



CHITRADA COLLEGE, CHITRADA,
AT/PO-CHITRADA, DIST- MAYURBHANJ,
ODISHA-757018

REQUEST FOR PROPOSAL TO SELECT SUPPLIERS
FOR SUPPLY/INSTALLATION OF I.T ITEMS WITH
I.T. INFRASTRUCTURE ASSISTANCE UNDER
H.E DEPARTMENT, GOVT OF ODISHA
AT THE COLLEGE PREMISES

RFP. No. [22142301/ CC/2025-26/445/25]

Dated. 04.06.2025

ISSUED BY

PRINCIPAL

CHITRADA COLLEGE, CHITRADA,
AT/PO-CHITRADA, DIST- MAYURBHANJ,
ODISHA-757018

TABLE CONTENTS

Section	Description	Page No
1	Notice for Invitation for Quotation call / Limited Tender	1 & 2
2	Schedule of RFP	3
3	Standard specification of I.T Items	4
INSTRUCTION OF INTERESTED FIRMS		
4	Pre Qualified Criteria	5
	General Terms & Conditions	5 & 6
	Submission of Proposals	6
	Documents/Certificates	6 & 7
	Opening of Proposal	7 & 8
	Evaluation of Proposals	8
	Award of Contract	9
	Disqualification /Rejection of Proposals	10
	Mode of Payment	10
FORMS		
5	T1 : Technical Proposal Submission Form	11
	T2 : Organization's Details	12
	T3: Experience Details	13
	T4: Self declaration for not black listed	14
	T5: Minimum Required Specifications Compliance Sheet	15
	T6 : Financial Turnover Details	16
	F1 : Financial Proposal Submission Form	17
6	Certificate of Willingness	18
7	Annexure 1 : Proposal Submission Check List	19



OFFICE OF THE PRINCIPAL

CHITRADA COLLEGE, CHITRADA, MAYURBHANJ, ODISHA

Mobile No – 9937458192, 8763342743

Mail -Id :- chitradacollege@gmail.com

Letter No 445/25

Date 04.06.2025

To

**The Director I & PR Department
Bhubaneswar**

**Sub-Request for release of advertisement in Newspaper through
I & PR Department.**

Sir/Madam,

It is to request your benign self to publish a **Quotation Call Notice** for the Purchase of I.T items for our College in the Local dailies “The Sambad” as per the Government approved rates.

Your kind co-operation in this matter is highly solicited.

Thanking you.

Yours faithfully,

[Signature]
Principal
Chitrada College, Chitrada
Mayurbhanj

Enc:-

1. Advertisement copy of Quotation Call Notice.



OFFICE OF THE PRINCIPAL

CHITRADA COLLEGE, CHITRADA, MAYURBHANJ, ODISHA

Mobile No – 9937458192,8763342743

Mail -Id :- chitradacollege@gmail.com

QUOTATION CALL NOTICE

Sealed quotations are invited from the registered firms to supply the IT items as per the Govt. of Odisha, H.E. Order No. 202469785168 / dt. 05.03.2025 and Issue No. 12655 dt. 05.03.2025. The quotations must reach the undersigned on or before dt. 14.06.2025. The details regarding RFP can be viewed from the College website – www.chitradacollege.in

Sd/-Principal-Cum-Secretary

SECTION 1 : SCHEDULE OF RFP

S/No	Particulars	Details
1.	Request for Proposal No	22142301/.CC/2025-26 /445/25 Dated. 04.06.2025
2.	Date of issue of RFP	Dated 05.06.2025
3.	Name of RFP Issuer	Principal, Chitrada College, Chitrada, AT/PO-Chitrada, Dist- Mayurbhanj, Odisha-757018
4.	Cost of RFP Documents	Rs 200/-(Non-refundable)
5.	Scope of Work	Supply & installation of Desktop Computers, UPS, Printer, Wireless mice & Camera for Virtual Meeting, L.E.D TV at the colleges premises.
6.	Method of Selection	Least Cost Selection Method (Priority will be given to quality of the items)
7.	Last date for submission of proposals	Dated : 14.06.2025
8.	Date of Opening of Technical Proposals	Dated : 17.06.2025
9.	Date of Opening of Financial Proposals	Maximum within 3 working days from the date of opening of Technical Bids.
10.	Earnest Money Deposit (EMD): (Refundable for unsuccessful firms)	2% of the total quoted price
11.	Performance Security (To be submitted by the L1 firm only)	3% of the L1 estimated price (Un conditional and irrevocable)
12.	Address / Venue for submission/opening of such proposals	Principal, Chitrada College, Chitrada, AT/PO-Chitrada, Dist- Mayurbhanj, Odisha-757018
13.	Date of issue of supply order	Within 7 days from the date of opening of Financial Proposals.
14.	Last date of supply of goods by the selected firms	Within 7 days from the date of issue of supply order from the college.
15.	Last date of making payment to the firm supply goods to the institution	Within 15 days from the date of supply of goods in good condition & installation of goods in the college premises and furnish of invoice.

Note ;

In case of any change in the scheduled date due to any unforeseen event the date may be shifted to the next possible working day or as decided by the Principal.


 Principal 04.06.2025
Principal
Chitrada College
Chitrada, Mayurbhanj

**STANDARD SPECIFICATIONS OF I.T ITEMS TO BE PURCHASED OUT OF
INFRASTRUCTURE FUNDS UNDER H.E DEPTT., GOVT. OF ODISHA 2025-26**

S.I NO.	Goods/Services to be procured	Standard / Detailed Specification	Approx. Qty / Amnt.
1	Desktop Computers	HP make core I3 or above, 8 GB RAM DDR4, 512 SSD with 1TB HDD optional, OS-windows 10, USB combo keyboard wireless, integrated graphics with WLAN + BT, 21" LED monitor with 3 years warranty on site.	06 Nos
2	UPS for desktop computers	1 KVA output power capacity, leak proof battery with 2 years warranty.	06 Nos
3	Printer	Scan o PDF, self reload toner, built in WIFI, energy star qualified, high volume printing upto 5000 pages, USB, Wireless, Wi Fi-Direct, Print with mobile, Ethernet, Flat Bed, Display Size 32x32 mm Media Sizes Supported : A6, A5, A4 Letter No 10 Env, C5Env, DL Env, B5 (JLS), 105x148.5 to 215.9x297mm	02 Nos
4	LED T.V	164cm (65inch) Ultra HD (4K) LED Smart Google TV with 24W Dolby Audio and Metallic Bezel-less (65V6B)	01 Nos
5	Wireless mice & camera for virtual meeting	SX9 Mini Wireless Microphone Lavalier Condenser Collar Mic 3 IN 1 Camera Microphone	
6	Internet facility		
7	Software	Anit-virus	

Principal

**GENERAL TERMS & CONDITIONS TO BE FOLLOWED BY THE REPUTED ELIGIBLE
FIRMS/AUTHORISED SUPPLIERS INTERESTED TO SUPPLY FOR SUPPLY/
INSTALLATION OF I.T ITEMS WITH I.T. INFRASTRUCTURE ASSISTANCE
UNDER H.E DEPARTMENT, GOVT OF ODISHA
AT THE COLLEGE PREMISES**

1) Pre Qualification Criteria:

- i) Interested firms may obtain the RFP documents from the official website i.e. www.chitradacollege.in of the Chitrada College, Chitrada and submit their proposal in sealed envelope as per the instructions mentioned in this RFP documents.
- ii) Interested firms are advised to study carefully all instructions, forms, term & conditions and other important information mentioned in the RFP document.
- iii) The participating firms must produce copies of all the required supporting documents/information as part of their proposal, failing which the same proposal shall be summarily rejected.
- iv) The firm should be registered under the provisions of the Indian Companies Act/ Indian Partnership Act/The limited liability Partnership Act/A sole proprietorship firms.

2) General Terms Conditions:

- i) The E.M.D. amount of 2% of the total quoted price on the number/quantity/amount of goods/items as fixed/estimated by the college is to be submitted by the bidders along with the bid in shape of A/C payee demand draft in favour of the Principal, Chitrada College, Chitrada drawn in any of the nationalized bank.
- ii) EMD relaxation will be allowed to the firms registered under MSME Valid registration certificate to that effect should be attached.
- iii) The E.M.D is to be returned to the unsuccessful bidders within 07 working days from the date of the issue of supply order to the successful bidder without any interest. The E.M.D of the successful bidders will be returned without any interest after deposit of performance security which is of 3% of the total supply order price of the goods/items as fixed/estimated by the college.
- iv) The GST @ 2% & IT 1% will be deducted from the gross value, if the grand total exceeds more than 2 lakh payable to a single firm as per the guidelines of Finance department.

v) The firm interested to supply goods/items as mentioned in the RFP altogether must have supplied goods to any of the offices, college/universities. Supply order copies may be attached with bid.

vi) Performance security is to be submitted after issuing of LOI to the L1 bidder.

vii) The interested firms must accept all technical/commercial terms and conditions mentioned in the RFP document.

viii) Each page should be signed with official seal of the authorized person.

ix) The Principal, Chitrada College, Chitrada, AT/PO-Chitrada, Dist- Mayurbhanj, Odisha-757018 reserves the right to cancel the RFP at any point of time without assigning any reason thereof.

x) All legal disputes are subject to the jurisdiction of the Odisha High Court, Cuttack.

xi) Price of the item including GST must be mentioned.

xii) Delivery of the item will be made at the College Office with no transport cost.

3) **Submission of Proposal:**

The proposals completed in all respect should be submitted to the Principal, Chitrada Degree College, Chitrada, AT/PO-Chitrada, Dist- Mayurbhanj, Odisha-757018 through Speed Post/Registered Post only. The Principal will not be held responsible for any postal delay or due to any unforeseen situation. Delivery in person or through any other mode will not be accepted.

4) **Documents & Certificates**

i) Certificate of incorporation/registration/partnership deed/ GST registration and PAN must be submitted to the effect.

ii) The cost of RFP of Rs.200/- (Two hundred) only is to be submitted along with the proposal in shape of Bank Draft in favour of the Principal, Chitrada College, Chitrada payable in any nationalized Bank. The RFP document cost is non-refundable.

iii) The firm should submit the Audit balance sheet and profit & loss account certificate by practicing chartered accountant along with Income Tax Return of last 03 financial year i.e. 2021-22, 2022-23, 2023-24.

iv) A sealed envelope bearing the name, address, phone number and email id of firm along with the RFP name & number should contain two separate sealed envelope i.e:

a) Envelope for Technical Proposal

b) Envelope for Financial Proposal

The sealed Envelope for "**Technical Proposal**" must contain the required supporting documents such as:

- a) The Demand Draft of Rs 200/- in favour of the Principal, Chitrada College, Chitrada towards the cost of e RFP (Non-refundable).
- b) The E.M.D amount of 2% of the total quoted price of the goods/items as fixed/estimated by the college in shape of A/C payee D.D in favour of the Principal, Chitrada College, Chitrada.
- c) Xerox copy of the certificate of registration/ incorporation.
- d) Copy of PAN.
- e) Copy of Goods Services Tax Identification Number (GSTIN)
- f) Form-T-1 Technical Proposal submission form.
- g) Form-T-2 Organization details.
- h) Form-T-3 Experience Details.
- i) Form-T-4 Self declaration from the firm confirming not have been banned/black listed/ debarred/ suspended.
- j) Form-T-5 Technical specification compliance sheet.
- k) Form-T-6 Financial Turnover details along with.
- l) Copies of audited balance sheet, profit & loss account and all schedules certified by the Chartered Accountant for the last 3yrs. 2021-22, 202-23, 2023-24.
- m) Copies of IT Returns for the last three financial years 2021-22, 2022-23, 2023-24.
- v) The interested firms are required to quote the items wise Rate, Brand and Model of goods in T-5 & F-1 form.

The sealed Envelope for "**Financial Proposal**" must contain the required supporting documents such as:

- i) Form F-1 – Financial proposal submission form.

a) The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.

b) No alternation/modification/overwriting/corrections in the format shall be accepted.

5) **Opening of Proposals**

- i) Sealed envelopes containing the proposal will be opened by the principal in the presence of the designated/authorized representatives of the interested firms on the

scheduled date and time at the specified address as mentioned in the schedule of RFP documents.

ii) Designated/authorized representatives of the interested firm may attend the tender opening meeting with due authorization letter on behalf of their firms.

6) **Evaluation of Proposal**

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

A. **Technical Evaluation**

- Technical evaluation of the proposals will be done to determine whether the proposal complies with the prescribed eligibility conditions and the requisite documents/information /financial instruments have been properly furnished by the firm.
- Technical compliance as submitted along with the proposal will be done to determine whether the Brand & model, proposed by the interested firm consists of the all required minimum specifications as mentioned at "FormT-5" of the RFP documents.

B. **Financial Evaluation**

- The financial proposals of the technically qualified firms only shall be opened at this stage in the presence of the technically qualified firm/their authorized representative on the schedule date and time as mentioned in the RFP document.
- "Least Cost Selection Method" will be followed (**Priority will be given to the quality of the goods**).
- The firm, who submits the lowest financial price proposal shall be declared as the "L-1" bidder and shall be communicated for further process leading to issue of "Supply Order".

7) **Award of Contract**

- a) The L1 bidder will be notified by the PRINCIPAL in writing by issuing a "Letter of Intent" and will be asked to acknowledge the Letter of Intent (LoI)" and to submit the " Performance Security" within 7 days of issuance of the LoI"
- b) The "Performance Security is unconditional and irrevocable.
- c) Performance Security amount in mentioned at Section 1 Schedule of RFP and the Performance Security must remain valid till warranty period of the goods.
- d) After receiving the acknowledgement of LoI along with the "Performance Security". The PRINCIPAL will issue the "Supply Order to the selected firm", for their requirement as specified in the RFP documents.
- e) After issue of "LoI" or after receipt of the acknowledged "LoI", if due to any reasons(s) the L1 bidder withdraws its willingness to supply the required goods then the EMD/Performance Security deposited by the same firm will be forfeited by the PRINCIPAL and firm securing the L2 position in the financial bid will be awarded with contract, after submission of the required Performance Security amount.
- f) One the Supply Order is issued by the college, the concerned firm must supply and install the required number of items within 7 days from the date of issue of the supply order. No further time will be allowed without any valid reason and without prior approval of the same from the Principal.

8) **Disqualification /Rejection of Proposals**

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

- a) Proposals not conforming to the eligibility criteria and not submitting the required documents as mentioned in the RFP".
- b) Submission of forged documents.
- c) Proposal submitted without EMD & cost of RFP.
- d) Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- e) Proposal received in incomplete form.
- f) Proposal received after due date and time.
- g) Firm trying to influence the proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- h) Price quoting in any irrelevant papers, documents, presentation etc except "Financial Proposal".
- i) If a firm is debarred/banned/blacklisted/suspended by the world bank/central Govt/State Govt/Central or State PSU organization/Central/State Govt. University or Colleges.

9) **Mode of Payment**

- i) After receipt and installation of the required items/goods in good conditions from the supplier and completion of the training/demonstration by the supplier in the college campus, the supplier will submit the invoice/bill along with MR to the college & the college will initiate the payment process within 15 working days.
- ii) No advance payment will be made in any circumstances.
- iii) The payment will be made through NEFT/RTGS /Bank Cheque only to the account details of the supplier furnished in the bill.

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* **NB** : Contact persons in case of any queries/clarification on the RFP document

- 1) **Adm. Bursar – 8763822640**
- 2) **Account Bursar - 9547129451**
- 2) **Head Clerk - 6370458284**

SECTION 5: FORM**FORM T1: TECHNICAL PROPOSAL SUBMISION FORM**

To,

The Principal,
Chitrada College, Chitrada
At/PO/Via - Chitrada
Dist - Mayurbhanj,
Odisha-757018

Sub : Submission of Technical Proposal to select supplier for “_____” at the college.

REF : RFP No _____

Dear Sir,

I the undersigned offer to participate in the selection process to select supplier for “supply /installation of (Name of Items /Goods)”at the college. In accordance with your RFP No: “_____”. I am here by submitting Technical Proposal, which includes EMD. Technical Proposal and Financial Proposal sealed in separate envelopes. I do hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the RFP documents. In case any provision of this RFP are found violated, then your College shall without prejudice to any other right or remedy be at liberty to reject our proposal including forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T2: ORGANISATION'S DETAILS

Sl. No.	Particular	Details
1	Name of the firm	
2	Type of Firm (Proprietary/Partnership / Pvt. Ltd./ Public Ltd / Sole Proprietorship)	
3	Date of Establishment and Experience in business (In number of years)	
4	Registered office Address & Complete postal address	
5	Local office in Odisha (along with address & contact details)	
6	Telephone & e-Mail id of authorized person	
7	G.S.T. Registration No	
8	PAN No.	
9	Willing to carry out assignments as per the scope of work of the RFP (Yes/No)	
10	Willing to accept all the terms and conditions as specified in the RFP (Yes/No)	

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T3: EXPERIENCE DETAILS

Sl. No	Name of the University/College/ Department/Office to whom materials supplied	Quantity of Material Supplied	Date of Receipt Work order with reference number	Date of supply of goods/items	Remarks if any

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T4: SELF DECLARATION FOR NOT BLACK LISTED

To,

The Principal,
Chitrada College, Chitrada
At/PO/Via - Chitrada
Distt - Mayurbhanj,
Odisha-757018

Sub : Self declaration for not black listed.

Ref : RFP No _____

Dear Sir,

I/We here by confirm that our firm has not been
banned / blacklisted / debarred / suspended by the World Bank / Central Govt. / State Govt. Central
or PSU Origination / Central or State Govt. Universities or Colleges.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T5 : MINIMUM REQUIRED SPECIFICATIONS COMPLIANCE SHEET

A) Name of the Goods/Items

SI. No	Minimum Required Specification	Compliance (Yes/No)	Deviation

B) Name of the Goods/Items

SI. No	Minimum Required Specification	Compliance (Yes/No)	Deviation

C) Name of the Goods/Items

SI. No	Minimum Required Specification	Compliance (Yes/No)	Deviation

D) Name of the Goods/Items

SI. No	Minimum Required Specification	Compliance (Yes/No)	Deviation

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

FORM T6: FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization During Last Three Financial Year (Certified By A Practicing Chartered Accountant)

Sl. No	Financial Year	Turnover in INR
1	2021-22	
2	2022-23	
3	2023-24	
Average Annual Turnover for the last three years (INR)		

Name of the CA Firm:

Firm Registration No:

Name of the Chartered Accountant:

Membership No:

Signature with Seal:

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

Form F 1: FINANCIAL PROPOSAL SUBMISSION FORM

To,

The Principal,
Chitrada College Chitrada
AT/PO: Chitrada, PS: Chitrada
DIST: Mayurbhanj, Odisha, 757018

Sub: Submission of Financial Proposal to select Supplier for “Supply and Installation
of _____” at the college.

Ref No.: RFP No.

Dear Sir/Madam,

I, the undersigned, here by submitting the financial proposal to select supplier for “Supply and
Installation of _____ at the college in accordance of RFP
No. _____.

I here by declare that all the financial figures mentioned the financial proposal is true and correct. I
also accept that any miss representation of financial facts and figure may lead to disqualification of my
proposal.

SI NO.	Name of the Goods/Items	Brand/Company	Rate Per Unit/Pcs	Remarks
1				
2				
3				

The other charges (*) may include:

1. All necessary accessories like cables, wires, pipes etc. which are instrumental for Installation.
2. The transportation or materials handling cost for delivering and installing the required numbers of materials at the college premises.

Yours Faithfully,

Authorized Signatory of the

Firms with Date and Seal

SECTION 7: (CERTIFICATE OF WILLINGNESS TO BE SUBMITTED BY FIRMS)

To,

The Principal,
Chitrada College Chitrada
AT/PO: Chitrada, PS: Chitrada
DIST: Mayurbhanj, Odisha, 757018

Sub: Submission of willingness certificate for supply and installation of

_____” at your college premises.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to supply and install

At your college premises within 15 days from the date of receipt of supply order from your college if my firm is selected as L1, Bidder during selection of tender.

In the event of my firms failure to supply and install the required items in the selected L1 cost, my EMD/Performance security will be forfeited.

Yours Faithfully,

Authorized Signatory of the

Firms with Date and Seal

ANNEXURE – 1**(PROPOSAL SUBMISSION CHECKLIST)**

SI No.	Description	Submitted (yes/no)
1	Original RFP Document	
2	Receipt/Draft towards cost of RFP Document	
3	Earnest Money Deposit (EMD)	
4	Copy of Certificate of Incorporation/Registration	
5	Copy of Goods and Services Tax Identification Number	
6	Copy of PAN	
7	CA audited copies of profit and loss account and balance sheet along with all schedules	
8	Copies of IT returns for the last three financial years	
9	Technical proposal submission form	
10	Organization's details	
11	Experience details	
12	Self Declaration for not having being blacklisted	
13	Technical specification compliance sheet	
14	Financial turn over details	
15	Financial proposal submission form	
16	Certificate of willingness to be submitted by all firms	

Yours Faithfully,

Authorized Signatory of the
Firms with Date and Seal