



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
GHATIKIA, MAHALAXMI VIHAR, BHUBANESWAR-751 029**

Tender Notice No. **OUTR/SBSH/Chy/Chem-RateContract/2025-26/02**

Date: 08/05/2025

NOTICE INVITING TENDER

Odisha University of Technology and Research, Bhubaneswar invites on line Tenders through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> under two bid systems from Original Manufacturers (OEM)/Distributor/ Authorized Dealers for “Annual Rate Contract for Supply of laboratory Chemicals, Bio Chemicals, Lab ware, Glassware and Plastic wares **at OUTR**”, details of which are available through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>. The tenderers must possess valid up-to-date GST /income tax clearance etc. The detailed information which may be downloaded from the website www.outr.ac.in and <https://tendersodisha.gov.in>. The cost of the tender documents and EMD with a cover should be delivered by **Speed Post/Registered Post or Courier only before last date of submission addressing to The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029 mentioning the name of the tender, due date and time.** The last date, time of Tender documents is **04/06/2025 up to 6.00 PM** and will be opened on the next day i.e. on **05/06/2025 at 11:00 AM.**

The authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.

IMPORTANT: Prospective bidders are advised to regularly visit the University website and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced on the University website and e-procurement Odisha portal.

REGISTRAR

Tender Notice No. **OUTR/SBSH/Chy/Chem-Rate Contract/2025-26/02**

Date: 08 /05/2025

**BIDDING DOCUMENTS FOR ANNUAL RATE CONTRACT FOR SUPPLY OF
LABORATORY CHEMICALS, BIO CHEMICALS, LABWARE, GLASSWARE AND
PLASTIC WARES**

AT OUTR



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, P.O.: Mahalaxmivihar,
BHUBANESWAR -751029, INDIA**

NOTICE INVITNG TENDER

The Registrar, Odisha University of Technology and Research (OUTR), Bhubaneswar invites online tenders through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> in two bid systems from reputed Original Manufacturers (OEM)/ Distributor/ Authorized Dealers for “Annual Rate Contract for Supply of laboratory Chemicals, Bio Chemicals, Lab ware, Glassware and Plastic wares at **OUTR Bhubaneswar**. Interested eligible Bidders may obtain detail information and list of items with technical specifications from the website of the University www.outr.ac.in and <https://tendersodisha.gov.in>

Critical Information

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/SBSH/Chy/Chem-Rate Contract/2025-26/02 Date: 08/05/2025
2	Period during which tender document will be available on website www.outr.ac.in and https://tendersodisha.gov.in	09/05/2025, 6.00 p.m. to 04/06/2025, 6.00 p.m.
3	Tender Fee(Non- Refundable)	Rs. 1,000/- (Rupees One thousand only) by Demand Draft to be drawn in favour of " (Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
4	Bid security (EMD) : (refundable but Non-interest bearing) ; EMD Amount (Will be accepted only through D.D/Pay Order*/ Banker's Cheque. The bid security is exempted to the MSE bidders only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 20,000/-(Rupees Twenty thousand only) by Demand Draft to be drawn in favour of " (Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
5	Type of Bid	Two Bid ; Cover I - Technical Bid Cover II - Price Bid as per the format
6	Date of publishing and time	09/05/2025 at 6.00 p.m.
7	Document downloaded start date and time	10/05/2025 from 10.00 a.m.
8	Last date & time for uploading of tender	04/06/2025 upto 6.00 p.m.
9	Date & time of opening of Technical Bid	05/06/2025 at 11.00 a.m.
10	Date & time of opening of Financial Bid	Through the e-tender portal to be intimated later by e-mail/ whatsapp to the technically qualified bidders
11	Period of Contract	365 days
12	Warranty	Defective items should be replaced within a week from the date of intimation
13	Validity of Tender	120 days from the date of opening of technical bid
14	Performance Guarantee	Rs. 20,000/-

15	Delivery	30 Days from the date of Purchase Order
16	For any technical query please contact	Prof. B.R. Das, Head, School of Basic Sc. & Humanities (Chemistry), Ph. No. 9337673699, e mail : hodchemistry@outr.ac.in
17	DD towards EMD and Tender document fee should be sent addressing to	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

1.2. Please refer eProcurement Tenders Odisha system generated DATE SHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website www.outr.ac.in & <https://tendersodisha.gov.in>

1.4 The bidders may submit their bid only through uploading in the eProcurement Tenders Odisha Portal <https://tendersodisha.gov.in>. **No bids received by post or by hand or by FAX/E-mail would be considered for evaluation.**

1.5 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

2. Instructions for Online Bid Submission

2.1 The bidders are required to submit soft copies of their bids electronically on the eProcurement Tenders Odisha Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the eProcurement Tenders Odisha Portal, prepare their bids in accordance with the requirements and submitting their bids online on the eProcurement Tenders Odisha Portal.

2.2 More information useful for submitting online bids on the eProcurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enrol on the e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) by clicking on the link “Online Bidder enrolment”. Enrolment on the eProcurement Portal is free of charge.

2.3.2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

2.3.3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Govt. of Odisha eProcurement Portal.

2.3.4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

2.3.5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.

2.3.6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

2.4 SEARCHING FOR TENDER DOCUMENTS

2.4.1) There are various search options built in the eProcurement Odisha Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the eProcurement Odisha Portal.

2.4.2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the eProcurement Odisha Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

2.4.3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

2.5 PREPARATION OF BIDS

2.5.1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2.5.2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

2.5.3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

2.5.4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

2.6 SUBMISSION OF BIDS

2.6.1) Bids shall be submitted online only at e-Procurement portal: <https://tendersodisha.gov.in>

2.6.2) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2.6.3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

2.6.4) Bidder has to select the payment option as “offline” to pay the tender fee /EMD as applicable and enter details of the instrument.

2.6.5) Bidder should prepare the Tender cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered to **The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029**, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.

2.6.6) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

2.6.7) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

2.6.8) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.9) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

2.6.10) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

2.6.11) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

2.6.12) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

2.7 ASSISTANCE TO BIDDERS

2.7.1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2.7.2) Any queries relating to the process of online bid submission or queries relating to e-Procurement module of the Govt. of Odisha eProcurement Portal (URL: <https://tendersodisha.gov.in>) in general may be directed to the 24x7 eProcurement Portal Helpdesk.

2.7.3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the submission of the bids online through the eProcurement Portal (URL: <https://tendersodisha.gov.in>).

NOTE: At any time before the deadline for submission of proposals, the University reserve the right to add / modify / delete any portion of this document by the issuance of a Corrigendum, which will be published on the website and eProcurement Portal (<https://tendersodisha.gov.in>) and will also be made available to the all the Bidders. The corrigendum shall be binding on all the bidders and will form part of the bid documents

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1. Eligibility of Tenderer

A. 1.1 Eligibility:

Those who fulfill the following criteria are eligible to participate in the tender.

1. The Bidder should be a body corporate incorporated in India under the Companies Act, 1956 or 2013 Or Partnership firm, registered under Partnership Act 1932 Or Registered Proprietorship. The Bidder shall be registered legal entity under relevant act and a copy of each of registrations shall be attached with the bids.
2. The bidder must be a reputed OEM and/or the Authorized Dealer of a reputed manufacturer.
3. If the bidder is an Authorized Dealer of a reputed manufacturer, necessary certificate to this effect from the manufacturer must be enclosed.
4. Experience in the field of supply laboratory Chemicals, Bio Chemicals, Lab ware, Glassware and Plastic wares and must have successfully completed at least 2 or more rate contracts to Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute of the state of Odisha, for a period of **last two years ended 31st March, 2025**.
5. Certificate of MSME/NSIC/Other for EMD Exemption.
6. Minimum Average Annual Turn Over of the bidder of last 3 financial years should amount to Rs. **10 lakh**. (The bidder should submit Audited Financial Statement for last 3 years to this effect, 2021-22, 2022-23 and 2023-24)
7. Bidder should have valid GST registration certificate with upto date return.
8. Bidder should have Permanent Account Number (PAN);
9. Copy of Audited Balance sheet, Profit & Loss Statement and Income Tax Return for last three financial year ending on 31st March 2024 **must be duly certified by Chartered Accountant**
10. Bidder should not have been black listed / Debarred by any Government Department, Organization, Agency, Authority or any Public Sector Undertaking owned by the Government during the last three financial years as on the date for Bid submission
11. The bidder must provide evidence of successful execution of supply orders and rate contract orders in reputed organizations. Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities, State Government, State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute etc. of the state of Odisha during the last three years ended 31st March, 2025.
12. The supplier must have submitted the catalogue of the product with price list along with the technical bid.

2. B. SPECIFICATION

1. **CHEMICALS/SOLVENTS**

Brochure/original technical catalog with the detailed specification (viscosity, density, refractive index, and dielectric constant), composition, Commercial grade density/class/ standard/Purity percentage/ certifications/ Quality Assurance Certificate/ISO Certifications and picture of the product offered must be submitted with the Bid.

2. **GLASSWARES**

OEM/OES should have valid certificate as per ISO 9001: 2015 for supplying Glassware for CPCB's analytical laboratory with the specifications according to the standards and grades Class-A & B for analytical applications. The Glassware should offer maximum inertness when in contact with the widest range of chemical substances and also can withstand thermal shock without fracture and high-temperature work without deforming. Glass should have coefficient of thermal expansion and the strain point will be at 5 I 5°C. Glass should be of a low alkali borosilicate Type 3.3 glass. Class - A Type glass should be supplied accompanied with a works Certificate.

Brochure/original technical catalogue with the detailed specification, composition, grade/class/standard/certifications/ Quality Assurance Certificate/ ISO Certifications and picture of the product offered must be submitted with the Bid.

3. **PLASTICWARE**

Brochure/original technical catalogue with the detailed specification (SWOT analysis, Robustness), composition, grade/class/ standard/certifications/ Quality Assurance Certificate, and picture of the product offered must be submitted with the Bid.

C. Instructions to Bidding Firms

3. TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

3.1 Tender Cost (non-refundable) of Rs. 1,000/- (Rupees One thousand only) and EMD / Bid Security (refundable) of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft (DD) in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank.

3.2 EMD / Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30 days after the award of contract to successful bidder.

3.3 Bidder registered with Ministry of MSME / GoI as per public procurement policy for Micro & Small Enterprises (MSE) are exempted categories from payment of EMD provided that the registration certificates issued by agencies must be valid as on closing date of tender. The bidder has to submit the Bid Security Form as per the Annexure.

3.4 EMD and Tender Fee should reach physically through speed post/register post/courier, in an envelope & super-scripted with the subject, tender reference number addressing to Registrar,

Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029, Odisha on or before the last date of submission.

- 3.5** The scan copy of the DD towards tender cost and EMD should be uploaded in the Technical Bid Cover.
- 3.6** Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.
- 3.7** The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being empanelled with the period of validity, shall be liable to forfeiture.

4. Amendment to bid documents

At any time, prior to the date of submission of Bid, authority may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by the amendments/ by issuing corrigendum. The amendments will be updated on university website and e-tender Portal.

- 5.** The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid not substantially responsive to the Bid document in every respect will be at the bidders risk and may result in rejection of the Bid.
- 6.** Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder registered with the competent authority. The concerned bidder(s) are required to attach the relevant valid Registration Certificate along with the bid for consideration.
- 7.** The prospective bidders should keep their offers valid up to 120 days from the date of tender opening.
- 8.** The Technical bids shall be opened on the scheduled date and time (as mentioned in tender eProcurement Portal (URL: <https://tendersodisha.gov.in>)).

9. Submission of Bidding documents

The tender is to be submitted electronically in two separate Cover **No.1 (Cover A)** and **Cover No. 2 (Cover B)** and contents as indicated below:

9.1. Bidders must submit their digitally signed bids in first Cover contains the following documents:

A. Cover 1 Shall contain the scan copy and uploaded of DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the Firm/Agency. Qualification documents :

- Such as :
- > Bid Securing Declaration Form for EMD Exemption.
 - > Printed catalogue Price list
 - > OEM Authorization Certificate (MAF)

- > Copies of the Income Tax return (last three financial years) and copy of PAN
- > Firm Registration/Incorporation
- > GST Registration certificate
- > Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central Universities, State Government, State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute etc.
- > Annual average turn over of last 3 financial year
- > Criminal Liability Form
- > Fall Clause undertaking
- > All other documents as per attached Annexures (I to XI) Except Price BoQ)

B. Cover 2

Price Bid. (Cover -2 in BoQ Ms-Excel format.)

9.2. The offer must be submitted in Two Bid - Two covers only though uploading in the eProcurement Portal, before the last date & time for bid submission.

9.3. Tender document (s) and all enclosures must contain the signature of the competent authority of the firm.

CLARIFICATION OF BIDS : In case any bidder requires any clarification, bidder can feel free to raise their query on or before the last date of submission of tender document.

10. PERFORMANCE SECURITY GUARANTEE / SECURITY DEPOSIT

- 10.1 Successful bidder/empanelled bidders shall have to deposit performance security amount **of Rs. 20,000/- (Rupees Twenty Thousand only)** within 15 days of issue of empanelment order, in favour of “Odisha University of Technology and Research” payable at Bhubaneswar drawn on any schedule commercial bank except Co-operative Bank and Gramin Bank” in the form of Demand Draft (DD) / Bank Guarantee (BG) The Security Deposit shall remain valid for 60 days beyond the date of completion of contract period and all contractual obligation of supplier.
- 10.2 The amount of performance security so withheld will be discharged after the contract period is over. The Security Deposit will not attract any interest.
- 10.3 If the supplier fails or neglects any of the bid obligations under the contract it shall be lawful for OUTR to forfeit either whole or any part of performance security furnished by the supplier as penalty for such failure.
- 10.4 The performance security bond shall be extended suitably in the event of extension of period of contract or till all obligations under for a period of 60 days beyond the date of completion of contractual obligation.
- 10.5 The Security Deposit shall be liable to be forfeited in case of any breach of terms and conditions of the contract.

11. BID PRICES :

11.1 The bidder shall give Discount % on Printed catalogue price FOR destination basis inclusive of all Levies & Taxes, for supply of Chemicals, Bio Chemicals, Glass ware, Lab ware, Plastic ware etc. The discount % should be indicated as per BOQ/Price Schedule as per the Format under Financial Cover.

11.2 Additional Dealer Discount may also be mentioned clearly as and where applicable.

11.3 The discount % quoted by the bidder shall be valid for the contract period from the date of opening of bid.

11.4 The Quality of Research Consumables to be supplied must be such that the time-period between their date of supply and their expiry-period / perishability-period is ensured to be maximum possible and in any case, not less than 3 months.

Note: A Bidder shall offer a minimum discount of 10% on Catalogue Price.

12. In case any unscheduled holiday occurs on the prescribed opening date, the next working day shall be the prescribed date of opening.

13. Tenderer can quote for any one or the entire categories.

14. Payments:

100% Payment through bank transfer (RTGS) will be made after successful supply and duly certified by the concerned Head of School/Department OUTR, Bhubaneswar and submission of Tax invoice in triplicate.

15. Liquidated Damage: The Liquidated Damages shall be levied, for delay in supply beyond the contractual delivery date at the rate 1% per week of delay or part thereof on delayed supply of goods and until actual delivery subject to a maximum of 5% of the contract price of the stores the delivery of which is delayed, for each month or part of a month.

16. Bidders compliance to restrictions on Country sharing land border with India

Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with Competent Authority/ Department for Promotion of Industry and Internal Trade(DPIIT) as per extant GOI rules.

17. The bidder should submit the name and address of authorised suppliers alongwith the technical bid. The suppliers should be within the state of Odisha.

D. GENERAL TERMS AND CONDITIONS:

A. BID EVALUATION PROCEDURES

1. Technical bids will be opened on the specified date & time by Tender Evaluation Committee duly constituted by the competent authority of OUTR Bhubaneswar. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. Financial bids of those bidders whose technical bids are found valid / suitable / acceptable, shall be opened by the Committee to be intimated well in advance.

B. CLARIFICATION ON TECHNICAL BID EVALUATION

1. Technical bids shall be evaluated based on the available documents submitted by the bidder and the methodology adopted by the committee. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid.
2. If a bidder does not provide clarification on its bid asked for in the University's request for clarification, the bid may be treated as not valid and liable for rejection.
3. University also reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

C. FINANCIAL BID PROCEDURE & EVALUATION

1. The financial bid will be opened only for bidders declared eligible and selected after technical evaluation. The financial bid will be opened on a date fixed after evaluation of technical bids and will be intimated to all eligible bidders in advance.
2. Tender for this contract will be assessed in accordance with maximum discount on printed catalogue price and dealer discount (if any). A panel of bidders/suppliers shall be selected for the rate contract.
3. OUTR, Bhubaneswar reserves the right to keep the number of firms in the Rate contract for similar items during the period Rate Contract.
4. All the discounts are quoted against the printed catalogue price and dealer discount (if any).

D. AWARD OF CONTRACT:

1. OUTR Bhubaneswar shall empanel Bidder(s) whose Bid(s) has been determined to be substantively responsive, eligible, qualified, technically suitable and offered maximum discount price as per evaluation criteria.
2. The Financial bids will be evaluated on the basis of maximum discount on catalogue price quoted. A panel of bidders/suppliers shall be selected for the rate contract. The purchase order will be awarded to empanelled firms by the different Schools/Departments of OUTR as and when required on the rate price.
3. The Empanelled suppliers will abide by all the Terms & Conditions of the Tender document/contract.
4. **Contract Period.** The qualified suppliers will be empanelled initially for a period of one year and may be extended further for two years or till the award of next rate contract. The contract shall be renewed annually on the basis of performance and mutual consent with the same terms and conditions. The contract shall be terminated by the University giving a notice of **30 days** to this effect. However, the contract can also be terminated by the agency giving a written notice of **90 days**.
5. **ORDER ACCEPTANCE LETTER:**
The successful bidder on the award of the contract/order must send the contract/order acceptance in writing, within 10 days of the award of the contract/order failing which the EMD will be forfeited.

E. GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

- i) The bidder should provide his Manufacturer's Authorization Certificate from a particular OEM to bid for this Annual Rate Contract Tender from OEM's Head Office.
- ii) Only one manufacturer or its authorised dealer can quote. If both Manufacturer and dealer quote for the same tender, both of their tenders will be rejected.
- iii) The bidder who wants to quote for more than one brand needs to provide Manufacturer's Authorization for each brand, failing which such offers shall not be considered
- iv) Bidders may note that the mere conclusion of the rate contract does not guarantee the placement of purchase orders; rather, the orders shall be placed based on the demand from the users.
- v) Purchase Orders placed till the last working day of the rate contract should be honoured and executed under the rate contract without any need for an extension of the rate contract.
- vi) The supplier must do the free replacement in case of any defect/discrepancy is found regarding the quality/quantity of material supplied.
- vii) Supply should be made from the latest batch of products with the manufacturing and expiring date (maximum life period) on the original packing. The stores supplied will have to be of high quality & grade, and if chemicals are found to be of inferior quality, the supplier is liable to be banned or suspended from doing business in OUTR, Bhubaneswar and other Govt. organisations.

F. Delivery: All the goods ordered shall be delivered at respective department of OUTR within 30 days from the date of issue of the purchase order on as and when required basis. All aspects of safe delivery shall be the exclusive responsibility of the supplier.

G. Extension of Delivery Period: If the supplier would be unable to complete the project/order within the stipulated time, for which the supplier is responsible, it is required to request an extension of the delivery period before the expiring of the delivery period mentioned in the purchase order, it may be extended with justified reasons. In case the supplier would fail to complete the order within the stipulated time, Institute reserves the right to cancel the contract/order.

H. Liquidated Damage: As time is the essence of the contract, the Delivery period mentioned in the Purchase Order should be strictly adhered to. If the supplier fails to Supply as per order terms & conditions mentioned in the order within the due date, the Liquidated Damages shall be levied at the rate 1% per week of delay or part thereof on delayed supply of goods until actual delivery subject to a maximum of 5% of the contract price of the stores the delivery of which is delayed, for each month or part of a month.

I. Fall Clause – Prices charged for the stores supplied under Rate Contract should under no event be higher than the lowest prices at which the party sells the items of identical

description to any other Govt. organisation / Private Organizations during the period of the contract, failing which the “FALL CLAUSE” will be applicable.

J. INDEMNITY : The successful bidder shall indemnify and hold the university harmless from and against all claims, damages, losses and expenses arising out of or resulting from the purchase under the contract provided by the supplier.

K. VALIDITY OF BIDS

- a) The bids shall remain valid and open for acceptance for the contract period from the date of opening of bids.
- b) **The authority reserves the right** to accept or reject any bid including the lowest and to cancel the bidding process and reject all bids, at any time prior to award of contract, without assigning to any reason thereof or any obligations to inform the affected bidder or bidders of the grounds for the said action.

L. PACKING

- i) The Goods shall be packed and marked in a proper manner and any statutory requirements and any requirements of the carrier(s). In particular, the Goods shall be marked with the OTR Bhubaneswar Purchase Order number, the name of the contents shall be clearly marked on each container and all containers of hazardous goods (and all documents relating thereto) shall bear prominent and adequate warnings.
- ii) The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and the absence of appropriate handling facilities at all points in transit.
- iii) . All packaging materials shall be non-returnable.

M. Amendment to Bidding Documents : At any time prior to the date of submission of bid, OTR may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the University’s website and e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>.** Prospective bidders are advised to check the both the website every now and then for any amendment / corrigendum.

N. CODE OF INTEGRITY

1. Commitments of the BUYER

- 1.1 No official of the University, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person or organization or third party related to the contract in exchange for an advantage in the

bidding process, bid evaluation, contracting or implementation process related to the contract.

1.2 The BUYER will during the pre-contract stage, treat all BIDDERS alike and will provide to all BIDDERS the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3. In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER to the BUYER with full and verifiable facts and the same is prima facie found to be correct by the BUYER, necessary disciplinary proceedings, or any other action as deemed fit will be taken.

2. Commitments of BIDDERS

2.1 The BIDDER will take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it.

2.2 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BUYER, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.

2.3 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

2.4 The BIDDER should refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable fact.

2.5 The Bidder shall not lend to or borrow any money from or enter into monetary dealings or transactions, directly or indirectly, with any employee of the Buyer.

N. INTERPRETATION OF THE CLAUSES IN THE TENDER DOCUMENT / CONTRACT DOCUMENT: In case of any ambiguity/dispute in the interpretation of any of the clauses in this Tender Document, Vice Chancellor, OUTR, Bhubaneswar's interpretation of the clauses shall be final and **binding on all parties**.

O. APPOINTMENT OF LOCAL DEALER/STOCKIST:

1. The Manufacturers (OEMs) / principals offering for the NIT may furnish the name and address with contact No. of their local distributor / dealers, so that the copies can be endorsed to them for expeditious supply. In such cases where local dealers / stockiest(s) has been nominated by the principal, the bill raised by them against our purchase order will be accepted and payment will be made to them.

2. Any addition and deletion of dealership/ distributorship shall be intimated to the undersigned immediately on authorization of a new party.

P. REPLACEMENT: If the stores or any portion thereof is damaged or lost during transit, the Purchaser shall give notice to the Contractor setting forth particulars of such stores damaged or lost during transit. The replacement of such stores shall be effected by the Supplier within

a reasonable time to avoid unnecessary delay in the intended usage of the Stores. The replacement will be done without any extra cost.

Q. Applicable Law:

- (a) The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.
- (b) Any dispute arising out of this purchase shall be referred to the decision of Vice Chancellor, OUTF. The decision of Vice Chancellor shall be final and binding. If either of the parties hereto is dissatisfied with the decision and the dispute persists, the Arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.

R. List of required brands/ List of Companies for laboratory Chemicals/ Bio Chemicals/Lab wares/Glasswares/Plastic wares etc.

SCHEDULE OF REQUIREMENTS

(i) Chemicals

LIST OF CHEMICALS	
Sl. No.	Name of the Make/Brand
1	Sigma Aldrich
2	Loba
3	Merck (Imported)
4	Merck(India)
5	Himedia
6	TCI
7	Finar
8	SRL
9	CDH

(ii) Bio Chemicals

LIST OF BIO CHEMICALS	
Sl. No.	Name of the Make/Brand
1	Sigma
2	Loba
3	Merck (Imported)
4	Merck (Indigenous)

5	Himedia
6	TCI
7	Finar
8	SRL
9	CDH

(iii) Glass ware

LIST OF GLASSWARE	
Sl. No.	Name of the Make/Brand
1	Borosil
2	Vencil
3	JSGW
4	Any other make to be mentioned

(iv) Plastic wares

LIST OF PLASTICWARE	
Sl. No.	Name of the Make/Brand
1	Tarson
2	Any other make to be mentioned

(v) Labware

LIST OF LABWARE	
Sl. No.	Name of the Make/Brand
1	Gas Burner (Borosil)
2	Filter paper (Whatman)
3	Glass electrode (Systronics LI128)
4	Miscellaneous items for the lab

Tenderer can quote for any one or the entire above categories.

ANNEXURE - I

LETTER OF UNDERTAKING AND ACCEPTANCE OF TERMS & CONDITIONS OF BID

To
The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

Ref : Invitation of Tender Notice No.

Dated.

I/We, the undersigned declare that :

1. I/ We have downloaded / obtained the Bid document(s) and uploaded in the e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> for the above mentioned 'Bid' as per your advertisement, given in the above mentioned website(s).
2. I/ We hereby certify that I / we have read the entire terms and conditions of the Bid documents from Page No. _____ to _____ (including all documents like annexure(s) etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your university too have also been taken into consideration, while submitting this acceptance letter.
4. I/We are ready to execute the contract in conformity with the tender document, in case we are found successful as a tenderer.
5. Our bid shall be valid for a period of _____ days from the date of Opening of price bid and shall not revoke the same.
6. If our bid is accepted, I/We undertake to comply all other formalities as per the tender document and purchase order.
7. I/we also declare that neither our firm/company/Proprietorship concerned was blacklisted in past nor any of our office bearer was convicted in any court of law.
8. The detailed particulars of the tenderer is mentioned and attached separately.
9. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your university shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours sincerely,

Authorized signatory of the Bidder
(Authorised person shall attach a copy of the authorization for signing on behalf of the Bidding Company)
Full name and designation

ANNEXURE – II

(PRE-QUALIFICATION/ELIGIBILITY)

PARTICULARS OF THE BIDDERS TO BE FURNISHED IN TECHNICAL BID FOR THE PURPOSE OF PRE-QUALIFICATION:

1.	Name of Organization/Firm/Company	
2.	Address & Telephone Number (Furnish address proof)	
3.	Year of establishment must be in similar business for minimum 03 years upto 31 st March 2025.	
4.	Status of the Firm (Company/Firm/Proprietary) <i>Supporting document to be enclosed.</i>	
5.	Name & Mobile Number of Directors/Partners/Proprietor	
6.	Furnish the copies of GST registration certificate alongwith up to date return.	
7.	Furnish copy of PAN along with return of preceding three years (2021-22, 2022-23 and 2023-24)	
8.	State Average Annual turnover of the company in last 3 financial year 2021-22, 2022-23 and 2023-24. Furnish copies of audited balance sheet & profit & loss account for the last three years Certified Auditor.	
9.	Must have supplied laboratories Lab chemicals , Bio chemidals, Glass ware, plastic ware, lab ware etc and must have successfully completed at least 2 or more rate contracts to State or Central Government Institutions or reputed Educational or Research Institutions like IITs, NITs, IISERs, NISER, Central Universities etc. and proof of such supplies should be produced	
10.	Whether firm is MSEs Unit: YES/ NO (Please Submit the Documentary Evidence for UAM and ownership details.)	
11.	Bidder should be qualifying under all Land border rule of Central government	
12.	Suppliers should be within the state of Odisha . Contact details, Toll-free numbers and address should be mentioned in MAF .	
13.	Detail of Bank A/c. : Name of the A/C Holder	
	a) A/C Number	
	b) Name of the Bank and Branch	
	c) IFS Code	

Place:

Date:

Name, Signature & Seal of Bidder

ANNEXURE – III

FALL CLAUSE CERTIFICATE

(On Company / firm's Letterhead)

Tender No. :

Tender for Annual Rate Contract for the Supply of of laboratory Chemicals, Bio Chemicals, Lab ware, Glassware and Plastic wares etc.

This is to certify that we have offered the maximum possible discount to you in our Quotation No. _____ dated _____. The prices charged for the stores supplied under Rate Contract should under no event be higher than lowest prices at which the party sells the items of identical description to any other Govt. organisation/PSU's/Autonomous bodies/Pvt. Organisations during the period of contract failing which the "FALL CLAUSE" will be applicable. In case, if the price charged by our firm is more, OUTR, Bhubaneswar will have the right to recover the excess charged amount from the subsequent/unpaid bill of the supplier.

Seal and Signature of the Bidder

Note: This letter of authority should be on the letterhead of the quoting firm and should be signed by a person competent and having the power of attorney to bind the same.

Signature of Tenderer with office seal

MANUFACTURERS' AUTHORIZATION FORM

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer and be enclosed with the technical bid].

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To:
[insert complete name and address of Purchaser]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with terms and conditions of the tender with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]
Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

ANNEXURE –V

MODEL FORMAT CERTIFICATE FOR COMPLIANCE TO RESTRICTIONS ON COUNTRIES SHARING LAND BORDER WITH INDIA

[The Bidder shall fill and provide the certificate for compliance to restrictions on countries sharing land border with India in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number from Invitation for Bids]

To

[insert complete name and address of Purchaser]

“We [insert complete name of Bidder] have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India;

We [Insert complete name of Bidder] certify that we are not from such a country or; if from such a country, has been registered with the Competent Authority/ Department for Promotion of Industry and Internal Trade(DPIIT). We [Insert complete name of Bidder] hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

[Wherever applicable , evidence of valid registration by the Competent Authority shall be attached.]”

Signature of Bidder (with date and seal) _____

Name _____

(Business Address with e-mail and Contact No.)

ANNEXURE – VI

CLIENT DETAILS

(On Company / firm's Letterhead)

Tender No :

Date:

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

Tender for Annual Rate Contract for the Supply of Laboratory Chemical, Bio Chemicals, Glasswares, Placticwares and Labwares etc.

Previous Supply Order Details

Sl. No.	Name of the Client (Full address of Purchaser)	Rate Contract /Order No. & Date	Description	Value of Order	Contract period

Signature and Seal of the Manufacturer / Bidder _____

Place : _____

Date : _____

ANNEXURE – VII

FORM FOR FINANCIAL CAPACITY

Description	Financial Years		
	2021-2022	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding overall Annual Turnover for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME , ADDRESS AND CONTACT DETAILS :

UDIN :

ANNEXURE – VIII

To be submitted in COVER B (Financial Bid)

BILL OF QUANTITY

FINANCIAL BID

(To be submitted in Cover-2)

In Cover 2 : As per BoQ in Ms-Excel Format :

(i) Lab. Chemicals

Sl. No.	Make	Quality/Type & % Discounts				LR
		HPLC/IR grade	GR	ExcelsaR	AR	
1	SigmaAldrich	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy
2	Loba					
3	Merck(India)					
4	Himedia					
5	TCI					
6	Finar					
7	SRL					
8	CDH					

(ii) Bio-chemicals

Sl. No.	Make	Quality/Type & % Discounts				LR
		HPLC/IR grade	GR	ExcelsaR	AR	
1	Sigma	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy
2	Loba					
3	Merck(India)					
4	Himedia					
5	TCI					
6	Finar					
7	SRL					
8	CDH					

(iii) Glass wares

Sl. No.	Make	Quality/Type & % Discounts		
		A – class	B-Class	Ordinary
1	Borosil	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy
2	Vencil			
3	Jain Scientific			
4	Any other make to be mentioned			

(iv) Plasticwares

Sl. No.	Make	Quality/Type & % Discounts	
		High Quality	Ordinary
1	Tarson	% of discount not to be filled up in hard copy	% of discount not to be filled up in hard copy
2	Any other make to be mentioned		

(v) Lab wares

Sl. No.	Make	% Discounts
1	Gas Burner (Borosil)	% of discount not to be filled up in hard copy
2	Filter paper (Whatman)	
3	Glass electrode (Systronics LI128)	
4	Miscellaneous items for the lab	

Signature:

For and on behalf of the Bidder

Name :

Seal:

Date:

Place :

ANNEXURE –IX

BID SECURITY SELF DECLARATION FORM

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - (i) fail or refuse to execute the contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

CRIMINAL LIABILITY UNDERTAKING

(To be given on Company Letter Head)

Date: _____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I aged about
S/o..... Proprietor/ Partner/ Director of
M/s. At: Po:
....., P.S:....., Dist:..... do solemnly
pledge and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organisation/Bodies for the last 3 years.

Name

Signature with Designation

Address

ANNEXURE –XI

CHECKLIST FOR THE TENDERER

*Supportive Documents must be uploaded by the Tenderer

Sl. No.	Particulars	Yes/No	Page No.
1	Registration Certificate/Certificate of incorporation, if any		
2	Bid Security (EMD) of Rs. 20,000/- in shape of DD or Bid Security Self Declaration Form for bid exemption of MSE		
3	Tender Cost in shape of DD for Rs. 1,000.00		
4	Registered with GST. Furnish the copy of GST registration certificate and upto date return.		
5	Permanent Account Number (PAN) Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years 2021-22, 2022-23 and 2023-24.		
6	Minimum Three (3 years) experience and must have successfully completed at least 2 or more rate contracts . Similar Purchase Order copies executed in Central/ State Government/ Central or State Govt. funded Academic and Research & Development (R&D) Institute or University / Autonomous bodies/ Reputed Organisations/ Educational institute of the state of Odisha, for a period of last two years ended 31st March, 2025 and proof of such supplies should be produced as per the format/annexure		
7	List of the local dealer and address for supply of chemicals etc.		
8	Certificate of Land Border Sharing as per tender annexure		
9	Manufacturers' Authorization Form		
10	The documents in support of the Financial Capacity turnover of average 20 Lakhs during the last three financial year i.e. 2021-22, 2022-23 and 2023-24 alongwith the audited balance sheet duly certified by Chartered Accountant.		
11	Fall Clause Certificate as per the Annexure		
12	Criminal liability Form		
13	Any other		

Place:

Date:

Name, Signature & Seal of Bidder