

# Bid Document

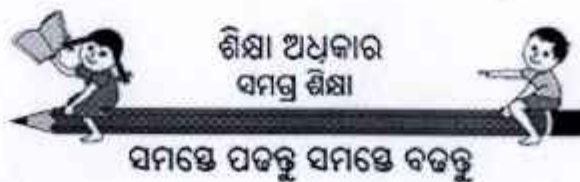


FOR

**Procurement of Beddings, Stationary Items, Sports Materials & TV Unit for Seasonal Hostels 2023-24**

Notice Inviting Tender No. 247 / Planning/24, Dated. 30.01.2024

**OFFICE OF THE DISTRICT EDUCATION OFFICER-Cum-DPC  
SAMAGRA SHIKSHA, NUAPADA**



**DISTRICT PROJECT OFFICE,  
SAMAGRA SHIKSHYA, NUAPADA**

No. 247 / Plg/24// Date 30.01.24 // 2-17/24  
**TENDER CALL NOTICE**

(A) Sealed tenders are invited in two bid system from intending suppliers having valid registered STCC, PAN and having GST Registration Certificate for supply of 1447 numbers of bedding, 2600 numbers of School Bag, 2600 numbers of Towel, 2600 numbers of water Bottle, 2600 numbers of Pencil Box, 2600 numbers of Story Books/Work Books, 2600 numbers of Drawing/Art Materials Kit, 62 numbers of TV System & 62 numbers of Toys/Sport Materials Kit for Seasonal Hostels 2023-24. The tender papers containing detailed specification which can be obtained from the District Project Office, Samagra Sikshya, Nuapada during office hours of any working day between dt. 31.01.24 to 15.02.24 (till 5:00 P.M) on payment of Rs. 1000/- (Rupees One Thousand) only towards cost of tender paper in shape of demand draft to be pledged in favour of DPC, SS, Nuapada. The same is also available in OSEPA website <http://osepa.odisha.gov.in> & district website <http://nuapada.nic.in>. The suppliers willing to download the tender paper from the websites have to deposit the cost of tender paper in shape of demand draft along with tender paper. The cost of tender paper is non refundable. The sealed tender can be sent by Registered Post/Speed Post only to the District Project Office, Samagra Sikshya, Nuapada, CT School Campus, At/Po/Dist-Nuapada, PIN-766105, on or before 5:00 P.M dt. 15.02.24 and will be opened on date 16.02.24 at 11:00 A.M in the office of the DEO, Nuapada in presence of the bidders or their authorized representatives. The tenders received after 15.02.24 by 5:00 P.M will not be entertained.

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.

(B) Expressions of interests are invited from local firms of Nuapada district having EPM rate contract for supply of 300 Beds to Seasonal Hostels of five Blocks. The detail term, condition and specification is available in OSEPA website <http://osepa.odisha.gov.in> & district website <http://nuapada.nic.in>.

By order of Collector-cum-Chairman, Samagra Sikshya, Nuapada.

30/01/24  
District Education Officer-cum-DPC,  
Samagra Sikshya, Nuapada

Memo No. 248

Date. 30.01.24

Copy to the Advertisement Manager, The Sambad and The Prameya for publication of the above tender call notice for one day only in all Odisha edition. The advertisement should be in small letter with single space and the bill amount should be as per I & PR rate.

30/01/24  
District Education Officer-cum-DPC,  
Samagra Sikshya, Nuapada

Memo No. 249

Date. 30.01.24

Copy submitted to DIO, NIC, Nuapada for information and necessary action. He is requested to upload the notification along with other documents in the official website as mentioned above for wide publication.

30/01/24  
District Education Officer-cum-DPC,  
Samagra Sikshya, Nuapada

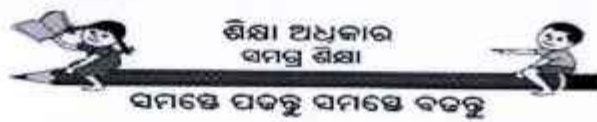
Memo No. 250

Date. 30.01.24

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for kind information and necessary action. It is requested to issue suitable instruction to the concerned official for uploading the above Tender Notice along with other documents in the OSEPA website for wide publication.

30/01/24  
District Education Officer-cum-DPC,  
Samagra Sikshya, Nuapada





# DISTRICT PROJECT OFFICE,

## SAMAGRA SHIKSHYA, NUAPADA

AT/PO- NUAPADA (TANWAT), DIST-NUAPADA, ODISHA-766105,

Ph. No-06678-225295/225121(MIS), Email: dpcnuapadassa.opepa@nic.in

### Bid documents for supply of Single Bed Cot, Beddings, Sports Materials, Stationary Items & TV

#### Unit for Seasonal Hostels, 2023-24

- a) Period for Receipt of Tender Document : From Dt. 31.01.24 toDt. 15.02.24  
up to 5:10 PM.
- b) Date and time and venue for opening of the tender : Date: 16.02.24, Time: 11:10 AM  
Venue: 0/o DEO, Nuapada.
- c) Tender Application Form Cost : Rs.1000/- (Rupees One Thousand) only  
(Non-Refundable)
- d) EMD : Rs.1, 47045/- (Rupees One Lakh Fourty Seven Thousand Fourty Five) only  
Enclose in tender application form.

(Refundable)

Sl No.	Name of the Tender/Items	Quantity	Total Cost (Approx.)	EMD Amount (2%)
1	Supply of Beddings for Seasonal Hostels of Nuapada district: 2023-24	1447	Rs. 3212340.00	Rs.64247.00
2	Supply of Stationary Items for Seasonal Hostels of Nuapada district: 2023-24	2600	Rs.1157000.00	Rs.23140.00
3	Supply of Sports Material Kit for Seasonal Hostels of Nuapada district: 2023-24	62	Rs.310000.00	Rs.6200.00
4	Supply of TV for Seasonal Hostels of Nuapada district: 2023-24	62	Rs.992000.00	Rs.19840.00
5	Supply of Single Bed Cot for Seasonal Hostels of Nuapada district: 2023-24	300	Rs.1680900.00	Rs.33618.00
<b>Grand Total</b>			<b>Rs.7352240.00</b>	<b>Rs.147045.00</b>

- e) Security Deposits : 5% of total order value to be deposited, after selection of the bidder in tender process.  
(Refundable)
- f) Date of completion of work : Within 15 days of issue of work order
- g) Terms & Conditions : at Annexure - "A"
- h) Technical Bid/ Bidders Details : at Annexure - "B"
- i) Financial Bid/ Rate, Specification of Stationary items : at Annexure - "C"
- j) Financial Bid/ Rate, Specification of Beddings : at Annexure - "D"
- k) Financial Bid/ Rate, Specification of TV : at Annexure - "E"
- l) List of Sports Materials to be supplied : at Annexure-"F"
- m) Willingness to supply bed along with Terms, Condition & Specification of Bed : at Annexure-"G"
- n) Detail Specification of all items : at Annexure-"H"



**General Terms & Conditions**

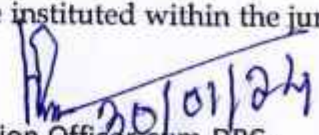
1. **Tender paper Cost:** The intending bidder may apply by downloading bid form and document from the website <http://osepa.odisha.gov.in/> <http://nuapada.nic.in> and apply accordingly along with Bank Draft for Rs.1000/- (Rupees One Thousand) only which is non-refundable, & the DD should be drawn in favour of "District Project Coordinator, Samagra Sikshya, Nuapada" payable at SBI, Nuapada as cost of the tender application form.
2. **Place and Date of receiving the Tender:**
  - (A) Tender shall be received at District Project Office (DPO), SS, Nuapada-766105 through Speed Post/Registered Post only in the office on or before Dt. 15.02.24 by 5:00PM and the sealed envelope super scribing :  

"Tender for supply of Stationary items for Seasonal Hostels of Nuapada district: 2023-24",  
 "Tender for supply of beddings for Seasonal Hostels of Nuapada district: 2023-24", "Tender for supply of TV for Seasonal Hostels of Nuapada district: 2023-24",  
 "Tender for supply of Sports Materials for Seasonal Hostels of Nuapada district: 2023-24",  
 shall be sent to District Project Office, Samagra Sikshya, Nuapada, At-Nuapada (Behind Mini Stadium), Po- Nuapada, Pin: 766105, Dist: Nuapada, Odisha. This office will not be responsible for receipt of tender paper beyond the stipulated date & time due to any postal delay.
  - (B) For supply of Beds, the firm will submit the willingness in prescribed format as annexed at "Annexure-G".
3. **Date, Time and Venue for Opening of Tender:** - The sealed documents shall be opened at O/o DEO, Nuapada on Dt. 16.02.24 at 11:30 AM in presence of bidders or their authorized representatives and the members district Purchase Committee. The authority reserves the right to cancel/reject all or any /part of the notice without assigning any reason thereof. In case of any unavoidable circumstances, if the tender could not be opened on the scheduled date, then next date will be communicated to the bidders as per decision of the authority. Incomplete tender papers shall be liable for rejection.
4. Bidders should apply for tender in two part bidding system. The tender application should be in two parts, i.e. (i) Technical Bid and (ii) Financial Bid, which are to be submitted as per the format prescribed in Bid documents and in two separate sealed envelopes. The envelopes are to be super scribed as mentioned above in Point No. 2 (A).
5. The Financial Bid shall be opened in respect of those Bidders who qualify in Technical Bid.
6. **Specification:** The specification for supply of stationary items for Seasonal Hostels at "Annexure-C", the specification of bedding for Seasonal Hostels at "Annexure-D" & the specification of TV for Seasonal Hostels at "Annexure-E". No deviations from the specifications/quality are allowed.
7. 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.
8. **GST Registration Certificate:** The intending Bidder should submit the photocopy of the GST Registration Certificate & Number, PAN Card with original bid document.

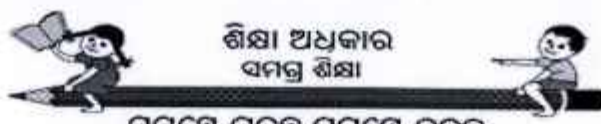


9. **Sample:** as mentioned in Annexure - C, the bidder must produce sample during opening of tender. Without Sample the quotations will not be evaluated.
10. The intending bidder Bidder shall have to provide Undertaking on Rs.100/- legal stamp paper that the bidder is not blacklisted with any state Govt. or Central Govt. Department / PSU / Banks / Financial Institutions on account of corrupt or fraudulent practice from 2019-20 till date.
11. Bidder should not be under liquidation, court receivership or similar proceedings /should not be bankrupted. Bidder to upload undertaking Rs.100/- stamp paper to this effect with bid.
12. **Price:** Price quoted by the bidder should include all charges, such as GST, transportation charges to Seasonal Hostel point. The rate quoted shall remain unchanged till the supply of items at the Seasonal Hostel points. Any increase in the rates during the time of supply is not permissible.
13. **EMD:** The intending bidder should submit the EMD as mentioned in Bid procedure in shape of Bank Draft drawn in favour of "District Project Coordinator, Samagra Sikshya, Nuapada" payable at SBI, Nuapada (refundable) along with bid documents. No exemption Certificate will be accepted. The EMD of all Bidders (both successful and unsuccessful) will be refunded within a period of 30 days after finalization of the tender process. Vender should write the organization name at the back side of the BD/DD. The EMD amount shall be refunded to the firm after getting clearance of supply from H.M concerned of Seasonal Hostel/s, that the bidder supplied the aforesaid items in good condition, as per specification and quality.
14. **Performance Security:** The performance security amount will be 5% of total quoted cost only to be deposited by successful bidder at the time of signing the agreement, in shape of D.D in favour of District Project Coordinator, Samagra Sikshya, Nuapada drawn at SBI, Nuapada.
15. **Agreement:** The selected bidder will have to sign an agreement with the undersigned as soon after the selection and before issue of the work order in non-judicial stamp paper worth Rs. 10/- (Rupees Ten) & Revenue Stamp of One Rupee only to supply the stationary items, TV, Sports Item Kit and Bedding for Seasonal Hostels, 2023-24 at hostel point.
16. **Date & Place of delivery:** The successful bidder shall supply the said items to hostel point within 15 days from the date of issue of work order, failing which the performance security deposit shall be forfeited.
17. **Forfeiture of EMD:** If the selected bidder fails to execute the agreement or deposit the required performance security within the prescribed date after being intimated, its EMD will be forfeited.
18. **Payment:** 100% of the billing amount will be paid through A/c payee cheque only after submission of delivery challan, stock entry certificate & clearance of supply from H.M concerned of Seasonal Hostel/s, that the bidder supplied the aforesaid items in good condition, as per specification and quality. No advance payment will be given to selected bidder.
19. **Insolvent:** The authority may at any time terminate the contract by giving written notices to the bidder if the bidder becomes bankrupt or otherwise insolvent. In this event termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter.
20. One bidder can apply and quote one bid document only for each item.
21. The undersigned reserves the right to accept/reject any or all the tenders without assigning any reason thereof.
22. **Jurisdiction:** Any dispute arising in respect of the Bid shall be instituted within the jurisdiction of Nuapada district, Odisha only.

Date: 30.01.24

  
District Education Officer-cum-DPC,  
Samagra Sikshya, Nuapada.





Annexure - B

**<< TECHNICAL BID >>**  
**APPLICATION FORM FOR BIDDING**  
**(Details of the Applicant/Bidder)**

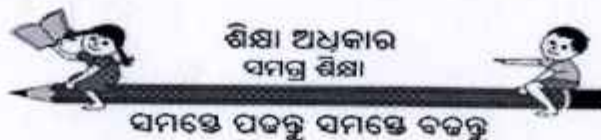
1. Name of Registered bidder:-
2. Name of Authorized Person:-
3. Address:-
4. Contact No:-
5. PAN No (Encl. Photocopy):-
6. GST Registration Certificate & no. (Encl. Photocopy) :-
7. Cost of Tender Paper details:-  
DD. No. \_\_\_\_\_ / date \_\_\_\_\_ / Bank \_\_\_\_\_ / amount  
Rs.1000.00.
8. EMD amount in details:-  
DD.No. \_\_\_\_\_ / date \_\_\_\_\_ / Bank \_\_\_\_\_  
/ amount Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.
9. Cost of the total Tender Work :  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
\_\_\_\_\_ ) only
10. Enclosed
  - i) Adhar Udyog Registration/ OEM
  - ii) Photocopy of PAN Card.
  - ii) Photocopy of GST Registration Certificate & Number.
  - iii) Draft for cost of Tender paper.
  - iv) Draft for EMD.
  - v) Photocopy of Company/Firm Registration certificate.
  - vi) Photocopy of Dealership/ Distributorship certificate of the quoted brand.
  - vii) Affidavit on 'not blacklisted at any where'.
  - viii) Affidavit on 'not bankrupt'.

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Place:

Date:

Seal & Full Signature of the Bidder.





## <<FINANCIAL BID >>

Rate(s) Quoted:

SPECIFICATION OF THE STATIONARY ITEMS TO BE SUPPLIED FOR SEASONAL HOSTELS 2023-24:

Sl no.	Items	Detail Specification	Maximum cost per item	Unit	Amount (Inclusive of GST, transportation charges etc. per unit)	
					In Figures	In Word
1	School Bag		Rs.250/-	One		
2	Towel		Rs.50/-	One		
3	Water Bottle		Rs.30/-	One		
4	Pencil Box with Pencil (two), one Scale, Eraser and Sharpener set		Rs.50/-	One		
5	One Story Books & Work Book		Rs.19/-	One		
6	Drawing/ Art Materials KIT		Rs.46/-	One		

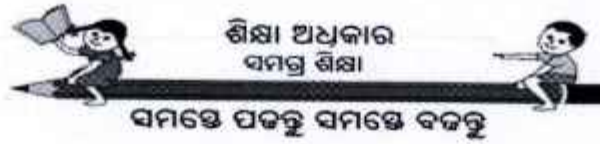
Total Number of Items required:

- The rate to be given above is for one item and quantity for stationary Items are 2600 numbers of School Bag, 2600 numbers of Towel, 2600 numbers of water Bottle, 2600 numbers of Pencil Box, 2600 numbers of Story Books/Work Books, 2600 numbers of Drawing/Art Materials, 62 numbers of Toys/Sport Materials KIT for Seasonal Hostels 2023-24.
- ❖ *Make and Model of the quoted Stationary Item should be mentioned clearly.*

Place:

Date:

Seal & Full Signature of the Bidder.



Annexure-D

**<<FINANCIAL BID >>**

**SPECIFICATION OF THE BEDDINGS TO BE SUPPLIED FOR SEASONAL HOSTELS 2023-24:**

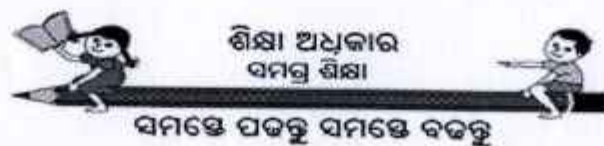
The rate to be given below is for one bedding (Mattresses) and quantity of 1447 numbers

Standard Specification of bedding Size of Bedding	Brand & Model of Mattresses	Material Inside Mattresses (specify) (Coir/Foam)	ISI/ISO Marked (Yes/No) submit relevant papers	Size of bedding	Rate including GST & levis and Transportation Cost (Unit Price)	Remarks

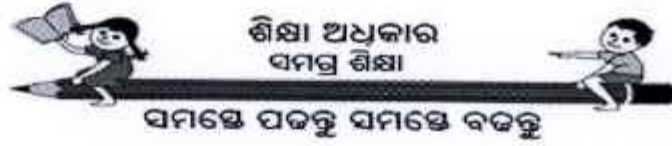
Place:

Date:

Seal & Full Signature of the Bidder.







Annexure- E

## <<FINANCIAL BID >>

Rate(s) Quoted:

Specification of TV supplied for the Seasonal Hostels, 2023-24  
(Total Cost of the TV should not be exceeded Rs.16000/-)

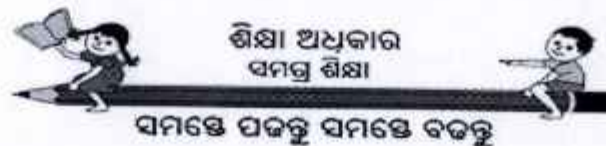
Quote the rate of one brand only

SI No.	Brand Name	Model Name & No.	Technical specification of TV (Size/ Resolution/ Sound Output/ Android)	Amount (Inclusive of GST, transportation charges etc. per unit)	
				In Figures	In Words

Place:

Date:

Seal & Full Signature of the Bidder.



## <<FINANCIAL BID >>

Rate(s) Quoted:

List of Sports Items to be supplied for the Seasonal Hostels, 2023-24  
(Total Cost of the materials should not be exceeded Rs.5000/-)

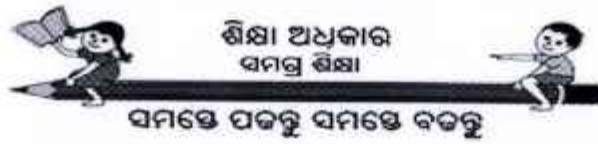
Sl No.	Name of the item	Quantity	Amount for each item inclusive of GST, transportation charges etc.) per unit	
			In Figures	In Words
1	Discus	01		
2	Skipping Rope	05		
3	Wooden Cricket Bat	01		
4	Tennis Ball	06		
5	Volley Ball	01		
6	Volley Ball Net	01		
7	Football	02		
8	Agility Ladder	01		
9	Frisbee	02		
10	Carrom	01		
11	Ludo	02		
12	Chess	01		
Total				

Place:

Date:

Seal & Full Signature of the Bidder.





**Annexure-G**

**Willingness to Supply Bed in Seasonal Hostels for the Year 2023-24**

**Specification of Single Bed Cot**

Overall Size: 80" (Length) X 34" (Width) X 27" (Height)

Bed Frame-75" (Length) X 33" (Width)

19mm thick plywood board- 72" (Length) X 30" (Width)

**Terms & Conditions for supply of the bed as below:**

1. The single bed cot shall be delivered at Hostel point under the custody of the Headmaster. The block wise Hostel list will be provided with the purchase order. The rate of the transportation charges to be mentioned in the offer letter separately.
2. The Item shall be supplied within a period of 30 days from the date of placement of order in full & good condition. In no case part supply will be accepted.
3. The Single bed cot to be supplied shall be olive green colour spray painted & strictly confirm to the approved specification/drawing & design EP & M and have the 100% Pre-Delivery Inspection (PDI) test certificate of the Director, EP & M, Odisha, Bhubaneswar.
4. The undersigned will not be held responsible for any loss or damage of the item during transportation. Damaged item will not be accepted in any circumstances.
5. Cost of item will be paid within 30 days from the date of submission of the bill.
6. The bill is to be furnished in duplicate along with the delivery Chalan duly signed by the concerned Headmaster/Headmistress of the Seasonal Hostel & countersigned by the concerned BEO.
7. If the firm fails to supply the item within the stipulated period, the order will be cancelled & the supplier will not be entertained for further incident in future.
8. The authority reserves the right to reject any or all the offers/willingness without assigning reason thereof.

**Documents to be submitted with the offer/Willingness letter**

- a. Copy of recent GST clearance certificate.
- b. Copy of the valid EP & M registration certificate.
- c. Copy of PAN Card.
- d. Copy of validity of rate contract in respect of the item " Single Bed Cot"
- e. An undertaking to the effect that on execution of purchase order if placed the firm shall not exceed its annual production capacity.

Sl No.	Name of the firm	Name of the Item	Rate per bed including PDI Charges, GST & Transportation Charges

Place:

Date:

**Seal & Full Signature of the Firm.**

## Specifications of different items supplied in Seasonal Hostels for the Year 2023-24

\*\*\*\*\*

### 1. Beddings:

- i) **Size of Bedding:** 72" X 30" X 03"
- ii) **Quality of Bedding:** The bedding must be branded with ISI /ISO marked.

### 2. Sports Materials:

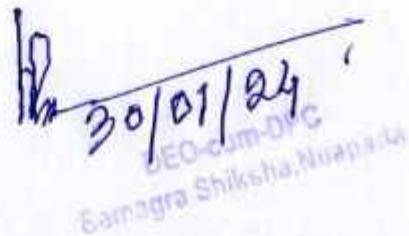
SI No.	Name of the item	Specification
1	Discus	Material: good quality Rubber
2	Skipping Rope	Standard Size & quality
3	Wooden Cricket Bat	Size-4 & good quality
4	Tennis Ball	Standard size & branded
5	Volley Ball	PU Volleyball-Size-4
6	Volley Ball Net	Standard quality
7	Football	PU Hand Stitched Football- Size-3
8	Agility Ladder	4 meter
9	Frisbee	Size: 9 inches
10	Carrom Board	Size: 32 inches
11	Ludo	Plastic Board
12	Chess	Plastic Board
Total		

### 3. Stationary Items:

- i) **School Bag:**
  - a. Size: 25 litres
  - b. Compartments: two with water bottle carrier
  - c. Material: Polyester/Canvas
  - d. Padded & adjustable shoulder straps
  - e. Specific official branding (as specified) to be printed after supply order.
- ii) **Towel:** Size : 70 cm X 130/150 cm  
Material: Cotton
- iii) **Water Bottle:** 1 liter capacity with good quality.
- iv) **Pencil Box with Pencil (two), one Scale, Eraser and Sharpener set:** Branded & good quality
- v) **One Story Books & Work Book:** Odia story book & Work book of good quality paper
- vi) **Drawing/ Art Materials KIT:** Drawing Book, 24 pages (1), Wax colour (standard size) Pencil (2) & Eraser (1)

### 4. LED TV Set

- i) **Size :** 32 inches
- ii) **TV type:** LED & smart
- iii) **TV must be branded**
- iv) **Resolution:** 1366 X 768 pixels
- v) **Sound Output:** Minimum 20 W

  
 CEO-cum-DPC  
 Samagra Shiksha, Nuapada