



**THE SAKALA**

Rourkela - 05 Dec 2025 - Page 7

storage unit for fisheries. Interested firms are requested to submit their Expression of Interest (EOI) to receive the detailed RFP by emailing [procurement@igsss.net](mailto:procurement@igsss.net) within 15 days. For more information, please contact 9711387171/7978102371.

**OFFICE OF THE PRINCIPAL S.D. WOMEN'S COLLEGE RAJGANGPUR**

No./610/sdwc/NAAC/25

Date: 04.12.2025

### **QUATATION CALL NOTICE**

Sealed quotations are invited from registered manufacturers / suppliers/ dealers / firms / Contractors having a valid **GST Certificate** and **Authorisation Certificate** from the manufacturer / service provider for the supply of Round Table, Executive Chairs, Air Conditioners, Wall-Mounted Cupboards, Desktops, and Laptops.

The quotations must reach the undersigned on or before **15.12.2025 by 5:00 PM**.

For detailed specifications, please visit our college website: [www.sdwcrgp.ac.in](http://www.sdwcrgp.ac.in)

**Sd/- PRINCIPAL, S.D. WOMEN'S COLLEGE, RAJGANGPUR**



**SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR**

*(Under the Department of Higher Education, Government of Odisha)*

---

**REQUEST FOR PROPOSAL (RfP)**

***To Select Supplier for Supply & Installation of items for Development of SAMS Lab / IT Lab for Practical purposes of all Subjects in all Streams -2025-26-FY***

---

**Including:**

- Round Table
- Executive Chairs
- Air Conditioners (Split Type)
- Wall-Mounted Cupboards
- Desktop Computers
- Laptop Computer

---

**Request for Proposal No (RfP):**

**1616 / SDWC / HE / NAAC / 2025-26 / 01**

**Date: 05-12-2025**

---

**Issued by:**

**Principal**

**S. D. Women's College**

**Rajgangpur, Sundargarh**

**ODISHA – 770017**

*Shree Beura*  
05/12/25  
Principal  
Sarbati Devi Women's College  
Rajgangpur, 770017

### FORM T 5: MINIMUM REQUIRED SPECIFICATIONS COMPLIANCE SHEET

The interested firm(s) shall confirm that the materials and specifications proposed for supply fully comply with the minimum technical specifications outlined below.

Any deviations, if applicable, from the specified minimum technical requirements must be clearly stated and justified by the firm(s) in their proposal.

SI No	Minimum required specification	Compliance (Yes/No)	Deviations
01	Round Table		
02	Executive Chairs		
03	Air Conditioners (Split Type)		
04	Wall-Mounted Cupboards		
05	Desktop Computers		
06	Laptop Computer		

#### Technical Specification, Quantity & Estimated Cost of the required equipment

SI No.	ITEM	SPECIFICATION	QUANTITY	Estimated Cost
01	Round Table	Detailed Specifications given in Enclosure below: Annexure – 1 (T 5)	02 pcs	5,00,000 / -
02	Executive Chairs		14 pcs	
03	Air Conditioners (Split Type)		02 sets	
04	Wall-Mounted Cupboards		01 pc	
05	Desktop Computers		02 sets	
06	Laptop Computer		02 sets	

*[Signature]*  
Principal  
Sarbat Devi Women's College  
Rajgangpur, -770017  
05/12/25



**Annexure – 1 (T 5)**

Sl. No.	Item	Quantity	Detailed Specifications
01	Round Table	02 pcs	<b>Size: 7' (L) × 4' (B) × 2'6" (H)</b> <b>Material: 19 mm waterproof plywood with sun mica finish</b>
02	Executive Chair (Office Use):	14 pcs	<ul style="list-style-type: none"> <li>• High-back/ergonomic design with cushioned seat and backrest</li> <li>• Adjustable height mechanism</li> <li>• Tilting and reclining feature</li> <li>• Chrome /metal base with smooth-rolling wheels</li> <li>• Durable upholstery (leatherette/fabric) with premium finish</li> <li>• Strong armrests for comfortable support</li> </ul>
03	Air Conditioners (Split Type)	02 sets	<ul style="list-style-type: none"> <li>• Capacity: 1.5 Ton / 2 Ton (as required)</li> <li>• Star Rating: 3-Star / 5-Star energy-efficient model</li> <li>• Compressor: Inverter compressor with variable speed operation</li> <li>• Cooling Features: Fast cooling, uniform air distribution</li> <li>• Condenser: 100% copper condenser for durability</li> <li>• Refrigerant: Eco-friendly refrigerant (R32 / R410A)</li> <li>• Additional Features: <ul style="list-style-type: none"> <li>○ Noise-free operation</li> <li>○ Anti-dust / antibacterial filters</li> <li>○ Auto-restart function</li> <li>○ Remote control operation</li> </ul> </li> <li>• Accessories Included: Standard installation kit with copper pipe, drain pipe, and mounting brackets</li> </ul>
04	Wall-Mounted Cupboards	01 pc	<ul style="list-style-type: none"> <li>• Material: 19 mm waterproof plywood with sun mica - laminated finish</li> <li>• Design: Wall-mounted storage units with sturdy shelves</li> <li>• Dimensions: 11' (L) × 2' (B) × 11'6" (H)</li> <li>• Hardware: <ul style="list-style-type: none"> <li>○ High-quality hinges</li> <li>○ Locking system with handle</li> <li>○ Soft-closing door mechanism (if required)</li> </ul> </li> <li>• Finish: Smooth, durable surface with edge banding</li> <li>• Additional Features: <ul style="list-style-type: none"> <li>○ Adequate load-bearing capacity</li> <li>○ Moisture- and termite-resistant construction</li> </ul> </li> <li>• Features: Locking system with door and handle; overall premium finishing.</li> </ul>
05	AIO (All-in-One) Desktop Computers	02 sets	<b>AIO Desktop Computer: HP or any equivalent brand</b> <ul style="list-style-type: none"> <li>• Processor: Intel Core i3 / i5 (12th Gen or higher)</li> <li>• RAM: 16 GB DDR4 (expandable or higher)</li> <li>• Storage: 500 GB SSD / 1 TB SSD</li> <li>• Display: 21.5" or 23.8" Full HD LED display</li> <li>• Operating System: Windows 11 Home / Pro (genuine)</li> <li>• Graphics: Integrated Intel UHD/Intel Iris Graphics</li> <li>• Connectivity: <ul style="list-style-type: none"> <li>○ Wi-Fi &amp; Bluetooth, USB 2.0 / USB 3.0 ports, HDMI, LAN port</li> </ul> </li> <li>• Camera &amp; Audio: <ul style="list-style-type: none"> <li>○ Built-in HD webcam, Built-in speakers, and microphone</li> </ul> </li> <li>• Keyboard &amp; Mouse: Wired/Wireless (included)</li> <li>• Power Backup: Compatible with 600 VA / 360 W UPS</li> <li>• Additional Features: <ul style="list-style-type: none"> <li>○ Pre-installed essential drivers and software</li> <li>○ Energy-efficient performance and low heat generation</li> </ul> </li> </ul>



06	Laptop Computer	02 sets	<ul style="list-style-type: none"> <li>- Model: HP 240 G10 or other equivalent brand</li> <li>- Processor: Intel Core i7, 13th Gen (1355U)</li> <li>- Display / Monitor Size: 14 inches or higher</li> <li>- RAM: 32 GB or higher</li> <li>- Storage: 1 TB SSD or higher</li> <li>- Operating System: Windows 11 Pro or higher</li> </ul>
----	-----------------	---------	---

**Instructions:**

1. Firms must specify their rates individually for each item.
2. The brand name and complete technical specifications offered must be clearly mentioned.
3. Separate rates should be submitted for different brands and different technical configurations.
4. All taxes, warranty details, delivery period, and terms & conditions must be clearly stated.
5. The College authority reserves the right to accept or reject any quotation without assigning any reason thereof.

  
 Principal 05/12/24  
 Sarbati Devi Women's College  
 S D Women's College Raigangpur  
 Raigangpur, Raigangpur



**SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR**

*(Under the Department of Higher Education, Government of Odisha)*

---

**REQUEST FOR PROPOSAL (RfP)**

***To Select Supplier for Supply & Installation of items for Development of SAMS Lab / IT Lab for Practical purposes of all Subjects in all Streams -2025-26-FY***

---

**Including:**

- Round Table
  - Executive Chairs
  - Air Conditioners (Split Type)
  - Wall-Mounted Cupboards
  - Desktop Computers
  - Laptop Computer
- 

**Request for Proposal No (RfP):**

**1616 / SDWC / HE / NAAC / 2025-26 / 01**

**Date: 05-12-2025**

---

**Issued by:**

**Principal**

S. D. Women's College  
Rajgangpur, Sundargarh

**ODISHA – 770017**

### **SECTION 1 : SCHEDULE OF RFP**

<b>SI No</b>	<b>Particulars</b>	<b>Details</b>
01	Request for Proposal No	<b>1616 / SDWC / HE / NAAC / 2025-26 / 01</b>
02	Date of issue of RfP	<b>05-12-2025</b>
03	Name of the RfP issuer (Principal)	Principal, <b>S D Women's</b> College, Rajgangpur, Sundargarh-770017
04	Scope of work	Supply & Installation of <b>Round Table, Executive Chairs, Air Conditioners (Split Type), Wall-Mounted Cupboards, Desktop Computers, Laptop Computer</b>
05	Method of selection	Least Cost Selection Method
06	Deadline for submission of Pre-Proposal query	12-12-2025 by 12 noon
07	Pre-Proposal Meeting	14-12-2025 at 10 am
08	Issue of Pre-Proposal clarifications (if any)	14-12-2025 by 10 am
09	Last date for submission of proposals	<b>15-12-2025 by 2.00 pm</b>
10	Date of opening of Technical Proposals	17-12-2025 at 10:00 am
11	Date of Opening of Financial Proposals	<b>18-12-2025 at 10:00 am</b>
12	Earnest money Deposit (EMD): Refundable for unsuccessful Firms	2% Of Estimated Cost
13	Performance Security (To be submitted by the L1 firm only)	3% of the L1estimatedValue
14	Address/Venue for submission / Opening of such Proposals.	Office of the Principal, <b>S D Women's</b> College , Rajgangpur, Sundargarh- 770017

**Note:** *In case of any change in the scheduled date due to unforeseen circumstances, the event may be rescheduled to the next available working day or to a date as decided by the Principal.*

# OFFICE OF THE PRINCIPAL, S. D. WOMEN'S COLLEGE, RAJGANGPUR

## Invitation for Proposals

The Principal, S.D. Women's College, Rajgangpur, hereby invites proposals from reputed and eligible firms located within the state of Odisha for the selection of a supplier for the **supply and installation of Items for Development of SAMS Lab / IT Lab for Practical purposes of all Subjects in all Streams -2025-26-FY**. The required items include **Round Table, Executive Chairs, Air Conditioners (Split Type) , Wall-Mounted Cupboards, Desktop Computers, Laptop Computer**.

This procurement is being undertaken under the aegis of the **Department of Higher Education, Government of Odisha**, and the installation is to be carried out at the premises of **S.D. Women's College, Rajgangpur**.

### **Instructions to Bidders**

- 1) The selection of the firm will be carried out under the "**Least Cost Selection**" method, as per the criteria specified in the Request for Proposal (RfP) document.
- 2) The proposal must be **complete in all respects** as specified in the RfP and must be accompanied by all required financial instruments as mentioned therein.
- 3) An **Earnest Money Deposit (EMD)** must be submitted in the form of a **Demand Draft**, drawn in favour of *Principal, S.D. Women's College, Rajgangpur*, payable at any scheduled commercial bank. **Proposals without EMD will be summarily rejected.**
- 4) A **Performance Security** must be submitted by the successful (L1) bidder **after the issuance of the Letter of Intent (LoI)**.
- 5) Proposals will be **opened in the presence of designated/authorized representatives** of the interested firms, on the scheduled date and time at the venue specified in the **Schedule of the RfP**. Representatives must carry an **authorization letter** from their respective firms to attend the opening.
- 6) Interested firms may obtain the RfP document from the official college website: <https://www.sdwcrgp.ac.in/> and are required to submit their proposals in a **sealed envelope**, in accordance with the instructions specified in the RfP document.
- 7) Participating firms must **agree to all technical and commercial terms and conditions** stipulated in the RfP document.
- 8) The **undersigned reserves the right to cancel the RfP process at any stage** without assigning any reason or issuing prior notice.



### **SECTION 3: SCOPE OF WORK**

- 1) The scope of work shall include the **supply and installation of Items for Development of SAMS Lab / IT Lab for Practical purposes of all Subjects in all Streams -2025-26-FY**, as per the requirements of the college. All items must be delivered **within fifteen (15) days** from the date of issuance of the **Supply Order**.
- 2) The supplier shall ensure **timely delivery and installation** of all items at the **college campus**. No extension of the delivery timeline shall be permitted **without valid justification and prior written approval** from the Principal.
- 3) Upon successful delivery and installation of all required items, the supplier is obligated to provide **training and demonstration** to the designated college staff to ensure effective use of the equipment.
- 4) If any issue arises with the items after installation, training, or demonstration, the **principal shall notify the supplier in writing** for necessary corrective actions.
- 5) After successful resolution of all issues and completion of installation, training, and demonstration, the supplier shall submit the **final invoice**. *The college will initiate the payment process within fifteen (15) working days from the date of completion and acceptance of the supplied goods.*

#### **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"><li>• Certificate of Incorporation / Registration</li><li>• Partnership deed</li><li>• GST Registration</li><li>• PAN</li></ul>
2	Experience	Interested firms altogether must have supplied goods as mentioned in the RfP at least once to any of the offices/colleges/universities.	Supply Order copies.
3	Turnover	During last three financial years i.e. FY 2022-23, 2023-24, 2024-25, 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"><li>• Audited balance sheet and "Profit &amp; Loss account" along with all schedules certified by a practicing Chartered Accountant.</li><li>• Acknowledgement of Income tax returns</li></ul>

4	EMD: (EMD of unsuccessful firms will be returned immediately)	The interested firm should submit EMD.  EMD value should be fixed by the college @ 2% of the total supply order value estimated by the college.	Demand Draft in favour of Principal of the College.
5	EMD relaxation criteria.	Firms registered under MSME are exempted from submitting the EMO.	Bid Security declaration and MSME / Start Ups proof.
6	Performance Security	3% of the L1 value.	Demand Draft from a scheduled commercial Bank OR A Fixed Deposit OR A Bank Guarantee pledged in the name of "Principal of the S D Women's College, Rajgangpur"
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 "FORMT 4".

## 2. VALIDITY OF THE PROPOSAL

- The proposal submitted by the interested firms shall remain valid for a period of one year.
- The selected firms must supply and install the required quantity of goods at the approved rate within 15 days of receiving the 'Supply Order' from the college.
- Failure to comply with this requirement may result in the disengagement of the selected firm, and the firm ranked **L2** may be invited to supply the goods 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, College Name only through e-Mail at <sdwcrgp@gmail.com> within the stipulated date & time mentioned in the RfP document.
- Clarifications to the above will be hosted in the official website of college, after the pre-proposal meeting, as per the schedule mentioned in the 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.

- j) A sealed master envelope bearing the name, address, phone number, and email id of firm along with the RfP name & number should contain in separate sealed envelopes i.e.:
  - a) Technical Proposal
  - b) Financial Proposal
- k) The sealed "Technical Proposal" must contain the required supporting documents as per the sequence mentioned below:
  - a) EMO through Demand Draft only.
  - b) 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.
  - c) EMD deposited by the unsuccessful firms will be returned immediately.
  - d) EMO 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:

- a) Copy of Certificate of Incorporation/ Registration
- b) Copy of PAN
- c) Copy of Goods and Services Tax Identification Number (GSTIN)

**FORM T 3:** Experience Details.

**FORM T 4:** Self declaration from the firm confirming not have been banned/ blacklisted/ debarred/suspended.

**FORM T 5:** Technical Specifications Compliance Sheet.

**FORM T 6:** Financial Turnover Details along with:

- a) Copies of audited balance sheet, Profit & Loss account and all schedules certified by the Chartered Accountant.
- b) Copies of IT Return for the last three financial year i.e. FY 2022-23, 2023-24, 2024-25.

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

The sealed "Financial Proposal" must contain:

- a) The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.
- b) No alternation/ modification / overwriting / corrections in the format shall be accepted.
- c) 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 a unforeseen situation. Submission of proposal through any other mode will not be accepted.



## **5. OPENING OF PROPOSALS**

- a) 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.
- b) Only one representative with proper authorization letter from the participating firm will be allowed to attend the tender opening meeting.

## **6. DISQUALIFICATION/REJECTION OF PROPOSAL**

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

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

## **7. EVALUATION OF PROPOSALS**

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

### **A. Technical Evaluation**

- a) 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.
- b) 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 in "Form T5" the RfP document.

### **B. Financial Evaluation**

- a) 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

- b) "Least Cost Selection Method" will be followed.
- c) The firm, who submits the lowest financial price proposal shall be declared HS the "L 1" bidder and shall be communicated for further process leading to Issue of "Supply Order".

## **8. AWARD OF CONTRACT**

- a) The L1 bidder will be notified by the PRINCIPAL in writing by Issuing a "Letter of Intent "(**Lol**) and will be asked to acknowledge the "Letter of Intent (Lol)" and to submit the "Performance Security" within 15 days of issuance of the Lol".
- b) The "Performance Security" is unconditional and irrevocable.
- c) Performance Security amount is mentioned at Para 1 of "Section 4" and the Performance Security must remain valid till warranty period of the goods.
- d) 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.
- e) 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 L2 position in the financial bid will be awarded with contract, after submission of the required Performance Security amount & EMD.
- f) 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**

### **a) Conflict Of Interest Exists in the Event Of:**

- (i) Firms who have a business or family relation with the PRINCIPAL, directly or indirectly.
- (ii) 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.

### **b) Disclosure:**

- (i) 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.
- (ii) 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.

(iii) Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to;

- I. *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.*
- II. *Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.*
- III. *Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.*

**c) Anti-Corruption Measure:**

- (i) 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.
- (ii) 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.

**d) Force Majeure:**

- (i) 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.
- (ii) 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.
- (iii) If a Force Majeure situation arises, the selected firm shall promptly notify PRINCIPAL in writing of such condition, the cause hereof 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.
- (iv) 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 right to cancel the contract without any obligation to compensate the selected firm in any manner for whatever reason.



- (v) 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.

**e) Governing Laws:**

- (i) 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 L2 bidder in the financial bid.
- (ii) In such case of premature cancellation, the contract the PRINCIPAL reserves the right to withhold the Performance Security.
- (iii) 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.
- (iv) All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

**SECTION 5: FORM**  
**FORM T 1 – TECHNICAL PROPOSAL SUBMISSION FORM**

To  
The Principal  
S.D. Women's College  
Rajgangpur, Sundargarh  
Pin Code: 770017

**Subject: *Submission of Technical Proposal for Supply & Installation of items for Development of SAMS Lab / IT Lab for Practical purposes of all Subjects in all Streams -2025-26-FY***

Dear Sir,

I, the undersigned, hereby offer to participate in the selection process for the Supply & Installation of **Round Table, Executive Chairs, Air Conditioners (Split Type) , Wall-Mounted Cupboards, Desktop Computers, Laptop Computer** at S.D. Women's College, Rajgangpur, in accordance with your RfP No.\_\_\_\_\_.

I am hereby submitting our Technical Proposal, which includes the EMD, Technical Proposal, and Financial Proposal, each sealed in separate envelopes. I hereby declare that all the information and statements made in the Technical and Financial Proposals are true and correct. I understand and accept that any misrepresentation or incorrect information may lead to disqualification of our proposal.

I further unconditionally undertake to abide by all the terms and conditions as stipulated in the RfP documents. In case any provision of the RfP is violated, your esteemed institution shall, without prejudice to any other right or remedy, be at liberty to reject our proposal and forfeit the entire EMD amount.

Yours faithfully,

Authorized Signatory  
(Signature with Date and Official Seal)  
Name of the Firm:  
Address:  
Contact Details:

## **FORM T 2: ORGANISATION'S DETAILS**

Sl. No	Particular	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 T3: EXPERIENCE DETAILS

Sl. No.	Name of the University/College/Department/Office to whom materials supplied	Quantity of Materials Supplied	Date of Receipt Work Order with reference number	Date of supply of goods/items	Remarks if any
1					
2					
3					
4					

**Yours faithfully,**

*Authorized Signatory of the firm with Date and Seal*

## **FORM T 4: SELF-DECLARATION FOR NOT BLACKLISTED**

To,  
The Principal  
S.D. Women's College, Rajgangpur  
AT/PO: Rajgangpur,  
Dist.: Sundargarh – 770017

Subject: Self-Declaration for Not Being Blacklisted

Reference: RfP No: \_\_\_\_\_

Sir,

I / We, \_\_\_\_\_, hereby confirm that our firm/organization has not been banned, blacklisted, debarred, or suspended by the World Bank, Central Government, State Government, any Central or State Public Sector Undertakings, or any Central/State Government Universities or Colleges as on date.

This declaration is made in compliance with the terms and conditions of the above-referenced RFP.

Yours faithfully,

Authorized Signatory  
(Signature with Date and Official Seal)  
Name of the Firm:  
Address:  
Contact Details:

## FORM T 5: MINIMUM REQUIRED SPECIFICATIONS COMPLIANCE SHEET

The interested firm(s) shall confirm that the materials and specifications proposed for supply fully comply with the minimum technical specifications outlined below.

Any deviations, if applicable, from the specified minimum technical requirements must be clearly stated and justified by the firm(s) in their proposal.

SI No	Minimum required specification	Compliance (Yes/No)	Deviations
01	Round Table		
02	Executive Chairs		
03	Air Conditioners (Split Type)		
04	Wall-Mounted Cupboards		
05	Desktop Computers		
06	Laptop Computer		

### Technical Specification, Quantity & Estimated Cost of the required equipment

SI No.	ITEM	SPECIFICATION	QUANTITY	Estimated Cost
01	Round Table	Detailed Specifications given in Enclosure below: Annexure – 1 (T 5)	02 pcs	5,00,000 / -
02	Executive Chairs		14 pcs	
03	Air Conditioners (Split Type)		02 sets	
04	Wall-Mounted Cupboards		01 pc	
05	Desktop Computers		02 sets	
06	Laptop Computer		02 sets	

Principal  
S D Women's College,  
Rajgangpur

**Annexure – 1 (T 5)**

Sl. No.	Item	Quantity	Detailed Specifications
01	Round Table	02 pcs	<b>Size:</b> 7' (L) × 4' (B) × 2'6" (H) <b>Material:</b> 19 mm waterproof plywood with sun mica finish
02	Executive Chair (Office Use):	14 pcs	<ul style="list-style-type: none"><li>• <b>High-back/ergonomic design</b> with cushioned seat and backrest</li><li>• <b>Adjustable height mechanism</b></li><li>• <b>Tilting and reclining feature</b></li><li>• <b>Chrome /metal base with smooth-rolling wheels</b></li><li>• <b>Durable upholstery</b> (leatherette/fabric) with premium finish</li><li>• <b>Strong armrests</b> for comfortable support</li></ul>
03	Air Conditioners (Split Type)	02 sets	<ul style="list-style-type: none"><li>• <b>Capacity:</b> 1.5 Ton / 2 Ton (as required)</li><li>• <b>Star Rating:</b> 3-Star / 5-Star energy-efficient model</li><li>• <b>Compressor:</b> Inverter compressor with variable speed operation</li><li>• <b>Cooling Features:</b> Fast cooling, uniform air distribution</li><li>• <b>Condenser:</b> 100% copper condenser for durability</li><li>• <b>Refrigerant:</b> Eco-friendly refrigerant (R32 / R410A)</li><li>• <b>Additional Features:</b><ul style="list-style-type: none"><li>○ Noise-free operation</li><li>○ Anti-dust / antibacterial filters</li><li>○ Auto-restart function</li><li>○ Remote control operation</li></ul></li><li>• <b>Accessories Included:</b> Standard installation kit with copper pipe, drain pipe, and mounting brackets</li></ul>
04	Wall-Mounted Cupboards	01 pc	<ul style="list-style-type: none"><li>• <b>Material:</b> 19 mm waterproof plywood with sun mica - laminated finish</li><li>• <b>Design:</b> Wall-mounted storage units with sturdy shelves</li><li>• <b>Dimensions:</b> 11' (L) × 2' (B) × 11'6" (H)</li><li>• <b>Hardware:</b><ul style="list-style-type: none"><li>○ High-quality hinges</li><li>○ Locking system with handle</li><li>○ Soft-closing door mechanism (if required)</li></ul></li><li>• <b>Finish:</b> Smooth, durable surface with edge banding</li><li>• <b>Additional Features:</b><ul style="list-style-type: none"><li>○ Adequate load-bearing capacity</li><li>○ Moisture- and termite-resistant construction</li></ul></li><li>• <b>Features:</b> Locking system with door and handle; overall premium finishing.</li></ul>
05	AIO (All-in-One) Desktop Computers	02 sets	<b>AIO Desktop Computer:</b> HP or any equivalent brand <ul style="list-style-type: none"><li>• <b>Processor:</b> Intel Core i3 / i5 (12th Gen or higher)</li><li>• <b>RAM:</b> 16 GB DDR4 (expandable or higher)</li><li>• <b>Storage:</b> 500 GB SSD / 1 TB SSD</li><li>• <b>Display:</b> 21.5" or 23.8" Full HD LED display</li><li>• <b>Operating System:</b> Windows 11 Home / Pro (genuine)</li><li>• <b>Graphics:</b> Integrated Intel UHD/Intel Iris Graphics</li><li>• <b>Connectivity:</b><ul style="list-style-type: none"><li>○ Wi-Fi &amp; Bluetooth, USB 2.0 / USB 3.0 ports, HDMI, LAN port</li></ul></li><li>• <b>Camera &amp; Audio:</b><ul style="list-style-type: none"><li>○ Built-in HD webcam, Built-in speakers, and microphone</li></ul></li><li>• <b>Keyboard &amp; Mouse:</b> Wired/Wireless (included)</li><li>• <b>Power Backup:</b> Compatible with <b>600 VA / 360 W UPS</b></li><li>• <b>Additional Features:</b><ul style="list-style-type: none"><li>○ Pre-installed essential drivers and software</li><li>○ Energy-efficient performance and low heat generation</li></ul></li></ul>

06	Laptop Computer	02 sets	<ul style="list-style-type: none"> <li>- Model: HP 240 G10 or other equivalent brand</li> <li>- Processor: Intel Core i7, 13th Gen (1355U)</li> <li>- Display / Monitor Size: 14 inches or higher</li> <li>- RAM: 32 GB or higher</li> <li>- Storage: 1 TB SSD or higher</li> <li>- Operating System: Windows 11 Pro or higher</li> </ul>

**Instructions:**

1. Firms must **specify their rates individually** for each item.
2. The **brand name** and **complete technical specifications** offered must be clearly mentioned.
3. Separate rates should be submitted for different brands and different technical configurations.
4. All taxes, warranty details, delivery period, and terms & conditions must be clearly stated.
5. The College authority reserves the right to **accept or reject any quotation** without assigning any reason thereof.

Principal  
S D Women's College,  
Rajgangpur



### **FORM T 6: FINANCIAL TURNOVER DETAILS**

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

SI No	Financial Year	Turnover in INR
01	2022-2023	
02	2023-2024	
03	2024-2025	
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  
S D Women's College, Rajgangpur, Sundargarh- 770017.

Sub: Submission Of financial proposal to select supplier for " ***Supply & Installation of items for Development of SAMS Lab / IT Lab for Practical purposes of all Subjects in all Streams -2025-26-FY i.e. Round Table, Executive Chairs, Air Conditioners (Split Type), Wall-Mounted Cupboards, Desktop Computers, Laptop Computer*** at the premises of **S.D. Women's College, Rajgangpur**".

Ref: RfP No... .... & Date.....

Dear Sir,

I, the undersigned, hereby submitting the Financial Proposal to select supplier for " **supply and installation of IT infrastructure: Desktop Computers with UPS, MFP Printers, LED TVs, wireless microphones, and cameras for virtual meetings, as well as Internet facilities** at the premises of **S.D. Women's College, Rajgangpur** in accordance Of Rfp No .....

I, hereby declare that all the Financial Figures mentioned in 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	Number of Items	Remarks
01			

The other charges (\*) may include:

- 1) All necessary accessories like cables, Wires, Pipes etc which are instrumental for installation.
- 2) The transportation/ material handling cost for delivering and installing the required numbers of materials at the college Premises.

Yours faithfully

Place and Date:

Authorized signatory of the  
firm with date and seal

## Form-F 2: Financial Bid

Tender Notice Number

Date:

The unit rate/value must be quoted below, exclusive of all applicable taxes and duties. The applicable tax percentage and corresponding tax amount must be stated separately. The Price Bid will be evaluated based on the total value of the equipment, exclusive of taxes and duties.

Sl No	Item Description	Quantity	Unit rate in figure (Rs.)	Unit rate in words (Rs.)	Total Value (Rs.)
1					
2					
3					
4					
5					

**(A) Total value:**

% of GST		GST amount	
% of other duties		Other duty amount	

*Note: Amount mentioned in "A" Total value will be considered for the financial Bid evaluation. Tax amount will not be considered for evaluation.*

Signature of witness

Signature of the Bidder

Date:

Date:

Place:

Company Seal

Place:

**SECTION 7**  
**(Certificate Of willingness to be submitted by all firms)**

To

The principal  
S D Women's College, Rajgangpur, Sundargarh -770017

Sub: Submission Of willingness certificate for ***Supply & Installation of items for Development of SAMS Lab / IT Lab for Practical purposes of all Subjects in all Streams -2025-26-FY i.e. Round Table, Executive Chairs, Air Conditioners (Split Type) , Wall-Mounted Cupboards, Desktop Computers, Laptop Computer*** at the premises of **S.D. Women's College, Rajgangpur**

Sir

I am to inform you that my firm ..... Is ready to supply and

.....  
.....  
.....

install within 15 days of receipt of work order from the college selected under ***Development of SAMS Lab / IT Lab for Practical purposes of all Subjects in all Streams - 2025-26-FY***, if my firm is elected as L1. bidder during selection of tender.

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

Yours faithfully

Place and Date:

Authorized signatory of the firm with date and seal

**ANNEXURE 1**  
**(Proposal Submission Check List)**

<b>Sl No</b>	<b>Description</b>	<b>Submitted (Yes/No)</b>
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	