

# LAXMINARAYAN COLLEGE JHARSUGUDA



## TENDER DOCUMENT

Tender Advertisement No.2251/Dt.09.10.2024

(The Pragatibadi All Odisha Edition)



**OFFICE OF THE PRINCIPAL  
LAXMINARAYAN COLLEGE  
JHARSUGUDA**

**TENDER / QUOTATION CALL NOTICE**

Sealed quotation are invited for supply of two numbers of interactive board (75 inches), two numbers of Printer Cum Xerox and One Canon Xerox machine from the interested registered firm/authorized dealers having IT & GST clearance. The sealed tender paper should reach the office of the undersigned on or before Dt.20.10.2024 by 5 P.M. through registered post or by hand.

For details visit the college website [www.Incollegejsg.org](http://www.Incollegejsg.org).

**Sd/- Principal  
Laxminarayan College, Jharsuguda**



E-Dispatch (in white service)			
Department of Office			
WEB	No <input type="checkbox"/>	Yes <input type="checkbox"/>	
Fax	e-Mail <input type="checkbox"/>	SMS <input type="checkbox"/>	Local <input type="checkbox"/>
NP	SP <input type="checkbox"/>	CP <input type="checkbox"/>	SM <input type="checkbox"/>

**OFFICE OF THE PRINCIPAL  
LAXMINARAYAN COLLEGE**

**JHARSUGUDA,**  
(NAAC ACCREDITED)  
PO-K.M.ROAD, JHARSUGUDA-2  
ODISHA, 768202  
Estd :- 1969  
Email - [Incollege.jsg@gmail.com](mailto:Incollege.jsg@gmail.com)

☎06645-270044 (O)  
06645-270325 (FAX)  
9040124142(M)

No. 225 / LNC

Date 09-10-2024

OFFICE OF THE PRINCIPAL, LAXMINARAYAN COLLEGE, JHARSUGUDA

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*Smt. H. Ma*  
09-10-24  
**Principal**  
Laxminarayan College, Jharsuguda  
JHARSUGUDA

## INSTRUCTIONS TO BIDDERS

- 1) Bidder shall prepare the bids (Technical and Financial bids separately in two envelopes) and submit them in a sealed envelope addressed to Laxminarayan College, Jharsuguda and send it through Speed Post/Registered Post only (no other means 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) Prospective Bidders are requested to remain updated for any notices /amendments clarifications etc. to the Tender Document through the website [www.lncollegejsg.org](http://www.lncollegejsg.org) / Notice board of the college. No separate notifications will be issued for such notices / amendments /clarifications etc. in the print media or individually.
- 3) EMD amount will be taken from the successful and will be returned after the guarantee period will be over.
- 4) 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.
- 5) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.
- 6) The total figures should be written in figures followed by words
- 7) 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.
- 8) A bid submitted cannot be withdrawn.
- 9) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, 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.
- 10) The bidder quoting the lowest value (L1) of Price Bid will be chosen based on Device price and installation cost.
- 11) Financial bids should be as per the specifications given in the notice.
- 12) All the items should be delivered within 1 month time from the date of placement of order, delay beyond 1 month will attract penalty @ 1 % for 15 days of value of balance item subject to maximum of 5 % of contract value. The penalty will be waived if the committee satisfies that the reason if delay is not in the part of the bidder.
- 13) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.

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

## Annexure-I

### DETAILS OF THE TENDERER

Sl. No	Particular	Details
1	Name of the Company / Organization	
2	Registered office Address & Complete postal address	
3	Telephone , Fax Numbers& e-mail id	
4	Type of Organization/Firm (Proprietary/ Partnership/ Pvt. Ltd./Public Ltd ) Bidder has to submit proof.	
5	Date of Establishment and Experience in business (In number of years)	
6	G.S.T. Registration No.	
7	PAN No.	
8	Audit Report of the last 3 years	
9	Name of the Contact person	
10	Contact No. and e-mail id of the contact person	
11	Name of the company of which the tenderer is an authorized dealer (copy of authorization letter from original equipment manufacturer must be enclosed )	
12	Details of the bank: Name of the Bank, Branch, Account No., IFSC Code	

This is to certify that I/we have carefully gone through all the above contents of the tender documents, thereby fully understood the terms and conditions therein and undertake myself/ourselves to abide the same. I/we are not blacklisted by any govt/PSU in India.

Date:

Signature & Seal of the Bidder

Place:

**Annexure– II**

**BID FORM**

To,  
The Principal  
Laxminarayan College, Jharsuguda

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

Sir,

Having examined the bidding documents, we undersigned, offer to supply and deliver (description of goods and services) in conformity with the said bidding documents as per the prices as cited in the quotation.

We undertake, if our bid is accepted, to commence delivery within 1 month and to complete delivery of all the items specified in the contract calculated from the date of receipt of your notification of supply order.

We agree to abide by this bid for a period of 90 days from the date fixed for bid opening in instructions to bidders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Date:

Place:

Signature & Seal of the Bidder

## Annexure– III

### CHECK LIST OF DOCUMENTS TO BE ENCLOSED

SL. NO	DESCRIPTION	ENCLOSED (YES / NO)
1	Registration certificate of the company issued under the company Act or by any other competent authority in the case of proprietary / Partnership firm, etc.	
2	GST registration certificate	
3	Copy of PAN	
4	List of clients	
5	3 years CA audited balance sheet (In support of turnover)	
6	Printed Literature of the product quoted	
7	Authorization letter from OEM / or Certificate of authorized dealership/distributorship/ partnership/channel partner	
8	Certificate for after sale services and support of minimum 3 years	

Date:

Place:

Signature of Bidder

Name.....

Designation.....

Seal



  
Principal  
Laxminarayan College  
JHARSUGUDA