



**OFFICE OF THE PRINCIPAL
HINDOL COLLEGE, KHAJURIAKATA
P.O.-BALIMI, DIST-DHENKANAL**

**Quotation Call Notice No. 01/IT Inf.,
Dated 03.09.2026**

Sealed Quotation are invited from the intending registered Firms/ Distributors/ Suppliers/ Agencies having valid GST registration / Tax Clearance Certificate / PAN card towards supply and installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs). Interested Bidders may submit their quotations by Registered Post/Speed Post on or before 07.10.2026 (3.00 PM). Quotations received incomplete or after scheduled date and time shall be summarily rejected. The details of items, specifications, Terms and Conditions can be obtained from the college website "<https://hindolcollege.in>"

The undersigned reserves the rights to accept/ reject or cancel any or all quotations without assigning any reason thereof. Delivery should be made in the college office at the risk of suppliers free of cost within 15 days from the date of issue of supply order, failing which the order stands cancelled.

LAST DATE OF SUBMISSION: 07.10.2026

**Sd/-Principal,
Hindol College, Khajuriakata, Dist-Dhenkanal**

Annexure-B

Amount sanctioned & quantities of IT items to be purchased

Sl. No.	Non-Govt. Aided Colleges	No. of Colleges	Amount released per Colleges	No. of items to be procured by each institute	Total Amount (Column 2 x Column 3)
	1	2	3	4	5
1	No. of Non-Govt. Aided Colleges having student strength more than 2000	12	750000	1. i5(or above min 12 th Gen) All in One Desktop =10 nos. 2. UPS =10 nos. 3. Multi Function Printer=1 no.	9000000
2	No. of Non-Govt. Aided Colleges having student strength more than 1000 & less than 2000	93	600000	1. i5(or above min 12 th Gen) All in One Desktop =8 nos. 2. UPS =8 nos. 3. Multi Function Printer=1 no.	55800000
3	No. of Non-Govt. Aided Colleges having student strength more than 500 & less than 1000	188	375000	1. i5 (or above min 12 th Gen) All in One Desktop =5 nos. 2. UPS =5 nos. 3. Multi Function Printer=1 no.	70500000
	TOTAL	293			135300000

Minimum Specification 23.8-inch FHD Display, Intel Core i5 Processor , 8GB DDR5 RAM, 512GB SSD, Windows 11 Home


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2. AIO - Intel i5

Motherboard	
Chipset Series	Intel Q series
Chipset Number	Intel Q670
Expansion Slot(Minor 2)	2 or higher
Processor	
Processor Make	Intel
Processor Generation	14
No Of Cores per processor	10 or higher
Processor Base frequency (GHz)	2.5 or higher
Processor Discription	Intel Core i5
Processor Number	Intel Core i5-14500
Out of band management	NA
Cache (MB)	24
Graphics	
Graphics Type	Integrated
Graphics Card Description	UHD graphics
Size of Memory in case of Dedicated Graphic Card (GiB)	0
Size of VRAM in Case of integrated Graphics (MB)	0
Operating System	
Operating System (factory Pre loaded)	windows 11 Professional
Recovery Image Media	CD from the OEM/Stored in partition of Hard disk /USB Drive from the OEM /On Line /Cloud
OS certification	windows
Memory	
Type of RAM	DDR5
Ram Size (GB)	16
RAM speed(MHz)	4800
Total no of DIMM Slots Available	4
No of Dimm Slots populated	2
RAM Expandibility	64
Storage	
Types of Drives used to populate the internal Bays	SSD
Number of internal Bays Populated with HDD	0
Capacity of Each HDD	NA
Total HDD Capacity (GiB)	0
No of internal Bays populated with SSD	1
Capacity of each SSD (GB)	512
Total SSD Capacity (GiB)	512
Optane Memory	0
Display	
Display Size	23.8
Display Type	Non Touch

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Panel Technology	IPS TN/VA
display Resolution	1920*1080
Availability of Web Cam integrated with display	yes
If yes , Resolution of Web Cam	FHD
Availability of Speakers integrated with display	yes
if Yes , speakers available	2
Connectivity	
Wireless connectivity	Yes
If Yes, Types of wireless connectivity	wifi 6
No of ethernet ports	1
Types of Ethernet Ports	10 100 1000 on board integrated gigabit ports
Bluetooth Connectivity	Yes
If Yes , Version of Bluetooth Available	Bluetooth version 5.3
Ports	
No of USB Version 2 Points 0 ports	0
No of USB Version 3 point 2 , Gen 1 Ports	2 or higher
No of USB Version 3 point 2 , Gen 2 ports	3 or higher
No of USB Type C ports	1 or higher
No of serial Ports	0
No of VGA ports	0
No of HDMI Ports	1
No of DP ports	1
Generic	
Optical Drive	N/A
Audio In	Yes
Audio Out	Yes
Headphone out	Yes
Microphone in	Yes , Dual - Array
Stand	Height adjustable
Power	
Power supply	Internal (without any adapter)
Power supply capacity (watt)	150 or higher
Minimum power efficiency	85 -90
Certification	
BIS Registration	Yes
ROHS Compliance	Yes
BEE Energy Star for given model	Yes
Other certification	TCO , UL,FCC, CE, ISO 9001,14001,27001-20001
Mouse connectivity	wired
Type of mouse	optical scroll
Keyboard Connectivity	wired
Type of Keyboard	standard
Operating Conditions	
Minimum Operating Temperature	5 degree celsius
Maximum Operating Temperature	35 degree celsius
Minimum Operating Humidity	5
Maximum Operating Humidity	90
Warranty	
Onsite Oem warranty	5
OS certification	Windows & UBUNTU/Redhat Suse Linux


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4. UPS

600 VA UPS		
S/N	Parameter	Minimum Specifications
1	Capacity	600 VA or more Line Interactive
2	Technology	Automatic Voltage Regulation
3	Input Frequency Range	50 Hz +/- 5%
4	Output Frequency Range	50 Hz +/- 5%
5	Input Voltage	160 V - 280 V, Single phase AC
6	Output Voltage	180VAC - 250 VAC +/- 10%
7	Voltage Regulation	+/- 10% (or better)
8	Output Waveform	Modified Sine Wave
9	Output Power Factor	0.6 or more
10	Battery type	SMF-VRLA built-in, Minimum Vah should be 84 Vah
11	Battery make	Exide/Quanta/Uplus/NED/Panasonic /Yuasa/Rocket (Battery
12	Battery Backup	Minimum backup of 15 Minutes
13	Operating Temperature	0 to 40 Degree Celsius
14	Alarms & Indications	All necessary alarms & indications essential for performance monitoring of UPS like mains presence or fail, UPS mode, low battery, overload
		- If input voltage goes outside the range 160V-280V, the system shall switch over to UPS mode.
		- Over Voltage, short circuit and overload at UPS output terminal, no load shut down.
		- Under voltage at battery terminal, Battery over charge
15	Protections	- It should protect from input voltage variation
16	Certifications	BIS certified at the time of bidding
17	Warranty of UPS and Battery	The UPS warranty must be 3 years, during the contract bidder has to ensure the battery life to provide required backup time & during the contract period as when required bidder has to replace the batteries without additional cost to the tenderer. Batteries support must be up to 3-years
18	Certifications	BIS, ISO 9001:2015, ISO 14001:2015, ISO 45001:2018, ISO 20000-1:2011, ISO 27001:2013, ISO 50001:2018


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Revised specification of Hardware and Microsoft Office with ATC

19	Web Support	It is mandatory to provide online centralized call tracking system Like OVSD (Open view Service Desk) for monitoring of logged calls viewing through web / windows based access for at least 2 officials.
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Specifications

Description of Stores	Multifunction Machine Printer with Minimum 1 Year On Site Warranty, including Cartridge and Power Cord/Adapter
Brand/Technology	Inkjet
Colour of Print	Colour
Print Paper Size	A4, A3 and Legal
Minimum Print Speed per Minute as per ISO/IEC 24734 in A3 size Monochrome (dEla High PPM)	21 to 25
Minimum Print Speed per Minute as per ISO/IEC 24734 in A3 size Colour (dEla High PPM)	21 to 25
Minimum Speed per Minute as per ISO/IEC 24734 in A3 size Monochrome PPM	11 to 15
Minimum Speed per Minute as per ISO/IEC 24734 in A3 size Colour PPM	11 to 15
Auto Duplexing Built into Machine or Added Feature	Yes
Original Document Feeder (For Scanning and Copying)	Reverse/Duplex Automatic Document Feeders (RADF/DADF)
Number of Main Paper Trays	2
Connectivity	USB Port, Ethernet Port, Wi-Fi


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**OFFICE OF THE PRINCIPAL
HINDOL COLLEGE, KHAJURIAKATA**

AT- KHAJURIAKATA, P.O/ P.S-BALIMI, PIN-759020, DIST-DHENKANAL
NAAC Accredited (Cycle-2) B++, Web Site :- hindolcollege.in, Fax-06732-254425
Email :- hindolcollegekkata@rediffmail.com, Tel No.- 06732254423,

Letter No.

Date :

ANNEX 'B'

Model Request for Proposal (RfP) document, to select supplier(s) for
"Supply & Installation of IT Infrastructure items like Desktops Computer
(All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-
function Printers (MFPs)"

Sub: Issue of Request for Proposal (RfP) to select supplier(s) for "Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)" at the college premise.

Principal, Hindol College, Khajuriakata, Dist.-Dhenkanal hereby invites proposals from reputed eligible firms located within State of Odisha for "Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)" at the college premise.

The interested firms may download the RfP document from the college website i. e. www.hindolcollege.in and submit their proposal to the Principal, Hindol College, Khajuriakata, Dist.-Dhenkanal as per the terms and conditions mentioned in the RfP document.

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OFFICE OF THE PRINCIPAL
HINDOL COLLEGE, KHAJURIAKATA

AT- KHAJURIAKATA, P.O/ P.S-BALIMI, PIN-759020, DIST-DHENKANAL

Request for Proposal to select supplier for
"Supply & Installation of IT Infrastructure items like Desktops
Computer (All-in-one), Uninterruptible Power Supply (UPS) systems
and Multi-function Printers (MFPs)" at the college premise".

RFP No: FY/RfP Sequence No. 02, Dated: 03.09.2026

ISSUED BY:

Principal,

Hindol College, Khajuriakata


Principal
Hindol College, Khajuriakata
Dhenkanal

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SECTION 1 : SCHEDULE OF RFP

Sl. No.	Particulars	Details
01	RfP No	02
02	Date of issue of RfP	03.09.2026
03	Name of the RfP Issuer(PRINCIPAL)	Principal, Hindol College, Khajuriakata
04	Scope of Work	"Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)" at the college premise.
05	Method of Selection	Least Cost Selection Method
06	Deadline for Submission of Pre-Proposal Query	08.09.2026 up to 11.30 AM
07	Pre-Proposal meeting	13.09.2026 at 11.30 AM
08	Issue of Pre-proposal Clarifications (if any)	18.09.2026 up to 11.30 AM
09	Last date for submission of proposals	07.10.2026 up to 03.00 PM
10	Date of Opening of Technical Proposals	08.10.2026 at 03.00 PM
11	Date of Opening of Financial Proposals	12.10.2026 at 11.00 AM
12	Bid Processing Fees (Non-Refundable)	Rs. 500/- in shape of Demand Draft/ Banker's Cheque from any scheduled commercial bank in favour of Principal Hindol College, Khajuriakata
13	Earnest Money Deposit (EMD): Refundable for unsuccessful firms.	Rs. 7500/-
14	Performance Security (To be submitted by the L 1 firm only)	3% of the L1 estimated value.
15	Address/venue for submission / opening of such proposals.	Hindol College, Khajuriakata, P.O.-Balimi, Dist.-Dhenkanal, Pin-759020, Odisha

Note:

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


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SECTION 2 : NOTICE OF INVITATION

The Principal of Hindol College hereby invites proposals from reputed eligible firms located within State of Odisha to select supplier for "Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)" at the college premise.

1. Firm will be selected under "Least Cost Selection" method as per criteria mentioned in the RfP document.
2. The proposal must be complete in all respect as specified in the RfP document and must be accompanied with the required financial instruments as specified in the RfP.
3. The EMD should be submitted in form of a Demand Draft in favour of Principal Hindol College, Khajuriakata drawn in any scheduled commercial bank, without which the proposal will be rejected.
4. Performance security is to be submitted after issuing of Lol to the L1 bidder.
5. The proposals will be opened in the presence of the designated/ authorized representatives of the interested firm on the scheduled date & time at the specified address as mentioned in the "Schedule of RfP". Designated/ authorized representatives of the interested firm may attend the meeting with due authorization letter on behalf of their firm.
6. Interested firms may obtain the RfP document from the official website of the college <https://hindolcollege.in> and submit their proposal in a sealed document as per the instructions mentioned in this RfP document.
7. The interested firms must accept all technical / commercial terms & conditions mentioned in the RfP document.
8. The Principal, Hindol College, Khajuriakata reserves the right to cancel the RfP at any point of point without prior notice.


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SECTION 3 : SCOPE OF WORK

1. The Scope of Work must fulfill the requirements of the college like; supply of required number of items within the specific dateline e.g. within 30 days of issued of the "Supply Order".
2. The supplier must deliver & install the required items at college campus and no further time should be allowed for supply of the required goods without any valid reason and without the approval of the Principal.
3. Once required numbers of items are supplied by the supplier at college campus, the training and demonstration of the items supplied must be given by the supplier.
4. After installation, training and demonstration of the required items are finished; if any issue arises with the item then the Principal of the college should immediately report in writing to the supplier.
5. After all issues are resolved, the supplier will submit the invoice to the college & the college will initiate the payment process within 15 working days of installation of the required items/goods.


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1. PRE-QUALIFICATION CRITERIA

The participating firms must produce copies of all the required supportive documents / information as part of their proposal, failing which the same proposal shall be summarily rejected.

Sl. No	Basic Requirement	Specific Requirement	Supporting Documents Required
1	Legal Entity	Firm must be a Company as registered under the provisions of the Indian Companies Act Or A Partnership Firm registered under the Indian Partnership Act Or A Limited Liability Partnership registered under The Limited Liability Partnership Act Or • A Sole Proprietorship Firms	• Certificate of Incorporation/ Registration • Partnership deed • GST Registration • PAN
2	Experience	Interested firms altogether must have supplied goods as mentioned in the RfP at least once to any of the offices/colleges/universities.	Supply Order copies
3	Turnover	During last three financial years i.e. FY 2023-24, 2024-25, 2025-26 the average annual turnover of the interested firm should not be less than 10% of the cost estimated by the college.	• Audited balance sheet and "Profit & Loss account" along with all schedules certified by a practicing Chartered Accountant. • Acknowledgement of Income tax returns
4	EMD (EMD of unsuccessful firms will be returned immediately)	The interested firm should submit EMD. EMD value should be fixed by the college @ 2% of the total supply order value estimated by the college.	Demand Draft in favour of Principal Hindol College, Khajuriakata
5	EMD relaxation criteria.	Firms registered under MSME are exempted from submitting the EMD.	Bid Security declaration and MSME/Start Ups proof.
6	Performance Security	3% of the L1 value.	Demand Draft from a scheduled commercial Bank OR A Fixed Deposit OR A Bank Guarantee pledged in the name of "Principal of the College"

7	Blacklist	The Firm should not have been banned/ blacklisted/ debarred/ Suspended by the World Bank / Central Govt./ State Govt. / Central or State PSU Origination/Central or State Govt. Universities or Colleges.	Self-Declaration from the Firm as per the prescribed format mentioned at "FORM T4".
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2. VALIDITY OF THE PROPOSAL

- The proposal submitted by the interested firms will remain valid for one year.
- The selected firms must supply and install required number of goods as per the approved rate and within 15 days of receipt of the "Supply Order" from the college.
- Deviation from this may lead to disengagement of the selected firm and firm secured L2 position may be invited to supply the goods as per the terms and conditions of the RfP.

3. PRE -PROPOSAL QUERIES / MEETING

- A Firms may submit their queries (if any) for pre-proposal meeting in respect of the RfP, to the Principal, College Name only through e-Mail at hindolcollegekkata@rediffmail.com within the stipulated date & time mentioned in the RfP document.
- Clarifications to the above will be hosted in the official website of College, after the pre-proposal meeting, as per the schedule mentioned in the RfP document.
- The pre-proposal query meeting may be conducted either in online or physical mode.

4. SUBMISSION OF PROPOSALS

- Interested firms are advised to study carefully all instructions, forms, terms & conditions and other important information mentioned in the RFP document.
- Each page should be signed with official seal of the authorized person.
- The proposal must be complete in all respect, properly indexed and hard bound.
- A sealed master envelope bearing the name, address, phone number and email id of firm along with the RfP name & number should contain two separate sealed envelopes i.e:
 - 1) Technical Proposal
 - 2) Financial Proposal


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- The sealed "Technical Proposal" must contain the required supporting documents as per the sequence mentioned below:
- ✓ EMD through Demand Draft.
 - a) However; Micro, Small & Medium Enterprises registered with MSME I NSIC with valid category wise certificate, duly issued by Government of India are exempted for submitting the EMD on the condition that they must have the valid & category wise valid registration certificate on the date of opening of tender.
 - b) EMD deposited by the unsuccessful firms will be returned immediately.
 - c) EMD deposited by the selected firm will be returned after submission of "Performance Security".
- ✓ **FORM T 1:** Technical Proposal Submission Form.
- ✓ **FORM T 2:** Organization Details along with:
 - Copy of Certificate of Incorporation/ Registration
 - Copy of PAN
 - Copy of Goods and Services Tax Identification Number (GSTIN)
- ✓ **FORM T 3:** Experience Details.
- ✓ **FORM T 4:** Self declaration from the firm confirming not have been banned/ blacklisted/ debarred/suspended.
- ✓ **FORM T 5:** Technical Specifications Compliance Sheet.
- ✓ **FORM T 6:** Financial Turnover Details along with:
 - Copies of audited balance sheet, Profit & Loss account and all schedules certified by the Chartered Accountant.
 - Copies of IT Return for the last three financial year i.e. FY 2023-24, 2024-25, 2025-26.
 - **FORM F 1:** Financial Proposal Submission Form.
- The sealed "Financial Proposal" must contain:
 - The prices and other information having a bearing on the price shall be written both in figures and words in the prescribed form.
 - No alternation / modification / overwriting / corrections in the format shall be accepted.
- The sealed proposal must be delivered at the specified address as per the "Schedule of RfP" through Speed Post / Registered Post / Courier only. The Principal shall not be responsible for postal delay or delay due to any unforeseen situation. Submission of proposal through any other mode will not be accepted.


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5. OPENING OF PROPOSALS

- ✓ Sealed envelope containing the proposal will be opened by the Principal in presence of the firm/their representative at the location, date and time specified in the RfP document.
- ✓ Only one representative with proper authorization letter from the participating firm will be allowed to attend the tender opening meeting.

6. DISQUALIFICATION/REJECTION OF PROPOSAL

- The proposal is liable to be disqualified in the following cases as listed below: Proposals not conforming to the eligibility criteria and not submitting the required documents as mentioned in the RfP".
- Submission of forged documents.
- Proposal submitted without EMD.
- Proposal not submitted in accordance with the procedure and formats as prescribed in the RFP.
- Proposal received in incomplete form.
- Proposal received after due date and time.
- Proposal which is not accompanied by all the required documents/information.
- Firm trying to influence the proposal evaluation process by unlawful/ corrupt/ fraudulent means at any point of time during the bid process. Price quoting in any irrelevant papers, documents, presentation etc. except "Financial Proposal".
- If in case of a firm or any person acting on its behalf indulges in corrupt/ fraudulent practices.
- Any other condition / situation which holds the paramount interest of the PRINCIPAL during the overall selection process.
- The Principal reserves the right to annul any/all of the proposals received, at any point of time with/without assigning any reason thereof.

7. EVALUATION OF PROPOSALS

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

A. Technical Evaluation

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


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B. Financial Evaluation

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

8. AWARD OF CONTRACT

- The L 1 bidder will be notified by the PRINCIPAL in writing by issuing a "Letter of Intent" and will be asked to acknowledge the "Letter of Intent (LoI)" and to submit the "Performance Security" within 15 days of issuance of the LoI".
- The "Performance Security" is unconditional and irrevocable.
- Performance Security amount is mentioned at Para 1 of "Section 4" and the Performance Security must remain valid till warranty period of the goods.
- After receiving the acknowledgement of LoI along with the "Performance Security", the PRINCIPAL will issue the "Supply Order to the selected firm", for their requirement as specified in the RfP document.
- After issue of "LoI" or after receipt of the acknowledged "LoI", if due to any reason(s) the L1 bidder withdraws its willingness to supply the required goods then the EMD/Performance Security deposited by the same firm will be forfeited by the PRINCIPAL and firm securing the L2 position in the financial bid will be awarded with contract, after submission of the required Performance Security amount & EMD.
- Once the Supply Order is issued by the college, the concerned firm must supply and install the required number of items within 30 days from the date of issue of the supply order. No further time will be allowed without any valid reason and without prior approval of the same from the Principal.


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9. GENERAL TERMS & CONDITIONS

➤ Conflict Of Interest Exists In The Event of:

- Firms who have a business or family relation with the PRINCIPAL, directly or indirectly.
- Practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha. The interested firms are to be careful so as not to give rise to a situation where there will be any conflict of interest with the PRINCIPAL as this would amount to their disqualification and breach of contract.

➤ Disclosure:

- Firm has an obligation to disclose any actual or potential conflict of interest. Failure to do so will lead to disqualification of the bidder or termination of its contract.
- Firm must disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the firm, including but not limited to appointment of any officer such as a receiver in relation to the firm's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- Firm must disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - ✓ A criminal offence or other serious offence punishable under the law of the land, or where they have been found by any regulator or professional body to have committed professional misconduct.
 - ✓ Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract.
 - ✓ Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

➤ Anti-Corruption Measure:

- Any effort by firm(s) to influence the PRINCIPAL in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.
- A recommendation for award of contract shall be rejected if it is determined that the recommended firm has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the PRINCIPAL shall reject the proposal and disqualify it from participating in any related RfP process.


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➤ Force Majeure:

- "Force Majeure" means an event beyond the control of the selected firm and not involving the selected firm's fault or negligence and not foreseeable.
- Such events may include wars or revolutions, fires, floods, riots, civil commotion, earthquake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the selected firm, which prevents or delays the execution of the order by the selected firm.
- If a Force Majeure situation arises, the selected firm shall promptly notify PRINCIPAL in writing of such condition, the cause thereof and the change that is necessitated due to that prevailing condition. Until and unless otherwise directed by the PRINCIPAL in writing, the selected firm shall continue to perform its obligations as per the RFP terms & conditions as far as possible and shall seek all reasonable alternative means for delivering performance not prevented by the Force Majeure event.
- The selected firm shall inform the PRINCIPAL in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, PRINCIPAL reserves the right to cancel the contract without any obligation to compensate the selected firm in any manner for what so ever reason.
- The PRINCIPAL and the selected firm shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract.

➤ Governing Laws:

- Any unjustified and unacceptable delay in delivery shall render the selected firm liable for liquidated damages and thereafter the PRINCIPAL holds the option for cancellation of the contract for pending activities and completes the same through any other firm(s) who participated in the RfP process by awarding the same contract to L 2 bidder in the financial bid.
- In such case of premature cancellation the contract the PRINCIPAL reserves the right to withhold the Performance Security.
- The rights and obligations of the PRINCIPAL and the selected firm under this contract will be governed by the prevailing laws of Government of India and Government of Odisha only.
- All legal disputes are subject to the jurisdiction of the Orissa High Court, Cuttack.

SECTION 5: FORM

FORM T 1: TECHNICAL PROPOSAL SUBMISSION FORM

To,

The Principal,
Hindol College, Khajuriakata
Dist.-Dhenkanal

Sub: Submission of Technical Proposal to select supplier for supply and installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs) at the college.

REF: RfP No. 02 & date 03.09.2026 issued by the college.

Dear Sir,

I, the undersigned offer to participate in the selection process to select supplier for supply and installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs) at the college, in accordance with your RFP No: "02"

I am hereby submitting Technical Proposal, which includes EMD, Technical Proposal and financial Proposal sealed in separate envelopes. I, hereby declare that all the information and statements made in the Technical & Financial Proposals are true and correct. I accept that any misinterpretation contained in it may lead to disqualification of my proposal.

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

Yours faithfully,

Authorised Signatory of the firm with Date and Seal


Principal
Hindol College, Khajuriakata
Dhenkanal

FORM T 2: ORGANIZATION'S DETAILS

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

Yours faithfully,

Authorised Signatory of the firm with Date and Seal


 Principal
 Indol College, Khajuriaka
 Bhenkanal

FORM T 3: EXPERIENCE DETAILS

Sl. No.	Name of the University/College? Department/Office to whom materials supplied	Quantity of Materials Supplied	Date of Receipt Work Order with reference number	Date of supply of goods/items.	Remarks if any
1					
2					
3					
4					

Yours faithfully,

Authorised Signatory of the firm with Date and Seal


 Principal
 Hindol College, Khajuriakat
 Dhenkanal

FORM T 4: SELF DECLARATION FOR NOT BLACK LISTED

To,

The Principal
Hindol College
Khajuriakata, Dist.-Dhenkanal

Sub: Self declaration for not black listed.

Ref: RFP No: 02, Dt. 03.09.2026

Sir,

I/We hereby confirm that
our firm has not been blacklisted / debarred/suspended by the World Ban /
Central Govt. / State Govt. / Central or State PSU Organisation/Central r State
Govt. Universities or Colleges.

Yours faithfully,

Authorised Signatory of the firm with Date and Seal


Principal
Hindol College, Khajuriakata
Dhenkanal

FORM T 5: Minimum Required specifications Compliance Sheet

Interested firm(s) must confirm that, the make and model they are proposing to supply & install is satisfying the below mentioned minimum required technical specifications.

Deviations (if any) from the below mentioned minimum required technical specifications must be clearly indicated by the interested firm(s).

A. For Desktop

Sl. No	Minimum Required Specifications	Compliance (Yes/No)	Deviations
1			
2			
3			
4			
5			
6			
7			

B. For UPS

Sl. No.	Minimum Required Specifications	Compliance (Yes /No)	Deviations
1			
i.			
ii.			
iii			
iv.			
2			
i.			
ii.			
iii.			

C. For MF Printer

Sl. No.	Minimum Required Specifications	Compliance (Yes /No)	Deviations
1			
i.			
ii.			
iii			
iv.			
2			
i.			
ii.			
iii.			

Yours faithfully,

Authorised Signatory of the firm with Date and Seal


Principal
Hindol College, Khajuriakal
Dhenkanal

FORM T 6: FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization during Last Three Financial Years
(Certified by a Practicing Chartered Accountant)

Sl. No.	Financial Year	Turnover in INR
1	2023 – 2024	
2	2024 – 2025	
3	2025 – 2026	

Average Annual Turnover for the last three years (INR)	
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Name of the C A Firm:

Firm Registration No.:

Name of the Chartered Accountant:

Membership No.:

Signature with Seal:

Yours faithfully,

Authorised Signatory of the firm with Date and Seal


Principal
Indol College, Khajuriakot
Rhenkanal

FORM F 1: FINANCIAL PROPOSAL SUBMISSION FORM

To,

The Principal
Hindol College
Khajuriakata, Dist.-Dhenkanal

Sub: Submission of Financial Proposal to select supplier for "Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)" at the college.

Ref: RfP No 02 & date 03.09.2026 issued by the college

Dear Madam/Sir,

I, the undersigned, hereby submitting the Financial Proposal to select supplier for "Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)" at the college in accordance of RFP No 02.

I, hereby declare that all the financial figures mentioned the Financial Proposal is true and correct. I also accept that any misrepresentation of financial facts and figures may lead to disqualification of my proposal.

Sl. No.	Name of the items	Number of items	Remarks
01	Desktop		
02	UPS		
03	MF Printer		
04			
05			
06			

The other Charges (*) may include:

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

Yours faithfully,

Authorised Signatory of the firm with Date and Seal


Principal
Hindol College, Khajuriakata
Dhenkanal

SECTION 6

(Standard Supply order of the college)

To,

The (Name of the selected firm),
Address of the selected firm

Sub: Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)"

Sir,

The following items may be supplied to our college & installed within 30 days with reference to RfP No. 02.

Sl. No.	Name of the items	Number of items	Remarks
01	Desktop		
02	UPS		
03	MF Printer		

Yours faithfully,

Principal
Hindol College, Khajuriakata


Principal
Hindol College, Khajuriakata
Bhankana

SECTION 7

(Certificate of willingness to be submitted by all firms)

To,

The Principal
Hindol College, Khajuriakata

Sub: Submission of Willingness certificate for "Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)" at your college premise.

Sir,

I am to inform you that my firm (name of the firm with address) is ready to "Supply & Installation of IT Infrastructure items like Desktops Computer (All-in-one), Uninterruptible Power Supply (UPS) systems and Multi-function Printers (MFPs)" through the State of Odisha within 30 days of receipt of work order from the colleges, if my firm is elected as L1, bidder during selection of tender.

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

Yours faithfully,

Authorised Signatory of the firm with Date and Seal



Principal
Hindol College, Khajuriakata
Bhankana

ANNEXURE 1
(Proposal Submission Check List)

Sl. No.	Description	Submitted (Yes/No)
1	Earnest Money Deposit (MD)	
2	Copy of Certificate of Incorporation / Registration	
3	Copy of Goods and Services Tax Identification Number	
4	Copy of PAN	
5	CA audited copies of Profit & Loss Account and balance Sheet along with all schedules	
6	Copies of IT Returns for the last three finance years	
7	Technical Proposal Submission Form	
8	Organisation Details	
9	Experience Details	
10	Self-Declaration for not having been blacklisted	
11	Technical Specifications Compliance Sheet	
12	Financial Turnover Details	
13	Financial Proposal Submission Form	
14	Certificate of willingness to be submitted by all firms	


 Principal
 Hindol College, Khajuriahat,
 Dhenkanal