



ZILLA PARISHAD, MAYURBHANJ
PANCHAYATI RAJ & DRINKING WATER DEPARTMENT, GOVERNMENT OF ODISHA
Baripada, Murgabadi, Mayurbhanj -757002
ori-dmayurbhanj@nic.in

**TENDER DOCUMENT
FOR
SUPPLY & INSTALLATION OF 75" INTERACTIVE PANEL
AND 1 KVA OFFLINE UPS FOR SMART CLASS ROOMS
OF COLLEGES IN MAYURBHANJ DISTRICT**

Tender Call Notice no : 1269 dated. 17.02.2025
Closing Date. : 19.03.2025 up to 05:00PM
Receive of Tender : 19.03.2025 up to 05:00PM
Tender Opening Date. : 20.03.2025 at 11:00AM
Venue : GRAMSAT Hall, O/o Zilla Parishad, Mayurbhanj

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**ZILLA PARISHAD
MAYURBHANJ**

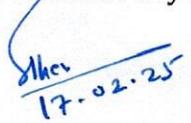
No. 1269 Date: 17/2/25

TENDER CALL NOTICE

Supply & Installation of 68 Nos. of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District

Sealed tenders are invited in 2-parts (Tech/Commercial Bid & Financial Bid) in the prescribed application from the intending Manufacturers, Chanel Partners, Authorized Distributors/Dealers/Sellers having valid registration certificate, Authorizations, GST regd. no. for **Supply & Installation of 68 Nos. of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District**. The tender paper containing detailed specifications with terms and conditions can be obtained from the web site www.mayurbhanj.odisha.gov.in. The cost of tender paper is to be paid in shape of Demand Draft in favor of **CDO-cum-EO, ZP, Mayurbhanj** payable at Baripada & to be attached in the tender application. The tender will be received up to 05:00 P.M. of Dt. 19.03.2025 and Part-I (Tech /Commercial Bid) will be opened on the next day at 11:00 AM in the presence of the bidders or their authorized representatives at **Gramsat Hall of Zilla Parishad, Mayurbhanj**.

The undersigned reserves the right to reject any or all the tender without any notice and assigning any reason thereof.


CDO-cum-EO,
Zilla Parishad, Mayurbhanj

REQUEST FOR PROPOSAL

Selection of Interested Agency for "Supply & Installation of 68 Nos. of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of Colleges in Mayurbhanj District.

Zilla Parishad, Mayurbhanj invites proposal from the eligible bidders for "**Supply & Installation of 68 Nos. of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of Colleges in Mayurbhanj District**" through open tender procurement methodology. The list of Smart Classrooms of 33 colleges is given in Indent at Annexure-B.

The Tender Document containing *details of scope of work, technical specifications & other parameters* can be accessed and downloaded from web portal www.mayurbhanj.odisha.gov.in. The key events of the above bidding process are as follows:

Sl. No.	Particulars	Date and time
1	Date & time of release of bid17.02.2025..... 11:00 AM
2	Date & time of hoisting bid submission in web site18.02.2025..... 3:00 PM
3	Cost of tender paper / Bid processing fee (non refundable)	Rs.10,000.00 (Rupees Ten Thousands only)
4	EMD amount	Rs.3,00,000.00 (Rupees Three Lakhs Only)
5	Date & time of Technical bid Opening20.02.2025 at 11:00 am
6	Date of opening of Financial Bid	Only technically qualified bidders are eligible for demonstration of the product. After demonstration, the qualified bidders shall be intimated to participate in Financial Bid.

The proposal complete in all respect must be submitted through **Registered/Speed Post** only latest by19.03.2025..... **upto 05:00pm**. The Addendum/Corrigendum if any will be hoisted in the website www.mayurbhanj.odisha.gov.in only. The authority reserves the right to reject any/all proposals without assigning any reason thereof.

Contact Officer:

Chief Development Officer-cum-EO, ZP, Mayurbhanj

At: Baripada -757002

Email: ori-dmayurbhanj@nic.in

Phone: 06792-260318



DISCLAIMER

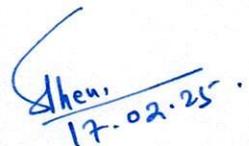
The open Tender is issued by CDO-cum-EO, ZP, Mayurbhanj for Colleges proposed for transformation under CM Special Assistance Programme for **"Supply & Installation of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District"**. While the information in this Bid document has been prepared in good faith, it does not support to be comprehensive or to have been independently verified. Neither the PR & DW Department nor any of its officers or employees, accept any liability or responsibility for the accuracy, reasonableness or completeness of ,or for any errors, omissions or mis-statements, negligent or otherwise, relating to the proposed assignment, or makes any representation or warranty, express or implied, with respect to the information contained in this Tender Document or on which this Tender Document is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is here by expressly disclaimed.

The information contained in this Tender Document is selective and subject to updating, expansion, revision and amendment at the sole discretion of the CDO-cum-EO, ZP, Mayurbhanj. It does not claim to contain all the information that recipient may require for the purposes of making a decision for participation in this selection process. Each bidder must conduct its own analysis of the information contained in this Tender Document, to correct any inaccuracies there in and is advised to carry out its own investigation into the proposed assignment, the regulatory regime which applies there to and by and all matters pertinent to the project and to seek its own professional advice on the legal, financial and regulatory consequences of entering into any agreement or arrangement relating to the project.

This Tender Document includes certain statements, information, projections and forecasts with respect to the proposed assignment. Such statements, information, projections and forecasts reflect various assumptions made by the management, officers and employees of this Office/ Department, which the assumptions and the base information on which they are made may or may not prove to be correct.

No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this Tender Document is, or should be relied on as, a promise, representation or warranty.

CDO-cum-EO, Zilla Parishad, Mayurbhanj shall be the sole and final Authority in respect to selection of a bidder through this tender.


Shen.
17.02.25

Chief Development Officer-cum-EO,
Zilla Parishad, Mayurbhanj

SECTION: 1

INFORMATION TO THE BIDDERS

- 1.1 Chief Development Officer-cum-EO, Zilla Parishad, Mayurbhanj invites Tender from the eligible bidders for Procurement of **“Supply & Installation of 75” Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District** in the Year 2024-25.
- 1.2 This BID document includes the following :
- a. **Disclaimer**
 - b. **Section - 1** : Information to the Bidders.
 - c. **Section - 2** : General Definition & Scope of Contract
 - d. **Section - 3** : Bid Schedule.
 - e. **Section - 4** : Special Condition of Contract.
 - f. **Section - 5** : General Condition of Contract.
 - g. **Section - 6** : Technical Specification.
 - h. **Section - 7 A & B** : Part-I Technical Bid formats & Part-II Financial Bid Format
 - i. **Section - 8** : Annexure.
- 1.3 The bid/tender document published by the Bid Inviting Officer (CDO-cum-EO, Zilla Parishad, Mayurbhanj as Procurement Officer - Publisher) in the open procurement portal www.mayurbhanj.odisha.gov.in will appear in the “Tenders”. The Bidders/Users can download the Bid/Tender documents from the web sites www.mayurbhanj.odisha.gov.in and submit it through **Speed post/ Regd. Post** upto **05:00PM of 19.03.2025** after which the same will be removed from the list of “Tenders”.

1.4 PARTICIPATION IN BID

1.4.1 - DOWNLOADING OF BID:

The bidder can download the bid of his / her choice and undertake the necessary preparatory work and post the completed bid at their convenience much before the closing date and time by which it can reach the inviting Officers destination before due time only through registered/speed post.

1.4.2 - PAYMENT OF EMD AND COST OF BID DOCUMENT:

The detail guideline for payment of EMD & Cost of Bid Document is mentioned at General Condition of Contract- Section 5. (**Clause 5.2.5**).

1.4.3- SUBMISSION AND SIGNING OF BID.

The detail guideline for submission of & signing of bid is mentioned at General Condition of Contract- Section 5 (**Clause 5.12**).



SECTION: 2

GENERAL DEFINITION & SCOPE OF CONTRACT

2.1 General Definitions:

- 2.1.1 CDO-cum-EO means Chief Development Officer-cum-Executive Officer, Addl. EO (Admn.) means Additional Executive Officer (Administration), ZP means Zilla Parishad.
- 2.1.2 Bid / Tender Inviting Authority is the CDO-cum-EO, ZP, Mayurbhanj as per order of Collector-cum-CEO, ZP, Mayurbhanj under Govt. of Odisha.
- 2.1.3 *Tender Committee, Financial Evaluation Committee & Technical Evaluation Committee* are Committees authorized by the Collector-cum-CEO, ZP, CDO-cum-EO, ZP as Chairperson, Addl. EO (Admn.), ZP as Member Convener and others as selected by Chairperson.
- 2.1.4 *Blacklisting / debarring* - the event occurring by the operation of the conditions under which the bidders will be prevented for a period of 3 years from participating in the future bids of Tender Inviting Authority, more specifically mentioned in the Special Conditions of Contract (Section - 4) and General Conditions of Contract (Section - 5) of this bid document, the period being decided on the basis of number of violations in the bid conditions and the loss / hardship caused to the Tender Inviting Authority on account of such violations. In case of violation of bid conditions / contract, the Tender Inviting Authority may write Government for blacklisting the bidder/supplier.

2.2 Scope

The bid is invited for the Procurement of **"Supply & Installation of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District"** to be supplied to Colleges proposed for transformation under CM Special Assistance Programme for Mayurbhanj district of the State of Odisha.

- 2.2.1 The bidders can't withdraw their bid after opening of technical bid, within the minimum bid validity period of 180 days from the date of opening of the financial bid & also after accepting the supply order.
- 2.2.2 Withdrawal or non-compliance of agreed terms and conditions after the execution of agreement will lead to invoking of penal provisions and may also lead to blacklisting.



SECTION: 3

BID SCHEDULE**BIDDER DATA SHEET**

Sl	Particulars	Details
1	Name of the Client	CDO-cum-EO, ZP, Mayurbhanj
2	Method of Selection	Least Cost Selection (LCS) Method
3	Availability of Tender Document	From Date ... <u>18.02.2025</u> ... Downloadable from website: www.mayurbhanj.odisha.gov.in
4	Publishing of Tender Notice in News paper	Published by the Director Information & Public Relation Deptt., Bhubaneswar in two leading Odia and one leading English News Paper.
5	Last Date and Time for receipt of sealed tender	<u>19.03.2025</u> up to 05:00pm
6	Place of Opening of Technical Bid	Gramsat Hall, Zilla Parishad, Mayurbhanj Baripada, Murgabadi Golei - 757002
8	Declaration of Bidders qualified Technical Bid	On spot declaration by the Committee
9	Date of opening of Financial Bid	Only technically qualified bidders are eligible for demonstration of the product. After demonstration, the qualified bidders shall be intimated to participate in Financial Bid
10	Date of Completion of supply & installation	Within 60 days of issue of PO (Purchase Order)
11	Contact Officer	CDO-cum-EO, ZP, Mayurbhanj Telephone No:- 06792-260318, ori-dmayurbhanj@nic.in
12	Tender Application/Bid Processing Fee (Non-Refundable)	Tender Document/RFP can be downloaded from www.mayurbhanj.odisha.gov.in . The bidders are required to deposit Rs 10,000/- (Rupees Ten Thousand) only as document processing fee in shape of DD drawn in favour of CDO-cum-EO, Zilla Parishad, Mayurbhanj payable at Baripada.
13	Earnest Money Deposit (EMD) (Refundable)	Earnest Money Deposit of Rs.3,00,000.00 only in shape of 01 Year Fixed Deposit/ Term Deposit made in any Nationalized Bank duly pledged in favour of CDO-cum-EO, Zilla Parishad, Mayurbhanj & attached along with tender application (Technical Bid)
14	Currency of the bid/tender	The bidder should quote price in Indian Currency only.



15	Validity of the bid	Proposals / bids following submission shall remain valid for a minimum period of 180 days. However the Tender Inviting Authority (TIA) may extend the period of validity in case of exigency, with mutual consent.
16	Consortium/Sub contract	Consortium or sub-contract is strictly prohibited.
17	Bid submission	To be submitted through Registered Post/Speed Post only addressed to The Chief Development Officer-cum-EO, Zilla Parishad, Mayurbhanj at Murgabadi, In front of RTO Office, Baripada, Mayurbhanj -757002 Superscribing on top of the envelop "Supply & Installation of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of Colleges in Mayurbhanj District"

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SECTION: 4

SPECIAL CONDITIONS OF CONTRACT

4.1 Time Limits Prescribed

Sl. No.	Activity	Time Limit
4.1.1	Delivery period	1. College points within 60 days from the date of issue of Purchase Order from CDO-cum-EO, ZP Mayurbhanj. For detail Please refer Clause no. 5.15 of General Condition of Contract.
4.1.2	Submission of Performance Security and signing the contract agreement	Within 07 days from the date of issue of the PO.
4.1.3	Release of Payment	For details please refer Clause no 5.17 of General Condition of Contract.

4.2 Eligibility / Pre-Qualification criteria:

- 4.2.1 Tender is invited from Manufacturer/OEM or Supplier/authorized distributor/dealer or Company having legal status/ having valid Authorization Certificates/contract with EPM/local MSEs/Start-UPS etc. in public procurement should be as notified by MSME under "Make in Odisha" initiatives in line with Public Procurement (Preference to Make in India) order, 2017 issued by Govt. of India/any branded manufacturers having service point at Mayurbhanj.
- 4.2.2 The bidders must have valid registration under Goods and Services Tax (GSTIN), Income Tax (PAN), MSME/EPM/DIC/Distribution authorization.
- 4.2.3 The bidders of Odisha State must have the GST Registration Certificate issued by the Competent Authority of Odisha along with the GST returns (GSTR-3B and GSTR-1) filed for the last Tax period. Similarly, the bidders from outside State must have the GST Registration Certificate, copy of GST Return of last Tax period.
- 4.2.4 The bidder must have average annual turnover of **Rs.1.00 Crore** or more in last 3 financial year's i.e. 2021-22, 2022-23 & 2023-24. For this, the bidder has to submit (i) Income Tax Return, (ii) Audited Balance sheet, Profit & Loss account, Trading Account duly certified by Chartered Accountant.
- 4.2.5 The bidder must have similar type experience in supplied and installation of Interactive Panel Systems to Govt./Govt. aided organization/Schools/Colleges/Banks from the FY 2021-22 onwards.
- 4.2.6 The bidder shall have to provide minimum 03 years comprehensive on site warrantee & it may be extended for another 02 years beyond warrantee periods as an add on AMC contract.



- 4.2.7 The bidder shall have to submit EMD and Tender Paper cost as mentioned in the tender document. As per Notification of Govt. of Odisha MSME Deptt. L. No. 566/ MSME/ Dtd. 24.01.2024, the OSMEs are taking part in Open Tender Process shall be exempted from the requirement of depositing cost of tender paper and EMD. Annual Turn Over criteria shall be relaxed in favour of OSMEs by 90%. OSME shall be fully exempted from past work experience criteria, if any. Performance security, if any, shall be collected from them at concessional rate, i.e. @25%. Start-up companies or business entities, registered with Start-up Odisha working in Odisha shall also be treated as OSME. To be eligible for benefits under this policy, an OSME must have a valid Udyam Registration Number (URN) and must submit an undertaking in shape of affidavit at the time of bidding.
- 4.2.8 The bidder who has been blacklisted / debarred / banned by any State Govt. / UT / Central Govt./Govt. organization / Govt. Institution / PSU / Govt. or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply, cannot participate in the tender during the period of blacklisting / debarment / banned.
- 4.2.9 The bidder has to submit declaration in prescribed format in shape of an affidavit before Executive Magistrate / Notary Public as per **Annexure-A**.



SECTION: 5

GENERAL CONDITIONS OF CONTRACT

5.1 Bid Document availability and submission:

5.1.1 The detailed technical specifications and terms and conditions governing the supply, quality testing and payment after supply etc. are contained in this "Bid Document".

5.1.2 The bid document shall be made available in the website www.mayurbhanj.odisha.gov.in for downloading. Bidder shall submit Cost of tender paper / Bid Processing Fee (mentioned in Section - 3).

5.1.3 The documents shall be submitted through **Speed Post/Registered** Post only.

5.2 Payment of cost of Tender paper (Rs.10,000/-) & Earnest Money Deposit (EMD) **(Rs.3,00,000.00)**. If bidder claims exemption for Tender Paper Cost & EMD, he/she may attach necessary documents.

5.3 Exemption for OSME registered with respective DICs, NSIC.

5.4 Quantity Required:

At present the total quantity required is for 33 nos. of Colleges. Actual indent will be +/- 25%. College-wise indent is attached at **Annexure-B**. The quantity may increase/decrease as per need which will be communicated in the Supply order.

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5.7 **Specification of Interactive Panel System with Offline UPS etc.**

The specification of the “**Supply and installation of Interactive Panel System with Offline UPS etc. for Smart Class Rooms**” is provided in the **Section-6** of the BID document.

5.8 **Responsibility of the bidder to verify the Contents of Bid Document:**

5.8.1 The bidder shall examine all instructions, forms, terms and specifications contained in the Bid Document and verify all the contents mentioned in the ‘Bid Document’.

5.8.2 Failure to furnish any information as required in the bid document and submission of an offer not substantially responsive to it in every respect shall be at the bidder’s risk and may result in the rejection of the bids, without any further notice.

5.9 **Guidelines for Preparation of Bid:**

5.9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid and CDO-cum-EO, Zilla Parishad, Mayurbhanj, as “Tender Inviting Authority” will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

5.9.2 **In the event of documentary proof as required being not enclosed, the Bid shall be liable for rejection.** All pages of the bid shall be signed by the authorized person or persons signing the bid along with the seal/stamp of the bidder.

5.9.3 An offer submitted in vague / ambiguous financial terms, shall be termed as non-responsive and shall be summarily rejected.

5.9.4 Clarifications on specific requests, if felt necessary by the Tender Inviting authority, shall be responded through e-mail and general clarifications, affecting all the bidders shall be published in the official website of the Tender Inviting Authority (www.mayurbhanj.odisha.gov.in). However, it shall be the duty of the prospective bidder to ensure that the clarifications sought for has been properly received in time by the Tender Inviting Authority.

5.9.5 Any clarification on the Tender procedure shall be obtained from CDO-cum-EO, ZP, Mayurbhanj.

5.10 **Submission of Bid:**

The bids are to be submitted in two parts i.e Technical/Commercial Bid & Financial Bid i.e Part-I as Technical/Commercial Bid and Part-II as Financial Bid. So, main envelope contains two envelopes i.e. Part-I as Technical/Commercial Bid and Part-II as Financial Bid. On top of the envelope it must be superscribed in bold letter as “Part-I Technical/Commercial Bid” “Part-II Financial Bid”. Main envelope superscribed as “**Tender for Supply & Installation of 75” Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District**”.

5.10.1 Submission of Technical/Commercial Bid:

The lists of documents (all enclosures) as part of Technical/Commercial Bid are mentioned below:

- (a) Copy of manufacturing license from Appropriate Authority of Government if bidder is a manufacturer.
- (b) Copy of Bid Specific Authorization from the OEM. Certificate of Distributor/Dealer/Chanel Partner of quoted items.
- (c) Copy of GST Registration Certificate.
- (d) Copy of GST Return (GSTR-3B & GSTR-1) filed for the last Tax period.
- (e) Copy of the PAN
- (f) Copy of the Income Tax Return, Audited Balance Sheet, P/L Account and Trading Account for the year in which the average annual turnover is Rs.1.00 Crore or more in last 03 financial years i.e. 2021-22, 2022-23 & 2023-24.
- (g) Documentary proof of work order/contract agreement/supply completion certificate from Govt. /Govt. aided organization in support of experience in supplying similar type Interactive Panel Systems from the financial years 2020-21 onwards.
- (h) If EMD & Tender Paper Cost claims to be exempted, enclose necessary documents.
- (i) Declaration in prescribed format (**Annexure-A**) in shape of an affidavit before executive Magistrate / Notary Public.
- (j) Check list as in **Section-7 A**.

All above documents should be submitted with seal & signature of the bidder.

Note: Any financial information should not be mentioned in the Technical Bid.

5.10.2 Submission of Financial Bid:

- (a) **PART II** as **FINANCIAL BID** (in the required Format) shall be submitted **separately**. Multiple Financial bids submitted by the same bidder shall lead to rejection of all bids of that bidder.
- (b) A bid submitted with an adjustable/variable price quotation will be treated as non - responsive and liable for rejection.
- (c) Prices quoted by the Bidder shall be fixed during the period of the contract and not subject to variation on any account.
- (d) Price offered shall be in Indian rupees and there shall also be no hidden costs.
- (e) The price quoted shall be **at the respective College location** which means that prices shall include the cost of delivery, Installation at destination (**list at Annexure - B**). All the transit risk shall be the responsibility of the supplier.
- (f) Bidder shall quote prices in all necessary fields in the available format. The price shall be entered separately in the following manner:
 - (i) **Base Price:** Base price is inclusive of all other taxes, charges, levies, duties, cost of packing, transportation upto delivery points etc...Except GST as applicable.
 - (ii) **GST** as applicable is to be quoted separately in the specified field in numeric values and in Indian Rupees. If the field is left blank, value will be taken as Zero and the quoted price will be treated as inclusive GST.

- (g) Bidder cannot alter / modify the financial bid / BOQ format, if so, its bid is liable for rejection.
- (h) Any overwriting, use of whitener is strictly prohibited in the Financial Bid document. The bidder should use a separate format in case of any correction or overwriting. Submission of Financial bid with overwriting or use of whitener is liable for rejection.
- (i) No bidder shall be allowed at any time on any ground, whatsoever it may be to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of Clerical error, typographical error, etc., committed by the bidder in the Bids shall not be entertained after final submission of the tender. Conditions such as "SUBJECT TO AVAILABILITY" "SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc., will not be entertained under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and accordingly the Tenders will be liable for rejection.

5.10.3 Security of Bid Submission:

After final selection of the bidder for issue of PO, the bidder is required to deposit the Security Money as calculated, i.e. 5 % of order value/pro-rata exempted rebate value (if claimed).

5.10.4 Resubmission and withdrawal of Bids:

Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.

5.10.5 The Bidder can withdraw its bid before the closure date and time of receipt of the bid by writing a letter addressing to the CDO-cum-EO, Zilla Paishad, Mayurbhanj (Officer Inviting Bid) citing reasons for withdrawal. Withdrawal is not allowed after expiry of the closure time/last date for submission of the bid.

5.10.6 The bidder should avoid submission of bid at the last moment to avoid the postal delivery delay. In such case, the Tender Inviting Authority is not responsible in any manner.

5.11 Opening of the Technical and Financial Bid.

5.11.1 The technical bid shall be opened in the scheduled date. The date of opening of financial bid shall be decided by Tender Inviting Authority for those bidders who have qualified in the technical bid evaluation as well as qualified in demonstration of the product. The date of opening of the financial bid shall be informed in advance to the qualified bidder/s.

5.11.2 In the event of the specified date for opening of bid being declared holiday/strike, the Bid shall be opened at the appointed time on the next working day.

5.11.3 The tenders (also called Bids) not submitted in prescribed format or in the prescribed manner, shall be rejected by the Tender Evaluation Committee at the risk and responsibility of the bidder.



5.11.4 All the information/documents as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without the use of abbreviations. The decision of Tender Inviting Authority in this regard is final and binding on all the bidders.

5.11.5 There shall be no over-writing in the tender document and other papers. All the additions, alternations, deletions and cuttings should be initialed with Rubber-Stamp (or Seal) by the same person who signed the tender document, failing so, the tender may be rejected.

5.12 Evaluation of BID

The Technical Evaluation Committee constituted by Collector-cum-CEO, Zilla Parishad, Mayurbhanj shall evaluate the BID as under:

- (i) **Technical Bid:** The technical bid shall be scrutinized by the Technical Evaluation Committee formed for the purpose. The decision of the Technical Committee shall be final and binding on all the bidders.
- (ii) **Sample Evaluation:** The technically qualified bidders must have to display samples as per communication by the CDO-cum-EO, ZP, Mbj. The Financial Bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.
- (iii) **Financial Bid:** The Financial Bid of such bidder(s) shall be opened whose sample will be accepted after evaluation.
- (iv) **Financial Evaluation:** Manual evaluation shall be carried out by the Tender Inviting Authority (TIA) based on the quoted price in the Financial Format, after correction of arithmetic error, if any, prevailing rate of GST etc...and the evaluation criteria mentioned above to arrive at the lowest evaluated responsive bid.

5.13 Award of Contract, Signing of agreement and deposit of performance security

The contract will be awarded to the Bidder substantially responsive to the Bid & who has offered the lowest evaluated cost.

1. The selected bidder will have to enter into an **agreement with CDO-cum-EO, Zilla Parishad, Mayurbhanj for Supply & Installation of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District.** The agreement duly filled in indicating the amount of "Performance Security" and signed by the supplier(s) with the attestation and common seal affixed with special adhesive stamp (Non-Judicial) not less than worth of Rs.100/- (Rupees Hundred) only should be submitted within 07 days from the date of issue of supply order. The first page of the Agreement should be written on non-judicial stamp paper of Rs.100/- if stamp paper of Rs.100/- denomination is not available, a number of small denominations may be used in that place.



2. The selected bidder shall have to submit performance security deposit of 5% of the contract value in shape of Bank Draft / Bank Guarantee (BG) drawn on any Nationalized / scheduled bank in favour of CDO-cum-EO, ZP, Mayurbhanj for **33 nos.** of Colleges along with the agreement. In case of Bank Guarantee, the valid period shall be one years from the date of issue of supply order. The "Performance Security" may be forfeited partly or fully for failure to fulfill the terms and conditions of supply and obligation as mentioned in Contract Agreement. The Bank Guarantee if furnished towards performance security should be enforceable and payable at Baripada and should be as per **Annexure-C**.
3. The Authority reserves the right to modify any term in the bid document at the time of execution of agreement, if necessary.
4. If a special situation arises, where the lowest evaluated responsive bidder is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered on the next higher responsive bidder(s) at the rate offered by the lowest evaluated responsive bidder, after obtaining approval from the competent Authority on the specific recommendation of the respective purchase Committee.

5.14 Acceptance or Rejection of the Bids:

- (a) CDO-cum-EO, ZP, Mayurbhanj reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.

5.15 Delivery Schedule, installation and networking:

- (a) The successful bidder is to deliver and install at Colleges (**Annexure-B**) as per indent within 60 days from the date of issue of **Purchase Order** by the CDO-cum-EO, ZP, Mayurbhanj for **33 nos.** of Colleges.
- (b) **PDI:** After delivery and installation at College point, the members from District Technical Committee assigned by the CDO-cum-EO, ZP, Mbj shall check the quality, installation & specifications. Basing on PDI report, payment will be released. If inferior quality supply is found/not matching with specifications/sub-standard materials are used, the entire purchased items will be rejected & in such situations no payment will be made or as per Committee report part payment may be released. Proper visual documentation will be taken up during PDI.
- (c) The Principals of Colleges will receive consignment & make necessary stock entry of the Interactive Panels including its other items. The Principal of Colleges will supervise, monitor & co-ordinate the delivery & installation of Interactive Panel Systems, make records thereof for scrutiny by various Audit/Inspection authorities.



5.16 Extension of Delivery Period, Liquidation Damages, Force Majeure and Penalty:

- i. The original Delivery Period may be re-fixed by the CDO-cum-EO, ZP, Mayurbhanj for **33** nos. of Colleges without any Liquidated damages subject to Force Majeure conditions mentioned below and also on the ground/reasons of delay attributable to the Tender Inviting Authority.
- ii. **Liquidated Damages:** If the Supplier fails to deliver any or all of the items within the original/ re-fixed delivery period(s) specified in the contract, the Authority i.e. CDO-cum-EO, ZP, Mayurbhanj for **33** nos. of Colleges will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions as mentioned below, @ 1% per week or part of the week of delayed period of the value of the quantity supplied after the original/re-fixed delivery period(s) as pre-estimated damages not exceeding 10% of the value of the quantity supplied after the original/re-fixed delivery period(s) without any controversy/dispute of any sort whatsoever.
- iii. **Force Majeure Conditions:**

If at any time during the continuance of the Contract agreement, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Authority i.e. CDO-cum-EO, ZP, Mayurbhanj for **33** nos. of Colleges as to whether the deliveries have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding **10 days**, either party may at its option terminate the contract provided also that the Tender Inviting Authority shall be at liberty to take over from the Supplier at a price to be fixed by Tender Inviting Authority which shall be final, all unused, undamaged and accepted material, bought out components and Goods in course of manufacture in the possession of the Supplier at the time of such termination or such portion thereof as the Authority may deem fit excepting such materials, bought out components and Goods as the Supplier may with the concurrence of the Tender Inviting Authority elect to retain.



- (iv) Overall responsibility of the quality confirming the tendering specification shall rests with successful bidder. If the goods supplied are not fully in conformity to the required specification, Authority i.e. CDO-cum-EO, ZP, Mayurbhanj for 33 nos. of Colleges reserves the right to exercise their discretion to impose penalty such as price reduction/cancel order, forfeit of performance security, initiating of proceedings towards blacklisting of bidder etc... which will be binding on the supplier.

5.17 Payment Terms:

- (i) **On Delivery and Installation at Destination:** 100% of the supplied value basis on supply order shall be paid within 30 days after receipt of the required reports / Papers/ documents as under.
- Work completion certificate duly signed by the concerned Principal of the Colleges as per supply order.
 - Smart Class wise **Geo-tagged** Photographs.
 - Receipt copy of the Goods from concerned Principals of the Colleges.
 - On fulfillment of all other conditions of the agreement.
 - Outcome of Post Delivery Inspection (**PDI**) Report.
 - Two self-inking carbon copies of the GSTIN invoice as well as bank account details.
 - Any other documents as and when required by the payment authority.
- (ii) a. **No advance payment** shall be made, or no payment shall be entertained on negotiation through Bank.
- Deduction of tax at source shall be made at the appropriate rate as per prevailing law.
 - Authority reserves the right towards release of payment after obtaining approval & allotment of funds from appropriate Authority.
- (iii) **Payment Authority:**
- CDO-cum-EO, ZP, Mayurbhanj is entitled for release of payment for **Supply & Installation of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District.**

5.18 Bid validity period.

The BID shall remain valid for a period of **180 (One Eighty Days)** from the date of opening of the Financial Bid. The authority reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

5.19 Amendments to BID terms ,conditions and issue of Corrigendum/addendum:

- (i) Seven days before the last date of submission of Bids, authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by amendment/corrigendum.

- (ii) The amendment in shape of corrigendum/addendum will be notified on the above websites and the prospective bidders are requested to take cognizance of such notification/s while submitting their tender proposal.
- (iii) In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, authority may, at its discretion, extend the deadline for the submission of bids.

5.20 "Legal Status" of a bidder shall mean either proprietorship or partnership or private / public limited company or otherwise (to be specified), as the case may be.

5.21 Submission of more than one competitive bid by the same firm in response to the tender call notice is prohibited. In such case, the bids will not be considered.

5.22 The bidder may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated while uploading.

5.23 All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder.

5.24 Entire tender document, duly filled in, shall be treated as part of the contract agreement for supplies in case of the successful bidders and shall be submitted in original.

5.25 The Authority reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

5.26 Any objection / suggestion / complaint by any bidder with regard to tender shall be intimated in writing in respective letter head to the tender inviting authority. The Chairman / Members of Technical / Purchase Committee would not entertain any correspondence / discussion in the above matter.

5.27 Resolution of Disputes:

- (a) Any dispute between the Tender Inviting Authority (CDO-cum-EO, ZP, Mayurbhanj) and the successful bidder should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. Collector-cum-CEO, Zilla Parishad, Mayurbhanj, is the Conciliation Chairman. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.



5.28 Applicable Law and Jurisdiction of Courts:

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Mayurbhanj/High Court of Odisha, Cuttack.
- (c) Prior notice shall be given to CDO-cum-EO, ZP, Mayurbhanj for **33** nos. of Colleges in writing in their respective letter heads signed only by the designated signatories as in contract agreement for all proceedings related to the Contract. Arbitration shall be invoked as a pre-condition before approaching courts and tribunals.



Section - 6

75" (inch) Interactive Panel Specification

Sl. No.	Description	Specification
1	Screen Size	75" (inch)
2	Panel Technology	IPS / Touch LCD
3	Aspect Ratio	16:09
4	Native Resolution	3480 X 2160 (UHD or Higher)
5	Orientation	Horizontal
6	Refresh Rate	60Hz (Minimum)
7	Brightness	350 nits or Higher
8	Contrast Ratio	1200:01
9	Colour Depth	1.07B (10bit)
10	viewing Angle (H X V)	178 X 178
11	Lifetime Operation	30,000Hrs or above
12	Operating System	Android 13.0 or above
13	Operating System Supports	Windows XP/7/8/10, Linux, Mac, Android
14	Multi Touch Point	20 Points (Minimum)
15	Built-In Audio Speakers	15W X 2 or Higher
16	HDMI In / DP Port	YES
17	Audio In	YES
18	Audio Out	YES
19	USB In (USB Type A & C)	YES
20	OPS Type Compactible	YES
21	OPS Power Built In	YES
22	RAM & Internal Memory	4GB & 16GB or Higher
23	Built in Wi-fi, LAN, Bluetooth	YES
24	Screen Share	YES
25	Power Type	Built-In Power
26	Power Cable	YES (Minimum 05 meter)
27	Warranty	Minimum 3 Years On site warranty

Additional Terms & Condition for OEM (Interactive Panel)

1.	OEM should presence in India for more than 10 Years (Certificate of Incorporation is required).
2.	OEM should have registered Office in Odisha for more than 05 Years (Odisha GST Registration Certificate is required).
3.	OEM should have complete Direct Service Set-up in Odisha.
4.	OEM should have at least one direct / authorized Franchise Service Center in the same District for providing quick On-Site support (Valid Document is required).
5.	OEM should have ISO 9001:2015, ISO14001:2015 Certification.

Specification for 1KVA Off-Line UPS

1	Voltage	230V AC Nominal
2	Wave form	Sinewave
3	Transfer Time	4~8 ms
4	Rating	1000VA (Maximum)
5	Input Voltage Range	140V~300V AC
6	Battery Type	Sealed Maintenance Type
7	Features	Auto Switch off in Battery Low (In-Built), Overload protection (In Built)
8	Back-up Time	30min. (Minimum)
9	Warranty	Minimum 1 Year on-site warranty

Section - 7 - A(I)

Technical/Commercial Bid Format

All relevant Documents, Annexure required as described terms & conditions (Technical/Commercial & General) must enclose along with this format:

1. Details of the Applicant:

Name & Address of Manufacturers & OEM/MSEs/Supplier with contact No.	GST No & GST deposited up to.	PAN no.	Regd/OEM/Auth Certificates No

2. Details of Tender Application Fees & EMD Money etc.:

Details of Tender Application Money	Details of EMD Money	If claimed exemption of EMD & Security, Attach supporting docs

3. Bidders Credentials:

Last 3 years avg. turnover	Audited B/S,P/L,- 3 yr	IT Return-3 yr	GST (GSTR-3B and GSTR-1)	Order copy (to any Govt./PSU/Corporate), if any

4. Enclosures:-

Documents			

Declarations:- I, Sri / Smt.....Proprietor / Director / Partner of.....declare that I have read the tender documents thoroughly & I have agreed to supply with the terms & conditions of this tender notice. If any documents enclosed herewith found false/fabricated at any time, my candidature will be liable for rejection & no right to participate in the tender process & my EMD will be forfeited.

Date:.....

Place:.....

Seal & Signature of the Bidder



Section - 7 - A(II)
Technical Bid with Product Specification

Name of the Supplier/Agency :

Complete Address :

Contact Number :

75" (inch) Interactive Panel Specification		
Sl. No.	Description	Actual Specification (In Details)
1	Name of the Brand (Only One Brand to be mentioned)	
2	Name of the Model (Only One Model to be mentioned)	
3	Screen Size	
4	Panel Technology	
5	Aspect Ratio	
6	Native Resolution	
7	Orientation	
8	Refresh Rate	
9	Brightness	
10	Contrast Ratio	
11	Colour Depth	
12	viewing Angle (H X V)	
13	Lifetime Operation	
14	Operating System	
15	Operating System Supports	
16	Multi Touch Point	
17	Built-In Audio Speakers	
18	HDMI In / DP Port	
19	Audio In	
20	Audio Out	
21	USB In (USB Type A & C)	
22	OPS Type Compactible	
23	OPS Power Built In	
24	RAM & Internal Memory	
25	Built in Wi-fi, LAN, Bluetooth	
26	Screen Share	
27	Power Type	
28	Power Cable	
29	Warranty	

Certified that, the information submitted above is true to the best of my knowledge & belief.

**Seal & Signature
of the Bidder / Firm**



Section - 7 - A(II)
Technical Bid with Product Specification

Name of the Supplier/Agency :

Complete Address :

Contact Number :

Specification for 1KVA Off-Line UPS

1	Name of the Brand (Only One Brand to be mentioned)	
2	Name of the Model (Only One Model to be mentioned)	
3	Voltage	
4	Wave form	
5	Transfer Time	
6	Rating	
7	Input Voltage Range	
8	Battery Type	
9	Features	
10	Back-up Time	
11	Warranty	

Certified that, the information submitted above is true to the best of my knowledge & belief.

**Seal & Signature
of the Bidder / Firm**



Section - 7 (B)

Financial Bid Format

- 1. Supply & Installation of Interactive Panel with Offline UPS etc.**
- 2. Details of the Applicant:**

Name & Address of Bidders & OEM / MSEs / Supplier / Auth Dealers with contact No.	
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3. Rate Quoted.: INR

Items	Name of the Brand and Model Number	Base Rate (Incl. Transportation & Inst. at college point)	GST	Total Cost (Base + GST)	In words
75" Interactive Panel					
1 KV Offline UPS					
TOTAL (All price together)					

(No over writing/correction fluid to be used)

Declarations:- I, Sri / Smt.....Proprietor / Director / Partner of.....declare that I have read the tender documents thoroughly & I have agreed to supply with the terms & conditions of this tender notice. If any documents enclosed herewith found false/fabricated at any time, my candidature will be liable for rejection & no right to participate in the tender process & my EMD will be forfeited.

Date:.....

Place:.....

Seal & Signature of the Bidder

SL

PROFORMA FOR SUBMISSION OF AFFIDAVIT IN RUPEES OF TEN OF INDIA NON- JUDICIAL STAMP PAPER BY THE BIDDERS FOR DECLARATION. (Affidavit before Executive Magistrate / Notary Public)

I / Wehaving my / our office at.....do declare that I / We have carefully read all the terms & conditions of bid floated by CDO-cum-EO, ZP, Mayurbhanj, Odisha for the **Supply & Installation of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District** abide by them. I will abide with all the terms & conditions set forth in the **Bid document Reference no.**_____ dated_____ along with the subsequent amendment, if any.

I / We agree that the Tender Inviting Authority (CDO-cum-EO,ZP, Mayurbhanj) can forfeit the Earnest Money Deposit, Performance Security Deposit and blacklist our entity for a period of **03 (three)** years if any information furnished by us is found to be false at the time of inspection / verification and not complying with the Bid terms & conditions. In case I/We are de- recognized / black listed / banned / by any State Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Institutions / PSUs / Government autonomous body, Society / CDO-cum-EO,ZP, MAYURBHANJ and or convicted by any court of law on and from the date of floating of the tender, I/We undertake to inform the same to CDO-cum-EO,ZP, MAYURBHANJ.

I/we also under take that; I/we are not involved in any unfair / fraudulent practice and also not blacklisted by any State Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Institutions / PSUs / Government autonomous body.

I/we_____do hereby undertake that the samples provided by our firm for technical evaluation is in conformity with the tendering specification and non-toxic as set forth in the Bid document vide Bid Reference no.____dated _____ along with the subsequent amendment, if any.

I / Wedo hereby declare that I / We will Supply & Installation of 75" Interactive Panel and 1 KVA Offline UPS for Smart Class Rooms of 33 Colleges in Mayurbhanj District as per the terms, conditions & specifications of the bid document.

Identified

Advocate

(With Seal Stamp)

Deponent:

Name & Address:

The above named deponent being identified by Shri_____

Advocate_____solemnly affirm and states before me that the contents of this affidavit are true to the best of his knowledge.

Dt. Executive Magistrate/Notary: (With Seal Stamp)

Indent for 75" Interactive Panel with 1KVA Offline UPS in Smart Classrooms of Colleges

Sl. No.	Name of the Block / ULB	Name of the College	Interactive Panel (75") (in Nos.)
1	Badasahi	Baba Kaharua Baidyanath Higher Secondary School, Manatri	2
2	Badasahi	Badasahi panchayat Samiti Higher Secondary School, Badasahi	1
3	Bahalda	Dhirajlal HS & Degree College, Bahalda	3
4	Baripada Municipality	MPC Higher Secondary School, Baripada	4
5	Baripada Municipality	MPC Autonomous College, Baripada	5
6	Betnoti	Betnoti College, Betnoti	2
7	Betnoti	Anla Higher Secondary School, Anla	2
8	Betnoti	Mahatma Gandhi Higher Secondary School, Baisingha	1
9	Bijatata	Kailash Chandra Dilip Kumar Higher Secondary School, Bijatata	1
10	Bisoi	Gouri Sankar Higher Secondary School, Khadiasole	3
11	GB Nagar	Anchalika Higher Secondary School, Puruna Baripada	2
12	Jashipur	Jashipur HS & Degree College, Jashipur	3
13	Kaptipada	Kaptipada College, Nuasahi	1
14	Kaptipada	Kaptipada College, Kaptipada	1
15	Kaptipada	Pandit Raghunath Murmu Higher Secondary School, Sarat	2
16	Kaptipada	Bholanatha Sanskrit (Degree) College	1
17	karanjia	Raghunatha Higher Secondary School, Kadadiha	2
18	Kuliana	Baiganbadia College, Baiganbadia	2
19	Kuliana	Maa Dwarasuni Higher Secondary School, Kuabuda, Chandua	1
20	Kusumi	Badampahar Higher Secondary School, Badampahar	2
21	Morada	Chitrada Collge, Chitrada	3
22	Rairangpur	Gorumahisani Iron Higher Secondary School, Rairangpur	1
23	Rairangpur Municipality	Rairangpur Mahila Mahavidyalaya	1
24	Raruan	Chaitanya prasad Higher Secondary School, Bhanjakia	2
25	Raruan	Angarpada panchayat (Degree) College, Raruan	2
26	Rasgovindpur	U.N. College, Nalagaja, Rasgovindpur	1
27	Rasgovindpur	Sahid Memorial Higher Secondary School, Amarda	6
28	Saraskana	Saratpal Higher Secondary School, Palvihar	1
29	Shamakhunta	Chaitanya Prasad Higher Secondary School, Kendua	1
30	Sukruli	Biju Patnaik Higher Secondary School, Singda	1
31	Suliapada	Panchayat Samiti Higher Secondary School, Dharampura	4
32	Suliapada	Utkal Banani Higher Secondary School, Chaksuliapada	2
33	Udala NAC	Udala College, Udala	2
TOTAL			68

PERFORMANCE BANK GUARANTEE FORMAT

To

The CDO-cum-EO, Zilla Parishad, Mayurbhanj

WHEREAS..... (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated..... to supply Computers (description of goods & services) (herein after called "the contract").

AND WHEREAS it has been stipulated by CDO-cum-EO, ZP, Mayurbhanj for 33 nos. of Colleges in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, 20_____

Our _____ branch at _____, Bhubaneswar, Odisha (Name & Address of the _____*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____* branch a written claim or demand and received by us at our _____* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

..... Name and designation of the officer
.....

..... Seal, name & address of the Bank & Branch