



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. 5946 / Dt. 3.9.24

### TENDER CALL NOTICE

Sealed Tenders are invited from reputed Firms with TIN/PAN/GSTIN registration and upto-date tax clearances for construction of customized display cabinets and supply of customized items to Rama Devi Women's University, Bhubaneswar as per specification given in the Tender papers. Tender details and documents are available on Rama Devi Women's University website <https://rdwu.ac.in>. Tenders should reach the Registrar, Rama Devi Women's University, Vidya Vihar, Bhubaneswar-751022 by **11:00 AM** on or before **13/09/2024**, through speed post/registered post/courier/by hand. The authority reserves the right to accept/cancel any tender(s) without assigning any reason thereof.

*Shapaba*  
Registrar 03/09/2024

Memo No. 5947 / Dt. 3.9.24

Copy to Notice Board / OIC, Website with request to upload on University Website/ OIC, Purchase with request to convene purchase committee meeting on 13/09/24 at 11:30 AM /CoF /Director, IQAC/ Dy. Registrar (Admn. & Estt.) for information & necessary action and P.S. to V.C. for kind information of the Vice Chancellor.

*Shapaba*  
Registrar 03/09/2024

## TERMS & CONDITIONS

1. Sealed quotations/tenders filled in every respect must reach **The Registrar, Rama Devi Women's University, Vidya Vihar, Bhubaneswar-751022** with copies of all relevant documents on or before **13/09/24** by **11 AM** by speed post/registered post/courier/by Hand. Any clarification regarding tender before submission of tender document can be discussed with Dr. Navneet Kaur, Deputy Registrar, Rama Devi Women's University. Ph: 9348281319.
2. The prescribed tender documents should be submitted in **ONE** sealed envelop duly super scribed with "**Tender for Customized Display Cabinet and Supply of customized items at Rama Devi Women's University**". This sealed envelope should contain 2 separate sealed envelopes within it clearly marked A, B, & C with following contents :
  - a. **Envelop A** containing the following
    - i. **Tender Fee** (Rs. 500/-) (non-refundable) in the form of Demand Draft in favour of COMPTROLLER OF FINANCE, RAMA DEVI WOMEN'S UNIVERSITY payable at Bhubaneswar
    - ii. **Bid Security Fee** (EMD) (Rs. 5000/-) in the form of Demand Draft in favour of COMPTROLLER OF FINANCE, RAMA DEVI WOMEN'S UNIVERSITY payable at Bhubaneswar. EMD of unsuccessful bidders will be returned without any interest, after issue of the work order.
    - iii. Technical Bid along with the supporting documents.
  - b. **Envelop B** containing the **Financial Bid**.
3. Incomplete tenders, amendments and additions to tender after opening or late tenders will be summarily rejected.
4. Authority of the University reserves the right to accept or reject any or all tenders without assigning any reason thereof.
5. Bids will be opened in the presence of Bidders' authorized representatives who choose to attend on **13/09/2024** at **11:30 A.M.** in the office of the Registrar. The Bid shall be treated under two Bid System. Financial Bid shall be opened only for those bidders who have qualified as per the prescribed criteria in the Technical Evaluation. Financial Bid will be valid for at least 180 days. The University will not entertain any request in respect of escalation of price due to any reason whatsoever during this period.
6. The total cost of the item should be clearly mentioned and should not be left to us for calculation. The total cost quoted should be a consolidated rate for each item under requirement including GST.
7. The financial bid should contain details of items including the quoted price along with all taxes and charges (transport/installation etc.) if any. University Committee may request samples of work/items.
8. The firm must bid for all items of work and ensure items are supplied in time and are of high quality.
9. Payment on successful completion of work will be made upon the recommendation of the relevant University committee and as per financial rule.
10. Any dispute with regard to execution of work will be subject to judicial jurisdiction of Bhubaneswar,

  
Registrar 03/09/2024

## **Technical bid**

### **Documents required to be submitted along with Technical Bid.**

1. Demand Draft of Rs. 500/- only drawn on any Nationalized Bank / Scheduled Bank in favour of Comptroller of Finance, Rama Devi Women's University, Bhubaneswar towards cost of Tender Paper. This amount is Non-Refundable.
2. EMD of Rs.5,000/- in the form of Demand Draft in favour of COMPTROLLER OF FINANCE, RAMA DEVI WOMEN'S UNIVERSITY payable at Bhubaneswar.
3. Self attested copy of GST registration certificate with GSTIN and up-to-date GST return copies for current F.Y.
4. Self attested copy of PAN Card.
5. Self attested copies of IT return for the last 3 years.
6. Declaration as specified below.

### **DECLARATION\***

I \_\_\_\_\_ S/D/W of \_\_\_\_\_ do hereby declare that I have read and understood the terms and conditions of the tender and undertake to abide by them. I declare that the documents submitted in respect of the information referred to above are true and authentic to the best of my knowledge and belief. I do undertake that if at any time the documents are found to be forged/fabricated I shall be held responsible which would make me liable towards prosecution under appropriate law.

**Signature of the  
bidder/Proprietor of Firm**

**(\*To be submitted with sign and seal on the letterhead of the firm)**

7. Bidders are required to undertake all the works as detailed in the '**Name of the work with specifications**' and hence quote rates for each item in the tender paper as per the specification and also a comprehensive rate structure for each item may be given separately for future requirement.

## Technical specifications

Sl. No.	Detail of Work
1	<p>Custom made display cabinet of 7 ft x 5.5 ft dimension, made with waterproof (IS710) plywood.</p> <p>The cabinet base for storage needs to be lockable and of 3 x 5.5 ft dimension.</p> <p>Two side cabinets of 4 x6 ft size.</p> <p>1mm lockable Glassdoors of the cabinet.</p> <p>9 mm Glass shelf for display and 6 hooks for display.</p> <p>1mm Outer and inner laminates.</p> <p>5 nos of 5Wt lights in cabinet display with concealed wiring.</p>
2	<p>Mug : a) 9.5 cm Height, 8 cm diameter. RDWU logo &amp; RDWU to be printed on mug in area 12-20 cm x 7-9 cm</p> <p>b) 9.5 cm Height, 8 cm diameter. RDWU Gate to be printed on mug area 12-20 cm x 7-9 cm</p>
3	<p>T shirt : a) White Cotton T shirt with RDWU logo of 5 x 5 cm size on left front and RDWU of 4x9 inches in block letter printed on back.</p> <p>b) White Cotton T shirt with RDWU Gate image of 12 x 22 cm printed on front.</p> <p>c) Black Cotton T shirt with RDWU Gate image of 12 x 22 cm printed on front.</p>
4	Cloth Bag :2 ft x 3 ft with RDWU new gate image of 12 x 6 inches.
5	Cap : White with RDWU in block letters blue and RDWU logo
6	Badge : Round metal 6m diameter with RDWU logo with safety pin inside
7	Pen : White with Rama Devi Women's University printed on the body
8	Key Chain : Round with University logo, Rectangular with New Gate image
9	Poster printing : 12 x 18 inch 130-170 GSM. Images will be provided.
10	Travel Mug : Mug of 6 inch height and 2.5 inch diameter with University logo 300 ml.
11	Bottle : Glass water bottle with University Logo (3 x 2) inches, 550 ml

**TECHNICAL BID**

1. Name of the Firm \_\_\_\_\_

2. Name of the Owner/Proprietor/Supplier \_\_\_\_\_

3. Full Address of the Firm: \_\_\_\_\_

4. Contact details of Firm : \_\_\_\_\_

a) Telephone No. : \_\_\_\_\_ b) Mobile No. : \_\_\_\_\_

c) Email ID: \_\_\_\_\_

List of Documents to be enclosed :

Sl. No.	Name of the Document	Information to be filled in this column	Whether photocopies of the documents enclosed (pl. tick)
i.	Tender Fees Demand Draft (Rs.500/-)	DD No. Dt. Bank	Yes / No
ii.	EMD (Rs.5,000/-)	DD No. Dt. Bank	Yes / No
iii.	PAN Card No.		Yes / No
iv.	GST Registration Certificate with GSTIN & up to date GST return copies for FY 2021-22		Yes / No
v.	Income Tax Return (Annual Income during last 03 Financial Years)	Rs.            Yr. Rs.            Yr. Rs.            Yr.	Yes / No
vi.	Declaration		Yes / No

Seal and Signature of Firm/Authorized Representative

## FINANCIAL BID

Annexure-II

Sl. No.	Detail of Work	Quantity / Size	Rate (per pc)	GST	Total Cost (including all taxes and all charges) in Rs.
1	<p>Custom made display cabinet of 7 ft x 5.5 ft dimension, made with waterproof (IS710) plywood.</p> <p>The cabinet base for storage needs to be lockable and of 3 x 5.5 ft dimension.</p> <p>Two side cabinets of 4 x6 ft size.</p> <p>1mm lockable Glassdoors of the cabinet.</p> <p>9 mm Glass shelf for display and 6 hooks for display.</p> <p>1mm Outer and inner laminates. 5 nos of 5W lights with concealed wiring.</p>	2 nos/ 7 ft x 5.5 ft			
2	<p>Mug : a) 9.5 cm Height, 8 cm diameter. RDWU logo &amp; RDWU to be printed on mug in area 12-20 cm x 7-9 cm</p> <p>b) 9.5 cm Height, 8 cm diameter. RDWU Gate to be printed on mug area 12-20 cm x 7-9 cm</p>	Per pc			a) b)
3	<p>T shirt : a) White Cotton T shirt with RDWU logo of 5 x 5 cm size on left front and RDWU of 4x9 inches in block letter printed on back.</p> <p>b) White Cotton T shirt with RDWU Gate image of 12 x 22</p>	Per pc			a) b) c)

	cm printed on front. c) Black Cotton T shirt with RDWU Gate image of 12 x 22 cm printed on front.				
4	Cloth Bag :2 ft x 3 ft with RDWU new gate image of 12 x 6 inches.	Per pc			
5	Cap : White with RDWU in block letters blue and RDWU logo	Per pc			
6	Badge : Round metal 6m diameter with RDWU logo with safety pin inside	Per pc			
7	Pen : White with Rama Devi Women's University printed on the body	Per pc			
8	Key Chain : Round with University logo, Rectangular with New Gate image	Per pc			
9	Posters : 12 x 18 inch . Images to be provided.	Per pc			
10	Travel Mug : Mug of 6 inch height and 2.5 inch diameter with University logo 300 ml.	Per pc			
11	Bottle : Glass water bottle with University Logo (3 x 2) inches, 550 ml	Per pc			

**Seal and Signature of Firm/Authorized Representative**