



SHORT TENDER CALL NOTICE

For

- A. Installation of Computer (HP) and Epson Printer in IT laboratory
- B. Installation Stabilizer and AC in smart class room

By

BERHAMPUR CITY COLLEGE

AMBAPUA, BERHAMPUR-760011 (Ganjam) ODISHA

NAAC ACCREDITED "B⁺⁺"

E-Mail ID: principalberhampurcitycollege@gmail.com

Website: www.berhampurcitycollege.com

09 January 2026



TENDER CALL NOTICE FOR PROCUREMENT OF
COMPUTERS AND AC

OFFICE OF THE PRINCIPAL, BERHAMPUR
CITY COLLEGE, AMBAPUA, BERHAMPUR

Short tender call notice no. BCC/RUSA/01/ 2025-26 Dt. 12.01.2026

Sealed tenders are invited from relevant Manufactures/ Suppliers having valid GST/PAN for supply of items i.e Computers (HP i3) and Commercial model AC (Mitsubishi Heavy Industry 2.2 Tons SRK25CSS-S6) as per required specifications as indicated in the institution website (www.berhampurcitycollege.com).

The invitations should reach the undersigned on or before 22.01.2026 by 2:00 pm. The authority reserves the right to reject or cancel the tender without assigning any reason thereof. Please refer our website www.berhampurcitycollege.com for complete details.

Time Frame

Start of Tender	: 12.01.2026
Closing date of submission of tender	: 22.01.2026 (2PM)
Opening of Tender	: 22.01.2026 (4PM)

Sd/-

Principal, Berhampur City College



(I) INVITATION FOR SHORT TENDER CALL

The Berhampur City College is an aided Non-Govt college under government of Odisha situated in Berhampur, Ganjam (Odisha). The college invites short tender call from specialized agencies having experience in supply /installation of the following works in reputed government or private institutions.

A. Installation of Computer (HP) and EPSON Printer in IT laboratory

B. Installation Stabilizer and AC in smart class room

The terms and conditions governing the tender are as under:

1. The tender document can be downloaded from the college website (www.berhampurcitycollege.com)
2. Tender for each item (A to B) should be submitted individually.
3. The bid documents are to be submitted in prescribed format on your business letter head duly stamped, dated and signed each page of the tender as unconditional acceptance to the terms prescribed by the college therein.

Details/ supporting documents wherever applicable, if attached with the bid should be fully authenticated by the bidder/s.

4. The sealed tender duly super scribed for _____ (A or B), should be addressed to “Principal, Berhampur City College, Ambapua, Berhampur (Ganjam), Odisha-760011” by registered post/ Speed Post/ or by submitting in the office of Principal and should reach on or before 22nd Jan 2026 2:00 pm.

5. The firm shall submit the list of reputed organization / institution, where similar orders have been executed, if any. Copy of the purchase order awarded from the reputed organization provided along with this bid.

6. The quotation shall remain in force for the financial year 2025-26.

7. Copy of IT of previous financial 3 year, Pan Card, valid & up-to-date GST registration certificate must be enclosed with quotation / tender paper.

8. The quoted rate must valid for a minimum period of three months from the date of the tender papers.

9. Quotation /tender, incomplete in any respect, are liable for rejection.

10 The college reserves all the rights to modify the term & conditions, extension of last date of receipt of quotation & to accept / negotiate / reject any or all quotations in full or in part without assigning any reason thereof.

11. Depending on the urgency of the situations, penalty shall be imposed in case of delay in delivery of goods & service.



12. Payment shall be made after necessary verification of the goods & compilation of installation.

13. If the supplied item is not as per the specification or damaged (If during verification) the supplier should replace the same immediately at his own expenses

14. Any change in scheduled will be informed through college website

(II) SCHEDULE FOR INVITATION OF TENDER

Issue of Short tender notice	09 January
Tender Due date	22 January 2026 2:00 pm
Opening of Tender	22 January 2026 4:00 pm
Name of items for which applied	Please refer Clause IV of this document (List of items with indicative specification)
Authority Name	Principal, Berhampur City College, Ambapua, Berhampur
Bid submission Address	Principal, Berhampur City College, Ambapua, Berhampur

(III) GENERAL INSTRUCTIONS:

- Party can download the tender document free cost from the website www.berhampurcitycollege.com,
- Services offered should be strictly as per specifications mentioned in this tender document. Please spell out any unavoidable deviations, article wise, in your proposal under the heading "Deviations".
- All payments will be made within 30 days of submission of invoice, based on completion of respective terms and conditions. TDS will be deducted as per rules.
- Completion period: The works/ furnishing shall be completed in all respect within 15 days from the date of issue of work/ supply order.

(IV) INDICATIVE SPECIFICATION OF ITEMS:

Name of the Item	Indicative Specifications
Installation of Desktop Computer (HP) and Epson Printer in IT laboratory	Desktop: Core i3 13 th generation, 8GB RAM, 512 GB HD/Wlan+BT/WIN11/MSO/Wired combo/9ltr/19.5" Monitor/ 3 yrs warranty. EPSON Printer: Ecotank monochrome M2140 All-in-one Duplex Ink tank printer LapTop: Core i3 13 th generation, 8GB RAM, ssd512, windows 11 OS with 15.6 FHD display
Installation Stabilizer and AC in smart class room	06 no. 2.2 TON Mitsubishi Heavy Industry AC Model no. SRK25CSS-S6 working on 55 degree Celsius which covers 400 Sq Ft with Stabilizer, stand and installation with electrical wiring from source, complete in all respect.



(V) SCOPE OF WORK:

- (a) The agency shall supply the materials, components of items, equipments and accessories at Berhampur City College according to the indicative specifications given.
- (b) The Institution will provide electric power supply source and water supply to carry out the work. The agency should arrange its own manpower. The agency should take the responsibility for its manpower engaged during execution of the work.
- (e) The entire "operational Manual" should be given to the RUSA Coordinator.
- (f) The warranty period for the components/ equipment shall be at least for three years from date of completion of the project.
- (g) The agency will provide free replacement of component/ Equipment if damaged during the warranty period. However, the agency can charge for replacement of spare parts and components which are out of warranty period.
- (h) In the event of any instrument/ component gets broken or damaged during installation and trial run at site before handing over the agency shall replace the same at free of cost.
- (i) The agency should provide after sale and support to end users as and when required, free of cost during warranty period.

(VI) SELECTION PROCESS:

- (a) The price offer of all eligible agencies will be analyzed by purchase committee of the college. The agency who will offer the lowest price will be considered for further processing as per norms after approval from GB President of the college.
- (b) The considered price offer would be based on the lowest Total Consolidated Price offered for the item(s) individually (A or B).
- (c) All payments will be made within 30 days of submission of invoice, based on completion of respective terms and conditions. TDS will be deducted as per rules.



**BIDDER'S PROFILE
DETAILS OF THE BIDDER, MANUFACTURER**

GENERAL INFORMATION ABOUT THE BIDDER					
1	Name of the bidder:				
	Registered address of the firm:				
	Contractor's registration no.	Civil	B class	Valid upto	
	Agreement (M.O.U)				
	State:			District:	
	Telephone No. (Code):			FAX:	
	Email:			Website:	
CONTACT PERSON DETAILS					
2	Name:			Designation:	
	Telephone No.: Mobile No:			Email:	
COMMUNICATION ADDRESS					
3	Address				
	State:			District:	
	Telephone No.			Fax:	
	Email:			Website:	
TYPE OF THE BIDDER/FIRM (PLEASE TICK IN THE RELEVANT BOX)					
4	Private Ltd.		Public Ltd.		Proprietorship
	Partnership		Society		
	Authorized dealer		Distributor		Other(Specify)
	Registration no. and date of registration				
NATURE OF THE BUSINESS (PLEASE TICK IN THE RELEVANT BOX)					
5	Original equipment/firm		Authorized dealer/importer		
	Subsidiary of original manufacturer		Other (if any)		
KEY PERSONNELS DETAILS (CHAIRMAN, DIRECTOR, CEO, MD, MANAGING PARTNER)					
6	Name		Designation		Email
	Name		Designation		Email
7	Whether any criminal case was registered against the company or any of the promoter and partners in the past				Yes/No



8	a. Whether registered under GST? YES / NO b. GST Registration Number : _____ - (Copy of the registration certificate should be submitted)					
9	PAN Number: _____ (Copy of the PAN card should be submitted)					
10.	Details of existing service centre in Odisha or adjoining states: Name of the Service Center: _____ Address of the service center: _____ Name of the contact Person(s): _____ Telephone and Mobile No: _____ Email: _____ FAX: _____ (with Code) Website: _____					
11.	Bank details of the Bidder: (The bidder have to furnish the bank details as mentioned below for the return of EMD and payment towards the supply (if selected)) a. Name (as mentioned in the Bank Account): _____ b. Bank Account Number: _____ c. IFSC Code of the bank: _____ d. Name of the Bank and Branch: _____ e. Address of the bank and Branch: _____					
12.	Other relevant information if any:					
Date: _____ Place: _____			Name: _____ For and on Behalf of M/S. _____ Full Address: _____ (Name of the Bidder with seal)			



ANNEXURE-II: FORMAT FOR TECHNICAL BID

For each item the technical bid should be submitted separately

To

The Principal
Berhampur City College,
Berhampur, Ganjam-760011.

Sub: Technical Bid for _____ (Name of the item)

Reference: Your Short Tender No. _____ date: _____

Sir,

In response to above tender notice, please find attached here with the Technical specifications of the _____ (item) submitted here with for consideration.

Sl. No.	Name of the Item	Description of each component as mentioned in the indicative specifications in a comparative manner, please mention the make, model of any items used	Quantity
	WARRANTY		
	AMC		
	OTHER IF ANY		

Follow the instruction carefully while filling the quote)

Yours faithfully,

Name: _____

Place:

for and on Behalf of M/S _____

Date:

(Name of the Bidder / Agency with Sea)



ANNEXURE-III: FORMAT FOR PRICE BID

Should be submitted separately for each item

(Should be submitted in the letter head/pad of the bidder/agency with seal and signature)

Ref. No. _____

Date: _____

To

The Principal
Berhampur City College,
Berhampur, Ganjam-760011.

Sub: Financial Bid for _____ (Name of the item)

Reference: Your Short Tender No. _____ date: _____

Sir,

In response to above EOI notice, please find attached here with the best financial offer of the _____ (item) submitted here with for consideration.

Sl.No.	Name of the item	Description, if any make/model	Cost in INR	Quantity	Total price(INR)
	Item				
	Accessories				
	Taxes				
	Others				
	Grand total price				
	Warranty				
	Amc				
	Others if any				

(Follow the instruction carefully while filling the quote)

Yours faithfully,

Name: _____

Place:

for and on Behalf of M/S _____

Date:

(Name of the Bidder / Agency with Sea)

