



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

Tender Notice No. **OUTR/SCS/2024-25/05**

Date: 28 / 08 /2024

Notice Inviting E-Tender

Odisha University of Technology and Research, Bhubaneswar invites on line tenders through **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in> in two bid system from interested, reputed, well established and financially sound firms/ companies/ proprietors for “Maintenance of IT Infrastructure of Wi-Fi and Wired Network facility of the OUTR”, details of which are available in the tender papers. The tenderers must possess valid up-to-date GST /income tax clearance etc. The last date of submission of tender is **24.09.2024** up to 6.00 PM and will open on **25.09.2024** at 11.00 A.M. 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 authority is not responsible for any postal delay. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available at website www.outr.ac.in and <https://tendersodisha.gov.in>

IMPORTANT: Prospective bidders are advised to regularly visit the University website/e-tender portal for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the University website/e-tender portal.

REGISTRAR

**BID DOCUMENT FOR
AMC/MAINTENANCE WORK OF IT
INFRASTRUCTURES SUPPORT SERVICES
AT OTR
Through e-Tender**



**Odisha University of Technology and Research
(Erstwhile College of Engineering & Technology),
Ghatikia, Bhubaneswar-751029**

(All pages of this document except for Price-bid to be scanned and uploaded in the e-tender portal duly signed on each page along with the technical bid Cover. The Price bid to be uploaded as per the Ms-excel format in a separate Cover)

NOTICE INVITING TENDER

Odisha University of Technology and Research is established by Govt. of Odisha by upgrading the College of Engineering & Technology, Bhubaneswar through Odisha Act 17 of 2021 w.e.f. 8th October 2021 under the ministry of Skill Development and Technical Education invites sealed tenders under two bid systems i.e. Technical and Financial Bid through **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in> from interested and eligible firms/ companies/ proprietors for “Maintenance of IT Infrastructure of Wi-Fi and Wired Network facility of the OUTR”, **Bhubaneswar**.

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/SCS/2024-25/05 Date: 28 / 08 /2024
2	Period during which tender document will be available on website www.outr.ac.in / www.cet.edu.in	31/08/2024, 6.00 p.m.to 24/09/2024 6.00 p.m.
3	Tender Fee(Non- Refundable)	Rs. 2,000/- (Rupees Two 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. 30,000/- (Rupees Thirty thousand) 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	Last date & time for submission of tender	24/09/2024 upto 6.00 p.m.
7	Date & time of opening of Technical Bid	25/09/2024 at 11.00 a.m.
8	Date & time of opening of Financial Bid	To be intimated later by e-mail/e-tender portal to the technically qualified tenderers
9	Performance Guarantee	5% of the contract value including GST
10	Contract period	One year from the date of contract, may be extended further (Maximum Three years) subject to satisfactory performance.
11	Pre bid meeting	NA
12	Validity of Tender	120 days from the date of opening of Tender
13	For any query please contact	Prof. Ranjan Ku. Dash, Ph. No. 9437360517 , E-mail : picinternet@outr.ac.in
14	Tender Should be addressed to	The Registrar, Odisha University of Technology and Research, Techno campus, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

1.2. Please refer e-Procurement 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 the softcopy in the e-Procurement 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 Authority 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 e-Procurement 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 e-Procurement Tenders Odisha Portal may be obtained at: <https://tendersodisha.gov.in>

2.3 REGISTRATION

2.3.1) Bidders are required to enroll 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**”. At the e-Procurement Portal, which 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 e-Procurement 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.

Already enrolled in e-procurement Odisha may ignore the above instructions.

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>

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.

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

2.6.3) Bidder has to select the payment option as "offline" to pay the tender fee /EMD as applicable and

enter details of the instrument.

2.6.4) 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.

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

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.

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

2.6.9) 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.

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

2.6.11) 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 e-Procurement **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 e-Procurement 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
1	Scope of Work
2	Eligibility Criteria
3	General Conditions of Contract
4	Special Conditions of Contract
5	Acceptance of Terms and condition of tender Covering letter (Annexure-I)
6	Declaration (Annexure-II)
7	Information about Tenderer (Annexure-III)
8	Check list for bidder (Annexure-IV)
9	Financial Capacity form (Annexure-V)
10	Bid Security Declaration form (Annexure-VI)
11	Detail project executed form (Annexure-VII)
12	Financial Bid (Annexure-VIII)
13	Criminal Liability Form (Annexure-IX)

Technical Details of Maintenance of IT Infrastructure of Wi-Fi and Wired Network Facility of University

A. SCOPE OF WORK

The Vendor shall have to take up both preventive as well as break down maintenance jobs. The In-Charge will give instructions regarding jobs to be carried out as and when the requirement arises at the OUTR Campus. The vendor shall have to carry out the jobs in consultation with In-Charge and have to be completed in all respect to the entire satisfaction of the In-Charge, such as “Scheduled checking/servicing/over hauling of the OFC already laid across OUTR Campus as per instructions of In-Charge and maintenance schedules indicated in this tender document or recommended by manufacturers as the case may be & attending the faults in the OFC wherever these go out of order or work inefficiently”. Cost of materials, labor, tools, etc. as required for the maintenance work is to be borne by the Vendor.

- a. Cleaning of Racks, LIUs, Switches, Wireless Access Points (Indoor & Outdoor) & Coloring of Outdoor wireless access points Tower and the cost has to be borne by the vendor.
- b. Locating faults by OTDR. Required devices or tools such as OTDR, Splicing Machine, VFL, etc. to be kept on site throughout the AMC period and the cost has to be borne by the vendor.
- c. Earth excavation for retrieving HDPE duct and OFC cable at the site of damage of Cable and the cost has to be borne by the vendor.
- d. End & straight jointing of OFC by splicing and the cost has to be borne by the vendor.
- e. Pulling of existing OFC for enabling jointing and the cost has to be borne by the vendor.
- f. Laying and troubleshooting of optical fiber cable as and when required and maintenance and the cost has to be borne by the vendor.
- g. In spare time the technician may be assigned for the work of server room equipment & other equipment of the entire University i.e. (Server, Storage, Firewall, Projector, Printer, E-Podium, Laptop, Desktop computers, etc.) and also Work related to the preventive maintenance of the active & passive components of the campus W-LAN & LAN.
- h. Materials required must be supplied by Vendor and it is expected that a stock of regularly required items are kept on site to reduce the turnaround time against any fault.
- i. Laborer shall be engaged by the vendor as and when required and the cost has to be borne by the vendor.
- j. Outer surface of all the racks shall be cleaned with semi wet cotton duster with light detergent if require. And inner surface are to be vacuum cleaned and the cost has to be borne by the vendor.
- k. Checking of mounting and if require fixing to be made proper with required accessories and the cost has to be borne by the vendor.
- l. Routing and fixing of cables if require and the cost has to be borne by the vendor.
- m. Electric Items like MCB, RCCB, Rack Fans, Power sockets, Switch, Wire (Sq mm (1,2,4,6,8,10)) as per the requirement & supply to rack or other IT equipment to checked, Replace and rectify and the cost has to be borne by the vendor.
- n. Cleaning of LIUs with specified cleaning agents, Port caps integrity and provide port caps if missing.
- o. All terminated cable to be checked for continuity with LASER light in every three months, and OTDR test loss measurement in every six months in presence of

- representatives of OUTR. And the cost has to be borne by the vendor.
- p. Finding location of OFC fault by OTDR/Visual method and the cost has to be borne by the vendor.
 - q. Labelling to be done initially and has to be maintained throughout for each LIU and incoming and outgoing OFC. Wear and Tear of Labels to be checked and to be restored if needed and the cost has to be borne by the vendor.
 - r. Indoor & Outdoor wireless access points Lock should be checked and if required replace. And the cost has to be borne by the vendor.

Other any type of IT related work as and when required, when assigned to the Residential Engineer in the entire campus, they have to obey the order and do the needful.

Minimum Details of IT Infrastructures in-side of the OUTR Campus

1. RACK

SL.	LOCATION	6U RACK	9U RACK	12U RACK	30U RACK	42U RACK	LIU (12F, 6F)
1	SERVER ROOM		1	1	1	6	MORE THAN 25
2	AB BUILDING	3	4	1			
3	CD BUILDING	4	3				
4	BC BUILDING		3				
5	NL BUILDING	2		1			
6	NNL BUILDING		8				
7	WORKSHOP			1			
8	RHR (BOYS HOSTEL)	2	1	1			
9	APJAKHR (BOYS HOTEL)		4	4			
10	KCHR (GIRLS HOSTEL)	3		1			
11	KHR (GIRLS HOSTEL)			8			
12	MAIN GATE		1				
13	GUEST HOUSE			1			
14	STAFF QUARTER			1			
15	SAC		1				

2. Wireless Access points

SL.	LOCATION	INDOOR ARUBA 207	INDOOR ARUBA 103	INDOOR MSM 430	OUT DOOR ARUBA 365	OUT DOOR MSM 466
1	SERVER ROOM	8	1	4	3	
2	AB BUILDING	1	32		1	
3	CD BUILDING		32			
4	BC BUILDING	21			1	
5	NL BUILDING			15	1	
6	NNL BUILDING	86			4	
7	WORKSHOP			6		
8	RHR (BOYS HOSTEL)			35		1
9	APJAKHR (BOYS HOTEL)	89			7	
10	KCHR (GIRLS HOSTEL)			33		2
11	KHR (GIRLS HOSTEL)	89			7	
12	MAIN GATE				1	
13	GUEST HOUSE	10			1	
14	STAFF QUARTER			4		
15	SAC				1	

3. Network Switches

SL	LOCATION	HP 1950 SWITCH	HP 1920 SWITCH	HP 1910 SWITCH	HP 2910 SWITCH	HP 2510 SWITCH	ARUBA 2920 SWITCH	ARUBA 1930 SWITCH	D-LINK 3528	UNMANAGED SWITCH
1	SERVER ROOM	6	7	3	7	1	3	1		
2	AB BUILDING		3	1		1				4
3	CD BUILDING		4	1						2
4	BC BUILDING		6							
5	NL BUILDING		3							
6	NNL BUILDING		13							
7	WORKSHOP			1						
8	RHR (BOYS HOSTEL)		4							
9	APJAKHR (BOYS HOTEL)	8								
10	KCHR (GIRLS HOSTEL)		2	2						
11	KHR (GIRLS HOSTEL)	8								
12	MAIN GATE		1 (8 PORT)							
13	GUEST HOUSE	1								
14	STAFF QUARTER			1						
15	SAC								1	

4. OFC LAYING

SL	FROM	TO
1	ADMIN BUILDING	CD BUILDING
2	ADMIN BUILDING	WORKSHOP
3	ADMIN BUILDING	RHR
4	ADMIN BUILDING	KCHR
5	ADMIN BUILDING	STAFF QUARTER
6	CD BUILDING	BC BUILDING
7	BC BUILDING	NNLB
8	CD BUILDING	NL BUILDING
9	NNL BUILDING	NLB
10	RHR	APJAK BUILDING
11	APJAK BUILDING	GUEST HOUSE
12	GUEST HOUSE	MAIN GATE
13	KCHR	KHR
14	KHR	GUEST HOUSE

5. Other Items Detail

SL	LOCATION	AP CAGE	POWER INJECTOR	Tower
1	SERVER ROOM	4	3	
2	AB BUILDING		1	1
3	CD BUILDING			

4	BC BUILDING		1	
5	NL BUILDING	15	1	
6	NNL BUILDING		4	2
7	WORKSHOP	6		
8	RHR (BOYS HOSTEL)	35	1	1
9	APJAKHR (BOYS HOTEL)		7	2
10	KCHR (GIRLS HOSTEL)	22	2	1
11	KHR (GIRLS HOSTEL)		7	2
12	MAIN GATE		1	
13	GUEST HOUSE		1	
14	STAFF QUARTER	4		
15	SAC		1	1

6. Other Equipment

Rack Mount Servers, Tower Servers, Blade Servers, HPC, Firewall, More than 1500 Desktop Computers and laptops etc **(Due to Security Point of view the above details are not given)**

B. Minimum eligibility conditions:

Bidders should-

- Be an experienced Service providing Agency having good track record and client satisfaction of AMC/ Maintenance of IT Infrastructures Support Services to provide 24 X 7 uninterrupted Maintenance of IT Infrastructures Support Services(proof of experience in above work to reputed universities/Govt. Dept. / Govt. Agencies or any other organization to be submitted).
- Have been registered with GST Authorities.(Copy of GST registration Certificate and Copy of the GST Payment Certificate to be furnished).
- Have PAN/ TIN/GIR allotted to him by concerned Department (Copy of Valid PAN/ TIN/GIR to be enclosed). Attested copy of the latest IT return filed by agency; for last three financial years i.e. 2020-21, 2021-22 and 2022-2023 should be enclosed.
- Vendor must have office in Bhubaneswar.
- Bidder must have at least 5 years' experience in providing AMC or FMS for computer server administration (server, storage, Firewall, Cluster etc.) in reputed institutions/ organizations/Companies.
- Vendor should be authorized partner of OEM (HPe, DELL, ACER, Lenovo) copy should be attached.

- (g) Vendor should have 24x7 call login system. Vendor should have an option of toll free number for service call logging
- (h) Vendor should have at least 15 technical Resident Engineer apart from the onsite engineers for giving backup support in case of absenteeism or higher technical guidance.
- (i) Vendor should have proper ESIC and EPF facilities for his employees.
- (j) Have been registered with EPF authority. Attested copy of the E.P.F. registration letter/certificate should be furnished.
- (k) Have been registered with ESI authority. Attested copy of the E.S.I registration letter/certificate should be furnished.
- (l) The average annual turnover should not be less than Rs.50 lakhs during the last three financially year (2020-21, 2021-22 and 2022-2023). Should furnish the documents duly certified by Chartered Accountant in support of the Annual turnover of the agency for preceding last three financial year i.e. (2020-21, 2021-22 and 2022-2023).
- (m) Copy of the Audited Balance Sheet and P & L Account for the last three consecutive financial years (2020-21, 2021-22 and 2022-2023) duly certified by the chartered Accountant should be enclosed.
- (n) The Bidder should have executed such type of work in reputed institutions/organizations/Companies. Proof of execution of contracts of similar type engaging 5-10 personnel per contract should be enclosed.
- (o) The registered office or one of the branch offices of the Bidder should be located within the jurisdiction of the user Office. i.e Bhubaneswar.
- (p) The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the authorised signatory of the agency in token of their acceptance.

The conditional bids shall not be considered and will be out rightly rejected in very first instance.

C. GENERAL CONDITIONS OF CONTRACT

Vice Chancellor, Odisha University of Technology and Research, Techno-Campus, Mahalaxmi Vihar, Bhubaneswar-751029 (herein after called “**Authority**”) requires the services of interested, reputed, well established and financially sound firms/ companies/ proprietors (herein after called “**AMC/ Maintenance of IT Infrastructures Support Service Provider**”) to provide 24 X 7 uninterrupted Maintenance of IT Infrastructures Support Services for the entire campus of OUTR for a period of one year w. e. f. the date of award of contract and execution of agreement thereof. The period of the contract may be further extended, provided the requirement of OUTR (Maximum up to Three years), The Residential Engineer and Technical Staff deployed by the selected Bidder or because of change in the requirements of OUTR, the authority of OUTR however, reserves right to terminate this initial contract at any time after giving 30 days’ notice to the selected Bidder.

1. Cost of the bid documents: The interested bidders should visit **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in> and upload the documents as required and scan copy of the DD towards cost of the bid document. The bidder should submit a Demand Draft of **Rs. 2000.00** drawn in any **Schedule Bank** in favour of, **Registrar OUTR, Bhubaneswar payable at Bhubaneswar** towards cost of bid documents (not refundable) before the last date of submission.

2. Bid Security/EMD (refundable without interest):

- (a) An Earnest Money Deposit (EMD) of Rs.30,000.00 (Rupees Thirty Thousand only)** [except Micro & Small Enterprises (MSE)] should be submitted in form of Demand Draft drawn in any **Schedule Bank** in favour of, **Registrar OTR, Bhubaneswar** payable at Bhubaneswar before the last date of submission, **failing which Bids shall be treated as non-responsive and summarily rejected. The scan copy of the DD/Bid Security Declaration certificate should be uploaded in the portal.**
- (b)** The MSE Bidders must submit valid certificate in support of their claim. The bidder has to submit the Bid Security Declaration Form as per the **Annexure**.
- (c)** The EMD of unsuccessful bidders will be discharged / returned to them without any interest within 30 days after finalization of successful bidder.
- (d)** 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. 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 Odisha portal.

- 4. Submission of Bids Documents:** The bids are invited under two bid system i.e. **(i) Technical Bid (Cover No. A) and (ii) Financial Bid (Cover No. B)**. The interested firms/agencies are advised to submit **Technical Bid and Financial Bid** in two separate cover through **e-procurement (Tenders Odisha) Portal** <https://tendersodisha.gov.in> :

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

Cover A Shall contain the scan copy 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. All other documents as per attached **Annexures (I to IX)** except Price BoQ.

Cover B.

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

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

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

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. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
7. **Validity** :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 documents).
9. The Financial Bid of those Bidders will be opened whose Technical bids are found to be in order and qualified which will be intimated in advance.

D. 10 CLARIFICATION ON TECHNICAL BID EVALUATION:

10.1.The Technical Bids shall be opened in e-tender portal at OUTR, Bhubaneswar on the specified date & time by the Committee constituted by the competent authority.

The technical bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, the university may, at its discretion, ask any bidder for a clarification of its bid.

10.2 If a bidder does not provide clarifications of its bid by the date and time for clarification, the bid may be rejected.

10.3 The evaluation of Technical Proposals of only those Bidders who have qualified in the pre-qualification criteria will be carried out.

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

11. FINANCIAL BID OPENING PROCEDURE:

11.1 The Financial Bids of all technically qualified Bidders shall be opened on the appointed date and time.

11.2 The rates quoted in the tender by the Bidder shall be in figure as well as in words. In case of discrepancy in the rate(s) amount between figure and words, the value written in words shall be taken as finally quoted rate(s) / amount.

11.3 Tenders(s) with rates in units different from those prescribed in “Schedule of Rates” will be liable for rejection. Tenders not received in the prescribed format specified herein shall be liable for rejection.

11.4The rate in the tender shall cover all statutory taxes/levies, as on date of tender, except GST.

11.5 **Bid Value:** Considering the volume and criticality of the work, bidder must quote justified

rate so that quality of service and performance of the resources deployed should not be compromised.

11.6 Tender for this contract will be assessed in accordance with **Least Cost Selection i.e. L1 system**. The bidder who has quoted lowest total quote will be awarded the contract.

11.7 Being L1 will not be sole criteria for eligibility of award of contract. Feasibility of the lowest quote by the bidder will be examined by the committee with reference to relevant terms & conditions.

12. Rejection of tenders: The incomplete & conditional Bid / tender(s) will not be considered and summarily be rejected. Quoting unrealistic rates will be treated as disqualification. A bid submitted with an adjustable price quotation will be treated **as non responsive** and will be rejected.

13. The authority reserves the right to accept or reject any bid including the lowest and to annul 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.

14. Period of Contract : The contract will be awarded for a period of one year w. e. f. the date of award of contract and execution of agreement thereof. The period of the contract may be further extended, provided the requirement of OUTR (Maximum up to Three years).

E. 15. SPECIAL CONDITION OF CONTRACT

15.1 MINIMUM TECHNICAL REQUIREMENTS FOR RESIDENTIAL ENGINEER/SUPPORTING STAFF FOR THE MAINTENANCE OF IT INFRASTRUCTURES SUPPORT SERVICES.

RESIDENTIAL ENGINEER AND SUPPORTING STAFF FOR THE MAINTENANCE OF IT INFRASTRUCTURES SUPPORT SERVICES, AGE AND QUALIFICATION & EXPERIENCES FOR DIFFERENT CATEGORY.

- (a) **The Resident Engineer /Technician (supporting staff) should be of minimum 21 years of age and not exceeding 45 years of age.**
- (b) The personnel to be deployed for different category of services must have following minimum educational qualification and experiences. The suitability of Resident Engineer and Technical/Supporting Staff shall be examined by the authority prior to be deployed by the bidders.

Sl. No.	Type of Personnel	Required personnel	Minimum Educational Qualification & Experience	Duties & Responsibilities
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1	RESIDENTIAL ENGINEER (System Administrator)	1 (one)	Minimum having B-Tech in CSE, IT, I&E, E&I, AE&IE & ETC, equivalent or CCNP/CCNA with MCSA, or equivalent from a reputed organization having minimum Ten years' experience in IT infrastructure	Maintenance of Servers, PCs, Rack, OFC, Laptops, Switches, Wi-Fi access Points Peripherals (As per list attached) in tender, Call logging of warranty component & maintaining the same, Network management, Network maintenance, Installation & Maintenance of software's and firmware's of the servers, switches, firewall, wireless access points, etc, Installation of any new hardware & related software's, Maintenance of warranty PCs & other peripherals as per details in the tender, Antivirus server & clients management, Taking regular backups of all servers and other IT related equipment's and other IT related works as assigned by In-Charge or Competent authority as when required.
2	RESIDENTIAL ENGINEER (Asst. System Administrator)	1 (One)	Minimum having B-Tech in CSE, IT, I&E, E&I, AE&IE & ETC, equivalent or CCNP/CCNA with MCSA, or equivalent from a reputed organization having minimum Ten years' experience in IT infrastructure	Maintenance of Servers, PCs, Rack, OFC, Laptops, Switches, Wi-Fi access Points Peripherals (As per list attached) in tender, Call logging of warranty component & maintaining the same, Network management, Network maintenance, Installation & Maintenance of software's and firmware's of the servers, switches, firewall, wireless access points, etc, Installation of any new hardware & related software's, Maintenance of warranty PCs & other peripherals as per details in the tender, Antivirus server & clients management, Taking regular backups of all servers and other IT related equipment's and other IT related works as assigned by In-Charge or Competent authority as when required.
3	Technical Staff	(Two)	Minimum having ITI in Electrical or in Electronic with Computer Hardware or Networking Certification from any recognized organization with minimum of 3 years' experience. Or Minimum of having a 10 th Pass and having the Electronic, Electrical, Computer Hardware or Networking knowledge with a minimum 05 year's experience	Cleaning of all the IT related components, Climbing of Towers, Colouring of Towers, watering of Earth pits, Electrical works for PDU, and etc. and other related works as assigned by In-Charge or Competent authority as when required.

16.Terms & conditions :

- a) In order to attract quality manpower and motivate them to do better work, the bidder should spend at least 75% of the bill amount in the form of salary paid to the Resident Engineers/**Technician (supporting staff)** posted at OUTR, Bhubaneswar. The bidder should produce Bank Statements and Salary Slips to OUTR, Bhubaneswar as a proof in this regard whenever it is asked for. In case of default or specific complaint received from any Resident Engineer engaged under this contract, OUTR, Bhubaneswar shall have the authority to get the payment disbursed through its designated officer at your cost. If it is found that the total salary disbursed to the employees (Resident Engineers) posted at OUTR, Bhubaneswar by the successful bidder is less than 75% of the order value, the differential amount shall be recovered from monthly bill of the successful service provider and contract shall be terminated with immediate effect without any compensation.
- b) The bidder must provide EPF and ESIC or Insurance facility (as per the rules of Govt. of Odisha) to the Resident Engineers/Technician (supporting staff) engaged under this contract. The bidder should produce proper documents (payment challans, ECR statements, etc.) to OUTR, Bhubaneswar in this regard whenever it is asked for. If any irregularity found or specific complaint received from any of the Resident Engineers/Technician (Supporting Staff) engaged under this contract in this regard, the amount shall be recovered from monthly bill of the successful bidder and contract shall be terminated with immediate effect without any compensation.
- c) The bidder must arrange training to the deputed engineers at their own cost for up-gradation of technical knowledge whenever required so that they can be capable to handle the challenge due to new Sever Infrastructure equipment and software setup at Computer Centre of OUTR, Bhubaneswar so that services of the university should not be affected.

Cartel: If it is found that the tender price is rigged by cartel formation, the tender process/tender of the cartel group shall be cancelled. (Cartel means quoting price in connivance so as to influence the bid)

Payment :

- i) The service provider shall furnish one set of bills for each month in triplicate copies within 7 days of succeeding month enclosing EPF, ESI and GST Challan deposit with ECR copies for processing of bills. The copy of the payment (monthly wages) to the personnel engaged by the firm has to be enclosed. Payment will be released through RTGS within 30 days on receipt of bill.
- ii) TDS will be deducted as per Income Tax Act, GST Act and Rules framed there under.

F. RESPONSIBILITIES OF OUTR OFFICIALS

17. The duty of OUTR's representative is to oversee the work. He / She shall have full authority to relive the contractor of any of his duties or obligations under the contract except as expressly provided hereunder or elsewhere under the contract or to order any work involving any delay or extra payment by OUTR not to make any variations in the works.

G. ASSIGNMENT AND SUB-CONTRACTING

18. The contractor shall not assign the contract, or any part thereof, or any benefit or interest therein without prior written consent of OUTR.

18.1. The contractor shall not sub-contract the works without written consent of OUTR and such consent if given shall not absolve the Contractor from responsibility, liability or obligation under the contract and he shall be responsible for the acts defaults or neglects of any sub-contractor, his agents, employees, or workman as fully as if they were the acts defaults, neglects of the contractor, his agent, employees or workman.

H. CONTRACT DOCUMENTS

19. Documents mutually explanatory: The several documents forming the contract are to be taken as mutually obligatory of one another, and interpreted harmoniously, and in case of ambiguities or discrepancies, the same shall be clarified by OUTR who shall there upon issue to the contractor instructions / directions indicating the manner in which the work is to be carried out.

20. Further instructions: The representative of OUTR shall have full power and authority as delegated to him to issue to the contractor, from time to time during the progress of the work, such further instructions as shall be necessary for the purpose of proper and adequate execution of the work and the Contractor(s) shall carry out and be bound by such further instructions.

I. GENERAL OBLIGATIONS OF THE CONTRACTOR

a) **Sufficiency of tender:** The contractor shall be deemed to have satisfied himself before submitting tender as to the correctness and sufficiency of his tender for the works and of the rates stated in the tender schedule which shall cover all his obligations under the contract and all matters things necessary for the proper completion and maintenance of the work.

b) **Illegal gratification, breach of contract:** The contract may also terminated and the Contractor shall be liable to make good any loss or damage resulting from such cancellation if any bribe gratuity, gift, loan reward or advantage pecuniary or otherwise shall either directly or indirectly be given, promised or offered by the contractor or any of his servants or agents to any person employed by OUTR in any way directly or indirectly interested in the contract or if the Contractor has committed a breach of any of the terms of the contract.

c) **Final Certificate:** The contract shall not be considered as completed until a Final Certificate have been signed and issued to the contractor stating that the works have been completed in accordance with the terms of the contract & contractor shall submit a no dues certificate evidencing closure of contract.

d) **Change of address:** Any change of address of the contractor shall immediately be notified to the OUTR authority.

e) Safety:

i. The contractor will be responsible to ensure safety of the workmen under them.

ii. Except in special circumstances (to be recorded in writing and with due approval) the contractor will not be allowed to employ sub contractor / petty contractors.

J) Legal compliance: the contractor shall comply with all statutes, rules, regulations, by law, orders of statutory authority including but not limited to compliance of:

a) Payment of wages Act.

b) Minimum wages Act.

c) Maternity benefit Act.

d) EPF Act. (As per the notification of Govt. of India)

e) ESI Act. (As per the notification of Govt. of India)

f) Contract labour (R&A) ACT & such other laws if applicable to execution of the contract in question as employer of this staff engaged / deployed in execution.

j) The contractor shall not allow any visitor on the work sites, without the prior permission of OUTR.

K) The Performance Security: The successful bidder has to deposit Performance Security amounting to **5% of contract value including GST in the form of bank Guarantee from any**

scheduled Bank in favour of Registrar, Odisha University of Technology and Research, Bhubaneswar within fifteen days from the date of signing the agreement. The Security Deposit shall remain valid for 60 days beyond the date of completion of all contractual obligation. In case the contract is further extended beyond the initial period, the bank Guarantee will be accordingly renewed by the successful tenderer. The amount of performance security deposit may be revised by the authority taking into account of contractual obligation of the service provider.

- b) The amount of performance security will be discharged after the completion of contract period is over. The Security Deposit will not attract any interest.
- c) This is only to ensure the performance and satisfactory services of the bidder. This amount shall be adjusted as indemnities, if the contractor engaged fails/refuses to provide services as per the terms and conditions/requirements of OUTR at any time during the tenure of the contract. After satisfactory completion of the contract, this security deposit shall be returned to the contractor.
- d) In case of breach of any terms and conditions attached to this agreement, the above Performance Security Deposit of the Service Provider shall be liable to be forfeited besides annulment of the Agreement. If any loss damage is caused to OUTR, Bhubaneswar by the persons deployed the same shall be recovered from the unpaid bills of service Provider or adjusted from the performance Security deposit.

L. INSTRUCTION TO BIDDERS :

1. OUTR, Bhubaneswar shall not be responsible for any financial loss or any injury to any person deployed by the Bidder in the course of their performing the functions/duties, or for payment towards any compensation.
2. The persons deployed by the Bidder shall not claim nor shall be entitled to pay, perks and other facilities as admissible to regular / confirmed employees of OUTR during the currency or after expiry of the Agreement.
3. In case of termination of this Agreement on its expiry or otherwise, the persons deployed by the Bidder shall not be entitled to claim for any absorption in regular or other capacity in OUTR, Bhubaneswar.
4. The person deployed shall not be entitled to claim any benefit or compensation or absorption or regularization of deployment in the establishment of OUTR, Bhubaneswar under the provision of rules and Acts. Undertaking from the person deployed to this effect shall be required to be submitted by the Bidder.
5. The Bidder shall provide a substitute well in advance if there occurs any probability of the person leaving the job due to his/her own personal reasons. The payment in respect of the overlapping period of the substitute shall be responsibility of the Bidder. The Bidder shall be responsible for contributions towards Provident Fund and Employees State Insurance, wherever applicable.
6. The persons deployed by the Bidder should have good police records and no criminal case should be pending against them.
7. The persons deployed should be polite, cordial and efficient while performing the assigned work and their actions should promote good will and enhance the image of the OUTR. The Bidder shall be responsible for any act of indiscipline on the part of the persons deployed.
8. The successful bidder at its own cost and expenses and with all its liabilities employ and maintain the personnel and shall keep the Resident Engineer its own entire roll and pay their salaries including allowances and shall meet the cost of their other requirements.

9. The successful bidder shall deploy / arrange the personnel in accordance with the Resident Engineer/ Manpower guidelines and take responsibility of their accommodation by own arrangement
10. The Bidder Agency shall furnish the records / document / original vouchers/ challans in respect of statutory deposits in respect of the personnel to the officer concerned of the university as and when required, failing which the authority has every right to terminate the contract with one month notice to the effect.

Legal

11. The persons deployed shall be, during the course of their work by privy to certain qualified documents and information which they are not supposed to divulge to third parties. In view of this, they shall be required to take oath of confidentiality and breach of this condition shall make the Bidder as well as the person deployed liable for penal action under the applicable laws besides, action for breach of contract.

Financial

12. The Technical Bid should be accompanied with an Earnest Money Deposit (EMD) of Rs.30,000.00 (Rupees Thirty Thousand only) refundable without interest and Tender cost of Rs. 2,000/- (Rupees Two thousand only) non-refundable in the form of Demand Draft drawn in any Scheduled Bank in favour of the Registrar, Odisha University of Technology and Research, Bhubaneswar, payable at Bhubaneswar, failing which the tender shall be rejected out rightly.
 13. The Earnest Money Deposit in respect of the agencies which do not qualify the Technical Bid(First Stage) / Financial Bid (Second competitive stage) shall be returned to them without any interest.
 14. **If the successful Bidder fails to execute the agreement or to deploy the required Resident Engineer against the initial requirement within 15 days from the date of placing the order, the EMD shall stand forfeited without giving any further notice. The contract shall be terminated and the work order will may be awarded to the next lower quoted firm.**
- 4.1 The successful bidder will be required to submit the Performance Bank Guarantee equal to **5% of contract value** within 15 days after issue of Work Order, from a scheduled bank. The Security Deposit shall remain valid for 60 days beyond the date of completion of all contractual obligation .
- a. The Performance Bank Guarantee amount **including statutory dues in the form of bank Guarantee from any Scheduled Bank in favour of Registrar, OUTR, Bhubaneswar** shall remain valid for 60 days beyond the date of completion of all contractual obligation **within Fifteen days from the date of signing the agreement.** In case the contract is further extended beyond the initial period, the bank Guarantee will be accordingly renewed by the successful Bidder. The amount of performance security deposit may be revised by the authority taking into account of contractual obligation of the Bidder.
 - b. This is only to ensure the performance and satisfactory services of the bidder. This amount shall be adjusted as indemnities, if the Bidder engaged fails/refuses to provide services as per requirements of OUTR at any time during the tenure of

the contract. After satisfactory completion of the contract, this security deposit shall be returned to the agency.

15. In case of breach of any terms and conditions attached to this agreement, the above Performance Security Deposit for maintenance of IT infrastructures support services shall be liable to be forfeited besides annulment of the Agreement. If any loss damage is caused to OUTR, Bhubaneswar by the persons deployed the same shall be recovered from the unpaid bills of Bidder or adjusted from the performance Security deposit.
16. Price Escalation: No request or claim for price escalation on any ground shall be entertained during tenure of the contract.
17. The Authority reserves the right to withdraw or relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
18. All disputes shall be under the jurisdiction of the appropriate court at Bhubaneswar.
19. The successful bidder will enter into an agreement with OUTR, Bhubaneswar for supply of suitable and qualified Resident Engineer and Technician (Supporting Staff) as per requirement of OUTR, Bhubaneswar on the above terms and conditions.
20. The University Authority reserves the right either to accept or to reject the tender wholly or partially without assigning any reason and the decision of the Principal will be final in this regard.
21. **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 works/services under the contract provided by the contractor.

M. Force Majeure:

- i) 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 service provider. Such events may include, but not be limited to, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- ii) If a Force Majeure situation arises, the Service Provider shall promptly notify to the OUTR in writing of such conditions and the cause thereof within 15 days of its occurrence.

N. 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 offer shall be settled mutually. If dispute persist it will be referred to Vice Chancellor, OUTR. The decision of Vice Chancellor shall be final and binding on both the parties.

ANNEXURE-I

COVERING LETTER

(On the Bidder's Letter Head)

To
The Registrar
OUTR, Bhubaneswar

Sub: Acceptance of Terms and conditions of Tender for Providing AMC/Maintenance work of
IT infrastructures support services

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

Ref: Invitation for Tender No. _____ dated _____

We, the undersigned, declare that:

1. We have examined the tender document and its terms and conditions and we have understood the details.
2. We are ready to execute in conformity with the tender document the contract in case we are found successful as a Bidder.
3. Our bid shall be valid for a period of **120 days** from the date of opening of price bid and we shall not revoke the same.
4. If our bid is accepted, we undertake to comply all other formalities as per tender document and work order.
5. 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.
6. We accept all the terms and conditions of this Tender document and undertake to abide by them including the condition that you are not bound to accept highest ranked bid/lowest bid or any other bid you may receive.
7. The detailed particulars of the Bidder are mentioned attached separately.

Yours sincerely

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

ANNEXURE- II

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

DECLARATION

1. I, _____ Son/ Daughter/ Wife of Shri_
_____ Proprietor / Director/ authorized signatory of the
Service Provider, 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:

TENDER APPLICATION – Technical bid,

For Providing AMC/Maintenance work of IT infrastructures support services to OUTR, Bhubaneswar, the Technical Bid shall be accompanied with self-attested photocopies of the following requisite documents, Form (below duly filled in) failing which the bid shall be rejected out rightly.

INFORMATION ABOUT THE BIDDER

Sl. No.	Description	Required data to be filled by the Bidder
1	Name of the Firm/Company	
2	Year of Incorporation (attached copy registration)	
3	Status of the firm (Company/Firm/Proprietary) supporting document to be enclosed	
4	Full Address of Registered Office, Telephone No., E-Mail :	
5	Name of the Director/ Proprietor with Telephone No., E-Mail :	
6	Address of the local office	
7	Bank Details. (Attach Xerox copy of the Front page of the pass book).	Account Number Bank & Branch Name IFSC Code
8	Annual turn over of the company last three years 2020-21, 2021-22 & 2022-23 (Furnish copies of audited balance sheet by certified auditors)	
9	PAN No.	
10	GSTIN No. (Attached the self-attested copy)	
11	EPF Registration No. (attached self attested copy)	
12	ESI Registration No. (Attached self-attested copy)	

*Authorized Signatory
with Date and Seal*

ANNEXURE- IV**CHRONOLOGICAL ORDER FOR ARRANGEMENT OF DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID. (All the pages are to be numbered)**

Please Note: All the documents should be indexed in front page of technical bid with proper Page No. because it is difficult to trace out the particular document for which authority will not be held responsible.

CHECK LIST FOR TENDERER

Sl. No.	List of Documents	(Whether submitted) Y/ N	Page No.
1	Details of Tenderer		
2	EMD of Rs.30,000 /vide DD No..... dated..... / Bid Security Declaration form for MSE		
3	Tender Document cost Rs.2,000 /vide DD No..... dated		
4	Attested copy of registration of the Company under company Act .		
5	Copy of the Audited Balance Sheet and Income & Expenditure statement for the last three consecutive financial years i.e 2020-21, 2021-22 & 2022-23 certified by the chartered Accountant.		
6	Xerox copy of front page Bank Account passbook		
7	Attested copy of the latest IT return filed by agency; for last three financial years i.e. 2020-21, 2021-22 & 2022-23		
8	Attested copy of the E.P.F. registration letter/ certificate.		
9	Attested copy of the E.S.I registration letter/ certificate		
10	Attested copy of the PAN / GIR Card.		
11	Attested copy of GST registration certificate;		
12	The documents in support of the Financial Capacity turnover of average 50 Lakhs during the last three financial year i.e. 2020-21, 2021-22 & 2022-23 duly certified by Chartered Accountant.		
13	Work order copy by the Service Provider that it should have executed such type of service engaging 5-10 personnel per contract during the last financial year 2020-21, 2021-22 & 2022-23		
14	Copy of the work order of last 5 years' for providing AMC or FMS for computer server admn. In reputed institutions/organisations/companies		
15	An affidavit to the effect that no criminal case is pending with the police against the Proprietor/Firm/Partner or the Company (Service Provider) and the Service Provider has not been blacklisted anywhere.		
16	The registered office or one of the branch offices of the Service provider should be located within the jurisdiction of the user Office. I.e Bhubaneswar.		
17	The terms and conditions in the tender Document duly signed (each page) and the tender document sealed by the authorized signatory of the agency in token of their acceptance		
18	Attached all the Annexure		

Signature of Bidder
Signature of authorized signatory

Name:
Seal:

Date:

Place:

ANNEXURE – V

Form For Financial Capacity

Description	Financial Years		
	2020-2021	2021-22	2022-23
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 Annual Turnover and profit earned from similar services only 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 – VI

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)

ANNEXURE-VII

To be submitted in COVER A (Technical Bid)

Details of projects executed for AMC or FMS support during the last Five Financial years in the following format:

(Attach separate sheets if space provided is not sufficient)

Sl. No.	Name of the Client with Address	Type of Service provided	No	Amount of contract (Rs. Lakhs)	**Duration of contract (Date of award of contract)	
					From	To

* Enclose photocopies of the contract/work order serially in the order, as mentioned in the format above for the ease of scrutiny)

** Renewal of a contract is to be treated as one project.

(Signature of the authorized signatory)

Place :

Date :

Seal

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 :

(Please Refer to the Tender Documents No. OUTR/SCS/2024-25/05 for Financial Bid in Indian rupees in .xls format)

Date :

Signature of Bidder

/ authorized person

Place :

Name:

Seal:

ANNEXURE –IX

CRIMINAL LIABILITY UNDERTAKING

(To be given on Notarised affidavit on Indian Non judicial stamp paper of Rs. 10/-)

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.....
S/o.....Resident of
.....
... do solemnly pledge and affirm that I 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) I have not been debarred by any Central/State Government Organisation/Bodies for the last 3 years.

Signature with Designation

Model Bank Guarantee Format for Performance Security

Whereas..... (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no. dated to supply (description of goods and services) (herein after called “the contract”).

And Whereas it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And Where As we have agreed to give the supplier such a bank guarantee;

Now Therefore we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the day of, 20.....

Our..... branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....

Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.