



ANANDAPUR COLLEGE, ANANDAPUR

Accredited to NAAC

**Tender Document
(Request for Proposal-RFP)
to select supplier for
Procurement of Library Books
Under OHEPEE**

RFP Document No: 11

Dated: 13.01.2023

Issued by: Principal, Anandapur College, Anandapur, Keonjhar

M. S.
13.01.2023
Principal
Anandapur College
Anandapur

OFFICE OF THE PRINCIPAL

ANANDAPUR COLLEGE, ANANDAPUR, KEONJHAR, ODISHA

Time schedule for RFP process:

RFP No & Date	11, 13.01.2023
Name of the Issuing Authority	Principal, Anandapur College, Anandapur, Keonjhar
Scope of Work	Details in Annexure-I
Date of publication of RFP notification on official website and newspapers	13.01.2023
Sale of RFP Form commence from	13.01.2023
Last date for sale of RFP form	03.02.2023
Last date for submission of duly filled in RFP form	04.02.2023
Date and Time of the opening of Technical Bid	06.02.2023, 11:00 am
Date and Time of the opening of Financial Bid	07.02.2023, 11:00 am
Place of opening of RFP	Office of the Anandapur College, Anandapur, Keonjhar
Cost of RFP Form	Rs. 500/- (Non refundable)
Earnest Money Deposit (EMD) in Rupees	02% of the total price quoted
Performance security	05% of the total order value
Method of selection	Least cost selection Method

13-01-2023
Principal
Anandapur College
Anandapur

CHECK LIST

The bidders are hereby instructed to arrange and submit the following required documents as per the checklist.

S No	List of Document	Yes/ No
1	Original RFP form	
2	GST Registration Certificate & No.	
3	PAN Card of the Firm	
4	Audited Financial Statement of preceding 03 Financial Years	
5	Income Tax return of preceding 03 financial years	
6	Earnest Money Deposit (EMD)/ Bid Security	
7	Self declaration for not having been black listed (Annexure-IV)	
8	ISO Certificate if any	
9	Original catalogue	
10	Quoted model no	
11	Registration certificate of the manufacturer, if any	
12	Full address, email id. and phone no of the firm.	
13	Other documents required for eligibility and qualification	
14	Price schedule in prescribed format (Annexure-III)	
15	Written Guarantee/ Warranty (Annexure-V)	
16	Past Work Experience (Annexure – VII)	
17	Letter of Willingness (Annexure-VI)	

Signature of bidder with seal and date

Note – If RFP is not submitted in above manner by the bidder, may be treated as non-responsive & liable to be rejected.

OFFICE OF THE PRINCIPAL ANANDAPUR COLLEGE, ANANDAPUR
RFP CONDITONS & INSTRUCTIONS

NOTICE INVITING RFP

The Principal, Anandapur College, Anandapur invites sealed RFPs under **"TWO BID SYSTEM"** from reputed suppliers of good standards for selection of a supplier for the purpose of supplying different items to Anandapur College, Anandapur, Keonjhar.

"TWO BIDS SYSTEM" shall be followed for this RFP. Bidder should take due care to submit the RFP in accordance with requirement in sealed covers. Bids received shall be evaluated as per the Criteria prescribed in the RFP document. The College will not entertain any modifications subsequent to opening of bids and bids not conforming to RFP conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of RFP document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

- i) **Technical Bid** shall consist of all technical details along with commercial terms and conditions ; and
- ii) **Financial Bid** shall indicate item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscripted as **"Technical Bid"** and **"Financial Bid"** respectively. **Both these sealed covers should then be kept in a bigger cover** which should also be sealed & duly superscripted as **"RFP for Supplying (Name of the item) to Anandapur College, Anandapur"**. The **Letter of Willingness, RFP Fee DD/ Cash receipt towards cost of RFP form, Check List and the EMD draft should be kept in the Bigger Cover**. In case of any clarification required relating to the RFP, the same can be sought from:

- i) Principal, Anandapur College, Anandapur
- ii) Coordinator, IDP

RFP documents for supply of different items can be obtained from College office on all working days between 9A.M. and 1P.M. on payment of a non-refundable cost of RFP form of Rs 500/- in the form of a Cash/ Demand Draft drawn in favor of Principal, Anandapur College, Anandapur payable at SBI, Anandapur.

The RFP document can also be downloaded from the official website <https://www.anandapurcollege.com/of> the college. The bidder who have downloaded the RFP document from the website should send a Demand Draft of Rs 500/- (non refundable) drawn in favor of Principal, Anandapur College, Anandapur payable at SBI, Anandapur towards the cost of RFP document in the Bigger cover .

The RFP document is not transferable to any other person.

Correspondence Address: Principal, Anandapur College, Anandapur, Keonjhar, PIN-758021
Email id: principal.anandapur@gmail.com

1. LIST OF ITEMS:

Supply of Library Books to Anandapur College, Anandapur. The items have been described in Annexure-I

A bidder can submit financial bid for any number of items however care should be taken to submit for accounting units mentioned against each item.

2. PARTIES:

The parties to the contract are the Firm/Agency/Company and Principal, Anandapur College, Anandapur on rate contract basis on the terms and conditions as enumerated in the RFP form.

3. **BIDDER:**

The term Bidder shall mean Company, Firm, Agency or the Individual to whom the Contract is awarded and shall include its/ his/ her/ its heirs and legal representative. Successful Bidder is referred to as "Party" in this RFP document.

4. **EARNEST MONEY DEPOSIT (EMD) & PERFORMANCE SECURITY**

EMD, otherwise known as Bid Security is to be submitted by the bidder along with the bid in shape of bank draft in favour of Principal, Anandapur College, Anandapur payable at Anandapur. No other mode of payment will be accepted. EMD amount deposited against any other RFP will not be considered for adjustment against this RFP. Separate EMD for each item should be submitted.

- a. The amount of EMD to be submitted by the bidder shall be **02%** of the estimated value of the item. The Offers not accompanied by the required EMD are liable to be rejected.
- b. The EMD will be returned to the unsuccessful bidders after expiry of the final bid validity period or within 30 working days from the date of issue of the work order whichever is earlier without any interest and the EMD of the successful bidders shall be returned without any interest after deposit of **Performance Security** which is **05%** of the total order value. It can also be adjusted against part of Performance Security after intimation to the Principal in writing. The EMD of the bidder will be forfeited if the bidder misleads the authority/not willing to accept the offer /supplies sub-standard material.
- c. After the agreement is made between the parties, a supply order will be given to the successful bidder and the bidder shall furnish **PERFORMANCE SECURITY** in the form of DD, Nationalized Bank F.D.R./ NSC/ Performance bank Guarantee, duly pledged in favor of **The Principal, Anandapur College, Anandapur**. The security deposit will be released and given back only after satisfactory completion of the Guarantee/Warranty period of the item. The performance security is to be submitted on the date of agreement and failure to do so will entail forfeiture of EMD amount. Non-acceptance of order and non-compliance there-of will also entail forfeiture of EMD.

5. **MODE OF PAYMENT**

- a. Payment shall be made through NEFT/ RTGS transfer only after satisfactory supply of the said items.
- b. The Principal shall be at liberty to withhold any of the payments in full or in part.
- c. No advance payment will be made in any case
- d. The 100% payment shall be given within 30 days after satisfactory installation of the equipment / material supplied & necessary training of operating personnel.

6. **MODE OF SUBMISSION OF RFP**

- a. RFP should be submitted by bidders in prescribed form.
- b. Bidders should submit their offer in two parts as under:
 - i. Technical Bid, consisting of technical details, drawing/catalogues/ brochures, data sheets or models etc. (Annexure-II)
 - ii. Financial Bid on prescribed format attached with the RFP document (Annexure-III)
- c. Proposals complete in all respect should be submitted to the Principal, Anandapur College, Anandapur through **Speed Post/ Registered Post/ Courier Service** only. Delivery in person shall not be accepted.
- d. All details asked for in the Annexure(s) should be properly filled in and each page of RFP should be Stamped & Signed by the bidder. Failure to attach Annexure required may invalidate the RFP.
- e. Any RFP which is not found in the proper form or is received late due to postal delay or otherwise shall in no case be accepted.
- f. The bidder is expected to examine all instructions, forms, terms and specifications in the bid

document. Failure to furnish all information required as per the RFP document or submission of bids not substantially responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the bid.

- g. Offers should be typed and Price be quoted in words as well as in figures. In case of any discrepancy or variation in between figures and words is found, the offer in words shall be finally acceptable. Disagreement with this provision shall entail the bid as non-responsive and subsequently rejected.
- h. RFP documents are not transferable.
- i. Incomplete RFPs or RFP received after due date and not accompanied with earnest money deposit shall be rejected.
- j. In no case the bidding manufacturer or the bidder, otherwise can authorize any other agency whatsoever to supply the items to purchaser and receive payment in respect thereof.
- k. No amendment or supplementary attachment in the bidding document shall be allowed or entertained after the bid having been submitted to the purchaser. No representation there to at any stage shall be entertained.
- l. Principal, Anandapur College, Anandapur reserves the right to reject any or all offers or increase/decrease in quantities, call for acceptance the offer in full or in part, without assigning any reasons thereof.
- m. ISO certified Company should have established service team & network across the state.
- n. The Principal is not bound to accept the RFP quoting the least in the financial bid. The Principal reserves the right to place order for a part of the quantity offered. The rates quoted by the bidder shall be valid for any such part.
- o. They should be registered for GST/CST/ST & Income Tax and should enclose copies of relevant certificates. Bidder will have to produce all these original documents at any time as deemed by the Institute.

7. TERMS & CONDITIONS

The bidders are requested to follow the below mentioned instructions:

- a. Failure to comply with the conditions will result in forfeiting of the RFP. Please cross out any mistakes and rewrite the same and countersign.
- b. Cost involved in submitting the bids, attending the RFP opening meeting, arrangements for the demonstration /presentation etc. shall be borne by the bidder.
- c. No bidder shall be allowed to withdraw the RFP rates after opening of the RFP. If any bidder withdraws the rates, the EMD amount deposited by him shall be forfeited and he shall be disqualified from participating in any future RFP of the Institute.
- d. Rates should be offered unconditionally and if rates are submitted with any condition the RFP shall be rejected.
- e. The defective item shall be replaced by the agency without any additional charge during guarantee period of supplied items. The replacement shall have to be carried out within 7 days of the intimation being received from the Institute.
- f. Bidder shall have to quote item wise rates; consolidated rates shall not be considered and RFP shall be liable to be rejected out rightly.
- g. The Principal reserves the right to change the quantity/ upgrade the criteria/ drop any item or part thereof/extension of delivery date at any time before placing the purchase/ work/ supply order.
- h. Right of Acceptance: The college authority is not bound itself to accept the lowest RFP. It is the sole discretion of the Principal to place order for better quality.
- i. Signing of RFP: The individual signing the RFP (or the documents in connection with it) must specify whether he/she is signing as:

1. A sole proprietor of the firm, or constituted attorney of such proprietor.

2. A partner of the firm, if it be a partnership, in which case he/she must have the authority to refer to arbitration, disputes if any, concerning the business of the partnership, either by virtue of the partnership agreement or power of attorney.
3. Authorized signatory of the firm, if it is a company, a letter of the authority in this respect must be enclosed along with the bid.
4. A person signing the RFP form or any part thereof, on behalf of another, shall be deemed to warrant that he/she has the authority to bind the other and if on inquiry it appears that the person so signing has no authority to do so, Principal may without prejudice to other Civil and Criminal remedies, cancel the contract and hold the signatory liable for all costs and damages.

8. PRICES

- a. Firm will submit the prices (all inclusive) for each item to be quoted on prescribed format attached with the RFP document including charges for installation and commissioning with at least two year (24 months) Warranty from the date of satisfactory installation and commissioning of the equipment. The installation will include the mechanical, civil, electrical, furnishing work (if any) required at site. The bidder should take care that the rates and amounts are written in such a way its misinterpretation is not possible.

The price ranking will be carried out as under:

1. The prices of optional items if not required as per technical specifications will be excluded for ranking purpose.
 2. The ranking will be determined as; Total Price (Cost) = Price quoted with all accessories as per technical specifications along with all the taxes and charges (if any). All these calculations must be clearly written by the bidder in price bid.
 3. In case of turnkey based equipment, details of all the civil, electrical, mechanical, plumbing, fittings invariably be included and fixtures etc. as well as furniture along with detailed map, blueprint, make, brand, specifications shall be deposited with the technical bid offered. The overall turnkey cost shall be in the price bid and the same shall form the basis to arrive at the lowest bid.
- b. Offer with any price variation clause will not be accepted. The rates quoted in ambiguous terms such as "freight on actual basis", "taxes as applicable extra" or "packing & forwarding extra" will render the RFP liable for rejection.
 - c. G.S.T. or Central sales tax (C.S.T.) or as applicable must be reflected in the financial bid and the tax amount is to be clearly indicated separately but included in the lumpsum price.
 - d. Bids shall be accepted with price quoted invariably in Indian Currency.
 - e. No increase in price shall be allowed even if claimed on the grounds of any statutory increase or fresh imposition of any other tax later.
 - f. Discount, if any, offered by the bidder shall not be considered unless specifically indicated in the price schedule and shall be taken into account for consideration only if it is quoted clearly with net price taking all such factors like discount, free supply etc. to arrive at net price.
 - g. Prices: The bidders are required to quote as per "Annexure III" (Financial Bid). The rates quoted shall include the cost of Material, labour, Transport & Packaging etc., as required for the completion of work.

9. OPENING OF RFPS

- a. Technical bid of the RFP will be opened by the Principal on the date specified in the RFP notice or on a subsequent date due to force majeure conditions duly notified to the bidders. Bidders are at liberty to present in person or through an authorized representative at the opening of the RFP at the time and date as specified. The name and address of the representatives who would be attending the opening of the RFP on behalf of bidder if any should be indicated in the RFP or otherwise with a genuine and valid letter of authority issued by the bidder. At the level of technical evaluation of technical bids, the bidders shall be bound to arrange for live demonstration on their own cost before the technical experts as and

when required at a specified site by the purchaser, failing which the RFP shall be technically disqualified and no representation in this regard shall be entertained.

- b. At the second stage Financial bids of only those offers which technically meet purchaser's requirements/ the technically acceptable offers would be opened for further evaluation and ranking before awarding the contract on the same day or on a later date to be decided on the date of opening of technical bid.
- c. VALIDITY OF BID: The bid will remain valid for six months from the date of opening of financial bid. The quoted price will remain firm and in case of acceptance of the RFP the prices will remain firm till execution of the complete order and will not be subject to the price escalation on any account whatsoever.

10. FINANCIAL EVALUATION & AWARD OF CONTRACT

- a. Least Cost Selection Method" will be followed.
- b. The firm, who submits the lowest financial price proposal shall be declared as the eligible bidder and shall be communicated for further process leading to issue of "Supply Order".
- c. The eligible bidder will be intimated by the Principal and will be asked to acknowledge the "Letter of Intent (LoI)" and to submit the "Performance Security" within 15 days of issuance of intimation by the Principal.
- d. The "Performance Security" is unconditional and irrevocable.
- e. Performance Security must remain valid till warranty period of the goods.
- f. After receipt of the "LoI" or after issue of work order if due to any reason(s) the eligible bidder withdraws its willingness to supply the required goods then the EMD/Performance Security deposited by the same firm will be forfeited by the Principal and firm securing the next eligibility position in the financial bid will be awarded with contract, after submission of the required Performance Security amount & EMD.
- g. Once the Supply Order is issued by the college, the concerned firm must supply and install the required number of items within 30 days from the date of issue of the supply order. No further time will be allowed without any valid reason and without prior approval of the same from the Principal.

11. QUALIFYING REQUIREMENTS FOR BIDDERS

- a. Bidders/Manufacturer should have extensive experience of at least 05 years of designing, manufacturing, installation and commissioning of the required item.
- b. It is a compulsory requirement that the items offered make and model, as quoted by the bidder must be supplied, installed and must be in good working condition.
- c. Bidders who have their own sales and service station in Odisha should only quote.
- d. Bidders should quote for the whole set of items required and should be willing to undertake responsibility of commissioning, warranties and after sales service. Part offer/offers not as per given specification will not be considered.
- e. RFPs should comply all the terms and conditions given in the RFP document and be quoted for the specification given in the RFP documents.
- f. Notwithstanding anything stated herein above, the Principal reserves the right to assess the bidders capability and capacity to perform the contract, should the circumstances warrant such assessment.
- g. In case any part of the equipment supplied being found to be nonfunctional the entire unit of equipment shall be taken as nonfunctional.

12. TAX AND GOVERNMENT DUTIES

Taxes, government duties and other charges must be included in the prices quoted. No payment will be made over and above the price quoted.

13. DELIVERY PERIOD

- a. The Furniture items should be delivered, placed, installed and commissioned at the Campus, within a period of 30 days from date of issue of work/supply order. However, consignee officer shall have power to extend the delivery period on the basis of actual requirement or genuine cause intimated to them by the vendor in writing but this provision shall not entitle the vendor as a mandatory term or matter of right on the part of the vendor.
- b. In case of non supply of items within stipulated period the purchase order shall be treated as cancelled (However the delivery will be calculated from the date of dispatch of purchase order to the date of receipt of material at the consignee place).

14. TEST AND INSPECTIONS

Upon completion of the installation work, the bidder/supplier shall facilitate inspection of the equipment by the Principal or his authorized representative, to inspect & test the equipment and to confirm that they are installed in conformity to the required specifications and are serving the desired purpose. Any defect or failure to serve the desired purpose, discovered during the inspection will be promptly rectified and made good to the satisfaction of the Principal or his authorized representatives.

15. GUARANTEE/ WARRANTY (Annexure-V)

The bidder shall furnish along with their quotations the under noted Guarantee/Warranty:

- a. The Guarantee/ Warranty shall be for a period of at least 24 months from the date of satisfactory installation and handing over the equipment and of works conducted there with covered under the contract in working order. During the guarantee period the replacement of any part(s) of the equipment or rectification of defect of works will be free of cost. If the down time exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid 24 months by a duration equal to the total down time during the period of warranty.
- b. The bidder should produce written guarantee stating that the equipment being offered is latest model and that spares for the equipments will be available for a period of at least five years after its supply to the purchaser.
- c. The bidder whose RFP is accepted shall furnish the warranty in Annexure-V
- d. The manufacturer and the bidder should guarantee the entire unit against defects of manufacture, workmanship and poor quality of components.
- e. The bidder shall bear all cost of such replacement, including freight, if any, of such replace or repaired equipment and/or other articles but without being entailed to any extra payment on that or any other account. All documents required for replacement in part/parts will be made available by the indenter.

16. TRAINING OF PERSONNEL

The successful bidder will be required to undertake to provide training for personnel, involved in the use of

equipment at site.

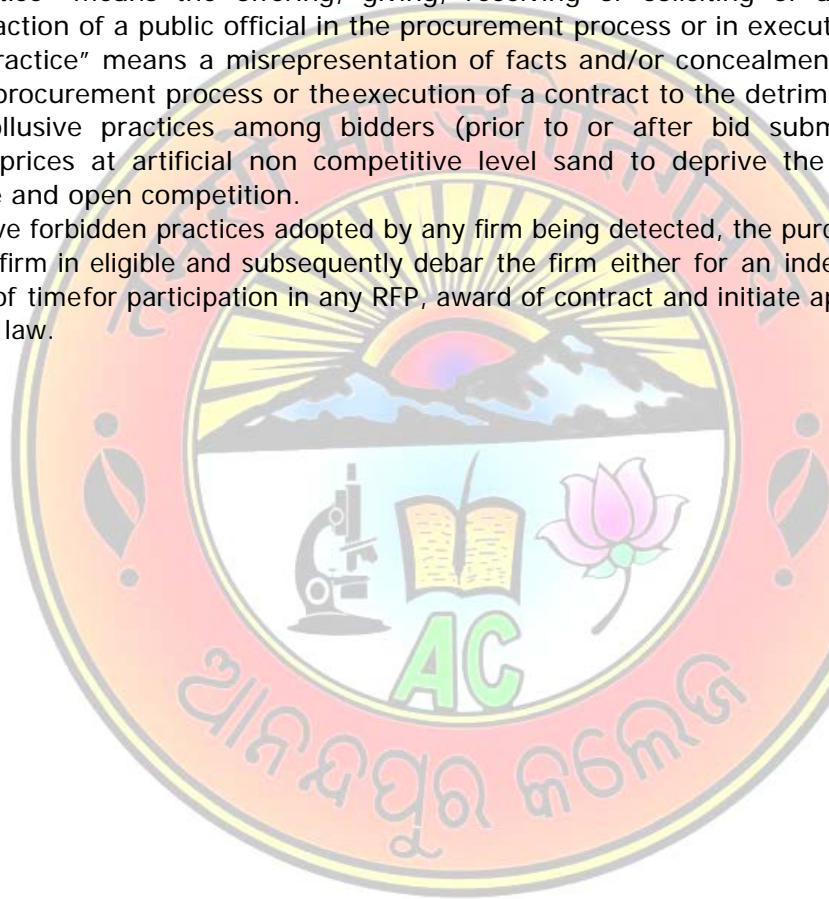
17. LEGAL JURISDICTION

All questions, dispute of difference arising under out of or in-connection with the contract if concluded shall be subject to the exclusive jurisdiction of the court within Keonjhar.

18. FRAUD AND CORRUPTION

It is required that the purchasers as well as bidders/ suppliers observe the highest standard of ethics during the process of procurement and execution of contracts. In pursuance of this policy, the purchaser defines for the purpose of this provision the terms set forth below as follows:

- a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in execution of contract.
- b. "Fraudulent practice" means a misrepresentation of facts and/or concealment of facts in order to influence the procurement process or the execution of a contract to the detriment of the purchaser, it includes collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial non competitive level and to deprive the purchaser from the benefit so free and open competition.
- c. In case of above forbidden practices adopted by any firm being detected, the purchaser shall have right to declare the firm ineligible and subsequently debar the firm either for an indefinite period or for a stated period of time for participation in any RFP, award of contract and initiate appropriate legal action as per court of law.



M. D.
13.01.2023
Principal
Anandapur College
Anandapur
PRINCIPAL
Anandapur College,
Anandapur.

Annexure-I

LIST OF ITEMS WITH SPECIFICATIONS

01	+3 CBCS Books for All Semesters of State Model Syllabus	Text Books & Reference Books
----	---	------------------------------



M. V. S.
13.01.2023

Principal
Anandapur College
Anandapur
Anandapur College,
Anandapur, Keonjhar

TECHNICAL BID

1. Name & Postal address of Bidder: Telephones Nos.:
E-mail:
Name & address of Owners/ Partners/ Directors:
2. Nature of Firm/ Agency/ Company (Sole/ Partnership/ otherwise):
3. Copy of GST Registration Certificate
4. Copy of PAN Card of the Firm
5. Audited financial statement of preceding three Financial years
6. Income Tax return of preceding 3 Financial years
7. Undertaking certifying that the Firm is not black listed in Annexure-III
8. Each page of RFP form duly signed in
9. EMD with the RFP submitted.
10. Trade License for this kind of jobs be enclosed
11. Date of Establishment of organization/ company/ agency
12. Whether agreed to abide by all the terms & conditions of this RFP

Place:
Date:

Signature of the Proprietor/ Authorized Signatory
Rubber Seal indicating complete address

All above enclosures must be valid (wherever applicable)

(Name & Signature of the bidder with seal)

Place: Date:

UNDERTAKING

It is certified that my Firm/ Agency/ Company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of Odisha or any other State Government or reputed educational institutions and no criminal case is pending against the said Firm/ Agency/ Company as on date_____.

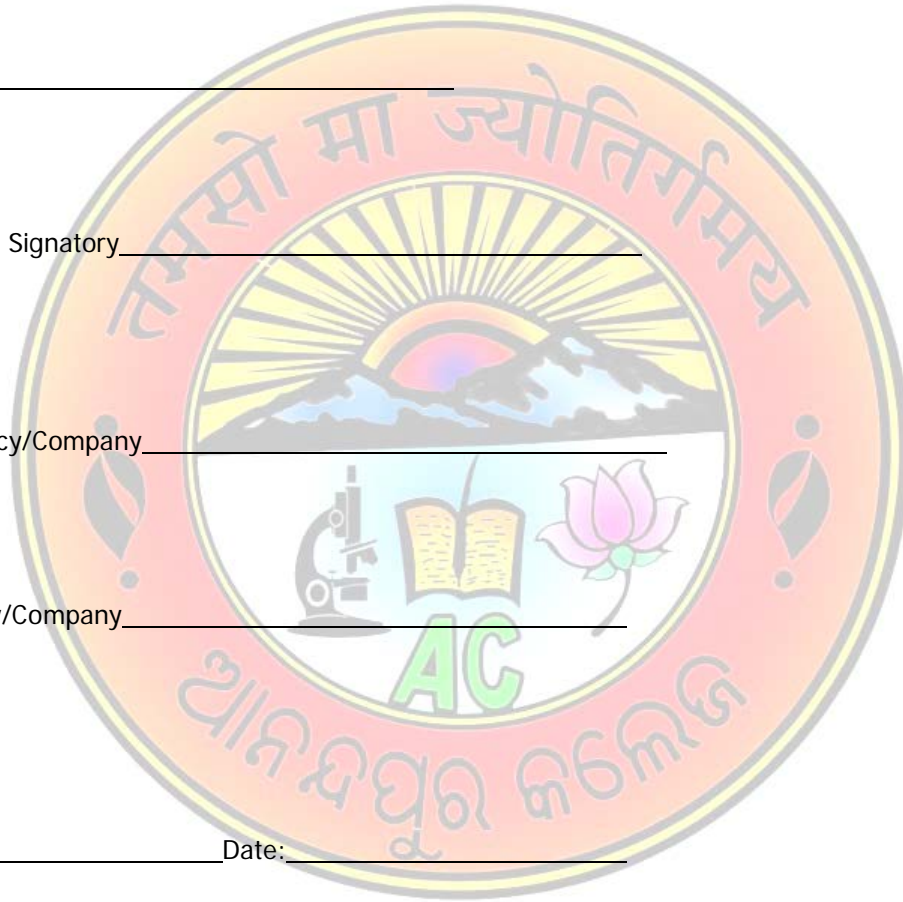
Signature of the Bidder_____

Name of the Authorized Signatory_____

Name of the Firm/Agency/Company_____

Seal of the Firm/Agency/Company_____

Place:_____Date:_____



GUARANTEE / WARRANTY

I/We hereby declare that the equipments and other articles supplied to the purchaser under this contract shall be of the best quality and workmanship and are strictly in accordance with the specification and particulars contained/mentioned in the clause hereof and I/we hereby guarantee that the said equipment and other articles confirm to the description and quality aforesaid.

The purchaser will be entitled to reject the said equipment and other articles as may be discovered not to confirm to the said description and quality. On such rejection the equipment and other articles will be returned in own risk and all the provision herein contained relating to rejection thereof shall apply. I/we shall, if called upon to do so, replace within a period of 14 days or such further period that be extended from time to time by the purchase at his discretion, and an application made thereof by us, the equipment and other articles as are rejected by the purchaser and in such an event the above mentioned Warranty shall apply to the equipment and/or other articles replaced from the date of replacement thereof, otherwise the bidder shall pay to the purchaser such damages as may arise by reason of therein contained without prejudice to any other right of the purchaser in that behalf.

The equipment being offered is latest model and that spares for the equipments will be available for a period of at least five years after its supply to the purchaser.

The Guarantee/ Warranty shall be for a period of at least 24 months from the date of satisfactory installation and handing over the equipment and of works conducted there with covered under the contract in working order. During the guarantee period the replacement of any part(s) of the equipment or rectification of defect of works will be free of cost. If the down time exceeds seven consecutive days at any one time, the guarantee period will be extended beyond aforesaid 24 months by duration equal to the total down time during the period of warranty.

Signature of the bidder with seal and date

LETTER OF WILLINGNESS

**To
The Principal,
Anandapur College,
Anandapur, Keonjhar**

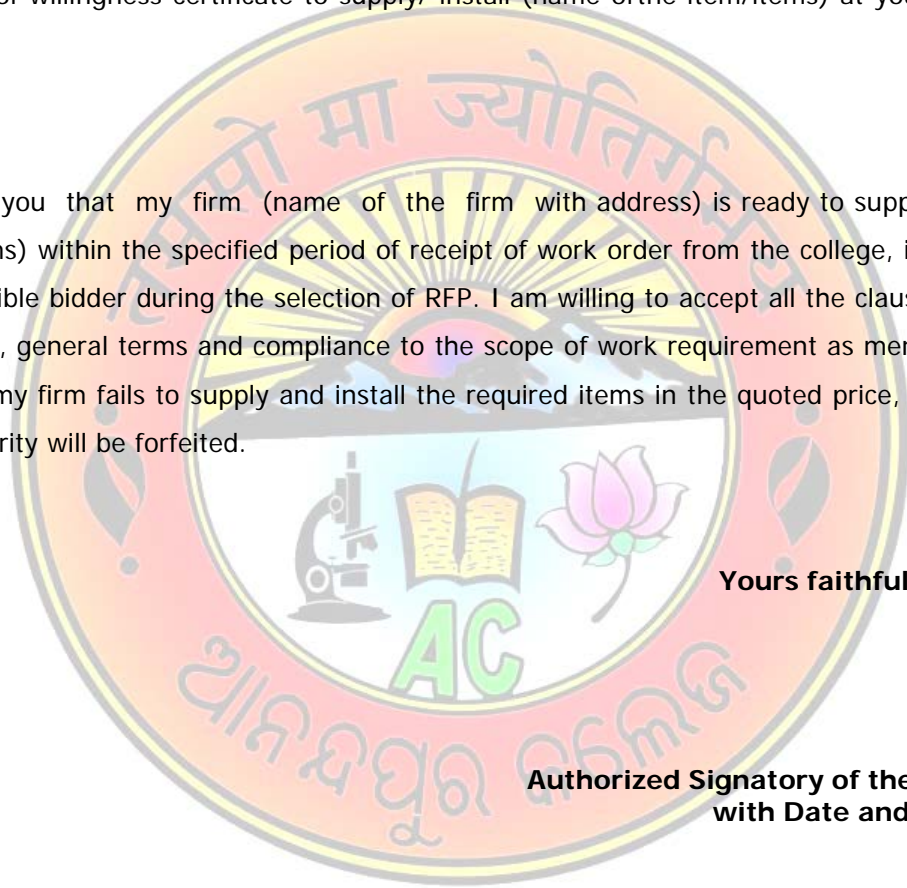
Sub: Submission of willingness certificate to supply/ install (name of the item/items) at your college premise.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to supply/ install (name of the items) within the specified period of receipt of work order from the college, if my firm is selected as eligible bidder during the selection of RFP. I am willing to accept all the clauses of Bid evaluation criteria, general terms and compliance to the scope of work requirement as mentioned in the RFP form. If my firm fails to supply and install the required items in the quoted price, my EMD/ performance security will be forfeited.

Yours faithfully,

**Authorized Signatory of the firm
with Date and Seal**



Past Work Experience

Works of similar nature (of value not Less than Rs 2 Lakhs) over the last -3- years

Sl. No	Name and Address of College	List of Items Supplied	PO No and Date	Total Value of Items supplied	Date of Supply	Contact No of the concerned Official

Date

Place

Seal and Signature of the Bidder

