



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

Tender Notice No. OUTR/Purchase/2024-25/20

Date: 23/12/2024

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 Mono Multi Function Printer 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 our website www.outr.ac.in and <https://tendersodisha.gov.in> The last date, time of uploading of Tender documents is **17/01/2025 up to 6.00 PM** and will be opened on **18/01/2025 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 No. OTR/PURCHASE/2024-25/20

Dated._ 23.12.2024

BID DOCUMENT FOR
SUPPLY OF MONO MULTI FUNCTION PRINTER (MFP)
AT OTR
THROUGH E-PROCUREMENT



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, P.O.: Mahalaxmivihar,
BHUBANESWAR -751029, INDIA

NOTICE INVITING TENDER

The Registrar, Odisha University of Technology and Research (OUTR), Bhubaneswar invites e-tender under Two bid systems from reputed Original Equipment Manufacturers (OEM)/Suppliers/Agencies/registered firms for supply, installation, testing and commissioning of Mono MFP (Printer) to **OUTR, Bhubaneswar**. Interested eligible Bidders may obtain detail information with technical specifications from **the website of the University www.outr.ac.in and <https://tendersodisha.gov.in>**

Critical Information

1.1 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	OUTR/Purchase /2024-25/20 Date: 23 /12/2024
2	Period during which tender document will be available on website www.outr.ac.in and https://tendersodisha.gov.in	24/12/2024, 6.00 p.m. to 17/01/2025, 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. 16,000/- (Rupees Sixteen 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	24/12/2024 at 6.00 p.m.
7	Document downloaded start date	25/12/2024 from 10.00 a.m.
8	Last date & time for uploading of tender	17/01/2025 up to 6.00 p.m.
9	Date & time of opening of Technical Bid	18/01/2025 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	Warranty	1 year
15	Pre bid meeting	NA
16	Date and Place of Opening of Bid	As per the e-procurement (Tenders Odisha) Portal
17	For any query please contact	Prof. Ullash Ku. Rout PIC, Purchase Phone No- 7978360990 Email:- ukrout@outr.ac.in
18	DD towards EMD and Tender document fee should be sent addressing to	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi

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) 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.
- 2.6.6) The bidders shall download the pre bid clarification if any for the service and upload the same (scanned copy) duly signed and sealed. The revised documents (if any) shall be uploaded in e tender portal.
- 2.6.7) 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.
- 2.6.8) 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.
- 2.6.9) 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.

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

2.6.11) 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.

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

2.6.13) 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 Printers in the offices of Purchase Section and Controller of Examination of OUTR, Bhubaneswar. The successful vendor shall have to carry out the jobs in consultation with the Professor-in-Charge, Purchase, CoE and have to complete in all respect to the entire satisfaction of the purchaser. The supply, Installation and commissioning of the work should be completed within **4 weeks** from the date of issue of the purchase order.

1. Eligibility criteria for Pre-qualifications of Bidder:

Eligibility:

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

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.
2. The bidder must be a reputed OEM and/or the Authorized Dealer/Supplier of a reputed manufacturer.
3. If the bidder is an Authorized Dealer of a reputed manufacturer, necessary certificate to this effect from the manufacturer must be enclosed.
4. 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.
5. The bidder must have the willingness for providing comprehensive maintenance support of the Printer supplied by him.
6. Minimum **Three (3)** years' experience in the field of supply of Printer to different organizations/Educational Institutions/Govt. of offices. Copy of the Purchase Orders should be uploaded for proof.
7. Registration Certificate/Certificate of incorporation, if any, including the certificate of MSME/NSIC/Other for EMD Exemption.
8. Bidder should have valid GST registration certificate with upto date return.
9. Bidder should have Permanent Account Number (PAN); Attested copy of the IT return filed by bidder for last three financial years i.e. 2021-22, 2022-23 & 2023-24 shall be enclosed.
10. 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

11. The supplier must have submitted the catalogue of the product along with the technical bid.
12. **Instruction to the bidder of countries** which share land border with India (Rule 144(xi) GFRs)
 - (a) 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.
 - (b) 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.
13. **Conditional bids shall not be considered and will be out rightly rejected in very first instance.**

B. 2. GENERAL INSTRUCTIONS TO 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 Envelop contains the following documents:

A. Cover 1 Shall contain the scan copy 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. All other documents as per attached Annexures (I to IX) 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.16,000.00 (Rupees Sixteen 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 evaluated based on the available documents submitted 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.
- b) 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

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

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.

Installation and Commissioning: Free of cost at OUTR, Bhubaneswar. The OEM/Bidder must ensure timely installation of the Printers with necessary support.

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. **Validity** :The prospective bidders should keep their offers valid for **120 days** from the date of tender opening.
9. The Technical bids shall be opened on the scheduled date and time (as mentioned in **e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>**).
10. The date and time of the Financial bids of the technically qualified bidders shall be intimated

well in advance.

11. **Rejection of tenders:** The incomplete & conditional Bid / tender(s) will not be considered and summarily be rejected.
12. **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 **One Year** 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. **After Sales Service:** Vendor should clearly state the available nearest after sales service facilities in Odisha.
16. **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.
17. **Performance Guarantee :** The successful bidder shall furnish an unconditional PBG (as per format at **Annexure -X**) /DD drawn in any **Scheduled Bank** in favour of "**Odisha University of Technology and Research**" payable at **Bhubaneswar** for 5% of the Purchase Order value, before release of the payment. Else 5% of the billed amount will be deducted as security deposit. The PBG shall guarantee that,
 - a) The Vendor guarantees satisfactory operation of the Printer & components.
 - b) The Vendor shall, at his own cost, rectify the defects/replace the items supplied, for defects identified during the period of guarantee.
 - c) This guarantee shall be operative from the date of successful installation till 60 days after the warranty period.
 - d) The PBG/DD will be returned to the supplier after the completion of warranty period.

18 . PACKING

18.1. 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.

18.2. 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.

18.3. All packaging materials shall be non-returnable.

19. Delivery:

- 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 Damage:** 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.
20. **Payment : 100%** payment within 30(thirty) days from date of delivery and completion of installation, commissioning to operational staff of OUTR.
21. **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.
22. The acceptance of the quotation will rest solely with the OUTR, 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.

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 the Printer 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. 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.

SPECIFICATION OF MONO MULTI FUNCTION PRINTER (MFP)

MONO MFP (PRINTER)		
Sl. No.	Parameter	Specification
1	Minimum Copying/Printing (A4) speed	Min 60 ppm & above
2	Paper (Original/Image size) & Print Size	Max A3 , Minimum A6
3	Operation Touch Panel	10.1" color touch screen
4	First copy output	2.5 seconds
5	SPDF Capacity	220 Sheets
6	Scanning Resolution (Max)	600 DPI
7	RAM AND HDD	RAM Min: 2 GB, HDD MIN 320 GB
8	Printer CPU; Print Technology, Language	Intel® Atom Processor Apollo Lake-I 1.36 GHz, PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation) Windows® 8.1, Windows® 10, Windows® Server 2012, Windows® Server 2012R2, Windows® Server 2016, Windows® Server 2019; Macintosh OS X v10.13 or later UNIX environments UNIX Sun® Solaris, HP-UX, SCO Open Server, Red Hat® Linux, IBM® AIX, Citrix Xen App (7.6 LTSR, 7.15 LTSR, Virtual Apps/Desktops 71912 LTSR and later) SAP® environments SAP® R/3® , SAP® S/4® Other supported environments NDPS Gateway AS/400® using OS/400 Host Print Transform
9	Type of Printing; Print Resolution	Mono; 1200dpi
10	Scanning Speed	80 iPM
11	Duplex Feature	Available
12	Network interface;	Yes, Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B
13	By Pass Facility	Yes
14	Mobile printing capability	Apple Air Print® , Mopria® , NFC
15	Paper Tray	02
16	Paper Tray Capacity	550 sheets x 2 Tray
17	Multiple copies	999
18	Yield of Toner Cartridge	35000 and above
19	Paper weight (gsm)	Max: 52-300 gsm
20	Duty Cycle(No of Prints per Month)	200000
21	Network Printing & scanning	Yes
22	Weight	Below 80 Kg
23	Scanner Compression method; Formats; Modes	Single Page TIFF (Compression on, Compression off), Single page JPEG, Single page PDF, Single page High compression PDF, Single page PDF/A, Multi page TIFF, Multi page PDF, Multi page High compression PDF, Multi page PDF/A Scan modes E-mail, USB, SD Card, URL, FTP, SMB

ANNEXURE-II

The bidder may submit the detail particulars in the format in its letter head .

Detailed Particulars of the Tenderer

1.	Name of Organization/Firm/Company	
2.	Address & Telephone Number (Furnish address proof)	
3.	Year of establishment 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. Furnish the 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.	Whether firm is MSEs Unit: YES/ NO (Please Submit the Documentary Evidence for UAM and ownership details.)	
9.	OEM should have service centers in Bhubaneswar. Contact details, Toll-free numbers and address should be mentioned in MAF .	
10.	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

COMPLIANCE ON TECHNICAL SPECIFICATION

Specification of Mono Multi Function Printer (MFP) in detail to be purchased

Sl. No.	Parameter	Specification	Compliance (Yes/No)	Deviation Remarks
1	Minimum Copying/Printing (A4) speed	Min 60 ppm & above		
2	Paper (Original/Image size) & Print Size	Max A3 , Minimum A6		
3	Operation Touch Panel	10.1" color touch screen		
4	First copy output	2.5 seconds		
5	SPDF Capacity	220 Sheets		
6	Scanning Resolution (Max)	600 DPI		
7	RAM AND HDD	RAM Min: 2 GB, HDD MIN 320 GB		
8	Printer CPU; Print Technology, Language	Intel® Atom Processor Apollo Lake-I 1.36 GHz, PCL5c, PCL6, PostScript 3 (emulation), PDF direct (emulation) Windows® 8.1, Windows® 10, Windows® Server 2012, Windows® Server 2012R2, Windows® Server 2016, Windows® Server 2019; Macintosh OS X v10.13 or later UNIX environments UNIX Sun® Solaris, HP-UX, SCO Open Server, Red Hat® Linux, IBM® AIX, Citrix Xen App (7.6 LTSR, 7.15 LTSR, Virtual Apps/Desktops 71912 LTSR and later) SAP® environments SAP® R/3® , SAP® S/4® Other supported environments NDPS Gateway AS/400® using OS/400 Host Print Transform		
9	Type of Printing; Print Resolution	Mono; 1200dpi		
10	Scanning Speed	80 iPM		
11	Duplex Feature	Available		
12	Network interface;	Yes, Ethernet 10 base-T/100 base-TX/1000 base-T, USB Host I/F Type A, USB Device I/F Type B		
13	By Pass Facility	Yes		
14	Mobile printing capability	Apple Air Print® , Mopria® , NFC		
15	Paper Tray	02		
16	Paper Tray Capacity	550 sheets x 2 Tray		
17	Multiple copies	999		
18	Yield of Tonner Cartridge	35000 and above		
19	Paper weight (gsm)	Max: 52-300 gsm		
20	Duty Cycle(No of Prints per Month)	200000		
21	Network Printing & scanning	Yes		

22	Weight	Below 80 Kg		
23	Scanner Compression method; Formats; Modes	Single Page TIFF (Compression on, Compression off), Single page JPEG, Single page PDF, Single page High compression PDF, Single page PDF/A, Multi page TIFF, Multi page PDF, Multi page High compression PDF, Multi page PDF/A Scan modes E-mail, USB, SD Card, URL, FTP, SMB		

Note : Please indicate the page numbers where documents uploaded /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



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

Tender No. OUTR/PURCHASE/2024-25/20

Dated. __23.12.2024

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 :

Signature:

For and on behalf of the Bidder

Name :

Seal:

Date:

Place :

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]

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 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 he 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 -VII

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 –VIII

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 - IX**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 bidders		
3	Tender Cost in shape of DD		
4	Registered with GST. Furnish the copy of GST registration certificate and upto date return.		
5	Permanent Account Number (PAN). Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years		
6	Must have supplied Printer to State or Central Government Institutions or reputed Educational or Research Institution or Govt. Offices and proof of such supplies should be produced with 3 years experience		
7	Bidder Not from/ from Country sharing Land border with India & Registration of Bidder with Competent Authority		
8	Compliance on Technical Specification		
9	Service Center in Bhubaneswar		
10	Manufacturers' Authorization Form		
11	Criminal liability Form		

Place:

Date:

Name, Signature & Seal of Bidder

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.