



PRANANATH COLLEGE (AUTONOMOUS)

KHORDHA – 752057 (ODISHA)

NAAC Accredited 'A' Level

Tender Document

For

**“Supply, Installation and Commissioning
of Furniture in Lecture Hall”**

at

Prananath College (Autonomous), Khordha

Tender Document No: 19152904/2024-25/OHEPEE/003

Dated: 30/10/2024

Issued By:

Principal,

Prananath College (Autonomous), Khordha-752057

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SCHEDULE OF TENDER

Tender No.	19152904/2024-25/OHEPEE/003
Name of the tender issuer	Principal, Pranath College (Autonomous), Khordha
Scope of Work	Supply, Installation and Commissioning of Furniture in Lecture Hall
Quantity to be supplied	As per Annexure I
Cost / fee of Tender Documents	Rs. 750/- in form of DD drawn in favour of Principal, Pranath College (Autonomous) payable at Khordha
Earnest Money Deposit (EMD)	2% of Bid Value
Performance Bank Guarantee (PBG)	10% of Bid Value
Date of issue of tender document	30/10/2024
Date & Time of Pre-Bid clarification	08/11/2024
Last Date & Time for Submission of Bids	19/11/2024
Date & Time of Opening of Technical Bids	20/11/2024
Date & Time of Price Bid Opening	21/11/2024
Name of the contact person for communication	Dr. Priyabrata Mohanty, Reader Mr. Samaresh Maharana, Lecturer
Contact Number of the concern person	9437046757 9937257837
Address for communication	Principal, Pranath College (Autonomous), Khordha, 752057

ELIGIBILITY CRITERIA

The bidders who are desirous for above work require fulfilling the following conditions:

- 1) Must be registered under GST Act.
- 2) Must have average annual turnover for the last three years i.e. 2021-22,22-23, & 23-24 should not be less than Rs 10 Lakhs. The bidder must submit copy of audited balance sheet and profit & loss account certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the technical bid.
- 3) Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self-declaration is required as per **Annexure IV**.
- 4) Experience of having successfully completed similar* jobs during last 3 years (as of 30.04.2021 - 30.04.2024) as follows: -

One similar* completed work costing not less than Rs 20 Lakhs

OR

Two similar* completed works each costing not less than Rs 10 Lakh

***Similar work – “Supply, Installation and Commissioning of Furniture in Lecture Hall” at any Government /Private office.**

***The bidder is required to submit the work order**

- 5) Must have a valid PAN.

Preferably with 24 hours customer care

BID SUBMISSION

Steps to be followed for submission of bid:

The bid shall be submitted in three parts, the EMD, the Technical Bid & the Price Bid.

- **Earnest Money Deposit (EMD):** Bidder has to submit EMD of required amount in the form of Demand draft order drawn in favour of “**Principal, Pranath College (Autonomous)**” payable at Khordha. The EMD should be sealed in one envelope marked as “EMD”.
 - Earnest Money Deposit will not carry any interest.
 - The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder.
 - The EMD of successful bidder will be returned / adjusted on submission of performance security.

The bid not accompanying EMD is liable to be rejected.

- **The Technical bid** sealed in another envelope marked as “Technical Bid” and shall contain the following documents
 - The bidder should supply the items as per the technical specification mentioned in **Annexure - I**
 - The bidder should fill all the details as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
 - A self-declaration that the bidder has not been blacklisted by any State Government/ / Central Govt. / PSU in India as per **Annexure IV**.
 - Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last three financial years i.e. 2022-23,23-24, & 24-25.
 - Details of successfully completed or work in progress of similar jobs (as explained in point 4 of Eligibility Criteria) during last 3 years as per **Annexure V**.

- **The Price bid** shall be sealed in an envelope marked as “**Price Bid**” and shall contain the price bid as per **Annexure III** duly completed in all respects.

- ***Rate quoted should be inclusive of GST.***
- **No extra cost will be borne by the college towards transport of goods and installation.**
- **No price increase on account of change in tax structure, duties, levies, charges etc. shall be permitted.**

The three separate envelopes containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as **“Supply, Installation and Commissioning of Furniture in Lecture Hall”**.

GENERAL TERMS AND CONDITIONS OF THE BID

Note: Bidders must read these conditions carefully and comply strictly while submitting their bids.

- 1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Pranath College (Autonomous), Khordha and send it through **Speed Post/Registered Post/Courier only** (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. However, the authorities shall not be responsible for postal and other delays in receipt of the bids.
- 2) Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document through the website <https://www.pnautonomouscollege.in/> / **Notice board of the office of Pranath College (Autonomous), Khordha**. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.
- 3) **The Bidders should note that Prices should not be indicated in the technical bid and should be quoted only in the Price Bid as per Annexure III. In case the prices are indicated in the technical bid, the bid shall stand rejected.**
- 4) **"PRE-BID Meeting"** with the intending bidders shall be held from 11:00 A.M. at Pranath College (Autonomous), Khordha. Any queries related to this tender shall be sent to the mail id: **pranathcollege@yahoo.in** one day in advance. The clarifications if any will be uploaded in the College web site. All bidders are invited to attend the pre-bid meeting. No deviation to any of the terms will be permitted after freezing of the same at pre-bid meeting.
On the date of pre bid meeting the bidders may make site verification where installations are to be made.

5) OPENING OF TECHNICAL BID

The Technical proposal will be opened on **20/11/2024 at 11:00 A.M** in the presence of the tender Committee and representative of the bidders. No separate intimation will be given to the bidders in this regard.

6) EVALUATION PROCESS

Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Financial proposal will be opened only of those bidders who qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

- 7) **Award of Contract:** Financial bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and award of contract. However, where there is tie between bidders in lowest evaluated package price, **the bidder having highest financial turnover in the preceding 3 financial year will be given preference.** Additionally, if the L1 bidder dishonor the contract and imposed any terms and conditions for supply, installation and commissioning of items, the L2 bidder may be consider for award of contract as per the terms & conditions of the tender document.

- 8) **PERFORMANCE BANK GUARANTEE:** The selected bidder shall deposit performance security of **10% of Bid Value** in the form of a demand draft/ fixed deposit receipt from a commercial bank / bank guarantee from a commercial bank within Fifteen (15) working days of the date of notice of award of the tender. **The performance security deposit will be retained till completion of the warranty period.**

- 9) **WARRANTY:** The Furniture which are to be supplied to the College should be NEW as on date of receipt and should be having all the components. The entire System including accessories will remain under **onsite comprehensive maintenance and warranty for a period of at least five years** from the date of successful installation.

- 10) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.

- 11) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.

- 12) In the financial bid the total figures should be written in figures followed by words

- 13) **Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.**

- 14) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.

- 15) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time, without assigning reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action. If at any point of time the tendering authority found any type of violation of the terms and conditions mentioned in the tender document, even after award of contract the authority reserves the right to cancel or reject any or all tender without assigning any reason thereof.**
- 16) All the transit risks shall be the responsibility of the supplier.
- 17) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Khordha.
- 18) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 19) If the work is found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm.** In this regard the decision of the Committee is final and binding on the contractor.
- 20) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Prananath College (Autonomous), Khordha - 752057.**
- 21) Payment Terms:** All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of **Principal, Prananath College (Autonomous), Khordha.**
- 22) Completion Period:** The work shall be completed in all respect within 30 days from the date of issue of work order.

ANNEXURE – I

Furniture			
Sl.No.	Items	Unit	Quantity
1	<p><u>Lecture Hall-Seating</u></p> <ul style="list-style-type: none"> • Ergonomic mid back auditorium chairs that can be fixed/grouted to the concrete gallery Minimum width of 55X55 cm and preferred seat height of 45 cm • A minimum of 500 chairs should be accommodated in the lecture Hall • Comfortable cushioned seats & chair backs with fabric/synthetic upholstery available in a wide range of colors. • Should remain folded when unoccupied • All chairs should have armrests of comfortable width and height with smooth rounded edges. Handles with wooden polished top including the provision of writing pad made of wood with half round shape of size 12X10X9 inch in the righthand side arm which is foldable and should not be visible at normal. • Should be made from fireproof cold-foamed high-density polyurethane injected on a steel wire elastic spring. • Injected with molded polypropylene shells, providing complete protection to the seat and back rest • Structure: heavy-duty powder coated metal. • 5-year Guarantee of wear ability. • Maintenance: Vacuum regularly and wipe clean with a damp cloth or shampoo using proprietary upholstery shampoo • Writing Tablet: Made of wooden, laminated, hidden inside the side arm). • Size- Sliding and push back from 22 inch • Seat Back Density-PU material and 50 Kg • Cushion Ply- Triple layer ply • Back Frame-Iron/15 mm ply • ABS-For cushion and back • Spring- for tie up • Cushion seat 50Kg density with polyurethan • Back- 50Kg density with polyurethan • Mechanism ties up 14-16 gauge of boxes for left and right. Fill welded with powder coating 50X25Ms tube for base • Upholstery- fabric with foam laminated with reliance fabric with 5mm fabric lamination. • Armrest Holder with Cup Holder- Handel with Cup Holder/ without cup holder • Installation- Install the existing floor with fasteners • Must have BIFMA Certified 	No.	500
2	<p><u>CARPET SYNTHETIC</u></p> <p>carpet flooring of high grade duly edged with broad high quality wooden beadings, L shaped beading on steps coated with radium paint / strip, floor mounted LED light with row indicator. Providing and laying woven woolen carpet/synthetic wool like in PVR theaters or 5-star hotels. Carpet shall be machine tufted loop pile carpet. Pile content 100% polypropylene. Yarn quality shall be tricolor imported yarn. Total pile weight shall be 500 gm (+-5%) and Effective pile height shall be 3.00 mm (+-5%) so that complete carpet would be 5.00 mm. carpet weight 1000gm/sqmt. +-5% of approved sample, and shade. Carpet should be easily cleanable by vacuum cleaner and occasionally dry cleaned. Carpet edges should not fray upon cutting. The carpet should match the sample piece provided by PRANANATH COLLEGE (AUTONOMOUS), KHORDHA in term of color, texture and design. Color of the carpet should be fast and should not fade. Carpet shall be fixed on 12mm thick rubberized coir under layer fixed on floor with rubberized adhesive, ends of the carpet shall be secured in position with floor by providing necessary wooden beading fixed to floor with necessary adhesives.</p>	Sq. Ft.	2000

3	<p><u>Two-seater sofa.</u></p> <p>Supplying and placing of Two-seater sofa that shall be constructed from natural hard wood and commercial plywood having inner frame. The thickness of the wood should allow for the heavy tension webbing. The sofa shall have spring attached and also be padded separately. The seat shall have double cone spring integrated with epitome of luxury. The frame shall be padded with high resilience polyurethane foam having density 45Kg/m³ in seat and 32Kg/m³ in back. There shall be cushion arm provided padded with high resilience polyurethane foam having density 32Kg/m³. The complete structure shall be upholstered with leatherette tapestry 0.8±0.1 mm thick and 535 GSM. The understructure shall consist of SS square/round pipe having straight-section area 25mm X 25mm with 1.6mm thick the legs shall be made up of SS round/square pipe of dia. 25.4mm with 1.6mm thick. There shall be co- polymer polypropylene shoe provided at the bottom to avoid scratches on the floor.</p> <p>Overall width = 1500+_ 50 mm, overall depth = 700+10 mm & overall height=710±10 mm.</p>	No.	16
4	<p><u>Centre table</u></p> <p>Providing and supplying center table with an overall size 1200 mm X 600 mm x 450mm. The top should be made up of 10mm tempered glass. The profile shall be in square shape with beveled edges. The frame and legs of the table is made up of SS and teak wood. There shall be PPCP shoe provided to avoid scratches on the floor.</p>	No.	14

ANNEXURE – II**DETAILS OF THE TENDERER**

Sl. No.	Particular	
1	Name of the Firm / Agency/ Company	
2	Registered Office Address & Complete postal address	
3	Telephone Number & E-mail ID	
4	Name of Authorized signatory (in block letters)	
5	Contact No. of authorized signatory	
6	Type of / Firm (Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd.)	Tenderer has to provide relevant Documents (with the technical bid) as a proof of firm type.
7	Date of establishment and Experience in business (in number of years)	Work order to be attached for complying point no 4 of eligibility criteria
8	G.S.T. Registration No.	
9	PAN no.	
10	Details of Earnest Money Deposit i.e. Draft no, date and bank name	
11	Yearly turnover of the organization during last 3 years (year wise) and furnish audited balance sheet and Profit and Loss A/c for the last 3 years. 2021-22 2022-23 2023-24	
12	Furnish the names of 3 responsible persons along with their designation, address, Telephone No etc. for whose organization, you have completed / work in progress as mentioned in Annexure V and who will be in a position to certify about the performance of your organization.	

Date:**Place:****Signature & Seal of the Bidder**

ANNEXURE – III**PRICE SCHEDULE**

To,
Principal,
Prananath College (Autonomous),
Khordha - 752057

Ref: Bid no. Dated

Sir,

I/We ----- hereby offer to supply the following items at the prices
and within the period indicated below:

Sl No.	Description	Make and Model	Qty. in Nos.	Unit Price	Total Amount
1					
2					
3					
4					
Total					

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

Note

No change in the Performa is permissible.

Date:

Place:

(Signature and seal of the bidder)

ANNEXURE – IV

SELF DECLARATION FOR NOT BLACK LISTED

To,
The Principal,
Prananath College (Autonomous),
Khordha - 752057

Ref: Tender no. ----- Dated: -----

Madam/Sir,

I / We here by confirm that our firm has not been
banned or blacklisted by any Government organization/Financial institution/Court
/Public sector Unit /Central Government.

Date:

Place:

Signature & Seal of the Bidder

ANNEXURE – V**Work „Executed/ in-progress“ as Prime Contractor on works of similar nature (of value not less than Rs 20 Lakhs) over the last -3- years**

Sl. No	Name and address of Client	Description of work	Contract no.	Value of work (in lacs)	Date of issue of work order	Stipulated period of completion	Actual date of completion	Project Name	Remarks explaining reason for delay

Notes:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive In Charge
3. Document proofs of work orders and performance certificates from the client's needs to be attached.

(Signature and seal of bidder)