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ରାଜ୍ୟ ଶିକ୍ଷା
Samagra Shiksha



DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, PURI
(ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY (OSEPA))
(Department of School & Mass Education, Odisha)

Letter No: 426

E-mail: dpcpurissa.opepa@od.gov.in

File No: XVI/02/CM/25

fcpurissa.opepa@od.gov.in

Date: 3/2/2026

**TENDER CALL NOTICE FOR SUPPLY OF "BAND UNIFORM & INSTRUMENTS" FOR PM SHRI SCHOOLS,
PURI 2025-26"**

Sealed tenders are invited from the reputed & credible Agencies/Firms/ Suppliers/ Manufacturers having valid PAN, GST & IT clearance etc. for supply of "Band Uniform & Instruments for PM SHRI Schools" 2025-26 of Puri district in two bid systems (Technical & Financial Bid). The tender papers (Bid documents) containing detailed specification with terms and conditions, application of Technical Bid & application of Financial Bid are available in the web site i.e. www.puri.odisha.gov.in & www.osepa.odisha.gov.in. The bidders are required to submit demand Draft of Rs. 2,000/- (Rupees Two Thousand Hundred) only drawn in favour of District Project Coordinator, Samagra Shiksha, Puri towards cost of tender paper along with the application of technical bid. The sealed tender papers will be received at the District Project office, Samagra Shiksha, Puri on any working day till 19-02-2026 up to 5 P.M. through speed post/ registered post only and will be opened on dt. 20-02-2026 at 11A.M. in the office of the DEO-cum- DPC, Samagra Shiksha, Puri in presence of the bidders/ their authorized representatives & office functionaries. The office will not be held responsible for any kind of postal delay. Corrigendum/addendum if required, will be uploaded in the above web site. Hence potential bidders are requested to go through the above web site. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

By Order of Collector-cum-Chairman, SS, Puri

DEO-cum-DPC, Samagra Shiksha, Puri

Memo No. 427 /SS/ Date 3/2/2026

Copy forwarded to DeGM, Collectorate, Puri for information and necessary action. He is requested to publish the Tender Call Notice in the District website i.e. www.puri.odisha.gov.in for wide publicity for information of all concerned.

DEO-cum-DPC, Samagra Shiksha, Puri

Memo No. 428 /SS/ Date 3/2/2026

Copy to Joint Director (MIS), OSEPA for information and necessary action. He is requested to publish the Tender Call notice in the OSEPA Website for information of all concerned.

DEO-cum-DPC, Samagra Shiksha, Puri



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ସମଗ୍ର ଶିକ୍ଷା
Samagra Shiksha



BID DOCUMENT

FOR

**PROCUREMENT OF "BAND UNIFORM & INSTRUMENTS" FOR
PM SHRI SCHOOLS 2025-26,
PURI DISTRICT.**

Notice Inviting Tender No. 426 Dated 03/02/26

**OFFICE OF THE DEO-cum-DPC,
SAMAGRA SHIKSHA, PURI**



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Samagra Shiksha



DEO-CUM-DPC,
SAMAGRA SHIKSHA, PURI

No. - ୪୨୬

Dated - ୦୩/୦୨/୨୬

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible agencies / suppliers / manufacturers for Procurement of "Band Uniform & Instruments for PM SHRI Schools" of Puri district 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
Procurement of "Band Uniform & Instruments" for PM SHRI Schools	Rs.2,000/-	Rs.2,50,000/-	19.02.26 by 5.00PM	20.02.26 at 11 AM

The detailed BID document is available in the website www.puri.odisha.gov.in & www.osepa.odisha.gov.in. Interested and eligible agency / supplier / manufacturer 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.


3/2/26
DEO-Cum-DPC
Samagra Shiksha, Puri

CONTENTS OF BID DOCUMENT

Sl. No.	Description of contents	Page Number
1.	Important information to the Bidders	01
2.	Bid Document: Scope of work and general instructions for Bidders.	02
3.	Application-Technical Bid	08-12
4.	Application-Financial Bid	13
5	Format A	14

IMPORTANT INFORMATION TO THE BIDDER

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	DEO-cum-DPC, Samagra Shiksha, Puri
2	Availability of the Bid document	www.puri.odisha.gov.in & www.osepa.odisha.gov.in
3.	Date of Issue of the Bid	03-02-2026
4	Last date and time of receipt of the Bid only through speed post / registered post	19-02-26 by 5.00PM
5	Date & time for opening of Technical BID.	20-02-26 at 11 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 DD drawn in any nationalized/scheduled bank favouring DPC, Samagra Shiksha payable at Puri which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 2,50,000/- in shape of Demand Draft
9	Address & mode of submission of proposal	District Project Co-Ordinator, Samagra Shiksha, Puri, AT- LIC Colony UG UP School Campus, Chandan Hazuri Road, Puri, PIN-752001. 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 Proposal:	O/o the District Project Co-Ordinator, Samagra Shiksha, Puri, AT- LIC Colony UG UP School Campus, Puri, PIN-752001.
11	Point of Delivery & Completion of supply	At the district point within 15 days from the date of work order
12	Submission of Performance security & signing of agreement.	Within 7 days of issue of work order



BID DOCUMENT

FOR

PROCUREMENT OF "BAND UNIFORM & INSTRUMENTS" FOR PM SHRI SCHOOLS, PURI 2025-26.

The DEO-cum-DPC, SS, Puri invites bids from the intending and credible Suppliers / manufacturers/ agencies for supply of "Band Uniform & Instruments for PM SHRI Schools", Puri district. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria (As on date of tender notice)

The suppliers/firms /agencies must have:

- (a) Valid Aadhar Udyog Registration
- (b) Valid PAN
- (c) Valid GST Registration Certificate.

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 superscribed "Technical Bid for supply of **Band Uniform & Instruments for PM SHRI Schools" 2025-26** & **Financial Bid for supply of "Band Uniform & Instruments for PM SHRI Schools" 2025-26**. Both sealed envelopes should be kept in another sealed envelope supersubscribed as "Tender for supply of **Band Uniform & Instruments for PM SHRI Schools" 2025-26**, Puri district.

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

The Bidder has to fill up the Technical bid Form (Tech-1, Tech-2, Tech-3, Tech-04) & submit in 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 rate **per item** in the prescribed format (FIN-2). All materials must be of reputed & renowned brand. Only one price should be quoted for 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 considered for evaluation. The rate shall include PM SHRI School wise packing and must include other charges/levies/dues, transportation cost etc. Delivery & installation of the complete materials shall be made at PM SHRI Schools point. Accordingly, the bidder has to calculate per unit rate after taking into account all of the above factors.

- (c) The tender should be addressed to DEO-cum-DPC, Samagra Shiksha, Puri, AT- LIC Colony UG UP School campus, PO/Dist.-Puri, Pin- 752001.

- (d) The Bid document shall be available in official website of the district -puri.odisha.gov.in and www.osepa.odisha.gov.in and the cost of the tender paper of Rs. 2,000/- is to be enclosed in shape of crossed Demand Draft in favour of DPC, Samagra Shiksha, Puri" payable at Puri along with the **Technical Bid**.



(e) **Earnest Money Deposit (EMD):**

The bidder is to submit EMD amounting to **Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only)**. The EMD (refundable - without interest), may be submitted in shape of A/c payee Demand Draft from any Nationalized or scheduled bank drawn in favour of "District Project Coordinator, Samagra Shiksha, Puri" payable at Puri 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.

(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.

Bid Specific mandatory Terms and Conditions

- (a) The Bidder should submit details like Name of the Firm/Agency/Supplier, Registered address & name of the Authorized person.
- (b) The Bidder should submit Confirmation to carry out the assignment and to accept Term & Conditions of the tender.
- (c) Valid Udyam Aadhar Certificate.
- (d) Valid PAN
- (e) DD amounting to Rs.2,000/- as bid processing fees.
- (f) EMD in shape of Demand Draft of Rs.2,50,000/-
- (g) Valid GST Registration Certificate. Copy of the GST return for the last 03 months of the Financial year 2025-26 i.e. from Oct-2025 to Dec-2025 should be enclosed with the bid documents.
- (h) Bidder's Average Annual Turnover of last three years (2022-23, 2023-24 & 2024-25) must be minimum 2.00 crores. Turnover Certificate of last 3 years to be certified by Chartered Accountant (in the letter head of Chartered Accountant) with valid UDIN and must be bid specific.
- (i) Income Tax Return for the Financial Year 2022-23, 2023-24 & 2024-25 i.e. Assessment Year 2023-24, 2024-25 & 2025-26. Audited Financial Statements (P & L A/c & Balance Sheet) for last 3 years certified by Chartered Accountant must be submitted by the Bidder with Valid UDIN.
- (j) The OEM (Original Equipment Manufacturer) must have been established and operating in India. The Bidder shall submit the **OEM Incorporation Certificate/Registration Certificate** as proof. The OEM must also have a **registered office in India** to ensure availability of after-sales service support within the country.

(k) **For OSMEs & Startups:**

Startup Eligibility:

- Must be registered with Startup Odisha.
- Operate in the manufacturing sector in Odisha.
- Total investment in Plant & Machinery \leq ₹10 Cr and annual turnover \leq ₹50 Cr.



Registration Requirement:

- Valid Udyam Registration Number (URN) mandatory.
- Must submit an affidavit at the time of bidding.
- (l) The bidder must have a registered office in Odisha for minimum 5 years to ensure effective after-sales service support. A copy of the valid GSTIN registration certificate as proof of establishment shall be enclosed.
- (m) Bidder has to submit original offer product Specification catalogue / literature / Data sheet duly signed by the OEM/Bidder as compliance. A copy as proof must be enclosed
- (n) Bid Specific Manufacturer Authorization in OEM Letter Head with Seal, Signature, Name, Email Id, Designation and Contact Number must be submitted. OEM must mention Bidder name with Communication address; Proof copy must be enclosed.
- (o) Bidder/OEM must submit valid copies of Certificate, Brand Registration Certificate as
 - ISO 27001:2022, ISO 9001:2015, ISO 17025:2017, ISO 10012:2003, ISO 45001:2018, ISO 10002:2018, ISO 31000:2018
 - Manufacturing Certificate and import-export license to demonstrate quality compliance.
 - Iso will be subject to verification
- (p) Bidders are advised to ensure compatibility of their product before quoting. An undertaking on bidder's letter head to this matter is compulsory.
- (q) In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.
- (r) The Bidder shall submit the **Offered Product Compliance Sheet** specifying the **Brand, Model, and Warranty details** on the **official Letterhead** duly signed and sealed by the authorized signatory. The letter must also include the **Name, Designation, Email ID, and Contact Number** of the authorized signatory
- (s) Supply, installation, and commissioning of goods shall be carried out at the consignee locations (the list of which will be provided to the L1 bidder at the time of issue of the supply order).
- (t) The bidding firm must not have been blacklisted by any Government Offices / Societies / Authorities (Government of Odisha or Government of India) / PSD / GEM Portal /Govt run autonomous body/ Society in India / OSEPA for corrupt, fraudulent or any other unethical business practices or any other reason. To that effect, the firm must submit a Notary Affidavit in Non-Judicial Stamp Paper (Rs.100/-).
- (u) Bidding price is inclusive of all costs like transportation, labour charges and all other levies to the destination.
- (v) The bidder (Seller) must follow the list of consignees for deliver/ and installation of Equipment.
- (w) In case of damage or theft during transit and installation the concerned hardware is to be replaced by the supplier within 2 days without any additional cost.
- (x) These items require onsite services at Puri District locations in the event of any complaints during the warranty period. The Bidder should submit an undertaking to resolve technical/mechanical issues at least up to one year arising in the installed equipment. For After-Sales Service, the turnaround time for resolving all complaints must not exceed 48 hours. To support immediate onsite service, the Bidder/OEM is required to submit a notarized declaration on a ₹100/- stamp paper, confirming their



commitment to provide prompt onsite support through the OEM. Under taking letter to be submitted for replacement of complaint/defective goods within 48 hours after receipt of complain during warranty period

- (y) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
- (z) Copy of experience certificate along with the order copies to be enclosed as a proof of supplies & successfully execution of similar work.
- (aa) Sample of materials must be produced by the Technically qualified bidders at the time of opening of Technical Bid in presence of the committee.
- (bb) Bidder's offer is liable to be rejected if they don't submit any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
- (cc) The authority reserves the right to cancel any or all the bids at any time without assigning any reasons thereof.
- (dd) All legal matters are subject to Puri jurisdiction only

3. The Bidder who meets the requirements specified in the Technical Bid and after verification of sample by the committee 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, bid processing fee and other requisite documents on or before **19-02-2026 by 5PM (in all working days)** addressed to District Education Office, Puri, P.O/ Dist.- Puri, Pin-752001 only by **registered Post / speed post only**. 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 dt. **20-02-2026 at 11 AM** in the O/o DEO-cum-DPC, SS, Puri in the presence of the bidders/representatives of the bidders, if any, who wish to be present on the spot at that time.

5. Specifications:

Detail specification of the items is mentioned at Annexure- A. The party has to quote price per item as applicable and not total quantity as mentioned in annexure.

6. Evaluation of BID:

- (a) The Committee will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid and after sample verification will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID & verification of sample materials.
- (b) The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract.

7. Acceptance or Rejection of the Bids:

- (a) The authority 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.

8. Award of Contract:

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

9. Signing of Contract:

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the DEO-cum-DPC, SS, Puri within seven days after issue of intimation for bid acceptance.
- (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 bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of "District Project Coordinator" Samagra Shiksha, Puri payable at Puri only after making of agreement. In case of BG, the same shall be as per the FORMAT-A & its validity will be at least 30 days from the date of expiry of defect liability period.

11. Post delivery inspection (PDI):

The tender inviting authority (TIA) shall do the PDI of the quality of the materials by the technical committee.

12. Requirement & Delivery Schedule:

The selected firm shall supply/install "Band Uniform & Instruments" at PM SHRI Schools point within 15 days from the date of issue of the work order.

The requirement may increase or decrease as per need during the period of contract. The total cost will be decided on the basis of actual sets/number of materials supplied.

13. Payment terms:

- (i) The selected bidder shall submit triplicate bill after satisfactory delivery of the materials at 27 nos. of PM SHRI Schools point as per conditions of agreement along with challan copy.
- (ii) The Bidders shall have to submit the warranty certificate as applicable at the time of delivery/installation of equipment.
- (iii) After obtaining the PDI report from technical committee, payment will be made.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.
- (v) Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (vi) No advance payment shall be made or no payment shall be entertained on negotiation through Bank.

14. Penalty:

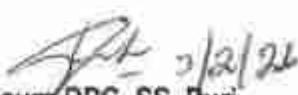
- (a) If the work is delayed for any reason for which the Tender inviting Authority (TIA) is not responsible, penalty @ 0.5 % per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right 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 PDI of the quality of materials shows negative result then penalty will be imposed proportionately as maximum upto @ 20% or part thereof on the total cost as decided by the TIA.

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

- (a) Seven (07) days before the last date of submission of Bids, the authority 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 puri.odisha.gov.in and www.osepa.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 authority may, at its discretion extend the deadline for the submission of bids.
- 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 unless otherwise specifically mentioned therein. All required documents shall be 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 authority reserves the right to reject any or all the bids without assigning any reason thereof. The authority also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
- 23. **Resolution of Disputes:**
 - (a) Any dispute between the Tender Inviting Authority (TIA) 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 fail 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, Puri. The Collector, Puri, 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.
- 24. **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 Puri.



2/2/21
DEO-cum-DPC, SS, Puri

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

To

The DEO-cum-DPC, SS, Puri

Subject: Supply of "Band Uniform & Instruments for PM SHRI Schools" 2025-26, Puri district.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards supply of "Band Uniform & Instruments for PM SHRI Schools" in accordance with your Tender Call Notice No _____ dated _____. 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 is 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)

Sl. No.	Description	Full Details
01	Name of the Bidder/s	
02	Address for Communication Mobile No.: Email Id :	
03	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No.: Email id:	
04	Registration / Incorporation Details Registration No: Date & Year. :	
05	Self-declaration having no Black listed	
06	Confirm to carry out assignments as per the scope of work of the Bid Document	
07	Confirm to accept all the terms and conditions as specified in the Bid Document	

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Check list of documents to be enclosed with Technical Bid (Mandatory)			
Sl. No	Nature and Type of Documents	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	The Bidder should submit details like Name of the Firm/Agency/Supplier, Registered address & name of the Authorized person.		
2	The Bidder should submit Confirmation to carry out the assignment and to accept Term & Conditions of the tender.		
3	Valid Udyam Aadhar Certificate.		
4	Valid PAN		
5	DD amounting to Rs.2,000/- as bid processing fees.		
6	EMD in shape of Demand Draft of Rs.2,50,000/-		
7	Valid GST Registration Certificate. Copy of the GST return for the last 03 months of the Financial year 2025-26 i.e. from Oct-2025 to Dec-2025 should be enclosed with the bid documents.		
8	Bidder's Average Annual Turnover of last three years (2022-23, 2023-24 & 2024-25) must be minimum 2.00 crores. Turnover Certificate of last 3 years to be certified by Chartered Accountant (in the letter head of Chartered Accountant) with valid UDIN and must be bid specific.		
9	Income Tax Return for the Financial Year 2022-23, 2023-24 & 2024-25 i.e. Assessment Year 2023-24, 2024-25 & 2025-26. Audited Financial Statements (P & L A/c & Balance Sheet) for last 3 years certified by Chartered Accountant must be submitted by the Bidder with Valid UDIN.		
10	The OEM (Original Equipment Manufacturer) must have been established and operating in India. The Bidder shall submit the OEM Incorporation Certificate/Registration Certificate as proof. The OEM must also have a registered office in India to ensure availability of after-sales service support within the country.		
11	For OSMEs & Startups: Startup Eligibility: (i) Must be registered with Startup Odisha. (ii) Operate in the manufacturing sector in Odisha. (iii) Total investment in Plant & Machinery ≤ ₹10 Cr and annual turnover ≤ ₹50 Cr.		
	Registration Requirement: (i) Valid Udyam Registration Number (URN) mandatory. (ii) Must submit an affidavit at the time of bidding for benefits.		
12	The bidder must have a registered office in Odisha for minimum 5 years to ensure effective after-sales service support. A copy of the valid GSTIN registration certificate as proof of establishment shall be enclosed.		

13	Bidder has to submit original offer product Specification catalogue / literature / Data sheet duly signed by the OEM/Bidder as compliance. A copy as proof must be enclosed	
14	Bid Specific Manufacturer Authorization in OEM Letter Head with Seal, Signature, Name, Email Id, Designation and Contact Number must be submitted. OEM must mention Bidder name with Communication address; Proof copy must be enclosed.	
15	Bidder/OEM must submit valid copies of Certificate, Brand Registration Certificate as:- (a) ISO 27001:2022, ISO 9001:2015, ISO 17025:2017, ISO 10012:2003, ISO45001:2018, ISO 10002:2018, ISO 31000:2018 (b) Manufacturing Certificate and import-export license to demonstrate quality compliance. (c) Iso will be subject to verification	
15	Bidders are advised to ensure compatibility of their product before quoting. An undertaking on bidder's letter head to this matter is compulsory.	
16	The Bidder shall submit the Offered Product Compliance Sheet specifying the Brand, Model, and Warranty details on the official Letterhead duly signed and sealed by the authorized signatory. The letter must also include the Name, Designation, Email ID, and Contact Number of the authorized signatory	
17	The bidding firm must not have been blacklisted by any Government Offices / Societies / Authorities (Government of Odisha or Government of India) / PSD / GEM Portal /Govt run autonomous body/ Society in India / OSEPA for corrupt, fraudulent or any other unethical business practices or any other reason. To that effect, the firm must submit a Notary Affidavit in Non-Judicial Stamp Paper (Rs.100/-).	
18	These items require onsite services at Puri District locations in the event of any complaints during the warranty period. The Bidder should submit an undertaking to resolve technical/mechanical issues at least up to one year arising in the installed equipment. For After-Sales Service, the turnaround time for resolving all complaints must not exceed 48 hours. To support immediate onsite service, the Bidder/OEM is required to submit a notarized declaration on a ₹100/- stamp paper, confirming their commitment to provide prompt onsite support through the OEM. Under taking letter to be submitted for replacement of complaint/defective goods within 48 hours after receipt of complain during warranty period	
19	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.	
20	Copy of experience certificate along with the order copies to be enclosed as a proof of supplies & successfully execution of similar work.	
21	Sample of materials must be produced by the Technically qualified bidders at the time of opening of Technical Bid in presence of the committee.	

Place:
Date:

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

(In Bidder's letter Head)

To:

The DEO-cum-DPC, SS, Puri

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

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

COVERING LETTER
(In Bidder's Letter Head)

To

The DEO-cum-DPC, SS, , Puri

Subject: Supply of "Band Uniform & Instruments for PM SHRI Schools" 2025-26 – FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to; supply 'Band Uniform & Instruments for PM SHRI Schools" 2025-26 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*]. Separate item wise rate is mentioned at Annexure- "A"

The quoted rate is inclusive of transportation cost & delivery of the complete material at school 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:

PERFORMANCE BANK GUARANTEE FORMAT

To,

The District Project Coordinator,
Samagra Shiksha, Puri

WHEREAS _____ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract Nodated _____ for

"Band Uniform & Instruments for PM SHRI Schools" 2025-26 Puri 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 civil 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.

"SPECIFICATION OF BAND UNIFORM FOR GIRLS"

SL No-	Items	Description	Qty	Rate per unit inclusive of GST
1	Band Jacket/Coat	Similar Design, Tailored Fit	810	
2	Skirt/ Trouser	Matching With Stripe	810	
3	Cap (Peaked/ Heather Cap)	With Plume/ Metal Badge	810	
4	Shirt (White)	Cotton / Polyester	810	
5	Necktie/Cravat	Golden/Red	810	
6	Waist Belt (Golden Buckle)	Synthetic/Leather	810	
7	Gloves (White)	Cotton	810	
8	Shoes (Black, Formal/Boot)	Leather/PU	810	
9	Shoulder Cord (Lanyard)	Golden Braided	810	
10	Epaulettes (Golden/Silver)	Shoulder Decoration	810	
11	Drum Major Baton	Weighted & Spherical heads	27	
12	Sash/ Cross Belt	(Golden/Red)	189	
	Total			



"SPECIFICATION OF BAND UNIFORM FOR BOYS"

SL No-	Items	Description	Qty	Rate Per Unit Inclusive Of GST
1	Band Jacket/Coat	Embroidered, Golden Buttons, Shoulder Straps	810	
2	Band Trouser	With Side Stripe	810	
3	Cap With Plume	Peaked Cap, Metal Badge	810	
4	Shirt White	Inner Wear	810	
5	Necktie/Cravat	Golden/Red	810	
6	Waist Belt	Synthetic/Leather with Buckle	810	
7	White Gloves	Cotton	810	
8	Shoes (Black Boot/ Formal)	PU/ Leather	810	
9	Shoulder Cord (Lanyard)	Golden Braided	810	
10	Epaulettes	Golden/ Silver	810	
11	Drum Major Baton	Weighted & Spherical heads	27	
12	Sash/ Cross Belt	(Golden/Red)	189	
	Total			



"SPECIFICATIONS FOR BRASS BAND"

Sl. No.	Product Description	Image	Specifications	Quantity	Rate Per unit Inclusive of GST & other Charges
1	Trumpet		B Flat	108 Nos	
2	Clarinet		B Flat	135 Nos	
3	Alot Saxophone		E Flat	54 Nos	
4	Euphonium		B Flat	54 Nos	

[Signature]

5	Bass Drum		26" Complete Set Made with Brass	27 Nos	
6	Side Drum		14" Complete Set Made with Brass	54 Nos	
7	Cymbol		12" Made with Brass	27 Pair	
8	Band Master Stick		18" Made with Shisam Wood	27 Nos	

NB:- All materials must be of a reputed and renowned brand. Only one price should be quoted for unit of item.


DEO-cum-DPC, SS, Puri