



Estd. – 2009  
A Government Engineering College  
E-mail – [pmecham@gmail.com](mailto:pmecham@gmail.com)  
Website – [www.pmec.ac.in](http://www.pmec.ac.in)

# PARALA MAHARAJA ENGINEERING COLLEGE

(An Autonomous college affiliated to Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI, BERHAMPUR, DIST.: -GANJAM, PIN – 761003

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No. PMEC/ Estt/57

Dated 07/01/2026

## **Notice Inviting Tender for Supply, Installation, Testing and Commissioning of Tamper-Proof Rods of Ceiling Fans at PMEC Berhampur Hostels.**

Parala Maharaja Engineering College Berhampur invites sealed tenders from the reputed vendors under a two-bid system (Technical Bid & Financial Bid) for supply of Tamper-Proof Rods (Anti-suicide fan rods) and its replacement with existing normal rods of Ceiling fans installed in hostels of the College. Interested bidders shall submit their sealed bids to "The Principal, Parala Maharaja Engineering College, Berhampur-761003", Email: [procuremnt@pmec.ac.in](mailto:procuremnt@pmec.ac.in)

### **Tender Schedule**

Tender Number	PMEC/Estt / 57.. Dated ..07..01.2026
Cost of Tender Document	Nil
Bid Security	Nil
Website for downloading Tender Document, Corrigendum/Addendum, etc.	<a href="http://www.pmec.ac.in">www.pmec.ac.in</a> (under the 'Tender' section),
EMD	5% of quoted rate (Will be converted later into the Performance Guarantee)
Bid Validity	The validity of bids shall be 90 (Ninety) days from the date of opening of bids or any extension thereof.
Last Date of bid submission	up to 03:00 PM on 07.02.2026
Opening of Tender (Technical bid)	04:00 PM on 07.02.2026
Opening of Financial bid	Only technically qualified bidders will be informed later
Contact Person (For any clarification during the tendering process)	Procurement Cell, Parala Maharaja Engineering College Berhampur, Email: <a href="mailto:procurement@pmec.ac.in">procurement@pmec.ac.in</a>

## **PROCEDURE FOR SUBMISSION OF BID:**

The participating Bidders should submit a Bid in Three (03) Separate Sealed Envelopes.

### **i) Technical Bid (Envelope A)**

**The bidders should submit the Following Documents along with the Technical Bid, I.e. Envelope A:**

- a) PAN, GST Registration Certificate and Bank Account Details.
- b) Past two years Work Order / Purchase Orders / Testimonials / Performance Certificate pertaining to the supply and installation of fan or any other electrical equipment.

This envelope should be SUPERSCRIBED with the following text: ***"Technical Bid for Supply, Installation, Testing and Commissioning of Tamper-Proof Rods of Ceiling Fans at PMEC Berhampur Hostels"***.

### **ii) Price Bid (Envelope B)**

Price bid must be quoted as per the format specified, failing which the bid will be rejected. The Price Bid should be put in a separate cover, and the cover should be in a sealed condition. This envelope should be SUPERSCRIBED with the following text: ***"Price/Financial Bid for Supply, Installation, Testing and Commissioning of Tamper-Proof Rods of Ceiling Fans at PMEC Berhampur Hostels"***.

### **iii) Master Envelope (Envelope C)**

Contains both Envelope A and Envelope B. This envelope should be SUPERSCRIBED with the following text: ***"Tender for Supply, Installation, Testing and Commissioning of Tamper-Proof Rods of Ceiling Fans at PMEC Berhampur Hostels"***.


## **II.EVALUATION PROCESS:**

The process for selection of the successful Bidder would be determined as under:-

**Stage 1: Evaluation of Technical Bid:** The bidders who submitted all required documents as per the technical requirements of the tender will be eligible to further evaluation process. The Bidders' Competency will be assessed by the previous experience documents submitted in the Technical Bid.

The decision taken by the Institute will be final and binding.

**Stage 2: Opening of Financial Bid:** The price bids of all the eligible bidders (from Stage I) will be opened in the presence of the committee members and bidders or authorized representatives. The lowest price quoted by the Bidder in the Price Bid will be considered a successful Bidder (L1), and the Purchase/Work Order/Letter of Award will be awarded to the L1 Bidder.





### III. Other Terms & Conditions:

- a) The bid forwarding letter (Annexure-II & II) is a part of the Technical bid.
- b) The bidder should submit the Tender duly signed and stamped on all the pages
- c) The financial bid shall be open only technically qualified bidder in the presence of the intending bidders or their authorized representatives, if they wish to be present at that time.
- d) The tender job will be awarded on L1 basis, not on an individual item basis. L1 will be decided on the basis of the total quoted rates of all items, such as supply, transportation, labour cost, GST, etc., of technically qualified bidders only.
- e) Purchase preference shall be applicable for MSEs as per guidelines issued by Department of MSME, Govt of Odisha.
- f) The successful bidder should supply and install the item as per the technical specifications.
- g) The agency should install the tamper proof ceiling rod of length 12 inches or of suitable length to match the order and aesthetics. During installation hooks/fasteners, if required will be changed within the quoted price.
- h) It is the responsibility of the successful bidder to supply and install all items in good condition. If any item is found damaged/broken in transit, the Vendor should replace them within fifteen days, and the payment will be released to the vendor only after completing the same.
- i) After the selection of the successful bidder, a Work Order shall be issued by the Institute to the Successful Bidder, and the Successful Bidder shall within 05 (five) working days of the receipt of the WO, sign and return the duplicate copy of the WO in acknowledgement thereof.
- j) The Institute reserves the right to modify the conditions of the tender at any time without assigning any reasons for the same.
- k) P MEC Berhampur reserves the right to accept/reject any bid without assigning any reason whatsoever.
- l) If the last date of opening of the bid coincides with a holiday, then the next working day shall be the opening.
- m) The Supply, Installation, Testing and Commissioning should be completed within **one month** of the confirmed work order, or else an amount equivalent to 1% of the total value per week of delay will be deducted from the payment to the bidder or as decided by the Competent Authority.
- n) P MEC Berhampur will seek clarification from the bidder for the evaluation of bids, and the decision made by P MEC Berhampur will be final.
- o) No financial information should be disclosed in the technical bid. Otherwise the bid shall be rejected.
- p) All disputes arising out of this contract shall be subject to the Courts at Berhampur.

**Submission of Bids:**

Sealed proposal are invited on behalf of The Principal, PMEC, Berhampur from registered/ reputed dealer/supplier for above requirement of goods/services as per the Terms & Conditions mentioned therein **in two packet system in two separate sealed covers, duly marked 'Technical Bid' and 'Price/ Financial Bid' placed in another sealed cover/envelope**, addressed to the "The Principal, Parala Maharaja Engineering College, Berhampur-761003, Odisha" with the Tender name, number & date boldly superscribed **on the top of the envelope**. The offers are to be sent by Speed Post/ Registered Post **on or before 07.02.2026 by 03:00 pm**.



**Annexure-I**  
**FINANCIAL BID**

(To be submitted on the letter head of the bidder)

Date of Submission of Financial Bid: ...../...../2026	GST No.
Ref: NIT for Supply and Replacement of Tamper-Proof Rods of Ceiling Fans at P MEC Berhampur Hostels.	
Tender No. P MEC/Estt / .....Dated .....12.2025	
Name of the Bidder: Correspondence Address: Tel/ Mob No.: Email:	

(Amount in INR)

Sl.	Particulars	Quantity	Unit Price	GST	Total Amount (Including GST)
1	Supplying of Smart Fan Rod or Anti Suicide Fan Rod (Length of Ceiling Rod: 12 inches) for existing ceiling fans in hostels having following specifications: following sizes in white/ivory color, Thickness of Rod = 1.84(+/-0.05) mm on zinc plated MS Pipe with zinc plated spring mechanism, MSME Tested for 15 Kg weight bearing capacity and breaking at impact load of 22Kg+, the fan down rod opens from its center and spring hidden in pipe, expands to land person on ground safely. Make: Gold Life or equivalent	1100			
2	Installation, Testing and Commissioning of tamper-proof Rod (Anti Suicide Fan) including (a) Taking down existing ceiling fan, dismantle nut bolt, safety pin removing of old normal ceiling fan rod. (b) Installation of Anti Suicide	1100			



	Fan Rod in existing ceiling fan and refixing the same on ceiling at suitable old location along with Testing and Commissioning connection, wiring etc complete in all respects as per site and directions of Engineer-InCharge.				
3	Servicing of dismantled ceiling fans of irrespective of the size of fan including oiling, greasing and replacing the damaged rubber reel, nuts and bolts with washers and safety pins, complete in all respects as per site and directions of Engineer-In-Charge. (Capacitor/Fan hook replacement if required, the same shall be provided by the College).	1100			
4	Numbering of ceiling fans irrespective of the size of fan complete in all respects as per directions of EIC.	1100			
5	Buyback of old dismantled ceiling fan rod of any size as per site.	1100			
Total Amount (including GST)					
Total in Words:					

- i. The bidder offering the Lowest Rate (L1) will be declared as the successful bidder.
- ii. Applicability of GST will be as per the extant rules of the Government.
- iii. Selection Method: The Lowest cost proposal (L1) of the technically responsive bidder will be considered for the award of the contract.

*[Handwritten signature]*

*[Handwritten signature]*

### Declaration

I/We.....(Name of the Partner/s or Authorized Representative of Bidder) of.....(Name of the vendor/firm/agency) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in the tender document.

Place:

(Name & signature with  
stamp of the bidder)

Date:



**Annexure-II**

**BID FORWARDING LETTER**

(To be submitted on the letter head of the bidder as per this format only)

Date: \_\_\_\_\_

To

The Principal,  
Parala Maharaja Engineering College,  
Berhampur-761003

Sub: NIT for Supply and Replacement of Tamper-Proof Rods of Ceiling Fans at  
PMEC Hostel vide Tender No. PMEC/Estt/..... Dated .12.2025.

Sir,

I/We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/We also keep the offer open for 90(Ninety) days from the date of opening of the bid.

Yours faithfully,

(Name & signature with stamp of the bidder)