DHAMNAGAR COLLEGE, DHAMNAGAR
Accredited Grade 'B' by NAAC
(Affiliated to Fakir Mohan University)
Dhamnagar, Bhadrak, Odisha – 756117
Email: dhamnagarcollege1977@gmail.com Website: https://dhamnagarcollege.in/

Notice No: 380/26 Date: 01.10.2026

Tender Document
For
Supplying of Library Books (NEP 2020)
To
Dhamnagar College, Dhamnagar, Bhadrak

Principal
Dhamnagar College
Dhamnagar,Bhadrak
01-10-26

Issued by: Principal
Dhamnagar College, Dhamnagar
Dist: - Bhadrak
PIN: 756117

TABLE OF CONTENTS

SECTION	DESCRIPTION	PAGE NO.
1	Schedule of Tender	3
2	Eligibility Criteria	4
3	Bid Submission	5
4	General Terms & Conditions of the Bid	6-7
5	Annexure I Item to be Supplied	8
6	Annexure II Details of the Tenderer	9
7	Annexure III Price Schedule	10
8	Annexure IV Self-Declaration for not black listed	11
9	Annexure V Financial Turnover	12

Principal
Dhamnagar College
Dhamnagar, Bhadrak

SCHEDULE OF TENDER

Sl. No.	Particulars	Details
1	Tender No.	
2	Name of the Tender Issuer	Principal, Dhamnagar College, Dhamnagar, Bhadrak, Odisha, Pin code - 756117
4	Scope of Work	Supply of Library Books to Dhamnagar College, Dhamnagar Bhadrak, Odisha
5	Cost/Fee of Tender Document	Free of cost Tender documents can be downloaded from the college website
6	Earnest Money Deposit (EMD)	2% of the Total Quoted Value in shape of Demand Draft
7	Date of Issue of Tender document	01.10.2026
8	Last Date & Time for Submission of Bids	15.10.2026
9	Date & Time of Opening of Technical Bids	16.10.2026
10	Date & Time of Price Bid Opening	16.10.2026
11	Address for Communication	Dhamnagar College, Dhamnagar
12	Address for Submission/Opening of such proposals	Dhamnagar College, Dhamnagar

Principal
Dhamnagar College,
Dhamnagar, Bhadrak

ELIGIBILITY CRITERIA

The bidders who are desirous for above work are required to fulfill the following conditions:

1) Must be registered under GST Act.

2) Must have a valid ISO Certificate applicable to book publishing, printing or distribution services.

3) Must have average annual turnover for the last two years i.e. FY 2024-25, & FY 2025-26 should not be less than Rs. 15 Lakhs. The bidder must submit copy of the audited balance sheet and profit & loss account certified by the Chartered Accountant along with the acknowledgement of Income tax return as a proof in the technical bid.

4) Should not have been blacklisted by any State Govt./Central Govt./PSU in India. A self-declaration is required as per Annexure IV.

5) Must have a valid PAN.

Principal
Dhamnagar College
Dhamnagar, Bhadrak

BID SUBMISSION

Steps to be followed for submission of bid:

1. The bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.

i) Earnest Money Deposit (EMD): Bidder has to submit EMD of required amount in the form of Demand draft drawn in favour of "Principal Dhamnagar College, Dhamnagar", Payable at Dhamnagar. The EMD should be sealed in one envelope marked as "EMD".

As per the Govt. rule, the tender fee & the EMD may be exempted for MSME with valid manufacturing certificates.

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work/supply order by the successful bidder. The EMD of successful bidder will be returned on submission of performance security.

The bid not accompanying EMD is liable to be rejected.

ii) **The technical bid** sealed in another envelope marked as "Technical Bid" and shall contain:

List of the items as per technical specification mentioned in Annexure I available with the Bidder for supplying to the College.

- Mentioning the Details as per Annexure II, duly filled in, signed and complete in all respects by the Bidder. No alteration/modification in the format shall be permitted.
- A self-declaration that the Bidder has not been blacklisted by any State Government/Central Govt./PSU in India as per Annexure IV.
- Audited balance sheet and profit & loss account along with copy of acknowledgement of Income Tax return of last two financial years i.e. 24-25, & 25-26.

(iii) **The Price bid** shall be sealed in an envelope marked as "**Price Bid**" and shall contain the price bid as per **Annexure III** duly completed in all respects.

Rate quoted should be inclusive of GST & transportation. No price increase on account of change in tax structure, duties, levies, charges etc. shall be permitted.

The three separate envelopes containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule superscripted as "Supplying of Library Books".

Principal
Dhamnagar College
Dhamnagar, Bhadrak

GENERAL TERMS AND CONDITIONS OF THE BID

Bidders must follow these conditions carefully and comply strictly while submitting their bids.

1) Bidder shall prepare the bid and submit it in a sealed envelope addressed to **Principal, Dhamnagar College, Dhamnagar, Bhadrak, Odisha -** and send it through **Speed Post/Registered Post/Courier only** (No in-person delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number. How ever the authorities shall not be responsible for postal and other delays in receipt of the bids.

2) Bidders are requested to check for any notice/amendment/clarification etc. to the Tender Document through the website https://dhamnagarcollege.in/ or **Notice board of the office of the Principal, Dhamnagar College, Dhamnagar**. No separate notification will be issued for such notice/amendment/clarification etc. in the print media or individually.

3) The Bidders should note that Prices should not be indicated in the technical bid and should be quoted only in the Price Bid as per Annexure III. In case the prices are indicated in the technical bid, the bid shall stand rejected.

4) **OPENING OF TECHNICAL BID**: The Technical proposals will be opened on Dt. 16.10.2026 at Dhamnagar College, Dhamnagar in the presence of the purchase committee and representative of the Bidders. No separate intimation will be given to the bidders in this regard.

5) **EVALUATION PROCESS:** Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Financial Proposal/Bid will be opened only of those bidders to qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

6) **AWARD OF CONTRACT:** Financial Bids with lowest price quotation for the assignment as per Annexure-III will be considered for negotiations and award of contract. However where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.

7) **WARRANTY:** The items which are to be installed/supplied in the college should be NEW on date of installation/supply and should be having all components required. The entire supplied/installed articles will remain under comprehensive maintenance and warranty for a period **of minimum three years** from the date of successful commissioning and testing. The service support during warranty period shall be for all components of the article.

Principal
Dhamnagar College
Dhamnagar, Bhadrak

8) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the Tender Committee at the risk and responsibility of the bidder.

9) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.

10) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.

11) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.

12) The Tendering Authority reserves the right to accept any Bid, and to annul the Bid process and reject all Bids at any time prior to award of contract, without assigning reasons & without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.

13) All the transit risks shall be the responsibility of the supplier.

14) All the disputes shall be subjected to the jurisdiction of Civil courts situated in Bhadrak.

15) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.

16) If the works/supplied articles are found un-satisfactory or, if the firm dishonors the contract, the Performance Security Deposit may be forfeited and the job may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the Bidder.

17) Any notice given by one party to the other pursuant to this contract shall be sent in writing to Principal, Dhamanagar college, Dhamnagar, Dist- Bhadrak, Odisha

18) **Payment Terms**: All payments will be made within 30 days of submission of invoice, based on completion of respective terms & conditions. TDS will be deducted as per the rules. The invoice will be raised in favour of Principal, Dhamnagar College, Dhamnagar, Dist – Bhadrak, Odisha

Principal
Dhamnagar College
Dhamnagar, Bhadrak

ANNEXURE-I

Items to be Supplied

Sl. No	Items	Specification	Quantity
1	Library Books as per NEP 2020 (The details are available with the Principal, Dhamnagar College, Dhamnagar.)	Original latest edition publications to be supplied in brand new undamaged condition at discounted price and waterproof transit packing.	As per Book list

ANNEXURE - II

DETAILS OF THE TENDERER

Sl. No.	Particular	Details
1	Name of the Firm/Agency/Company	
2	Registered office Address & Complete postal address	
3	Telephone Number & E-Mail Id	
4	Name of Authorized Signatory (in block letters)	
5	Contact No. of authorized signatory	
6	Type of /Firm (Proprietary/Partnership/Pvt Ltd./Public Ltd) — Bidder has to provide relevant documents (with the Technical Bid) as a proof of firm type	
7	Date of establishment and experience in business	Supply relevant documents with the technical bid
8	G.S.T. Registration No.	
9	ISO Registration No.	
9	PAN No.	
10	Details of Earnest Money Deposit i.e., Draft no, date, and bank name.	
11	Yearly turnover of the organization during last 2 years (year-wise) and furnish audited balance sheet and Profit and Loss A/c for the last 2 years. (2024-25, 2025-26) Submit Annexure V	
12	Furnish the names of 3 responsible organization to which you have supplied and installed items as specified in this tender who will be in a position to certify about the performance of your item/organization.	

Date: _____ Place: _____ Signature & Seal of the Bidder: _____

ANNEXURE -III

PRICE SCHEDULE

To
The Principal,
Dhamnagar College, Dhamnagar.

Ref: Bid no. _____Dated. _____

Sir,
I/We…… hereby offer to supply the following items at the prices and within the period indicated below:

SI No	Description of Items	Quantity	Unit Price	GST	Total Amount
	Total				

It is herewith certified that we have understood the general Terms and Conditions of the bid and our offer is to supply items strictly in accordance with the requirements and the terms mentioned in the bid.

No change in the Proforma is permissible.

Date:
Place: (Signature and seal of the bidder)

ANNEXURE - IV

SELF-DECLARATION FOR NOT BLACK LISTED

To
The Principal,
Dhamnagar College, Dhamnagar.

Ref: Tender no. _____Dated. _____

Madam/Sir,
I / We……hereby confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court/Public sector Unit/Central Government.

Date: _____
Place: _____ Signature & Seal of the Bidder

ANNEXURE-V

FINANCIAL TURNOVER DETAILS

Financial Turnover of the Organization during Last Two Financial Years.

Sl. No	Financial Year	Turnover in ₹
1	2024-2025	
2	2025-2026	

Average Annual Turnover for the last three years (INR): _____

Name of the CA Firm: _____

Firm Registration No.: _____

Name of the Chartered Accountant: _____

Membership No.: _____

Yours faithfully,

Authorized Signatory of the
firm with Date and Seal