



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha

Bid Document

FOR

**Procurement of Teaching Learning Materials
(Sishu Vatika to Grade III) for the year 2025-26**

Open Tender Call Notice No. 1484/ /Dated.06.05.2025

**OFFICE OF THE DEO-CUM-DPC
SAMAGRA SHIKSHA, ANGUL**

1 *Bid Document for Procurement of Teaching Learning materials (Sishu Vatika to Grade III) , 2025-26*

Seal & Full Signature of the Bidder

Phone: 06764-232412
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Letter No: **1484 /PED**



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Date: **06.05.2025**

NOTICE INVITING TENDER (NIT)

Scaled tenders are invited from reputed, authorized and credible suppliers/firms/agencies for supply of Teaching Learning Materials for the students of shishu vatika to Grade III during the year 2025-26 in two bid systems(Technical& Financial)as detailed bellow.

Name of the Tender	Bid Processing fee	Amount of EMD	Last Date and time of receipt Bid	Date and time of opening of Technical Bid
Procurement of Teaching Learning Material (Shishu Vatika to Grade III) for the Year 2025-26	Rs.2000.00 (Two Thousand Only)	100000.00 (Rs. One Lakh Only)	02.06.2025 at 5.30 P.M	03.06.2025 at 11.30 A.M

The detail BID document is available in the website <https://angul.odisha.gov.in> / www.osepa.odisha.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 website. Hence potential bidders are requested to be in continuous touch with the above website.

The Tender inviting Authority (TIA) reserve the right to accept/reject any full or part/all BIDs/cancel the entire selection process at any stage without assigning any reason thereof.

By order of the Collector-cum-chairperson, S.S, Angul

DEO cum District Project Coordinator
Samagra Sikhya Angul

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IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	The DEO-Cum-DPC, Samagra Shiksha, ANGUL.
2.	Availability of the Bid document	https://angul.odisha.gov.in / www.osepa.odisha.gov.in
3.	Date of Issue of the Bid	06.05.2025
4	Last date and time of receipt of the Bid only through speed post/ registered post .	26.05.2025 BY 1.00 P.M
5	Tentative Date & time for opening of Technical BID.	28.05.2025 AT 11.30 A.M
6	Tentative Date & time for opening of Sample Materials Quality.	29.05.2025 AT 11.30 A.M
6	Tentative Date of Opening of Financial BID	30.05.2025 AT 11.30 A.M
8	Bid Processing Fee (Non-Refundable)	Rs. 2000/- (Rupees Two Thousand only) in shape of Demand Darft drawn in any nationalized/scheduled bank favoring “DPC,RTE-SSA ANGUL TRIBAL(GENERAL)” payable at Angul which will be annexed with the Technical Bid.
9	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs. 100,000/- (Rupees One Lakh only) in shape of Bank Guarantee only
10	Address & mode of submission of proposal	O/o the DEO-cum-DPC, Samagra Sikshya,Angul , At -Amlapada, Po –Angul, Dist. - Angul, Pin-759122 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.
11	Place of Opening of Proposal:	O/o the DEO-cum-DPC, Samagra Sikshya,Angul , At -Amlapada, Po –Angul, Dist. - Angul, Pin-759122
12	Tentative TLM Delivery & Completion of supply	At the block point on or before 20.06.2025
13	Submission of Performance security & signing of agreement.	Within 07 (seven) of issue of order for execution of agreement

3 **Bid Document for Procurement of Teaching Learning materials (Sishu Vatika to Grade III) ,2025-26**

Seal & Full Signature of the Bidder

BID DOCUMENT
FOR
**Procurement of Teaching Learning Materials (Sishu Vatika
to Grade III) for the year 2025-26**

The DEO-cum-DPC, Samagra Shiksha, Angul invites bids from the intending suppliers / firms/ agencies in the state of Odisha for supply of Teaching Learning Materials for the students of Sishu Vatika to Grade III. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Minimum Eligibility Criteria (as on date of Tender Notice):

The Suppliers/firms /agencies must have:

- (a) Valid Aadhar Udyog / Udyam Registration Certificate
- (b) Registered Office setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration under Odisha GST (OGST) Act.
- (e) Average Turnover @Rs.50 Lakh in last three Financial Year

2. Application Procedure:

- (a) The Bid has been invited under three bid system i.e. **Technical Bid, Sample Materials and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed “Technical Bid for Procurement of TLM 2025-26, “Sample Bid materials of TLM 2025-26 & “Financial Bid for TLM 2025-26” . All sealed envelopes should be kept in another sealed envelope superscribed “Tender for Procurement of Teaching Learning Materials,2025-26” Angul.
- (b) **Technical Bid & Financial Bid.**
The Bidder has to fill up the technical bid Form (**Tech-1, Tech-2, Tech-3, Tech-4**) & submit it within a separate envelope with all self-attested documents / papers as mentioned in para-2 (f) . Second envelop consists a list with sample materials of TLM items. 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 set per child** in the prescribed format (FIN-2). The rate shall include School-wise, Block- wise packing, per unit including Tax, all other charges/levies/duties, transportation cost & delivery of the complete material at block point. **Accordingly, the bidder has to calculate the per set rate after taking into account all of the above factors.**

- (c) The tender should be addressed to **DEO-cum-DPC, Samagra Shiksha , Angul, At-Amlapada, Po –Angul, Dist-Angul, PIN-759122.(Odisha)**
- (d) The Bid document shall be available in website <https://angul.odisha.gov.in> / www.osepa.odisha.gov.in and the cost of the tender paper @ Rs.2000.00 is to be enclosed in shape of crossed Demand Draft in favour of **“DPC,RTE-SSA ANGUL TRIBAL(GENERAL)”** payable at Angul along with the **Technical BID**. Exemption towards Cost of tender paper shall not be considered.
- (e) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.1,00,000/-(Rupees One Lakh) only**. The EMD (refundable - without interest), may be submitted in shape of Bank Guarantee (**Format A**) only from any Nationalized or scheduled bank drawn in favour of **“DPC,RTE-SSA ANGUL TRIBAL(GENERAL)”** payable at Angul, failing which the tender shall be rejected summarily. In case of bank guarantee, it should be valid up to at least 90 days beyond the date of opening of Financial bid. 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. Exemption towards EMD and Performance Security shall not be considered.
- (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 / Udyam Registration Certificate
 - (b) Valid PAN
 - (c) Valid GST Registration Certificate under Odisha GST (OGST) Act.
 - (d) Demand Draft an amounting to Rs.2000/-only as bid processing fee. (non-refundable)
 - (e) EMD of Rs,1,00,000/- in shape of Bank Guarantee
 - (f) Average Turnover @Rs.50.00 Lakh in last three Financial Year 2022-23, 2023-24 & 2024-25 (Proof to be submitted by the bidder as certified by the Chartered Accountant).
 - (g) Income Tax Return for the Financial Year 2021-22, 2022-23 & 2023-24 i.e. Assessment Year 2022-23, 2023-24 & 2024-25 (on-line acknowledgement with Profit & Loss Account)

- (h) Bidder must have to submit samples materials with tender documents.
- (i) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
- (j) Affidavit by the Notary as regards to non-black listing of the agency in similar type of work.
3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the verification of Sample Materials. Financial Bids of those Bidders will be opened, whose sample materials was found/selected by the committee. Financial Bid of the sample materials 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 **26.05.2025 by 1.00 PM.** (in all working days) addressed to undersigned address mentioned above through Speed Post / Registered Post only. The Authority is not responsible for any 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 DEO-CUM-DPC, Samagra Shiksha, Angul in the presence of the bidders/ their authorized representatives, if any, who wish to be present on the spot at that time.
- (d) The sample Materials will be verified only those bidders whose technical bids are found in order. The date, time & place of opening of Sample Materials will be communicated after evaluation of Technical BID.
- (e) The Financial Bid will be opened only those bidders whose sample materials are found in order. The date, time & place of opening of Financial Bid will be communicated after verification of sample materials.
5. **Specifications:** Detail specification of the items (as specified by State Office) is mentioned at **Annexure- X.**
- The tender should be addressed to **O/o the DEO-cum-DPC,
Samagra Shiksha, Angul , At -Amlapada, PO –Angul,
Dist. - Angul, Pin-759122, Odisha**

6. Evaluation of BID:

- (a) The Purchase Committee of the DEO-cum-DPC, Samagra Shiksha, Angul will evaluate the Technical & Financial BID.
- (b) The Technical Committee of the DEO-cum-DPC, Samagra Shiksha, Angul will verify the sample materials as per specification & empanel maximum three bidder according to the quality of the sample materials.
- (c) The sample materials qualified bidder quoting reasonable price (not lowest price) in the financial bid shall be considered for award of contract.
- (d) The decision of all above committee is final and bound to accept by all bidder. Any bidder cannot claim/challenge/etc on and above of the concern committee decision.

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 reasonable evaluated cost only.

9. Signing of Contract :

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within seven days after issue of intimation for bid acceptance. Price of the selected bidder is valid for two years.
- (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 drawn on any Nationalized / Scheduled Bank in favour of the "DPC,RTE-SSA ANGUL TRIBAL(GENERAL)" payable at Angul only within 07 (seven) days from issue of bid acceptance letter. In case of BG, the same shall be as per the **FORMAT-B** & its validity will be the contract period.

11. Post Delivery Inspection (PDI):

The TIA shall do the PDI of the quality of materials by the technical committee.

12. Requirement & Delivery Schedule :

The selected supplier shall supply the TLMs wise packets, School wise, Block wise packets **on or before06.2025**. The class wise requirements are as below. The above requirement may increase or decrease as per need during the period of contact. The total cost will be decided on the basis of actual nos. of TLM supplied.

Enrollment of Sishu Vatika	Enrolment of Class I to Classw III	Total (Class I to III)
7470	29225	36695

13. Payment terms:

- (i) The selected bidder will be submit Triplicate Bill after satisfactory delivery of the materials at concern Block point along with Challan copy.
- (ii) After obtain the PDI report from technical committee, Payment will be made.
- (iii) IT TDS & GST TDS will be deducted at the appropriate rate as per prevailing law.

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 materials shows negative results, then penalty will be imposed proportionately as maximum up to @20% or part thereof on the total cost as decided by TIA.

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

- (a) The Term and condition mentioned at Bid Documents is final. Any Clarification/suggestion/objection/etc of any party will not be considered by the TIA.
- (b) The TIA may be change /amend/modify/etc any term & conditions of the Bid documents, for any reason.
- (c) The amendment in shape of corrigendum/addendum will be notified on the websites <https://angul.odisha.gov.in/> www.osepa.odisha.gov.in only.

(d) 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. 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 documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with 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 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 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 finalized at Angul Jurisdictions only.
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 Angul, Odisha

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

**The DEO-cum-DPC
Samagra Sshiksha ,Angul**

Subject: Supply of Teaching Learning Materials (Sishu Vatika to Grade III) for the academic year 2025-26

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Teaching Learning Materials (Sishu Vatika to Grade III) for the academic year 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 **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 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

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Bid Document for Procurement of Teaching Learning materials (Sishu Vatika to Grade III) , 2025-26

Seal & Full Signature of the Bidder

Bidder/s's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Mobile No: 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	GST registration office in Odisha If Yes, Please furnish contact details	
6	Bid processing fee Details Amount : <u>Rs.2000/-</u>	
7	EMD details	
8	GSTIN under Odisha GST (OGST) 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:

Date:

Stamp

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber

11

Bid Document for Procurement of Teaching Learning materials (Sishu Vatika to Grade III) ,2025-26

Seal & Full Signature of the Bidder

Check list of documents & Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items (as on date of Tender Notice)	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Aadhar Udyog / Udyam Registration		
2	Proof of Office setup in the State of Odisha		
3	Valid PAN		
4	Valid GST Registration Certificate under Odisha GST (OGST) Act		
5	Average Turnover @Rs.50.00 lakh in last three Financial Year 2021-22,2022-23 & 2023-24		
6	Filed Income Tax Return for the Financial Year 2021-22, 2022-23 & 2023-24 i.e Assessment Year 2022-23, 2023-24 & 2024-25.		
7	Confirm to carry out assignments as per the scope of work of the Bid Document		
8	Confirm to accept all the terms and conditions as specified in the Bid Document		
9	Demand Draft amounting to Rs.2,000/- only as bid processing fee (non-refundable)		
10	EMD in shape of Bank Guarantee for Rs.1,00,000/- only		
11	Duly filled in signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
12	Samples of all materials mentioning brand.		
13	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.

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Bid Document for Procurement of Teaching Learning materials (Sishu Vatika to Grade III) ,2025-26

Seal & Full Signature of the Bidder

(In Bidder's letter Head)

To:

[Location, Date]

The DEO-cum-DPC
Samagra Shiksha, Angul

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 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/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
4. 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.
5. 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.
6. 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

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Bid Document for Procurement of Teaching Learning materials (Sishu Vatika to Grade III) ,2025-26

Seal & Full Signature of the Bidder

COVERING LETTER
(In Bidder's Letter Head)

[Location, Date]

To

The DEO-cum-DPC
 Samagra Shiksha, Angul

Subject: Supply of Teaching Learning Materials(TLM).– FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to: supply Teaching Learning Materials in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial Proposal is for the sum of Rs. _____ (Rupees.) [Insert amount(s) in words and figures*].per unit/packet.

The quoted rate is inclusive of 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.

(In Bidder's Letter Head)

Application of Financial Bid**Quoted Price**

SUPPLY OF TEACHING LEARNING MATERIALS (TLM)				
Items of TLM	Quantity (Approx.)	Specification & Brand	Quoted rate per unit/packet (including packaging, Tax & Transportation cost, etc)	Remarks
Slate , Pencil Box, Chalk,Pencil, Eraser, Sharpener& Crayons for Sishu Vatika	7470	As mentioned at Annx-X, Reputed Brand		
Pencil Box, Ruler, Pencil, Eraser, Sharpener & Crayons for Grade I , II & III	29225	As mentioned at Annx-X, Reputed Brand		

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

Signature of the Tenderer**With date and seal****15****Bid Document for Procurement of Teaching Learning materials (Sishu Vatika to Grade III) ,2025-26****Seal & Full Signature of the Bidder**

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SPECIFICATION OF TEACHING LEARNING MATERIAL FOR SISHU VATIKA & FLN GRADES (2025-26)	
Items	Specifications/ Dimension
Wax Crayon (One Pkt)	Reputed brand
	Length : 90 mm
	Point Type : Wide
	Diameter 11mm
	Quality : non smudge, round
	No of colours : 12
	Made of Non toxic materials
	Special feature (Non toxic & food grade pigments)
	Conforming international Safety Standard En 71-3
Slate-01	Dimension : 25 x 30 x 1 cm, Strong plastic edges and smooth textured black surface
Slate pencil-01 (Chalk)	White colour
	Material : Slate
Pencil Box (New)- 01	Dimension : Length 20-22 cm, Width 7-9 cm, height 3-5 cm.
	Colour : Colourful
	Materials : Plastic
Scale-01	15 cm with mm marking
Pencil-01	Reputed brand, HB pencil bonded lead quality , Hexagonal shape, Size: 172 mm & Diameter : 6.9 mm
Eraser-01	Reputed brand, dust free & with Dimension : 33 X 17 X 10 mm
Pencil Sharpener- 01	Special feature : Rust resistance, Eco friendly