

OFFICE OF THE DISTRICT PROJECT COORDINATOR,  
SAMAGRA SHIKSHA, NUAPADA, ODISHA. PIN-766105



# **Bidding Document**

**FOR**

**Supply of Teaching Learning Materials  
(TLM), 2023-24**

Notice Inviting Tender No. 457 /Dated 23/02/2024

8

8



# DISTRICT PROJECT OFFICE

## SAMAGRA SHIKSHA, NUAPADA

Behind Mini Stadium,  
AT/PO/PS/Dist- Nuapada- 766105

Phone No: 06678-223295  
E-mail: dpcnuapadassa.opepa@nic.in

No. 457 /PED/2024

Dated 23-02-24

### NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible supplier / agencies / manufacturer having valid PAN, GST & IT Clearance , registration of firms etc for supply of Teaching Learning Materials (TLM) like Drawing Book , Wax Crayon & Geometry Box for Class-I to V Students for the year 2023-24 in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Supply of Teaching Learning Materials (TLM) - Class-I to V	Rs.1000/- (Rupees One thousand only)	Rs.1,15,000/- (Rupees One Lakhs and fifteen thousand only)	<u>06-03-24</u> <u>5-00 PM</u>	<u>07-03-24</u> <u>12-00 Noon</u>

The detailed BID document is available in the website [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) & [www.nuapada.nic.in](http://www.nuapada.nic.in). Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID / cancel the entire selection process at any stage without assigning any reason thereof.

By the order of Collector-cum-Chairman

[Signature]  
DEO-cum-DPC

Samagra Shiksha, Nuapada

Memo. No. 458 Date. 23-02-24

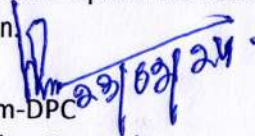
Copy forwarded to the Advertisement Manager, The Indian Express,  
The Samaja / The Odisha Express for publication of above notification for one day only in all Odisha edition. The advertisement should be in small letter and single space and the bill amount should be as per I & PR rate.

[Signature]  
DEO-cum-DPC

Samagra Shiksha, Nuapada

Memo. No. 459 Date. 23.02.24

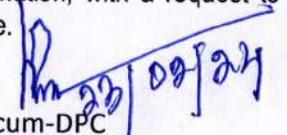
Copy to DIO, NIC Nuapada/ for information and necessary action. He is requested to upload the notification along with other documents in the official website as mentioned above for wide publication.

  
DEO-cum-DPC

Samagra Shiksha, Nuapada

Memo. No. 460 Date. 23.02.24

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for kind information, with a request to issue suitable instruction to the concerned section to upload the quotation in OSEPA website.

  
DEO-cum-DPC

Samagra Shiksha, Nuapada



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**IMPORTANT INFORMATION TO THE BIDDER**

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the District Project Coordinator, Samagra Shiksha, Nuapada, Near Collectorate, Nuapada.
2.	Availability of the Bid document	<a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a> & <a href="http://www.nuapada.nic.in">www.nuapada.nic.in</a>
3.	Date of Issue of the Bid	<u>23 / 02</u> /2024
4.	Last date and time of receipt of the Bid only through speed post / registered post.	<u>06 / 03</u> /2024 by 5.00 PM
5.	Date & time for opening of Technical BID.	<u>07 / 03</u> /2024 at <u>12.00 Noon</u>
6.	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
7.	Bid Processing Fee (Non-Refundable)	<b>Rs.1000/-</b> (Rupees one Thousand Only) in shape of <b>Demand Draft</b> drawn in any nationalized/scheduled bank favouring District Project Coordinator, Samagra Shiksha, Nuapada, payable at Nuapada which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	<b>Rs.1,15,000/-</b> (Rupees one Lakhs and Fifteen Thousand only) in shape of Demand Draft/ Banker Cheque/Bank Guarantee favouring District Project Coordinator, Samagra Shiksha, Nuapada, payable at Nuapada.
9.	Address & mode of submission of proposal	O/o the District Project Coordinator, Samagra Shiksha, Nuapada, At/Po-Nuapada, Near DIET, Nuapada, Odisha, Pin-766105. <b>Mode of Submission:</b> Speed Post / Registered Post only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	O/o the District Project Coordinator, Samagra Shiksha, Nuapada, At/Po-Nuapada, Near DIET, Nuapada, Odisha, Pin-766105.
11.	Point of Delivery & Completion of supply	At the 05 block head quarter points within <b>15</b> days from the date of work order issued.
12.	Submission of Performance security & Signing of agreement.	Within 03 days of issue of work order.

\*2% of the Estimated cost.



## **BID DOCUMENT**

### **FOR**

### **Supply of Teaching Learning Materials (TLM)**

The District Project Coordinator, Samagra Shiksha, Nuapada, Odisha invites bids from the reputed agencies / supplier / manufacturer having valid PAN, GST & IT Clearance , registration of firms etc for supply of Teaching Learning Materials (TLM) like Drawing Book & Wax Crayon for Class-I to III & Geometry Box for Class-IV to V Students for the year 2023-24. The detailed terms & conditions of the above bid are as under;

### **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS**

#### **1. Eligibility Criteria :**

The Suppliers / firms / agencies must have:

- (a) Valid Aadhar / Udyog Registration or UDYAM for OEMs
- (b) Valid GST/PAN No
- (c) GST Return Filling copy (last 03 Quarters)
- (d) Valid GST Registration Certificate
- (e) IT returns of last three years
- (f) Audited Balance Sheet of last 02 years
- (g) Average Turnover- Rs. 25 Lakh during last three financial years

#### **2. Application Procedure:**

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for Supply of Teaching Learning Materials (TLM) & "Financial Bid for Supply of Teaching Learning Materials (TLM)"". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for Supply of Teaching Learning Materials (TLM)"".
- (b) **Technical Bid & Financial Bid.**  
The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, and Tech-04**) & submit it with a separate envelope with all self-attested documents / papers as mentioned in para-2 (f). Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1 & Fin-2**) and to be submitted in separate sealed envelope. The bidder is to quote **per unit** in the prescribed format (**Fin-2**). All the materials must be of a reputed brand. Only one price should be quoted for each firm /each item and if more than one price is quoted under different options, the rate quoted by firm in the first option only will be valid and considerable for evaluation. **Accordingly, the bidder has to calculate the per item rate after taking into account all of the above factors.**
- (c) The tender should be addressed to O/o the District Project Coordinator, Samagra Shiksha, Nuapada, AT/Po-Nuapada, Near DIET, Nuapada, Odisha, Pin-766105.
- (d) The Bid document shall be available in website [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) & [www.nuapada.nic.in](http://www.nuapada.nic.in) and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft in favour of "District Project Coordinator, Samagra Shiksha, Nuapada" payable at Nuapada along with the **Technical BID**.
- (e) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.1,15,000/- (Rupees one Lakhs and Fifteen Thousand only)**. The EMD (refundable - without interest), may be submitted in shape



of Demand Draft / Banker's cheque/ Bank Guarantee (**Format A**) from any Nationalized or scheduled bank drawn in favour of District Project Coordinator, Samagra Shiksha, Nuapada" payable at Nuapada, failing which the tender shall be rejected summarily. In case of bank guarantee, it should be valid up to at least 90 days beyond the date of opening of Financial bid. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.

- (f) The interested Bidders are to enclose self-attested photocopies of the following valid documents / papers in **the Technical Bid envelope**. The proposal submitted without the following documents / papers shall not be considered.
- (a) Valid Aadhar / Udyog Registration or UDYAM for OEMs.
  - (b) A self-declaration on firm's letter head to be attached regarding that they have completely understood all terms and condition in the bid and their acceptance to BOQ / product compliance along with the supporting documents. Bidders have to submit an undertaking regarding smoothly supply of all products as per specification to the prescribed address
  - (c) Bidder must submit a copy of GST certificate with last 3-month 3B and R1 statement, PAN Card of Proprietor and Bank Mandate.
  - (d) Bidder shall enclose **No Deviation Certificate** as mentioned. (**Annexure-IV**).
  - (e) **Undertaking letter** for replacement of complaint/defective goods.
  - (f) Manufacturers Authorization letter in favor of bidder/tenderer from the manufacturers of the items. BID specific authorization contact details of OEM mentioned in Authorization certificate, it will be cross check by its OEM. **The manufacturer should be an ISO certified company.**
  - (g) Terms & Condition Acceptance Certificate should be submitted as per (**Annexure-III**).
  - (h) The Bidder/OEM should have experience in successfully executed similar item during the last 03 financial years. Copy of experience certificate to be enclosed as a proof of supplies along with the order copies.
  - (i) Bidder/OEM must submit Data sheet of offered products (Picture/ Drawing, Make and Model) along with bid compliance documents for technical evaluation and Departmental Officer's approval.
  - (j) Undertaking should be given on letter head that the product/item supplied against this tender by the contract or/Bidder is Make in India Products and up to 90% of Raw material produced with in India.
  - (k) Bidder/OEM has to submit the last ITR return acknowledgement paper filed or audited financial statement. Turnover Certificate of last 3 years (2020-21, 2021-22 & 2022-23) must be submitted by the Bidder with Valid UDIN.
  - (l) Average Turnover certified by Chartered Accountant of both bidder/OEM during the last three years (2020-21, 2021-22 & 2022-23), have to submit with Valid UDIN.
  - (m) Bidder must submit Compliance sheet of offered product
  - (n) All submitted documents by bidder/OEM should be self-attested.
  - (o) Valid PAN & IT return filed for last 03 financial years (2020-21, 2021-22, 2022-23).
  - (p) Valid GST Registration Certificate & up to date clearance certificate.
  - (q) Audit Balance sheet of last 02 years.
  - (r) The Bidder should not have debarred or black listed or suspended or debarred from the business from any department of Central Government of India/ State Government / PSU. During the last three



years from the bid due date. Separate certificate for Bidder should be submitted on Notarized Stamp paper of Rs 100 along with bid specifying the detail of bid and should be issued after the date of bid. As per (Annexure- II).

- (s) DD/Bankers Cheque amounting to **Rs.1000/-** (Rupees one thousand only) as bid processing fee.
- (t) **EMD of Rs.1,15,000/- (Rupees One lakh fifteen thousand) only** in shape of Demand Draft / Bankers Cheque / Bank Guarantee.(No Exemption to be claimed).
- (u) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
- (v) Turnover- The bidder should have average annual turnover of Rs: 25 Lakh (Rupees twenty five Lakh) only during last three financial years. Proof to be submitted by the bidder in form of audited balance sheet, income & expenditure statement and profit & loss account from Chartered Accountant.

3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

4. **It is mandatory for all bidders to quote all three items (Wax Crayon, Draining Book & Geometry Box) conditional tender should not be accepted.**

5. **Submission & opening of Tender:**

a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 06/03/2024 (in all working days) addressed to the District Project Coordinator, Samagra Shiksha, Near DIET, Nuapada, Odisha, Pin-766105. Only by **Registered Post / Speed Post**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.

b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.

c) The Technical bids shall be opened on the scheduled date and time at Collectorate, Nuapada in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

6. **Specifications :**

Detail specification of the materials as specified by the OSEPA, Bhubaneswar is mentioned at **Annexure-I**

7. **Evaluation of BID:**

(a) The Purchase Committee of the District Project Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

(b) The technically qualified bidder quoting lowest price in the financial bid shall be considered for award of contract.

8. **Acceptance or Rejection of the Bids:**

(a) The TIA reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss / damage suffered by the bidder/s on account of such rejections.



- (b) Any bid with incomplete information is liable for rejection.

**9. Award of Contract :**

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

**10. Signing of Contract :**

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within 03 days of issue of the work order.
- (b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

**11. Performance Security Deposit:**

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of Demand Draft/bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the "District Project Coordinator, Samagra Shiksha, Nuapada payable at Nuapada only within 03 days from issue of the work order. In case of Bank Guarantee, the same shall be as per the **FORMAT-B & its validity will be at least 30 days from the date of expiry of defect liability period.**

**12. Post Delivery Inspection (PDI):**

The Tender Inviting Authority (TIA) will do the PDI of the quality of the items through a District Level Team. If inferior quality supplied & if not matching with the sample materials, the supplier payment may be forfeited, or deducted as decided by the Chairman of the Committee.

**13. Requirement & Delivery Schedule :**

The selected firm shall supply the Packets with Student wise & School wise, CRC wise and block wise packets within **15** days from the date of issue of the work order. Approximately **33396 Sets i.e One Drawing Book and One Wax Crayon for the students of class- I to III and 23882 No's of Geometry Box for the students of class- IV & V** are required to be supplied for the purpose. The above requirement may increase or decrease as per need. The total cost will be decided on the basis of actual nos. of materials supplied. Delivery will be made at 05 Block Point.

**14. Payment terms:**

- (i) **On successful completion of delivery at Block point** 80% cost of the supplied quantity shall be paid within 30 days after receipt of the required reports / Papers / documents as under:
- Delivery Challan towards satisfactory completion of supply of quantity to concerned block point as per supply order.
  - Receipt of "receive & stock entry certificate" from concerned BEO.
  - On fulfillment of conditions of the agreement.
  - Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
  - Verification made by the TBPM, Bhubaneswar regarding GSM of the supplied copies of Drawing Book.
- (ii) **On Final Acceptance :** Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of :
- Receipt & outcome of Post Delivery Inspection (PDI) Report.
  - On fulfillment of conditions of the agreement
  - Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.



- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.
- 15. Penalty :**
- (a) If the work is delayed for any reason for which the TIA is not responsible, penalty @ 0.5 % per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the firm.
- (b) If the Post Delivery Inspection of the quality of paper (GSM) testing report shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit prescribed by Govt., if any.
- (c) If the quality of the material is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.
- 16. Amendments to BID terms, conditions and issue of Corrigendum / addendum:**
- (a) Seven (07) days before the last date of submission of Bids, the TIA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment / corrigendum.
- (b) The amendment in shape of corrigendum/addendum will be notified on the websites [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) & [www.nuapada.nic.in](http://www.nuapada.nic.in) and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- (c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids.
- 17.** Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all proposal of the bidder.
- 18.** The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
- 19.** All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
- 20.** No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with serial number and page mark.
- 21.** The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
- 22.** The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
- 23.** The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
- 24.** Exemption of Tender Paper cost/EMD/Performance Security is not allowed to any MSME/SSI unit as per OSEPA Letter.No.8108/FIN/12 dtd.03.09.2012.
- 25. Resolution of Disputes:**



- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fails to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman, Samagra Shiksha, Nuapada. The Collector cum Chairman, SS, Nuapada shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.

**26. Applicable Law and Jurisdiction of Courts:**

- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
- (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Nuapada.

By the order of Collector-cum-Chairman

  
DEO-cum-DPC

Samagra Shiksha, Nuapada



**COVERING LETTER**

**(ON BIDDER/S'S LETTER HEAD)**

[Location, Date]

To:

**The District Project Coordinator,  
Samagra Shiksha, , Nuapada, Odisha, Pin-766105**

**Subject:** Supply of Teaching Learning Materials (TLM), 2023-24 for Class-I to V.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Teaching Learning Materials (TLM), 2023-24 like Drawing Book & Wax Crayons for students of Class-I to III & Geometry Box for Class-IV to V as per school wise indent in accordance with your Tender Call Notice No 457 dated 23/02/2024. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp





**Bidder/s's Organisation (General Details)**

SI No.	Description	Full Details
1	<b>Name of the Bidder/s</b>	
2	<b>Address for Communication</b> Tel : Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b> Mobile No. : Email id :	
4	<b>Registration / Incorporation Details /MSME/DIC</b> Registration No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	Yes / No
6	Bid processing fee Details Amount :Rs. _____/-	
7	EMD details Amount :Rs. _____/-	
8	GSTIN(Enclose copies)	
9	PAN / TAN(Enclose copy)	
10	Experience in supply of any TLM Materials	
11	Confirm to carry out assignments as per the scope of work of the Bid Document	YES
12	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name &amp; Designation with Rubber Stamp





## Check list of documents &amp; Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document / Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Aadhar Udyog Registration .		
2	Address of Business location		
3	Valid PAN / TAN		
4	Copy of Valid GST Registration Certificate with last 3 month 3B and R1 statement.		
5	Return file copy of GST of last three quarter.		
6	Filed Income Tax Return for the Financial Year 2020-21, 2021-22, 2022-23 i.e Assessment Year 2021-22, 2022-23, 2023-24.		
7	Turnover Certificate of last 3years (2020-21, 2021-22 &2022-23) submitted with Valid UDIN		
8	Notarized Stamp paper of Rs 100 along with bid specifying the detail of bid submitted. As per (Annexure-II)		
9	Terms & Condition Acceptance Certificate submitted as per (Annexure-III )		
10	No Deviation Certificate as mentioned. (Annexure-IV).		
11	Undertaking letter for replacement of complaint/defective goods.		
12	Demand Draft amounting to Rs.1000/- as bid processing fee submitted.		
13	EMD of Rs.1,15,000/- in shape of Demand Draft / Banker's cheque/ Bank Guarantee submitted		
14	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
15	Duly filled in FIN-1 & FIN-2 Form		

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp/  
Official Seal of the Firm.



**(In Bidder's letter Head)**

[Location, Date]

To:

The District Project Coordinator,  
Samagra Shiksha, Shikshasadan, Nuapada, Odisha, Pin-766105

**Undertaking / Declaration**

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_ Proprietor / Director / Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. / Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information / suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

**Authorized Signatory [In full and initials]  
Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder**





**COVERING LETTER****(In Bidder's Letter Head)**

[Location, Date]

To

The District Project Coordinator,  
Samagra Shiksha, Nuapada, Odisha, Pin-766105

**Subject: Supply of Teaching Learning Materials (TLM), 2023-24 of Class-I to V – FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to print & supply of Supply of Teaching Learning Materials (TLM), 2023-24 of Class-I to V in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Proposal is for the sum of Rs. \_\_\_\_\_ [Insert amount(s) in words and figures\*].

The quoted rate is inclusive of all taxes and all other charges/levies/duties, transportation cost & delivery of the complete material at block point. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <90> days from the date of opening of the Financial bid. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

**Authorized Signatory [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder**

(\*) Amount must match with the one indicated in FIN-2.



(In Bidder's Letter Head)

Particulars	Rate per Item (in Rs.)	Specification and Brand	Approximate Total Number of Items to be supplied	Total (in Rs.)
1	2	3	4	5=2X4
Wax Crayon		As mentioned at <u>Annexure-I</u> , Reputed Brand	33396	
Drawing Book		As mentioned at <u>Annexure-I</u>	33396	
Geometry Box		As mentioned at <u>Annexure-I</u> , Reputed Brand	23882	
<b>G.TOTAL(in Rs.)</b>				

The rate should be inclusive of all taxes and all other charges/levies/duties, transportation cost & delivery of the complete material at 05 no. of block point. All the items must be as per the specification at Annexure-I. Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by the firm in the first option only will be valid and considered for evaluation.

**NB: The rate per item may be quoted up to two decimal points.**

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY  
Name & Designation with Rubber Stamp/  
Official Seal of the Firm.



**Annexure- I**

*Annexure - I* 22

Particulars	Specification
<b>Wax Crayon</b>	Reputed brand Length : 90 mm Point Type : Wide Diameter : 11mm Quality : non smudge, round No of colors : 12 Special feature : Made of Non-toxic materials (Non-toxic & food grade pigments) Conforming international Safety Standard En 71-3
<b>Drawing Book</b>	Size : (21.6 X 35.56) cm Shape : Rectangular, Landscape Cover Page quality : 170 GSM, Glossy Art paper with lamination, (Lamination will be in both the front and back outer pages-2 pages ) Inner page quality : 120 GSM, maplitho / machine finish No of pages : Cover page - 4, Inner page -40 Cover page : Multi color Inner page : White Colour Binding : Center stitching Special feature : Eco friendly & No chlorine paper
<b>Geometry Box</b>	Reputed brand with metallic body geometry box set of 9 materials well fitted parts in tray for easy storage. 1. Scale : 15 cm with mm marking 2. Pencil : reputed brand, HB pencil bonded lead quality, Hexagonal shape, Size: 172 mm & Diameter : 6.9 mm 3. Eraser : Reputed brand, dust free & with Dimension : 33 X 17 X 10 mm 4. Compass : Stainless Steel materials 5. Protractor : (180 degree) with mm marking 6. Set Square : (60 degree) with mm marking 7. Set Square : (45 degree): with mm marking 8. Divider : Stainless Steel materials 9. Pencil Sharpener: Special feature : Rust resistance, Eco friendly

The meeting ended with vote of thanks to chair and participants.

*[Signature]*  
State Project Director



**Annexure- II**

**Undertaking/Declaration**

I.....Son / Daughter / Wife of Shri  
.....Proprietor/ Director / Authorized Signatory of the bidder,  
mentioned above, I am competent to sign this declaration and execute this bid document;

I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them,

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.

This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory In full and initials

Name and Designation of Signatory with  
Date and Seal: Address of the Bidder





**ANNEXURE - III**

**(ON BIDDER'S LETTER HEAD)**

**Terms & Condition Acceptance Certificate**

Ref:-

Date: -

To

The District Project Coordinator,  
Samagra Shiksha, Nuapada, Odisha, Pin-766105

**Ref: - Tender Document No.**

**Date:**

Respected Sir,

I /We the undersigned have examined the above mentioned Tender Enquiry document, including Amendment / Corrigendum No. Dt :(if any), the receipt of which is here by confirmed.

If our tender is accepted we undertake to supply the goods & perform the services as mentioned in Tender Enquiry Document in accordance with the delivery schedule.

We further understand that you are not bound to accept the lowest or any tender you may receive against your tender enquiry.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Enquiry document including Amendment / Corrigendum if any.

**Sign and Office seal of the Tenderer**



**(Annexure- IV)**

**Format of No Deviation Certificate**

**No Deviation Certificate**

This is to certify that , the product (s) quoted Drawing Book & Wax Crayons for students of Class-I to III & Geometry Box for Class-IV to V by our firm M/s.....  
..... is as per the given technical specifications in the tender document(Annexure-I) & there is no deviation in relation to any conditions / requirements specified in the tender document. It is also to declare that all other commercial clauses stipulated in the tender have been carefully seen. I hereby convey the unconditional acceptance of the same.

Signature of Authorised Signatory  
with Stamp





Bank Guarantee Format for Furnishing EMD

To,

The District Project Coordinator,  
Samagra Shiksha, Nuapada, Odisha, Pin-766105

**WHEREAS** \_\_\_\_\_ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated \_\_\_\_\_ for supply of Teaching Learning material (TLM) for the students of class-I to V for the academic year 2023-24 against the purchaser's Notice inviting tender No \_\_\_\_\_ dated \_\_\_\_\_ KNOW ALL MEAN by these presents that We..... of..... having our registered office at..... (hereinafter called the "Bank") are bound unto the District Project Coordinator, Samagra Shiksha, Nuapada (hereinafter called "purchaser") in the sum of Rs. \_\_\_\_\_/- for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of.....2024

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the Tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
  - a) If the Tenderer fails to furnish the performance security for the due performance of the contract
  - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to \_\_\_\_\_ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our \_\_\_\_\_\*branch at \_\_\_\_\_ (name and address of the \_\_\_\_\_\*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our \_\_\_\_\_\*branch. A written claim or demand and received by us at our \_\_\_\_\_\* branch on or before dated \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)

Seal, name, date & address of the bank and address of the branch

\*Preferably at district head quarter.



**PERFORMANCE BANK GUARANTEE FORMAT**

To,  
The District Project Coordinator,  
Samagra Shiksha Nuapada, Odisha, Pin-766105

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No \_\_\_\_\_ dated \_\_\_\_\_ for supply of Teaching Learning material (TLM) for the students of class-I to V for the academic year 2023-24 (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that \_\_\_\_\_ the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the \_\_\_\_\_ day of \_\_\_\_\_, <Year>

Our branch at \* \_\_\_\_\_ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_\*branch a written claim or demand and received by us at our \_\_\_\_\_\*branch on or before Dt. \_\_\_\_\_ Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

Name and designation of the officer  
.....

Seal, name & address of the Bank & Branch

\*Preferably at district head quarter.