

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

Techno Campus, Ghatikia, P.O. Mahalaxmi Vihar
BHUBANESWAR-751029, ODISHA, INDIA

Advt. Notice No. 1327 /OUTR;

Date: 28 /04/2025

NOTICE FOR INVITING APPLICATION FOR EMPANELMENT OF FURNITURE MANUFACTURER(S) / SUPPLIER(S)

Odisha University of Technology and Research (OUTR), Bhubaneswar intends to empanel furniture manufacturer(s) / supplier(s) within its jurisdiction. Sealed applications are invited from the interested candidate in the prescribed format duly filled up. The detailed format is to be downloaded from the Website: www.outr.ac.in.

The last date of submission of application is 13.05.2025 by 5.00 P.M.. The sealed application will be received by speed post/ registered post only. **The authority will not be held responsible for any postal delay.** Application received after the scheduled date and time will not be accepted. The authority reserves the right to reject/cancel the panel in whole or in part without assigning any reason thereof.

Sd/-

REGISTRAR

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

MAHALAXMI VIHAR, GHATIKIA, BHUBANESWAR-751029, ODISHA

No. 1327 /OUTR

Date: 28/04/2025

NOTICE INVITING APPLICATION FOR EMPANELMENT OF FURNITURE MANUFACTURE(S)/SUPPLIER(S)

OUTR, Bhubaneswar intends to empanel furniture Manufacture(s)/Supplier(s) within the jurisdiction of OTR Campus, Odisha.

1. Name of Work	Empanelment of furniture Manufacture(s)/Supplier(s) for OTR, Ghatikia, Bhubaneswar, Odisha for a period of 3 years.
2. Availability of Empanelment Application Forms	Application forms and other documents can be downloaded from University's website http://www.outr.ac.in in the notice board 'Empanelment of furniture Manufacture(s)/Supplier(s)' from 28.04.2025 to 13.05.2025.
3. Last Date & Time of Submission of Applications:	13.05.2025 at 5:00 PM
4. Place of Submission of Applications:	Registrar, OTR, Ghatikia, Bhubaneswar 751029 by superscribing the "Empanelment of furniture Manufacture(s)/Supplier(s) in OTR, Bhubaneswar".

OUTR, Ghatikia, Bhubaneswar intend to empanel furniture Manufacture(s)/Supplier(s) in the OTR office situated in Bhubaneswar of the Odisha State for a period of 3 years. Duly completed applications in the prescribed format with required documents etc. should be submitted on or before last date of 13.05.2025. The eligibility criteria, terms and conditions, application format and other details/ requirement are as under:

Sl. No.	Trade	Certification	Annual Average turnover during last 3 years (Amount in Rupees)	Specified Project Cost Limit (Amount in Rupees)
(i)	Supply of Furniture	BIFMA, ISO (9001:2015, 14001:2015 and 45001:2018), AIOTA, GREENGUARD Compliance	More than 50 lakhs	Up to 5.00 Lakh

GENERAL CONDITIONS:

- (i) The applicant applying must fulfill the **eligibility criteria** of having necessary certification of **BIFMA, ISO (9001:2015, 14001:2015 and 45001:2018), AIOTA, GREENGUARD** Compliance and the **Annual Average Turnover duly certified by Chartered Accountant during the last three years** must be **more than 50 lakhs**.
- (ii) The applicant must submit sufficient documentary evidence/work completion certificates etc. meeting the above-mentioned criteria from the Govt./Semi Govt./PSUs/Government Financial Institutions/reputed Organizations during last 3 or 5 years **(Purchase Order copy along with Invoice(s) with self-certification must be attached by the supplier)**
- (iii) The applicant should not have been disqualified / debarred / terminated on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, during last 5 years from the date of publication / application of this notice. **(In this regard an affidavit has to be submitted by the supplier that his / her firm has not been blacklisted by any PSUs / Central Govt./ State Govt.)**
- (iv) The OUTR may choose to carryout physical inspection of works/supplies mentioned by the applicants in their application forms in addition to calling for confidential reports from the respective employer/department to ascertain their capability and quality of works.
- (v) Manufacturer/Supplier must be having service facility in Bhubaneswar for in time service.
- (vi) The furniture must have **minimum warranty of 24 months** and certificate in this regard to be submitted at the time of delivery of furniture. **The supplier must submit an undertaking that to attend any issues in the furniture within 48 hrs from time of registration of complaint.**
- (vii) Demand Draft of **Rs. 1000/- in the favor of "Odisha University of Technology and Research"**, payable at Bhubaneswar in any nationalized bank.
- (viii) The supplier is required to furnish their Xerox copy of Aadhaar card, PAN No, GSTIN Registration details of firm with GSTIN No., DD of Rs.1000/- etc. to the OUTR along with supporting documents. Original certificates may be asked to submit for verification by the authority, if required
- (ix) **The GSTIN will be checked for the supplier dealing in furniture from the government website.**
- (x) Preference will be given to those Supplier(s) who have history of timely completion of works/projects taken up by them during the last 5 years. The Supplier(s) prone to delay the works/supplies without valid reasons may be disqualified by the OUTR within its sole discretion.
- (xi) The eligible and interested parties may download prescribed application form and other details from our website <http://www.outr.ac.in> under the head of "Empanelment of vendors for furnitures". The application in the prescribed format

with all supporting documents in sealed envelope (A-4) and superscripted as : **EMPANELMENT OF FURNITURE MANUFACTURE(S) / SUPPLIER(S) IN OUTR, BHUBANESWAR** shall be submitted at the office of The Registrar, OUTR, Ghatikia, MahalaxmiVihar, Bhubaneswar-751029. The applications so received from the Supplier(s) shall be examined and evaluated by a Committee in the OUTR.

- (xii) The empanelment of Supplier(s) shall be considered by the OUTR purely on merits, performance of the supplier in timely execution of the project with quality. Hence, merely fulfilling the prescribed minimum pre-qualification criteria shall not entitle the supplier for their empanelment with the OUTR.
- (xiii) Only signed applications shall be accepted.
- (xiv) The application will be accepted through '**Speed Post /Registered post/ Hand Delivery.** No other mode of delivery will be accepted. Completed applications must reach this office by speed post on or before **5 PM of 13th May 2025**. Applications received after due date & time will not be entertained during the current exercise (Postal/Hand delivery delay, if any, will not be considered).
- (xv) The authority reserves the right to dissolve/cancel the panel of furniture manufactures/Supplier(s) at any point of time without assigning any particular reason thereof.

Sd/-
REGISTRAR
OUTR, Bhubaneswar

ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

MAHALAXMI VIHAR, GHATIKIA, BHUBANESWAR, ODISHA-751029

EMPANELMENT OF FURNITURE MANUFACTURE(S) / SUPPLIER(S)

APPLICATION FORM

(Please strike-off which is not applicable)

1	a)Name of the Applicant / Firm / Organization	
	b)Full Postal Address of Firm	
	c)Contact Details (i) Phone No.(Landline) (ii) Mobile No. (iii)e-mail Id	
	d)Application Processing Fee Details (i)Amount (Rs. 500/-): (ii) DD/ Bankers cheque No.: (iii) Name of the Bank: (iv) Date:	
2	Year of Establishment	
3	Whether registered with Govt. Name of Organisation under which it is register Category No. & Date of Registration	YES / NO

4	Number of years of experience in the field.	
5	Registration with Government Authorities: (Enclose certified copies of documents as an evidence – ENCLOSURE 'I') (i) Aadhaar card (ii) Income Tax (PAN) No. (iii) Goods & Service Tax (GST) No.	
6	Whether last three years IT returns filed (attach copies).	
7	Details of major works executed & completed during last 5 years in Central Govt./State Govt./Financial Institutions/PSUs	Details attached in separate sheet
8	Details of major works under execution in Central Govt./State Govt./Financial Institutions/PSUs.	Details attached in separate sheet
9	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last seven years by an arbitrator. If so, the details of such litigation are required to be submitted.	
10	Have you black listed by any organization.	

DECLARATION

I. All the information furnished by me here above is correct to the best of my knowledge and belief.

II. I have no objection if enquiries are made about the work listed by me in the accompanying sheets.

III. I hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my empanelment are correct and genuine. I am therefore, liable to face appropriate actions as deemed fit by the OTR in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine. I have read the instructions appended to the proforma and I understand that if any false information is detected at a later date, the empanelment shall be cancelled at the discretion of the OTR.

PLACE :

DATE :

SIGNATURE OF FURNITURE MANUFACTURE / SUPPLIER

NAME & DESIGNATION

SEAL OF ORGANISATION

**LIST OF WORKS EXECUTED AND COMPLETED IN CENTRAL GOVT./STATE
GOVT./FINANCIAL INSTITUTIONS/PSUs BODY DURING LAST 5 YEARS**

(Enclose supporting documents)

Sl. No.	Name of Work	Work executed for (Name of the Organization with Brief Address of Concerned Office & Contact No.)	Actual Value of the Work executed	Stipulated Date / Time for Completion	Actual Date / Time for Completion	If Work Left Incomplete or Terminated (Furnish reasons)

(Add separate sheet if required)

Note:

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

Name of Authorized Signatory

Sign & seal of the applicant

LIST OF WORKS UNDER EXECUTION

(Enclose Copies of Work Orders Issued by Clients)

S. No.	Name of Work	Work being executed for (Name of the Organisation with Brief Address of concerned office & Contact No.)	Actual Value of the Work	Date of Commencement	Likely Date of Completion

(Add separate sheet if required)

Note:

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

Name of Authorized Signatory

Sign & seal of the applicant