

# **Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi College of Natural Law**

**RFP No. - RUSA-1339/267/24,Dated 07.03.2024**

**Maharishi College of Natural Law  
Saheed Nagar, Bhubaneswar-751007  
Odisha  
Mobile-9437356564/9437020962**

**MAHARISHI COLLEGE OF NATURAL LAW,  
SAHEED NAGAR, BHUBANESWAR-751007**

**TENDER CALL NOTICE**

**NO-RUSA-1339/-267/24**

**DATE-07.03.2024**

Sealed Tender documents are invited from registered Firms/Agencies/Suppliers with up to date VAT/GST clearance and fulfilling eligibility criteria to set up computer Laboratory in the college under RUSA 2.0 Grant. The details guidelines, equipments with specifications, terms and conditions etc. are available in the College Website i.e [www.maharishicollege.ac.in](http://www.maharishicollege.ac.in). The sealed envelope containing the Tender documents in the prescribed format superscribed "RFP to Setup Computer Laboratory" should reach the undersigned within Three(03) Weeks from the date of publication of Advertisement through Speed Post/Regd. Post only. The undersigned reserves the right to reject or cancel any or all documents without assigning any reasons thereof. Tender documents received beyond the date shall not be entertained.

**Sd/-  
Principal**

## **Acronyms and Glossary of Terms**

<b>Acronyms / Abbreviations</b>	<b>Description</b>
EMD	Earnest Money Deposit
IT	Information Technology
LD	Liquidated Damages
LOI	Letter of Intent
OEM	Original Equipment Manufacturer
OS	Operating System
SLA	Service Level Agreement
UAT	User Acceptance Test

## Important Dates & Information

Information	Details
Bid Inviting Authority	Maharishi College of Natural Law
Correspondence Address	The Principal, Maharishi College of Natural Law Saheed Nagar, Bhubaneswar-751007 Odisha, Mobile-9437356564/9437020962,
RFP Name	RFP for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory.
RFP Reference No. and Date	RUSA-1339/267/24,Dated 07.03.2024
Non Refundable RFP Document Fee	₹3000/-(Three Thousand Only) in the form of Demand Draft (DD) drawn on any Nationalized Bank in favor of "Principal Maharishi College of Natural Law", payable at Bhubaneswar.
Earnest Money Deposit (EMD)	The bidder must have submitted the EMD of ₹60,000/- (Rupees Sixty Thousand Only) in the shape of Demand Draft (DD) from any Nationalized Bank in favor of Maharishi College of Natural Law payable at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid.  Bidder should submit the original DD in Cover-1 in the large sealed envelope
Availability of Bid Document in the website ( <a href="http://www.maharishicollege.ac.in">http://www.maharishicollege.ac.in</a> )	13.03.2024 To 02.04.2024 at 03:00 PM
Last date for receiving queries	18-03-2024 by 03:00 PM
Date and Time of Pre-bid Conference	19-03-2024 at 02:30 PM (online mode link communicated through mail)
Issue of Corrigendum (if Required)	25-03-2024

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Last Date and Time for Submission of Bid Document	02-04-2024 by 03:00 PM
Date and Time of opening of Pre-Qualification Bids (PQ)	03-04-2024 at 2:30 PM
Date and Time of opening of Technical Bids (TB)	To be informed
Opening of Commercial Bid (CB)	To be informed

## 1. Fact Sheet

This Fact Sheet comprising important factual data of the tender is for quick reference of the Bidder.

Clause Reference	Topic
<b>The Proposal</b>	Maharishi College of Natural Law invites RFP for Selection of Agency for Procurement, Supply, Installation & Commissioning of Computer Laboratory.
<b>Method of Selection</b>	Least Cost Selection (LCS) i.e., L1 method shall be used to select the bidder. The bidder is required to submit the bids General (Pre-qualification), Technical & Financial bid in separate envelopes within a single large envelope.
<b>RFP Document Fee</b>	RFP document fee ₹3000/- must be submitted along with the proposal. The RFP document fee must be in favor of Principal, Maharishi College of Natural Law from any Nationalized Bank payable at Bhubaneswar.
<b>Earnest Money Deposit (EMD)</b>	<p>The bidder must have submitted the EMD of ₹60,000/- (Rupees Sixty Thousand Only) in the shape of Demand Draft (DD) from any Nationalized Bank in favor of Principal, Maharishi College of Natural Law payable at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid.</p> <p>Bidders should submit the original DD along with tender documents in the sealed large envelope(Cover-1).</p>

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<b>Performance Bank Guarantee (PBG)</b>	Performance Bank Guarantee (PBG) @ 5% of the cost of project from any Nationalized Bank in the prescribed format in favor of the Principal Maharishi College of Natural Law shall be submitted by the successful bidder within <b>30 days</b> of issue of work order.
<b>Time Period For Completion of Work</b>	Selected Bidder is expected to complete the entire work within 10 weeks as mentioned in this RFP.
<b>Language</b>	Bid must be prepared by the Bidder in English language Only
<b>Currency</b>	The bidder should quote in Indian Rupees only. The total price inclusive of taxes and duties will be considered for evaluation. So, the bidder must mention the base price and the tax component separately.
<b>Validity Period</b>	Proposals/bid must remain valid minimum for 180 days from the last date of bid submission.
<b>Bid to be submitted on or before last date of submission at:</b>	The proposal must be submitted to:  The Principal, Maharishi College of Natural Law Saheed Nagar, Bhubaneswar-751007 Odisha  Proposals must be submitted on or before 02-04-2024 by 03:00 PM through Hard Copy.

## 2. Invitation for Bids

Maharishi College of Natural Law invites bids from eligible bidders who have the necessary qualifications for Supply, Installation and Commissioning of Computer Laboratory as per the "Scope of Work" described in this RFP.

The Bid document has been published in the official website of College <http://www.maharishicollege.ac.in>. The tender advertisement has also been published in leading newspapers for wide circulation. Bidders are requested to go through the Bid document carefully and participate in the bidding process with all necessary details as required.

This RFP is issued by Maharishi College of Natural Law, which is the sole point of contact during the selection process. The Nodal Officer responsible for entire process is "The Principal"

### 3. Background Information

Our college, Maharishi College of Natural Law was established in the year 1982 with a substantial donation given by Maharishi Institute of Creative Intelligence (MICI), one of the Organisations of his Holiness Maharishi Mahesh Yogi, in whose name this institution has been christened.

At that time it was a great pride for the people of Orissa that this College was one of the 1001 educational institutions opened all over the world by His Holiness Maharishi Mahesh Yogi, where besides regular curriculum, the teaching in Meditation and Science of Creative intelligence was imparted by the trained teachers coming from Rishikesh Ashram.

### 4. Requirement, Scope of Work, Deliveries & Timelines

Maharishi College of Natural Law at Bhubaneswar proposes to invite Request for Proposal (RFP) from the eligible bidders to Procure, Supply, Install & Commission of Computer Laboratory . This includes procurement, supply, installation, commissioning and operation support of Computer Laboratories for a period of Three (3) years.

#### 4.1 Detailed Requirement under this Project

- a) Procurement, Supply and Installation of Furniture, Rack/Cup-board/ Almirah for computer laboratories.
- b) Electrification work including chemical earthing for the computer laboratory as per the requirement.
- c) Procurement, Supply and Commissioning of LAN equipment.
- d) Procurement, Supply and Commissioning of Networking equipment.
- e) Procurement, Supply and Commissioning of Power back-up equipment.
- f) Procurement, Supply and Commissioning of Fire-extinguishing equipment.
- g) Procurement, Supply and Commissioning of Desktop nodes.
- h) All the software and hardware required to meet the required functionalities should be supplied by the selected bidder.
- i) Training at schools for the day-to-day operation management of the system. The training session in College should be conducted to the teachers/Principal on the usage of Smart LAB.
- k) The product specifications are mentioned in detail in the **Annexure-3 under minimum technical specification**. Please refer to the same for required sizing. Bidder should propose products in order to comply the requirement.

## 4.2 Detailed Scope under this Project

- a.) Site survey & feasibility is to be undertaken for identification of the rooms for the establishment of Computer lab.
- b.) Setting-up necessary infrastructure works at College which includes site preparation work as per the site requirement i.e., Data & Electrical Cabling, LAN Points, Electrical Points, Earthing etc.
- c.) Setting up furniture (i.e., Table & Chairs for LAB), installation online UPS for the back-up of LAB equipment.
- d.) All necessary cables including data, electrical with proper laying including cable conduit of ISI mark and any other accessories that required for the project should be provisioned as per the industry standard.
- e.) Supply of any other items like screws, clamps, fasteners, ties, anchors, supports, grounding strips, wires, termination kits etc. for the smooth commissioning of the equipment which needs to be provided by the bidder.
- f.) Electrical wiring with installation of Duct for Cable, Distribution Board, MCB & MCB Box, and Chemical earthing.
- g.) Setting-up shared computing-based IT labs for computer education.
- h.) The Bidder shall ensure the safe delivery of the equipment up to the designated place of installation. Any transit insurance, labor, road permits etc., if required for the same, shall be arranged by the Bidder at no extra cost to College.
- i.) Testing of the equipment commissioned and ensuring proper functioning at all levels.
- j.) The proposed solution should have latest technology features and standards.
- k.) Overall operation and management of the entire system for a period of 3 years.

### 4.2.1 Warranty & Support

- ✓ The Bidder should have the **Back to Back support agreement with OEM**, till the completion of the warranty period of the entire equipment to ensure the smooth functioning and to achieve the highest uptime on the offered solution.
- ✓ Advanced replacement/repair of hardware.
- ✓ Software updates and upgrades at no cost to Maharishi College of Natural Law.
- ✓ On-site support from the Bidder.



### 4.2.3 Training & Handholding

- ✓ The Selected Bidder shall impart necessary handholding for effective usages of the equipment.

### 4.3 Project Deliverables, Milestones & Time Schedule

The milestones, deliverables and time schedule for the implementation of project shall be as follows:-

- a) The time specified for delivery and other activities as mentioned in the table below shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies and provide the required services within the specified period.
- b) It should be noted that any delay in the project timelines shall attract Liquidated Damages to the Agency.

Sl. No.	Activity / Mile stone	Delivery Schedule
1	Delivery of Equipment	<b>6 Weeks</b> from the date of issue of purchase order to the Bidder
2	Installation, Configuration & Integration	<b>2 Weeks</b> from the date of Delivery of Equipment
3	UAT, Sign-off & Training	<b>2 Weeks</b> from the date of purchase order to the Bidder OR <b>1 Week</b> from the date of Installation, Configuration & Integration.

**Note:** -Total time for completion of the contract / project is 10 weeks.

### 4.4 Service Levels and Penalty Terms

Service Level Agreement (SLA) shall form part of the contract between College and the Bidder. SLA defines the terms of the Bidder's responsibility in ensuring the timely delivery and the compliance to the Performance Indicators as detailed in this RFP document. The Bidder shall comply with Service Levels requirements to ensure adherence to timelines, quality and availability of services. Maharishi College of Natural Law shall have the right to expect the following service levels as also to impose penalty on Bidder on its failure to meet them as under: -

Sl.No.	Description	Service Level	Applicable Penalty
1.	Procurement, Supply,	Within 45 days	No Penalty

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	Installation Commission and complete acceptance testing of 100% of the ordered quantity at all locations of the device(s) within 45 days of issuance of Work Order by the Department	45 to 60 days	0.5 % (the value of undelivered and / or not accepted quantity) per week or part thereof, for every subsequent week subject to a max of 10 Weeks.
		> 90 days	The Contract shall be terminated and the PBG shall be forfeited.
2.	Resolution of any hardware or software issue related to the Device(s) during the maintenance period through helpdesk support.	Within 2 working days from the date of reporting of issue	No Penalty
		> 3 - 14 working days	The bidder shall provide temporary replacement of device(s) in which the issue has been reported. Failing to do so will attract a penalty of Rs. 200 per day per reported device.
		> 3 - 14 working days	Rs. 200 per day per reported device, maximum up to 60 days, post that the department shall reserve the right to terminate the contract and forfeit the PBG.

#### **4.5 Helpdesk and Support**

The Bidder shall be required to provide a single point of contact for logging issues and complaints from various stakeholders and resolving them in time bound manner.

The Bidder shall support with adequate manpower including who would provide day to day operation & management support.

#### **5. Pre-Qualification/Eligibility Criteria**

Following table describes the pre-qualification criteria. A bidder participating in the bidding process shall possess the following minimum pre-qualification/eligibility criteria. Any bidder failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation.

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Sl. No.	PQ Criteria	Description of the Criteria	Documents to be Submitted
1	<b>Legal Entity</b>	The bidder must be a company registered in India under Indian Companies Act 1956/2013, since last 5 years as on 31st March 2020. The bidder must have GST registration & up- to-date Income Tax Return, PAN Number.	a. Valid copy of certificate of incorporation and registration certificates. b. Copy of GST registration. c. Copies of relevant Certificates of registration Income Tax / PAN Number from the respective Government Department.
2	<b>Turnover</b>	The average annual turnover of the bidder during the last 3 financial years ending with 2022-23 (i.e. 2020-21, 2021-22, 2022-23) should not be less than ₹1 Crores from IT/ITeS (as per the last published audited balance sheets) incurred within India.	- Audited Balance Sheets - CA Certificate <b>Annexure-12</b>
3	<b>Net Worth</b>	The net worth of the company must be positive in last three financial years ending at 31st March 2023.	- Certificate from CA

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<p><b>4</b></p>	<p><b>Technical Capability - I</b></p>	<p>The bidder must have successfully undertaken at least the following numbers of similar assignments of value specified herein: -</p> <p>One project of similar nature in system integration, not less than the amount ₹25,00,000/- (Twenty Five Lakh Only)</p> <p><b>OR</b></p> <p>Two projects of similar nature in system integration) not less than the amount ₹20,00,000/- (Twenty Lakh Only)</p> <p><b>OR</b></p> <p>Three projects of similar nature in system integration, not less than the amount ₹15,00,00,000/- (Fifteen Lakh Only)</p> <p><i>"Similar Nature" is defined as: Supply, Installation and Commissioning of Smart/Digital/ Virtual Classroom/ICT Computer Lab/Networking in Government/Semi Government Schools/Colleges /Universities/ Institutes or E-Governance Projects in the last five years. Purchase Order (PO) should be in the name of bidder only. Consortium Purchase orders will not be considered.</i></p>	<p>Satisfactory Work completion certificates from the client + Copy of the Work order</p> <p><b>OR</b></p> <p>Copy of Work Order + Phase Completion Certificate from the client for ongoing projects.</p> <p><b>Annexure-14 &amp; 15</b></p>
<p><b>5</b></p>	<p><b>Quality Certification</b></p>	<p>The bidder must possess a valid ISO 9001:2015, 14001 &amp; 20000-1:2011 Certifications.</p>	<p>Copies of the valid certificates.</p>
<p><b>6</b></p>	<p><b>Blacklisting</b></p>	<p>The bidder should not continue to be blacklisted/debarred/banned by any State Government/Central Government/PSU or any corrupt or fraudulent practice.</p>	<p>A notarized affidavit in ₹100/- non-judicial stamp paper by authorized bid signatory.</p>

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<p><b>7</b></p>	<p><b>OEM Authorization</b></p>	<p>The bidder must attach Manufactures Authorization certificate specific to this tender &amp; Back-to- back support letter from major OEMs for providing Comprehensive support and services of the OEM"s product covered under the RFP as below: -</p> <ol style="list-style-type: none"> <li>1. Desktop</li> <li>2. Laptop</li> <li>3. UPS</li> <li>4. Printer</li> <li>5. Interactive Display</li> <li>6. Server</li> <li>7. Switch</li> <li>8. Passive Items (i.e., LAN Cables, Components &amp; Racks)</li> </ol>	<p>OEM MAF</p> <p><b>Annexure- 9</b></p>										
<p><b>8</b></p>	<p><b>OEM Quality Certificates</b></p>	<table border="1"> <tr> <td colspan="2" data-bbox="448 842 1134 954"> <p>All below mentioned certificates for major components for the solution to be submitted: -</p> </td> </tr> <tr> <td data-bbox="448 954 647 1037"> <p>Interactive Panel</p> </td> <td data-bbox="647 954 1134 1037"> <p>BIS, RoHS and CE/UL/FCC (BIS &amp; RoHS are Mandatory)</p> </td> </tr> <tr> <td data-bbox="448 1037 647 1149"> <p>Desktop</p> </td> <td data-bbox="647 1037 1134 1149"> <p>BIS, BEE/Energy Star/FCC/UL, CE, RoHS, ISO 9001,20001 /27001, 14001</p> </td> </tr> <tr> <td data-bbox="448 1149 647 1440"> <p>UPS</p> </td> <td data-bbox="647 1149 1134 1440"> <p>BIS Certificate, ISO 9001:2015, ISO14001:2015,ISO 27001:2022 , ISO45001:2018, ISO 20000-1:2018 , ISO 50001:2018, ISO14025:2006 , FCC, CE</p> </td> </tr> <tr> <td data-bbox="448 1440 647 1554"> <p>Desktop Server</p> </td> <td data-bbox="647 1440 1134 1554"> <p>RoHS, BEE/Energy Star</p> </td> </tr> </table>	<p>All below mentioned certificates for major components for the solution to be submitted: -</p>		<p>Interactive Panel</p>	<p>BIS, RoHS and CE/UL/FCC (BIS &amp; RoHS are Mandatory)</p>	<p>Desktop</p>	<p>BIS, BEE/Energy Star/FCC/UL, CE, RoHS, ISO 9001,20001 /27001, 14001</p>	<p>UPS</p>	<p>BIS Certificate, ISO 9001:2015, ISO14001:2015,ISO 27001:2022 , ISO45001:2018, ISO 20000-1:2018 , ISO 50001:2018, ISO14025:2006 , FCC, CE</p>	<p>Desktop Server</p>	<p>RoHS, BEE/Energy Star</p>	<p>Relevant Certificates from the OEMs. For RoHS Testing Pass Report from Authorized Testing Agency with declaration from Manufacturer is Mandatory.</p>
<p>All below mentioned certificates for major components for the solution to be submitted: -</p>													
<p>Interactive Panel</p>	<p>BIS, RoHS and CE/UL/FCC (BIS &amp; RoHS are Mandatory)</p>												
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<p>UPS</p>	<p>BIS Certificate, ISO 9001:2015, ISO14001:2015,ISO 27001:2022 , ISO45001:2018, ISO 20000-1:2018 , ISO 50001:2018, ISO14025:2006 , FCC, CE</p>												
<p>Desktop Server</p>	<p>RoHS, BEE/Energy Star</p>												

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<b>9</b>	<b>OEM Criteria</b>	<b>Smart Interactive Panel</b>			<ol style="list-style-type: none"> <li>1. Certificate of Incorporation.</li> <li>2. OEM declaration letter with supporting Work orders/ Purchase Orders/ Signed Contracts/Self declaration in case of work in progress.</li> <li>3. Relevant documents related the all criteria mentioned.</li> </ol>
		<b>Sl. No.</b>	<b>Criteria</b>	<b>Detail</b>	
		1	Legal Entity	The OEM should be a firm/organization/company/corporation registered/incorporated in India since last 10 years with commercial activities of technology solution, should have direct service setup in Odisha or through authorized partner considering partner do have well trained personnel from OEM with certification.	
2	OEM Origin	OEM and OEM product origin in a country sharing a land boundary with India cannot participate in this bid. The OEM must have either manufacturing /assembling unit in India.			
<b>10</b>	<b>Local Presence</b>	The bidder should have an office in Odisha. However, if the presence is not there in the state, the bidder should give an undertaking for establishment of an office, within one month of award of the contract.			Relevant Documents supporting office addresses/ Undertaking.
<b>11</b>	<b>Document Fee</b>	The bidder must have made a payment of ₹3000/- (Five Thousand Six Hundred Only) towards tender document fee.			The RFP document fee must be in favor of Maharishi College of Natural Law from any Nationalized / Scheduled Commercial Bank payable at Bhubaneswar.

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<b>12</b>	<b>EMD</b>	The bidder must have submitted the EMD of ₹1,00,000/- (Rupees One Lakh Only) in the shape of Demand Draft (DD) from any Nationalized Bank in favor of Maharishi College of Natural Law payable at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid.	Demand Draft (DD)/Bank Guarantee
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## 5.1 Technical Evaluation Criteria

In order to facilitate the technical proposal evaluation, the technical criteria laid down along with the assigned weights have been presented in subsequent section. The marking scheme presented here is an indication of the relative importance of the evaluation criteria. Bidders securing a minimum of 70% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids or Tenders which do not secure the minimum specified technical score will be considered technically non-responsive and hence debarred from being considered for financial evaluation.

<b>Evaluation &amp; Tabulation of Technical Score</b>			
<b>Sl. No.</b>	<b>Description of the Parameters</b>	<b>Max Score</b>	<b>Supporting Document</b>
<b>1</b>	Technically Compliance to all IT & Non-IT items asked in this RFP.	30	Technical Compliance Documents
<b>2</b>	Bidder should have Related Annual Average Turnover Minimum of ₹1 Crore generated from IT/ITES during last three Financial Years i.e., FY 2020-21, FY 2021-22 and FY 2022-23. UP to >= ₹1 Cr = 03 Marks >= ₹1 Cr to < ₹1.5 Cr = 05 Marks >= ₹1.5 Cr = 10 Marks	10	Proof of Supporting Documents
<b>3</b>	Bidder's Quality Certification: - - ISO 27001 = 05 Marks - ISO 20001 = 03 Marks - ISO 9001 = 02 Marks	10	Proof of Supporting Documents

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4	<p>Experience in supply and installation of IT Component in any Government schools/colleges/university/Department or any other educational institute in India in last three years, as on date of bid submission.</p> <ul style="list-style-type: none"> <li>- Between 25 to 30 Lakh = 5 Marks</li> <li>- Between 30 to 40 Lakh = 10 Marks</li> <li>- &gt;= 40 Lakh = 20 Marks</li> </ul>	20	Proof of Supporting Documents
5	<p>Presentation on the proposed solution capturing the major features: -</p> <ul style="list-style-type: none"> <li>a) Understanding of the project (how the solution proposed is relevant to the understanding)</li> <li>b) Solution Proposal with detailed work-plan and methodology submitted along with the technical proposal.</li> <li>c) Proposed Mechanism of Monitoring, Ticketing &amp; Customized report generation.</li> <li>d) Implementation, Operation &amp; Maintenance Support plan with team structure.</li> <li>e) Operation &amp; Maintenance Support plan with team structure.</li> <li>f) Demonstration of previously executed similar projects i.e., Smart class/Virtual/Networking.</li> </ul>	30	Presentation before the committee

**Note: - All the bidders who secure a Technical Score of 70 marks or more will be declared as technically qualified and are eligible for financial bid opening.**

## 6 Instruction to Bidders

### 6.1 General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisers with regard to this RFP.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by College on the basis of this RFP.



- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the College. Any notification of preferred bidder status by College shall not give rise to any enforceable rights by the Bidder. College may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the College .
- d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- e) No further communication of any shortfall of bidding documents shall be considered after submission of bids through online.

## **6.2 Availability of RFP Document**

- a) The availability of bidding documents shall be commenced from the date as mentioned in Notice Inviting Bids (NIB). The complete bidding document can be downloaded from the official website of Maharishi College of Natural Law <http://www.maharishicollege.ac.in> . The prospective bidders are requested to download the bidding document from the websites and follow the bidding steps as prescribed.
- b) The bid Notice is also published in leading newspapers (Odia & English) for wide Circulation.

## **6.3 Compliant Proposals/ Completeness of Response**

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements set out in this RFP may render the Proposal non-compliant and the Proposal may be rejected. Bidders must include all documentation specified in this RFP.
- c) Follow the format and respond to each element in the order as set out in this RFP. Comply with all requirements as set out within this RFP.

## **6.4 Pre-bid Meeting & Clarifications**

### **6.4.1 Pre-bid Conference**

- a) A pre-bid conference will be scheduled by College to clarify doubts of potential bidders in respect of the procurement and the records of such conference shall be published on the respective websites as Pre-bid clarifications.
- b) A pre-bid meeting will be held through online only. Only the bidders who have mailed queries shall be allowed to participate in the Pre-bid meeting.

- c) The web-link of Pre-bid meeting shall be shared through the mail to the prospective bidders those have submitted the pre-bid queries along with proof of payment of RFP document fee.
- d) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the below email id on or before the prescribed date as mentioned in "Important Dates and information" section of this RFP.
- e) Pre-Bid Queries to be sent to maharishicollegebbsr@gmail.com
- f) The Queries should necessarily be submitted in the format as prescribed in **Annexure-4 of** this RFP.

#### **6.4.2 Responses to Pre-Bid Queries and Issue of Corrigendum**

- a) The Nodal Officer notified by the College will endeavor to provide a timely response to all queries. However, College neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does College undertake to answer all the queries that have been posed by the bidders.
- b) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on <http://www.maharishicollege.ac.in> and [www.odisha.gov.in](http://www.odisha.gov.in).
- c) Any such corrigendum shall be deemed to be incorporated into this RFP.

#### **6.5 Period of Validity of Bids**

- a) Bids submitted by the bidders shall remain valid for a period of 180 Days from the date of submission of RFP. A Bid valid for a shorter period shall be rejected by the procuring entity as nonresponsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders who agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

## **6.6 Format and Signing of Bids**

- a) All the Bids submitted by the bidders must be submitted with the checklist.
- b) Each page of the bidding document shall be kept with the office seal and signature by the authorized representative from the Bidder.

## **6.7 Alternative/ Multiple Bids**

- a) Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one proposal will be disqualified.
- b) The Bidder shall quote for only one brands/make/model for each item in the technical bid and should also mention the details of the quoted make/model of the respective items.

## **6.8 RFP Document Fees**

The bidders are required to submit the RFP Document Fee of ₹3000/- (Inclusive of 12% GST) in shape of Demand Draft in favour of Maharishi College of Natural Law and payable at Bhubaneswar from any Nationalized or Scheduled Commercial banks along with the General Bid Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

## **6.10 Earnest Money Deposit (EMD)**

- a) The bidder must have submitted the EMD of ₹1,00,000/- (Rupees One Lakh Only) in the shape of Demand Draft (DD) from any Nationalized Bank in favor of Maharishi College of Natural Law payable at Bhubaneswar. The EMD should be valid for a minimum period of 90 days from the last date of submission of the Bid.

Bidder should upload the scan copy of the DD online and submit the original DD at Maharishi College of Natural Law office on or before XX/XX/2024, 6.00 PM.

- b) The bid submitted without EMD will be summarily rejected.

## **6.11 Submission of Bids**

- a) The bidder should submit their bid documents as per the format given in this RFP in the following manner during the submission of bid documents through online mode only.
  - i. Pre-qualification & Technical Proposal - First cover
  - ii. Commercial Proposal - Second cover
- b) The Response to Pre-Qualification criteria, Technical Proposal and Commercial Proposal (as mentioned in previous paragraph) should be submitted through Offline mode.
- c) Please Note that Prices should not be indicated in the Pre-Qualification Proposal or Technical Proposal but should only be indicated in the Commercial Proposal.
- e) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- f) All pages of the bid shall be signed and stamped by the authorized person or persons who sign the bid.

## **6.12 Submission of Manufacturer's Authorization Form**

Bidder must submit the dully signed MAF of the major items at the time of bid submission in the Prequalification Proposal as per the prescribed format (Annexure-9). The MAF should be submitted in OEM's letter head mentioning required details.

## **6.13 Deadline Submission of Bids**

- a) Bidder must ensure to submit their response on or before the deadline date as mentioned in "Important Dates & Information" section of this RFP.
- b) Normally, the date of submission and opening of Bids will not be extended. In exceptional circumstances or when the bidding documents are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original Bidding Document.
- c) It shall be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids.

## 6.14 Venue for Submission of Bids

Response to Bid, in its complete form in all respects as specified in the RFP, must be submitted to Maharishi College of Natural Law at the address specified below:

Address To	To, The Principal, Maharishi College of Natural Law Saheed Nagar, Bhubaneswar-751007 Odisha
Mobile	9437356564/9437020962
Email id	maharishicollegebbsr@gmail.com

## 6.15 Mode of Submission of Bids

The bid documents as asked in this RFP shall be submitted only through Offline mode.

## 6.16 Withdrawal, Substitution, and Modification of Bids

- a) If permitted by Principal, Maharishi College of Natural Law, a Bidder may withdraw its Bid or re-submit its Bid as per the instructions/ procedure prescribed by Maharishi College of Natural Law.
- b) Bids withdrawn shall not be opened and processed further.

## 6.17 Opening of Bids

- a) The Bids shall be opened by the Evaluation Committee in the presence of the bidders or their authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:
  - i. Bid is accompanied by bidding document fee, bid security or bid securing declaration, and processing fee (if applicable).

- ii. Bid is valid for the period specified in the bidding document.
  - iii. Bid is unconditional and the bidder has agreed to give the required performance security and other conditions, as specified in the bidding document are fulfilled.
  - iv. Any other information which the committee may consider appropriate.
- e) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- f) The Financial Bid cover shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of technical Bids.

## **6.18 RFP Evaluation**

### **6.18.1 Evaluation & Tabulation of Pre-Qualification Bid**

- a) Determination of Responsiveness: The designated committee of Maharishi College of Natural Law shall determine the responsiveness of a Bid on the basis of the bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b) A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
- 1. "Deviation" is a departure from the requirements specified in the bidding document.
  - 2. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
  - 3. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c) A material deviation, reservation, or omission is one that, if accepted, shall: -
- 1. Affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
  - 2. Limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; OR
  - 3. If rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d) The designated committee of Maharishi College of Natural Law shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.

- e) Fulfillment of eligibility criteria: All the criteria mentioned in **Section 5 (Eligibility Criteria)** are mandatory. The bidder has to comply with all the components mentioned in the eligibility criteria.
- f) All supporting documents as mentioned in **Annexure-16**.

### **6.18.2 Evaluation & Tabulation of Technical Bid**

The Technical evaluation committee will evaluate the technical response submitted by the Bidder. The Technical bid response includes the below details: -

- a) The Technical Bid response will be initiated with the Technical Bid Cover letter in specified format as mentioned in **Annexure- 8**.
- b) Detailed Compliance Sheet of the Technical Specification asked in the RFP (**Annexure-3**) duly signed in Company LetterHead.
- c) In case of deviation while evaluating the Technical Bid response based upon the criteria, the bid will be subjected for rejection.
- d) All supporting documents as mentioned in **Annexure-16**.

### **6.18.2 Evaluation & Tabulation of Financial Bids**

- a) The Financial bid of the technically qualified bidders (those have secured equal or more than 70% of mark in technical evaluation) will be opened on the prescribed date in the presence of bidders' representatives.
- b) The bid with lowest Financial (L1) i.e., "lowest price quoted" will be awarded the contract.
- c) Only fixed price financial bids indicating total price for all the deliverable and services specified in this bid document will be considered.
- d) The bid price will be inclusive of all taxes and levies and shall be in Indian Rupees.
- e) Any conditional bid would be rejected
- f) Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

### **6.18.4 Correction of Arithmetic Errors in Financial Bids**

The Proposal evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Proposal Evaluation Committee there is an obvious misplacement of the decimal point in

the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.

- b) If there is an error in a total corresponding to the addition or subtraction of Subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

## **6.19 Exclusion of Bids / Disqualification**

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
  - i. The information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
  - ii. The information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
  - iii. The bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
  - iv. The Bid materially departs from the requirements specified in the bidding document or it contains false information;
  - v. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
  - vi. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) Bid shall be excluded/ disqualified as soon as the cause for its exclusion / disqualification is discovered.
- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
  - i. communicated to the concerned bidder in writing;
  - ii. Published on the State Public Procurement Portal, if applicable.

## **6.20 Lack of Competition**

- a) A situation may arise where, if after evaluation of Bids, the proposal evaluation committee may end-up with one responsive Bid only. In such situation, the Proposal Evaluation Committee would check as to whether while floating the Bid all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the tender would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that:-



- i. the Bid is technically qualified;
  - ii. the price quoted by the bidder is assessed to be reasonable;
  - iii. the Bid is unconditional and complete in all respects;
  - iv. there are no obvious indicators of cartelization amongst bidders; and
  - v. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document;
- b) The Evaluation Committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of Proposal Evaluation Committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.

## **6.21 Acceptance of the successful Bid and award of Project**

### **6.21.1 Award Criteria**

Maharishi College of Natural Law will award the Project to the successful bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

### **6.21.2 Right to Accept Any Proposal and To Reject Any or All Proposal(s)**

Maharishi College of Natural Law reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

### **6.21.3 Purchaser's Procurement Rights**

Without incurring any liability, whatsoever to the affected bidder or bidders, the Purchaser reserves the right to:-

- a) Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- b) Change any of the scheduled dates stated in this tender.
- c) Reject proposals that fail to meet the tender requirements.
- d) Increase or decrease the quantity of the hardware items
- e) Remove any of the item at the time of placement of order.
- f) Increase or decrease no. of resources supplied under this project.

- g) Should the Purchaser be unsuccessful in negotiating a contract with the Agency, the Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.
- h) Make typographical correction or correct computational errors to proposals
- j) Request bidders to clarify their proposal.

#### **6.21.4 Notification of Award**

Prior to the expiry of the validity period, Maharishi College of Natural Law will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, Maharishi College of Natural Law may like to request the bidders to extend the validity period of the bid. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, Maharishi College of Natural Law will notify each unsuccessful bidder.

#### **6.21.5 Issuance of Purchase Order**

The Maharishi College of Natural Law shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Commercial Evaluation to the proposed Project, as per the guidance provided by CVC. On this basis the Purchase order would be issued.

#### **6.21.6 Performance Guarantee**

The Maharishi College of Natural Law will require the Agency to provide a Performance Bank Guarantee, within 30 days from the Notification of award, for a value equivalent to 10% of the total cost of ownership i.e. total order value excluding taxes. The Performance Guarantee should be valid for a period of 3 years 3 months (39 months). The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Agency shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the Agency fails to submit performance guarantee within the time stipulated, the Maharishi College of Natural Law at its discretion may cancel the order placed on the Agency after giving prior written notice to rectify the same. Maharishi College of Natural Law shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or Maharishi College of Natural Law incurs any damages due to Service Provider's negligence in carrying out the project implementation as per the agreed terms & conditions.

#### **6.21.7 Issuance of Purchase Order**

After the Maharishi College of Natural Law notifies the successful bidder that its proposal has been accepted, Maharishi College of Natural Law shall issue a Purchase Order to the successful bidder taking into account the relevant clauses of RFP, pre-bid clarifications, Corrigendum, the proposal of the bidder in addition to other agreed clauses.

#### **6.21.8 Failure to Agree with the Terms and Conditions of the RFP**

Failure of the successful bidder to agree with the Terms & Conditions of the RFP and the Proposal submitted by the successful bidder, despite the deviations submitted by the Bidder are adequately considered and mutually agreed, shall constitute sufficient grounds for the annulment of the award, in which event Maharishi College of Natural Law may award the Project to the next best value bidder or call for new proposals from the interested bidders. In such a case, the Maharishi College of Natural Law shall invoke the PBG as the case may be, of the most responsive bidder.

### **7. General Terms and Conditions of RFP**

Bidders should read these conditions carefully and comply strictly while submitting their bids.

#### **7.1 Notices**

- a) Any notice given by one party to the other pursuant to the Project shall be in writing to the address specified in the Purchase Order. The term "in writing" means communicated in written form with proof of dispatch and receipt.
- b) A Notice shall be effective when delivered or on the Notice"s effective date, whichever is later.

#### **7.2 Governing Law**

The Project shall be governed by and interpreted in accordance with the laws of the Govt. of Odisha/Govt. of India unless otherwise specified in the Purchase Order.

#### **7.3 Scope of Supply**

- a) Subject to the provisions in the bidding document and Purchase Order, the Goods/Equipment and related services to be supplied shall be as specified in the bidding document (RFP).
- b) Unless otherwise stipulated in this document, the quantity and specifications are for minimum quantity and configuration respectively. The bidder may supply higher configuration.

- c) Unless otherwise stipulated in the Purchase Order, the scope of supply shall include all such items not specifically mentioned in the Purchase order but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.
- d) The bidder shall not quote and supply hardware/ software that is likely to be declared as End of Sale and End of Service/ Support for the period as mentioned in BoM (**Annexure -2**) from the last date of bid submission. OEMs are required to mention this in the MAF for all the quoted hardware/ software. If any of the hardware/ software is found to be declared as End of Sale/

Service/ Support, then the bidder shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

## **7.4 Project Value**

- a) The Project value (PO Amount) shall be paid as specified in the Purchase Order subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Project.
- b) Prices charged by the Supplier/ Agency for the Goods delivered and the Related Services performed under the Project shall not vary from the prices quoted by the Supplier/ Agency in its bid, with the exception of any price adjustments authorized in the special conditions of the Project.

## **7.5 Recoveries from Supplier/ Agency**

- a) Recovery of liquidated damages, short supply, breakage, rejected articles shall be made ordinarily from bills.
- b) Maharishi College of Natural Law shall withhold amount to the extent of short supply, broken/ damaged or for rejected articles unless these are replaced satisfactorily. In case of failure to withhold the amount, it shall be recovered from performance security deposit of AGENCY available with Maharishi College of Natural Law.
- c) The balance, if any, shall be demanded from the Supplier/ Agency and when recovery is not possible, Maharishi College of Natural Law shall take recourse to law in force.

## **7.6 Taxes & Duties**

- a) The GST if applicable shall be deducted at source.
- b) For goods/Equipment supplied from outside India, the successful/ Agency shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.

- c) For goods/Equipment supplied from within India, the successful Agency shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- d) If any tax exemptions, reductions, allowances or privileges may be available to the successful Agency in India, Maharishi College of Natural Law shall use its best efforts to enable the successful Agency to benefit from any such tax savings to the maximum allowable extent.

## **7.7 Packing and Documents**

- a) The Agency shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Purchase Order. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme atmospheric temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.
- b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Project, including additional requirements, if any, specified in the Purchase Order, and in any other instructions ordered by Maharishi College of Natural Law.

## **7.10 Insurance**

The Agency should be responsible for undertaking comprehensive insurance including liability insurance, system and facility insurance and any other insurance for the personnel, Assets, data, software, etc relating to this assignment.

## **7.11 Transportation**

The Agency shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at project locations. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/inspection of the material by the consignee. No extra cost on such an account shall be admissible.

## **7.13 Warranty**

- a) The bidder must execute a back-to-back support contract with OEM for the period of five years from the date of UAT.

b) The bidder shall either repair or replace the defective goods or parts thereof with brand new genuine/ authentic ones having similar or higher specifications from the respective OEM as per the time period specified.

## **7.14 Termination**

Maharishi College of Natural Law may at any time terminate the Purchase Order by giving written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to Maharishi College of Natural Law. Maharishi College of Natural Law reserves the right to cancel the Purchase Order in the event of happening one or more of the following Conditions:-

- a) Failure of the successful bidder to accept the contract.
- b) Delay in delivery beyond the specified period.
- c) In addition to the cancellation of the contract, Maharishi College of Natural Law reserves the right to appropriate the damages through encashment of Bid Security / Performance Guarantee given by the Bidder.
- d) Maharishi College of Natural Law would not be liable to pay any damages to the Agency in cases comprising termination for default.

## **7.15 Settlement of Disputes**

- a) General: If any dispute arises between the supplier/ Agency and Maharishi College of Natural Law during the execution of a Project that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ Agency on the points of dispute. The representation so received shall be examined by the concerned Committee which sanctioned the tender. The Procurement Committee may take legal advice of a counsel and then examine the representation. The supplier/ Agency will also be given an opportunity of being heard. The Committee will take a decision on the representation and convey it in writing to the supplier/ Agency.
- b) Standing Committee for Settlement of Disputes: If a question, difference or objection arises in connection with or out of the Order issued or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by mutual discussions or the decision of tender sanctioning Procurement Committee, it shall be referred to the empowered standing committee for decision.

## **8. Special Terms and Conditions of RFP**

### **8.1 Payment Terms and Schedule**

The payment schedule is as follows:

Sl.No.	Project Milestone	Payment (%)	Documents Required
1	Delivery of Equipment	40% of the contract value	1. Original Delivery Challan 2. Original Invoice (In triplicate)
2	Installation, Configuration & Integration	40% of the contract value	3. Installation Certificate Note: In case the site is not ready and any dependency from the department then the bidder will get 50% of amount towards delivery of the materials at site. The remaining 30% will be released after Installation.
3	UAT, Sign-off & Training	20% of the contract value	1. Training 2. Warranty certificate for 3 years from UAT

## 8.2 Payment of Goods & Services Tax

GST shall be shown extra by the bidder in their invoices for the items applicable. The same shall be paid by Maharishi College of Natural Law as per actual after verification. If there is any tax savings, the same shall be reduced from the payable amount. In case of any new incidence of tax or increase in existing tax rates taking place during the Project Period, that shall be borne and payable by the Maharishi College of Natural Law over and above the agreed price for each item as may be applicable as per the Invoice raised by the agency on the Maharishi College of Natural Law. Similarly, any reduction in taxes shall be to the benefit of Maharishi College of Natural Law.

## 8.3 Penalty

Penalty will be charged @ 0.5% of the Project value per week subject to maximum of 5% of total order value, in case of delayed in supply of stipulated time period.

### Annexure- 1: Particulars of the Bidders

<b>Sl. No.</b>	<b>Information Sought</b>	<b>Details to be Furnished</b>
1	Name of the bidding Company	
2	Address of the Company	
3	Incorporation status of the firm (Public limited / Private limited, etc.)	
4	Year of Establishment	
5	Date of registration	
6	RoC Reference No.	
7	Details of company registration	
8	Details of registration with appropriate authorities for GST	
9	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	
10	Roles & Responsibilities	



**Annexure-2: Indicative Bill of Quantity (BOQ)**

<b>Sl. No.</b>	<b>Item Details</b>	<b>Offered Make &amp; Model (to be filled in by the bidder)</b>	<b>UoM</b>	<b>Qty.</b>
1	Desktop Intel I5/AMD Ryzen 5 with monitor, keyboard, mouse & web camera with Windows 11 Pro license & Office Student edition.		Nos.	30
2	Head Phone		Nos.	30
3	Laptop		No	01
4	Interactive Panel		No	01
5	5 KVA Online UPS		No	01
6	48 Port Unmanaged Switch with rack		No	01
7	Multi-Function Printer		No	01
8	Speaker with Microphone		No	01
9	Glass Door Almirah/ Wall mount Cup Board		No	01
10	Computer Fix Cubical		Nos.	30
11	Armed Chairs with cushion		Nos.	30
12	Teacher's Table		No	01
13	Teacher's Chair		No	01
14	Electrical wiring		Mtr.	500
15	2 KG Fire Extinguisher		Nos.	02
16	LAN setup		Mtr.	500
17	Cat6 Modular Jack		Nos	70
18	Cat6 24 Port Shutter Unloaded Patch Panel		No	01
19	Face Plate, Duplex		Nos	30
20	Cat6 Patch Cord		Nos	70
21	RJ45 IP20 Cat6 Universal Plug		Nos	04
22	6U Wall Mount Rack		No	01
23	Chemical Earthing		No	01
24	16 Amp MCB		Nos	05
25	63 Amp DP MCB		Nos	02
26	Metal Electrical Distribution Board		Nos	01
27	Cable Duct		Mtrs	08

### Annexure-3: Minimum Technical Specifications

<b>Technical Specification</b>	
<b>1. Desktop Server</b>	
Processor	Intel I5 13500/AMD Ryzen 5 6700 Processor with minimum 12 Cores and 20 MB or more Cache support 4.40 GHz or more turbo frequency.
Motherboard	Intel Q670/AMD Pro 560/565, OEM make motherboard with 64 GB expandability or higher with integrated TPM 2.0 security in the motherboard.
Memory	8 GB DDR4 3200 MHz or higher upgradeable to 64GB with 2 DIMM Slots
Monitor	21.5" IPS/VA/TN/TFT Display with TCO 8.0 certified (Same Desktop OEM Make Monitor)
Display	FHD Resolution 1920 x 1080
Hard Disk Drive	Minimum 256 GB M.2 NVMe SSD Boot Drive and 1 TB 7200 RPM SATA HDD Drive/ 512 GB NVMe SSD
Bays	2 Internal Bays
Minimum Ports	1 HDMI/1 DP, 4 USB 3.1, 4 USB 2.0
PCI	2 PCI/ PCIe slot and 2 M.2 Slots
Keyboard & Mouse	USB keyboard & USB mouse (Same Desktop OEM make)
Ethernet Card	10/100/1000 and Integrated WI-FI 6 With Bluetooth 5.0 or Better
Operating System & Support	Factory Pre-loaded Windows 11 Professional Operating System. Support both Windows and Linux.
Desktop OEM Eligibility and certifications for the quoted model	OEM must have presence in India for Last 10 years and minimum turnover of 1000 Crores in the last 3 financial years. ROHs, EPEAT INDIA (Gold) and Energy Star 8.0
Warranty	Minimum 3 Years Comprehensive Onsite OEM Warranty.

Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

**2. Laptop**

PROCESSOR	Intel I5 13500/AMD Ryzen 5 6700 Processor with minimum 12 Cores and 20 MB or more Cache support 4.30 GHz or more turbo frequency.
RAM	Minimum 8GB DDR4 , 3200 MHz or higher with upgradability up to 32 GB RAM
DISPLAY	Minimum 14" FHD IPS display
HINGES	Metal "reinforced hinges.
GRAPHICS	Integrated HD Graphics
AUDIO	Two built-in stereo speakers with high-definition audio support. Built-in microphone.
BLUETOOTH	V5.0 or Higher
WEBCAM	FHD
ETHERNET CONTROLLERS	Gigabit Ethernet 10/100/1000
WIRELESS DEVICE	Dual band Wireless 802.11 ax or higher
KEYBOARD & TOUCH PAD DEVICE	Keyboard with touch pad with Multi gesture support
SECURITY	BIOS Password and Integrated TPM 2.0 security in the motherboard
HARD DISK	512 GB M.2 NVMe SSD drive
INTERFACES	RJ-45, Minimum 1 x USB 3.0 USB Port, 1x USB 2.0 USB Port and 1x USB type C Port, Audio Combo Port, HDMI Port
KEYBOARD & TOUCH PAD DEVICE	Keyboard with touch pad with Multi gesture support
Battery	40 Whr Long-life Battery or Higher
ACCESSORIES	3 Pin Indian Adapter
CARRY CASE	OEM make carry Bag or Backpack
WEIGHT	Not exceeding 1.80 KGS including battery
OPERATING SYSTEM (OS)	Windows 11 Home / SL 64 bit
Laptop OEM Eligibility and Certifications for the quoted model	OEM must have presence in India for Last 10 years and minimum turnover of 1000 Crores in last 3 financial years. ROHs, EPEAT INDIA (Gold) Windows and Energy Star 8.0
Warranty	Minimum 3 Years Comprehensive Onsite OEM Warranty With 3 Years Warranty on Battery

**3. Interactive Panel**

<b>Parameters</b>	<b>Specifications</b>
Size (Diagonal)	75 inch (Diagonal) or higher
Panel Technology	IPS/VA
Brightness	350 cd/m2 or higher
Resolution	3840 x 2160 or Better
Aspect Ratio	16:09

Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

Viewing angle	178 degree (H/V) or better
Colors	10 Bits
Lifetime	min 30,000 hours
Gap between Panel & glass	1mm or less
Surface Treatment	Hard Coating / Anti-glare treatment
Refresh Rate	60Hz
CPU	1.35 GHz or better
ROM	Minimum 32GB Memory
RAM	4GB or higher
Android Version	Android 11.0 or Higher
Touch Technology	Infrared Recognition or better
Touch Point	Min. 10 touch points/4 writing points or more
Touch accuracy	+/- 2mm or better
Surface Hardness	Toughened Glass with Level 7 of MOHS Standard
<b>Connectivity features:</b>	
Built-in Bluetooth: Yes, Built in Wi-Fi: Yes	
Single Wi-Fi Module	The panel should support 4G & 5G connection received from router.
Wi-Fi	802.11 a/b/g/n/ac
Screen Share/Miracast to Connect TAB/Mobile, Web Browser, simultaneously share/connect minimum 4 devices wirelessly from Android and Windows.	
Wireless screen sharing from phones, tablets, PCs or Macs to the IFP directly from the device	
Communication Ports	2 x HDMI 2.0 Or 1 x VGA IN, 1 x Audio IN, 2 x USB 2.0, 2 x USB 3.0, 1 x RJ-45, 1 x Audio out, 2 x Touch out or more
<b>Audio features:</b>	
Minimum number of Speakers - 2	
Inbuilt front facing Speaker Output RMS - 10W x 2 or above	
Supported Audio Formats Audio Codec: Dolby Digital or above /AAC/ MP3/ PCM/DTS/DTS-HD/DTS Express/WMA	
The Webcam supplied must be compatible with Interactive Panel	
Certifications for panel	BIS, RoHS and CE/UL/FCC (BIS & RoHS are Mandatory)
<b>Note:</b> The Panel should be a wall mounted Structure with locking facility with white writing board in front along with KB and mouse & a vertical wall mounted metal cabinet for UPS with lock & Key.	
Interactive Software features	<ul style="list-style-type: none"> <li>i. Should Support multi touch &amp; multi writing</li> <li>ii. Should have the following interactive tools/features like pen, eraser, shape editing, auto grouping, infinite color options for annotation, color bucket, back ground pattern, lines &amp; arrows, screen capture tools (freehand capture is must), import / export files, recycle bin, 99 pages or more, Cut &amp;</li> </ul>

Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

	Paste, page navigation, save page(s), Undo/Redo.
	iii. Should be capable to annotate on any 3rd party applications
	iv. Annotation Capability & integration with MS office application
	v. MS Word: handwriting recognition & draw object
	vi. MS Excel: Should draw graph without touching Keyboard & Mouse
	vii. MS Power point: Should Create, Edit, Save, delete & annotate slides
	viii. Should have recording feature
	ix. Extensive Resource Library with relevant educational content
	x. Capability of taking Snapshot from running video

**4. 5 KVA Online UPS**

Phase	Single phase with ground
Capacity	5 KVA / 4KW
<b>Inputs</b>	
Nominal Voltage	208VAC/220VAC/230VAC
Voltage range	175VAC- 280VAC at Full Load
Frequency Range	40Hz - 55Hz
<b>Output</b>	
Output Voltage	208VAC/220VAC/230VAC
Voltage Regulation	± 1%
Frequency Range (Synchronized Range)	45-55Hz or 56-64Hz
Frequency Range (Battery Mode)	50Hz± 0.1Hz or 60Hz ± 0.1Hz
Current Crest Ratio	3:1
Harmonic Distortion	≤3% THO (Linear Load) ≤ 5% THO (Non-Linear Load)
Waveform (Battery Mode)	Pure Sine Wave
<b>Efficiency</b>	
AC Mode	88%
Battery Mode	92%
<b>Battery</b>	
Numbers	16 pes (192VDC)
Battery Backup	30min
Battery Type	Sealed Maintenance free hybrid Gel batteries/VRLA-SMF Batteries

Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

Charging Current (max)	Default: 8A ± 10%; Max 2A, 4A, 8A(Adjustable)
Charging Voltage	218.4V ± 1%
<b>Indication</b>	
LCD Panel	Load level, Battery level, AC mode, Battery mode, Bypass mode and Fault indicators
<b>Environment</b>	
Operating Temperature	0- 50°C
Operating Humidity	<95% and non-condensing
Noise Level	Less than 60dB
OEM Criteria	<ol style="list-style-type: none"> <li>OEM should have Turnover of Minimum Rs.200 Crores each Years in last three Financial Year. OEM should have earned Profit during the last 3 Financial Year.</li> <li>UPS OEM should have registered office of in Odisha &amp; atleast 15 Service Engineers Posted in the Odisha.</li> </ol>

**5. 48 Port Data Switch with Rack**

48 Port Gigabit Network Switch, 12U Wall Mounting Rack with Cable Manager, Power Manager, Mounting kit etc.

**6. Multi-Function Printer**

Function	Print Scan Copy
Max Monthly Duty Cycle	10000 pages or higher
PPM Black A4	35 PPM or higher
Standard memory	512 MB or higher
Paper Capacity	250 Sheets or Higher
Resolution	600 X 600 Dpi or better
Toner	80000 pages or higher
Scan resolution	1200 x 1200 Dpi or better
Scan file formats	PDF, JPG, TIFF, BMP - Multiple Pages in single file (include this)
Copy Resolution	1200 x 1200 Dpi or better
Standard interface	High Speed USB 2.0, Ethernet 10/100 Mbps, Wi-Fi
Warranty	3 Years onsite

**7. Speaker with Microphone**

<b>Speakers</b>	
Power Output	25W + 15W x 2
Impedance	Main Unit: 4Ω Satellite: 4Ω

Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

Frequency Response	Main Unit: 40Hz - 150Hz, Satellite: 150Hz - 20KHz
S/N Ratio	≥ 65dB
Separation	≥ 40dB
Sensitivity	≤ 500mVrms @ 1KHz
Power Supply	AC 220V - 240V/50-60Hz
Features	<ul style="list-style-type: none"> <li>• 2.0 channel multimedia Speaker with USB/SD/FM/BT/AUX</li> <li>• AUC audio input compatible with DVD/PC/TV</li> <li>• Fully functioned remote control.</li> <li>• LED Display</li> <li>• Digital FM playability.</li> <li>• Digital Controls: Volume. Boss Treble knob.</li> <li>• Digital Controls: Input, Play/Pause. Previous, Next.</li> </ul>
<b>Wireless Mic</b>	
Receiver	Dual Channel Non-Diversity
Frequency response	50Hz - 16 KHz
Polar pattern (hand & lapel Mic)	Cardioid
Output	Individual channel : XLR mix Out : ¼ Jack
Power Req.	Hand & lapel Mic – 2 x 1.5V AA Receiver - 240V AC / 50Hz for AC Adaptor
Features	<ul style="list-style-type: none"> <li>• High quality UHF Band frequency duet wireless microphone system</li> <li>• Individual channel output with level control &amp; mix output</li> <li>• Display on transmitter &amp; receiver for frequency indication</li> <li>• Two microphones can be used at the same time.</li> </ul>

**8. Glass Door Almirah/Wall mount Cup Board**

Overall size approx. 915 (W) x 485 (D) x 1980 (H) mm including leg height of ~120 mm Materials CRCA steel. Steel sheet shall be oven baked epoxy polyester powder coated. Configuration 5 shelves with float glass door designed and manufactured for proper sealing against dust and insects. (The product should be ISO certified)

**9. Computer Cubicle**

Computer Cubicle size 600 (L) x 400 (W) x 700 (H) mm approx. It shall be made of 18 mm thick high quality pre-laminated particle boards with Opaque Glass Partition. One lockable drawer & one keyboard tray. The computer cubicle should be designed as per space in the room.

**10. Armed Chairs with Cushion**

Armed Black color Chairs with High Quality cushion . The OEM of the product should be ISO certified.

**11. Teacher's Table**

Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

Teacher Table overall size 1500 (L) x 750 (W) x 750 (H) mm approx. It shall be made of 18 mm thick high quality Pre-Laminated Particle boards with PVC strip edge banding of all exposed edge having one lockable drawer, one keyboard tray with space for CPU/UPS, keyboard tray with telescopic ball slides to be used for keyboard tray. It should have place to keep CPU, Printer and UPS. It should also have lockable drawer Unit and Book self of appropriate size. (The product should be ISO certified).

**12. Teacher's Chair**

Revolving chair with a 360-degree swivel offers a versatile range of motion, durable with Raw Material, Finish, Sturdiness and Durability to ensure that these products are in conformance with International Quality Standards. The OEM of the product should be ISO certified.

**13. Electrical Wiring**

Electrical works with supply of required components i.e. Wire, Switch, Socket, and Waterproof Back Box, PVC Conduit etc., as per the site requirement with industry standard.

**14. Fire Extinguisher**

Stored Pressure Type, 2 Kg. Capacity Portable Unit, Class -B, Carbon Dioxide Based (as per IS standards) with Steel body (as per latest IS standards).

**15. LAN Setup**

UTP Cat 6 Cable specifications, Fire Retardant PVC Jacket, 4 Pair 23 AWG Solid Copper Conductors.

**16. Cat6 Modular Jack**

Category 6 RJ45 Unshielded Modular Jack, Suitable for 1000Base-T, Compatible With RJ standard plugs (RJ11, RJ12, RJ45), UL 1863 Certified & RoHS complied.

**17. Cat6 24 Port Shutter Unloaded Patch Panel**

24-Port 1U Unloaded Universal Modular Straight Patch Panel, Support both for UTP & STP Solutions, Cable Support Bar with slots to tie individual cable properly at the Support Bar. Transparent spring shutter for dust protection on each port. (Shuttered IO not recommended, because when shutter gets malfunctioned then entire IO is of no use). Should UL 1863 rated & RoHS complied.

**18. Face Plate, Duplex**

1 or 2 Port With Spring shutter for each port, UK Style (Square) Keystone-Type Faceplates, White Color, Suitable for both Flush and Wall mount gang box.

**19. Cat6 Patch Cord**

3 Meter length having U/UTP Unshielded 24AWG Bare Copper, Stranded Flexible Conductor, LSZH Jacket.

**20. RJ45 IP20 Cat6 Universal Plug**



Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

Cat6 IP20 Industrial RJ45 Plug, Support 1000 Base-T, IP 20 Rated & RoHS complied. Universal suitable for both Shielded and Unshielded Cables.

**21. 6U Wall Mount Rack**

550mm W x 500mm D, Adjustable mounting slots, Power Distribution Units, Cable Manager, Fans, Mounting Hardware, Powder coated finish with pre-treatment process meeting all industry standards. Conforms to DIN 41494 or equivalent ISO standard.

**22. Chemical Earthing: As per Standard.**

**23. MCB: 16A & 63A DP MCB** as per industry standard from reputed make with 2 years warranty.

**24. Metal Electrical Distribution Board** as per industry standard from reputed make with 2 years warranty.

**25. Cable Duct:** 100 X 60 mm as per industry standard from reputed make with 2 years warranty.

## Annexure-4: Pre-Bid Queries Format

(To be filled by the Bidder)

**Name of the Company/Firm:**

\_\_\_\_\_

Bidding document Fee Receipt No \_\_\_\_\_

**Person(s) Representing the Company/ Firm:**

Name of the Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

**Company/Firm Contacts:**

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

**Query/Clarification Sought:  
(MS-Excel Sheet Format)**

Sl.No.	Bidder Name	RFP Chapter No.	RFP Clause No.	RFP Page No.	Clause Details as per RFP	Query/Clarification/ Suggestion

**Note:** Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX). Queries not submitted in the prescribed format will not be considered/responded at all by the tendering authority. Also, kindly attach the colored scanned copy of the receipt towards the submission of the bid document fee. Also, the bidders having purchased the RFP document will be allowed to participate in pre-bid conference meeting and their queries will be entertained and responded . Also, the softcopy of the queries (**only in MS-Excel Sheet format**) should also be submitted through mail at maharishicollegebbsr@gmail.com as per the schedule date & time mentioned in the RFP.

**Annexure-5: Bidder's Authorization Certificate**  
*(To be filled by the Bidder)*

To,

The Principal

Maharishi College of Natural Law

Saheed Nagar, Bhubaneswar-751007

Mobile-9437356564/9437020962,

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with RFP reference No. RUSA-1339/267/24, Dated 07.03.2024. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

## **Annexure-6: Bank Guarantee Format**

*(To be signed by bank and submitted by Bidder)*

**RFP REF:** RUSA-1339/267/24,Dated 07.03.2024

To,

The Principal

Maharishi College of Natural Law

Saheed Nagar, Bhubaneswar-751007

Mobile-9437356564/9437020962,

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP Ref. No. RUSA-1339/267/24,Dated 07.03.2024 for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi College of Natural Law (hereinafter called "the Bid") to Maharishi College of Natural Law Know all Men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
  - a) Withdraws his participation from the bid during the period of validity of bid document;Or
  - b) Fails or refuses to participate in the subsequent RFP process after having been shortlisted;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the RFP occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOT WITH STANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) II.

This Bank Guarantee shall be valid up to <<insert date>>)

- III. It is a condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

**Annexure-7: RFP Form**  
(To be filled by the Bidder)

<b>Name of the Tendering Authority</b>	The Principal
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Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

<b>Address</b>	Maharishi College of Natural Law Saheed Nagar, Bhubaneswar-751007
Mobile	9437356564/9437020962
<b>Email</b>	maharishicollegebbsr@gmail.com

2) **Firm Details:**

<b>Name of Firm</b>				
<b>Name of CMD of the firm with email id, contact number</b>				
<b>Name of Contact Person with Designation</b>				
<b>Registered Office Address</b>				
<b>Address of the Firm</b>				
<b>Year of Establishment</b>				
<b>Type of Firm Put Tick ( √ ) mark</b>	Public Limited	Private Limited	Partnership	Proprietary
<b>Telephone Number(s)</b>				
<b>Email Address/ Web Site</b>	Email:		Web-Site:	
<b>Fax No.</b>				
<b>Mobile Number</b>	Mobile:			
<b>Certification/Accreditation/Affiliation, if Any</b>				

3) The requisite tender fee amounting to Rs. \_\_\_\_\_ /- (Rupees <in words>) has been deposited vide DD/BC/receipt no. \_\_\_\_\_ Dated \_\_\_\_\_.

4) We agree to abide by all the terms and conditions mentioned in this form issued by the Empanelment Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date:

Name & Seal of the firm: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

**Annexure-8: Covering Letter - Technical Bid**

*(To be filled by the bidder and signed in Company Letter Head)*

To

Request for Proposal (RFP) for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi Collage of Natural Law

The Principal

Maharishi College of Natural Law

Saheed Nagar, Bhubaneswar-751007

Mobile-9437356564/9437020962,

**Subject:** Technical Proposal for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi College of Natural Law, RFP No-RUSA-1339/267/24,Dated 07.03.2024.

Sir/Madam,

We, the undersigned, offer to provide our services against your RFP enquiry no. <Insert RFP no> dated <insert date>. We are hereby submitting our Proposal, which includes this Technical Bid sealed in the envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products / services specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

**Annexure-9: Manufacturer's Authorization Form (MAF)**

Letter No. \_\_\_\_\_

To



The Principal

Maharishi College of Natural Law

Saheed Nagar, Bhubaneswar-751007

Mobile-9437356564/9437020962,

**Subject: OEM Authorization**

RFP Ref No: RUSA-1339/267/24,Dated 07.03.2024

Dear Sir

We, who are established and reputable\_\_\_\_\_ having factories / development facilities at (*address of factory / facility*) do hereby authorize M/s (*Name and address of Agent*) to submit a Bid, and accept the Purchase Order against the above Bid Invitation. We hereby extend our full guarantee and warranty for the Solution, Products and services offered by the above firm against this Bid Invitation. We further undertake that we will support the supplier will all related spares and maintenance during the entire contract period.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the Project.

Yours faithfully,

(Name)

Seal

**Note:** This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer.

**Annexure-10: Financial Bid Cover Letter and Format**

*(To be filled by the bidder and signed in Company Letter Head)*

To

The Principal

Maharishi College of Natural Law

Saheed Nagar, Bhubaneswar-751007

Mobile-9437356564/9437020962,

**Subject:** Submission of the financial bid for Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi College of Natural Law, RFP No- RUSA-1339/267/24,Dated 07.03.2024.

Dear Sir/Madam,

We, the undersigned, offer to Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi College of Natural Law, RFP No-RUSA-1339/267/24,Dated 07.03.2024 and our Proposal (Pre-qualification, Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<*Amount in words and figures*>>inclusive of taxes and duties.

### **1. Price and Validity**

All the prices mentioned in our RFP are in accordance with the terms as specified in the RFP documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

### **2. Unit Rates**

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

### **3. Qualifying Data**

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in



### Annexure-11: Commercial Bid - Item Wise Price Schedule

Sl. No.	Item Description	Qty	UoM	Unit Price	GST Charges as Applicable	Unit Price (Including GST)	Total Cost (Including GST)
A	B	C	D	E	F	G = (E+F)	H = (C x G)
1	Desktop Intel I5/AMD Ryzen 5 with monitor, keyboard, mouse & web camera with Windows 11 Pro license & Office Student edition.	30	Nos.				
2	Head Phone	30	Nos.				
3	Laptop	01	No				
4	Interactive Panel	01	No				
5	5 KVA Online UPS	01	No				
6	48 Port Un-managed Switch with rack	01	No				
7	Multi-Function Printer	01	No				
8	Speaker with Microphone	01	No				
9	Glass Door Almirah/ Wall mount Cup Board	01	No				
10	Computer Fix Cubical	30	Nos.				
11	Armed Chairs with cushion	30	Nos.				
12	Teacher's Table	01	No				
13	Teacher's Chair	01	No				
14	Electrical wiring	500	Mtr.				
15	2 KG Fire Extinguisher	02	Nos.				

16	LAN setup	500	Mtr.	500				
17	Cat6 Modular Jack	70	Nos					
18	Cat6 24 Port Shutter Unloaded Patch Panel	01	Nos					
19	Face Plate, Duplex	30	Nos					
20	Cat6 Patch Cord	70	Nos					
21	RJ45 IP20 Cat6 Universal Plug	04	Nos					
22	6U Wall Mount Rack	01	No					
23	Chemical Earthing	01	No					
24	16 Amp MCB	05	Nos					
25	63 Amp DP MCB	02	Nos					
26	Metal Electrical Distribution Board	01	No					
<b>Total Cost Including GST</b>								
<b>In Words:</b>								

**Note: -**

- All the above price would be in INR only.
- The above price would include Compressive OEM Warranty Support for a period of Three (03) years from the date of UAT.
- The bidder has to compulsorily quote for all items mentioned in the Commercial-bid Tables. In case bidder fails to quote for any of this stage, the bid would be summarily rejected.
- Above is indicative, however the quantity may increase or decrease at the time of placing the purchase order as per actual.
- The Tax rates will be mentioned as per standards.

**Annexure-12: Financial Capabilities**  
*(To be filled by the Bidder)*

<b>Turnover (Rs. In Crores)</b>		
<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
<b>Net worth (Rs. In Crore)</b>		
<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>

**Annexure-13: Self-Declaration**  
*(Non-blacklisted in company Letter Head)*

To

The Principal  
Maharishi College of Natural Law  
Saheed Nagar, Bhubaneswar-751007  
Mobile-9437356564/9437020962,

Sir

In response to the RFP Ref. No: RUSA-1339/267/24, Dated 07.03.2024, for RFP titled "Selection of Agency for Supply, Installation & Commissioning of Computer Laboratory at Maharishi College of Natural Law", as an owner/ partner/ Director of (organization name) I/ We hereby

---

declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

I/We further declare that there is no past / ongoing legal trial in name of any of the Owner / Partner / Director of the bidding company as on the tender submission date.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be canceled.

Thanking you,

Name of the Bidder: .....

Authorized Signatory: .....

Signature:

Seal:

Date:

Place:

**Annexure-14: Project Citation Format**  
*(To be filled by the Bidder)*

<b>Relevant IT Project Experience</b>	
<b>General Information</b>	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
<b>Project Details</b>	
Description of the project	
Scope of services	
<b>Other Details</b>	
Total cost of the project	
Duration of the project (no. of months, start date, completion date, current status)	



**Annexure-15: Project References for Experience of Bidder**

Sl. No.	Name of Customer :	Contact person Name	Phone, fax and e-mail of customer	Project Location :	Name of the Project with Brief	Year				
						2018-19	2019-20	2020-21	2021-22	2022-23
1										
2										
3										

(Indicative Format, to be filled by Bidder & submitted in Company Letter Head)

**Note:** Please attach a copy of the work order/ completion certificate/ purchase order/ letter from the customer for each project reference.

## Annexure-16: Details of documents to be submitted by the Bidder

Sl. No.	Documents to be submitted		
	Pre-Qualification bid	Technical Bid	Financial Bid
1	Particulars of the Bidder <b>(Annexure-1)</b>	Detail Bill of Quantity (BOQ) as per the components mentioned <b>(Annexure-2)</b>	Financial Bid Cover letter and Format <b>(Annexure-10)</b>
2	Bidder's Authorization Certificate <b>(Annexure-5)</b>	Technical Specification Compliance Documents with all supporting details <b>(Annexure-3)</b>	Commercial Bid <b>(Annexure-11)</b>
3	RFP Form <b>(Annexure- 7)</b>	Technical Bid Covering Letter <b>(Annexure-8)</b>	
4	MAF <b>(Annexure- 9)</b>		
5	Audited Balance Sheets		
6	CA Certificate with CA's Registration Number & Seal <b>(Annexure-12)</b>		
7	Self-Declaration Non-blacklisted <b>(Annexure- 13)</b>		
8	Project Citation Format <b>(Annexure- 14)</b>		
9	Project References for Experience of Bidder <b>(Annexure- 15)</b>		
10	a. Valid copy of Certificate of incorporation and Registration Certificates b. Copy of GST registration. c. Copies of relevant Certificates of Registration, Income Tax/ PAN Number from the respective Government Department.		
11	Valid Copy of Bidder ISO Certificates & OEM Credential Documents		
12	Relevant Documents supporting Office Addresses /Undertaking. (Local presence)		
13	<b>EMD &amp; RFP document fee</b> as mentioned in the Eligibility/Pre-qualification Criteria of the RFP		