

CONTENTS OF BID DOCUMENT

Sl. No.	Description of contents	Page Number
1.	Important information to the Bidders	04 - 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

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the District Project Coordinator, Samagra Shiksha, Koraput, Shikshasadan, Near Collectorate, Koraput.
2.	Availability of the Bid document	www.osepa.odisha.gov.in & www.koraput.nic.in
3.	Date of Issue of the Bid	
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	14/03/2024 by 5.00 PM
5.	Date & time for opening of Technical BID.	15/03/2024 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 <u>Five Thousand Only</u>) in shape of DD / Banker's Cheque 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 <u>Two Lakhs and Forty Thousand only</u>) in shape of Banker Cheque / 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, Shikshasadan, Near Collectorate, Koraput, Odisha, Pin-764020. Mode of Submission: 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, DPO, Samagra Shiksha, Shikshasadan, Near Collectorate, Koraput, Odisha, Pin-764020.
11.	Point of Delivery & Completion of supply	At the 14 block head quarter points within 15 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 Teaching Learning Materials (TLM)

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 (TLM) like Drawing Book , Wax Crayon & Geometry Box for Class-I to V Students for the year 2023-24. 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 Office Stationary / TLM items
- (b) Valid PAN
- (c) Valid GST Registration Certificate
- (d) IT returns of last three years
- (e) Audited Balance Sheet of last 03 years
- (f) Turnover- Rs. 02 Crore during last three financial years

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 (TLM) & Financial Bid for Supply of Teaching Learning Materials (TLM)". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for f Supply of Teaching Learning Materials (TLM)".

- (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 unit** in the prescribed format (**FIN-2**). All the materials must be of a reputed brand. Only one price should be quoted for 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, DPO, Samagra Shiksha, Shikshasadan, Near Collectorate, Koraput, Odisha, Pin-764020.
- (d) The Bid document shall be available in website www.osepa.odisha.gov.in & www.koraput.nic.in and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft / banker's Cheque 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 Demand Draft / Banker's cheque/ 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.
- Valid Aadhar Udyog Registration in the state of Odisha.
 - Valid PAN & IT return filed for last 03 financial years (2020-21, 2021-22, 2022-23).
 - Valid GST Registration Certificate & up to date clearance certificate.
 - Audit Balance sheet of last 03 years.
 - DD/Bankers Cheque amounting to Rs.2000/- (Rupees Two thousand only) as bid processing fee.
 - EMD in shape of Demand Draft / Bankers Cheque / Bank Guarantee.
 - Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats. Sample of materials must be produced at the time of opening of Tender before the committee. All materials must be of reputed brand.
 - Turnover- The bidder should have annual turnover of Rs.02.00 Crore (Rupees Two Crore) only during last three financial years. Proof to be submitted by the bidder in form of audited balance sheet, income & expenditure statement and profit & loss account from Chartered Accountant.
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 **5.00 PM of 14/03/2024** (in all working days) addressed to the District Project Coordinator, Samagra Shiksha, Shikshasadan, Near Collectorate, Koraput, Odisha, Pin-764020. 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 **District Project Office, Samagra Shiksha, Shikshasadan, Near Collectorate, Koraput, Odisha, Pin-764020** 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.

5. Specifications :

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

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/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 amounting to **Rs. 6,00,000/- (Rupees Six Lakhs) only** 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 & EPM. 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) with class wise, school wise, CRC wise and block wise packets within **15** days from the date of issue of the work order. Approximately **68879 Sets** i.e **One Drawing Book and One Wax Crayon for the students of class- I to III and 49032 No's of Geometry Box for the students of class- IV & V** are required to be supplied for the purpose. The above requirement may increase or decrease as per need. The total cost will be decided on the basis of actual nos. of materials supplied. Delivery will be made at 14 Block Point.

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.

- e. Verification made by the TBPM, Bhubaneswar regarding GSM of the supplied copies of Drawing Book.
- (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 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 paper (GSM) testing 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 www.osepa.odisha.gov.in & www.koraput.nic.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.
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 Shiksha, 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