

Tender Document for Supply of Furniture items (Office Table) to Institute of Mathematics and Applications, Bhubaneswar-751029

TENDER NO. IMA/80/1382/2025

DATE:- 12.11.2025

TENDER NOTICE

Institute of Mathematics & Applications, Bhubaneswar invites sealed Tenders under two-bid systems for supply of Furniture items (Office Table) to the Institute of Mathematics and Applications, Bhubaneswar. The tender bids duly-filled in all respects enclosing necessary documents may be addressed to **The Director, Institute of Mathematics and Applications, Bhubaneswar-751029** by speed post/registered post/courier so as to reach on or before 27.11.2025 (12:30 PM). For details please visit our website <https://iomaorissa.ac.in>

Time schedule for tender process:

Date of publication of tender notification in Institute of Mathematics and Applications, Bhubaneswar website	12.11.2025
Last date for receipt of duly filled in tenders	27.11.2025
Date and Time of the opening tenders	27.11.2025 at 3:30 PM
EMD in shape of Demand Draft in favour of Director, Institute of Mathematics and Applications.	Rs. 20,000/-

Note: This tender document contains 05 pages and bidders are required to sign on all the pages and enclose according to technical/price bid. **The Technical bid & the price bid should be sealed by the bidder in separate covers duly subscribed & both these sealed covers are to be put in a bigger cover** which should also be sealed & duly super scribed as Supply of Furniture items (Office Table).

Memo No. IMA/80/1384/2025 Dt. 12.11.2025

- 1) The Under Secretary to Government, Science and Technology Department, Govt. of Odisha for information
- 2) The System Analyst, IMA to host the advertisement in the IMA website

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Institute of Mathematics and Application
Andharua, Bhubaneswar-751029

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Andharua, Bhubaneswar-751029

TENDER DOCUMENT

TECHNICAL QUALIFYING CRITERIA:

1. The firm should have all the necessary registration of the Govt. under the shops and establishment Act., PAN number, GST, CST, Service Tax, Sales Tax/Excise Duty (if applicable) etc. (enclose the documents)
2. Firm should enclose TDS return for the latest year.
3. **The Tenderer should provide warranty/guarantee and free service for a period of minimum one year from the date of installation.**

TENDER TERMS & CONDITIONS:

1. The rate offered must be filled in the pro-forma of the tender form. Any correction should be initialed by the tenderer. The price bid attached with this document and it is not compulsory to quote all the items mentioned in the price bid.
2. The rate quoted in the price bid must be inclusive of all taxes and installation charges for Institute of Mathematics and Applications, Bhubaneswar office premises and these rates will be valid for 60 days from the date of opening of tender document.
3. Last date of receipt of sealed tender documents is 27.11.2025 (12:30 PM).
4. Rates should be offered unconditionally and if rates are submitted with any condition the tender liable to be ejected.
5. If the tenderer fails to supply the ordered quantity within scheduled time frame, the Institute will have right to purchase the ordered quantity which the supplier could not supply within scheduled time limit from any other alternate sources and the contract will be liable to be terminated and the Security Deposit will be liable to be forfeited. The Institute will have the right to impose penalty for the delay of the supply of ordered quantity and also to recover the excess amount the Institute has been forced to pay for purchase of material from the alternate sources from any dues payable to the supplier.
6. Institute of Mathematics and Applications, Bhubaneswar reserves the right to reject any or all tender documents without assigning any reason thereof.
7. The agency should enclose self-attested copies of GST registration, Service Tax and letter of allotment of PAN/PAN card under the Income Tax Act failing which tender will be liable to be rejected. Tenderer will have to produce all these original documents at any time demanded by the Institute.
8. Furniture items will be supplied with guarantee of the OEM from the date of verification & acceptance by the Institute of Mathematics and Applications, Bhubaneswar.
9. The defective Furniture shall be replaced by the supplier without any additional charge during guarantee period of supplied items. The replacement will have to be carried out within 5 days of the intimation being received from the Institute.
10. Payment towards supply will be released after verification and satisfactory completion purchase order.
11. Tenderer must sign along with company seal on each and every page of the tender document as token of the acceptance of tender conditions.

12. If any mala fide intention is observed by Institute of Mathematics and Applications, Bhubaneswar, the agency shall not be eligible for further tenders.
13. Tenderer must have to quote **item wise rates**, consolidated rates will not be considered and tender will be liable to be rejected.
14. Institute of Mathematics and Applications, Bhubaneswar reserves the right to change the quantity/upgrade the criteria/drop any item or part thereof/extension of delivery date at any time before placing the purchase order.
15. The successful bidder will have to supply the Furniture ordered within 15 days of the issuance of the purchase order, failing which the firm will have to bear the entire cost of the alternative arrangement or the fine as decided by the Institute of Mathematics and Applications, Bhubaneswar.
16. **Warranty/Guarantee:** Tender should give minimum one year warranty/guarantee and free service from the date of supply.
17. In case of any dispute raised by the supplier, a representation will be made only by the authorized representative of the supplier and the decision of the **Director, Institute of Mathematics and Applications, Bhubaneswar** will be binding on the supplier.
18. The rates discovered may be negotiable.
19. In case of any dispute the jurisdiction of Court will be Bhubaneswar.
20. Only the authorization dealers will be applied the tender documents.

[Handwritten signature]

Part-I Technical Bid

Registration Details (whichever is applicable and attach copy)

Name of the Tenderer :

Address :

Pin Code No. :

Telephone No. :

Mobile No. :

Fax No. :

E-mail :

Status of the Company :

(Pls. Tick mark as applicable): Proprietor/Partnership/Company

Sl. No.	Registration Under	Valid		Remark
		From	To	
1	Firm/Company Registration			
2	PAN Card No.			
3	GST Reg. No.			
4	This tender document contains 05 pages and bidders are requested to sign on all the pages. The technical bid & the commercial bid should be sealed by the bidder in separate covers.			

(Signature with full name & seal of the tenderer)

Part-II Price Bid

Specification & Quantity Required

Specifications	Quantity required.	Rate per Unit (In INR)	GST + any other charges per unit (In INR)	Installation Charges per unit	Total Amount (In INR)*
Unitized Table T-9 (1365 X 680 X 735) (Godrej Interio)	20				

* The total amount is inclusive of all tax with the transportation and installation charges.

UNDERTAKING

I hereby undertake that the information provided above and elsewhere in the tender is true and the tender is liable to rejection if the same is found to be false or the information is found to have been suppressed by me.

Further, we agree to provide minimum one year free service from the date of supply of Furniture items.

(Signature with full name & seal of the tenderer)



REGISTRAR

Institute of Mathematics and Applications
Andharua, Bhubaneswar-751029