



SCIENCE COLLEGE (AUTONOMOUS)

HINJILICUT-761102, GANJAM, ODISHA

Request for Proposal (Rfp) to Select Supplier for
“Supply & Installation of Printers” at the college premise

RfP No: SCH/2024-25/4

Dated: 12.02.2025

ISSUED BY:

Principal,

Science College (Autonomous),
Hinjilicut (Gm.)-761102

Hinjilicut-761102,

Ganjam, Odisha

Principal

Science College (Autonomous)

Hinjilicut (Gm.)-761102

SECTION 1: SCHEDULE OF RfP

Sl. No.	Particulars	Details
1	RfP No.	SCH/2024-25/4
2	Date of Issue of RfP	12/02/2025
2	Name & Address of the RfP issuer	Principal Science College (Autonomous), Hinjilicut-761102, Ganjam, Odisha Contact number: 9437783219 E-Mail: principalsch@gmail.com
4	Scope of Work	Supply of Black & white Printer at the premises of Science College (Autonomous), Hinjilicut-761102, Ganjam, Odisha
5	Method of Selection	Least Cost Selection Method
6	Deadline for Submission of Pre-Proposal Query	17.02.2025
7	Pre-Proposal Meeting	21.02.2025
8	Issue of Pre-Proposal Clarifications if any	22.02.2025
9	Last date for Submission of Proposals	06.03.2025
10	Date of Opening of Technical Proposals	10.03.2025 at 11.30 AM
11	Date of Opening of Financial Proposals	10.03.2025 at 12.30 PM
12	Earnest Money Deposit (Refundable for unsuccessful Firms)	Rs 5000/-
13	Performance Security (To be Submitted by L 1 Firm Only)	3% of L 1 Estimate Value)
14	Address for Submission/Opening of such proposals	Science College (Autonomous), Hinjilicut-761102, Ganjam, Odisha
15	Website where Any corrigendum/other information to be uploaded. (No further advertisement will be given)	<ul style="list-style-type: none">• www.sch.edu.in
16	Cost /fee of Tender Documents	<ul style="list-style-type: none">• Tender document is free of cost.• Tender documents can be downloaded from the college website i.e. www.sch.edu.in

SECTION 2 : NOTICE OF INVITATION

The Principal, Science College (Autonomous), Hinjilicut hereby invites proposals from reputed eligible firms located within State of Odisha to select supplier for Supply of Black & white Printer at the premises of Science College (Autonomous), Hinjilicut ".

1. Firm will be selected under "Least Cost Selection" method as per criteria mentioned in the RfP document.
2. The proposal must be complete in all respect as specified in the RfP document and must be accompanied with the required financial instruments as specified in the RfP.
3. The EMD should be submitted in form of a Demand Draft in favour of "Principal, Science College (Autonomous), Hinjilicut" Payable at "Hinjilicut" drawn in any scheduled commercial bank, without which the proposal will be rejected.
4. Performance security is to be submitted after issuing of Lol to the L1 bidder.
5. The proposals will be opened in the presence of the designated/ authorized representatives of the interested firm on the scheduled date & time at the specified address as mentioned in the "Schedule of RfP". Designated/authorized representatives of the interested firm may attend the meeting with due authorization letter on behalf of their firm.
6. Interested firms may obtain the RfP document from the official website of the college www.sch.edu.in and submit their proposal in a sealed document as per the instructions mentioned in this RfP document.
7. The interested firms must accept all technical / commercial terms & conditions mentioned in the RfP document.
8. The Principal, Science College (Autonomous), Hinjilicut reserves the right to cancel the RfP at any point of point without prior notices.

SECTION 3 : SCOPE OF WORK

1. The Scope of Work must fulfill the requirements of the college like; the selected supplier must supply of Black & white Printer within the specific dateline e.g. within 15 days of issued of the "Supply Order".
2. The supplier must deliver and install required items at the college campus and no further time should be allowed for supply of the required goods without any valid reason and without the approval of the principal.
3. Once Black & white Printer is installed by the supplier at college campus, the training and demonstration of the Black & white Printer must be given by the supplier.
4. After installation, training and demonstration of the Black & white Printer is finished; if any issue arises with the item then the Principal of the college should immediately report in writing to the supplier.
5. After all issues are resolved, the supplier will submit the invoice to the college & the college will initiate the payment process within 15 working days of installation Black & white Printer.

SECTION 4: INSTRUCTIONS TO INTERESTED FIRMS

1. PRE-QUALIFICATION CRITERIA

The participating firms must produce copies of all the required supportive documents / information as part of their proposal, failing which the same proposal shall be summarily rejected.

Sl. No	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Firm must be a Company as registered under the provisions of the Indian Companies act Or A Partnership Firm registered under the Indian Partnership Act Or A Limited Liability Partnership registered under the limited Liability Partnership Act Or A Sole Proprietorship Firms	<ul style="list-style-type: none"> • Certificate of Incorporation/ Registration • Partnership deed • GST Registration • PAN
2	Experience	Interested firms altogether must have supplied goods as mentioned in the RfP at least once to any of the officers/ colleges/ universities.	Supply Order copies.
3	Turnover	During last three financial years i.e. FY 2021-22, 2022-23, 2023-24, the average annual turnover of the interested firm should not be less than 10% of the cost estimated by the college.	<ul style="list-style-type: none"> • Audited balance sheet and “Profit & Loss account” along with all schedules certified by a practicing Chartered Accountant. • Acknowledgement of Income tax returns
4	EMD (EMD of unsuccessful firms will be returned immediately)	The interested firm should submit EMD of Rs. 5000	Demand Draft in favour of “Principal, Science College (Autonomous), Hinjilicut” Payable at Hinjilicut
5	EMD relaxation criteria	Firms registration under MSME are exempted from submitting the EMD.	Bid Security declaration and MSME/Star Ups proof.
6	Performance Security	3% of the L 1 value.	Demand Draft from a scheduled commercial Bank Or A Fixed Deposit Or A Bank Guarantee pledged in the name of “Principal, Science College Autonomous Hinjilicut”
7	Blacklist	The Firm should not have been banned/ blacklisted/ debarred/ Suspended by the World Bank / Central Govt./ State Govt. / Central or State PSU Origination /Central or State Govt. Universities or Colleges.	Self –Declaration from the Firm as per the prescribed format mentioned at “FORM T4”.

2. VALIDITY OF PROPOSAL

- The proposal submitted by the interested firms will remain valid for one year. The authority/Principal reserves the right to procure further requirement of the items given in the tender from the selected firms within the validity period
- The selected firms must Supply of Black & white Printer as per the approved rate and within 15 days of receipt of the "Supply Order" from the college.
- Deviation from this may lead to disengagement of the selected firm and firm secured L2 position may be invited to supply and installation the Black & white Printer as per the terms and conditions of the RfP.

3. PRE-PROPOSAL QUERIES/MEETING

- Firms may submit their queries (if any) for pre-proposal meeting in respect of the RfP, to the principal, Science College (Autonomous), Hinjilicut only through e-mail principalsch@gmail.com within the stipulated date and time mentioned in RfP document.
- Clarification to the above will be hosted in the official website of the college i.e. www.sch.edu.in after the pre-proposal meeting as per the schedule mentioned in RfP document.
- The pre-proposal query meeting may be conducted either in online or physical mode.

4. SUBMISSION OF PROPOSALS

- Interested firms are advised to study carefully all instructions, forms, terms & conditions and other important information mentioned in the RFP document.
- Each page should be signed with official seal of the authorized person.
- The proposal must be complete in all respect, properly indexed and hard bound.
- A sealed master envelope bearing the name, address, phone number and email id of firm along with the RfP name & number should contain two separate sealed envelopes i.e:
 - 1) Technical Proposal
 - 2) Financial Proposal
- The sealed “Technical Proposal” must contain the required supporting documents as per the sequence mentioned below:
- ✓ EMD through Demand Draft.
 - a) However; Micro, Small & Medium Enterprises registered with MSME / NSIC with valid category wise certificate, duly issued by Government of

India are exempted for submitting the EMD on the condition that they must have the valid & category wise valid registration certificate on the date of opening of tender.

b) EMD deposited by the unsuccessful firms will be returned immediately.

c) EMD deposited by the selected firm will be returned after submission of "Performance Security".

✓ **FORM T 1:** Technical Proposal Submission Form

✓ **FORM T 2:** Organization Details along with:

i) Copy of Certificate of Incorporation/ Registration

ii) Copy of PAN

iii) Copy of Goods and Services Tax Identification Number (GSTIN)

➤ **FORM T3:** Experience Details,

➤ **FORM T4:** Self declaration from the firm confirming not have been banned/ blacklisted/ debarred/suspended.

➤ **FORM T5:** Technical Specifications Compliance Sheet.

➤ **FORM T6:** Financial Turnover Details along with:

- Copies of audited balance sheet, Profit & Loss account and all schedules certified by the Chartered Accountant.

- Copies of IT Return for the last three financial year i.e FY 2021-22, 2022-23, 2023-24.

- **FORM F 1:** Financial Proposal Submission Form.

✓ The sealed "Financial Proposal" must contain:

- The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.

- No alternation / modification / overwriting / corrections in the format shall be accepted.

- The sealed proposal must be delivered at the specified address as per the "Schedule of RfP" through Speed Post/Registered Post / Courier only. The Principal shall not be responsible for postal delay or delay due to any unforeseen situation. Submission of proposal through any other mode will not be accepted.

5. OPENING OF PROPOSALS

✓ Sealed envelope containing the proposal will be opened by the principal in presence of the firm/their representative at the location, date and time specified in the RfP document.

- ✓ Only one representative with proper authorization letter from the participating firm will be allowed to attend the RfP opening meeting.

6. DISQUALIFICATION/REJECTION OF PROPOSAL

The proposal is liable to be disqualified in the following cases as listed below:

- Proposals not conforming to the eligibility criteria and not submitting the required documents as mentioned in the RfP".
- Submission of forged documents.
- Proposal submitted without EMD.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- Proposal received in incomplete form.
- Proposal received after due date and time.
- Proposal which is not accompanied by all the required documents/information.
- Firm trying to influence the proposal evaluation process by unlawful / corrupt/ fraudulent means at any point of time during the bid process.
- Price quoting in any irrelevant papers, documents, presentation etc except "Financial Proposal"
- If in case of a firm or any person acting on its behalf indulges in corrupt/ fraudulent practices.
- Any other condition / situation which holds the paramount interest of the PRINCIPAL during the overall selection process.
- The principal reserves the right to annul any/all of the proposals received, at any point of time with/without assigning any reasons thereof.

7. EVALUATION OF PROPOSALS

A two-stage process will be adopted as explained below for evaluation of the proposals:

A. Technical Evaluation

- Technical evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite documents/ information/ financial instruments have been properly furnished by the firm.
- Technical compliance as submitted along with the proposal will be done to determine whether the Brand & model, proposed by the interested firm consists of all required minimum specifications as mentioned at "Form T 5" of the RfP document.

B. Financial Evaluation

- The financial proposals of the technically qualified firms only shall be opened at this stage in the presence of the technically qualified firm/their authorized representative on the scheduled date and time as mentioned in the RfP document.
- "Least Cost Selection Method" will be followed.
- The firm, who submits the lowest financial price proposal shall be declared as the "L1" bidder and shall be communicated for further process leading to issue of "Supply Order".

8. AWARD OF CONTRACT

- The L1 bidder will be notified by the PRINCIPAL in writing by issuing a "Letter of Intent" and will be asked to acknowledge the "Letter of Intent (LoI)" and to submit the "Performance Security" within 15 days of issuance of the Lol".
- The "Performance Security" is unconditional and irrevocable.
- Performance Security amount is mentioned at Para 1 of "Section 4" and the Performance Security must remain valid till warranty period of the goods.
- After receiving the acknowledgement of Lol along with the "Performance Security", the PRINCIPAL will issue the "Supply Order to the selected firm", for their requirement as specified in the RfP document.
- After issue of "Lol" or after receipt of the acknowledged "Lol", if due to any reason(s) the L1 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 L 2 position in the financial bid will be awarded with contract, after submission of the required Performance Security amount & EMD.
- Once the Supply Order is issued by the college, the concerned firm must supply and install the required number of items within 15 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.

9. GENERAL TERMS & CONDITIONS

➤ **Conflict of Interest Exists in The Event of:**

- Firms who have a business or family relation with the PRINCIPAL, directly or indirectly.
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The interested firms are to be careful so as not to give rise to a situation where there will be any conflict of interest with the PRINCIPAL as this would amount to their disqualification and breach of contract.

➤ **Disclosure:**

- Firm has an obligation to disclose any actual or potential conflict of interest. Failure to do so will lead to disqualification of the bidder or termination of its contract.
- Firm must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the firm, including but not limited to appointment of any officer such as a receiver in relation to the firm's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - ✓ A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - ✓ Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - ✓ Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

➤ **Anti Corruption Measure:**

- Any effort by firm(s) to influence the PRINCIPAL in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- A recommendation for award of contract shall be rejected if it is determined that the recommended firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the PRINCIPAL shall reject the proposal and disqualify it from participating in any related RfP process.

➤ **Force Majeure:**

- "Force Majeure" means an event beyond the control of the selected firm and not involving the selected firm's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the selected firm, which prevents or delays the execution of the order by the selected firm.
- If a Force Majeure situation arises, the selected firm shall promptly notify PRINCIPAL in writing of such condition, the cause thereof and the change that is necessitated due to that prevailing condition. Until and unless otherwise directed by the PRINCIPAL in writing, the selected firm shall continue to perform its obligations as per the RFP terms & conditions as far as possible and shall seek all reasonable alternative means for delivering performance not prevented by the Force Majeure event.
- The selected firm shall inform the PRINCIPAL in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, PRINCIPAL reserves the right to cancel the contract without any obligation to compensate the selected firm in any manner for what so ever reason.
- The PRINCIPAL and the selected firm shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract.

➤ **Governing Laws:**

- Any unjustified and unacceptable delay in delivery shall render the selected firm liable for liquidated damages and thereafter the PRINCIPAL holds the option for cancellation of the contract for pending activities and completes the same through any other firm(s) who participated in the RfP process by awarding the same contract to L 2 bidder in the financial bid.
- In such case of premature cancellation the contract the PRINCIPAL reserves the right to withhold the Performance Security.
- The rights and obligations of the PRINCIPAL and the selected firm under this contract will be governed by the prevailing laws of Government of India and Government of Odisha only.
- All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

SECTION 5: FORMS

FORM T 1: TECHNICAL PROPOSAL SUBMISSION FORM

To,

The Principal,

Science College (Autonomous), Hinjilicut

Sub: Submission of Technical Proposal to select supplier for Supply of Black & white Printer at the college.

REF: RfP No: SCH/2024-25/4 Dated: 12.02.2025

Dear Sir,

I, the undersigned, offer to participate in the selection process to select supplier for "Supply of Stools" at the college, in accordance with your RFP No: SCH/2024-25/4 Dated: 12.02.2025

I am here by submitting Technical Proposal, which includes EMD, Technical Proposal and Financial Proposal sealed in separate envelopes. I, hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP document. In case any provision of this RFP are found violated, then your College shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 2: ORGANISATION'S DETAILS

Sl. No	Particulars	Details
1	Name of the Firm	
2	Type of Firm (Proprietary/ Partnership/ Pvt. Ltd. / Public Ltd/ Sole Proprietorship)	
3	Date of Establishment and Experience in business(In number of years)	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details).	
6	Telephone & e-Mail id of authorized person	
7	G.S.T. Registration No.	
8	PAN No.	
9	Willing to carry out assignments as per the scope of work of the RFP (Yes/No)	
10	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 3: EXPERIENCE DETAILS

Sl No	Name of the University/College/Department/Office to whom materials /Printers/supplied	Quantity of the material supplied	Date of Receipt of work order with reference number	Date of supply of Goods/Items/ Completion	Remarks
1					
2					
3					
4					
5					

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 4: SELF DECLARATION FOR NOT BLACK LISTED

To,
The Principal,
Science College (Autonomous), Hinjilicut
Sub: Self declaration for not black listed.
RfP No: SCH/2024-25/4 Dated: 12.02.2025

Sir,

I/We..... here by confirm that our firm has not been
banned/ blacklisted/ debarred/suspended by the World Bank/Central
Govt./State Govt./ Central or State PSU Origination/Central or State Govt.
Universities or Colleges.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 5: Minimum Required Specifications Compliance Sheet

Interested firm(s) must confirm that, the make and model they are proposing to supply & install is satisfying the below mentioned minimum required technical specifications. Deviations (if any) from the below mentioned minimum required technical specifications, must be clearly indicated by the interested firm(s).

Sl. No.	Minimum Required Specifications	Compliance (Yes/No)	Deviations
1	LaserJet MFP Printer (A4) Specification <ul style="list-style-type: none">• A4 Black and White Laserjet Printers,• Print, copy, scan, fax• Minimum Print speed 20 ppm• Prints up to 42/40 ppm (LTR/A4)• Ethernet, , USB, Wi-Fi®, Bluetooth• Auto Duplex Printing• Memory minimum 256 MB		

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T 6: FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization during Last Three Financial Years (Certified by a Practicing Chartered Accountant)

Sl. No	Financial Year	Turnover in Rs
1	2021-2022	
2	2022- 2023	
3	2023- 2024	

Average Annual Turnover for the last three years (INR)

Name of the C A Firm:

Firm Registration No.:

Name of the Chartered Accountant: Membership No.:

Signature with Seal:

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM F 1: FINANCIAL PROPOSAL SUBMISSION FORM

To,
The Principal,
Science College (Autonomous), Hinjilicut

Sub: Submission of Financial Proposal to select supplier for Supply of Black & white Printer at the college premises.

REF: RfP No: SCH/2024-25/4 Dated: 12.02.2025

Dear Madam/Sir,

I, the undersigned, here by submitting the Financial Proposal to select supplier for “Supply of Black & white Printer” at the college in accordance of Rfp No: SCH/2024-25/4 Dated: 12.02.2025

I, hereby declare that all the financial figures mentioned the Financial Proposal is true and correct. I also accept that any misrepresentation of financial facts and figures may lead to disqualification of my proposal.

Sl. No	Name of the items	Company/ Make	Quantity	Unit rate in fig. (Rs.) Excluding GST	Total Rs. Excluding GST
1	Printer	Sharp/ Canon/HP Any other reputed brand	4		
2	Other Charges if any				

(A) Total value (without GST): RS-----, % of GST: -----, GST amount : Rs -----

(B) Total Value (Including GST) Rs. _____

Note:

- 1) Amount mentioned in “A” Total value will be considered for the financial Bid evaluation. Tax amount will not be considered for evaluation.
- 2) Unit Rate/Value must be quoted exclusive of any Tax and duties. Tax percentage and Tax amount should be mentioned separately. The price Bid will be evaluated as per total value of the Black & white Printer exclusive of Taxes and duties.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

SECTION-6

(Certificate of willingness to be submitted by all firms)

To

The Principal

Science College (Autonomous), Hinjilicut

Sub: Submission of Willingness certificate for supply of Black & white Printer at our college premise.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to Supply and install the printers, throughout the State of Odisha within 15 days of receipt of work order from the college, if my firm is elected as L1 bidder during selection of tender.

In the event of my firm's failure to supply and install the required items in the selected L1 cost, my EMD/Performance Security will be forfeited.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

ANNEXURE-1
(Proposal Submission Check List)

Sl. No	Description	Submitted (Yes/No)
1	Earnest Money Deposit (EMD)	
2	Copy of Certificate of Incorporation / Registration	
3	Copy of Goods and Services Tax Identification Number	
4	Copy of PAN	
5	CA audited copies of Profit & Loss Account and Balance Sheet along with all schedules	
6	Copies of IT Returns for the last three financial years	
7	Technical Proposal Submission Form	
8	Organization's Details	
9	Experience Details	
10	Self-Declaration for not having been blacklisted	
11	Technical Specifications Compliance Sheet	
12	Financial Turnover Details	
13	Financial Proposal Submission Form	
14	Certificate of willingness to be submitted by all firms	