Bid Document

FOR

Procurement of Incinerator & Vending Machine

Notice Inviting Tender No. 3083 **/ CIVIL/26, Dated.** 21.11.2026

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

DISTRICT PROJECT OFFICE,
SAMAGRA SHIKSHA,NUAPADA

No. 3083 /Civil /2026 Dated 21.11.2026

TENDER CALL NOTICE

Sealed tenders are invited from the reputed & credible Manufacturers/ authorized Firms for Supply & installation of 30 (Thirty) numbers of incinerator and Vending Machine for schools of NUAPADA District in two bid systems (Technical &Financial Bid) as detailed below.

Name of the Tender	Tender paper cost	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Supply & installation Incinerator and Vending Machine for schools of Nuapada District	Rs.2,000/-	Rs.18,000/-	05.12.2026 05.00 PM	09.12.2026 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 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.

District Education Officer-cum-DPC
Samagra Shiksha, Nuapada

Memo No: 3084 Date: 21.11.26

Copy submitted to the Director, I & PR Deptt. Govt. of Odisha, Bhubaneswar with a request to publish the Tender Call Notice in two Odia daily News and in one English daily News circulated in Odisha.

District Education Officer-cum-DPC
Samagra Shiksha, Nuapada

Memo No: 3085 Date: 21.11.26

Copy to the DeGM, Nuapada with a request to publish the Tender document in the official website of Nuapada district.

District Education Officer-cum-DPC
Samagra Shiksha, Nuapada

Memo No: 3086 Date: 21.11.26

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for kind information with a request to upload the Tender Documents in OSEPA Website for wide publicity.

District Education Officer-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
2.	Availability of the Bid document	www.osepa.odisha.gov.in& www.nuapada.odisha.gov.in
3.	Date of Issue of the Bid	
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	08.12.2026 upto 5.00 PM
5	Date & time for opening of Technical BID.	09.12.2026 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 qualifying bidders.**
7	Tender paper cost (Non-Refundable)	Rs. 2000/- (Rupees Two Thousand) only in shape of **Demand Draft** drawn in any nationalized/scheduled bank favouring **DPC, Samagra Shiksha, Nuapada, payable at Nuapada** which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	EMD is Rs. 18,000/- (Rupees Eighteen thousand) only. The EMD should be in shape of **Demand Draft** only favouring **DPC, Samagra Shiksha, Nuapada , payable at Nuapada** which will be annexed with the Technical Bid.
9	Address & mode of submission of proposal	O/o the District Project Co-ordinator, Samagra Shiksha, behind mini stadium, Nuapada. 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 Tender:	DPO, Samagra Sikshya, Nuapada
11	Point of Delivery & Completion of supply& installation	At the concerned School point within 30 (Thirty) days from the date of issue of work order
12	Submission of Performance security & Signing of agreement.	Within 07 days of award of contract

BID DOCUMENT
For Supply of Incinerator and Vending Machine for schools of Nuapada District

The DEO-cum-DPC, Samagra Shiksha, Nuapada invites bids from the reputed & credible Manufacturers / Firms for supply of **30** numbers of "Incinerator & Vending Machine. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND CONDITIONS FOR BIDDERS

1.Eligibility Criteria :

The Manufacturer / Firm must have agreed on the following points and 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 / in case the bidder is other than a manufacturer, then the authorization from the OEM on their letter head Authorizing the supplier to quote and provide service related to supply, installation and after sales maintenance support for the committed warranty period. The bidder should have a valid trade license or registered under Indian Companies Act or registered under Partnership Act or NSIC Certificate.

(b) The bidder must submit proof of having service centre in the State of Odisha.

(c) Valid PAN

(d) Valid GST Registration Certificate.

(e) Bidder shall have to provide Undertaking on Rs.100/- legal stamp paper that the bidder is not blacklisted with any state Govt. or Central Govt. Department / PSU / Banks / Financial Institutions on account of corrupt or fraudulent practice from 2023-24 till date.

(f) Bidder should not be under liquidation, court receivership or similar proceedings /should not be bankrupt. Bidder to upload undertaking Rs.100/- stamp paper to this effect with bid.

(g) The bidder applying for incinerator and Vending Machine should have minimum average turnover of Rs.30 Lakhs for the last three financial years i.e., 2023-24, 2024-25 & 2025-26. The bidder should submit Audited Profit and Loss Account and Balance Sheet along with CA Certificate and CA Registration Number and Seal.

(h) Income Tax Filing for last 03 financial years i.e., 2023-24, 2024-25, 2025-26

(i) Updated GST Return file for the period up to Sept. 2026 for Quarterly Tax Payers and up to Oct. 2026 for monthly Tax Payers.

(j) The Manufacturer / Firm must have experience in sales & service of the incinerator / vending machine for last 02 years and submit the work order and completion certificate of supply.

(k) The bidder and OEM must have a valid ISO9001:2015 certification and ISO14001:2015.

(l) Sample of the incinerator and vending machine as per the specification mentioned in the product catalogue and should also in conformity with the specification mentioned in the tender paper and there should be a Demo for use of equipment.

(m) The bidder should submit the product catalogue along with the technical bid.
(n) The firm should submit the certificate of compliance of delivery.
(o) The firm should submit the certificate of Good Manufacturing Practice (GMP)
(p) The tenderer must sign on each page of the tender document

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 Incinerator **and** Vending Machine & "Financial Bid for Supply of Incinerator **and** Vending Machine". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for Supply of Incinerator **and** Vending Machine".

(b) **Technical Bid & Financial Bid.**
The Bidder has to fill up the Technical bid Form **(Tech-1,Tech-2,Tech-3, Tech-04& Tech-05)** & submit it with a separate envelope with all self-attested documents / papers duly signed in each page. 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 incinerator & vending machine rate** in the prescribed format (FIN-2). The rate shall include cost of the incinerator & vending machine, transportation to the school level of Nuapada District, all types of Taxes, cess if any.

The tender should be addressed to "District Project Co-ordinator,Samagra Shiksha, behind mini stadium, Nuapada. Dist: Nuapada, State: Odisha PIN 766105".

(c) 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 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.**

(d) **Earnest Money Deposit (EMD)**:Rs. 18000/- (Rupees Eighteen thousand) only for Incinerator and Vending Machine. The EMD (Refundable – without interest) should be submitted in shape of **Demand Draft** only favoring DPC, Samagra Shiksha, Nuapada payable at Nuapada which will be annexed with the Technical Bid (Format A), failing which the tender shall be rejected summarily. The bank guarantee should be valid up to at least 90 days beyond the date of opening of financial 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 incinerator and / vending machine 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 the Financial 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, Tender paper cost and other requisite documents on or before 22.12.2024(in all working days) addressed to District Project Coordinator, Samagra Shiksha, Nuapada, Behind Mini Stadium, Dist: 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 **District Project Office, Samagra Shiksha, Nuapada**in the presence of the members of the Tender Committee and bidders or their authorized representatives.

(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.

5. **Technical Details / Scope / Specifications**:

Incinerator (Sanitary Napkin Disposal Machine)

1.1) The burning temperature of machine should be recharged within 10 minutes.

1.2) Micro Controller to be used for Auto Cut off purpose.

1.3) Minimum burning temperature in inside the machine shall be up to than 800°c

1.4) The Machine should have per day destruction capacity minimum 100-200 Pads /Napkin of any size of more & burning capacity at a time shall not be less than 10 pads/Napkins.

1.5) The machines shall burn full capacity pad/ Napkin within 25 to 35 minutes maximum.

1.6) After burning, machines should auto cut (Power saving mode).

1.7) The residue ash per napkin shall not be more than 1 gram.

1.8) At the time of operation machine outer body temperature should not beyond atmospheric temperature.

1.9) The mission out let pipe will fit on top of them machine.

1.10) The machine shall work on single phase 230 volts 50HZA power supply maximum power consumption between 500 to 1200 watts.

1.11) The minimum length of power chord attached to the machines shall not be less than 2 meters.

1.11)1.1. Incinerator machine door should be closed automated after using or keeping for

used napkin/automated door closer should be fitted with machine.

Construction:

1.11)2. The machine outer body, Ash Tray of incinerator make from a 1.2 mm thick CRCA sheet with powder coated minimum 120 micron thickness & burning chamber of machine make from 2mm thick MS sheet materials.

1.12) The burning chamber of Machine protected by thermal insulation Materials like high density ceramic board. The thickness soft thermal insulation materials should not be less than 50 mm on wall & doors.

1.13) The ashtray of machine will be detachable type.

1.14) Dimension of the Machine : 250x250x520 in mm (+-20mm)

2) **Parts ofthe Sanitary Napkin Incinerator machine**:

2.1) Mild steel box (1.2 mm CRCA Sheet).

2.2) Burning Chamber.

2.3) Heating Coils

2.4) Thermal insulation materials (High density Ceramic Board/Glass wool)

2.5) Micro Controller

2.6) Operation indicator

2.7) MCB 6 to 10A

2.8) 2 meter M.S Hose 50 mm Dia.

2.9) Detachable ash Tray

2.10) Display to show parameters

EMISSION STANDARD FOR SMOKE	
Conformity to CPCB, Min of Environment& Forests standard, Solid WasteManagement Rules (SWM). 2016	Yes
Particulates (Half hourly average)(mg/Nm3) (Max)	50
HCl (Half hourly average) (mg/Nm3) (Max)	50
SO2 (Half hourly average) (mg/Nm3)(max)	200
CO (Half hourly average) (mg/Nm3) (Max)	100
CO (Daily average) (mg/Nm3) (Max)	50
Total Organic Carbon (Half Hourly average)(mg/Nm3) (max)	20

HF (Half hourly average) (mg/Nm3) (Max)	4
"Nox (No and NO2 expressed as NO2)(Half hourly average) (mg/Nm3) (Max)"	400
Total dioxins and furans (6 to 8 hoursSampling basis, Please refer guidelines for17 concerned congeners for toxicEquivalence values to arrive at total toxic equivalence) (ng TEQ/ Nm3) (Max)	0.1
Cd + Th + their compounds (SamplingTime anywhere between 30 minutesAnd 8 hours) (mg/Nm3) (Max)	0.05
Hg and its compounds (Sampling timeAnywhere between 30 minutes and 8 Hours) (mg/Nm3) (Max)	0.05
Sb+As+Pb+Cr+Co+Cu+Mn+Ni+V+theirCompounds (Sampling time anywhere Between 30 minutes and 8 hours)(mg/Nm3) (Max)	0.5
Loss on ignition (max) (% dry weight of the Material)	5

PACKING	
Packing	Carton Box

MARKING AND INSTRUCTIONS	
The appliance is marked as per **ISO Certification**	

CERTIFICATION Submission of Test Report from Central Govt/CSIR Lab/NAB/ILAC accredited Lab specifically containing Electrical &Electronic parameters, Thermal insulation Material of burning chamber in addition to declared specification parameter at time of supply	Yes
Submission Test Report for equipment for compliance of flue gas emission and ash upon combustion of Sanitary Napkins/Pads to Central Pollution Control Board (CPCB) norms from NABL Accredited lab/CSIR Lab at the time of Supply	Yes
Certification Available	EU-CE
Certificate for Manufacturing premises available	ISO
Compliance certificate is to be furnished after conducting comprehensive Performance test by the supplier	Yes
Submission of all the certifications to the Buyer along with supplies	Yes
PERFORMANCE REQUIREMENTS	
Warranty in Years	3 Years

Technical Details / Scope of Supply of Coin operated Sanitary Napkin Vending Machine:

1	Type of Machine	FULLY AUTOMATED ELECTRONIC MODEL PROGRAMMABLE CUSTOMIZABLE STANDALONE (Without WI-FI or network)
2	Mounting Method	Wall Mounting and Easily Removable
3	No. of Product Columns	Two Horizontal Spiral
4	Product storage capacity	Total 50-75 napkins
5	Construction	Made out of 1 mm thick CRC anti-corrosive powder coated steel
6	Design	Aesthetically well designed with sleek cabinet
7	Electrical	230V/50Hz/3Amp, Motor and boards operate on DC
8	Vending Mechanism	Vends one products, inserting the required Coins of showing smart
9	Coin Acceptance	Fully Electronic Coin Acceptor Accepts Nine different Variants Coins Accepts Multiple coin store each the desired value Easily programmable for any new coins in field
10	Programming Features	Pricing- programmable in field facility for free Vend (Zero Rate) Prevision for Sales Records NO STOCK- lock out provision, if there is no stock then display will show NOSTOCK and even if any user puts in money, it will be refunded
11	Sales Tracking	Have both Non Reversible and periodic counter Sales Tracking
12	Provision for Free vend through Smart Card	Settable number of Sanitary Napkins (Ranges From 4 to 8 qty) should dispense per month without any Recharge (with activation of Free Vend option), After recharging that Settable free qty, it should show "Monthly Limit Exceed". And No napkin will be dispense until next Month
13	Dimensions	630 x160x550 in mm (+-15mm)
14	No of Tokens with the System	50 to 75

6. The Bidder must provide after sales maintenance support within 48 hours of receipt of complaint regarding non-functioning of the equipment during the committed warranty period.
7. EMD is exempted for the bidders having valid registration under UDYOG AADHAAR, Single point registration scheme of NSIC & all micro & small enterprises registered with Director of Industries from DIC for the incinerator & vending machine for which this tender is issued. Self certified scanned copy of supporting document must be attached for claiming exemption.
8. **Evaluation of BID:**

The Tender Committee will evaluate the Technical & Financial BID taking into consideration Incinerator & Vending Machine as one unit. 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.

9. **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.

10. **Award of Contract :**

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

11. **Signing of Contract :**

(a) The successful bidder/s whose bid has been accepted have to produce all original documents before signing of the agreement with the TIA within 07 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.

12. **Performance Security Deposit:**

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of Bank Guarantee (BG) in favour of the "DPC, Samagra Shiksha, Nuapada payable at Nuapada only within 07days of award of the contract.

13. **Requirement & Delivery Schedule :**

The selected firm shall supply the incinerator and vending machine to the school point within 30 days of issue of work order. **The above requirement may increase or decrease as per need.**

14. **Payment terms:**

(i) **On Final Acceptance:**
After necessary installation, commissioning including Electrical wiring, supervision and demonstration of equipment (incinerator and vending machine) at school level, the successful bidder should submit the delivery challans, installation, commissioning, and demonstration report duly signed by the concerned HM and two copies of GSTIN invoice as well as bank details for payment purpose.

(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 under IT Act, GST Act etc.

15. **Penalty :**

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 writeto Govt. for blacklisting the firm.

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** & **www.nuapada.odisha.gov.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 additional e 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 additional 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 submitted 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. **Resolution of Disputes**:
    (a) The decision of the Chairman of the Tender Committee is final in case of any dispute.
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
Samagra Shiksha, Nuapada

Collector-cum-Chairperson
Samagra Shiksha, Nuapada

Tech-1

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

The DEO-cum-DPC
Samagra Shiksha, Nuapada, Behind Mini Stadium, Nuapada
Odisha, Pin - 766105

Subject: Supply of Incinerator and Vending Machines to schools of Nuapada District.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Incinerator and Vending Machines to schools of Nuapada District in accordance with your Tender Call Notice No 3083 dated 21.11.24. 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.

Yours faithfully,

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp

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Bidder/s's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
4	Valid Aadhar Udyog Registration No. (UDYAM) or Valid Trade License or Registration No. under Indian Companies Act or Indian Partnership Act or NSIC Registration	
5	ISO Certification, Certificate of Compliance and Certificate of GMP	
6	Proof of Service Centre in Odisha If Yes, Please furnish contact details	
7	Tender paper cost Details Amount :	
8	EMD details Amount :	
9	PAN	
10	GSTIN	
11	Audited Turnover, P&L A/c and Balance Sheet along with CA Certificate, U-DINE No. and CA Registration Number & Seal for last three financial years 2023-24, 2024-25 and	
12	IT return for last three financial years 2023-24, 2024-25 and 2025-26	
13	Updated GST Return file for the period up to Sept. 2026 for Quarterly Tax Payers and up to Oct. 2026 for monthly Tax Payers	
14	Experience in sales & service of incinerator& vending machine for last 02 year i.e,, 2024-25 and 2025-26 and submit the work order and completion certificate of supply	
15	Confirm to carry out assignments as per the scope of work of the Bid Document	YES

16	Confirm to accept all the terms and conditions as specified in the Bid Document	YES
17	Undertaking regarding Non- Blacklisted of the firm	
18	Undertaking regarding Not Bankrupt	
19	Sample as per the Specification	

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	Criteria	Particulars	Whether Submitted (Yes / No)	Page Nos.
1	Valid AadharUdyog Registration No. (UDYAM) or Valid Trade License or Registration No. under Indian Companies Act or Indian Partnership Act or NSIC Registration			
2	ISO Certification, Certificate of Compliance and Certificate of GMP			
3	Proof of Service Centre in Odisha If Yes, Please furnish contact details			
4	Tender paper cost details Amount :			
5	EMD details Amount :			
6	PAN			
7	GSTIN			
8	Audited Turnover, P&L A/c and Balance Sheet along with CA Certificate, U-DINE No. and CA Registration Number & Seal for last three financial years 2023-24, 2024-25 and 2025-26			
9	IT return for last three financial years 2023-24, 2024-25 and 2025-26			
10	Updated GST Return file for the period upto Sept. 2026 for Quarterly Tax Payers and up to Oct. 2026 for monthly Tax Payers			
11	Experience in sales & service of incinerator& vending machine for last 02 year i.e.,, 2024-25 and 2025-26 and submit the work order and completion certificate of supply			
12	Confirm to carry out assignments as per the scope of work of the Bid Document			
13	Confirm to accept all the terms and conditions as specified in the Bid			

14	Undertaking regarding Non- Blacklisted of the firm			
15	Undertaking regarding Not Bankrupt			
16	Sample as per the Specification and Product Catalogue submitted			

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 Co-ordinator
Samagra Shiksha, Nuapada

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

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(In Bidder's letter Head)

[Location, Date]

To:

The District Project Co-ordinator
Samagra Shiksha, Nuapada

Undertaking / Declaration

6. 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;
7. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
8. 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.
9. I/we also certify that our firm has not been under liquidation, court receivership or similar proceedings and not declared bankrupt under the Insolvency Acts and other similar acts.
10. 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

FIN - 1

FORWARDING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The DEO-cum-DPC,
Samagra Shiksha, Nuapada

Subject: Supply of Incinerator and Vending Machines to schools of Nuapada District.
FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to Supply & installation of Incinerator and Vending Machines to schools of Nuapada District.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 cost of the Incinerator and / Vending Machine, transportation cost up to school point & installation, commissioning including Electrical wiring, supervision and demonstration of equipment's (incinerator and vending machine) at school level, and all other charges/levies/duties. 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.

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*

FIN -2

(In Bidder's Letter Head)

Name of the equipment	Rate per Equipment (inRs.)
1	2
Incinerator	
Vending Machine	
Total	

The quoted rate is inclusive of cost of the Incinerator and Vending Machine, transportation cost up to school point & installation, commissioning including Electrical wiring, supervision and demonstration of equipments (incinerator and vending machine) at school level, and all other taxes /charges/levies/duties like GST etc.

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

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

Format-B

PERFORMANCE BANK GUARANTEE FORMAT

To,

The District Project Co-ordinator,
Samagra Shiksha, Nuapada

WHEREAS_____(Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No_____dated_____for Supply of Incinerator and / Vending Machines to schools of Nuapada District (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.**