



**Central University of Odisha**  
(Established under the Central Universities Act, 2009)  
**Sunabeda, Koraput. Odisha Pin.: 763004.**  
Phone:06852-288235/238 Fax.06852-288225

Ref.:XXXVIII-198/2019/224

Dt. 12/03/2020

**NOTICE INVITING TENDER**

Sealed quotations are invited from the manufacturers or their distributors / dealers for Comprehensive Annual Maintenance Contract of Water Cooler cum Purifier (Blue Star make) at Central University of Odisha, Sunabeda, Dist-Koraput. The sealed quotations are to be submitted on or before 07/04/2020 by 15.00Hrs. as per the prescribed terms and conditions.

For further details please log on to University website: [www.cuo.ac.in](http://www.cuo.ac.in).

Sd/-  
REGISTRAR

## **TERMS & CONDITIONS:**

### **I. ESSENTIAL QUALIFICATION:**

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderer must possess valid License, Registration etc. issued by the Competent Authority as applicable.
- b. If the tenderer is the authorized dealer / sole distributor of the items, the Certificate to this effect should be attached.
- c. The tenderer must have satisfactorily completed:
  - i. One work Order/Purchase Order of Rs.3.00 Lakhs or more
  - ii. Two works orders/Purchase Orders of Rs.5.00 lakhs each or more or
  - iii. Three works orders/Purchase Orders of Rs.4.50 Lakhs or more issued by any Govt. / Autonomous/ PSU Organization (Central or State) for supply of same or similar item / services during the last 03 Financial Years (i.e. 2016-17, 2017-18 and 2018-19).

Note: (i) The supply in progress and which is not satisfactorily completed will not be considered; (ii) work executed in any private organization will not be considered.

- d. The total turnover of the tenderer shall not be less than Rs.10.00 lakhs (Rupees Ten lakhs) during the last 03 Financial Years (i.e. 2016-17, 2017-18 and 2018-19).
- e. The successful tenderer must deposit Earnest Money (EMD) of Rs.35,000/- (Rupees Thirty Five Thousand only) along with their tender in the form of Demand Draft drawn in favour of Central University of Odisha payable at Koraput.
- f. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Odisha payable at Koraput. The cost of the tender document is non-refundable.
- g. The tenderer must possess his own Bank Account, PAN, and G. S.T No.

## **II. DOCUMENTS TO BE ENCLOSED**

**The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:**

1. Copy of registration / license issued by the Competent Authority.
2. Work Completion Certificate issued by the authority with reference to Sl.No.C above consisting of the following details:
  - i. Details of CMC for Water Coolers cum Purifiers
  - ii. Work Order No. & Date
  - iii. Value of Work Order
  - iv. Date of commencement of CMC
  - v. Date of completion of CMC
  - vi. Quantity under CMC
  - vii. Whether work of CMC completed or not
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
4. Copies of Bank Account, PAN, and Goods Service Tax Registration Certificate.
5. Demand Draft of Rs.35,000/- (Rupees Thirty Five Thousand only) drawn in favor of Central University of Odisha payable at Koraput towards value of EMD.
6. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favor of Central University of Odisha payable at Koraput which is not refundable.
7. Certificate of dealership / distributorship as applicable.

## **III. INSTRUCTIONS TO THE BIDDER:**

1. **Bid Opening Date and Time:** The tenderers may send their quotations by speed post or registered post or in person only addressed to the Registrar, Central University of Odisha, Sunabeda, Koraput, Odisha-763004. So as to reach the University on or before 07/04/2020 by 15.00 Hrs. super scribed as "Tender for the work of CMC of Water Cooler cum Purifier Ref. No. XXXVIII-198/2019/224, date-12.04.2020" The bids will be opened at 15.30 Hrs on the same day in the presence of representatives of the bidders if any.
2. The rates and specifications quoted by the tenderers shall be strictly as per the Performa attached as Annexure -02 and 03 otherwise their quote will be liable for rejection.

3. The bids sent through normal post or courier or Fax or e-mail shall not be considered.
4. All the documents submitted by the tenderers shall be serially numbered.
5. Central University of Odisha, Koraput reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
6. The blank bid documents may be downloaded from the University Website [www.cuo.ac.in](http://www.cuo.ac.in)
7. Tenders / Bids must be valid for 120 days from the date of opening of tender.
8. The quantity required may vary as per the requirement of the University.
9. All documents submitted by the bidders shall be serially numbered.
10. **Maintenance Period:** The Water Cooler cum Purifier will be under CMC for a period of one year. The tenderer shall attend the complaints if any within 48 hrs/ two working days after lodging complaint. Also the tenderes are required to undertake periodical maintenance of all Water Cooler cum Purifier and peripherals under CMC at least once in every month and obtain a certificate from the concerned authorities of the University.
11. **Penalty:** If the bidder fails to perform the services by the specified date, penalty at the rate of 1% per week of the total Contract / Purchase Order value subject to the maximum of 10% will be deducted.
12. **Payment:** Your payment for CMC will be released in three equal installments after completion of every Quarter.
13. **Security Deposit (Performance Security Deposit):** The successful tenderer shall deposit @5% of the total contract value as Security Deposit within 07 days from the date of issue of Work Order, in the form of Demand Draft issued by any Nationalized Bank, drawn in favor of Central University of Odisha payable at Koraput.
14. **Settlement of Disputes:** In the event of any dispute or differences between the Central University of Odisha and the bidder, arises out of non-maintenance properly, shall be referred to the Vice-Chancellor, Central University of Odisha, Koraput who may decide the matter himself or may appoint Arbitrator under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. All disputes shall be subject to jurisdiction of courts at Odisha only.
15. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender and issue of Work Order to the successful tenderer. The EMD of the successful tenderer will be returned on submission of Security Deposit of the required value.

16. **Condition of goods:** The bidder/ tenderer shall undertake the repair and maintenance of Water Cooler cum Purifier without any defect whatsoever to the satisfaction of the University. Any deviation in repair and maintenance of Water Cooler cum Purifier from the accepted terms and conditions is liable to be rejected and the tenderer need to repair on free of cost in the specified form to the satisfaction of the University.

Sd/-  
REGISTRAR

**BIDDERS' PROFILE**

1. Name of the Tenderer/ Bidder :
2. Full Address of the tenderer / bidder :
3. Contact details of tenderer / bidder :
  - a. Telephone No.
  - b. Mobile No.
  - c. Fax No.
  - d. E-mail id
4. Details of Earnest Money Deposit :
  - a. Value of DD
  - b. D.D. No. & Date
  - c. Issuing Bank
5. Details of cost of tender document :
  - a. Value of D.D.
  - b. D.D. No. & date
  - c. Issuing Bank
6. List of Documents enclosed :

Sl. No.	Details of document		Whether photocopies of the documents enclosed (please √tick)
1.	License / Registration No.		Yes / No
2.	Dealership Distributorship Certificate No.		Yes / No
3.	Details of Purchase Orders, Completion Certificate (Name of the organization, value, work / supply completion date)		Yes / No
4.	Income Tax Return	2018-17	Rs.
		2017-18	Rs.
		2018-19	Rs.
			Yes / No

5.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2015-16	Rs.	Yes / No
		2016-17	Rs.	
		2017-18	Rs.	
6.	Bank Account No. Bank Name & Branch			Yes / No
7.	PAN No.			Yes / No
8.	GST Reg. No.			Yes / No

7. Validity period of the Bid / Quotation :

8. Additional information, if any proposed to be furnished by the tenderer:

Certified that all the terms and conditions of tender document are accepted.

Date :

Authorized Signatory

Place :

Full name :

Designation:

Seal:

**BILL OF QUANTITIES**

Name of the work: **Comprehensive Maintenance Contract for Water Cooler cum Purifier at Central University of Odisha, Sunabeda Koraput**

Sl No.	Description of Items	Qty	Unit	Rate (Rs.)	Amount (Rs.)
1.	Water Cooler cum Purifier Make: Blue Star Model No: SWCSDLX680UVA (Full Stainless Steel) 80 liters storage and 60 liters cooling capacity	29	Nos		
Total (₹)					

(Total Amount in Words Rupees \_\_\_\_\_)

GST will be as per Government India Rules.

Note: Quote with special conditions having additional financial implications on the University will not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :

Signature of authorized person

Place :

Full name :

Designation:

Seal: