

OFFICE OF THE DISTRICT PROJECT COORDINATOR,
SAMAGRA SHIKSHA, KORAPUT, ODISHA. PIN-764020



Bidding Document

FOR

**Supply of Teaching Learning
Materials (TLM), 2025-26 to the
Students of SHISHU VATIKA AND
GRADE-I, II & III**

Notice Inviting Tender No. 1347 /Dated 08/05/2025



Bid Document for Supply of TLM to the students of Shishu Vatika to Grade-III-2025-26



ସମଗ୍ର ଶିକ୍ଷା
ସମଗ୍ର ଶିକ୍ଷା
Samagra Shiksha



DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, KORAPUT, ODISHA, PIN-764020
E-mail: dpckoraputssa.opepa@nic.in

Letter No. 1347/Ped/2025

IX-PED-19/25

Date. 08/5/2025

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible supplier / agencies / manufacturer having valid PAN, GST & IT Clearance, registration of firms etc. for supply of Teaching Learning Materials to the students of Shishu Vatika to Grade-III like Slate, Pencil Box, Chalk, Pencil, Eraser, Pencil Sharpner, Wax Crayon & Scale for the year 2025-26 in two bid systems (Technical & Financial Bid) 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
Supply of Teaching Learning Materials (TLM) to the students of Shishu Vatika and Grade-I, II & III	Rs.5000/- (Rupees Five thousand only)	Rs.2,40,000 /-(Rupees Two Lakhs and Forty thousand only)	09/06/2025 by 5.00 PM	10/06/2025 at 11.00 AM

The detailed BID document is available in the website <https://osepa.odisha.gov.in> & <https://koraput.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 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.


08.05.25
District Project Coordinator,
SamagraShiksha, Koraput



Bid Document for Supply of TLM to the students of Shishu Vatika to Grade-III-2025-26

Memo No. 1348 /PED/25

Dated 08/5 /2025

Copy to the District E-Governance Manager, Collectorate, Koraput for information and necessary action. He is requested to upload the Notice Inviting Tender and the Bid Document in the official website of Koraput district.


District Project Coordinator,
Samagra Shiksha, Koraput

Memo No. 1349 /PED/25

Dated 08/5 /2025

Copy to the Joint Director, MIS OSEPA Bhubaneswar for information with a request to upload the enclosed Notice Inviting Tender and the Bid Document in the official website of OSEPA for information of all concern.


District Project Coordinator,
Samagra Shiksha, Koraput

Memo No. 1350 /PED/25

Dated 08/5 /2025

Copy submitted to the Joint Director (Advt.), Information & Public Relations Department, Govt. of Odisha / the D.I.P.R.O, Koraput for information and necessary action. You are requested to publish the Notice Inviting Tender for one instance only in 03 widely circulated Odia daily newspapers within a financial limit of Rs.5000/- (five thousand only) each under intimation to this office.


District Project Coordinator,
Samagra Shiksha, Koraput

Memo No. 1351 /PED/25

Dated 08/5 /2025

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for favour of kind information and necessary action.


District Project Coordinator,
Samagra Shiksha, Koraput

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Punjab

IMPORTANT INFORMATION TO THE BIDDER

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	District Project Coordinator, Samagra Shiksha, Koraput, Shiksha Sadan, Near Collectorate, Koraput.
2.	Availability of the Bid document	https://osepa.odisha.gov.in & https://koraput.odisha.gov.in
3.	Date of Issue of the Bid	08/05/2025
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	09/06/2025 by 5.00 PM
5	Date & time for opening of Technical BID.	10/06/2025 at 11.00 AM
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)	Rs.5000/- (Rupees Five Thousand Only) in shape of Bank Demand Draft drawn in any nationalized / scheduled bank favouring District Project Coordinator, Samagra Shiksha, Koraput, payable at Koraput which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.2,40,000/- (Rupees Two Lakhs and Forty Thousand only) in shape of Bank Demand Draft / Bank Guarantee favouring District Project Coordinator, Samagra Shiksha, Koraput, payable at Koraput
9	Address & mode of submission of proposal	Office of the District Project Coordinator, Samagra Shiksha, Shiksha Sadan, Near Collectorate, Koraput, Odisha, Pin-764020. Mode of Submission: By 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:	Office of the District Project Coordinator, Samagra Shiksha, Shiksha Sadan, Near Collectorate, Koraput, Odisha, Pin-764020.
11	Point of Delivery & Completion of supply	At the 14 block head quarter points within <u>15</u> days from the date of work order issued.
12	Submission of Performance security & Signing of agreement.	Within 05 days of issue of work order.



Bid Document for Supply of TLM to the students of Shishu Vatika to Grade-III-2025-26

P. Singh

BID DOCUMENT

FOR

Supply of Teaching Learning Materials to the students of Shishu Vatika to Grade-III

The District Project Coordinator, Samagra Shiksha, Koraput, Odisha invites bids from the reputed agencies / supplier / manufacturer having valid PAN, GST & IT Clearance , registration of firms etc for supply of Teaching Learning Materials (to the students of Shishu Vatika to Grade-III) like Slate, Pencil Box, Chalk, Pencil, Eraser, Pencil Sharpner , Wax Crayon & Scale for the year 2025-26. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

The Suppliers /firms /agencies must have:

- (a) Valid Aadhar Udyog Registration for supply of Stationary / TLM items
- (b) Valid PAN
- (c) Valid GST Registration Certificate
- (d) IT returns of last three years (2021-22,2022-23 & 2023-24)
- (e) Turnover Certificate providing the turnover data of the last three years certified by a Practicing Chartered Accountant (With UDIN)-2021-22,2022-23 & 2023-24

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 Supply of Teaching Learning Materials to the students of Shishu Vatika to Grade-III& "Financial Bid for Supply of Teaching Learning Materials to the students of Shishu Vatika to Grade-III"**. Both sealed envelopes should be kept in another sealed envelope super scribed **"Tender for Supply of Teaching Learning Materials to the students of Shishu Vatika to Grade-III"**.

- (b) **Technical Bid & Financial Bid.**

The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, and Tech-04**) & submit it with a separate envelope with all self-attested documents / papers as mentioned in para-2 (f). 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 per item in the prescribed format (FIN-2). All the materials must be of a reputed brand. Only one price should be quoted by each firm and if more than one price is quoted under different options, the rate quoted by firm in the first option only will be valid and considerable for evaluation. **Only GST as applicable shall be claimed extra. Accordingly, the bidder has to calculate the per item rate after taking into account all of the above factors.**



- (c) The tender should be addressed to Office of the District Project Coordinator, Samagra Shiksha, Shiksha Sadan, Near Collectorate, Koraput, Odisha, Pin-764020.
- (d) The Bid document shall be available in website <https://osepa.odisha.gov.in> & <https://koraput.odisha.gov.in> and the cost of the tender paper is to be enclosed in shape of crossed Bank Demand Draft in favour of "District Project Coordinator, Samagra Shiksha, Koraput" payable at Koraput along with the **Technical BID**.
- (e) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.2,40,000/- (Rupees Two Lakhs and Forty Thousand only)**. The EMD (refundable - without interest), may be submitted in shape of Bank Demand Draft / / Bank Guarantee (Format A) from any Nationalized or scheduled bank drawn in favour of District Project Coordinator, Samagra Shiksha, Koraput" payable at Koraput 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 un-successful 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.
- (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 Certificate for supply of Stationary / TLM items
 - (b) Valid PAN
 - (c) Valid GST Registration Certificate & up to date clearance certificate.
 - (d) IT returns of last three years (2021-22, 2022-23 & 2023-24)
 - (e) Turnover Certificate providing the turnover data of the last three years certified by a Practicing Chartered Accountant (With UDIN)-2021-22, 2022-23 & 2023-24 .
 - (f) Turnover- The bidder should have annual turnover of Rs.02.00 Crore (Rupees Two Crore) only during last three financial years
 - (g) Bank Demand Draft amounting to Rs.5000/- (Rupees Five thousand only) as bid processing fee.
 - (h) EMD in shape of Bank Demand Draft / Bank Guarantee of Rs 2,40,000/- (Rupees Two Lakhs and Forty Thousand)
 - (i) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
 - (j) Sample of materials must be produced at the time of opening of Technical Bid before the committee. All materials must be of reputed brand.

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.



[Handwritten Signature]

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 **5.00 PM of 09/06/2025** (in all working days) addressed to the District Project Coordinator, Samagra Shiksha, Shiksha Sadan, Near Collectorate, Koraput, Odisha, Pin-764020 only by **Registered Post / Speed Post / Courier**. The Authority will not be 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 **District Project Office, Samagra Shiksha, Shiksha Sadan, Near Collectorate, Koraput, Odisha, Pin-764020** in the presence of the Bidders or their authorized representatives, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened those who are qualified in the Technical Bid process. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

5. Specifications :

Detail specification of the materials as specified by the OSEPA, Bhubaneswar is mentioned at **Annexure-II**

6. Evaluation of BID:

- (a) The Purchase Committee of the District 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 as L-1 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.



[Handwritten signature]

8. Award of Contract :

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

9. Signing of Contract :

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within 03 to 05 days of issue of the work order.
- (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 / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the "District Project Coordinator, Samagra Shiksha, Koraput payable at Koraput only within 05 days from issue of the work order. In case of Bank Guarantee, the same shall be as per the **FORMAT-B** & its validity will be at least 30 days from the date of expiry of defect liability period.

11. Post Delivery Inspection (PDI):

The Tender Inviting Authority (TIA) will do the PDI of the quality of the items through a District Level Team consisting of members- ADEO, One BEO, One DIET faculty and Representative of DIC. If inferior quality supplied & if not matching with the sample materials, the supplier payment may be forfeited, or deducted as decided by the Chairman of the Committee.

12. Requirement & Delivery Schedule :

The selected firm shall supply the Teaching Learning Materials (TLM) to the students of Shishu Vatika to Grade-III with class wise, school wise, CRC wise and block wise packets within 15 days from the date of issue of the work order. **Approximately, 12437 Items of each i.e. Slate, Pencil Box, Chalk, Pencil, Eraser, Sharpner & Crayons for Shishu Vatika students and 69276 Items of each i.e. Pencil Box, Ruler, Pencil, Eraser, Sharpner & Crayons for the students from Grade-I to III** are required to be supplied for the purpose. The above requirement may increase or decrease as per actual need. The total cost will be decided on the basis of actual nos. of materials supplied. Delivery will be made at 14 Nos. Block Point only.

13. Payment terms:

- (i) On completion of delivery at Block point 80% cost of the supplied quantity shall be paid within 30 days after receipt of the required reports / Papers/ documents as under:
 - a. Chillan's towards satisfactory completion of supply of quantity to concerned block point as per supply order.
 - b. Receipt of "receive & stock entry certificate" from concerned BEO.
 - c. On fulfillment of conditions of the agreement.
 - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.



- (ii) **On Final Acceptance** : Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of :
 - a. Receipt & outcome of Post Delivery Inspection (PDI) Report
 - b. On fulfillment of conditions of the agreement
 - c. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing tax 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 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 the material 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) Seven (07) 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 websites <https://osepa.odisha.gov.in> & <https://koraput.odisha.gov.in> and the prospective bidder/s are 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. 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.



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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 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 fails to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman, Samagra hiksha, Koraput. The Collector cum Chairman, SS, Koraput shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.
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 Koraput.


District Project Coordinator,
Samagra Shiksha, Koraput


Collector-cum-Chairman,
Samagra Shiksha, Koraput.





COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

**The District Project Coordinator,
Samagra Shiksha, Shiksha Sadan, Koraput, Odisha, Pin-764020**

Subject: Supply of Teaching Learning Materials (TLM) to the students of Shishu Vatika to Grade-III, 2025-26

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Teaching Learning Materials (TLM) to the students of Shishu Vatika to Grade-III for the 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



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 :Rs. _____/-	
7	EMD details Amount :Rs. _____/-	
8	GSTIN	
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:

BIDDER/S'S OFFICIAL SIGNATORY
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 Valid Aadhar Udyog Registration Certificate for supply of Stationary / TLM items		
2	Proof of Office setup in the State of Odisha		
3	Valid PAN		
4	Valid GST Registration Certificate		
5	Filed Income Tax Return for the Financial Year 2021-22, 2022-23 & 2023-24 (Last 3 Years)		
6	Bank Demand Draft amounting to Rs.5,000/- as bid processing fee		
7	EMD in shape of Bank Demand Draft / Bank Guarantee for Rs. 2,40,000/-		
8	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
9	Sample Items duly signed & sealed by the bidder		
10	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, Shiksha Sadan, Koraput, Odisha, Pin-764020

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 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 appropriate law.
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.
5. 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



COVERING LETTER**(In Bidder's Letter Head)**

[Location, Date]

To

The District Project Coordinator,
Samagra Shiksha, Shiksha Sadan, Koraput, Odisha, Pin-764020

Subject: Supply of Teaching Learning Materials (TLM) to the students of Shishu Vatika to Grade-III for the 2025-26- FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to Supply of Teaching Learning Materials (TLM) to the students of Shishu Vatika to Grade-III for the year 2025-26 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 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)

Rate per Item (in Rs.) (both in figures and words)			Specification and Quantity		Total (in Rs.) (both in figures and words)	
1			2	3	1 X 3	
Particulars of (TLM Item)	In Figures (Amount Rs.)	In Words (Amount Rs.)	Specification and Brand	Approximate Total Number of Items to be supplied	In Figures (Amount Rs.)	In Words (Amount Rs.)
Wax Crayon (One Pkt)			Reputed Brand, Length:90 mm, 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	81713		
Slate-01			Dimension: 25 X 30 X 1 cm, Strong Plastic edges and smooth textured black surface	12437		
Slate pencil-01 (Chalk)			While color,	12437		
			Material: Slate			
Pencil Box (New)-01			Dimension: Length 20-22 cm, Width 7-9 cm, height 3-5 cm	81713		
			Colour: Colourful			
			Materials: Plastic			
Scale-01			15 cm with mm marking	69276		
Pencil-01			Reputed brand, HB pencil bonded lead quality, Hexagonal shape, Size: 172 mm & Diameter: 6.9 mm	81713		

Eraser-01			Reputed brand, dust free & with Dimension: 33 X 17 X 10	81713		
Pencil Sharpner-01			Special feature: Rust resistance, Eco friendly	81713		

The rate should be including transportation & packing cost towards delivery of the materials at 14 no. of block point. All the items must be as per the specification at Annexure-II . 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. Only GST as applicable shall be claimed extra.

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.



Bank Guarantee Format for Furnishing EMD

Format-A

To,

The District Project Coordinator,
Samagra Shiksha, Shiksha Sadan, Koraput, Odisha, Pin-764020

WHEREAS _____ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated _____ for supply of Teaching Learning material (TLM) to the students of Shishu Vatika to Grade-III for the academic year 2025-26 against the purchaser's Notice inviting tender No. _____ dated _____

KNOW ALL MEAN by these presents that We..... of..... having our registered office at..... (hereinafter called the "Bank") are bound unto the District Project Coordinator, Samagra Shiksha, Koraput (hereinafter called "purchaser") in the sum of Rs. _____/- for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of.....2025

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the Tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
 - a) If the Tenderer fails to furnish the performance security for the due performance of the contract
 - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to _____ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our _____*branch at _____ (name 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 _____*branch. A written claim or demand and received by us at our _____* branch on or before dated _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)

Seal, name, date & address of the bank and address of the branch

*Preferably at district head quarter.



Bid Document for Supply of TLM to the students of Shishu Vatika to Grade-III-2025-26

PERFORMANCE BANK GUARANTEE FORMAT

To,

The District Project Coordinator,
Samagra Shiksha, Shiksha Sadan, Koraput, Odisha, Pin-764020

WHEREAS _____ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No. dated _____ for supply of Teaching Learning material (TLM) to the students of Shishu Vatika to Grade-III for the academic year 2025-26 (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 Consultant, 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 consultant 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 there in.

We hereby waive the necessity of your demanding the said debt from the consultant 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 there under or of any of the contract documents which may be made between you and the consultant 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 performance bank guarantee shall be valid until the _____ day of _____, <Year>

Our branch at * _____ (Name & Address of the Bank) 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 & Branch

*Preferably at district head quarter.

