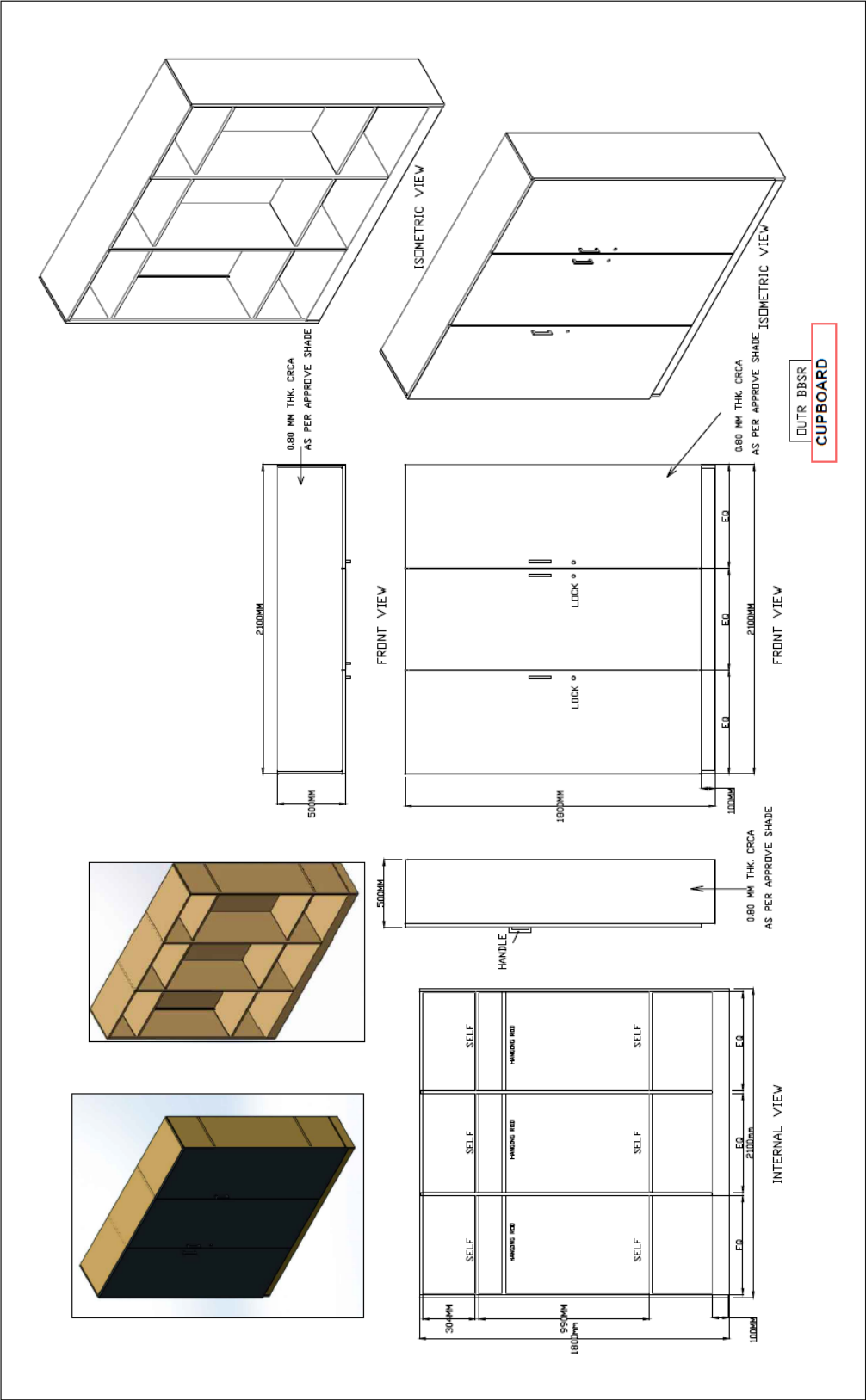
## Detailed drawing of Study Table



## Detailed drawing of Study Chair



Detailed drawing of Cupboard



## ANNEXURE - I

### LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF BID

To

The Registrar,  
Odisha University of Technology & Research,  
Ghatikia, P.O.: Mahalaxmi Vihar,  
Bhubaneswar-751 029

Ref : Invitation of Tender Notice No.

Dated.

I/We, the undersigned declare that:

1. I/ We have downloaded / obtained the Bid document(s) and uploaded in the **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in> for the above mentioned 'Bid' as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the Bid documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s) etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document, in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of \_\_\_\_\_ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and purchase order.
7. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
8. The detailed particulars of the tenderer are mentioned and attached separately.
9. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Bidder

(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company)

Full name and designation

## ANNEXURE – II

### (PRE-QUALIFICATION/ELIGIBILITY)

**PARTICULARS OF THE BIDDERS TO BE FURNISHED IN TECHNICAL BID FOR THE PURPOSE OF PRE-QUALIFICATION:**

1.	Name of Organization/Firm/Company	
2.	Address & Telephone Number (Furnish address proof)	
3.	Must be in similar business for minimum <b>05</b> years experience.	
4.	Status of the Firm (Company/Firm/Proprietary) <i>Supporting document to be enclosed.</i>	
5.	Name & Mobile Number of Directors/Partners/Proprietor	
6.	Registration with GST. Mention number & date. Furnish also copies of GST registration certificate along with up-to-date return.	
7.	Permanent Account Number (PAN). Furnish copy of PAN alongwith IT return of preceding three years (2021-22, 2022-23 and 2023-24)	
8.	State Average Annual turnover of the company in last 3 financial years 2021-22, 2022-23 and 2023-24. Furnish copies of audited balance sheet & profit & loss account for the last three years Certified Auditor.	
9.	Must have supplied similar category of Furniture to State or Central Government Institutions/Universities or reputed Educational or Research Institutions like IITs, NITs, IISERs, NISER, Central Universities, etc. with at least two (02) similar category completed work of order value Rs. 0.7 crore each and above & proof of such supplies should be produced	
10.	Whether firm is MSEs Unit: YES/ NO (Please Submit the Documentary Evidence for UAM and ownership details.)	
11.	Bidder should be qualifying under all Land border rule of Central government	
12.	Copy of the ISO/other Certifications	
13.	Detail of Bank A/c : Name of the A/C Holder	
	a) A/C Number	
	b) Name of the Bank and Branch	
	c) IFS Code	

Place:

Date:

Name, Signature & Seal of Bidder

## ANNEXURE – III

### MODEL FORMAT CERTIFICATE FOR COMPLIANCE TO RESTRICTIONS ON COUNTRIES SHARING LAND BORDER WITH INDIA

[The Bidder shall fill and provide the certificate for compliance to restrictions on countries sharing land border with India in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To

[insert complete name and address of Purchaser]

“We [insert complete name of Bidder] have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India;

We [Insert complete name of Bidder] certify that we are not from such a country or; if from such a country, has been registered with the Competent Authority/ Department for Promotion of Industry and Internal Trade(DPIIT). We [Insert complete name of Bidder] hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

[ Wherever applicable, evidence of valid registration by the Competent Authority shall be attached.]”

Signature of Bidder (with date and seal) \_\_\_\_\_

Name \_\_\_\_\_

(Business Address with e-mail and Contact No.)



ANNEXURE – IV

**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2021-2022	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I / We, \_\_\_\_\_, Chartered Accountants, certify that the figures regarding overall Annual Turnover and profit earned for the financial years mentioned above in respect of M/s. \_\_\_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME , ADDRESS AND CONTACT DETAILS :

UDIN :

**Signature of  
Authorized person  
With agency seal**

ANNEXURE- V

(To be given on the Company letter head)

DECLARATION

1. I, \_\_\_\_\_ Son/ Daughter/ Wife of Shri\_  
\_\_\_\_\_ Proprietor / Director/ authorized signatory  
of the firm, mentioned above, am competent to sign this declaration and execute this  
tender document;
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;
3. The information / documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/we am/are well aware of the fact  
that furnishing of any false information/fabricated document would lead to rejection  
of my tender at any stage besides liabilities towards prosecution under appropriate  
law.

Signature of authorized signatory

Name:

Seal:

Date:

Place:

## ANNEXURE- VI

### To be submitted in Envelop-I (Technical Bid)

Details of similar contracts executed during the last **Five** financial years in the following format.

Sl. No.	Full Address of Purchaser with Telephone No.	Purchase Order No. and date	Description of stores	Qty	Value of Order	Date of completion of contract (Completion period)

Enclose photocopies of the contract/work order serially in the order, as mentioned in the format above for the ease of scrutiny)

(Signature of the authorized signatory)

Place :

Date :

Seal

## ANNEXURE – VII

**To be submitted in COVER 2 (Financial Bid)**

### **Financial Proposal**

#### **FINANCIAL BID** **(To be submitted in Cover-2)**

In Cover 2 : As per BoQ in Ms-Excel Format :

Sl. No.	Item Description	Unit	"A" Qty	"B" Unit Price	"C" Unit price GST %	"D =B+C" Unit Amount with GST	"E= D X A" Total Unit Amount with GST
01	Single Bed	No	720	<b>Price should not be quoted here</b>			
02	Study Table	No.	720	<b>Price should not be quoted here</b>			
03	Study Chair	No.	720	<b>Price should not be quoted here</b>			
04	Cupboards	No.	240	<b>Price should not be quoted here</b>			

Signature:

For and on behalf of the Bidder

**Name :**

**Seal:**

**Date:**

**Place :**

## ANNEXURE – VIII

### BID SECURITY SELF DECLARATION FORM

Date: \_\_\_\_\_

Bid No. \_\_\_\_\_

To

The Registrar,  
Odisha University of Technology & Research,  
Ghatikia, P.O.: Mahalaxmi Vihar,  
\Bhubaneswar-751 029

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
  - (i) fail or refuse to execute the contract, if required, or
  - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**ANNEXURE –IX**  
**CRIMINAL LIABILITY UNDERTAKING**  
**(To be given on Company Letter Head)**

**Date:**\_\_\_\_\_

To

The Registrar,  
Odisha University of Technology & Research,  
Ghatikia, P.O.: Mahalaxmi Vihar,  
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I ..... aged about ..... S/o.....  
Proprietor/ Partner/ Director of M/s.\_\_\_\_\_  
At:\_\_\_\_\_ Po: \_\_\_\_\_, P.S:\_\_\_\_\_  
Dist:\_\_\_\_\_ do solemnly pledge and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organisation/Bodies for the last 3 years.

Signature with Designation of bidder

## ANNEXURE – X

### CHECKLIST FOR THE TENDERER

\*Supportive Documents must be uploaded by the Tenderer

Sl. No.	Particulars	Yes/No	Page No.
1	Average Annual Turnover of 200 lakhs INR during last 3 financial years i.e. 2021-22, 2022-23 and 2023-24		
2	Registration Certificate/Certificate of incorporation, if any		
3	Bid Security (EMD) in shape of DD or Bid Security Self Declaration Form for bid exemption of MSE		
4	Tender Cost in shape of DD		
5	Minimum Five (5) years' experience in the field of supply of Similar Furniture.		
6	Registered with GST. Furnish the copy of GST registration certificate and upto date return.		
7	Permanent Account Number (PAN) Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years 2021-22, 2022-23 and 2023-24.		
8	Must have supplied similar Furniture to State or Central Government Institutions or reputed Educational or Research Institution, Central Universities, etc with at least two (02) similar category completed work of order value Rs. 0.7 crore each and above. Proof of such supplies should be produced along with Annexure -VI		
9	Certificate of Land Border Sharing as per tender annexure		
10	Criminal liability Form		
11	ISO 9001- 2015, ISO 14001-2015, ISO 45001- 2018, ISO 50001-2018, IGBC, ZED, GREEN PRO & BIFMA Certifications		

Place:

Date:

Name, Signature & Seal of Bidder

## ANNEXURE- XI

### Model Bank Guarantee Format for Performance Security

**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 WHERE AS** 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 there under 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..... branch at .....\* (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.