



# **Bid Document**

## **FOR**

**Supply of Teaching Learning Materials (TLM) for Class SishuVatika and FLN Grade, 2025-26 of Nayagarh District.**

**Notice Inviting Tender No. 1164 /Dated 11 .06.2025**

**OFFICE OF THE DISTRICT PROJECT COORDINATOR  
SAMAGRA SHIKSHA NAYAGARH**

### CONTENTS OF BID DOCUMENT

SI No.	Description of contents	Page Number
1.	Important information to the Bidders	04
2.	Bid Document: Scope of work and general instructions for Bidders.	05-10
3.	Application-Technical Bid	11-14
4.	Application-Financial Bid	15-16
5.	Format A & B	17-18

### IMPORTANT INFORMATION TO THE BIDDER.

Particular	Details
1. Tender Inviting Authority (TIA)	O/o the DPCSS, Nayagarh
2. Availability of the Bid document	<a href="http://nayagarh.odisha.gov.in">http://nayagarh.odisha.gov.in</a> and <a href="http://www.osepa.odisha.gov.in">www.osepa.odisha.gov.in</a>
3. Date of Issue of the Bid	12.06.25
4. Last date and time of receipt of the Bid only through speed post / registered post / courier.	26.06.25
5. Date & time for opening of Technical BID.	01.07.25 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.3000-(Rupees Three Thousand only) in shape of <b>DD</b> drawn in any nationalized / scheduled bank in favoring of District Project Coordinator, Samagra Shiksha, Nayagarh.
8. Earnest Money Deposit (EMD) *(Refundable without interest)	(Rs-1,33,950/-) in shape of <b>Demand Draft Bank Guarantee</b> drawn in any nationalized / scheduled bank in favoring of District Project Coordinator, Samagra Shiksha, Nayagarh, payable at O/o the District Project Coordinator, SS, Nayagarh, AT/PO/Dist-Nayagarh(Near DRDA Office)
9. Address & mode of submission of proposal	<b>Mode of Submission:</b> 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. the District Project Coordinator, SS, Nayagarh, AT/PO/Dist-Nayagarh(Near DRDA Office)
10. Place of Opening of Proposal:	O/o the Collector office, Nayagarh.
11. Point of Delivery & Completion of supply	At the block point within 15 days from the date of work order
12. Submission of Performance security & Signing of agreement.	Within 2 days of issue of work order





**BID DOCUMENT**  
**FOR TEACHING LEARNING MATERIALS(TLM)**

The District Project Coordinator, Samagra Shiksha, Nayagarh invites bids from the reputed & credible agency / supplier / manufacturer for supply of **Teaching Learning Materials** ( Slate, Pencil, Box, Pencil, Eraser, Sharpner and Crayon for Sishu Vatika and Pencil box, Ruler, Pencil, Eraser, Sharpner and Crayons for grade I to III Students of Nayagarh District under SS Scheme in two bid systems (Technical & Financial Bid). 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/manufacturer must have;

- (a) Valid Trade License.
- (b) Valid PAN
- (c) Proof of office setup in the State of Odisha
- (d) Valid GST Registration Certificate of Odisha
- (e) Valid Aadhaar Udyog / Udyam Registration Certificate/MSME registration certificate
- (f) Others as per para-2(F)

**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 superscribed "Technical Bid for supply of Teaching Learning Materials" & "Financial Bid for supply of Teaching Learning Materials". **Both** sealed envelopes should be kept in another sealed envelope superscribed "Tender for Supply of Teaching Learning Materials".

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

The Bidder has to fill up the Technical bid Form (Tech-1, Tech-2, Tech-3, 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 separately for each item in the prescribed format (FIN-2). The rate per item -1 and item-2 shall include all cost (including GST) like student - wise / Class-wise / School- wise / CRC- wise / Block- wise packing and all other charges GST/levies/duties, transportation cost & delivery of the complete material at block point. And sample of items 1&2 must be submitted at this office before last date of tender applied. If not submitted the bid application will be rejected.

- (C) Tenders should be addressed to O/o the District Project Coordinator, SS ,Nayagarh", Near DRDA, Pin-752069

- (D) The Bid document shall be available in website <http://nayagarh.odisha.gov.in> and [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft in favour of "payable at Nayagarh along with the **Technical BID** , payable at Nayagarh along with the **Technical BID**

- (E) **Earnest Money Deposit (EMD)**: The bidder is to submit EMD amounting to **Rs.-1,33,950/-**. The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque/ Bank Guarantee (**Format A**) from any Nationalized or scheduled bank drawn in favour of District Project Coordinator, SS, Nayagarh payable at Nayagarh., 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 must enclosed 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 and rejected.,

1. In case of reseller bidder must submit manufacturer's authorization letter in favour of bidder/tenderer from the manufacturers of the product. BID specific authorization contact details of OEM mentioned in Authorization certificate, it will be cross check by its OEM.
2. (A) The annual average turnover of the Bidder must be of Rs.50 lakh or more in last three Financial years(2021-22,2022-23 and 2023-24).Turnover Certificate on CA Letter Head with UDIN number to be submitted along with the bid Documents.  
  
(B)The annual turnover of OEM must be of Rs.50 Crore or more in last three financial years (2021-22,2022-23 and 2023-24). The Bidder must submit OEM's last three years of ITR (2022-23 , 2023-24 and 2024-25).
3. Bidder /OEM must upload datasheet of offered products(picture/drawing, make and model) should be uploaded and submitted along with the Bid compliance documents for Technical Evaluation.
4. The Bidder must hold valid registration under the Goods and services Tax (GST)Act and with any other relevant central or State Govt. authorities as required by prevailing laws. The bid should include copy of the GST registration certificate, GST returns for the preceding six months(I,e October 2024 to March 2025), and a copy of the PAN card. Additionally, the bidder must submit income Tax returns for the last three Financial years(2022-23 , 2023-24 and 2024-25).
5. All the OEM of offered product is must be certified as per the required certification mentioned in specification.
6. (A) Bidder must upload bidder's ISO-9001;2015, ISO-14001;2015, , ISO-45001;2018 ,Cancelled cheque,bank mandate certificate and Udyam Adhar.  
  
(B) The bidder must submit OEM's ISO-9001; 2015,BIS Certificate(withy non-toxic report and test report of wax crayon), Certificate of incorporation ,factory license, DiC and Test report of specified category.
7. A successful delivery report/ certification duly signed by the concerned officer need to be submitted before release of any payment. After award of bid, the buyer will provide complete list of delivery location. Delivery should be written 30 days of generate of contract, Bidder must submit an undertaking for delivery with bid documents.
8. The bidder/OEM must have successfully executed in a similar category. Copies of experience certificate and corresponding order documents must be enclosed as proof of supply.



- 9) A self-declaration on firm's letter head to be attached regarding that they have completely understood all terms and condition in the bid and their acceptance of product compliance along with the supporting documents. Bidders have to submit an undertaking regarding smoothly supply as per specification to the prescribed address.
- 10) A) The bidder/seller must not have been blacklisted by any government offices, societies, authorities (State Government or Government of India), PSU (Public Sector Undertakings), or government-run autonomous bodies or societies in India for corrupt, fraudulent, or any other unethical business practices, or for any other reasons. To comply with this requirement, the firm must submit a Notary Affidavit on Non-Judicial Stamp Paper (Rs. 100/-), clearly mentioning the BID number (as per Annexure-I).
- B) Product shall be provided as per specification as mentioned in tender. Bidder shall enclose No Deviation Certificate as mentioned. (Annexure-II).
- C) Terms & Condition Acceptance Certificate should be submitted as per (Annexure-III)
- 11) The Bidder must adhere to the specifications provided in Annexure-IV.
- 12) Bidders must submit the EMD with account payee demand draft in favor of **DEO-cum-DPC NAYAGARH** of Rupees 40000/- (**Fourty thousand rupees only**). The Bidder has to upload scanned copy/ proof of the DD along with bid.
- 13) Hard copy of EMD, affidavit and all annexure of the tender uploaded by the seller must reach the office of **DEO-cum-DPC NAYAGARH, Odisha**. EMD of the successful bidder will be returned after the completion of the work and EMD of the unsuccessful bidder will be returned after the tender process.
- 14) Bidders must submit sample as per specification mentioned above and products before the bid end date for technical evaluation. Failure to provide samples will result in disqualification from the financial evaluation process. The selection of the bidder will be based on the evaluation of the submitted in the terms of quality, strength and design of the sample, ensuring compliance with the specification outlined below in the ATC.
- 15) All documents submitted by the bidder should be self-attested with official seal and signature.
- 16) The bidder is required to submit a bid specific affidavit affirming the authenticity and validity of the certificates and documents provided. These documents will undergo thorough verification, and if any instance of forgery or manipulation is discovered, the bidder will face disqualification.
- 17) The invoices submitted by the bidder should have their GST Number clearly printed on it. The tax amount should be clearly shown in the invoice. The bidder should also submit delivery challan with original seal and sign of the receiver.



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.

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 26.6.25 (in all working days) addressed to District Project Coordinator, SS, Nayagarh".Near DRDA, Pin-752069 only by **registered Post / Speed Post / Courier**. The Authority is not 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 01.07.25 at 11.00 am in the O/o Collector, Nayagarh in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

ITEMs	SPECIFICATION OF TEACHING LEARNING MATERIALS FOR SISHU VATIKA & FLN GRADE(25-26)	
SN-1.Wax Crayon(one pkt)	SPECIFICATION	
	Reputed brand	
	Length	60 mm
	Point Type	Wide
	Diameter	11 mm
	Quality	Non smudge, round
	No. of colour	12
	Special feature	Made of Non-toxic materials (Non-toxic & food grade pigments) Conforming international safety Standard En 71-3
SN-2. Slate-01	Dimension:	(25x30x1cm, strong plastic edges and smooth textured black surface
SN-3. State Pencil-01(chalk)	colour	White
	Material	Slate
SL-4. Pencil box(New One)	Dimension:	Length:20-22 cm,Width7-9 cm,height3-5cm textured black surface
	colour	colourful
	Material	plastic
SL-5. Scale-01	Dimension:	15cm with mm Marking
SL-6. Pencil -01	Special Feature	Reputed brand,HB pencil bonded lead quality,Hexagonal shape,Size:172 mm & Diameter:6.9 mm
SL-7. Eraser-o1		Reputed brand,dustfree& with Dimension:33x17x10 mm
SL-8. pencil Sharpner-01		Rust resistance,Eco friendly

- a) Item-1 (Sishu Vatika) consist of SL no-1,2,3,4,6,7 & 8  
b) Item -2 (Grade I,II III) consist of SL no-1,4,5,6,7 & 8

#### 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 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.



#### 8. Award of Contract:

The contract will be awarded to the Bidder/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 02(two) days of issue of the work order.
- (b) Failure by the Bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the Bidder shall have no claim further.

#### 10. Performance Security Deposit:

The L1 bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of Bank Guarantee (BG)/DD drawn on any Nationalized / Scheduled Bank, the same shall be as per the **FORMAT-B&** its validity will be at least 60 days from the date of expiry of defect liability period.

#### 11. Post Delivery Inspection (PDI):

The TIA shall do the PDI of the quality of items supplied will be checked either by the committee members or as per decision of the committee members.

#### 12. Requirement & Delivery Schedule:

- (i) The selected agency shall supply the materials Student wise / Class wise / School wise / CRC- wise/ Block wise packets within 15 days from the date of issue of the work order. Approximately 5145 no sets for Sishu Vatika and 21645 no set for FLN GRADE Students are required. The above requirement may increase or decrease as per need. The total cost will be decided on the basis of actual nos. of items supplied. It may be increased or decreased.
- (ii) The denomination of items to be contained in a packet as well as detailed information to be printed on the packet cover.

#### 13. Payment terms:

- (i) **On completion of delivery at Block point:** cost of the supplied quantity shall be paid within 30 days after receipt of the required reports / Papers/ documents as under:
  - a. Challans 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:** 100% cost of the total supplied quantity shall be paid after deduction of penalty & statutory due, 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 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 supplied 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 quality of materials supplied shows is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

**1. 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 thewebsites <http://nayagarh.odisha.gov.in> and [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) and the prospective bidder/s are requested totake 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.
2. Only one tender should be submitted by one party. Bidder shall not have a conflict of interest. Submission of more than one tender will lead to rejection of all proposals of the bidder.
3. 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.
4. All the information 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.
5. 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.
6. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
7. The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly, the bidder shall submit the Bid.
8. 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.
9. **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 fail 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 SS Nayagarh. The Collector cum Chairman SS Nayagarh 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.
10. **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 Nayagarh.



ANNEXURE-I

DECLARATION FOR NOT BLACKLISTED

Date.....

Bid No: -

To,

---

Dear Sir,

Ref.: Tender No.

I / We ..... hereby confirm that our firm has not been banned or blacklisted by any Government Offices / Societies / Authorities (State government or Government of India) / PSU / Govt. run autonomous body, Society in India for corrupt, fraudulent or any other unethical business practices or any other reason.

Signature of Bidder.....

Place:

Name.....

Designation.....

Seal



**Annexure- II**

Format of No Deviation Certificate

Date.....

**Bid No: -**

**No Deviation Certificate**

- i. This is to certify that, the product (s) quoted items by our firm M/s.....  
..... is as per the given technical specifications in the tender document & there is no deviation in relation to any conditions / requirements specified in the tender document. It is also to declare that all other commercial clauses stipulated in the tender have been carefully seen. I hereby convey the unconditional acceptance of the same.

Signature of Authorized Signatory with  
Stamp

Annexure III

Date.....

Bid No: -

To

---

Undertaking/Declaration

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;

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 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-IV

### 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: 11 mm Quality: non smudge, round No of colors: 12 Made of Nontoxic materials Special feature: Nontoxic & 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 color Material: Slate
Pencil Box (New)-01	Dimension: Length 20-22 cm, Width 7-9 cm, Height 3-5 cm Color: Colorful 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



**COVERING LETTER****(ON BIDDER/S'S LETTER HEAD)***[Location, Date]***To:****The District Project Co-ordinator  
SS, Nayagarh****Subject: Supply of Teaching Learning Materials (TLM) for Class Sishu Vatika and FLN grade**  
Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards supply of Teaching Learning Materials of Sishu Vatika and FLN grade 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)**

Sl 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.3,000/-	
7	EMD details	
8	GSTIN	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	Yes / No
11	Confirm to accept all the terms and conditions as specified in the Bid Document	Yes / No

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name &amp; 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 Trade License		
2	Proof of Office as well as business setup in the State of Odisha		
3	valid PAN		
4	valid GST Registration Certificate of Odisha		
5	Filed Income Tax Return and PL& B/S for the Financial Year,2021-22,2022-23 & 2023-24 i.e Assessment Year,2022-23,2023-24 & 2024-25.		
6	DD/Banker's cheque amounting to Rs.3,000/- as bid processing fee		
7	EMD in shape of Demand Draft / Banker's cheque / Bank Guarantee		
8	Duly filled in, signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
9	Sample of all items must be submitted in sealed packet at office of the DPC ss, Nayagarh		
10	Duly filled in FIN-1 & FIN-2 Form		
11	Updated GST returned certificate, Valid OEM authorization certificate of bidder		
12	OEM should have ISO-9000-2015,/ISO-14001-2015.		
13	Past experience of the bidder for supply of TLM to the district of Odisha in last 2 years.		
14	Valid OEM authorization certificate of bidder		

Place:

BIDDERS'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/  
Official Seal of the Firm.



(In Bidder's letter Head)

[Location, Date]

To

The District Project Co-ordinator  
SS, Nayagarh

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 Co-ordinator,  
SS, Nayagarh****Subject: Supply of Teaching Learning Materials(TLM) for BalValika and FLN grade . – FINANCIAL PROPOSAL****Madam/Sir**

I, the undersigned, offer to supply Teaching Learning Materials(TLM) 2025-26 of SishuVaika and FLN grade 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 cost student-wise / Class wise / School- wise / CRC- wise / Block- wise packing, 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.

(In Bidder's Letter Head)

SI No	Items	Rate quoted for specified items per set	Total requirements set	Total amount including all cost with GST
1	Slate,Pencil,Box,Pencil,Eraser,Sharpner and Crayon for SishuValika		5145 nos.	
2	Pencil box,Ruler,Pencil,Eraser,Sharpner and Crayons forFLN grade Students		21645 nos.	

The per item rate is inclusive of all costs student-wise /Class-wise / School- wise / CRC- wise / Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material with GST at 08 no of block point. No extra GST shall be claimed.

**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 Co ordinator,  
SS,NAYAGARH

**WHEREAS**

(hereinafter called "the Tenderer") has submitted their offer dated \_\_\_\_\_ (Name and address of the tenderer)  
2025-26 of SishuVaika and FLN grade against the purchaser's Notice inviting tender No \_\_\_\_\_ dated \_\_\_\_\_ for supply Teaching Learning Materials(TLM)

KNOW ALL MEAN by these presents that We \_\_\_\_\_ of \_\_\_\_\_ having our registered office  
at \_\_\_\_\_ (hereinafter called the "Bank") are bound unto the District Project Co-  
ordinator SamagraShiksha \_\_\_\_\_ (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 \_\_\_\_\_ 2024

**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.

**PERFORMANCE BANK GUARANTEE FORMAT**

To,

The District project Co ordinator,  
SS,Nayagarh**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) SishuVaika and FLN grade, 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.

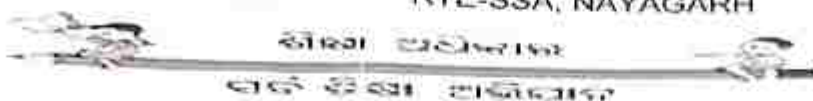
.....  
(Signature of the authorized officer of the Bank)

Name and designation of the officer

.....  
Seal, name & address of the Bank & Branch

\*Preferably at district head quarter.

OFFICE OF THE DISTRICT PROJECT COORDINATOR  
RTE-SSA, NAYAGARH



Email: [doenayagarh.osepa@nic.in](mailto:doenayagarh.osepa@nic.in), [prtnayagarhssa.osepa@nic.in](mailto:prtnayagarhssa.osepa@nic.in), PH: 06753-253701/ 06753-254236

No. 1164

Date. 11.06.25

**NOTICE INVITING TENDER (NIT)**

Sealed tenders are invited from the reputed, authorized & credible Suppliers / Firms / Agencies for supply of Teaching Learning Materials for the Student of Sishu Vatika to Grade III during the year 2025-26 in two bid system: (Technical & Financial Bid) . bid processing fees Rs.3000/- only not refundable and EMD of Rs. 133950/- only which is refundable without interest. last date of receipt of bids 26.05.25 date and time of opening bids 01.07.25 at 11.00 AM .

The detailed Bid document is available in the website <https://Nayagarh.odisha.gov.in> [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). interested and eligible agency/ firms 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 (TI) 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 the order of the Collector-Cum- Chairman.SS, Nayagarh

  
District Project Co-ordinator  
Samagra Shiksha, Nayagarh.