



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
TECHNO CAMPUS, GHATIKIA, P.O.-MAHALAXMI VIHAR
BHUBANESWAR-751029 ODISHA, INDIA**

Tender Notice No. OUTR/Convocation/Dress/2025-26/32

Date: 22/12/2025

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 **reputed Registered Firms/Agencies/Suppliers for Supply of Dresses (Kurta, Jacket and Uttariya) for 3rd Convocation of OUTR, Bhubaneswar**", 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 cost of the tender documents and EMD with a cover should be delivered by **Speed Post/Courier/Hand delivery 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 uploading of Tender documents is **01/01/2026 up to 6.00 PM** and will be opened on **02/01/2026 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 Odisha portal 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/Convocation/Dress/2025-26/32

Date: 22/12/2025

BID DOCUMENT FOR SUPPLY OF DRESSES (Kurta, Jacket and Uttariya)
FOR
3rd CONVOCATION
OF O.U.T.R., BHUBANESWAR



Odisha University of Technology and Research (OUTR)
Techno Campus, Mahalaxmi Vihar, Ghatikia,
Bhubaneswar-751029

NOTICE INVITNG E-TENDER

Odisha University of Technology and Research (OUTR), Bhubaneswar invites on line Tenders through e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in> from **reputed Registered Firms / Agencies / Suppliers** for **Supply of Dresses (Kurta, Jacket and Uttariya) for 3rd Convocation of OUTR, Bhubaneswar**. Interested eligible Bidders may obtain detail information 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 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/Convocation/Dress/2025-26/32 Date: 22/12/2025
2	Period during which tender document will be available on website www.outr.ac.in and https://tendersodisha.gov.in	23/12/2025, 6.00 p.m. to 01/01/2026, 6.00 p.m.
3	Tender Fee(Non- Refundable)	Rs.1,000/- (Rupees One thousand only) 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. However proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 28,500/- (Rupees Twenty Eight thousand Five hundred) only in shape of 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	23/12/2025 at 6.00 p.m.
7	Document downloaded start date	24/12/2025 from 10.00 a.m.
8	Last date & time for uploading of tender	01/01/2026 up to 6.00 p.m.
9	Date & time of opening of Technical Bid	02/01/2026 at 11.00 a.m.
10	Date & time of opening of Financial Bid	To be intimated later through e-tender portal to the technically qualified bidders.
11	Validity of Tender	120 days from the date of opening of technical bid.
12	Delivery	Within 15 days from the date of purchase Order
13	Pre bid meeting	No
14	For any query please contact	Prof. Ullash Ku. Rout, Ph. No. 7978360990, E-mail : ukrout@outr.ac.in
15	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 The offer must be submitted in Two Bid – Two Cover only though uploading in the e procurement Portal, before the last date & time for bid submission.

2.6.6 Bidders must submit their digitally signed bids in first Envelop contains the following documents:

(i) Cover 1.

a) Scan copy of EMD and Tender cost Details (Original Instrument shall be sent to Tender Issuing Authority)

b) Technical Bid & Bidder’s details.

c) All relevant documents to be submitted as per NIT, Check list Annexure VIII and as per other Provisions of NIT. All Annexures (excluding price bid) duly filled & signed to be submitted along with the technical bid.

(ii) Cover 2.

Price Bid. (in BoQ Ms-Excel format, as per Annexure V)

2.6.7 Price Bid must be submitted in as per BoQ in MS-Excel format only, no other format will be accepted.

2.6.8 Bidders shall fill all the boxes in BoQ to be filled by Bidders. No Box should be left blank.

2.6.9) Bidder should prepare the Tender cost and EMD as per the instructions specified in the tender document. The original should be posted/couriered/Hand delivery 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.

2.6.10) The bidders shall download the pre bid clarification if any and upload the same (scanned copy) duly signed. The revised documents (if any) shall be uploaded in e tender portal.

2.6.11) 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.

2.6.12) 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.

2.6.13) 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.

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

2.6.15) 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.

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

2.6.17) 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 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.

CONTENTS OF TENDER DOCUMENTS

Sl. No.	Description of contents	Page No
1	Eligibility Criteria	9
2	Instructions to bidders	10-12
3	General Terms and Conditions	12-15
4	Scope of Supply and Specification	15-17
5	Acceptance of Terms and conditions of Tender (Annexure-I)	18
6	Particulars about Tenderer (Annexure-II)	19
7	Compliance to Restriction on Countries sharing Land border with India. (Annexure-III)	20
8	Authorisation for competent to sign the bidding document (Annexure-IV)	21
9	BOQ (Annexure-V)	22
10	Bid Security Declaration form (Annexure-VI)	23
11	Criminal Liability Form (Annexure-VII)	24
12	Check List for Tenderer (Annexure-VIII)	25

A. 1. Eligibility of bidders :

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. Minimum Three (3) years experience having successfully completed at least 3 works of making dresses of this nature in National Importance Institutions like IITs, NITs, IISERs, NISER/Central/State govt. Universities/organization/PSUs/MNCs/Private universities for a minimum value of Rs. 5,00,000/- (Rupees Five Lakh only) each during the last 3 financial year.
 3. Registration Certificate if any, including the certificate of MSME/NSIC/Other for EMD Exemption.
 4. Minimum Average Annual Turn Over of the bidder of last 3 financial years should amount to Rs. 30 lakhs. (The bidder should submit Audited Financial Statement for last 3 years to this effect, 2022-23, 2023-24 & 2024-25)
 5. Bidder should have valid GST registration certificate.
 6. Bidder should have Permanent Account Number (PAN); and Income Tax Return for last three financial year ending on 31st March 2025.
 7. Copy of Audited Balance sheet, Profit & Loss Statement for last three financial year ending on 31st March 2025 duly signed by a Chartered accountant.
 8. 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 years as on the date for Bid submission
 9. The bidders should have outlets in Bhubaneswar as there are requirement of immediate changes of colour, size, measurement etc. of Kurta, Jacket and Uttariya for dignitaries and students.
- B.** The bidder must provide evidence of successful execution of supply orders in reputed organizations. Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central/State govt. Universities/organization/PSUs/MNCs/Private universities.

Instructions to Bidders :

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

- 2.1 Tender Cost (non-refundable) of Rs. 1,000/- (Rupees One thousand only) and EMD / Bid Security (refundable) of Rs. 28,500.00 (Rupees Twenty Eight thousand Five hundred 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.
- 2.2** EMD / Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30th day after the award of contract to successful bidder.
- 2.3** 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.
- 2.4** EMD and Tender Fee should reach physically through speed post / courier/hand delivery, 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.
- 2.5** The scan copy of the DD towards tender cost and EMD should be uploaded in the Technical Bid Cover.
- 2.6** Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.
- 2.7** 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 L1 with the period of validity, shall be liable to forfeiture.

3. AMENDMENT TO BID DOCUMENTS :

At any time prior to the date of submission of bid, OUTR 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.

- 4.** 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.
- 5. Validity of Tender :** The prospective bidders should keep their offers valid up to 120 days from the date of tender opening.
- 6.** The Technical bids shall be opened on the scheduled date and time (as mentioned in tender eProcurement Portal (URL: <https://tendersodisha.gov.in>)).

7. The date and time of opening of the Financial bids of the technically qualified bidders shall be intimated well in advance.

C. 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:

INSTRUCTIONS

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 as per the Annexure
- > Copies of Income Tax return (last three financial year and copy of PAN)
- > Firm Registration
- > GST Registration certificate
- > Similar Purchase Order copies executed in National Importance Institutions like, IITs, NITs, IISERs, NISER, Central/State Universities, Private Universities etc.
- > Annual average turn over of last 3 financial years (2022-23, 2023-24, 2024-25).
- > Criminal Liability Form
- > Authorisation for competent to sign the bid
- > All other documents as per attached Annexures Except Price BoQ)

B. Cover 2

Price Bid. (In Second Envelop in BoQ Ms-Excel format.)

2. Bill of Quantities with rates duly filled in are to be uploaded in the format provided online after entering the relevant fields without any alteration / deletion / modification of other portions of the excel sheet. in the name of "Financial Bid".
3. 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.

8. 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.

9. BID PRICES :

9.1 The bidder shall give FOR destination price, inclusive of all Taxes for supply of dresses (Kurta, Jacket and Uttariya), Packing, with replacement of dresses in case of any defect found on the dresses for convocation of OUTR. The price should be indicated as per BOQ/Price Schedule as per the Format under Financial Cover

9.2 The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.

10. GUARANTEE/WARRANTY:

The supplier will replace the dresses in case of any defect found on the dresses without any extra charges.

11. ADVANCE PAYMENT: OUTR, Bhubaneswar, will not pay any advance payment(s) against supply material or against Proforma invoice to vendor.

12. Late and delayed tender : Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed opening date, the next working day shall be the prescribed date of opening.

13. Reasonableness of Rates Received : Procuring Entity shall evaluate whether the rates received

in the Bids are reasonable. If the rates received are considered abnormally low or unreasonably high, it reserves its right to reject any or all Bids; abandon/ cancel the Tender process and issue another tender for the identical or similar Goods.

14. Price Negotiation : Usually, there shall be no price negotiations. However, the Procuring Entity reserves its right to negotiate with the bidder securing the highest evaluated scores ranked H1, who is techno-commercially suitable for supplying bulk quantity and on whom the contract would have been placed but for the decision to negotiate.

15. Right to Vary Quantities at the Time of Award : At the time of contract award, the Procuring Entity reserves the right to increase or decrease, without any change in the unit prices or other terms and conditions of the bid provided that increase/ decrease does not exceed 25 (twenty-five) percent of tendered quantity.

16. Payments :

100% Payment through bank transfer (RTGS) will be made after successful supply of dresses to OUTF Bhubaneswar and submission of Tax invoice in triplicate.

17. Liquidated Damage : The Liquidated Damages shall be levied, for delay in supply beyond the contractual delivery date at the rate 1% per month or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10% of the value of delayed stores.

18. 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.

19. The bidders have to give the demonstration of their products on 30.12.2025 (11.a.m. to 4.00 p.m.) before the TEC for Technical evaluation without fail.

D. GENERAL TERMS AND CONDITIONS:

20. BID EVALUATION PROCEDURES

20.1 The committee constituted by the competent authority will evaluate the bids on the basis of Specification and eligibility criteria.

20.2 The Technical Bids will be opened at OUTF Bhubaneswar in e-tender portal. Short listing will be done on the basis of eligibility criteria mentioned in the tender.

21. CLARIFICATION ON TECHNICAL BID EVALUATION

a)The Technical bids shall be opened on the scheduled date and time (as mentioned in e-procurement (Tenders Odisha) Portal <https://tendersodisha.gov.in>).

b) University also reserves right to seek confirmation/clarification from the issuer agency on the supporting documents submitted by the bidder.

c) The technical bid shall be evaluated on the basis of following parameters/criteria :

d) The bid shall be evaluated on – Quality-cum-Cost Base Selection (QCBS) method.

22. Technical Evaluation Criteria

The bidders qualifying the initial criteria of basic eligibility will be evaluated for following criteria by scoring method on the basis of details furnished by them for technical bid qualification:

Sl. No.	Evaluation Parameter	Total Marks	Criteria for award of Marks
1	No. of Years of Work Experience. Work order copy of clients should be enclosed for this.	20	3 Years to 5 years : 10 marks > 5 Years to 8 years : 15 marks > 8 years : 20 marks
2	The Vendor must have successfully completed at least 3 works of making dresses of this nature in National Importance Institutions /Central/State govt. organization/ PSUs/MNCs/Private for a minimum value of Rs. 5 Lakhs each, in last 3 financial years (2022-23, 2023-24 & 2024-25)	15	3 Clients to 5 clients : 05 marks > 5 Clients to 7 Clients : 10 marks > 7 Clients : 15 marks
3	The average annual turnover of the Company for the financial years of 2022-23, 2023-24 & 2024-25)	15	≥ 30 lakhs to 50 lakhs : 5 marks > 50 lakhs to 70 lakhs : 10 marks > 70 lakhs : 15 marks
4	Category of University, to which Dresses (Kurta, Jacket and Uttariya) are supplied	20	Private : 10 marks Private and/or State Govt. : 15 marks Private and/or State Govt and/or Central Govt. : 20 marks
5	Marks to be assigned by TEC considering the a) Aesthetic b) Quality of Materials / Quality of Finished Dresses.	30	Good : 10 marks Very Good : 20 marks Excellent : 30 marks

Note:

1. Technical Bid Evaluation will be done on the scale of 100 Marks/points. The bidders qualifying Technical stage with 60 marks/points or more will be considered as technically responsive bid and shall be considered for the opening of financial bid.
2. The Technical Bid Criteria mentioned in table must be fulfilled and supported by relevant document as indicated in the table above.
3. Technical bid evaluation will be done by a Technical Evaluation Committee (TEC) constituted by OUTR. TEC will go through all the documents submitted by the bidder to do the technical evaluation. TEC will also be free to do reference checks with the client(s) of the bidder as per the details provided by the bidder. In addition, TEC may seek clarifications from the bidder. The decision of TEC will be final.

23. FINANCIAL BID PROCEDURE & EVALUATION

a. Financial bid of those technically qualified bidders (based on technical proposal and technical evaluation as indicated above) will only be opened by the authorised person on the specified date and time or to be intimated well in advance.

b. Tender for this contract will be assessed in accordance with **Quality-cum-Cost Base Selection (QCBS) method**.

24. Quality and Cost Based Selection (QCBS): This method will be followed during the overall selection process with 70 % weightage to technical score and 30 % weightage to financial score. The bidders securing the highest evaluated scores will be ranked H1 and thereafter others will be ranked in the order of H2, H3 and so on.

Computation of Final Evaluated Score using Technical Score and Financial Score

Technical Score of the Bidder (TSB) is the score awarded to the bidder by the Technical Evaluation Committee of the University as per the Technical Evaluation Table.

Financial Score of the Bidder (FSB) is obtained using the price of the concerned bidder and that of the lowest bidder (without taxes). This is computed by the evaluation committee as per the following formula:

$$\text{FSB} = (\text{Bid amount of the lowest bidder} / \text{Bid amount of the concerned bidder}) \times 100$$

The Final Evaluated Score (FES) of the bidder is based on both the technical evaluation score and financial bid score. The technical evaluation gets 70% weightage and financial bid gets 30% weightage in the final score. The TEC will evaluate and compare the bids that have been determined to be substantially responsive using the following formula:

$$\text{FES} = [0.70 \times \text{TSB} + 0.30 \times \text{FSB}]$$

Where FES: Final Evaluated Score; TSB: Technical Score of the Bidder; FSB: Financial Score of the concerned Bidder.

In case of a tie on FES, bidder of higher Technical Score will be eligible for the award of contract.

25. AWARD OF CONTRACT :

- a) OUTR Bhubaneswar shall award the contract to the Bidder(s) whose Bid has been determined to be substantively responsive, eligible and qualified, technically suitable and whose **Final Evaluated Score (FES)** stands highest as per evaluation criteria.
- b) **The authority reserves the right** to accept or reject any bid including the highest Final Evaluated Score bidder 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.

26. Delivery :

- a. Delivery 15 Days from the date of Purchase Order.
- b. Safe Delivery: All aspects of safe delivery shall be the exclusive responsibility of the vendor.

27. 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.

D. Force Majeure:

1. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
2. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within 15 days of its occurrence. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
3. If the performance in whole or in part or any obligations under the contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 days, either party may at its option terminate the contract without any financial repercussion on either side.

E. 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 Bhubaneswar only.
- (b) Any dispute arising out of this purchase shall be referred to the decision of Vice Chancellor, OUTR. The decision of Vice Chancellor shall be final and binding.

F. SCOPE OF SUPPLY AND SPECIFICATIONS:

Supply of Dresses (Kurta, Jacket and Uttariya) for 3rd Convocation of OUTR, Bhubaneswar.

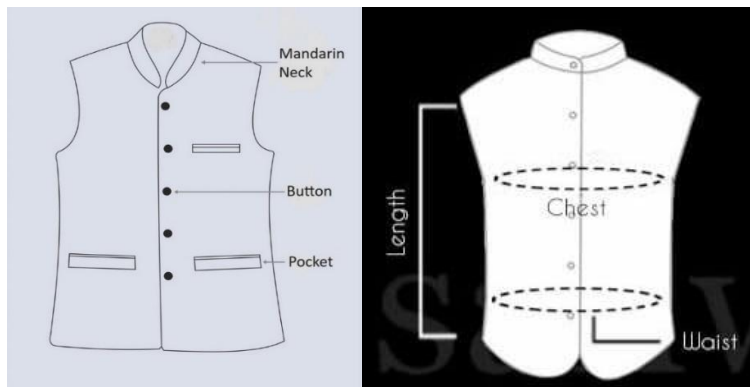
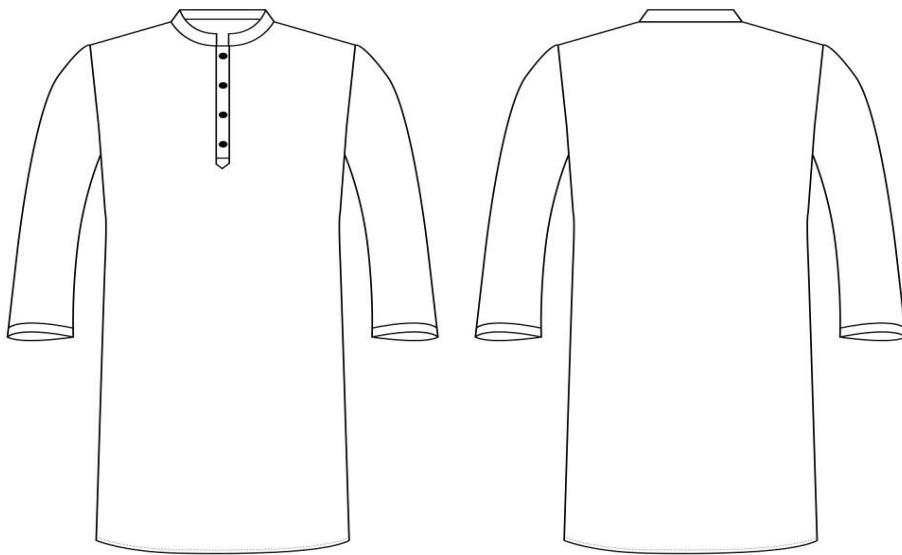
- Kurta – 1300 Numbers of various sizes as per requirement.
- Jacket – 50 Nos.
- Uttariya – 1300 Nos.
- Handloom
- 100% Genuine
- Fabric 100 % cotton
- Count 80x80 or more
- ikkat pattern
- Free Style of Stitching

- Decent and attractive Colour (7 Colours)
- Decent finishing
- Item wise packing

Other Services

- Free Shipping
- 10 Days Replacement Guarantee
- Best Product Price

NOTE: 1) **FINAL DESIGN AND COLOUR WILL BE DECIDED BY TECHNICAL EVALUATION COMMITTEE.**
 2) The quantity mentioned above are indicative, may vary at the time of placement of order.





UTTARIYA SIZE: 70 INCH X 20 INCH

**SPECIFICATION OF VARIOUS SIZES
KURTA (TOP) SIZE CHART**

Lable Size	Chest (in inches)	Waist (in inches)	Sleeve length (in inches)	Shoulder width (in inches)	Length (in inches)
Small	36	37	25	18	41
Medium	38	39	25.5	18.5	41
Large	40	41	26	19	42
X-Large	42	43.5	26	19.5	42
XX-Large	44	44.5	26	20	43

JACKET MEASURMENT CHART IN INCH

	S/36	M/38	L/40	XL/42	2XL/44	3XL/46
CHEST	39	41	43	45	47	49
WAIST	39	41	43	45	47	49
LENGTH	25.5	26.5	27.5	28.5	29.5	30.5

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) for the above mentioned 'Bid' from the web site(s) namely: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

With seal

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 from the date of submission of BID.	
4.	Status of the Firm (Company/Firm/Proprietary) <i>Supporting document to be enclosed.</i>	
5.	Name & Mobile Number of Directors/Partners/Proprietor	
6.	Registration with GST., mention number & date. Furnish also copies of GST registration certificate alongwith upto date return.	
7.	Permanent Account Number (PAN) Furnish copy of PAN alongwith return of preceding three years.	
8.	Average Annual turnover of the company in last 3 financial year (2022-23, 2023-24 & 2024-25). Furnish copies of audited balance sheet & profit & loss account for the last three years Certified Auditor.	
9.	Must have supplied dressed of this nature in Central/State govt. organization/ PSUs/MNCs/Private Univ. 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.	Detail of Bank A/c. : Name of the A/C Holder	
	A/C Number	
	Name of the Bank and Branch	
	IFS Code	

Place:

Date:

Name, Signature & Seal of Bidder

ANNEXURE – III

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 – IV

(To be given on the bidder's letter head)

AUTHORISATION DECLARATION

To

The Registrar,
Odisha University of Technology and Research
Techno-Campus, Mahalaxmi-Vihar
Bhubaneswar-751029

1. I, _____ Son/ Daughter/ Wife of Shri_ _____ Proprietor / Director/ authorized signatory of the bidder, mentioned above, am competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized signatory
Name:

Seal:

Date:

Place:

ANNEXURE –V

To be submitted in COVER B (Financial Bid)

Financial Proposal

FINANCIAL BID
(To be submitted in Cover-2)

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

BILL OF QUANTITY & FINANCIAL BID

Sl. No.	Item Description	Unit	"A" Qty	"B" Unit Price	"C" Unit price GST %	"D =B+C" Unit Amount with GST	"E= B X A" Total Amount with out GST	"F= D x A" Total amount with GST
1	Kurta	No	1300					
2	Jacket	No	50					
3	Uttariya	No	1300					
	TOTAL OF THE ABOVE							
	TOTAL AMOUNT IN WORDS :							

Signature:

For and on behalf of the Bidder

Name :

Seal:

Date:

Place :

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 reuse 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.

Signature with Designation

ANNEXURE-VIII**CHECKLIST FOR THE TENDERER**

Supportive Documents must enclose for fulfilling Eligibility criteria, to be submitted by the Tenderer

Sl. No.	Particulars	Yes/No	Page No.
1	Registration Certificate/Certificate of incorporation, if any		
2	Bid Security (EMD) in shape of DD or Bid Security Self Declaration Form for bid exemption of MSE		
3	Tender Cost in shape of DD		
4	Acceptance of Terms and conditions of Tender		
5	Have you attached the proof of authorization to sign on behalf of the Bidder?		
6	Average Annual Turnover of at least 30 lakhs INR during last 3 financial years i.e. 2022-23, 2023-24 & 2024-25).		
7	Registered with GST. Furnish the copy of GST registration certificate.		
8	Permanent Account Number (PAN) Furnish copy of PAN, Copy of IT Return Acknowledgement for the preceding three financial years		
9	Have you submitted the Price Bid (BOQ) as per the prescribed MS excel format in the e procurement portal ?		NA
10	Must have supplied dresses of this nature in National Importance institutions like IITs, NITs, IISERs, NISER/Central/State govt. Universities/organization/PSUs/MNCs/Private universities for a minimum value of Rs. 5,00,000/- each during the last 3 financial year.		
11	Certificate of Land Border Sharing as per tender annexure		
12	Criminal liability Form		
13	Any Other		

Place:

Date:

Name, Signature & Seal of Bidder