

No. 780 / 25

Date.27/08/2025

Quotation Call Notice for Supply of 208 nos. of Back pack College Bags with customised logo for MBA and MCA Students; 2025-26.

College of IT & Management Education (I short CIME), Bhubaneswar invite quotation for Supply of 208 nos. of Back pack College Bags with customised logo for MBA and MCA Students; 2025-with the following specification, and in acceptance of the terms and conditions.

The prospective bidder can download this and submit the technical and financial bid in two separate sheets as per detail specification, terms and conditions mentioned herein.

The authority will hoist corrigendum if any in the College website [www.cime.ac.in](http://www.cime.ac.in) only.

**1) Specifications:**

- Website  
12  
27/8
- a) Size [18 X 7.5 (5+2.5) X 13] Inch = (H X W X L)
  - b) Height – 18 Inches
  - c) Heavy Duty Zippers
  - d) Waterproof and Water Repellent Fabrics
  - e) Anti-Sweat & Cushioned Padding for Shoulder and Back Support
  - f) Fabric – Black Check Nylon material.
  - g) Both Side bottle
  - h) Adjustable Buckle
  - i) 5 chains (Main 2+ Pocket-3)
  - j) Laptop position in Back side
  - k) CIME Logo print Front

**2) Eligibility**

- a) A Bid processing fee of Rs. 500/- in favour of Principal, CIME, and payable at Bhubaneswar.
- b) A manufacturing unit either in Bhubaneswar or Cuttack (Proof of address in the name of Agency).
- c) Two number of order (s) of Degree Colleges with minimum quantity of the Bidder should have supplied minimum 250 quantity during 2023-24, 2024-25 and 2025-26.

**3) Terms & Conditions Contract:**

- a) The bidder (s) should quote their basic rate with taxes if any.
- b) Conditional, incomplete quotations will not be entertained.
- c) The Bidder's rate should be valid for at least 30 days from the date of opening of the quotation and may be extended for any further period on mutual consent of the parties.



- d) No advance shall be claimed / requested.
- e) One sample Bag highlighting the specifications in place,
- f) The supply of Backpack College Bags is to be (on-time and one-time delivery) supplied within 15 Calendar Days for the date of issuance of workorder without fail.
- g) No claim shall be entertained on account of the increase in price of Backpack College Bags.
- h) The supplier shall guarantee that the BACKPACK COLLEGE BAGS supplied shall comply fully with the specification laid down and in proper order.
- i) Corrections if any must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amounts quoted in words shall prevail.
- j) Delay in delivery of the consignment beyond the date line without prior consent of the purchaser shall attract cancellation of the purchase order.

Note:

- i. The term "Purchaser" shall mean the CIME, Bhubaneswar.
- ii. The term "Supplier" shall mean, the Firm, Agency or company with whom or with which the order for the supply of stocks is placed and shall be deemed to include the supplier's, successors, representative heirs' executors and administrators unless excluded by the contract.
- iii. The term "Work Order" shall mean the communication signed on behalf of the Purchaser by the Principal intimating the acceptance on the terms and conditions mentioned or referred to in the said communication accepting the tender.

#### 4. Guidelines for submission of quotation:

The bids are to be submitted in two parts

- (i) Quotation must be attached with a DD of Rs. 500/- towards quotation.
- (ii) Technical Bid, in one sealed envelope super-scribed "TECHNICAL BID FOR SUPPLY OF BACKPACK COLLEGE BAGS" Annexure-1.
- (iii) Financial Bid placed in a separate sealed envelope super-scribed: "FINANCIAL BID FOR SUPPLY OF BACKPACK COLLEGE BAGS" (Annexure-2). The above-mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid & Financial Bid should be placed in bigger envelop, bearing the name and complete postal address of the bidder & should be addressed to the "Principal, College of IT & Management Education, Mancheswar, Bhubaneswar on or before 3:00 PM on 03.09.2025. Quotations received after due date & time shall not be accepted.

#### 5. Selection of Bidder:

A committee, chaired by the authorised representative of the Principal, CIME, Bhubaneswar will act as the Selection Committee for the selection of bidders. The committee will adopt a two-stage process for selection of bidders. In the 1st stage the technical bids (Annexure I) will be scrutinized, and the eligible bidders will be shortlisted for the 2nd stage. The successful bidder shall submit sample Backpack College Bags for evaluation of the committee. The Financial bids (Annexure II) of the shortlisted bidders will be opened by the Selection Committee. The financial

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evaluation shall be done on the basis of the price amount quoted by the bidder amongst the qualified bidders and fulfilling all criteria. The bidder who has quoted the lowest price will be awarded the **contract**.

#### 6. Opening of Bids:

The Technical Bid of the Bidders will be opened on 04.09.2025 at 11.30 AM, and Financial Bids of only technically qualified tenders will be opened on 04.09.2025 at 12.30 PM for further consideration. The decision of the Principal, CIME, Bhubaneswar in this regard will be final and no requests will be entertained from the bidders.

7. **Delivery Period:** The delivery period of the supplier stipulated in the Purchase Order shall be deemed to be the essence of the Contract, and physical delivery of the stores must be completed on or before the specified dates / period.
8. **Payment:** Supplier's Bill will be passed only after the consignment have been received, inspected and accepted by the purchaser and successful.
9. The Principal, CIME, Bhubaneswar reserves the right to accept or reject any or all the quotations without assigning any reason thereof. The last date of receipt of the Tender by post / courier is up to **3:00 PM on 03.09.2025**.
10. No quotation will be received through e-mail / by hand.

  
PRINCIPAL

PRINCIPAL  
COLLEGE OF IT & MANAGEMENT EDUCATION  
(A Constituent College of BPUT, Odisha)  
PLOT No.4, SECTOR-A, ZONE-B  
MANCHESWAR INDUSTRIAL ESTATE  
BHUBANESWAR-751010



Annexure-1

Quotation Call Notice for Supply of 208 nos. of Back pack College Bags with customised logo for MBA and MCA Students; 2025-26.

**TECHNICAL BID**

SI	Particulars	Yes / No	Remarks
1	A manufacturing unit either in Bhubaneswar or Cuttack (Proof of address in the name of Agency).		
2	Two number of order (s) of Degree Colleges with minimum quantity of the Bidder should have supplied minimum 250 quantity during 2023-24, 2024-25 and 2025-26.		
3	DD of Rs. 500/- (Five Hundred) only in favour of "Principal, CIME, payable at Bhubaneswar.		
4	Sample piece as per specification		

Signature of the bidder with office seal

Date:

*[Signature]*

*[Signature]*  
27/8

*[Signature]*

*[Signature]*



Annexure - 2

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FINANCIAL BID

Sl. No.	Description	Amount both in figure and words
1	Basic rate for 208 nos. of Back pack College Bags with customised logo and as per specifications at SI No. 01.	
2	Taxes; if any	
Grand Total (BOTH IN FIGURE & WORDS)		

Note: No correction is entertained.

*Signature of the bidder with office seal*

Date:

