



RAVENSHAW UNIVERSITY

CUTTACK

No. 621 Date 17-02-2026

Tender for supply of furniture to hostels of Ravenshaw University, Cuttack

Sealed tenders are invited from eligible, qualified and authorized distributors / dealers of Original Manufacturer (OM) for supply of furniture to hostels of Ravenshaw University, Cuttack in two bid system (Technical and Financial bid in two separate envelopes). The tender document and the details terms and conditions can be downloaded from the website: www.ravenshawuniversity.ac.in.

Important information to the bidder

Availability of tender documents

:Bidders should download the tender document from the Ravenshaw University website: www.ravenshawuniversity.ac.in

Last Date and time of receipt of tender document by speed post/ registered post/ courier/By hand

:Up to 3:00 PM of Dt. **10.03.2026** (During Office hours, except Sundays and Govt. Holidays). Any document received after this time shall not be taken into consideration.

Tender Fee:

:Bank Draft drawn in favour of the "Ravenshaw University" payable at Cuttack for Rs. 5,000/- (five thousand) as the non-refundable tender fee.

Earnest Money Deposit

:Bank Draft drawn in favour of the "Ravenshaw University" payable at Cuttack for Rs. 1,00,000.00 (One lakhs) (Refundable).

Date & time of opening of Tender

i) Technical Bid

: Dt. **10.03.2026** at 4:00 PM

ii) Demonstration of sample items
(Those who have qualified in the Technical bid intimated for Demonstration of sample item within seven days.)

: **Will be intimated through email to the technically qualified bidders.**

iii) Opening of Financial Bid
(The items of those firms have qualified in the demonstration, will be intimated for participation in opening of Financial Bid.)

Will be intimated on the day of Demonstration.

Venue of the Opening of Bids

:Office of the Registrar, Ravenshaw University, Cuttack

Complete Address for submission of Bid

:Professor in charge Stock & Store and Purchase Officer, Ravenshaw University, Cuttack


**Professor in charge Stock &
Store and Purchase Officer
Ravenshaw University, Cuttack**

TERMS AND CONDITION

1. The bidder who does not meet all the terms and conditions under the technical bid will not be entertained for further rounds of selection and their bids will stand disqualified.
2. The firm should submit documentary evidence as per the format specified in **Annexure-I**.
3. The bidder should be a registered firm having valid registration certificate, firms having MSME Certificate should produce the same with complete address of the office.
4. The firm should have a local office at Cuttack / Bhubaneswar.
5. The annual turnover of the firm during last 3 financial years should not be less than 03 (three) crores.
6. The bidder must have an annual turnover as mentioned in the pre-qualification table supported by relevant documents or audited balance sheet having UDIN
7. This office reserves the right to increase or decrease the actual quantity of any or all items of requirement. The Successful Bidder shall have to supply the items or execute the work within 45 days after issue of award letter.
8. The bidder must be registered with GST Authorities of either State or Central Government. Copy of the GST Registration and Copy of the PAN should be enclosed with the bid documents.
9. The rates quoted in financial Bid should be inclusive of all charges such as transportation, loading & unloading, installation, transit insurance, delivery and arrangement of the items at the hostels of Ravenshaw University, Cuttack but excluding GST and other taxes if any.
10. The agency must supply all items within 45 days after issue of letter of award. In case of late delivery or not mutually agreed upon, Ravenshaw University, Cuttack reserves the right to impose penalty amount, which will be deducted from bill amount.
11. The bids received after scheduled date and time due to any reason including postal delay will not be considered.
12. No advance payment will be made. The Agency is required to submit triplicate Bills, Installation / Completion certificate along with receipted challan duly signed and sealed from the concerned authority of Ravenshaw University for payment after completion of supply of tendered items.
13. The rates should be quoted in figures and words. In case of mismatch between two, the rates quoted in words will be considered.
14. This tender is two bid systems. The technical Bids and financial bids should be submitted in two separate envelopes super scribing as "Technical Bid " and " Financial Bid " respectively. Both the envelopes should be enclosed in another envelope super scribed as "Tender for supply of furniture for the hostels of Ravenshaw University, Cuttack". All corrections and over writings (if any) should be duly attested under signature and seal of the company. Conditional bids will not be accepted. Un-signed & un-stamped bid shall not be accepted.

15. The financial bid shall contain only **Annexure-IV**.
16. Technical bid should enclose the following documents.
 - a. Signed and sealed tender documents.
 - b. Proof of annual Turnover during last three years.
 - c. GST & PAN certificate
 - d. Certificate of incorporation /registration in support of legal entity of the firms.
 - e. EMD/ Tender fee and other required documents as mentioned.
17. The bids which do not accompany with the bid paper cost of Rs. 5,000.00 (five thousand only) along and EMD of Rs. 1,00,000.00 (One Lakhs only) in shape of DD drawn in favour of RAVENSHAW UNIVERSITY, CUTTACK Ltd, Cuttack will be rejected. EMD will be refunded after tender process is over. The successful bidder will get back the EMD only after the warranty period.
18. Firms having MSME Certificate need not deposit EMD as per provision of Rule 210 of OGFR.
19. The rate per unit to be quoted in the financial bid should be as per the format **(Annexure- IV)**. The company must have executed minimum two similar types of works i.e. supply and maintenance of furniture to Educational institute/ Govt. /PSU during the last three Financial Years with a minimum single order value of 70lakhs.
20. The OEM should have ISO 45001:2018, ISO 50001:2018,ISO 14001:2015,ISO 9001:2015,BIFMA, ,DIC, NSIC Certificate.
21. Any corrigendum /addendum to this bid shall be hoisted in www.ravenshawuniversity.ac.in Website only and bidders are further advised to keep referring RAVENSHAW UNIVERSITY, CUTTACK website for any updates with reference to this advertisement.
22. The bidder should not have been blacklisted by any Government or other organizations, for which an undertaking on stamp paper of Rs 100/- duly attested by the Executive Magistrate or above, that should be attached with the tender documents.
23. Upon verification, evaluation / assessment, if in case any information furnished by the firm is found to be false / incorrect, the bid shall be summarily rejected and no correspondence on the same shall be entertained.
24. Least Cost Selection method shall be used to select the bidder on unit quoted price.
25. The bidders who qualify the technical scrutiny shall give demo of the items. After due physical verification of sample items, the financial bid will be opened for the successful bidder.
26. The bidders must show their sample items for physical verification at Ravenshaw University office at their own cost.
27. The purchase committee will verify the sample on the date decided by the authority.
28. Selection of material will be based on best quality, as per decision of purchase committee.

29. Validity of approved rate of the furniture must be one year. Authority can purchase the items in same price within the validity period from successful bidder, without increase in price, if necessary.
30. The competent authority reserves the rights to reject any/ all bids and cancel the tender process without assigning any reasons thereof.

Check list

Sl. No.	Criteria	Documentary Evidence	Submission of Document (Yes/No)	If Yes mentioned Page no
1	Registration Details	Proprietorship / Partnership / Private Limited / Co-operative Society		
2	Address of Office	Address Proof of Head office/Local office		
3	Tax Registration and Clearance	GST registration copy		
		PAN registration copy		
4	OEM Authorisation Certificate	Bid specific authorisation from the OEM for each item such as Hostel Bed, Table, Chair & Cupboard separately as per Annexure-III.		
5	Turnover	Annual turnover of the bidder should be not below Rs.3.00 crores during last three financial years.		
6	Tender Document	Must have submitted tender document duly sealed and signed by the authorised person.		
7	Tender Fee	DD of Rs. 5,000.00 (five thousand only) in favour of Ravenshaw University, Cuttack. (No relaxation for MSME)		
8	Earnest Money Deposit (EMD)	The Bidder is to enclose EMD of Rs. 1, 00,000.00 (One Lakhs only) in shape of DD drawn in favour of RAVENSHAW UNIVERSITY, CUTTACK Ltd, Cuttack. (Relaxation will be provided for MSME Registration certificate).		
9	Security money	The firm eligible to get MSME exemption is required to deposit an amount Rs 1, 00,000.00 (One Lakhs only) security money, if the firm is selected for work order. The security will be returned after the warranty period.		
10	Price of Bidding Document	Must have enclosed the prescribed price of bidding document / bid paper cost.		
11	Experience	Must have experience in supply of items to Government Educational organization /Institutes /University. Copy of the orders /Completion certificate /Installation certificate of a single order valued not less than 70 lakhs in any of last three financial year are to be submitted		
12	Undertaking	Applicant should not be blacklisted by any Govt. entity or by any other organisation, not have any legal proceedings within a period of three years preceding the commencement of the procurement process and attached Undertaking for non-blacklisted certificates or not have been otherwise disqualified pursuant to debarment proceedings.		
13	Warranty	Warranty certificate for 02 (two) years should be attached.		

Seal & Signature of the bidder

Detail Specification of Furniture

Sl. No.	Technical Specification of Items	Quantity (Nos.)	Warranty @ 02 Years
1	<p><u>HOSTEL BED WITH FIXED BARS FOR MOSQUITO NET:</u> Size: 79.3" X 36" X 30" (Head Side) & 18" (Overall) Height with Main Frame Structure made of 1" X 3" X 2Mm Thick Rectangular MS Pipe with 3 Extra Middle Support of 1" X 1" X 2Mm Thick Hollow Square MS Pipe at Equal Distance. The Four Legs would be made of 1" X 3" X 2Mm thick Square Hollow MS Pipe & MS Plate Used for Bracing at the Four Corner of the Bed, & Extra Leg Support be provided at each Leg Side Of 1" X 1" X 2Mm Thick Square Pipe. The Top Cover (For Mattress) Of Bed is made of 1.2 mm thick MS Plain Sheet. The (Extended Height) Part of Head Side Leg would be connected with a Parallel Horizontal of 1" X 3" X 2mm square MS Pipe & 5 Nos of 1" X 1" X 2 mm Square MS Pipe Vertically connected. Frame will be powder coated colour degreasing with warm water in a first process. And total number of 9 tank process. Use in polypropylene 50x60 micro powder. Powder coated temperature should be 200 centgrated temperature maintain. Coating should be IS No 1868/1996. The Powder coating work should be testing made by special testing machine.</p>	120	02 Years
2	<p><u>Study Table:</u> Leg frame made in 1" x 1" x 1.25mm Mild steel square pipe and fixed one draw made in 1mm steel sheet. Frame will be powder coated colour degreasing with warm water in a first process. And total number of 9 tank process. Use in polypropylene 50 x 60 micro powder. Powder coated temperature should be 200 centgrated temperature maintain. Coating should be IS No 1868/1996. Table Top made in 18mm HDMR circular moulding resistance board with circular moulding. Size 36" x 24" x 30". including all cost of taxes ,transportation etc. shade of table top can be any wooden colour</p>	179	02 Years
3	<p><u>Study Chair:</u> Made in Seat size:16" x 16" , Back Size: 16" x 12", 1" stainless steel round pipe 202 grade (jindal steel) 3" seat cushion with fabric finish. Height - floor to seat 18".</p>	280	02 Years
4	<p><u>Cup Board for single boarders:</u> (Height-1219.21MM, width - 762MM, Depth - 508MM) Almirah frame top, Bottom, Self, Back, Door and side made in 0.8 mm make CR Sheet with MS electrical resistance welding and powder coated colour degreasing with warm water in a first process and total 9 tank process. Use in polypropylene 50x60 micro powder .Powder coated temperature should be 200 centigrade temperature maintain. Coating should be IS No-1868/1996. The powder coating work should be testing made by special testing machine. shelves shall be fixed type and as per requirement, of size: 48" x 31.2" x 20"</p>	134	02 Years

MANUFACTURES' AUTHORISATION FORM

To
The Professor in charge Stock and Store and
Purchase Officer
Ravenshaw University Cuttack

Ref.: Bid Notice No. _____ dated _____

Dear Sir,

We _____ who are established and reputed manufacturers /
authorized distributors / dealers of _____ having office
at _____ (Address of office) hereby authorize M/s. _____
(Name and address of Agent) to submit a bid and sign the contract with you against the above
bid.

No company or firm or individual other than M/s. _____ are
authorized to bid and conclude the contract in regard to this business against this specific bid.

We hereby extend our full guaranty and warranty as per general conditions and
special conditions of contract for the goods and services offered by the above firm against this
bid.

Yours faithfully,

(Signature for and on behalf of manufacturers / authorized distributors / dealers)

Note: This letter of authority should be on the letter head of the manufacturers / authorized
distributors / dealers and should be signed by a person, competent and having the power of
attorney to bind the manufacturers / authorized distributors / dealers. It should be included by
the Bidders in its bid.

Financial Bid

Sl. No.	Name of the item with as per specification, make & model	Quantity	Basic price Per unit For Destination (Excluding GST and Including Transportation and Handling, Insurance, Packaging etc.)	GST Amount	Unit price Including GST	Total price (Incl. of GST)
a	b	c	d	e	f=(d +e)	h = (c x f)
1	HOSTEL BED WITH FIXED BARS FOR MOSQUITO NET:	120				
2	STUDY TABLE:	179				
3	STUDY CHAIR:	280				
4	CUP BOARD FOR SINGLE BOARDERS:	134				
Grand Total Amount:						

(Rupees.....) only

- NB:**
1. The financial bid should be packed & sealed in a A4 size Envelope.
 2. No separate payment will be made for Transportation & Installation.
 3. The Financial Bid Packed & sealed in a envelope super scribed as Financial Bid.
 4. The Successful financial bid is valid for 01 year.

Seal &Signature of the bidder
Date: