



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- [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)

No. 5507 / Dt. 16.8.24 /

**TENDER CALL NOTICE FOR TABLE TOP MICROPHONE**

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 of **Table Top Microphone** to the University. Tender papers and details of specifications as per (Annexure-I & II 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 27.08.2024 (Tuesday)** through Speed Post / Registered Post / 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.

*Shapaha*  
Registrar / 16/08/2024

Memo No. 5508 / dated 16.8.24

Copy to OIC Website / all Notice Boards for public display.

*Shapaha*  
Registrar / 16/08/2024

Memo No. 5509 / dated 16.8.24

Copy to CoF / OIC Website / Director, IQAC / Coordinator, IDP / Members of ICT Committee / OIC, Purchase / Dy. Registrar (Estt.& Admn.) for information and necessary action and P.S. to V. C. for kind information of Vice Chancellor.

*Shapaha*  
Registrar / 16/08/2024

Vice Cha...

## GENERAL INFORMATION

### 1. Time line

- i) Opening of Tender Advertisement: **16.08.2024**
- ii) Closing of Tender Application: **27.08.2024 at 2.00 p.m.**
- iii) Opening of Technical Bids: **27.08.2024 at 4.00 p.m.** at the CoE's Board Room, New Administrative Building of this University
- iv) 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. 500 (Rupees Five hundred) 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. 10000/- (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**)
  - b) The technical tender will be submitted only in the University supplied proforma (**Annexure-III**). 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 TENDER CALL NOTICE FOR TABLE TOP MICROPHONE" on the top of the Envelop)**
- iv) The **sealed financial bid cover** only envelops the financial bid form (**Annexure-IV**) duly filled in and signed

(The Cover must be super scribed with “FINANCIAL BID FOR TENDER CALL NOTICE FOR TABLE TOP MICROPHONE” 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 TENDER CALL NOTICE FOR TABLE TOP MICROPHONE**” 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 27.08.2024** through Speed Post / Registered Post / 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

*Shapala*  
Registrar *16/08/2024*  
Rama Devi Women’s University,  
Bhubaneswar

**TECHNICAL REQUIREMENTS**

Sl. No.	Supporting Document		Attached Yes/No
1	Scope of Supply	Supply Installation Testing Commissioning of Table Top Microphone	
2	Bidder shall submit the following documents along with their bid	Copy of PAN Card.	
		Copy of GSTIN.	
		Copy of Valid Electrical License	
		OEM authorization for supply of Table Top Microphone	
		Copy of Valid ISO 9001:2015, 14001:2015, 27001:2013 & 20000-1:2018	
		Copy of Valid IT Return last 03 Years	
		Copy of Valid MSME/NSIC Certificate	
3	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: BIDDER must have Dedicated/toll Free Telephone No. for Service Support.	
4	Warranty	Warranty 01 years from the date of installation/ commissioning.	
5	Payment Terms	i) The Payment of 80% against Supply of material. ii) Balance 20% after installation & commissioning of system.	

Signature of the  
Proprietor / Office Seal

**TECHNICAL SPECIFICATIONS**

Sl. No.	Item	Quantity	Specification
1	Table Top Microphone	35	<ul style="list-style-type: none"><li>• Type: Wired</li><li>• Form Factor: Table Top</li><li>• Polar Pattern / Directionality: Cardioid</li><li>• Frequency response: (Hz)20-20,000 Hz</li><li>• Warranty: 1 (year)</li></ul>

**N:B:- Bidder should ensure fixing and installation of the Table Top Microphones on existing tables in Board Room.**

**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:  
(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		Attach the Copies
2023-24		

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: DD No.-----date-----of Rs. 500/- drawn on Bank-----

11. Details of EMD: DD No. -----date-----of Rs. 10000/- 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

### Technical Bid

Sl. No.	Items	Quantity	Brand	Meeting the Technical Specification as per Bid (Yes / No)
1	Table Top Microphone	35		

**N:B:- Bidder should ensure fixing and installation of the Table Top Microphones on existing tables in Board Room.**

Signature of the  
Proprietor / Office Seal

**Financial Bid**

Sl. No.	Item	Qty.	Brand	Unit Price	GST	Total Price in (Rs.)	Total Price in (Rs.) (including fixing and installation)	Remarks, if any
1	Table Top Microphone	35						

Signature of the  
Proprietor / Office Seal