



MAHARISHI COLLEGE OF NATURAL LAW

SAHEED NAGAR, BHUBANESWAR - 751 007

NAAC Accredited B

E-mail : maharishicollegebbsr@gmail.com, Website : www.maharishicollege.ac.in

Telefax : 0674-2541268

(Principal)

Mobile : 9437020962

Ref. No. : 19052311/Est/2025-26/1513/25

Date : 28/11/25

Sub: Issue of Tender Call Notice to select supplier(s) to upgrade IT infrastructure through Supply & Installation of Multi Function Printer (MFP), in the Computer Laboratory and other departments of the college under RUSA Grant.

Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar, Khurdha Odisha hereby invites proposals from reputed eligible firms located within State of Odisha to upgrade IT infrastructure through Supply & Installation of Multi Function Printer(MFP), in the Computer Laboratory and other departments of the college under RUSA Grant.

Sl No	Description of Item	Required Qnty	Total tender Cost
01	MULTI FUNCTION PRINTER(MFP)	03 NOS	Rs 90,000/- (Ninty Thousand only)

The interested firms may download the Tender document from the college website i.e www.maharishicollege.ac.in and submit their proposal to the Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar, Khurdha as per the terms and conditions mentioned in the Tender document.

B. Singh
Principal
Maharishi College of Natural Law
Bhubaneswar



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Date :

Tender Call Notice to select supplier(s) to upgrade IT infrastructure through Supply & Installation of Multi Function Printer (MFP), in the Computer Laboratory and other departments of the college under RUSA Grant.

Tender No- 19052311/EST/2025-26/1513/25 DATE:28.11.2025

Issued By:

**Principal, Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar**

B. Principal
28.11.25
Maharishi College of Natural Law
Bhubaneswar



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Ref. No. : 19052311/Est / 2025-26/1513/25

Date : 28/11/25

SECTION-1- SCHEDULE OF TENDER

Sl No	Particulars	Details
01	Tender No	19052311/OHEPEE/2025-26/1513/25 DATE:28.11.2025
02	Date of Issue of Tender	28.11.2025
03	Name of the RFP Issuer (PRINCIPAL):	Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar
04	Scope of Work	Upgrade IT infrastructure through Supply & Installation of Multi Function Printer(MFP), in the Computer Laboratory and other departments of the college under RUSA Grant
05	Method of Selection	Least Cost Selection Method
06	Deadline for Submission of Pre-Proposal Query	02.12.2025
07	Pre-Proposal meeting	03.12.2025 at 3pm
08	Issue of Pre-Proposal Clarifications (if any)	06.12.2025
09	Last date for submission of proposals	19.12.2025
10	Date of Opening of Technical Proposals	Date and Time will be notified in the college website
11	Date of Opening of Financial Proposals	Date and Time will be notified in the college website
12	Earnest Money Deposit (EMD): Refundable for unsuccessful firms.	Rs 1,800/- (One Thousand Eight Hundred only)
13	Address / venue for submission/opening of such proposals.	PRINCIPAL, MAHARISHI COLLEGE OF NATURAL LAW, SAHEED NAGAR, BHUBANESWAR-751007 PRINCIPAL (M&WHATSAPP)-9437020962 Website- www.maharishicollegebbsr.ac.in E-mail-maharishicollegebbsr@gmail.com

Note:-

In case of 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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Ref. No. : 19052011/Est/2025-26/15/3/25

Date : 28/11/25

Section2: Notice of Invitation

Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar, Khurdha Odisha hereby invites proposals from reputed eligible firms/suppliers/authorized dealers located within State of Odisha to **upgrade IT infrastructure through Supply & Installation of Multi Function Printer (MFP), in the Computer Laboratory and other departments of the college under RUSA Grant**

- The firm will be selected under the "**Least Cost Selection**" method as per criteria mentioned in the TENDER document.
- The proposal must be complete in all respects as specified in the TENDER document and must be accompanied with the required financial instruments as specified in the TENDER.
- A tender fee (Non-Refundable) of Rs. 500/- (Rupees Five Hundred Only) in the shape of a demand draft in favour of **PRINCIPAL, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar**, payable at **STATE BANK OF INDIA, Saheed Nagar, Bhubaneswar** (IFSC- SBIN0005158) must be deposited along with the proposal.
- The **EMD** should be submitted in the form of a Demand Draft in favour of **PRINCIPAL, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar**, payable at **STATE BANK OF INDIA, Saheed Nagar**, without which the proposal will be rejected.
- The proposals will be opened in the presence of the designated/authorized representatives of the interested firm. Designated/authorized representatives may attend the meeting with a due authorization letter on behalf of their firm.
- The interested firms must accept all technical/commercial terms & conditions mentioned in the TENDER document.
- The Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar, reserves the right to cancel the TENDER at any point without prior notice.

B. Singha
Principal
Maharishi College of Natural Law
Bhubaneswar



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Date : 28/11/25

SECTION-3 : SCOPE OF WORK

The Scope of Work must fulfill the requirements of the college, such as the supply of the required number of items within the specific deadline.

- The supplier must **deliver & install** the required items at the college campus, and no further time should be allowed for the supply of the required goods without any valid reason and without the approval of the Principal.
- Once the required number of items is supplied by the supplier at the college campus, the **training and demonstration** of the items supplied must be given by the supplier.
- If any issue arises with the item after installation, training, and demonstration are finished, the Principal should immediately report to the supplier **in writing**.
- After all issues are resolved, the supplier will submit the invoice to the college, and the college will initiate the payment process **within 15 working days** of the installation of the required items/goods.

P. Singha
Principal
Maharishi College of Natural Law
Bhubaneswar

SECTION-4:
INSTRUCTIONS TO INTERESTED FIRMS

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
01	Legal Entity	Firm must be a Company, Partnership Firm, Limited Liability Partnership, or a Sole Proprietorship Firm registered under the relevant Indian Act.	Certificate of Incorporation/Registration, Partnership deed (if applicable), GST Registration, PAN.
02	Experience	Interested firms must have supplied goods as mentioned in the RFP at least once to any of the offices/colleges/universities.	Supply Order copies.
03	Turnover	Average annual turnover during the last three Financial years 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.
04	EMD	EMD value fixed by the college is Rs 1,800/- (One Thousand Eight Hundred only)	Demand Draft in favour of "Principal, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar" payable at State Bank of India, Saheed Nagar, Bhubaneswar.
05	EMD Relaxation	Firms registered under MSME are exempted from submitting the EMD.	Bid Security declaration and MSME/Start Ups proof.
06	Tender Fee	Rs. 500/- (Five Hundred Rupees) Non-Refundable.	Demand Draft in favour of PRINCIPAL, Maharishi College of Natural Law, Saheed Nagar, Bhubaneswar payable at State Bank of India, Saheed Nagar, Bhubaneswar
07	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".

1. *Validity of the Proposal*

The proposal submitted by the interested firms will remain valid for **one year**. The selected firms must supply and install the required number of goods as per the approved rate and **within 07 days** of receipt of the "Supply Order" from the college. Deviation from this may lead to the disengagement of the selected firm, and the firm securing the L2 position may be invited to supply the goods.

2. *Pre-Proposal Queries/Meeting*

Firms may submit their queries (if any) for the pre-proposal meeting to the Principal only through **e-Mail at maharishicollegebbsr@gmail.com** within the stipulated date & time. Clarifications will be hosted on the official website of the College after the pre-proposal meeting. The pre-proposal query meeting may be conducted either in online or physical mode.

3. *Submission of Proposals*

Interested firms are advised to study carefully all instructions, forms, terms & conditions, and other important information mentioned in the TENDER document.

- Each page should be signed with the official seal of the authorized person.
- The proposal must be **complete in all respects**, properly indexed, and **hardbound**.
- A **sealed master envelope** bearing the firm's name, address, phone number, email id, TENDER name, and number should contain **two separate sealed envelopes**:
 1. **Technical Proposal**
 2. **Financial Proposal**
- The sealed proposal must be delivered at the specified address as per the "Schedule of TENDER" through **Speed Post / Registered Post / Courier only**. Submission through any other mode will not be accepted. The Principal shall not be responsible for postal delay

D. Sinha
Principal
Maharishi College of Natural Law
Bhubaneswar

The sealed "Technical Proposal" must contain the required supporting documents as per the sequence mentioned below:

SI No	FORM	DETAILS OF THE FORM
01	EMD	• EMD will be submitted through Demand Draft • However; Micro, Small & Medium Enterprises registered with MSME / 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. • EMD deposited by the un successful firms will be returned immediately. • EMD deposited by the selected firm will be returned after completion of installation work.
02	FORMT1	Technical Proposal Submission Form
03	FORMT2	Organization Details
	DOCUMENT MUST BE ATTACHED WITH FORM T2	Copy of Certificate of Incorporation/ Registration
		Copy of PAN
		Copy of Goods and Services Tax Identification Number(GSTIN)
04	FORMT3	Experience Details
05	FORM T 4	Self-declaration from the firm confirming not have been banned/blacklisted/debarred/suspended
06	FORM T 5	Technical Specifications Compliance Sheet
07	FORM T 6	Financial Turnover Details
08	DOCUMENT MUST BE ATTACHED WITH FORM T6	a) Copies of audited balance sheet, Profit & Loss account and all Schedules certified by the Chartered Accountant b) Copies of IT Return for the last three financial year

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 TENDER" 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.

Opening of Proposals

The sealed envelope containing the proposal will be opened by the Principal in the presence of the firm/their representative. **Only one representative** with a proper authorization letter from the participating firm will be allowed to attend the meeting.

4.6. Disqualification/Rejection of Proposal

A proposal is liable to be disqualified in the following cases:

- Not conforming to the eligibility criteria and not submitting the required documents.
- Submission of forged documents.
- Not submitted in accordance with the procedure and formats prescribed.
- Received in incomplete form.
- Received after the due date and time.
- Price quoting in any irrelevant papers, documents, presentation, etc., except "Financial Proposal".
- Firm trying to influence the evaluation process by unlawful/corrupt/fraudulent means.

B. Singha
Principal
Maharishi College of Natural Law
Bhubaneswar

SECTION 5: EVALUATION AND AWARD OF CONTRACT

5.1. Evaluation of Proposals

A **two-stage process** will be adopted for the evaluation of proposals:

- A. Technical Evaluation this determines if the proposal complies with the prescribed eligibility conditions, if the requisite documents have been furnished, and if the proposed make and model comply with the minimum specifications mentioned in "Form T 5".

B. Financial Evaluation

- The financial proposals of the **technically qualified firms only** shall be opened.
- **"Least Cost Selection Method"** will be followed.
- The firm that submits the **lowest financial price proposal** shall be declared as the **"L1"** bidder and communicated for the further process.

5.2. Award of Contract

- The L1 bidder will be notified by the Principal in writing by issuing a **"Letter of Intent (LoI)"**.

SECTION 6: GENERAL TERMS & CONDITIONS

6.1. Conflict of Interest & Disclosure

Firms having a business or family relation with the PRINCIPAL, directly or indirectly, or engaging in practices prohibited under the anti-corruption policy of the Government of India and Government of Odisha, are in conflict of interest.

- Failure to disclose any actual or potential conflict of interest will lead to **disqualification or termination of the contract**.
- Firms must disclose if they are or have been the subject of any proceedings related to bankruptcy, criminal offense, professional misconduct, or corruption.

B. Singh
Principal
11/12/25
Maharishi College of Natural Law
Bhubaneswar

6.2. Anti-Corruption Measure

Any effort by firm(s) to influence the Principal in the evaluation, ranking, and award of the contract will result in the **rejection of the proposal**. Engaging in corrupt, fraudulent, collusive, or coercive practices will lead to the rejection of the proposal and disqualification from participating in any related TENDER process.

6.3. Force Majeure

"Force Majeure" is an unforeseen event beyond the control and fault/negligence of the selected firm (e.g., wars, floods, natural disasters, Government restrictions) that prevents or delays the execution of the order.

- The selected firm shall promptly notify the PRINCIPAL **in writing** of such a condition.
- If a delay lasts for **more than one month** due to Force Majeure, the PRINCIPAL reserves the right to cancel the contract without compensation.

6.4. Governing Laws

- Any unjustified and unacceptable delay in delivery shall render the selected firm liable for **liquidated damages**.
- The PRINCIPAL holds the option for cancellation of the contract and completing the same through the L2 bidder.
- The rights and obligations are governed by the prevailing laws of the **Government of India and Government of Odisha**.
- All legal disputes are subject to the jurisdiction of the **District Court, Khurdha**

B. Singha
Principal
Maharishi College of Natural Law
Bhubaneswar

SECTION-5:

FORM-T-1:
TECHNICAL PROPOSAL SUBMISSION FORM

To,

The Principal,
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar-751007

Sub: Submission of Technical Proposal to select supplier for upgrade IT infrastructure through Supply & Installation of Multi Function Printer (MFP), in the Computer Laboratory and other departments of the college under RUSA Grant.

REF: TENDER No- 19052311/EST/2025-26/1513/25 DATE: 28.11.2025

Dear Sir,

I, the undersigned, offer to participate in the selection process to select supplier for upgrade IT infrastructure through Supply & Installation of Multi Function Printer (MFP), in the Computer Laboratory and other departments of the college under RUSA Grant in accordance with your "TENDER No- 19052311/EST/2025-26/1513/25 DATE: 28.11.2025". I am here by submitting Technical Proposal, which includes EMD, tender fee 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 TENDER document. In case any provision of this TENDER 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,

Authorized Signatory of the firm with Date and Seal

FORM-T-4:
SELFDECLARATIONFORNOTBLACKLISTED

To,

The Principal,
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar-751007

Sub: Self declaration for not blacklisted.

REF: TENDER No- 19052311/EST/2025-26/1513/ 25 DATE: 28.11.2025

Sir,

I/We hereby confirm that our firm has not 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.

Yours faith fully,

Authorized Signatory of the firm with Date and Seal

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). For upgrade IT infrastructure through Supply & Installation of Multi Function Printer (MFP) in the Computer Laboratory and other departments of the college under RUSA Grant

Sl No	Items	Minimum Required Specification	Make	Model	Compliance Yes/No	Deviations
02	Desktop Computer	As per Specification Mentioned in Page No- 16,17 & 18				

Yours faithfully

Authorized Signatory of the firm with Date and Seal

FORM-F 1:
FINANCIAL PROPOSAL SUBMISSION FORM

TO

The Principal,
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar-751007

Sub: Submission of Financial Proposal to select supplier for upgrade IT infrastructure through Supply & Installation of Multi Function Printer (MFP), in the Computer Laboratory and other departments of the college under RUSA Grant

REF: TENDER No- 19052311/EST/2025-26/1513/25 DATE: 28.11.2025

Dear Madam/Sir,

I, the undersigned, hereby submitting the Financial Proposal to select supplier for upgrade Computer Laboratory through Supply & Installation of Multi Function Printer(MFP), in the Computer Laboratory and other departments of the college under RUSA Grant in accordance of TENDER No- 19052311/EST/2025-26/1513/25 DATE: 28.11.2025.

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.

SINo	Name of the item	Specification	Make	Model	Number of item	Value Excluding GST per Item	Value Including GST per Item	Total Value	Remarks
01	Multi Function Printer(MFP)	Specification Mentioned in Tender Document			03 Nos				

The Other Charges (*) may include:

The transportation/ material handling cost for delivering and installing the required numbers of materials at the college premises.

Yours faithfully

Authorized Signatory of the firm with Date and Seal

Sl No	Specification of Multi Function Printer(MFP)	
Sl No	Generic	
1	Description of Stores	Multifunction Machine Printer with Minimum 1 Year On Site Warranty, including Cartridge and Power Cord/Adapter
2	Core Function	Print, Scan and Copy
3	Print Technology	Laser
4	Cartridge Technology	Composite Cartridge
5	Typo of Printing	Monochrome (Black)
6	RAM Size (MB)	256
7	Storage Capacity (in GB)	0
8	Features	Fax
9	Operating System Compatibility	Windows 10 and Above, Linux, Mac OS, Windows Server
Printing		
10	Print Paper Size	A4 and Legal
11	Minimum Print Speed per Minutes as per ISO/IEC 24734 in A4 Size-Monochrome (Black) (in PPM)	26 to 30
12	Minimum Print Speed per Minutes as per ISO/IEC 24734 in A4 Size-Colour (in PPM)	Not Applicable
13	Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size Mono (in PPM)	Not Applicable
14	Minimum Speed per Minute as per ISO/IEC 24734 in A3 Size Color (in PPM)	Not Applicable
15	Auto Duplexing Printing/Coping (2-sided Feature)	Yes
Scanning		
16	Maximum Scan Area (Platen/Flatbed Size)	A4 and Legal
17	A4 Scan Speed -Colour (Image Per Minute) @ 300 x 300 dpi	11 to 20
18	Scan To Functions	Email
19	A4 Scan Speed -Mono (Image Per Minute) @ 300 x 300 dpi	11 to 20
Copying		

20	Reduction and Enlargement Feature	Yes
PAPER HANDLING		
21	Original Document Feeder Type (For Scanning and Copying)	Automatic Document Feeders (ADF)
22	Feeder Capacity (Number of Sheets) (For Scanning and Copying)	31 to 40
23	Number of Main Paper Tray	1
24	Total Paper Tray Combined Capacity (Number) at 75 GSM	101 to 200
25	Bypass Tray Facility	No
26	If Yes, Bypass Tray Capacity	0
Connectivity		
27	Connectivity	USB Port, Ethernet Port, Wi-Fi
28	Accessories Provided	USB Cable
Performance		
29	Minimum Yield of the Cartridge/Ink/Toner supplied with Machine as per IS/ISO/IEC:19752:2017 for Black (Number of Prints)	700
30	Minimum Yield of the Cartridge/Ink/Toner Supplied with Machine as per IS/ISO/IEC: 19798:2017 for Cyan, Yellow and Magenta Color (Number of Prints)	0
31	Minimum Duty Cycle (Number of Prints/Month)	10,001 to 20,000
POWER		
33	Power Supply	Single Phase AC 220 - 240 V , 50 - 60 Hz
34	Maximum Power Consumption (in Watt)	1300
Environmental		
36	Minimum Operating Temperature (Degree C)	10
37	Maximum Operating Temperature (Degree C)	30
38	Minimum Operating Humidity (%RH)	20
39	Maximum Operating Humidity (%RH)	80
Dimension		
40	Standard Machine Weight with Single Tray (in Kg)	11

41	Certification	
42	BIS CRS Compliance	Yes as per IS 13252 (Part 1)
43	Maximum Number of Prints covered under Product warranty (Whichever is earlier)	30000
44	EPR Registration in respect of the manufacturer/authorised importer as per E waste rules as amended up to date	Yes
45	Agreed to Provide a copy of EPR Registration Certificates to the Buyer on Demand	Yes

Principal
 28/11/25
 Maharishi College of Natural Law
 Bhubaneswar

(Standard Supply Order of the college)

SECTION-6

To,

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

Sub: Upgrade IT infrastructure through Supply & Installation of Multi Function Printer(MFP),
in the Computer Laboratory and other departments of the college under RUSA Grant

To upgrade of Computer Laboratory through Supply of Multi Function Printer(MFP)
under RUSA Grant in accordance of TENDER No- 19052311/EST/2025-26/1513/25 DATE:
28.11.2025".

Sir/Madam,

The following items may be supplied to our college & installed within 10 days with
reference to TENDER No- 19052311/EST/2025-26/1513/25 DATE: 28.11.2025".

SI No	Name of the item	Specification	Make	Model	Number of item	Value Including GST per Item	Total Value	Remarks
01	Supply Multi Function Printer(MFP)	Specification Mentioned in Tender Document						

Yours Sincerely

Principal

(Certificate of willingness to be submitted by all firms)

SECTION- 7

To

The Principal
Maharishi College of Natural Law
Saheed Nagar, Bhubaneswar-751007

Sub: Submission of Willingness certificate for upgrade of Computer Laboratory through Supply of Multi Function Printer (MFP) under RUSA Grant in accordance of TENDER No- 19052311/EST/2025-26/1513 DATE: 28.11.2025".

Sir,

I am to inform youth at my firm (name of the firm with address) is ready to upgrade of Computer Laboratory through Supply of Computer Table under RUSA Grant in accordance of TENDER No- 19052311/EST/2025-26/1513/25 DATE: 28.11.2025". Within 10 days of receipt of work order from the colleges throughout Odisha , Selected under COLLEGE, 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 will be forfeited.

Yours faithfully,

Authorized Signatory of the firm with Date and Seal

ANNEXURE-1
(Proposal Submission Check List)

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