



DHARANIDHAR UNIVERSITY, KENDUJHAR
(Formerly D.D. Autonomous College, Estd-1957)
PIN-758001, KENDUJHAR, Odisha

No. 4105 /Date: 13/10/2026

SHORT TENDER CALL NOTICE

Sealed tenders are invited from registered & reputed agencies for supply of Online UPS, Laser printer at Dharanidhar University, Kendujhar-758001, Odisha in the prescribed format as per the requirement enclosed in (Annexure-II). Bid documents with detail terms and conditions can be downloaded from <https://dduniversity.ac.in> on payment of Rs.500/-(non-refundable) in shape of DD in favour of Comptroller of Finance, Dharanidhar University, payable at Kendujhar. The sealed tender((Super scribing the items for which bid submission is done) with all supporting documents should reach the Office of the Registrar, Dharanidhar University, Kendujhar-758001, Odisha by Speed Post/Regd. Post/Courier on or before Dt.04/11/2026(3.00pm) which will be opened on the same day at 4.00pm in presence of bidders or their authorized representatives.

The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof and will not be responsible for any postal delay. No correspondence on this regard will be entertained.


13.10.26
Registrar

Dharanidhar University, Kendujhar

Memo No. 4106 /Date:

1. Copy to P.S to VC for kind information of the VC, Dharanidhar University, Kendujhar
2. Copy to COF for information with a request to meet the expenses from the funds received from Govt. for ICT Lab.
3. Copy to Chairman-cum-Convener of ICT Lab for information.
4. Copy to OIC, Website for uploading the short tender call notice along with bid document.


13.10.26
Registrar

Dharanidhar University, Kendujhar



FILE NO: DDU/Comp.Sc/001/2026-27

DHARANI DHAR UNIVERSITY
(FORMERLY DHARANIDHAR AUTONOMOUS COLLEGE: ESTD-1957)
KENDUJHAR PIN-758001

Tender No. 4105

Date: 13-10-2026

Tender for supply of Online UPS & Printer to Dharanidhar University, Kendujhar

Sealed tenders are invited from eligible, qualified and authorized distributors / dealers of Original Manufacturer (OM) for supply of Online UPS & Printer to Dharanidhar University, Kendujhar 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: <https://dduniversity.ac.in>.

Important information to the bidder

Availability of tender documents	Bidders should download the tender document from the Dharanidhar University website: : https://dduniversity.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. 04.11.2026 (During Office hours, except Sundays and Govt. Holidays). Any document received after due date & time shall not be taken into consideration.
Tender Fee	Bank Draft drawn in favour of the "Dharanidhar University" payable at Kendujhar for Rs. 5,00/- (five hundred) as the non-refundable tender fee.
Earnest Money Deposit	Bank Draft drawn in favour of the "Dharanidhar University" payable at Kendujhar for 2% of quoted value (Refundable).
Date & time of opening of Tender	i) Technical Bid: Dt. 04.11.2026 at 4:00 PM ii) Opening of Financial Bid: Will be intimated on the day of opening of technical bid.
Venue of the Opening of Bids	Office of the Registrar, Dharanidhar University, Kendujhar
Complete Address for submission of Bid	Registrar Office, Dharanidhar University, Kendujhar-758001

/-sd/-

Registrar**Dharanidhar University, Kendujhar**

/-sd/-

Signature of Registrar

TERMS AND CONDITIONS

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 Kendujhar / anywhere in Odisha.
5. The annual turnover of the firm during last 3 financial years should not be less than 10 lakhs.
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 30 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 ICT Lab of Dharanidhar University, Kendujhar but excluding GST and other taxes if any.
10. The agency must supply all items within 30 days after issue of letter of award. In case of late delivery or not mutually agreed upon, Dharanidhar University, Kendujhar 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 Dharanidhar 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 Online UPS & printer to ICT Lab of Dharanidhar University, Kendujhar". 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.

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- 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 tender cost of Rs. 500.00 (five hundred only) along and EMD of 2% of quoted value in shape of DD drawn in favour of DHARANIDHAR UNIVERSITY, KENDUJHAR 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 Online UPS to Educational institute/ Govt. /PSU during the last three Financial Years.

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 <https://dduniversity.ac.in> Website only and bidders are further advised to keep referring DHARANIDHAR UNIVERSITY, KENDUJHAR 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 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 be eligible to participate in the financial bid which will be opened for the successful bidder.

26. The competent authority reserves the rights to reject any/ all bids and cancel the tender process without assigning any reasons thereof.

Annexure-I

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	Registered address of Office	Address Proof of Head office/Local office		
3	Tax Registration and Clearance	GST registration copy PAN registration copy		

DHARANIDHAR UNIVERSITY, KENDUJHAR

4	OEM Authorization Certificate	Bid specific authorization from the OEM for each item such as Online UPS, Laser printer separately as per Annexure-III.		
5	Turnover	Annual turnover of the bidder should be not below 10 lakhs during last three financial years.		
6	Tender Document	Must have submitted tender document duly sealed and signed by the authorized person.		
7	Tender Fee	DD of Rs. 500.00 (five hundred only) in favour of Dharanidhar University, Kendujhar. (No relaxation for MSME)		
8	Earnest Money Deposit (EMD)	The Bidder is to enclose EMD of 2% of quoted value in shape of DD drawn in favour of DHARANIDHAR UNIVERSITY, KENDUJHAR, (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 10,000.00 (Ten thousand only) security money in shape of DD drawn in favour of DHARANIDHAR UNIVERSITY, KENDUJHAR, 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 / tender 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 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 organization, 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 01 (one) years should be attached.		

Seal & Signature of the bidder

Annexure-II

Detail Specification of Online UPS & Laser Printer

Sl. No.	Specification of Items	Quantity (Nos.)	Warranty
1	Online UPS- Online UPS APC Make of 20 KVA with 20 nos. of battery(65ah) with Battery stand. It shall be both Tower as well as Rack convertible UPS	01	02 years
2	Color LaserJet Pro Multi Function Laser Printer 3303sdw Printer Dust Cover Compatible for HP Color LaserJet Pro Multi Function Laser Printer MFP	01	01 Years

TECHNICAL SPECIFICATION OF Online UPS

Sr. No.	Features	Description	Complied Yes/No Mention the value	Deviations if any
1	Make	APC (Online UPS)		
2	Model No.	Vendor to Specify		
	Country	Made in India Mandatory		
3	Capacity (in kVA / kW)	20 kVA, O/P PF Unity i.e. 20 kVA/20 KW		
4	Configuration	Standalone (Future Parallel Capability – Up to 3)		
		Common Battery Availability for Parallel UPS up to 2 UPS		
5	Technology and Capability	a) True Online configuration with double conversion VFI SS 111		

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Signature of Registrar

		b) Microprocessor /DSP based control, using IGBT devices and high switching frequency PWM (>15kHz) With external Isolation Transformer		
		c) Active Power Factor Correction (APFC) in converter to improve Input Power Factor > 0.95		
		Rack & Tower Convertible Both		
6	Input facility - Phases / Wires	UPS shall be 1:1,3:1 & 3:3 I/O.		
7	Input Voltage Range	180V – 300 V AC @Full Load		
8	Input Frequency Range	40 to 70 Hz		
9	Input Power Factor	> 0.95 on Full Load		
10	Generator Compatibility	Compatibility to genset supply required		
11	Nominal Output voltage	220/ 230/ 240 VAC (Selectable)		
12	Output Connections	Hard Wire / Terminal Block		
13	Nominal Output Frequency	50 / 60 Hz		
14	Output Wave Form	Pure sine wave		
15	Output Voltage Distortion (THDu)	<= 2% for 100% Linear load <= 4% for 100% Non Linear load		
16	Crest Factor	3 : 1		
17	Output Short circuit Protection	Electronic / Fused		
18	Transfer Time (Mode of operation)	Nil from Mains mode to Battery Mode		
		Nil from Battery Mode to Mains mode		
19	Transfer Time (Inverter to Bypass / Bypass to Inverter)	< 4 ms (Synchronized Mode)		
20	Automatic Bypass (In-built)	To be provided		

21	Overall Efficiency (AC to AC) - Online (Double Conversion)	$\geq 95\%$ at Full Load		
22	Green Mode / Eco Mode	Shall be provided		
23	Measurements (On LCD)	Input: Voltage / Frequency		
		Output: Voltage / frequency		
		Battery: Remaining time / Voltage		
		Load: Percentage / kW		
24	Fault Indication (On LCD)	Charger Failure		
		Battery Failed		
		Battery Low		
		Overload		
25	Indications (LED/LED)	AC indicator/Battery Mode of Operation / Bypass feeding the load / UPS Fault		
26	Audible Alarms	Battery Low beep / DC Fault beep/ UPS Overload beep/ o/p short circuit fault beep/ Shutdown beep		
27	VAH	Minimum VAH= 15600		
28	Battery Type	12V VRLA		
29	Battery Bank Voltage	Vendor to Specify		
30	Batteries Type	Sealed Maintenance Free (SMF) - 12V Cells		
31	Battery Makes	Quanta / Exide		
32 a.	Battery recharge time (After complete discharge) to 90% capacity	8-10 hours		
32 b.	UPS Charger	Shall be selectable as per Battery Ah.		
33	USB Port	Shall be present in the UPS		
34	Emergency Power Off	Should be provided as standard in the UPS		

35	NMC	NMC Card shall be provided with each UPS.		
36	Cold Start	UPS should start up		
		On AC Supply (Mains) without DC Supply (Batteries)		
		On DC Supply (Batteries) without AC Supply (Mains)		
37	Automatic Restart	UPS should start up automatically on mains resumption after battery low shutdown		
38	Operating Temperature	0 to 40 deg C		
39	Storage Temperature	-15 to 55 deg C		
40	Operating Humidity	0% ~ 95%RH (No Condensing)		
41	Operating Elevation	0 - 1000 m without derating		
42	Type of Cooling	Natural Convection Cooling through air vents		
43	Noise Level	<65 dbA at 1 meter distance		
44	Form Factor	Rack & Tower mountable both		
45	Dimension (w x d x h) in mm	To be furnished by the vendor		
46	Weight - in kg	To be furnished by the vendor		
47	Product Certificates	BIS Certified		
48	UPS Make	UPS: APC		
49	Emergency Power Off (EPO)	Shall be provided with UPS		
50	Warranty	2 Year on UPS 2 Years on Battery		

Annexure-III

MANUFACTURERS' AUTHORISATION FORM

To
The Registrar
Dharanidhar University
Kendujhar

Ref.: Bid Notice No. _____ dated _____

Dear Madam / 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.

Annexure-IV**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	Online UPS with Battery and stand	01				
2	Laser Printer	01				
Grand Total Amount:						

(Rupees.....) only

NB:

1. The financial bid should be packed & sealed in a A5 size Envelope.
2. No separate payment will be made for Transportation & Installation.
3. The Financial Bid Packed & sealed in an envelope super scribed as Financial Bid.
4. The Successful financial bid is valid for 01 year.

Seal & Signature of the bidder

Date: _____