ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha

Standard Bidding Document

FOR

Supply of Teaching Learning Materials (TLM), 2026-27

Notice Inviting Tender No. 2982 /Dated 10.11.26

OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR
SAMAGRA SHIKSHA, NUAPADA

DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, NUAPADA

Behind Mini Stadium,
AT/PO/PS/Dist- Nuapada- 766105
Phone No: 06678-223295
E-mail: dpcnuapadasse.opepa@od.gov.in

No. 2982 /PED/2026 Dt. 10.11.26

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed, authorized & credible supplier /firms/ agencies / manufacturers having valid PAN, GST & IT Clearance, registration of firms etc. for supply of Teaching Learning Materials (TLM) for the students of Sishu Vatika and Class-I to III during the financial year 2026-27in 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 f Teaching Learning Materials (TLM) – Sishu Vatika and Class-I to III, 2026-27	Rs.2000/- (Rupees two thousand only)	Rs.83,000/- (Rupees eighty-three thousand only)	25.11.26 05.00 PM	26.11.26 11.00 AM

The detailed BID document is available in the website **www.osepa.odisha.gov.in** & **www.nuapada.odisha.gov.in**. Interested and eligible agencies / firms 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 sites.

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, SS, Nuapada

10.11.26
DEO-cum-DPC
SamagraShiksha, Nuapada

Memo. No. 2983 Date. 10.11.26

Copy forwarded to the Director, I & PR Deptt., Odisha, Bhubaneswar for publication of above notification in two odia dailies for one day only. The advertisement should be in small letter and single space and the bill amount should be as per I&PR rate.

10.11.26
DEO-cum-DPC
SamagraShiksha, Nuapada

Memo No. 2984 Dt. 10.11.26

Copy to District e-Governance Manager, Collectorate, Nuapada for information with a request to upload the Tender call notice & Tender documents in the district website of Nuapada for wide publication.

10.11.26
DEO-cum-DPC
SamagraShiksha, Nuapada

Memo. No. 2985 Date. 10.11.26

Copy to the State Project Director, OSEPA, Bhubaneswar for information with a request to upload the enclosed Notice Inviting Tender and the Bid Documents in the official website of OSEPA for information of all concerned.

10.11.26

DEO-cum-DPC
SamagraShiksha, Nuapada

CONTENTS OF BID DOCUMENT

Sl. No.	Description of contents	Page Number
1.	Important information to the Bidders	05
2.	Bid Document: Scope of work and general instructions for Bidders.	06 - 11
3.	Application-Technical Bid	12 - 16
4.	Application-Financial Bid	17 - 18
5	Annexure-I to IV	19 - 22
6	Format A & B & Annexure-A of the Odisha Procurement Preference Policy	23-25

IMPORTANT INFORMATION TO THE BIDDER

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	District Education Officer-cum-DPC, Samagra Shiksha, Nuapada
2.	Availability of the Bid document	**www.osepa.odisha.gov.in** & **www.nuapada.odisha.gov.in**
3.	Date of Issue of the Bid	10 / 11 /2026
4	Last date and time of receipt of the Bid only through speed post / registered post.	25 / 11 /2026 by 5.00 PM
5	Date & time for opening of Technical BID.	26 / 11 /2026 at 11.00 AM
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)	**Rs.2000/-** (Rupees two Thousand Only) in shape of **Demand Draft** drawn in any nationalized/scheduled bank in favour of DPC, Samagra Siksha, Nuapada, payable at Nuapada which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	**Rs.83,000/-** (Rupees eighty-three thousand only) in shape of Demand Draft in favour of DPC, Samagra Siksha, Nuapada, payable at Nuapada.
9	Address & mode of submission of proposal	O/othe District Project Coordinator, SamagraShiksha, Nuapada, At/Po-Nuapada, Near DIET, Nuapada, Odisha, Pin-766105. **Mode of Submission**: **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 Proposals:	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 **15** days from the date of work order issued.
12	Submission of Performance security & Signing of agreement.	5% of the Estimated cost to be deposited within 03 days of execution of agreement.

BID DOCUMENT

FOR

Supply of Teaching Learning Materials (TLM)

The District Education Officer-cum-DPC, 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) for the students of Sishu Vatika and Class-I to III for the year 2026-27.The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria and documents to be submitted in Technical Bid:

The Suppliers /firms /agencies must have:

(a) Valid Udyam Registration or UDYAM certificate of the Items mentioned and Trade license.
(b) The Bidder has to submit Affidavit as per Annexure-A of Odisha Procurement Preference Policy for Micro and Small Manufacturing Enterprises'2023.
(c) Valid PAN/ TAN
(d) Valid GST Registration Certificate (Registered under Odisha GST Act.)
(e) GST Return Filling copy 3B and R1 statement (last 3 Quarters/3 months)
(f) Bidder must provide Bid Specific Manufacturer Authorization Form (MAF) issued by the Original Equipment Manufacturer (OEM) for the all items. The MAF should clearly mention the complete address and contact details (email ID and phone number) of the OEM. The buyer reserves the right to verify the authenticity of the authorization directly with the OEM.
(g) Income Tax Return for the Financial Year 2023-24, 2024-25 & 2025-26 i.e. Assessment Year 2024-25, 2025-26 & 2026-27.
(h) Affidavit of Non-blacklisting in Non-Judicial stamp paper (Annexure-II).
(i) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3, Tech-4 & Tech-5 formats.
(j) DD in shape of Demand Draft amounting to Rs.2000/- as bid processing fee.
(k) EMD in shape of Demand Draft amounting to Rs.83,000/-
(l) Average Turnover- 90 Lakhs (Ninty Lakhs) or above during last three financial years i.e. 2023-24, 2024-25 & 2025-26. The turnover certificate of last three years to be certified by Charted Accountant (in the letter head of Charted Accountant) with valid UDIN.
(m) Bidder must have past experience for supply of similar TLM items in Education Department of Odisha. (PO to be enclosed)
(n) The bidder/OEM shall furnish a dedicated Service Support Number along with contact details on its official letterhead for after-sales service and complaint redressal.
(o) The bidder must furnish registered office in Odisha for better Service Support Documentary proof i.e- GST Registration of office must be submitted.
(p) The bidder shall quote the rate for all items & all total should not be crossed the budgetary ceiling approved by OSEPA @Rs.100/- per student for each category i.e. Shishu Vatika and Grade-I to III.
(q) Bidder must have ISO Certificate 14001:2015 & 9001:2015
(r) Product Datasheet and Photo of all items as per Buyer specifications must be attached while submitting the BID under Bidders Official Letter Head.
(s) All documents/paper must be duly signed & sealed by the authorized person.
(t) Audited PL account and turn over certificate last three years 2023-24, 2024-25 & 2025-26 submitted by the bidder with valid Unique Document Identification Number (UDIN).
(u) The Bidder has to submit the Trademark Certificate of all products offered by the OEM.
(v) The Bidder has to submit Non –Toxic and food grade pigment certificate (EN-71-3).
(w) The Bidder shall produce sample before the Purchase Committee during evaluation of Technical Bids.
(x) Terms & Condition Acceptance Certificate should be submitted as per (**Annexure-III**).
(y) Bidder shall enclose **No Deviation Certificate** as mentioned. (**Annexure-IV**).
(z) **Undertaking letter** for replacement of complaint/defective goods.
(aa) 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.

(bb) After successful completion of the document verification, the committee will inspect and evaluate the submitted samples. Only the bidders whose samples are shortlisted will have their Financial Bids opened for further evaluation. The decision of the Committee in this regard shall be final.

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)-SishuVatika and Class-I to III"**&**"Financial Bid for Supply of Teaching Learning Materials (TLM)-SishuVatika and Class-I to III".**Both sealed envelopes should be kept in another sealed envelope super scribed**"Tender for Supply of Teaching Learning Materials (TLM)-SishuVatika and Class-I to III".**Sample materials of each item must be produced as per the specification before the Committee at the time of opening of tender/Technical Bid.

(b) **Technical Bid & Financial Bid.**

The Bidder has to fill up the Technical bid Form **(Tech-1,Tech-2,Tech-3,Tech-4 and Tech-5)** & submit it with a separate envelope with all self-attested documents / papers as mentioned in Point No.1 (Eligibility criteria). Similarly, the Financial Bid form has to be filled up as per prescribed form **(Fin-1 & Fin-2)** and to be submitted in a separate sealed envelope. The bidder is to quote per set in the prescribed format (**Fin-2**). All the items must be as per the specification at **Annexure-I**. The Bidder has to quote one price for one item, quotation for different price/different brand for a single items will not be entertained and liable for rejection. **Sample materials of each item must be produced as per the specification before the Committee at the time of opening of tender/Technical Bid.**

(c) The tender documents should be addressed to O/o the District Project Coordinator, SamagraShiksha, Nuapada, At/Po-Nuapada, Near DIET, Nuapada, Odisha, Pin-766105.

(d) The Bid document shall be available in website **www.osepa.odisha.gov.in** & **www.nuapada.odisha.gov.in** and the cost of the tender paper i.e. Rs.2000/- is to be enclosed in shape of Demand Draft in favour of "DPC, 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.83,000/- (Rupees eighty-three thousand only)**.The EMD (refundable – without interest), may be submitted in shape of Demand Draft from any Nationalized or scheduled bank drawn in favour of **"**DPC, Samagra Shiksha, Nuapada**"** payable at Nuapada, failing which the tender shall be rejected summarily. 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.

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

4. 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 25.11.26 (in all working days) addressed to the District Project Coordinator, Samagra Shiksha, Near DIET, Nuapada, Odisha, Pin-766105. Only by **RegisteredPost / Speed Post**. The Authority is not responsible for any postal delay.No other mode of submission of bid shall be entertained.

b) The Technical bids shall be opened on the scheduled date and time at O/o District Project Coordinator, Samagra Shiksha, Nuapadain the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.**Sample materials of each item must be produced as per the specification (*as per datasheet and Photo submitted in technical bid*) before the Committee at the time of opening of tender/Technical Bid.**

c) The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

5. Specifications :

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

6. Evaluation of BID- QCBS (Quality and Cost-Based Selection)::

(a) The Purchase Committee will evaluate the Bids. Bidders must submit a complete set of samples of TLM materials (Kit-1 & Kit-2 separately) at the time of opening of the bid for evaluation.

(b) **Final Evaluation of Bid - QCBS (Quality and Cost-Based Selection):** The quality of the samples shall be evaluated out of 100 marks. Minimum qualifying technical score is 70 marks. Weightage: Technical Evaluation = 70%, Financial Evaluation = 30%.

Formulas:

Technical Score (T) = (Bidder's Technical Score / Highest Technical Score) x 100

Financial Score (F) = (Lowest Financial Price / Bidder's Financial Price) x 100

Final Score = (Technical Score x 0.7) + (Financial Score x 0.3)

Notes: The bidder obtaining the nighest Final Score shall be ranked H-1 and considered the Successful Bidder. In the event of a tie, the bidder with the higher Technical Score shall be ranked higher.

7. Acceptance or Rejection of the Bids:

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

(b) 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.

(c) Selection of the firm will be made, considering the total quoted price for all sets and as per evaluation procedure.

8. Award of Contract :

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost and considering the quality of material submitted in the sample.

9. 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.

10. 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 **"DPC, Samagra Shiksha, Nuapada"** payable at Nuapada only within 03days 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 1 year from the date of issue of work order.**

11. Post Delivery Inspection (PDI):

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

12. Requirement & Delivery Schedule :

The selected firm shall supply the TLMs materials Packets with School wise, CRC wise and block wise packets within **15** days from the date of issue of the work order. **Approximately 8900 Sets**

for SishuVatika students and 32600 sets for the students of class- I to III 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 Points.

13. Payment terms:

(i) **On successfulcompletion of delivery at Block point**: the bidder will have to submit the following documents for release of payment as under:

a. Delivery Challan towards satisfactory completion of supply of quantity to concerned block point as per supply order.
b. Receipt of "receive & stock entry certificate" from concerned BEO.
c. On fulfillment of conditions of the agreement.
d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
e. Receipt & outcome of Post Delivery Inspection (PDI) Report by the committee as decided by DEO-cum-DistrictProject Coordinator, SamagraShiksha, Nuapada.

(ii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.

(iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

14. 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 materials 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.

15. <u>Amendments to BID terms, conditions and issue of Corrigendum/addendum:</u>

The amendment in shape of corrigendum/addendum will be notified on the websites **<u>www.osepa.odisha.gov.in</u>** & **<u>www.nuapada.odisha.gov.in</u>**only and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.

16. 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.

17. 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.

18. 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.

19. 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 submitted with serial number and page mark.

20. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

21. The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.

22. The TIA reserves the right to reject any or all the bids without assigning any reason thereof.

23. Exemption of Tender Paper cost is not allowed to any MSME/SSI unit as per OSEPA Letter.No.8108/FIN/12 dtd.03.09.2012.

24.

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.

25. 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.

DEO cum DPC
SamagraShiksha, Nuapada

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

Letter No. *Date.*

To:

The District Project Coordinator,
SamagraShiksha, ,Nuapada, Odisha, Pin-766105

Subject: Supply of Teaching Learning Materials (TLM) for the students of SishuVatika and Class-I to III, 2026-27.

Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Teaching Learning Materials (TLM) for the students of SishuVatika and Class-I to III, 2026-27as per school wise, cluster wise and block wise indent in accordance with your Tender Call Notice No _____ dated _____. I/We are hereby submitting our proposal, which includes Technical B. I 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,

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp

Place:
Date:

Bidder/s's Organisation (General Details)

Sl No.	Description	Full Details
1	**Name of the Bidder**	
2	**Address for Communication** Contact No.: Email id :	
3	**Name of the authorized person signing & submitting the bid on behalf of the Bidder/s:** Contact No. : Email id :	
4	**Registration / Incorporation Details / MSME /DIC** Regis. ation No: Date & Year. :	
5	**Local office in Odisha** **If Yes, Please enclose contact details**	Yes / No
6	Bid processing fee Details Amount :Rs._____/-	
7	EMD details Amount :Rs._____/-	
8	GSTIN(Enclose copies)	
9	PAN / TAN(Enclose copy)	
10	Bank Account Details (A/C No./Bank Name/ Branch/ IFSC Code) of the firm.	
11	Confi. n 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:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp

Tech -3

Check list of documents & 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 Udyam Registration / UDYAM Certificate for the items mentioned and Trade Licence.		
2	Valid PAN / TAN.		
3	Valid GST Registration Certificate (registered under the Odisha GST Act).		
4	Copies of GST Returns – GSTR-3B and GSTR-1 statements for the last 3 quarters / 3 months.		
5	Bid-specific MAF issued by the OEM for all items.		
6	Income Tax Returns for FY 2023-24, 2024-25 and 2025-26, corresponding to AY 2024-25, 2025-26 and 2026-27.		
7	Audited Profit & Loss Account and turnover certificate for FY 2023-24, 2024-25 and 2025-26, submitted by the bidder with valid Unique Document Identification Number (UDIN).		
8	Average turnover of ₹90 lakh or above during FY 2023-24, 2024-25 and 2025-26. Submit turnover certificate for all three years, certified by a Chartered Accountant on the CA's letterhead and bearing a valid UDIN.		
9	Affidavit of non-blacklisting on non-judicial stamp paper, as per Annexure-II.		
10	Duly filled-in, signed and sealed Tech-1, Tech-2, Tech-3, Tech-4 and Tech-5 formats.		
11	Demand Draft (DD) for ₹2,000/- towards bid processing fee.		
12	Demand Draft (DD) for ₹83,000/- towards EMD.		
13	Proof of past experience in supplying similar TLM items in Odisha. Enclose Purchase Orders (POs).		
14	Dedicated service support number and contact details for after-sales service and complaint redressal, furnished on the bidder's official letterhead.		
15	Documentary proof that the bidder has a registered office in the state of the consignee. Submit GST Registration proof for the office.		
16	ISO Certificates: 14001:2015 and 9001:2015.		
17	Product datasheet and photograph of every item, as per buyer specifications, submitted with the bid on the bidder's official letterhead.		
18	Trademark Certificate for all products offered by the OEM.		
19	Certificate for non-toxic and food-grade pigment conforming to EN 71-3.		
20	Affidavit as per Annexure-A of the Odisha Procurement Preference Policy for Micro and Small Manufacturing Enterprises, 2023.		
21	Terms & Conditions Acceptance Certificate as per Annexure-III.		
22	No Deviation Certificate as mentioned in Annexure-IV.		
23	Undertaking letter for replacement of complaint / defective goods.		
24	Self-declaration on the firm's letterhead confirming that the bidder has fully understood and accepts all bid terms and conditions and accepts the BOQ / product compliance, along with supporting documents. Also submit an undertaking for smooth supply of all products as per specification to the prescribed address.		
25	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.

Tech-4

(In Bidder's letter Head)

[Location, Date]

To:

The District Project Coordinator,
SamagraShiksha,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

Tech-5

Detail of Specification of Materials submitted by Bidder

Particulars	Specifications/Dimension	
Wax Crayon (12 pcs. pack)	Brand	
	Length	
	Point type	
	Diameter	
	Quality	
	No. of Colours	
	Special Feature	
Slate-01	Brand	
	Dimension	
	Material	
Slate Pencil (Chalk) (20 pcs. Pack)	Brand	
	Colour	
	Material	
Pencil Box - 01	Brand	
	Dimension	
	Colour	
	Material	
Scale-01	Brand	
	Size	
Pencil-01	Brand	
	Quality	
	Shape	
	Size	
	Diameter	
Eraser - 01	Brand	
	Special Feature	
	Dimension	
Pencil Sharpener - 01	Brand	
	Special Feature	

Place:

Date:

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

FIN - 1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The District Project Coordinator,
SamagraShiksha, Nuapada, Odisha, Pin-766105

Subject:Supply of Teaching Learning Materials (TLM) for the students of SishuVatika and Class-I to III,2026-27 – FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to print & supply of Supply of Teaching Learning Materials (TLM) for the students of SishuVatika and Class-I to III,2026-27in 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 GST, all other taxes andall other charges/levies/duties, transportation cost & delivery of the complete material at 05 blocks 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)

Sl.	GRADE	Items of TLM	Specification	Brand / Make	Quoted Rate per item(Rs.)	Total per set (in Rs.) Both in figure and words	Approximate Requirement
1	2	3	4	5	6	7	8
SET-1	SISHU VATIKA	Slate	As mentioned at Annexure-I				**8900**
		Pencil					
		Pencil Box					
		Chalk (20 pcs. Pack)					
		Eraser					
		Sharpner					
		Crayons					
SET-2	CLASS-I TO III	Pencil					**32600**
		Pencil Box					
		Ruler					
		Eraser					
		Sharpner					
		Crayons					
Grant Total of SET-1 + SET-2							

NB : Price for only one brand to be quoted for each item.

The quoted 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 points. All the items must be as per the specification at **Annexure-I**.Selection of the firm will be made, considering the total quoted price for both set instead of comparing the quoted price of each set as mentioned above.The maximum price limit of each set has been approved maximum @Rs.100/- as per AWP&B,2026-27. Accordingly, the bidder has to calculate the perset rate after taking into account all of the above factors.

NB: The rate per set 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

SPECIFICATION OF TEACHING LEARNING MATERIAL FOR SISHU VATIKA & FLN GRADES (2025-26)	
Items	**Specifications/ Dimension**
Wax Crayon (One Pkt)	Reputed brand
	Length : 90 mm
	Point Type : Wide
	Diameter 11mm
	Quality : non smudge, round
	No of colours : 12
	Made of Non toxic materials
	Special feature (Non toxic & food grade pigments)
	Conforming international Safety Standard En 71-3
Slate-01	Dimension : 25 x 30 x 1 cm, Strong plastic edges and smooth textured black surface
Slate pencil-01 (Chalk)	White colour
	Material : Slate
Pencil Box (New)-01	Dimension : Length 20-22 cm, Width 7-9 cm, height 3-5 cm.
	Colour : Colourful
	Materials : Plastic
Scale-01	15 cm with mm marking
Pencil-01	Reputed brand, HB pencil bonded lead quality , Hexagonal shape, Size: 172 mm & Diameter : 6.9 mm
Eraser-01	Reputed brand, dust free & with Dimension : 33 X 17 X 10 mm
Pencil Sharpener-01	Special feature : Rust resistance, Eco friendly

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,
SamagraShiksha, 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 :(ifany), 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 in Teaching Learning Materials (TLM) for the students of SishuVatika and Class-I to III,2026-27by 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 Authorized Signatory
with Stamp

Format-A

Bank Guarantee Format for Furnishing EMD

To,

The District Project Coordinator,
SamagraShiksha, 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 Materials (TLM) for the students of SishuVatika and Class-I to III for the academic year 2026-27against 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, SamagraShiksha, 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.....2026

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.**

Format-B

PERFORMANCE BANK GUARANTEE FORMAT

To,

The District Project Coordinator,
SamagraShikshaNuapada, 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 Materials (TLM) for the students of SishuVatika and Class-I to III for the academic year 2026-27 (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 theofficer

.....

Seal, name & address of the Bank &Branch

***Preferably at district head quarter.**

ANNEXURE-A

Odisha Procurement Preference Policy for Micro and Small Manufacturing Enterprises'2023 [See para 1 (B)]

BIDDER'S AFFIDAVIT

(Applicable to Bidders who fall under the definition of Odisha Small Manufacturing Enterprises)

I, Shri/ Smt/ Ms.....(Designation) ..... of (name of the Bidder Enterprise)..... .... solemnly state the following.

1. That annual turn-over of my enterprise is less than Rs. 50 Cr.
2. That my enterprise has a valid Udyam Registration bearing No._____ within the jurisdiction of the State of Odisha.
3. That manufacturing plant/unit of my enterprise is located in Odisha in Village/Town/City_____, Block/ULB _____, Dist._____.
4. That the goods for which I am submitting this bid are manufactured in the above-mentioned manufacturing plant/unit of my enterprise.
5. That the goods to be supplied by my enterprise shall be its own manufactured goods.
6. That my enterprise shall not supply goods which are not manufactured by my enterprise.
7. That my enterprise has not been blacklisted/debarred by any Government Organization from participating in current procurement process.
8. That my enterprise comes under the definition of Odisha Small Manufacturing Enterprise (OSME), as defined in the Policy, and is, therefore, eligible for preferences and relaxations provided in the Policy for OSMEs.
9. That I am submitting this affidavit in response to the tender No.....dated .....invited by (Organisation Name)..... for supply of (item name) .....

I certify that all information furnished by me as above are true and correct. If any information is found to be incorrect, I and my enterprise shall be liable for any punitive action as deemed appropriate by competent authority.

Date _____

Signature of Bidder

Name of the Bidder _____

Address _____

Mob No.

E-mail: