COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

The District Project Coordinator, Samagra Shiksha, , Nuapada, Odisha, Pin-766105

Subject: Supply of Teaching Learning Materials (TLM), 2023-24 for Class-I to V.

Madam/Sir.

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 <u>90 Days</u> 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,

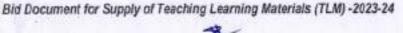
Place:

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 /MSME/DIC Registration No: Date & Year.: | |
| 5 | Local office in Odisha If Yes, Please furnish contact details | Yes / No |
| 6 | Bid processing fee Details Amount :Rs | |
| 7 | EMD details Amount :Rs | |
| 8 | GSTIN(Enclose copies) | |
| 9 | PAN / TAN(Enclose copy) | |
| 10 | Experience in supply of any TLM Materials | |
| 11 | Confirm to carry out assignments as per the scope of work of the Bid Document | YES |
| 12 | 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

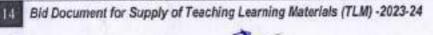
| SI. | Nature and Type of Document / Items | | enclosed reference) | |
|-----|--|----------|------------------------|--|
| No | Nature and Type of Document / Items | Yes / No | Page no. | |
| 1 | Valid Aadhar Udyog Registration . | | | |
| 2 | Address of Business location | | | |
| 3 | Valid PAN / TAN | | | |
| 4 | Copy of Valid GST Registration Certificate with last 3 month 3B and R1 statement. | | | |
| 5 | Return file copy of GST of last three quarter. | | | |
| 6 | Filed Income Tax Return for the Financial Year 2020-21, 2021-22, 2022-23 i.e Assessment Year 2021-22, 2022-23, 2023-24. | | | |
| 7 | Turnover Certificate of last 3years (2020-21, 2021-22 &2022-23) submitted with Valid UDIN | | | |
| 8 | Notarized Stamp paper of Rs 100 along with bid specifying the detail of bid submitted. As per (Annexure-II) | | | |
| 9 | Terms & Condition Acceptance Certificate submitted as per (Annexure-III) | | | |
| 10 | No Deviation Certificate as mentioned. (Annexure-IV). | | | |
| 11 | Undertaking letter for replacement of complaint/defective goods. | | | |
| 12 | Demand Draft amounting to Rs.1000/- as bid processing fee submitted. | | | |
| 13 | EMD of Rs.1,15,000/- in shape of Demand Draft / Banker's cheque/ Bank Guarantee submitted | | | |
| 14 | Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats. | | | |
| 15 | Duly filled in FIN-1 & FIN-2 Form | | | |

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 District Project Coordinator, Samagra Shiksha, Shikshasadan, Nuapada, Odisha, Pin-766105

Undertaking / Declaration

| | Son / Daughter / Wife of Sh |
|----|--|
| | Proprietor / Director / Authorized |
| | Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bidderument; |
| _ | |
| 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 |

- 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.
- This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:

Address of the Bidder



appropriate law.

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The District Project Coordinator, Samagra Shiksha, Nuapada, Odisha, Pin-766105

Subject:

Supply of Teaching Learning Materials (TLM), 2023-24 of Class-I to V - FINANCIAL

PROPOSAL

Madam/Sir

I, the undersigned, offer to print & supply of Supply of Teaching Learning Materials (TLM), 2023-24 of Class-I to V in accordance with your Tender Call Notice No.______, Dated: _______. Our attached Financial Proposal is for the sum of Rs._______ [Insert amount(s) in words and figures*].

The quoted rate is inclusive of all taxes and all other charges/levies/duties, transportation cost & delivery of the complete material at block 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

(*) Amount must match with the one indicated in FIN-2.



Bld Document for Supply of Teaching Learning Materials (TLM) -2023-24

(In Bidder's Letter Head)

| Particulars | Rate per Item (in Rs.) | Specification and Brand | Approximat e Total Number of Items to be supplied | Total (in Rs.) |
|--------------|------------------------|---|---|----------------|
| 1 | 2 | 3 | 4 | 5=2X4 |
| Wax Crayon | | As mentioned at Annexure-I, Reputed Brand | 33396 | |
| Drawing Book | | As mentioned at Annexure-I | 33396 | |
| Geometry Box | | As mentioned at Annexure-I, Reputed Brand | 23882 | |
| | (0) | G.7 | TOTAL(in Rs.) | |

The rate should be inclusive of all taxes and all other charges/levies/duties, transportation cost & delivery of the complete material at 05 no. of block point. All the items must be as per the specification at <u>Annexure-I</u>. Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by the firm in the first option only will be valid and considered for evaluation.

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

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



Annexure- I

Annexum - I **

| Particulars | Specification | | | | | | |
|--------------|---|-------|---|--|--|--|--|
| Wax Crayon | Reputed brand Length Point Type Diameter Quality No of colors Special feature | | 80 mm Wide 11mm non smudge, round 12 Made of Non-toxic materials (Non-toxic & food grade pigments) Conforming international Safety Standard En 71-3 | | | | |
| Drawing Book | Size Shape Cover Page quality Inner page quality No of pages Cover page Inner page Binding Special feature | | (21.6 X 35.56) cm Rectangular, Landscape 170 GSM, Glossy Art paper with lamination (Lamination will be in both the front and back outer pages-2 pages) 120 GSM, maplitho / machine finish Cover page - 4, inner page -40 Multi color White Colour Center stitching Eco friendly & No chlorine paper | | | | |
| Geometry Box | Reputed brand with parts in tray for easy 1. Scale 2. Pencil 3. Eraser 4. Compass 5. Protractor 6. Set Square 7. Set Square 8. Divider 9. Pencil Sharpen Special feature | stora | ic body geometry box set of 9 materials well fitted ge. 15 cm with mm marking reputed brand, HB pencil bonded lead quality, Hexagonal shape, Size: 172 mm & Diameter : 6.9 mm Reputed brand, dust free & with Dimension: 33 X 17 X 10 mm Stainless Steel materials (180 degree) with mm marking (60 degree) with mm marking (45 degree): with mm marking Stainless Steel materials Rust resistance, Eco friendly | | | | |

The meeting ended with vote of thanks to chair and participants.

State Project Director





Annexure-II

Undertaking/Declaration

| I | *************************************** | .Son | 1 | Daughter | 1 | Wife | 0 | f Shri |
|--------------------------------|---|-----------|-----|-------------|--------|---------|-------|---------|
| | Proprietor/ | Directo | r / | Authorized | Signa | atory o | f the | bidder, |
| mentioned above, I am competer | nt to sign this o | leclarati | on | and execute | this b | oid doc | umer | nt; |

I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them,

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. 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.

This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory In full and initials

Name and Designation of Signatory with Date and Seal: Address of the Bidder



ANNEXURE - III

(ON BIDDER'S LETTER HEAD)

Terms & Condition Acceptance Certificate

Ref:-

Date: -

To

The District Project Coordinator, Samagra Shiksha, Nuapada, Odisha, Pin-766105

Ref: - Tender Document No.

Date:

Respected Sir,

I /We the undersigned have examined the above mentioned Tender Enquiry document, including Amendment / Corrigendum No. Dt :(if any), the receipt of which is here by confirmed.

If our tender is accepted we undertake to supply the goods & perform the services as mentioned in Tender Enquiry Document in accordance with the delivery schedule.

We further understand that you are not bound to accept the lowest or any tender you may receive against your tender enquiry.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Enquiry document including Amendment / Corrigendum if any.

Sign and Office seal of the Tenderer

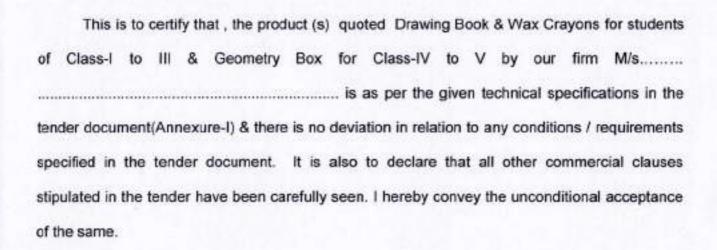


Bid Document for Supply of Teaching Learning Materials (TLM) -2023-24

(Annexure-IV)

Format of No Deviation Certificate

No Deviation Certificate



Signature of Authorised Signatory with Stamp



Bid Document for Supply of Teaching Learning Materials (TLM) -2023-24

Bank Guarantee Format for Furnishing EMD

| 10, | |
|--|---|
| The District Project Coordinator, | 00000 |
| Samagra Shiksha, Nuapada, Odisha, Pin-76 | 6105 |
| WHEREAS | (Name and address of the tenderer) |
| (hereinafter called "the Tenderer") has submitted th | eir offer dated for supply of Teaching Learning material |
| (TLM) for the students of class-I to V for the academ | ic year 2023-24 against the purchaser's Notice inviting tender. No IEAN by these presents that We |
| having our registered office at | (hereinafter called the "Bank") are bound unto the a (hereinafter called "purchaser") in the sum of Rs |
| Sealed with the Common Seal of the said Bank this | day of2024 |
| THE CONDITIONS OF THIS OBLIGATION ARE: | 50.00.0 T. SHANAR STENDER AND |
| If the Tenderer withdraws or amends, imvalidity of this Tender. | pairs or derogates from the tender in any respect within the period of |
| If the Tenderer having been notified of validity:- | the acceptance of its tender by the Purchaser during the period of its |
| a) If the Tenderer fails to furnish the per | formance security for the due performance of the contract |
| b) Fails or refuses to accept / execute th | e Contract. |
| WE undertake to pay the Purchaser up to the above amount o substantiate its demand, provided that, in it's demand the to the occurrence of one or both of the two conditions, specific | t upon receipt of its first written demand, without the Purchaser have a purchaser will note that the amount claimed by it is due to it owing fying the occurred condition or conditions. |
| This guarantee will remain in force up to and any demand in respect thereof should reach the Bank no | and including 45 days after the period of tender validity of later than the above date. |
| Our*branch at (name a | and 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 d by us at our* branch on or before dated |
| | |
| (Signa | ture of the authorized officer of the Bank) |
| (Name | & designation of the officer) |
| *Preferably at district head quarter. | name, date & address of the bank and address of the branch |

22 Bid Document for Supply of Teaching Learning Materials (TLM) -2023-24

8

PERFORMANCE BANK GUARANTEE FORMAT

| To, | | | | |
|--|---|---------------------------------|---|------------|
| The District Project Coordin | | | | |
| Samagra Shiksha Nuapao | la, Odisha, Pin-766105 | | | |
| WHEREAS | (Name and address | of the supplier) (| hereinafter called "the supp | lier' |
| (TLM) for the students of class | ce of contract No date ss-I to V for the academic year 2023- | o for su 24 (herein after ca | pply of Teaching Learning ma fled "the contract"). | teria |
| AND WHEREAS it has be | en stipulated by you in the said contr | act that | the sup | plie |
| shall furnish you with a bank guard security for compliance with its obli | antee by a scheduled commercial bai igations in accordance with the contr | nk recognized by y act; | ou for the sum specified there | in as |
| AND WHEREAS we have | agreed to give the supplier such a ba | ank guarantee; | | |
| NOW THEREFORE we he up to a total of | reby affirm that we are guarantors ar (amount of the guarantee | nd responsible to y | ou, on behalf of the Consult | ant, |
| upon your first written demand de | claring the consultant to be in defau of (amount of guarantee) as aforesain | It under the contra | ct and without cavil or argume | ant |
| | ssity of your demanding the said de | bt from the consul | tant before presenting us with | the |
| there under or of any of the contr | change or addition to or other modifi act documents which may be made his guarantee and we hereby waive it | e between you an | the consultant shall in any | way |
| This performance bank gua | rantee shall be valid until the | day of | , <year></year> | |
| fling of claim and any part th | (Name & Address of the Bank) is lia ereof under this Bank Guarantee claim or demand and received by Others | only and only us at our | if you serve upon us at | our Dt. |
| this guarantee thereafter. | Otto | noo varin ariar to | coolinged of all liabilities of | uei |
| | | | *************************************** | |
| | (Signature of the authorize | ted officer of the | Bank) | |
| 7 | Name and designat | | | |
| | Seal, name | & address of the | | |
| ferably at district head quarter. | | | | |

