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**OFFICE OF THE PRINCIPAL / SECRETARY**

**PANCHAYAT SAMITI DEGREE MAHAVIDYALAYA**

**GYANA VIHAR, DEOGAON**

At/Po- Deogaon Dist.- Balangir, Pin- 767029 (Odisha)

degrecollegedeogaon@gmail.com, psdmdeogaonbgr@gmail.com

***Affiliated to Rajendra University, Balangir***

Letter No. **3945**

Date **13-2-25**

**TERMS AND CONDIATIONS TENDER / QUOTATION CALL**

1. Tender / quotation has to be submitted in the prescribed format available in the college website, <https://psdegrecollegedeogaon.org/>
2. Tenders/quotations can be submitted for any number of items.
3. All quotations / Tenders must be sent through college E-mail, **degrecollegedeogaon@gmail.com** Notice No. **3943** dated **13-Feb-2025**.
4. Tenders/ are to be submitted to the college E-mail only on or before 21-Feb-2025 by 5.00 P.M.
5. Tenders/ quotations submitted will be opened on Dt. 21-Feb-2025 by the Purchase committee of OHEPEE and Principal P.S.Degree Mahavidyalaya, Deogaon.
6. The details of items and prices must be in the format prescribed. Documentary support regarding prices /other charges/GST etc. need to be attached, particularly regarding unit price quoted. The firm has to give an undertaking that the unit price given does not exceed prevailing market price.
7. The following documents/fees must be submitted and must be mentioned in the format given.
  - a. Registration Certificate of the organization
  - b. Copies of authorization letter of manufacturers/ Principal firms
  - c. Original Catalogue of the product indicating the specification & photo of the Equipment/goods
  - d. Copy of GST Reg. Certificate
  - e. Copy of PAN Card.
  - f. Copy of the 1<sup>st</sup> page of the Savings Bank Account Pass Book/ Current Account details
  - g. Copy of filing of Income tax return certificate of the latest year h. A processing fees of Rs. 1000/ (one thousand rupees) only must be submitted by a firm in the form of Bank Draft drawn in favour of Principal. P.S.Degree Mahavidyalaya, Deogaon.
8. The selected firms must receive the Purchase Order from the Office of the Principal or by any other mode as desired by giving an undertaking to the effect that the firm has not been blacklisted and committed for delivery of items and installation if any, within stipulated time period.
9. The maximum period of delivery is within 7 days from the date of order.

10. The authority reserves the right to cancel part or whole of the tender/quotation without citing any reasons thereof.
11. Any legal dispute that may arise is subject to Civil Court at Bolangir-767001.
12. Acceptance of the delivery is subject to the certification of the Inspection Committee as to standard specified in the quotation/tender and state of conditions of the items at the time of delivery/installation.
13. Firm is to accept free of cost after-sale service within warranty period as well as any installation or demonstration of functionality and operation at the time of installation or at the time of mal-functionality.
14. Details of selection will be made available on the website and no direct contact is allowed.
15. Declaration form in the prescribed format must be submitted.
16. Payments for goods supplied shall be made through A/C payee cheque/NEFT/RTGS which is convenient at the time of payment.
17. Tender/quotation satisfying all the above conditions will be considered for selection of firm for purchase/supply order. PRINCIPAL P.S.Degree Mahavidyalaya, Deogaon Dist-Bolangir.

  
Principal  
P.S. Degree Mahavidyalaya  
Deogaon, Dist.-Bolangir

  
13-2-25

**PANCHAYAT SAMITI DEGREE MAHAVIDYALAYA, DEOGAON**  
**DIST- BALANGIR-767029**

TENDER/QUOTATION FORMAT

TENDER/QUOTATION FOR ADVERTISEMENT NO \_\_\_\_\_ Dated \_\_\_\_\_

1	NAME OF THE FIRM _____
2	REGISTRATION NO OF THE FIRM _____
3	GST REGISTRATION NO _____
4	PAN NO _____
5	ADDRESS _____
6	EMAIL _____
7	MOBILE NO _____

**TENDER/QUOTATION SUBMITTED**

Sl.No	ITEMS	BRAND, SPECIFICATION & WARRANTY	UNIT PRICE	OTHER CHARGES	GST	TOTAL UNIT PRICE

**DOCUMENTS / PROCESSING FEES SUBMITTED**

SL.NO	NAME OF THE DOCUMENTS / PROCESSING FEES	REMARKS



**DECLARATION FOR TENDER/QUOTATION ADVT. NO. \_\_\_\_\_ /DATE- \_\_\_\_\_**

I \_\_\_\_\_ S/D \_\_\_\_\_ proprietor / partner / director / authorised signatory of firm \_\_\_\_\_ am competent to sign this declaration under tender / quotation call Notice No \_\_\_\_\_ dated \_\_\_\_\_ that.

1. I have read and understood all the terms and conditions of the tender/quotation and hereby convey my acceptance of the same.
2. The information/documents furnished with this tender/quotation are true and authentic to the best of my knowledge and belief.
3. I am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender/quotation.
4. The firm submitting the tender/quotation is neither black-listed by any government department nor is any criminal case registered against it anywhere in India.
5. Each page of the tender document and papers submitted under the tender/quotation is authenticated, sealed and signed; and I take full responsibility for entire documents submitted.
6. Delivery/installation will be made within stipulated period.
7. The unit price quoted does not exceed the prevailing market price.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature with seal

Name \_\_\_\_\_

Name of Firm \_\_\_\_\_

Mobile No \_\_\_\_\_