

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

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

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

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Teaching Learning Materials (TLM), 2023-24 of Class-I to V 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)

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. _____/-	
7	EMD details Amount :Rs. _____/-	
8	GSTIN	
9	PAN / TAN	
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 Aadhar Udyog Registration .		
2	Proof of Office setup in the State of Odisha		
3	valid PAN / TAN		
4	valid GST Registration Certificate		
5	Filed Income Tax Return for the Financial Year 2020-21, 2021-22, 2022-23 i.e Assessment Year 2021-22, 2022-23, 2023-24.		
6	DD/Banker's cheque amounting to Rs.____/- as bid processing fee		
7	EMD in shape of Demand Draft / Bankers cheque / Bank Guarantee		
8	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
9	Sample papers duly signed & sealed mentioning the GSM as well as name of the manufacturer.		
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, Shikshasadan, 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, Shikshasadan, Koraput, Odisha, Pin-764020

**Subject: Supply of Teaching Learning Materials (TLM), 2023-24 of Class-I to V –
FINANCIAL PROPOSAL**

Madam/Sir

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

The quoted rate is inclusive of 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 2	
Particulars	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			As mentioned at Annexure-A , Reputed Brand	68879		
Drawing Book			As mentioned at Annexure-A , Reputed Brand	68879		
Geometry Box			As mentioned at Annexure-A , Reputed Brand	49032		

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-A**. 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:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

Annexure - A

Particulars	Specification
Wax Crayon	<p>Reputed brand</p> <p>Length : 90 mm</p> <p>Point Type : Wide</p> <p>Diameter : 11mm</p> <p>Quality : non smudge, round</p> <p>No of colors : 12</p> <p>Special feature : Made of Non-toxic materials (Non-toxic & food grade pigments) Conforming international Safety Standard En 71-3</p>
Drawing Book	<p>Size : (21.6 X 35.56) cm</p> <p>Shape : Rectangular, Landscape</p> <p>Cover Page quality : 170 GSM, Glossy Art paper with lamination, (Lamination will be in both the front and back outer pages-2 pages)</p> <p>Inner page quality : 120 GSM, maplitho / machine finish</p> <p>No of pages : Cover page - 4, Inner page -40</p> <p>Cover page : Multi color</p> <p>Inner page : White Colour</p> <p>Binding : Center stitching</p> <p>Special feature : Eco friendly & No chlorine paper</p>
Geometry Box	<p>Reputed brand with metallic body geometry box set of 9 materials well fitted parts in tray for easy storage.</p> <p>1. Scale : 15 cm with mm marking</p> <p>2. Pencil : reputed brand, HB pencil bonded lead quality, Hexagonal shape, Size: 172 mm & Diameter : 6.9 mm</p> <p>3. Eraser : Reputed brand, dust free & with Dimension : 33 X 17 X 10 mm</p> <p>4. Compass : Stainless Steel materials</p> <p>5. Protractor : (180 degree) with mm marking</p> <p>6. Set Square : (60 degree) with mm marking</p> <p>7. Set Square : (45 degree): with mm marking</p> <p>8. Divider : Stainless Steel materials</p> <p>9. Pencil Sharpener:</p> <p>Special feature : Rust resistance, Eco friendly</p>

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

Bank Guarantee Format for Furnishing EMD

To,

The District Project Coordinator,
Samagra Shiksha, Shikshasadan, 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) for the students of class-I to V for the academic year 2023-24 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.....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 Coordinator,
Samagra Shiksha Shikshasadan, 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) for the students of class-I to V for the academic year 2023-24 (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.