



**SAMAGRA SHIKSHA
GANJAM, CHATRAPUR.**

Ph.06811-260833 / 262799, E-mail : dpeganjamssa.osepa@nic.in



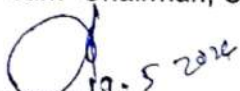
**NOTICE INVITING EXPRESSION OF INTEREST (EOI)
FOR SUPPLY OF DUAL DESK & BENCH**

No. 2129

Dated 19 / 05 / 2026

Samagra Shiksha, Ganjam, Chatrapur invites Expression of Interest (EOI) from desirous EPM rate contract holders having PAN Card, income Tax Return of last 03 financial years, GST registration & up to date clearance etc. for supply of Dual Desk & Bench at school level of Ganjam District. Approximately 3000 nos. dual Desk & Bench will be procured for the Upper Primary Schools from Class-VI to VIII. The details terms and conditions & specification may be downloaded from the web site i.e. www.ganjam.odisha.gov.in and www.osepa.odisha.gov.in. The intending firms are required to submit the EOI paper along with the required documents & application form as mentioned at Annex- A, B & C (enclosed). The last date of receiving the same is 28.05.26 by 5.00pm and will be opened on 29.05.26 at 3.00pm in the office of the SS, Ganjam in presence of applicants or their authorized representatives. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

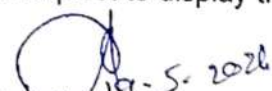
By orders of Collector -cum- Chairman, SS, Ganjam


District Education Officer-cum- DPC
Samagra Shiksha, Ganjam

Memo No. 2130 Date. 19/05/26


Copy to the Office Notice Board for information of all concerned.

Copy submitted to the Additional District Magistrate, Ganjam /Project Director, DRDA/ All Sub-Collectors/ DPC,SSA, Ganjam /All District Level Officers/ All Block Education Officers for favour of kind information with a request to display the EOI in their notice boards for wide publicity.


District Education Officer-cum- DPC
Samagra Shiksha, Ganjam


Memo No. 2131 Date. 19/05/26

Copy submitted to the Director of EPM, Odisha, BBSR for kind information and necessary action.


District Education Officer-cum- DPC
Samagra Shiksha, Ganjam

Memo No. 2132 Date. 19/05/26

Copy submitted to the Collector & District Magistrate, Ganjam, Chatrapur for favour of kind information and necessary action.


District Education Officer-cum- DPC
Samagra Shiksha, Ganjam



TERMS & CONDITIONS (Annx- A)

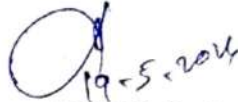
1. The EOI must be sent **through Registered Post / Speed Post / courier services/ by hand** addressed to District Project Office, Samagra Shiksha, Ganjam, At/Po-Chatrapur, Dist – Ganjam, Pin-761020 during the office working hours.
2. The proposal shall be submitted in a single sealed envelope super scribed with **“EOI for supply of Compact Desk-cum-Bench”**. indicating clearly the name, address, telephone number, Email ID of the bidder
3. **The date and time schedule relating to EOI are cited as under.**

| Sl.No | Activity | Date and Time |
|-------|--|---------------|
| 1 | Issue of EOI | 20.05.26 |
| 2 | Last date & time for receipt of Proposal | 28.05.26 |
| 3 | Opening & selection of supplier | 29.05.26 |

4. **Following documents must be enclosed with the EOI Application**
 - a. Valid GST Registration under Odisha GST Act & clearance certificate up to Mar-2026
 - b. Valid PAN & IT return filed for last 03 financial years (,2022-23,2023-24, 2024-25) i.e AY,2023-24,2024-25, 2025-26)
 - c. Valid Aadhar Udyog Registration
 - d. DIC Registration Certificate& Production certificate
 - e. Certificate of registration under EPM,MSME Dept., Govt of Odisha
 - f. Sample materials with brochure of the item must be produced as per the specification before the Committee at the time of opening of EOI.
 - g. All documents submitted must have signed by the authorized signatory of the firm.
All the above documents and sample items will be verified at the time of opening of proposal, failing which EOI application will be liable to rejected
6. TDS will be deducted from bill as per income tax rule applicable.
7. Payment will be made by DPC,SS after delivery of materials at School points. The bills should be submitted in duplicate along with other supporting documents. The supplier will hand over delivery challans in support of delivery of the materials at school points duly signed by the concerned HMs as a token of acknowledgement along with his claim bill.



8. Delivery of materials will be made at the school points of concerned block of Ganjam district within 10 days from receipt of supply order. The block wise list of schools will be provided at the time of issue of work orders.
9. In case of disputes about the quality, Collector or his authorized representatives will cause an enquiry and take suitable action including debarment against the supplier
10. 100% PDI must be made by the EPM/concerned authority.
11. Approximately 3000nos. dual desk & bench is required across the district. The quantity may be increased or decreased as per requirement and budget provision.
12. Quality , Design & specification for Compact Desk-cum-Bench (dual desk & bench) must be as per the statement – B (provided by Directorate of EPM, Odisha) enclosed.
13. The authority reserves the rights to accept or reject any or all tender papers without assigning any reason thereof.


19-5-2024
DEO-cum-DPC, SS, Ganjam

DISTRICT PROJECT OFFICE,SS, GANJAM

CHECK LIST OF EOI FOR SUPPLY OF DUAL DESK & BENCH OF GANJAM DISTRICT

Annx- B

| Sl. No. | Documents | Submitted (Yes/No) | Page Serial No. |
|---------|--|--------------------|-----------------|
| 1. | Name of the Firm/ supplier | | |
| 2. | Address/Mobile No/E mail | | |
| 3. | Valid Aadhar Udyog Registration | | |
| 4 | Copy of the PAN card | | |
| 5 | DIC registration certificate with production capacity | | |
| 6 | GST registration under Odisha GST act & clearance up to Mar-26 | | |
| 7 | Certificate of registration under EPM & rate contract certificate | | |
| 8 | Income Tax return of last 03 Financial years (,22-23,23-24 & 24-25) | | |
| 9 | Sample items | | |
| 10 | Whether all documents submitted signed by the authorized signatory of the organization | | |

I Sri.....proprietor..... do hereby undertake that the above information are true and correct ,I further undertake to abide by the terms and conditions laid down in the EOI and any deviation of the Terms and Conditions shall be liable for initiation of action by the Authority as per law/procedures against me.

Signature of the Applicant
With Official Seal.



FINANCIAL Application (Annx- C)

EOI FOR SUPPLY OF DUAL DESK & BENCH OF GANJAM DISTRICT

Ref: - Your EOI notice No. _____, Date _____

With reference to your EOI notice as mentioned above, I am to quote the rates as mentioned in the below.

| Sl. No | Name of items | Specification of items | Brand | Approx. Quantity | Rate per one set (desk & bench) (In Rs.) | Total Cost |
|--|--|---|--------------|------------------|---|------------|
| 1 | Compact Desk - cum- Bench (dual desk & bench) | Design & specification for Compact desk-cum-bench (dual desk & bench) must be as per the statement - B (provided by Directorate of EPM, Odisha) enclosed. Size- 42"x33"x36" (LxWxH) | Good Quality | 3000 nos. | | |
| Transportation Charges towards delivery of materials at school pints | | | | | Rs. | |
| | | | | | | |

NB: GST shall be charged extra.

Signature of applicant with seal



Statement -B

DRAWING, DESIGN & SPECIFICATION FOR COMPACT DESK - CUM-BENCH (DUAL DESK), TYPE -II APPROVED BY SCHOOL & MASS EDUCATION DEPARTMENT, GOVT. OF ODISHA.

1. **SCOPE:** The specification covers designs, dimensions, materials, manufacture and finish of Compact Desk - cum- Bench (Dual Desk), Type - II for School students up to **Class - X**.
2. **MATERIALS:** The materials used in different components shall conform to the quality prescribed in relevant IS: specification or equivalent specification.

| COMPONENTS | SPECIFICATION | Rate or price per each |
|----------------|--|---|
| 3i) Frame | Frame shall be manufactured from M.S. hollow square tube of size - 25 x 25 x 1.25 mm, material conforming to IS: No.4923. | |
| ii) Screw | Fully threaded parallel shank steel screw/star screw of size M 10 x 38 mm | |
| iii) Board | ISI Marked Pre-laminated Medium Density Fibre (M.D.F) Board having thickness 18 mm, Grade - 2, Type- 2 conforming to IS: No. 14587. | |
| 4. Manufacture | <p>The Compact Desk-Cum-Bench (Dual Desk) is for the High School, Upper Primary School and Lower Primary School students. The frame shall be made out of M.S. square tube of sizes - 25 x 25 x 1.25 mm thick, material conforming to IS: No.4923. The desktop, shelf, bench seat, back rest and book protector shall be made out of cut to size ISI Marked Pre-Laminated Medium Density Fibre Board of 18 mm thick conforming to I.S No. 14587, Grade - 2, Type- 2. Each cut to size M.D.F Board shall bear ISI Mark and hologram. Front modesty upper panel shall be of 18mm thick ISI Marked Pre-laminated M.D.F Board having width 8". The Pre-laminated Medium Density Fibre Board shall be fixed by fully threaded parallel shank steel screw of size No. 10 x 38 mm with the square tubes. There should not be any gap between frame and Pre-laminated M.D.F Boards. The square tube frame shall be painted with metal primer and two coats of High gloss texture stipple finish paints of snow white/off white/grey in colour. The edges of the pre-laminated M.D.F Boards shall be lipping/banding with 2 mm thick PVC edge bidding. Back - inclined backwards 5° to 10° from the vertical height. The colour of the ISI Marked Pre-laminated MDF Board shall be of snow white/off white and the front modesty upper panel shall be snow white/off white/blue colour.</p> <p>The Desk -Cum- Bench shall be made as per the drawing and designs approved by the School & Mass Education Department, Govt. of Odisha.</p> <p>The Compact Desk- Cum- Bench (Dual Desk) shall be of following sizes:-</p> <p align="center">A. 42" x 33" x 36" (L x W x H)</p> | <p align="center">Rs.4230.00 per each. (Rupees four thousand two hundred thirty) only per each.</p> |

Joint Director (R/C)

| | | |
|---------------------------------|--|--------------|
| 5. Design and Dimensions | As per drawing at Annexure - I & II. Tolerance on dimension: i) Linear dimension: ± 5 mm. ii) Tolerance of materials :- May be referred to relevant materials I.S specification | per contract |
| 6. Finish | Welding should be all along the joint and finished smooth. All the members in the frame shall be free from welding joints except the meeting points. All the steel components shall be finished smooth and coated with two coats of High gloss texture stipple finish paints over an application of one coat of metal primer. Painting shall be uniform snow white/off white/grey in colour. | |
| 7. Warranty | Warranty period in number of years: - 2 (two). | |

N.B : The specification should be read with the drawing, design and dimension as per enclosed **Annexure - I & II.**

Terms of Delivery: -

The rate recommended above for conclusion of rate contract are Ex-factory and exclusive of Goods and Service Tax, which may be charged extra as admissible.

The transportation charges of store items under EPM rate contract will be determined by competent authority of the Indenting / Procuring offices on the basis of prevailing competitive market rates with reference to the Odisha Gazette Notification No. 173/2014, dt 26.04.2014 of the Commerce & Transport Department.

In case the contractor fails to execute the order within the prescribed/mutually agreed time schedule liquidated damage @ 0.5 per cent per week of the value of the quantum of materials involved in the delay subject to maximum 2.5 per cent shall be realized from the contractor by the Indenting Officer from the bill as per clause 20(v) of Rules of Rate Contract, 2014.

The period of delivery of stores may be mutually settled between the indenting officers & the contractor (**Rate contract holding MSEs**), in emergent cases.

Payment: -

The buyer (Indenting Officer) shall make immediate payment of the dues payable to the suppliers against the supplies made under the rate contract. Payment should be made within 45 days from the receipt of the store failing which the buyer (Indenting Officer) shall be liable to pay the amount with interest thereon as per Section-15 & Section-16 of delayed payment to Micro and Small Enterprises under MSMED Act -2006.


 Joint Director (Rate Contract)

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