



**OFFICE OF THE PRINCIPAL,
DHENKANAL AUTONOMOUS COLLEGE, DHENKANAL**

email ID - samsdklcollege@gmail.com / website :- <https://dhenkanalcollege.ac.in>

Letter No. 36/3

Date: - 20/09/25

TENDER CALL NOTICE

Sealed tenders are invited under two bid system from interested reputed registered firms/authorized suppliers having valid up-to-date GST/IT clearance for supply of DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER AND BATTERIES / FURNITURE of reputed make to be purchased under RUSA (1.0) grant so as to reach the undersigned by registered / speed post/ courier only on or before 14.10.2025 by 4.00 PM. Any other mode, late submission and incomplete bid in any respect will be outrightly rejected. The tender will open in presence of all the bidders or their authorised representatives as per the details of the tender call notice. Any corrigendum(s) shall be communicated only through the website of the college as mentioned below. For detailed specifications of items and terms & conditions, visit college website. The authority reserves the right to cancel the tender in whole or part without assigning any reason thereof.

For details, visit the College website: <https://dhenkanalcollege.ac.in>

20/09/25

Principal

**Dhenkanal Autonomous College
Dhenkanal**



DETAILS OF TENDER CALL NOTICE

1. Schedule of Tender

Tender No	3613 / Date: 20.09.2025
Name of the Tender Issuing Authority	Principal, Dhenkanal Autonomous College, Dhenkanal
Scope of work	Supply of "DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER & BATTERIES / FURNITURE"
Last date and time for submission of bids	14.10.2025 by 4.00 PM
Date, time and venue of opening of Technical Bid	15.10.2025, at 3.00 PM, Staff Common Room
Date, time and venue of opening of Financial Bid	17.10.2025, at 3.00 PM, Staff Common Room
Name of the contact person for communication	Sri Pravat Kumar Pani, Sr. Assistant
Contact number of the Concerned person	7008069793
Address for communication	Principal, Dhenkanal Autonomous College, Kunjakanta, Dhenkanal, Odisha Pin-759001
Cover containing tender should be Superscribed	Tender for supply of DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER / FURNITURE
Address for delivery of electronic items/ sports items/ furniture items and other items	At- Dhenkanal Autonomous College, Kunjakanta, Dhenkanal, Odisha Pin-759001
<u>Mandatory Submission</u> 1. Technical Bid 2. Financial Bid 3. Self declaration for not black listed 4. Undertaking for not having pending judicial proceedings	1. Annexure – I 2. Annexure – II 3. Annexure – III 4. Annexure-IV

2. Bidders Eligibility/ Criteria

- a) Bidder must be a reputed Registered Firm/ Authorized Supplier/ Dealer of supplying DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER & BATTERIES / FURNITURE. Necessary certificate to this effect must be enclosed.
- b) The bidder must have a valid GSTIN for Electronic items, Sports Items, Furniture items and other items.
- c) The bidder must have PAN allotted by the Income tax Department.
- d) The bidder must have the willingness for providing any one category of item as mentioned above.
- e) Annual turnover must be minimum Rs. 5 Lakhs in last two years (2022-23 & 2023-24). Necessary certificate to this effect must be enclosed.
- f) The bidder must have cleared GST & Income Tax Payment up to 31.03.2025 & attested copies of GST clearance certificate from the concerned Dept. & attested copies of Income Tax return certificate from the competent authority up to 31.03.2025 or latest must be enclosed along with documents.

3. Bidding Procedure

1. Technical bid consisting all the terms and conditions along with all requisite documents and technical details (Annexure-I duly filled).
2. Financial Bid indicating unit price per each item and total price including all taxes, service charges etc. (Annexure-II, duly filled).
3. Technical bid (Annexure-I) and Financial Bid (Annexure-II) should be separately sealed and superscribed as "Technical bid" for supply of Tender for supply of DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER & BATTERIES / FURNITURE for Dhenkanal Autonomous College, Dhenkanal. Similarly, financial bid should be superscribed as "Financial bid for Tender for supply of DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER & BATTERIES/ FURNITURE for Dhenkanal Autonomous College, Dhenkanal'.
4. Technical Bid shall be opened at the first instance and evaluated by technical committee and purchase committee. At the second stage, financial bids of only technically qualified bidders shall be opened for financial evaluation and ranking before awarding the contract.

Signature
20.9.23

4. Procedure for submission of Bids: -

Bid should be submitted in 2 envelops as mentioned below:

Envelop - 1

Technical Bid form duly sealed and superscribed as "Technical Bid for supply of Tender for supply of DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER & BATTERIES/ FURNITURE items for Dhenkanal Autonomous College, Dhenkanal (Annexure-I)

1. Technical Bid form (Annexure-I duly filled) and mention the brand name in respective column-5 which will be supplied by the bidder choosing from column - 3 which is compulsory.
2. Copies of all certificates / documents in support of Technical Bid.

DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID

1. Certificate of registration/incorporation
2. Copy of PAN Card.
3. Copy of the IT return filed for the last two financial year i.e. 2022-23 and 2023-24.
4. Copy of GST registration Certificate
5. Copy of single contract on similar work if available.
6. GST clearance certificate up to 31.03.2025
7. Authorization letter from manufacturer/wholeseller, will be given preference
8. Name of the Bank
 - a) Account number:
 - b) IFSC Code:
 - c) MICR Number:
 - d) Branch details

Envelop-2

Financial Bid duly sealed and superscribed "Financial Bid for Tender for supply of DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER & BATTERIES / FURNITURE for Dhenkanal Autonomous College, Dhenkanal (Annexure-II)

Handwritten signature/initials

1. Financial bid form (Annexure-II, Duly Filled) (column from 5 to 8 to be duly filled which is compulsory)
2. The prices in both words and figures without any certification or overwriting should be quoted in financial bid.

Envelop-3

Duly sealed should contain

1. Tender envelop 1 & 2 (Annexure-I & Annexure-II)
2. Self-declaration for not black listed (Annexure-III)
3. Undertaking for not having pending judicial proceedings (Annexure-IV)

(5) General Terms & Conditions.

1. Firms/ Suppliers/ Manufactures/ Distributors/ Authorized dealers must have valid GST/ Service Tax registration/ PAN with proven track record for supply of electronic items/ sports items/ furniture items and other items.
2. Suppliers should send their tender through Registered Post/ Speed Post/ Courier only. No other mode will be accepted for the said purpose.
3. The College is not responsible for non receipt of tender within specified date and time due to any reason including postal delay or holidays.
4. Bids submitted without supporting documents, bare or incomplete in any aspect is liable for rejection.
5. The bidders should sign on each page of the tender and submit self attested copies of the required documents.
6. Any delay in the supply and installation of the said items within the specified period, the concerned firms/ suppliers shall be held responsible and the authority reserves the right to cancel the order.
7. The quantity mentioned in the list of the said items may be increased or decreased upon the availability of funds.

Handwritten signature
20.4.23

8. Quoting merely the lowest price doesn't confer the right to any bidder for the award of supply order. The Purchase Committee reserves the right to select the item of any bid on the grounds of specification compliance, technologically advanced quality, proven performance track record, brand reputation, service back up support and training, offer of additional features, and any other relevant features.
9. Each item should be strictly as per the specification. The College reserves the right to reject the item in case any deviation from the desired norm.
10. Installation and successful demonstration of the item in the respective department is obligatory and it should be free of cost at College.
11. If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including transport cost both ways.
12. The complete delivery of goods, installation and commissioning of the items should be made within 20 days from the date of issue of purchase order.
13. All the quoted items should be latest technology along with ISO-9000 and ISO-14001 certified company with due credits to energy conservation and green earth compliance (copy of the certificate should be provided), wherever it is applicable.
14. The total amount of the item should be inclusive of all taxes and statutory levies, labour, installation charges, packing, insurance, freight etc. and quoted price.
15. The item included in the list is tentative and may not be procured while ordering which is the sole discretion of Principal, Dhenkanal Autonomous College, Dhenkanal.
16. The successful bidder with quoted price as approved by the College shall be considered for issue of purchase order only when the bidder fulfills all the terms and conditions laid down in tender documents.

17. The Bidder shall adhere to the timeline provided by the College.
18. In the event of only loss, damage, breakage or leakage or any shortage, the bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the supplied instrument. No extra cost on such account shall be admissible.
19. A copy of recent catalogue of supplied items is to be submitted along with triplicate copies of bills/ invoices. Internet price proof is not accepted under any circumstances.
20. Supplied items, if found damaged must be replaced at the cost of supplier before receiving final payment.
21. The prices of the supplied items indicated in the bills/invoices shall be subject to verification. Any excess payment made, if detected at any stage, shall be recoverable from the supplier without prejudice to any other action as deemed appropriate.
22. Copies of the way bills have to be used & submitted while supplying the goods.
23. Any loss caused to the institute due to any wrong calculations / claims will be recovered from the supplier at any time.
24. The Offered rates will be valid initially for a period of one year. The institute can place order on the same terms & conditions within this period.
25. Acceptance of tender will be intimated to the successful bidder through a letter of intent.
26. The supplier will provide warranty/Guarantee as per the product & under warranty period all the damaged items shall be repaired / replaced by the supplier at their own cost and risk.
27. Warranty/ guaranty period and after sales service conditions etc. are also to be clearly indicated.
28. AMC charges if any will be mentioned in the tender.
29. Conditional tender will not be accepted.
30. Any corrections/ corrigendum(s) will be given in our Official website i.e. <http://dhenkanalcollege.nic.in/>. Please visit College website regularly for any information/ update. No separate advertisement, information will be provided in this regard in the news paper.

Signature
20.9.25

31. Any dispute arising out of the transaction is subject to the jurisdiction of Dhenkanal Court only.
32. The authority reserves the right to accept or reject the tenders in whole or part without assigning any reasons thereof.

Payment:-

Payment will be made on submission of bills after complete satisfactory supply, installation, operation, functioning and duly verification of articles by our technical and purchase committee members as per OGFR rules. No advance payment will be made for the said purpose.

Elbas
Principal 20.9.25

**Dhenkanal Autonomous College
Dhenkanal**

Elbas
20.9.25

TECHNICAL BID

(To be enclosed in separate sealed cover & super-scribed on the envelope as "Technical bid" for the supply of DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER & BATTERIES/ FURNITURE to Dhenkanal Autonomous College, Dhenkanal

Sl. No.	Description	To be filled in by the supplier
1	Name of the bidder A. Full postal address B. Mobile No.	
2	Certificate of registration/ incorporation details	
2	GST Registration No (Attached copy)	
3	PAN No (Attached Copy)	
4	Copy of the IT return filed for last 2 FY 2022-23, 2023-24 (Attached copy)	
5	GST clearance certificate upto 31.03.2025 (Attached copy)	
6	Authorisation letter from manufacturer (Attached copy)	
7	Copy of similar contract on similar work (copy attached)	
8	Bank details (Attached copy) A. Name of the Bank B. Account No. C. IFSC Code D. MICR No.	

Sl. No	Name of the Item with Specification	Make	Quantity Required	Mention the Brand name (to be filled which will be supplied by the bidders choosing from col- 3 which is compulsory)
1	2	3	4	5
1.	Desktop Computer <ul style="list-style-type: none"> 13th Generation Intel Core i5 processor 512 GB SSD Hard Drive 8GB DDR5 RAM Windows 11 Home (Genuine) Monitor Minimum 21.5" TFT Intel UHD Graphics Wi-Fi & Bluetooth-5. 8 USB Ports with one type USB Type C Dual Monitor support with HDMI + Display Port. 	HP/Dell or equivalent brand	02 Nos	

Signature
20.9.25

	<ul style="list-style-type: none"> • Energy Efficient • Wired Keyboard & mouse • Warranty 3 years • Antivirus 3years • With installation and after sales service 			
2.	<u>UPS for Desktop</u> 1100 VA, 230V, Min. 3 Pin Power Sockets, Back up: Minimum 20 Minutes, Warranty as per company standard. <ul style="list-style-type: none"> • With installation and after sales service 	[APC/Microtek/Intex or equivalent brand]	2 nos.	
3.	<u>Inverter, Batteries and installation</u> a. Inverter: a. 2 kva sine wave and 12v input b. Battery: a. Capacity : 150 Ah, tall tubular <ul style="list-style-type: none"> • With installation and after sales service • Condition of Warranty as per company standard. 	a. Luminous / Microtek /Equivalent b. Luminous / Exide/Equivalent	a. 1 No b. 2 Nos	
4.	<u>Office chair (Without revolving)</u> Four Legged Stainless Steel frame (18" x 18"X 18") with cushioned seat, back and armrest Note: Catalogue and Photo of the chair must be enclosed	Reputed brand	100 nos.	

Declaration

1. I, Shri _____ mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of Bidder

Name:

Seal:

ABASH
20.9.25

Annexure – II

FINANCIAL BID

(To be enclosed in separate sealed cover & super-scribed on the envelope as “Financial bid”) for the supply of DESKTOP COMPUTERS/ UPS FOR DESKTOP/ INVERTER & BATTERIES / FURNITURE to Dhenkanal Autonomous College, Dhenkanal.

Sl. No	Name of the Item with Specification	Make	Quantity Required	Unit Cost	GST	Any other charges	Total Cost inclusive GST & Other charges	Mention the price (to be filled which will be supplied by the bidders choosing from col- 5 to 8 which is compulsory)
1	2	3	4	5	6	7	8	9
1.	<u>Desktop Computer</u> <ul style="list-style-type: none"> • 13th Generation Intel Core i5 processor • 512 GB SSD Hard Drive • 8GB DDR5 RAM • Windows 11 Home (Genuine) • Monitor Minimum 21.5" TFT • Intel UHD Graphics • Wi-Fi & Bluetooth-5. • 8 USB Ports with one type USB Type C • Dual Monitor support with HDMI + Display Port. • Energy Efficient • Wired Keyboard & mouse • Warranty 3 years • Antivirus 3years • With installation and after sales service 	HP/Dell or equivalent brand	02 Nos					
2.	<u>UPS for Desktop</u> 1100 VA, 230V, Min. 3 Pin Power Sockets, Back up: Minimum 20 Minutes, Warranty as per company standard. <ul style="list-style-type: none"> • With installation and after sales service 	[APC/Microtek/Intex or equivalent brand]	2 nos.					

AD 2021
20-9-23

3.	<u>Inverter, Batteries and installation</u> a. Inverter: a. 2 kva sine wave and 12v input b. Battery: a. Capacity : 150 Ah, tall tubular <ul style="list-style-type: none"> • With installation and after sales service • Condition of Warranty as per company standard. 	a. Luminous / Microtek /Equivalent b. Luminous/ Exide/Equivalent	a. 1 No b. 2Nos					
4.	<u>Office chair (Without revolving)</u> Four Legged Stainless Steel frame (18" x 18"X 18") with cushioned seat, back and armrest Note: Catalogue and Photo of the chair must be enclosed	Reputed brand	100 nos.					

Place :

Date :

**Signature of the Bidder
(with seal)**

SELF DECLARATION FOR NOT BLACK LISTED

To

The Principal,
Dhenkanal Autonomous College,
Dhenkanal.

Ref : Tender No. _____ / Dt. _____

Madam / Sir,

I / we _____ hereby confirm
that our firm has not been banned or black listed by any Government Organisation /
Financial Institution / Court / Public Sector / Private Sector / State Govt. / Central Govt.

Place :

Date :

**Signature of the Bidder
(with seal)**

C. B. Singh
20.9.20

**UNDERTAKING FOR NOT HAVING PENDING JUDICIAL
PROCEEDINGS**

To

The Principal,
Dhenkanal Autonomous College,
Dhenkanal.

Ref: Tender No....., Date.....

Madam/ Sir,

I/we hereby undertake that there is no criminal case pending in any court of law against our organization or against the proprietor/director/persons to be deployed by our organization. Our organization has not been convicted of any offence in any court in Odisha/India during the recent past. I understand that, i am fully responsible for the contents of this undertaking and its truthfulness.

Place:

Date:

Signature of the Bidder

Seal

OB
20-9-25