

ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର  
Rama Devi Women's University, Vidya Vihar,  
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,  
E-mail-[registrar@rdwu.ac.in](mailto:registrar@rdwu.ac.in), Website- <https://rdwu.ac.in>

No. 5325 / Dt. 8.8.24 /

**TENDER CALL NOTICE**

Sealed two bid (Technical & Financial) tenders are invited from the registered Firms with TIN / PAN / GSTIN registration and upto-date all taxes clearance for supply and installation of **Blinds** in the Offices / Smart Classroom / Galleries of the University. Bidders are requested to survey the Smart Classroom / Offices / Buildings on any working day from 10.08.2024 to 16.08.2024 (11.00 a.m. 05:00 p.m.). The tender papers and details of specifications/ Model as per (Annexure-I enclosed) are required. The tender completed in all respects must reach to the office of undersigned of the University, by **02.00 P.M. on 17.08.2024 (Saturday)** through speed Post / Registered Post / Courier service / By Hand. Incomplete tender cannot be entertained. The authority reserves the right to accept / cancel any tender(s) at any stage without assigning any reason thereof.

*Shepaba*  
Registrar 08/08/2024

Memo No. 5326 / dated 8.8.24

Copy to Col<sup>d</sup> / OIC Website / Director, IQAC / Coordinator, Signage Committee / OIC, Purchase / Dy. Registrar (Fistt. & Admn.) / Section Officer for information and necessary action and P.S. to V. C. for kind information of Vice Chancellor.

*Shepaba*  
Registrar 08/08/2024

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## GENERAL INFORMATION

### 1. Time line

- i) Opening of Tender Advertisement: **09.08.2024**
- ii) Closing of Tender Application: **17.08.2024 at 2.00 p.m.**
- iii) Survey the Smart Classroom / Offices / Buildings on any working day from 10.08.2024 to 16.08.2024 (11:00 a.m. - 05:00 p.m.)
- iv) Opening of Technical Bids: **17.08.2024 at 3.00 p.m.** at the V.C's Boardroom, New Administrative Building of this University
- v) Opening of Financial Bid: to be decided after scrutiny of Technical Bid  
(Note: Date and time may change)


### 2. Fees / EMD money to be deposited

- i) **Processing Fee( non-refundable)** : Rs. 1000 (Rupees One thousand) exclusive of GST to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money:** Rs. 10,000/- (Rupees Ten thousand) only to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to be refundable without interest to the unsuccessful bidders immediately after finalisation of the tender and to the successful bidder after supply of the items as per the rule.

### 3. Procedure of tendering the bid

- i) Visit University Website <https://rdwu.ac.in> Download the notification, tender documents, Annexure etc and go through these and then fill.
- ii) There are 03 (three) Covers namely a) Technical bid cover, b) Financial bid cover and c) Tender Cover
- iii) The **Sealed technical bid cover** envelops the following:
  - a) Arrangement of papers is to be made as per the Technical Requirements (**Annexure-I**) With details of technical specifications (**Annexure-II A**)
  - b) The technical bid will be submitted only in the University supplied proforma (**Annexure-II B**). No other form will be accepted.
  - c) The technical bid form has to be duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amount for rejection of the tender. If technical bid is rejected, the Financial bid for that will not be opened.
  - d) Xerox copies of all requisite documents duly self-attested.
  - e) The 02 bank drafts i.e. i) towards Processing fee and ii) towards EMD money  
(**The Cover must be super scribed with "TECHNICAL BID FOR BLINDS" on the top of the Envelop**)

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- iv) The **sealed financial bid cover** only envelops the financial bid form (**Annexure-III**) duly filled in and signed  
(**The Cover must be super scribed with "FINANCIAL BID FOR BLINDS" on the top of the Envelop**)
- v) The **Sealed Tender Cover** Envelops i) the sealed technical bid cover, ii) the sealed financial cover and super scribed "**TENDER FOR BLINDS**" on the top of the Envelop. The bottom left of the envelop must have clear address of the Bidder, whereas the right bottom must have to be addressed to "**The Registrar, Rama Devi Women's University, VidyaVihar, Bhubaneswar, Odisha-751022.**"
- vi) The sealed tender must reach on above address **by 2.00 p.m. on 17.08.2024** through Speed Post / Registered Post / Courier services / By Hand. Late submission of the tender will not be accepted. No other methods of submission of tender will be entertained.
- 4 **Documents to be attached with Technical Bid Form:** As per the Annexure -I

  
Registrar 08/08/2024  
Rama Devi Women's University,  
Bhubaneswar

**TECHNICAL REQUIREMENTS**

Sl. No.	Supporting Document		Attached Yes/No
1	Bidder shall submit the following documents along with their bid	Copy of PAN Card. Copy of GSTIN. Copy of Cancelled Cheque. Copy of Valid IT Return last 03 Years Copy of Valid EPF Certificate Copy of Valid ESIC Certificate Copy of Valid MSME/NSIC Certificate Copy of Balance Sheet & Profit Loss Certificate last 03 years Prof of Experience of installation of Blinds or similar items in Govt. institutions or Universities.	
2	Service & Support	Availability of Service Centres: Bidder must have a Functional Service Centre in the State of Odisha. Dedicated /toll Free Telephone No. for Service Support: BIDDERS must have Dedicated/toll Free Telephone No. for Service Support.	
3	Warranty	Warranty 01 years from the date of installation/ commissioning.	
4	Payment Terms	i) The Payment of 70% against Supply of material. ii) Balance 30% after installation & commissioning of system.	

Signature of the  
Proprietor / Office Seal

**Technical Specification**

Blackout Roller Blinds with EVO.  
Technical Specification :- Thickness - 0.45mm +/-5%, **Weight-** 260gm/m2 +/- 5%,  
Tensile Strength- Warp 209.5dan/ Weft 25.2dan.  
Elongation - Warp 23.1%/ Weft 11.1%,  
Fastness - Above 4 grade,  
Stripe Size - Solid 11 cm.  
Composition - 100% Polyester, FR, Anti Bacterial & Anti Fungal, Bottom bar fabric wrap.

**N:B The bidders are required to survey the Smart classroom / Galleries / Offices of the Academic and Administrative Building and submit quantity (Building wise) in the technical and financial bid documents.**

Sl. No.	Building of the University	Blinds type (with Specification)	Brand	Quantity	Remarkd

Signature of the  
Proprietor / Office Seal

Technical Bid

- 1. Name of the Bidder Firm:
- 2. Name of the Proprietor:
- 3. Full Address
  - i) Permanent Address:-
  
  - ii) Present Address:-

(A copy of Address proof is to be attached)

- 4. Banker of Contractor / Canteen Service Provider  
(Attach copy of statement of account for last six months)
- 5. PAN/GIR No.  
(Attach Copy)
- 6. GST/Service Tax Registration No.  
(Attach Copy)

7. Financial Turnover for last 2 financial years

FY	Amount(Rs.)	Remarks
2022-23		
2023-24		

8. Income Tax Return for last 2 financial years

FY	Amount(Rs.)	Remarks
2022-23		
2023-24		Attach the Copies

9. Give details of major similar contracts handled by the tenderer

Sl.No	Name & Address of the Client	Duration of Contract

10. Details of Tender Processing Fees: DID No.-----date-----of Rs. 1000.00 drawn on Bank-----

11. Details of EMD: DID No. -----date-----of Rs. 10000.00 drawn on Bank-----

12. Additional information, if any.

Declaration

- 1. I \_\_\_\_\_ daughter / wife of \_\_\_\_\_ proprietor /Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
- 2. I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them.
- 3. The information/ Documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of the Proprietor / Office Seal

**Financial Bid**

Sl. No.	Building of the University	Blinds type (with Specification)	Blinds Type	Brand	Qty.	Unit	Rate	GST	Total Unit Price in Rs.	Total Price in Rs. (including installation)	Remarks
			Blackou Roller Blinds with EVO. Technical Specification :- Thickness - 0.45mm +/- 5%, Weight- 260gm/m 2 +/- 5%, Tensile Strength- Warp 209.5dan/ Weft 25.2dan, Elongation - Warp 23.1%/ Weft 11.1%, Fastness - Above 4 grade, Stripe Size - Solid 11 cm, Composition - 100% Polyester, FR, Anti Bacterial & Anti Fungal, Bottom bar fabric wrap.								

Signature of the  
Proprietor / Office Seal