



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, Ghatikia, P.O.-Mahalaxmi Vihar
BHUBANESWAR-751029 ODISHA, INDIA

Tender Notice No. OUTR/TP/2024-25/22

Date: 06 /01/2025

NOTICE INVITING TENDER

Odisha University of Technology and Research, Bhubaneswar invites on line Tenders through **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in> under two bid systems from **Original Equipment Manufacturers/ Distributor/ Authorized Dealers** for supply of “ **LED Video Wall Display**” for conference hall at OUTR, **Bhubaneswar**”, 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 last date, time of uploading of Tender documents is **28/01/2025 up to 6.00 PM** and will be opened on **29/01/2025 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 for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced on the University website and e-procurement Odisha portal.

REGISTRAR

Tender Notice No. OUTR/TP/2024-25/22

Date: 06 /01/2025

**BID DOCUMENT FOR
SUPPLY OF LED VIDEO WALL DISPLAY WITH OTHER REQUIRED
ACCESSORIES
AT OUTR
THROUGH E- PROCUREMENT**



**Odisha University of Technology and Research
Techno Campus, Mahalaxmi Vihar Ghatikia, Bhubaneswar-751029**

Web site : www.outr.ac.in

NOTICE INVITING E-TENDER

Odisha University of Technology and Research (OUTR), Bhubaneswar invites on line Tenders through **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in> from **Original Equipment Manufacturers/ Distributor/ Authorized Dealers** for **“Supply of Led Video Wall Display”** at **OUTR, Bhubaneswar**. Interested eligible Bidders may obtain detail information from **the website of the University** www.outr.ac.in and <https://tendersodisha.gov.in>

Critical Information

1. Submission of a proposal in response to this notice shall be deemed to have 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	OUTR/TP/2024-25/21 Date: 06 /01/2025
2	Period during which tender document will be available on website www.outr.ac.in and https://tendersodisha.gov.in	07/01/2025, 6.00 p.m. to 28/01/2025, 6.00 p.m.
3	Tender Fee(Non- Refundable)	Rs.1,000/- (Rupees One thousand only) Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar 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. However proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 70,000/- (Rupees Seventy thousand) only in shape of Demand Draft to be drawn in favour of " (Odisha University of Technology and Research Bhubaneswar 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	07/01/2025 at 6.00 p.m.
7	Document downloaded start date	08/01/2025 from 10.00 a.m.
8	Last date & time for uploading of tender	28/01/2025 up to 6.00 p.m.
9	Date & time of opening of Technical Bid	29/01/2025 at 11.00 a.m.
10	Date & time of opening of Financial Bid	To be intimated later by e-mail/ whatsapp to the technically qualified bidders.
11	Performance Guarantee	5% of Contract value in the form of Bank Guarantee by the successful bidder.
12	Validity of Tender	120 days from the date of opening of technical bid.

13	Delivery and installation	Within 30 days from the date of purchase Order
14	On site warranty	2 years
15	Pre bid meeting	NA
16	For any query please contact	Prof. B. P. Das, Ph. No. 9437385554, E-mail : placement@outr.ac.in
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 & <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 enrol 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 The offer must be submitted in Two Bid – Two Cover only though uploading in the e procurement Portal, before the last date & time for bid submission.

2.6.6 Bidders must submit their digitally signed bids in first Envelop contains the following documents:

(i) Cover 1.

a) Scan copy of EMD and Tender cost Details (Original Instrument shall be sent to Tender Issuing Authority)

b) Technical Bid & Bidder's details.

c) All relevant documents to be submitted as per NIT, Checklist **Annexure X** and as per other Provisions of NIT. All Annexures (excluding price bid) duly filled & signed to be submitted along with the technical bid.

(ii) Cover 2.

Price Bid. (in BoQ Ms-Excel format, as per Annexure VII)

2.6.7 Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted.

2.6.8 Bidders shall fill all the boxes in BoQ to be filled by Bidders. No Box should be left blank.

2.6.9) Bidder should prepare the Tender cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751**

029, latest 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.

2.6.10) The bidders shall download the pre bid clarification if any and upload the same (scanned copy) duly signed. The revised documents (if any) shall be uploaded in e tender portal.

2.6.11) 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.

2.6.12) 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.

2.6.13) 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.

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

2.6.15) 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.

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

2.6.17) 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 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.

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A. SCOPE OF WORK

The bidder shall have to supply, install and commission the **LED Video Wall Display** for conference hall at OUTR. The Professor -in-Charge of Training and Placement Cell OUTR will share the details for installation and commissioning of the supplied LED Video Wall with accessories at OUTR.

- The bidder is required to supply all the required accessories i.e. mounting kits/frames, cables etc. forming part of the manufacture's packing list and all other components required to install video wall and ensure full functionality strictly following standards procedure and specification.

- The bidder shall supply suitable mounting kit/frames for supplying active LED Video wall to install on wall.
- The bidder will be responsible for arranging requisite tool kit/testing and measuring equipment that may be required for carrying out the installation, configuration, testing and commissioning of the Video Wall.
- All the carpentry/civil work for mounting the video walls will be the sole responsibility of the bidder.
- A detailed documentation on the programming/configuration and operating procedure should be submitted.

The successful vendor shall have to carry out the jobs in consultation with the Professor-in-Charge and have to complete in all respect to the entire satisfaction of the Professor-in-Charge. The supply, Installation and commissioning of the work should be completed within 4 weeks from the date of purchase order.

1. Eligibility criteria for Pre-qualifications of Bidder:

- (a) The Bidder shall be registered legal entity under relevant act. and a copy of such registration shall be attached with the bids.
- (b) The Bidding Firm should have **at least 03 years of Experience** in business of **sales, installation, Maintenance of LED Video Wall Display.**
- (c) The bidder has an average annual turnover from **similar type of** product sales and services of **Rs. 50 lakh (Rupees Fifty lakh only)** during the last three financial years (2021-22, 2022-2023 & 2023-2024). Should furnish the documents duly certified by Chartered Accountant in support of the Annual turnover of the agency.
- (d) Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years (2021-22, 2022-2023 & 2023-2024) duly certified by the chartered Accountant should be enclosed.
- (e) Vendor must have office in Bhubaneswar/Odisha.
- (f) The bidder must provide evidence of successful execution of supply orders for LED Video Wall Display with installation, commissioning and successful after sales support in reputed organizations. Similar Purchase Order copies executed in National Importance

Institutions like IITs, NITs, IISERs, NISER, Central Universities, Companies and Govt. Offices etc.

- (g) Has been registered with GST Authorities.(Copy of GST registration Certificate to be furnished).
- (h) Bidder should have Permanent Account Number (PAN); Attested copy of the IT return filed by agency; for last three financial years i.e. 2021-22, 2022-23 & 2023-24 shall be enclosed.
- (i) OEM must be ISO9001, ISO 20001; Certified Organization, R & D Certificates.
- (j) Vendor should be authorized dealer/distributor of OEM of the products proposed against this tender. MAF (Manufacturer's Authorization Form as per the **Annexure-V**) on their letter head and duly signed by the authorized signatory with reference to the tender no & date to be submitted with the Technical Bid.
- (k) The Bidders should have not been black listed by any State /Central Govt. /State /Central PSUs or Public Sector Societies or Authorities etc. at the time of participating in the tender. The Bidders are required to enclose an affidavit in the prescribed format (enclosed at **Annexure- IX**) for the purpose, failing which the tender documents shall not be considered.
- (l) The terms and conditions in the tender Documents should be duly signed (each page) and the tender document signed by the authorised signatory of the agency is taken as their acceptance.
- (m) 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 the Competent Authority.
- (n) Bidders are also required to submit certificate for compliance to restrictions on country sharing land border with India as per Model Format for bid to be considered or accepted.
- (o) **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**
- (p) The supplier must have submitted the catalogue of the product along with the technical bid.

2. GENERAL INSTRUCTIONS FOR BIDDERS

The tender is to be submitted electronically in two separate Cover No.1 (Cover A) and Cover No. 2(Cover B) through eProcurement Portal(URL: <https://tendersodisha.gov.in>).

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

A. Cover 1

Envelope number-1 shall contain the 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. Uploading the qualification documents :

Such as :

- > Bid Securing Declaration Form for EMD exemption as per the Annexure
- > Technical Bid along with literature
- > OEM Authorization Certificate (MAF)
- > Copies of Income Tax return (last three financial year and copy of PAN)
- > List of Items along with specifications.
- > Firm Registration
- > GST Registration certificate
- > Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities, Govt. Offices, etc.,
- > Annual average turn over of last 3 financial years (2021-22, 2022-23, 2023-24).
- > Criminal Liability Form
- > All other documents as per attached Annexures Except Price BoQ)

B. Cover 2

Price Bid. (In Second Envelop in BoQ Ms-Excel format.)

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

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

3. **Cost of the bid documents:** The interested bidders should submit a Demand Draft of **Rs. 1,000.00 (Rupees One thousand only)** (not refundable) drawn in any **Scheduled Bank** in favour of **“Odisha University of Technology and Research” payable at Bhubaneswar** towards cost of the bid documents.

4. Bid Security/EMD (refundable without interest):

- a) **An Earnest Money Deposit (EMD) of Rs.70,000.00 (Rupees Seventy thousand only)** should be submitted in form of Demand Draft drawn in any **Scheduled Bank** in favor of **Odisha University of Technology and Research**” payable at **Bhubaneswar except MSEs** (the certificate to this effect should be attached alongwith **Bid Security declaration form**).
- b) EMD and Tender Fee should reach physically through speed post/registered 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.
- c) The scan copy of the DD towards tender cost and EMD should be uploaded in the Technical Bid.
- d) The EMD of unsuccessful bidders will be discharged / returned to them without any interest within 30 days after finalization of the tender.

5. TENDER OPENING EVALUATION

The committee constituted by the competent authority will evaluate the bids on the basis of Specification and eligibility criteria.

The Technical Bids will be opened at OUTR Bhubaneswar in e-tender portal. Short listing will be done on the basis of eligibility criteria mentioned in the tender.

5.1 CLARIFICATION ON TECHNICAL BID EVALUATION

- a)The Technical bids shall be opened on the scheduled date and time (as mentioned in **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in>).
- b) The Technical bids shall be evaluated based on the available documents uploaded by the bidder through e procurement module. To assist in the examination, evaluation and comparison of the bids and qualification of bidders, the university may, at its discretion, ask any bidder for a clarification of its bid. If a bidder does not provide clarifications of its bid as per the specified time , the bid may be rejected.
- c) University also reserves right to seek confirmation/clarification from the issuer agency on the supporting documents submitted by the bidder.

5.2 FINANCIAL BID EVALUATION

- a. Financial bid of those bidders who qualify in Technical Specification shall be opened.

b. Tender for this contract will be assessed in accordance with **Least Cost Selection i.e L1 system**. The bidder who has quoted lowest will be awarded the contract.

6. Amendment to bid documents

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.

7. 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.
8. The date and time of opening of the Financial bids of the technically qualified bidders shall be intimated well in advance.

9. BID PRICES :

9.1 The bidder shall give FOR destination price, inclusive of all Levies & Taxes with installation charges. The price should be indicated as per BOQ/Price Schedule as per the Format under Financial Cover.

9.2 A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

9.3 The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account

B. GENERAL CONDITIONS OF CONTRACT

1. Bidders should be the manufacturer / authorized dealer. Letter of Authorization from original equipment manufacturer (OEM) on the same and specific to the tender should be enclosed.
2. An undertaking from the OEM is required stating that they would facilitate the bidder on a regular basis with technology/product updates and extend support for the warranty as well.

3. The bidder must have both sales and service center with qualified Service Engineers. All after sales support should be provided directly by the manufacturer only.
4. The bidder must have the willingness for providing comprehensive maintenance support of the Equipment supplied by him.
5. Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid.
6. In the tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
7. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

Instruction to the bidder of countries which share land border with India (Rule 144(xi) GFRs)

8. 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 the Competent Authority.
9. **Dealership Certificate / MAF** : The bidder/tenderer should be either a manufacturer or authorized agent of the foreign/Indian manufacturer. Dealers or Agents quoting on behalf of Manufacturer must enclose valid dealership certificate / Manufacturer's Authorization for the equipment from the manufacture.
10. **Enquiry during the course of evaluation not allowed:** After opening the Bids, no enquiry from the bidder(s) shall be entertained during the course of evaluation of the tender till final decision is conveyed to the successful bidder(s). However, the Purchase Committee or its authorized representative may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation. The bidders may also be asked to arrange demonstration of the offered items, in a short period of notice.
11. The acceptance of the quotation will rest solely with the OTR, who in the interest of the University is not bound to accept the lowest quotation and reserves the right to himself to reject or partially accept any or all the quotations received without assigning any reasons.

12. VALIDITY OF BIDS

- a) The bids shall remain valid and open for acceptance for a period of 120 days from the date of opening of bids.
 - b) **Rejection of tenders:** The incomplete & conditional Bid / tender(s) will not be considered and summarily be rejected
 - c) **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.
13. **Warranty:** The quoted equipment and components must be warranted for a minimum of **Two Years (2)** on site with NBD.
14. **Literature / Product Datasheet :** All the quotations must be supported by the printed technical data sheet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical data sheet/ literature. Buyers will match and verify the data sheet with the product specifications offered. Such offered specifications has to outline the offered parameters. In case of any unexplained mismatch of technical parameters, the bid is liable to rejection. Technical compliance statement of the offered products along with public URL of the quoted products to be submitted in the bid.
15. **AWARD OF CONTRACT :**
1. OUTR Bhubaneswar shall award the contract to the Bidder whose Bid has been determined to be substantively responsive, eligible and qualified, technically suitable and who has offered the lowest evaluated bid price as per evaluation criteria.
 2. The Financial bids will be evaluated on the basis of prices quoted. The contract will be awarded to lowest evaluated bidder.
16. **Equipment breakdown:** Any Equipment breakdown must be attended to within NBD during the warranty period of the equipment free of cost.
17. **Training:** If required, free training is to be provided as and when required to OUTR faculty members / staff on the operation, maintenance and troubleshooting of the supplied items.

18. Delivery and Installation :

- a. Time Limit: Maximum within 04 weeks from issue of purchase order date.
- b. Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor. At the destination site, the package will be opened only in the presence of OUTR user/representative and vendor's representative. The intact condition of the package and the seal/indicators for not being tampered with, shall form the basis for certifying the receipt in good condition.
- c. Insurance : The supplier is to establish 'All Risk Transit Insurance' coverage till door delivery at OUTR, Bhubaneswar, Odisha.
- d. **Liquidated Damages:** The date of delivery should be strictly to be adhered. If the successful bidder on receipt of purchase order fails to execute the order within the stipulated period, in full or part, it will be open to the Vice-Chancellor, OUTR, Bhubaneswar to recover the liquidated damage from the firm @1% of the value of undelivered goods and installation per month or part thereof, subject to maximum of 5% of the value of undelivered & installation.

19. For E-way bills the vendor has to apply online via <http://ewaybill.nic.in> (E-Services/E-Special Permit Link). All necessary information/documents will be provided by the University wherever required.

20. **Payment : 100%** payment within 30(thirty) days from date of delivery and submission of clear Invoice and completion of installation, commissioning to operational staff of OUTR.

20. Installation and Commissioning:

- a. Installation and Testing of the LED Video Wall should be done by the supplier free of cost.
- b. The supplier must ensure timely installation of Experimental test setup with necessary support to the indenters.
- c. The installation and demonstration has to be done at the site and performance satisfaction should be ascertained.

21. Performance Guarantee :

- a. Successful bidder shall have to deposit performance security amount equal to **5% of contract value** before release of the payment. Else 5% of the billed amount will be

deducted as security deposit, 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) shall remain valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the equipment/goods.

- b. The amount of performance security so withheld will be discharged after the warranty period is over. The Security Deposit will not attract any interest.
- c. 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.
- d. The Security Deposit shall be liable to be forfeited in case of any breach of terms and conditions of the contract.

22. PACKING

22.1. The Goods shall be packed and marked in a proper manner and any statutory requirements and any requirements of the carrier(s). In particular, the Goods shall be marked with the OUTR Bhubaneswar Purchase Order number, the name of the contents shall be clearly marked on each container and all containers of hazardous goods (and all documents relating thereto) shall bear prominent and adequate warnings.

22.2. The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of appropriate handling facilities at all points in transit.

22.3. All packaging materials shall be non-returnable.

23. 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.

C. CODE OF INTEGRITY

1. Commitments of the BUYER

- 1.1 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.
- 1.2 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.
- 1.3. 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.

2. Commitments of BIDDERS

- 2.1 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.
- 2.2 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.
- 2.3 The BIDDER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
- 2.4 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 2.5 The BIDDER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier.

2.6 The BIDDER should refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable fact.

2.7 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.

D. 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.

E. Termination for default: Default is said to have occurred

- (a) If the equipment or any of its component is found having poor workmanship, faulty designs, poor performance and bad quality of materials used.
- (b) If the supplier fails to deliver any or all of the equipment 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 and services obtained.

F. REPLACEMENT: If the stores or any portion thereof is damaged or lost during transit, the Purchaser shall give notice to the supplier setting forth particulars of such stores

damaged or lost during transit. The replacement of such stores shall be effected by the supplier within a reasonable time to avoid unnecessary delay in the intended usage of the Stores.

G. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha 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 Registrar, OUTR, and if either of the parties hereto is dissatisfied with the decision, the dispute shall be referred to the decision of Vice Chancellor. The decision of Vice Chancellor shall be final and binding. If the dispute persist it will be referred to courts under the jurisdiction of the Bhubaneswar court only.

H. List of Equipment with Technical Specifications :

Large LED Full HD Video			
Sl. No.	Description of Goods with Specification	Unit	Quantity
01	54" LED Video Wall, Die Cast Aluminum Cabinet: 1200 x 675 x 51mm, 480x270, BLOC Design: Optimum Cable-less, wire-less connection, Easy UI menu with remote, Contrast Ratio 9000:1, 20 Bit Color Processing, Alpha 7 AI Processor, HDR 10, HDR 10 Pro, Viewing Angle (H x V) 160 x 160, Resolution: 1920*1080 full HD , Brightness: 500 NIT , Active Display area: 1209*680, Colour Space: atleast 70 % ,Pixel Pitch -0.63*0.63, Refresh Rate: 3840 Hz, Standby Mode for Power Saving, Maximum Power Consumption W/m2: 360 W, UHD LED Controller with inbuilt Operating System and Digital Signage Software, Input type -Audio &USB, User Interface with remote Control. Warranty: 2 years. UHD LED System Controller	No	01

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) for the above mentioned 'Bid' from the web site(s) namely: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 is mentioned and attached separately.
9. I/ We certify that all information furnished by the 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

With seal

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 03 years from the date of submission of BID.	
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 alongwith upto date return.	
7.	Permanent Account Number (PAN) Furnish copy of PAN alongwith return of preceding three financial years.	
8.	Average Annual turnover of the company in last 3 financial year (2021-22, 2022-23, 2023-24). Furnish copies of audited balance sheet & profit & loss account for the last three years Certified Auditor.	
9.	Purchase order for supply of LED Video Wall to State or Central Government Institutions or reputed Educational or Research	

	Institutions, Universities Govt. Offices etc. and 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	Detail of Bank A/c. : Name of the A/C Holder	
	A/C Number	
	Name of the Bank and Branch	
	IFS Code	

Place:

Date:

Bidder

Name, Signature & Seal of

ANNEXURE – III

COMPLIANCE ON TECHNICAL SPECIFICATION

Specification of the equipment / item (in detail) to be purchased

Details of Technical Specifications	Whether complied with YES/NO	If yes, please attach Tech literature of the equipment duly printed & clearly specify page No of Bulletin which specifically confirm this	If no, attach deviation statement	Make/Model	Remarks (if any)

Note: Please indicate the page numbers where documents attached. The entire tender document should be serially page numbered including enclosures.

N.B.: - 1. All the bidders are requested to provide true statement in the columns. Concealing of facts will liable to be rejected the tender completely. No communication will be made in this regard.

Signature of Tenderer with office seal

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 over all 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 :

ANNEXURE – V

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid].

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]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with terms and conditions of the tender with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

ANNEXURE –VI

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 – VII

To be submitted in COVER B (Financial Bid)

BILL OF QUANTITY

FINANCIAL BID

(To be submitted in Cover-2)

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

For supply of “LED Video Wall Display” for OUTR, Bhubaneswar

Signature:

For and on behalf of the Bidder

Name :

Seal:

Date:

Place :

BID SECURITY SELF DECLARATION FORM

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

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 reuse 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 Notarised affidavit on Indian Non judicial stamp paper)

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.

DEPONENT (Bidder)

Name

Address

ANNEXURE-X

CHECKLIST FOR THE TENDERER

Supportive Documents must enclose for fulfilling Eligibility criteria, to be submitted by the Tenderer

Sl. No.	Particulars	Yes/No	Page No.
1	Registration Certificate/Certificate of incorporation, if any		
2	Bid Security (EMD) in shape of DD or Bid Security Self Declaration Form for bid exemption of MSE		
3	Tender Cost in shape of DD		
4	Average Annual Turnover of at least 50 lakhs INR during last 3 financial years i.e. 2021-22, 2022-23 and 2023-24.		
5	Registered with GST. Furnish the copy of GST registration certificate and upto date return.		
6	Permanent Account Number (PAN) Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years		
7	Acceptance of Terms and Conditions of Tender		
8	Supplied of LED Video Wall to State or Central Government Institutions or reputed Educational or Research Institution, Govt. offices and proof of such supplies should be produced with 3 years experience		
9	Certificate for compliance to restrictions on countries sharing land border with India as per tender annexure		
10	Manufacturers' Authorization Form		
11	Copy of OEM ISO9001, ; ISO 20001; certified organization		
12	Product certification R& D certificates		
13	Compliance on Technical Specification		
14	OEM should have service center in Bhubaneswar, Odisha, Contact details, Toll-free numbers and address should be mentioned in MAF		
15	Notarised affidavit for Criminal liability Form		

Place:

Date:
Bidder

Name, Signature & Seal of

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 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 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.