

**OFFICE OF THE PRINCIPAL  
PATHANI SAMANTA COLLEGE, KHANDAPARA  
DIST-NAYAGARH, ODISHA, PIN-752077**

**TENDER NOTICE FOR Printer-cum-Copier**

Notice No.-EST-IDP- 07

Date : 04/01/2021

Sealed Tenders are invited from intending Manufactures/Firms/Suppliers/Authorized Dealers having valid PAN & GST registration No for supply of Printer-cum-Copier and those should reach the undersigned within three weeks from the date of advertisement (**Separate Tender Documents must be submitted for different items**). The items shall be purchased from the Funds under Odisha Higher Education Programme for Excellence & Equity (OHEPEE). The details of the requirement with specification, **terms and conditions given below for the above Tender call notice as per the finance and procurement guidelines of OHEPEE, Govt. Of Odisha**. The undersigned reserves the right to reject/cancel any or all the quotations without specifying any reasons thereof.

Sl.No.	Services/Goods to be procured	Specification	Quantity
1.	Printer-cum-Copier	Multi- function (Black & White) With DADF	01

  
Principal  
P. Pathani Samanta College  
Khandapara, Dist.- Nayagarh

Memo No.07(1) Dt.04/01/2021

Copy to DEO for website/Account Section/Co-Ordinator, OHEPEE/O.C for information and necessary action.

  
Principal  
P. Pathani Samanta College  
Khandapara, Dist.- Nayagarh



## Terms and conditions

1. Mode of Submission: Proposals complete in all respect should be submitted to the inviting authority through Speed post/Registered Post only. Delivery in person should not be accepted. Each envelope should contain the name of the firm/ supplier along with the tender number. The tender documents must be prepared in two parts i.e-Technical Part and Financial part. Financial proposal will be opened and evaluated for only those firms who qualify in the technical part.
2. Each page of the tender paper has to be signed and stamped by the firm/supplier.
3. **Earnest Money Deposit (EMD)**: EMD (also known as Bid Security) is to be submitted by the bidder along with the bid in shape of either account payee or demand draft in favour of Principal, Pathani Samanta College, Khandapara payable in **CANARA BANK**,Nayagarh.
4. The amount of EMD to be submitted by the bidder shall be 5% of the estimated value of procurement.
5. A Tender fee (Non-refundable) of **Rs.500/-(Rupees Five Hundred only )** in shape of BD./D.D. in favour of **Principal , Pathani Samanta College,Khandapara** payable in **CANARA BANK**,Nayagarh must be deposited along with the Bid proposal.
6. The Bid security/EMD is to be returned to the unsuccessful bidders without any interest latest by 30 days after the issue of the work order to successful bidder and EMD of the successful bidder must be returned without any interest after deposit of the Performance Security. It can also be adjusted against part of performance security.
7. Documents to be submitted along with bid proposals as follows :-
  - **Separate Tenders & Documents must be submitted for different items.**
  - **Filled in Annexure-I & Annexure-II**
  - **GST Registration Certificate**
  - **Authorization certificate from the manufacturer**
  - **PAN Card of the firm**
  - **Audited Financial Statement of preceding three financial years.**
  - **Income Tax Return of preceding three financial years.**



  
Principal  
P. Pathani Samanta College  
Khandapara, Dist.- Nayagarh

**ANNEXURE-1****DETAILS OF THE TENDERER**

<b>Sl. No</b>	<b>Particular</b>	
1	Name of the Firm Agency	
2	Registered Office Address and Complete postal Address	
3	Telephone Number & e-Mail Address	
4	Name of Authorised Signatory (In Block Letter)	
5	Contact No.of Authorised agency	
6	Type of firm (Proprietary /Partnership /Pvt.Ltd/Public Limited)	
7	Date of Establishment and Expenses in business (In number of years)	
8	G.S.T Registration Number	
9	PAN Number	
10	ESI Registration number	
11	E.P.F. Registration number if any	
12	Details of Earnest Money Deposit i.e- Draft No., Date and Bank Name	
13	Details of Tender Fee i.e- Draft No., Date and Bank Name	

Date:

Place:

SIGNATURE WITH SEAL OF THE TENDERER



**ANNEXURE-II**

**SELF DECLARATION FOR NOT BLACK LISTED**

To,

The Principal,  
Pathani Samanta College, Khandapara  
Nayagarh  
PIN-752077

Ref: Tender No-----dated-----

Sir

I/We -----here by

confirm that our firm has not been banned or blacklisted by any  
Government organization/ Financial Institution/Court/Public Sector  
Unit/Central Government.

Date:

Place:

Signature With Seal  
Of the Tenderer

