





DISTRICT PROJECT OFFICE, SAMAGRA SHIKHYA, GAJAPATI

Letter no 1266/ Ped /25

Date: 02 105/25

To

The Joint Director, MIS OSEPA, Bhubaneswar

Sub:- Publication of tender call notice on "supply of Teaching learning materials for Sishuvatika to Class-III for the year 2025-26 for all primary grade schools of Gajapati District".

Sir,

In inviting a kind reference to the subject citied above, I am to herewith enclose the notice & details of posts for uploading the same in district portal.

Hence you are requested to upload the same for wide publication of the tender call notice on "supply of Teaching learning materials for Sishuvatika to Class-III for the year 2025-26 for all primary grade schools of Gajapati District".

Yours faithfully

District Education Officer-Cum-DPC Samagra Shiksha, Gajapati.







DISTRICT PROJECT OFFICE, SAMAGRA SHIKHYA, GAJAPATI

No: 1259/Ped/125

Date: 02/05/25

TENDER CALL NOTICE FOR SUPPLY OF TEACHING LEARNING MATERIALS (TLM)

Sealed under two bid systems are invited from agency/supplier/manufacturer having valid PAN, GST & IT clearance,registration of firm etc for supply of Teaching Learning Materials (Drawing Book, Crayons, Pencil, Slate etc.) for Sishu vatika to Class-III) for the year 2025-26. The tender papers (biddocuments) containing detailed specification with terms and conditions application of Technical Bid & application of Financial Bid can be obtained by downloading form the web site i.e. www.gajapati.odisha.gov.in and www.osepa.odisha.gov.in. The bidders are required to submit demand Draftof Rs. 2000/- (Rupees Two thousand only) drawn in favour of Dist. Project Coordinator, SS, GAJAPATI, towards cost of tender paper along with the application of technical bid. The last date and time for receiving of tender paper is on Dt 16.05.2025 at 11.00 A.M and will be opened on the same day at 11.30 A.M in the office of the District Education Office, Paralakhemundi, GAJAPATI in presence of renderers' or their authorized representatives. Corrigendum/addendum if required will be uploaded in the above web site. Hence potential bidders are requested to go through with the above web site. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

By the order of Collector, Gajapati

District Education Officer-cum-DPC SamagraShiksha,Gajapati



Bidding Document

FOR

Teaching Learning Materials (Drawing Book, Crayons, Pencil, Slate etc.) for Sishu Vatika to Class-III) for 2025-26

Notice Inviting Tender No 1259/Dated 02/05/2025

OFFICE OF THE DISTRICT PROJECT COORDINATOR, SAMAGRASHIKSHA, GAJAPATI, AT-BETAGUDA, VIA-JHAMI, POST-PARLAKHEMUNDI,-761201

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BID DOCUMENT

FOR SUPPLY OF TEACHING LEARNING MATERIALS (TLM)

The District Project Coordinator, Samagra Shiksha, Gajapati invites bids from the reputed & credible Supplier / firms/ agencies for supply of "SUPPLY OF TEACHING LEARNING MATERIALS (TLM). The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria:

The firms /agencies must have:

(a) Valid Aadhar Udyog Registration

(b) Valid PAN & IT return field for last 03 financial years (2023-24, 2022-23,2021-22)

(c) Valid GST Registration Certificate.

Application Procedure:

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 & "Financial Bid for supply of "Teaching Learning Materials". Both sealed envelopes should be kept in another sealed envelope super scribed "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 per unit in the prescribed format (FIN-2). All materials must be of a reputed brand. Only one price should be quoted for each item 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 considered for evaluation.

The tender should be addressed to Office of the District Project Coordinator, SamagraShiksha, Gajapati, At-Betaguda, Via-Jhami, Post-Parlakhemundi,-761201

(c) The Bid document shall be available in website www.gajapati.odisha.gov.in and www.osepa.odisha.gov.inand 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, SamagraShiksha, Gajapati, payable at Paralakhemundi. along with the Technical BID.

- Rs.1,45,000/-(Rupees One lakh forty five 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, SamagraShiksha, Gajapati, payable at Paralakhemundi., 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.
- (e) 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 AadharUdyog Registration
 - (b) Valid PAN&IT return field for last 03 financial years (2023-24, 2022-23,2021-22)
 - (c) Valid GST Registration & up to date clearance Certificate.
 - (d) DD/Bankers Cheque amounting to Rs.2000/- as bid processing fee
 - (e) EMD in shape of Demand Draft / Bankers Cheque / Bank Guarantee
 - (f) Duly filled in, signed&sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats
 - (g) Sample of materials must be produced at the time of opening of tender before the committee All materials must be of a reputed brand.
- 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.

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 16.05.2025 by 11.00 AM (in all working days) addressed to Office of the District Project Coordinator, SamagraShiksha, Gajapati, At-Betaguda, Via-Jhami, Post-Parlakhemundi,-761201 only by registeredPost / Speed Post / Courier. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- (a) 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.
- (b) The Technical bids shall be opened on the scheduled date and time on16.05.2025 by 11.30 AM in the O/o District Education Officer-cum-DPC, Samagra Shiksha, Gajapatiin the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

(c) 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

(a) Detail specification of the items is mentioned at Annexure- X

Evaluation of BID:

- (a) The 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.

Acceptance or Rejection of the Bids:

- (a) The authority 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 DPC,SS,GAJAPATI.
- (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 favouring District Project Coordinator, SamagraShiksha, Gajapati, payable at Parlakhemundi, only on the day of agreement. In case of BG, 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. Requirement & Delivery Schedule :

The selected firm shall supply Teaching Learning Materials within 15 days from the date of issue of the work order .Approximately 28850 sets of TLM forSishu Vatika and class I to III students are required to be supplied for the purpose. The above requirement may increase or decrease as per need. Delivery will be made at Block Points.

12. Payment terms:



- (i) On completion of delivery at Blockpoint: Payment will be made after receipt of the required reports / Papers/ documents as under:
 - a. Challans towards satisfactory completion of supply of quantity to concerned school point as per supply order.
 - b. On fulfillment of conditions of the agreement.
 - Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose...
 - d) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
 - e) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

13. Penalty:

(a) If the work is delayed for any reason for which the Tender Inviting Authority (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.

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

- (a) Seven (07) days before the last date of submission of Bids, the authority 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.gajapati.odisha.gov.in and www.osepa.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 authority may, at its discretion, extend the deadline for the submission of bids.
- 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.
- 16. 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
- 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 serial number and page mark.
- The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
- The authority reserves the right to reject any or all the bids without assigning any reason thereof.
 The authority also reserves the right to modify any term in the bid document at the time of
 execution of contract, if felt necessary.

20. 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, GAJAPATI. The Collector cum Chairman SS 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.

22.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 Gajapati.

District Education Officer-cum-DPC SS, GAJAPATI

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COVERING LETTER (In Bidder's Letter Head)

To

Madam/Sir

The District Project Coordinator, SS, Gajapati

Subject: Supply of teaching learning materials (TLM). - FINANCIAL PROPOSAL

render Call Notice No	offer to:supply Teaching Dated:		rials in accordance with your ur attached Financial Proposal
is for the sum of Rs	[Insert amo	ount(s) in words a	nd figures*].
The quoted rate is inclusive do hereby undertake that, in the terms and conditions as	the event of acceptance	of our bid, the sup	mplete material at block point.I ply shall be made in respect to
contract negotiations, up to e of opening of the Financialbi Bid document and do hereby	expiration of the validity p id I have carefully read v undertake to provide the	eriod of the propos and understood to article accordingly	
I understand that you I remain,	u are not bound to accep	t any proposal you	receive.

Yours faithfully, Authorized Signatory [In full and initials] Name and Designation of Signatory with Date and Seal: Address of the Bidder:

FIN-2

Application of Financial Bid

Quoted Price

		SUPPLY OF	TEACHING LEAF	KNING MAI	ERIALO (ILM)	
SL No	Items of TLM	Class	Specificatio n and Brand	Approx. Quantit Y	Quoted rate in figures (per unit/packet including all Taxes&Transportatio n charges to Block level)	Quoted rate rupees (in words)
1	Slate, Pencil Box, Chalk, Pencil, Eraser, Sharpner& Crayons	Sishu Vatika	As mentioned at Annx-X, Reputed Brand	5000		
2	Pencil Box,Ruler, Pencil, Eraser, Sharpner& Crayons	Class-I,II,III	As mentioned at Annx-X, Reputed Brand	23850		

NB-: All materials must be of a reputed brand. Only one price should be quoted for each item 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 considered for evaluation. The Quoted rate per unit/packet should be inclusive of all Taxes&Transportation charges to Block level. No extra payment will be made in any cost.

Signature of the Tenderer With date and seal

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COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

To

The District Project Co-Ordinator SS, GAJAPATI

Subject : SUPPLY OF TEACHING LEARNING MATERIALS (TLM)

Madam/Sir,	
I/We, the undersigned OF TEACHING LEARNING dated Technical Bid and Financial Bid I/We, hereby declared true and correct and I accept our Bid. Our Bid will be valid to BID and I confirm that this profitme before this expiry date. I/We, hereby uncondition the BID document. In case as without prejudice to any other	MATERIALS (TLM) in accordance with your Tender Call Notice No I/We are hereby submitting our proposal, which includes diseparately that all the information and statements made in this Technical BID are that any misinterpretation contained in it may lead to disqualification of for acceptance up to 90 Days from the date of opening of the financial aposal will remain binding upon us and may be accepted by you at any ionally undertake to accept all the terms and conditions as stipulated in my provision of this BID document are found violated, then TIA shall 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)

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 GAJAPATI If Yes, Please furnish contact details	
6	Bid processing fee Details Amount :Rs.2000/-	
7	EMD details	
8	GSTIN	
9		
1	scope of work of the bid boodifient	
1	Confirm to accept all the terms and conditions as specified in the Bid Document	

Place:	
	BIDDER/S'S OFFICIAL SIGNATORY
Date:	Name & Designation with Rubber Stamp

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

SI. No	Nature and Type of Document/Items	Whether (with page	enclosed reference)
	0000 00 000000000000000000000000000000	Yes / No	Page no.
1	Valid AadharUdyog Registration of the firm		
3	valid PAN		
4	valid GST Registration & up to date clearance Certificate		
5	Filed Income Tax Return for the Financial Year, 2021-22, 2022-23, 2023-24i.e Assessment Year 2021-22, 2022-23, 2023-24.		
6	DD/Banker's cheque amounting to Rs.2000/- as bid processing fee		
7	EMD in shape of Demand Draft / Banker, scheque / Bank Guarantee		
8	Duly filled in signed &sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
9	Sample		

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

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

(In Bidder's letter Head)

To: The District Project Coordinator SS, GAJAPATI

Undertaking / Declaration

l		S	on /	Daught	er / Propriet		of S Direct
Authorized Signatory of execute this bid docume		ntioned above,	am co	mpetent t			ration a
/we have carefully read undertake to abide by the	and understoo	d all the term:	s and c	onditions	of the BI	D docu	ment a
The information / docum the best of my knowledge false information / fabric	e and belief. I	/We, am / are	well aw	are of the	fact that	furnish	ing of a
liabilities towards prosec	cution under ap	propriate law.					
liabilities towards prosect I/we also certify that ou UT / Central Govt. /Go Society / OSEPA and of submission of fake or for vital information and fact supply (e) any other real This is also certified the	cution under ap r firm has not b vt. organization or convicted by orged documents / misreprese asons.	propriate law. been blackliste or / Govt. Institu any court of la its (c) submiss entation of qual	d / deb ution / l w due t ion of it	arred / ba PSU / Go to (a) Ser ncorrect in ificates (d	nned by a vt. run au vice or qu nformation) non-per	any Sta utonom uality su n/ supp forman	ate Gov ous bo applied aression ce or n

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

Bank Guarantee Format forFurnishing EMD

To, The District Project Coordinator, GAJAPATI

of the tenderer) (hereinafter called "the for supply Teaching Learning tender Nodated	(Name and address te Tenderer') has submitted their offer dated Materials against the purchaser's Notice inviting
know all mean by these presents that We office at the District Project CoordinatorSamagraShik	having our registered (hereinafter called the "Bank") are bound unto sha Gajapati(hereinafter called "purchaser") in the will and truly to be made to the said Purchaser, the y these presents.
Sealed with the Common Seal of the said Bank	this day of 2023
THE CONDITIONS OF THIS OBLIGATION AR	E:
 If the Tenderer withdraws or am respect within the period of validity of this 	ends, impairs or derogates from the tender in any s Tender.
 If the tenderer having been notified during the period of its validity:- 	ied of the acceptance of its tender by the Purchaser
 a) If the tenderer fails to furnish the contract 	he performance security for the due performance of
b) Fails or refuses to accept / exe	ecute the Contract
WE undertake to pay the Purchaser up to the abo without the Purchaser have to substantiate its dem note that the amount claimed by it is due to it o conditions, specifying the occurred condition or con	we amount upon receipt of its first written demand, and, provided that, in it's demand the purchaser will wing to the occurrence of one or both of the two ditions.
This guarantee will remain in force up to	and including 45 days after the ct thereof should reach the Bank not later than the
Our*branch at	(name and address of the*branch) is liable
guarantee only and only if you serve upon us at our	ling of claim and any part thereof under this bank branch. A written claim or demand and
<u>(S</u>	ignature of the authorized officer of the Bank)
(N	ame & designation of the officer)
Se ac Preferably at district head quarter	eal, name, date & address of the bank and idress of the branch

PERFORMANCE BANK GUARANTEE FORMAT

amount depending on the filing of claim and any part thereof under this bank obtained only if you serve upon us at our	The District P SS GAJAPAT	roject Coordinator,			
of the supplier) (hereinafter called "the supplier") hasundertaken, inpursuance of contract No dated	WILLDEVE			(N	ame and address
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	of the supplier) (I	hereinafter called "the dated	supplier") hasung for supply Tead	dertaken, inpursuan	ce ofcontract No
	AND WHE furnish you with a specified therein a AND WHE NOW THE behalf of the guarantee in word declaring the con- sum or sums wit prove or to show We hereby presenting us with We furthe contract to be pe between you and and we hereby w This perfo Our brand amount dependir only if you serve us at our	REAS it has been stiput bank guarantee by a sessecurity for compliant REAS we have agreed REFORE we hereby a Consultant, up to do and figures), and we sultant to be in default hin the limits of (amougrounds or reasons for waive the necessity on the demand. If agree that no change reformed there under continuous area that " (Name on the filing of claims upon us at our "branch on or be seen and on the filing of claims upon us at our "branch on or be seen as security of the consultant shall in a consulta	cheduled commercice with its obligation to give the supplies of the supplies of the sundertake to pay your demand or the supplies of the s	r such a bank guara guarantors and response you, upon your first and without cavil as aforesaid, without e sum specified then the said debt from the other modification of the modification of the modification. If the day of	th the contract; intee; consible to you, on (amount of the it written demand or argument, any it your needing to e in. e consultant before of the terms of the hich may be made inder this guarantee
		(\$	signature of the au	thorized officer of	the Bank)
Name and designation of theofficer		. 17	2500 100 CO		
Seal, name & address of the Bank &Branch Preferably at district head quarter.	Desferably at distr	ict hoad gwarter			*********



Annexure-X

SPECIFICATION OF TEACHING LEARNING METERIAL FOR SISHU VATIKA & FLN CLASSS (2025-26)

Item	Specification / Dimensions	For Class
Wax Crayon (One pkt)	Reputed brand Length: 90 mm Point Type: Wide Diameter: 11mm Quality: non smudge, round No of colours: 12 Made of Non toxic materials Special feature (Non toxic& food Class pigments). Conforming international Safety Standard En 71-3	SishuVatika and Classi,II,III
Slate-01	Dimension: 25 * 30 * 1 cm, Strong plastic edges and smooth textured black surface	SishuVatika
Slate Pencil-01 (Chalk)	White colour Material: Slate	SishuVatika
Pencil Box (New) - 01	Dimension: Length 20-22 cm. Width 7-9 cm, height 3-5 cm. Colour: Colourful Materials: Plastic	SishuVatika and Classi,II,III
Scale - 01	15 cm with mm marking	Classi,II,III
Pencil - 01	Reputed brand, HB pencil bonded lead quality, Hexagonal shape, Size. 172 mm & Diameter: 6.9 mm	SishuVatika and ClassI,II,III
Eraser - 01	Reputed Brand, dust free & with Dimension: 33 X 17 X 10 mm	SishuVatika and ClassI,II,III
Pencil Sharpner - 01	Special feature: Rust resistance, Eco friendly	SishuVatika and ClassI,II,II