

**NOTICE INVITING TENDER FOR
SUPPLY OF INTERACTIVE FLAT PANEL FOR SMART CLASS
ROOMS AT OUTR THROUGH ePROCUREMENT**



**Odisha University of Technology and Research
(Erstwhile College of Engineering & Technology),
Ghatikia, Bhubaneswar-751029**



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
BHUBANESWAR-751 029**

Tender Notice No. **OUTR/DCSE/2024-25/02**

Date: **03 / 08 /2024**

NOTICE INVITING TENDER

E-PROCUREMENT

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/ Distributors/ Authorized Dealers** for **“Supply of Interactive Flat Panel for Smart Classroom 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 certificates, etc. The detailed information may be downloaded from our website www.outr.ac.in and <https://tenderodisha.gov.in>. The last date and time of the tender submission is **27/08/2024 upto 6.00 PM** and will be opened on the next day i.e. on **28/08/2024 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/e-tender portal for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the University website/e-tender portal.*

REGISTRAR

NOTICE INVITNG 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 Interactive Flat Panel for Smart Classroom 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/DCSE/2024-25/02 Date: 03/08/2024
2	Period during which tender document will be available on website www.outr.ac.in and https://tendersodisha.gov.in	05/08/2024, 12 Noon. to 27/08/2024, 6.00 PM
3	Tender Fee (Non- Refundable)	Rs.11,800/- (Rupees Eleven thousand Eight hundred only). Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar and 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 bidders, who are registered with MSME. However proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 6,12,500/- (Rupees Six lakh Twelve thousand five hundred) only in shape of Demand Draft to be drawn in favour of "Odisha University of Technology and Research Bhubaneswar and drawn on any Scheduled Bank payable at Bhubaneswar)"
5	Type of Bid	Two Bid; Bid I - Technical Bid Bid II - Price Bid as per the format
6	Pre-Bid Query	12/08/2024 at 11PM to 13/08/2024 up to 5PM

7	Pre-Bid meeting	14/08/2024 at 11AM, OUTR Campus
8	Last date & time for submission of tender	27/08/2024 up to 6.00 PM.
9	Date & time of opening of Technical Bid	28/08/2024 at 11.00 AM.
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	Performance Guarantee	10% of Contract value in the form of Bank Guarantee to be deposited by the successful bidder.
12	Validity of Tender	90 days from the date of opening of technical bid.
13	Delivery	Within 6 weeks from the date of issue of purchase Order
14	For technical query please contact	Prof. Ranjan Ku. Dash, Ph. No.9437360517 E-mail: rkdash@outr.ac.in
15	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 e-Procurement 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 e-Procurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-

Procurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-Procurement Tenders Odisha Portal.

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

3. REGISTRATION

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

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.

3.3)Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the Govt. of Odisha e- Procurement Portal.

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.

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.

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.

4. SEARCHING FOR TENDER DOCUMENTS

4.1)There are various search options built in the e-Procurement 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 e-Procurement Odisha Portal.

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 e-Procurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

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.

5. PREPARATION OF BIDS

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

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 bids 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.

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.

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.

6. SUBMISSION OF BIDS

6.1)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.

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

6.3)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.

6.4)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.

6.5)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.

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

6.7)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.

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

6.9)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.

7. ASSISTANCE TO BIDDERS

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.

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

7.3) Tenderers are advised to follow the instructions provided in the 'Instructions to the Tenderers for the submission of the bids online through the e-Procurement 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

8. TENDER REQUIREMENTS FOR ELIGIBILITY: -

The following shall be the minimum eligibility criteria for selection of bidders technically.

- 8.1) The Bidding Firm should have been in the business of **ICT/ ITeS/ AV Solution provider and product sales, installation, Operation and Maintenance for at least 05 years** with an average annual turnover from **ICT /ITeS/ AV Solution** product sales and services of **at least Rs. 2 Crores (Rupees Two Crores only)** during the last three financial years (2020-21, 2021-2022 & 2022-2023).
- 8.2) Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years (2020-21, 2021-22 and 2022-2023) duly certified by the chartered Accountant should be enclosed.
- 8.3) Be an experienced IT firm/company having good track record and credentials in supplying ICT Components, setting up of Smart Classroom, Board Room or Conference

- Room (proof of experience in above work to IITs/ NITs/ Central Universities/ Govt. Agencies or PSU to be submitted).
- 8.4) Have been registered with GST Authorities (Copy of GST registration Certificate to be furnished).
 - 8.5) Have PAN allotted to him by concerned Department (Copy of Valid PAN to be enclosed).
 - 8.6) OEM must be ISO45001, ISO14001 certified organization.
 - 8.7) Vendor should be authorized partner of OEM of the products proposed against this tender. MAF (Manufacturer's Authorization Form) 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.
 - 8.8) Should furnish the documents duly certified by Chartered Accountant in support of the Annual turnover of the agency for the preceding last three financial year i.e. (2020-21, 2021-22 and 2022-2023).
 - 8.9) The terms and conditions in the tender Documents should be duly signed (each page) and the tender document sealed by the authorised signatory of the agency in token of their acceptance.

Conditional bids shall not be considered and will be out rightly rejected in very first instance.

9. Price Bid:

Schedule of price bid would appear in the form of BOQ_XXXX .xls

9.1)The Financial Proposal/ Commercial bid/ BoQ format is provided as BoQ_XXXX.xls along with this tender document at the e-tender portal with the concerned tender. Bidders are advised to download this BoQ_XXXX.xls as it is and quote their offer/ rates and taxes in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business. Bidder must ensure to quote rate of each item.

9.2)The column meant for quoting rate in figures/percentages appears in SKY BLUE colour. While selecting any of the cells a warning appears to mandatorily fill all such cells with any value, including "0" (ZERO) or specified values. Note: Prospective agencies shall satisfy themselves of fulfilling all the NIT criteria before submission of tender. Authority of the University reserves the right of non- consideration of tender of the agencies not fulfilling the stipulated criteria.

Detail Tender document may be verified for tender technical evaluation criteria and other terms conditions.

10. List of Documents to be Scanned & Uploaded:

- 1) Financial Turn Over certified by CA
- 2) Profit & Loss statement certified by CA
- 3) Latest Bank Solvency Certificate
- 4) List of similar works completed in last 5 years indicating: i) Agency for whom executed

ii) Value of Work, iii) Satisfactory executed the service (Performance Certificate)

5) Certificates:

- i) Registration certificate, if any
- ii) Certificates of Work Experience / Performance Certificates
- iii) GST (Goods and Services Tax) Registration Certificate
- iv) PAN (Permanent Account Number) Registration

6) Undertaking in the format provided in technical bid. (Scanned copy of original certificates to be uploaded)

7) Other certificates as per the Annexures provided in the tender document.
