



Utkal Gourav Madhusudan Institute of Technology

(A State Government Institute)

(Approved by AICTE. Recognized by Govt. of Odisha &

Affiliated to S.C.T.E. & V.T., Odisha)

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QUOTATION CALL NOTICE

Notice No.: 1492

Date: 15-10-2026

Sealed quotations are invited in **two-bid system (Technical Bid & Financial Bid)** in prescribed format from eligible, registered, and experienced firms/agencies/service providers for the “**Annual Repair, Servicing, and Maintenance of Mechanical Workshop and Laboratory Machinery/Equipment**” of Mechanical department and “**Laboratory Equipment**” of Civil department at UGMIT, Rayagada, in strict compliance with the provisions of Odisha General Financial Rules.

- **Mode of Submission:** Speed Post / Registered Post / By hand at the office of the undersigned.
- **Last Date & Time for Receipt of Quotations:** 09.11.2026 up to 04:00 PM.
- **Date, Time & Venue of Opening (Technical Bid):** 10.11.2026 at 11:00 AM in the Office Chamber of the Principal, UGMIT, Rayagada in the presence of the Purchase Committee and Bidders or their authorized representatives.

1. Eligibility Criteria & Technical Mandates

The bidder must submit self-attested copies of the following documents along with the Technical Bid (Envelope-A):

- **GST Registration Certificate** with the latest filed GST Return (GSTR-3B / GSTR-1).
- **PAN Card** issued by the Income Tax Department.
- **Valid Registration / Trade License** for machinery maintenance, servicing, or technical works.
- **Experience Proof:** Minimum 2 to 3 years of experience in maintenance/repair of mechanical lab equipment in Government/Aided Educational Institutions or PSUs.

2. Scope of Work

Comprehensive servicing, repair, calibration, alignment, replacement of worn-out components, and preventive maintenance of equipment in the Mechanical Workshop and Laboratories of Mechanical and Civil department, including:

DEPARTMENT OF CIVIL ENGINEERING

Sl. No.	Name of Equipment / Machinery / Tool	Quantity	Current Status / Defect
1	Triaxial testing Machine	1	Not Working
2	Water Bath	1	Not Working
3	Falling Head Permeability Test Apparatus	1	Not Working
4	Constant Head Permeability test	1	Not Working
5	Ductility Test Apparatus	1	Not Working
6	Bitumen Penetration kit	1	Not Working
7	Flash and fire point Apparatus	1	Not Working
8	Weight balance	1	Not Working
9	Oven Heater	1	Not Working
10	Ring and Ball Appratus	1	Not Working
11	Barguage Balance	1	Not Working
12	Centrifugal Machine Electrically	1	Not Working

DEPARTMENT OF MECHANICAL ENGINEERING

Sl. No.	Name of Equipment / Machinery / Tool	Quantity	Current Status / Defect
1	Shaper Machine (Heavy duty)	1	Minor Repair required
2	MIG Gas Welding	1	Not working
3	TIG and Arc Welding Machine	1	Not working
4	Power Hacksaw	1	Minor Repair required
5	Hydraulic Power Hacksaw	1	Minor Repair required
6	Lathe Machine (Manufacturer-Banka)	4	Minor Repair required
7	Horizontal Milling Machine	1	Minor Repair required
8	Capstan and Turret Lathe	1	Minor Repair required
9	CNC Milling Machine	1	Not working
10	VENTURI METER & ORIFICE METER APPARATUS	1	Minor Repair required
11	CENTRIFUGAL PUMP	1	Minor Repair required
12	4 STROKE DIESEL & TEST RIG	1	Minor Repair required
13	ORIFICE METER APPARATUS	1	Minor Repair required
14	MULTI CYLINDER PETROL ENGINE TEST RIG	1	Not working
15	RECIPROCATING PUMP	1	Minor Repair required
16	BERNOULLI'S THEOREM APPARATUS	1	Minor Repair required
17	universal Testing Machine (UTM)	2	Calibration & Certificate required
18	kaplan turbine	1	Minor Repair required
19	francis turbine	1	Minor Repair required
20	Domestic refrigeration testrig	1	Minor Repair required
21	split air conditioner testrig	1	Minor Repair required
22	digital rockwell hardness testing	1	Not working

3. Terms and Conditions:

- **Two-Envelope System:** The quotation must be submitted in two separate sealed inner envelopes marked "Envelope-A: Technical Bid" and "Envelope-B: Financial Bid". Both envelopes must be enclosed inside a single main sealed outer envelope superscribed: "Quotation for Maintenance of Mechanical Workshop Equipment – Ref No: _____".
- **Site Inspection:** Vendors are advised to conduct a joint inspection of the machinery with the HOD/Lab-in-Charge of Mechanical Engineering on working days prior to quoting, between 11:00 AM and 03:00 PM.
- **Financial Bid Evaluation:** The financial bid will be opened only for bidders who qualify in the Technical Evaluation. Rates quoted must be clear, inclusive of labor/service charges, and explicitly state GST rate and amount.
- **Performance Security Deposit:** The successful bidder (L1) shall deposit 3% to 5% of the total work order value as Performance Security in the form of Account Payee Demand Draft / Bank Guarantee in favor of "Principal, UGMIT, Rayagada" valid for the entire maintenance and warranty period.
- **Validity of Quotation:** The quoted rates shall remain firm and valid for a minimum of 90 days from the date of opening of the financial bid.

- **Execution Period:** Repairs and routine maintenance must be executed within 21 days from the date of issuance of the formal Work Order.
- **Warranty:** Minimum 6 months warranty must be provided on all replaced spare parts and repair work executed.
- **Payment Terms:** 100% payment will be processed via Treasury e-Payment (e-Bhitik/IFMS Odisha portal) after satisfactory completion of work certified by the Departmental Verification/Purchase Committee. No advance payment shall be made under any circumstances.
- **Rejection Right:** The undersigned reserves the right to accept or reject any or all quotations in full or part without assigning any reason thereof.
- **Jurisdiction:** Any dispute arising out of this procurement process shall be subject to the jurisdiction of the local courts at Rayagada.


Principal

(m) UGMIT, Rayagada

Memo No.: 1493

Date: 15-10-2026.

Copy forwarded for information & wide publication to:

- Notice Board, UGMIT, Rayagada.
- Webmaster, UGMIT Rayagada, with a request to upload the notice in the official website (www.ugmit.ac.in).
- District Portal Officer, NIC Rayagada (rayagada.nic.in), for publication on the district portal.
- Accounts Section / Store Officer, UGMIT Rayagada.


Principal

(m) UGMIT, Rayagada

Annexure-I (General Information)

S. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel: E-mail id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: E-mail id:	
4	Registration/Incorporation Details Registration No: Date &Year. :	
5	Local office in Odisha If Yes, please furnish contact details	Yes /No
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the tender	YES
10	Willing to accept all the terms and conditions as specified in the tender	YES

"Certified that the information submitted above is true to the best of my knowledge and belief."

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Bidders should submit the required supporting documents as mentioned above. Non-submission of required documents as listed above will lead to rejection of the bid.

ANNEXURE - II: FINANCIAL BID FORMAT

(To be submitted in Envelope-B on Firm's Official Letterhead)

Sl. No.	Description of Machine / Equipment	Scope of Repair / Servicing Required	Spare Parts (If required)	Unit Service Charge (₹)	Applicable GST (₹)	Total Amount (₹)
1	Lathe Machine (e.g., All Geared)	Servicing, alignment, headstock adjustment	As actual			
2	Universal Testing Machine	Calibration, hydraulic oil flush, sensor check	Hydraulic seals			
3	Milling / Shaping Machine	Table alignment, gear backlash repair	Bush / Keys			
4	Fluid Power / Pump Rig	Leakage repair, impeller inspection	Gaskets / Seals			

Grand Total Value (in Figures): ₹ _____

Grand Total Value (in Words): Rupees _____

Declaration: We hereby accept all the terms and conditions outlined in the Quotation Call Notice No. --- And agree to execute the work at the rates quoted above.

(Signature & Seal of Authorized Signatory)

Name: _____

Designation: _____

Firm Name & Stamp: _____

Contact No. & Email: _____