



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha



Bid Document

FOR

**Printing & Supply of “Annual Report 2025-26” of
Samagra Shiksha , STARS Project & PM SHRI
(English & Hindi Version)**

Tender call Notice No.10103/Dated 07/09/26

ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY
“SHIKSHA SOUDHA”, UNIT-V, BHUBANESWAR-751001.



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ODISHA SCHOOL EDUCATION PROGRAMME AUTHORITY

“SHIKSHA SOUDHA”, UNIT-V, BHUBANESWAR-751001.

No.10103/Plg/2026
M (AR)-597/25

Date.07/09/26

TENDER CALL NOTICE

Sealed tenders are invited from the reputed & credible printers / firms / agencies for printing & supply “**Annual Report 2025-26**” of Samagra Shiksha , STARS Project & PM SHRI (English & Hindi Version) 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
Printing & Supply of Annual Report 2025-26	₹1000/-	₹10,000/-	5PM of 18/09/2026	11 AM of 19/09/2026

The detailed BID document is available in the website of OSEPA i.e. <https://osepa.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. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.

-sd-
State Project Director

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IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	State Project Director, OSEPA
2.	Availability of the Bid document	Website of OSEPA i.e https://osepa.gov.in
3.	Date of Issue of the Bid	07/09/2026
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	5 PM of 18/09/2026
5	Date & time for opening of Technical BID.	11 AM of 19/09/2026
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)	₹1000/- (Rupees one thousand Only) in shape of Banker's Cheque/Demand Draft drawn in any nationalized/scheduled bank favouring State Project Director, OSEPA, payable at Bhubaneswar which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD)/Bid security (Refundable without interest)	₹10,000/- (Rupees Ten Thousands only) in shape of Banker Cheque / Demand Draft drawn in any nationalized/scheduled bank favouring State Project Director, OSEPA, payable at Bhubaneswar which will be annexed with the Technical Bid. EMD/Bid security is to be obtained from the bidders except Micro and Small Enterprises (MSEs) registered under Odisha MSME Development Policy and Start-ups as defined under Odisha start-ups Policy, and F.D. Government of Odisha guidelines.
9	Address & mode of submission of proposal	Odisha School Education Programme Authority, Shiksha Soudha, Unit-V, Bhubaneswar-751001. Mode of Submission: Speed Post / Registered Post / Courier 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 State Project Director, Odisha School Education Programme Authority, Shiksha Soudha, Unit-V, Bhubaneswar-751001.
11	Submission of Performance security	within 03 days of issue of work order.

BID DOCUMENT
FOR
PRINTING & SUPPLY OF ANNUAL REPORT 2025-26

Odisha School Education Programme Authority (OSEPA) invites sealed tender from the reputed printing firms having valid **Udyog Aadhar** registration of Odisha, valid registration under Goods & Service Tax (GST) Act, valid PAN etc for printing and supply of “**Annual Report 2025-26**” of Samagra Shiksha , STARS Project & PM SHRI (English & Hindi Version) as per details given below.

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

The Printers /firms /agencies must have:

- a. Valid PAN.
- b. Valid Udyog Aadhar registration certificate of Odisha for printing works.
- c. Valid Goods & Service Tax (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 super scribed “Technical Bid for Printing & supply of Annual Report 2025-26 & “Financial Bid for printing & Supply of Annual Report 2025-26” .Both sealed envelopes should be kept in another sealed envelope super scribed “Tender for printing & Supply of Annual Report 2025-26”.

(b) Technical Bid & Financial Bid.

The Bidder has to fill up the Technical bid Form (Tech-1,Tech-2,Tech-3,Tech-04) & submit it with a separate envelope with all self-attested documents / papers as mentioned in **para-2 (f)** .Similarity, the financial offer may be submitted separately for Samagra Shiksha STARS project & PM SHRI in Fin-1 ,Fin-2 & Fin-3 format attached here with and to be submitted in separate sealed envelope. The price quoted should be inclusive of all taxes and charges like cost of paper, printing, binding, packing, scanning, planning, designing delivery of the complete booklet / material etc at O/o OSEPA

- (c) The tender should be addressed to O/o the State Project Director, Odisha School Education Programme Authority, Shiksha Soudha, Unit-V, Bhubaneswar-751001.

- (d) The Bid document shall be available in website <https://osepa.gov.in> and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft / banker's Cheque in favour of “State Project Director,OSEPA” payable at Bhubaneswar along with the **Technical BID**.

- (e) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to ₹10,000/-. The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque from any Nationalized or scheduled bank, failing which the tender shall be rejected summarily. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the unsuccessful 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.

NB: EMD/Bid security is to be obtained from the bidders **except** Micro and Small Enterprises (**MSEs**) registered under Odisha MSME Development Policy and **Start-ups** as defined under Odisha start-ups Policy, and F.D. Government of Odisha guidelines.

- (f) The interested Bidders are to enclose self-attested photocopies of the following valid documents /papers **in the Technical Bid envelope**. The proposal submitted without the following documents/papers shall not be considered.

- (a) Valid Aadhar Udyog Registration of Odisha State for printing works.
- (b) valid PAN
- (c) valid GST Registration Certificate under GST Act.
- (d) DD/Bankers Cheque amounting to ₹1000/- as bid processing fee.
- (e) EMD in shape of Demand Draft / Bankers Cheque **OR** supporting document of EMD Exemption.
- (f) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
- (g) 01 no. of A4 size sample papers for inner page & 01 no. of A4 size sample papers for cover page mentioning the GSM, brand with seal and signature in each page.

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, bid processing fee and other requisite documents on or before **5PM of 18/09/2026** (in all working days) addressed to the State Project Director, Odisha School Education Programme Authority, Shiksha Soudha, Unit-V, Bhubaneswar-751001 **only by registered Post / Speed Post / Courier**. 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 the O/o State Project Director, Odisha School Education Programme Authority, Shiksha

Soudha, Unit-V, Bhubaneswar-751001 in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

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

5. Specifications :

Paper	-	Inner page -100 GSM , Glossy art paper. Cover page - 200 GSM ,Glossy art paper.
Script	-	Hindi , English
Size	-	A4
Colour	-	Multi Colour both Cover & inner pages
Nos. of Pages	-	As per Annexure-1 (Tentative)
Binding	-	Gum binding.
Nos. of copies	-	As per Annexure-1
Printing	-	Sheet fed

6. Evaluation of BID:

- (a) The Purchase Committee of the State Project Office will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- (b) The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract.

7. 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.

8. Award of Contract :

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

9. Issue of Work order :

- (a) Work order will be issued to the successful bidder/s whose bid has been accepted.
- (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. OSEPA will provide both hard and soft copies of the manuscripts (English,Hindi version) to the selected agency. The quotationers can see the manuscript from the Planning section of OSEPA during office hours of all working days.

11. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 10% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the "State Project Director, OSEPA payable at Bhubaneswar only within **03 days** from issue of the work order. In case of BG, the same shall be as per the Format given in **Annexure-3** & its validity will be at least 180 days from the date of issue of work order.

12. Post Delivery Inspection (PDI):

The TIA will conduct Post Delivery Inspection (PDI) of the quality of paper (GSM) & actual numbers of pages printed per book.

13. Requirement & Delivery Schedule :

- (i) **Requirement :** The detailed requirements of the booklets as well as nos. of pages has been given in **Annexure-1** separately for different Schemes. The nos. of pages mentioned in Annexure-1 is tentative in nature. In event of increase / decrease of nos. of pages after final lay out, the book cost shall be revised proportionately i.e. cost per book / tentative nos. of pages per book as tendered for X actual nos. of pages per book after final layout .
- (ii) **Delivery Schedule:** The successful firm has to supply the **Annual report** as per specification to the store keeper, OSEPA as per detailed schedule of supply attached as **Annexure-2**. The successful bidder has to abide the time line provided in **Annexure-2 strictly**.

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 paper (GSM) testing report shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit prescribed by Govt., if any.
- (c) If the quality of printing is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

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

- (a) Three (03) 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 website of OSEPA and the prospective bidder/s is 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.

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. 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.
18. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with serial number and page mark.
19. The bid validity period is 180 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
20. 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 issue of work order, if felt necessary.
21. Conditional offer will be rejected out rightly.
22. **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 legal disputes are subject to the jurisdiction of Civil Courts of Bhubaneswar only.

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To,

The State Project Director, OSEPA.

Subject: Printing & supply of Annual Report 2025-26.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Printing & supply of Annual Report 2025-26 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 **180 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

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

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Bidder/s's Organisation (General Details)

SI No.	Description	Full Details
1	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	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount : ₹1000/-	
7	EMD details	
8	GSTIN under GST Act	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

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 Aadhar Udyog Registration of Odisha State for printing works.		
2	valid PAN		
3	valid GST Registration Certificate under GST Act		
4	DD/Banker's cheque amounting to ₹1000/- as bid processing fee.		
5	EMD in shape of Demand Draft / Banker's cheque OR supporting documents of EMD exemption.		
6	Duly filled in signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
7	01 no. of A4 size sample papers for inner page & 01 no. of A4 size sample papers for cover page mentioning the GSM, brand with seal and signature in each page.		
8	Duly filled in Fin-1 ,Fin-2 & Fin -3 Form		
9	Any other documents as asked for in the EoI		

Place:

Date:

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

(In Bidder's letter Head)

[Location, Date]

To,

The State Project Director
OSEPA, Bhubaneswar

Declaration/Certificate

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 tender document;
2. I certified that I have not committed any offense –
 - (a) Under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years.”
3. I have carefully read the entire Tender call notice and understood all the terms and conditions of it and undertake to abide by them. I have also committed to deliver all the booklets as per the time schedule given in Annexure-2 of the bid document. In case of delay in delivery, I have no objection if OSEPA takes action as deemed proper against my firm.
4. The information / documents/papers 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 tender at any stage besides liabilities towards prosecution under appropriate law. In case of any wrong or false information as found by OSEPA, the State Project Director, OSEPA has the right to take any action as deemed proper against me/us. I also certify that I will abide by the Terms and Conditions of the tender.

Place: BIDDER'S OFFICIAL SIGNATORY

Date: Name & Designation with Rubber Stamp/

Official Seal of the Firm.

(In Bidder's Letter Head)

[Location, Date]

Financial offer For Printing & Supply of Annual Report 2025-26
Samagra Shiksha

Name of the Booklet	Nos. of pages per Booklet (tentative)	Nos. of booklet to be printed	Rate per booklet (in ₹)	Total (in ₹)
1	2	3	4	5=3X4
Annual Report -2025-26 (English version)	220 pages (04 cover & 216 inner pages approximately)	200		
Annual Report-2025-26 (Hindi Version)	220 pages (04 cover & 216 inner pages approximately)	50		

The price quoted as above is inclusive of all taxes and charges like cost of paper, printing, binding, packing, scanning, planning, designing delivery of the complete booklet / material etc at O/o OSEPA

Place: FULL SIGNATURE OF BIDDER'S OFFICIAL SIGNATORY

Date: Name & Designation with Rubber Stamp/

Official Seal of the Firm.

Financial offer For Printing & Supply of Annual Report 2025-26
STARS Project

Name of the Booklet	Nos. of pages per Booklet (tentative)	Nos. of booklet to be printed	Rate per booklet (in ₹)	Total (in ₹)
1	2	3	4	5=3X4
Annual Report -2025-26 (English version)	100 pages (04 cover & 96 inner pages approximately)	75		
Annual Report-2025-26 (Hindi Version)	100 pages (04 cover & 96 inner pages approximately)	50		

The Price quoted as above is inclusive of all taxes and charges like cost of paper, printing, binding, packing, scanning, planning, designing delivery of the complete booklet / material etc at O/o OSEPA

Place: FULL SIGNATURE OF BIDDER'S OFFICIAL SIGNATORY

Date: Name & Designation with Rubber Stamp/

Official Seal of the Firm.

(In Bidder's Letter Head)*[Location, Date]***Financial offer For Printing & Supply of Annual Report 2025-26****PM SHRI**

Name of the Booklet	Nos. of pages per Booklet (tentative)	Nos. of booklet to be printed	Rate per booklet (in ₹)	Total (in ₹)
1	2	3	4	5=3X4
Annual Report -2025-26 (English version)	120 pages (04 cover & 116 inner pages approximately)	75		
Annual Report-2025-26 (Hindi Version)	120 pages (04 cover & 116 inner pages approximately)	50		

The price quoted as above is inclusive of all taxes and charges like cost of paper, printing, binding, packing, scanning, planning, designing delivery of the complete booklet / material etc at O/o OSEPA

Place: FULL SIGNATURE OF BIDDER'S OFFICIAL SIGNATORY

Date: Name & Designation with Rubber Stamp/

Official Seal of the Firm.

Nos. of pages per booklet & nos. of booklet to be printed**Samagra Shiksha**

Name of the Booklet	Nos. of pages per Booklet (tentative)	Nos. of booklet to be printed
1	2	3
Annual Report -2025-26 (English version)	220 pages (04 cover & 216 inner pages approximately)	200
Annual Report-2025-26 (Hindi Version)	220 pages (04 cover & 216 inner pages approximately)	50

STARS Project

Name of the Booklet	Nos. of pages per Booklet (tentative)	Nos. of booklet to be printed
1	2	3
Annual Report -2025-26 (English version)	100 pages (04 cover & 96 inner pages approximately)	75
Annual Report-2025-26 (Hindi Version)	100 pages (04 cover & 96 inner pages approximately)	50

PM SHRI

Name of the Booklet	Nos. of pages per Booklet (tentative)	Nos. of booklet to be printed
1	2	3
Annual Report -2025-26 (English version)	120 pages (04 cover & 116 inner pages approximately)	75
Annual Report-2025-26 (Hindi Version)	120 pages (04 cover & 116 inner pages approximately)	50

Detailed Schedule of Supply (Timeline)**Annual Report 2025-26 - English Version:**

Sl. No	Activity	Timeline
1	Manuscript to be given to the selected supplier.(both soft & hard copy)	On the day of issue of work order
2	1 st proof of the hard copy to be submitted by the selected supplier	Within 05 days from the date of receipt of manuscript from Planning section of OSEPA.
3	Corrected manuscript to be given to the Selected supplier	Within 03 days from the date of receipt of 1 st proof correction.
4	2 nd proof corrections to be given by the Selected supplier	Within 03 days from the date of receipt of 1 st proof correction
5	Final Proof corrections to be given by the Selected supplier	Within 03 days of receipts of 2 nd proof correction
6	Printing, binding and supply of the all booklets by the selected supplier	Within 10 days from the date of receipt of Final proof from OSEPA
7	Submission of soft copy of the printed version of the booklet in Word, PDF & coral draw format.	Within 10 days from the date of receipt of Final proof from OSEPA

Annual Report 2025-26 – Hindi Version:

Sl. No	Activity	Timeline
1	1 st proof of the hard copy to be submitted by the selected supplier.	Within 05 days from the date of receipt of manuscript from Planning section of OSEPA.
2	Corrected manuscript to be given to the Selected supplier	Within 02 days from the date of receipt of 1 st proof correction.
3	2 nd proof corrections to be given by the Selected supplier	Within 02 days from the date of receipt of 1 st proof correction
4	Final Proof corrections to be given by the Selected supplier	Within 02 days of receipts of 2 nd proof correction
5	Printing, binding and supply of the final booklet by the selected supplier	Within 10 days from the date of receipt of Final proof from OSEPA
6	Submission of soft copy of the printed version of the booklet in Word,PDF & coral draw format.	Within 10 days from the date of receipt of Final proof from OSEPA

PERFORMANCE BANK GUARANTEE FORMAT

To

The State Project Director,
Odisha School Education Programme Authority (OSEPA)

WHEREAS..... (name and address of the supplier)
(hereinafter called “the supplier”) has undertaken, in pursuance of work order no..... dated
..... to supply (description of goods and services) (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
supplier, 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 supplier
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 therein. We hereby waive the necessity of your demanding the said debt
from the supplier 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 thereunder or of any of the contract
documents which may be made between you and the supplier 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
guarantee shall be valid until the day of, 20.....

Our..... branch at, Bhubaneswar (Name & 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
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 and address of the Branch