



ସମଗ୍ର ଶିକ୍ଷା
समग्र शिक्षा
Samagra Shiksha

Standard Bidding Document

FOR

**Supply of Teaching Learning Materials
(TLM), 2026-27**

Notice Inviting Tender No. 1766/Dated 23/09/24

**OFFICE OF THE DISTRICT PROJECT COORDINATOR
SAMAGRA SHIKSHA, DEBAGADA**

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IMPORTANT INFORMATION TO THE BIDDER

S.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the District Project Coordinator, Samagra Shiksha, Debagada
2.	Availability of the Bid document	https://debagada.odisha.gov.in & https://osepa.odisha.gov.in
3.	Date of Issue of the Bid	23/09/2026
4.	Last date and time of receipt of the Bid only through speed post/courier.	07/10/2026
5.	Date & time for opening of Technical BID.	08/10/2026 at 4.00 pm.
6.	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing no. of participating bidders.
7.	Bid Processing Fee (Non-Refundable)	Rs.2000/- (Rupees two Thousand Only) in shape of Demand Draft/Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project Coordinator, Samagra Shiksha, Debagada, payable at Debagada which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.30,000/- (Rupees Thirty thousand only) in shape of Demand Draft/ Banker's Cheque/Bank Guarantee favouring District Project Coordinator, Samagra Shiksha, Debagada, payable at Debagada.
9.	Address & mode of submission of proposal	O/o the District Project Coordinator, Samagra Shiksha, Debagada, At/Po-New Baliroi, Dist- Debagada, Odisha, Pin-768108. Mode of Submission: Speed 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:	At the Conference Hall of Collector, Debagada, At/Po-New Baliroi, Dist- Debagada, Odisha, Pin-768108.
11.	Point of Delivery & Completion of supply	At the 03 block head quarter points within 15 days from the date of work order issued.
12.	Submission of Performance security & signing of agreement.	5% of the Estimated cost to be deposited within 03 days of issue of work order.

BID DOCUMENT

FOR **Supply of Teaching Learning Materials (TLM)**

The District Project Coordinator, SamagraShiksha, Debagada, 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) for the students of Sishu Vatika and Class-I to III for the year 2026-27. 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 Udyog Aadhar/ Udyam Registration
- (b) Valid PAN/ TAN
- (c) Valid GST Registration Certificate (Registered under Odisha GST Act.)
- (d) Income Tax Return for the Financial Year 2022-23, 2023-24 & 2024-25 i.e. Assessment Year 2023-24, 2024-25 & 2025-26. Audited Financial Statement for last 03 years certified by Chartered Accountant must be submitted by the bidder with valid UDIN.
- (e) Affidavit of non-blacklisting in non-judicial stamp paper (Annexure-II)
- (f) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3, Tech-4 & Tech -5 formats.
- (g) Average Turnover- Rs. 25 Lakh during last three financial years i.e. 2022-23, 2023-24 & 2024-25. The turnover certificate of last three years to be certified by Chartered Accountant (in the letter head of Chartered Accountant) with valid UDIN.
- (h) All documents/ paper must be duly signed & sealed by the authorized person.

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)-Sishu Vatika and Class-I to III**" & "**Financial Bid for Supply of Teaching Learning Materials (TLM)-Sishu Vatika and Class-I to III**". Both sealed envelopes should be kept in another sealed envelope super scribed "**Tender for Supply of Teaching Learning Materials (TLM)-Sishu Vatika and Class-I to III**". Sample materials of each item must be produced as per the specification before the Committee at the time of opening of tender/ Technical Bid.
- (b) **Technical Bid & Financial Bid.**
The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, Tech-04 & Tech -5**) & 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 set in the prescribed format (**Fin-2**). All the items must be as per the specification at **Annexure-I**. Only one price should be quoted for each firm /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 considerable for evaluation. **Sample materials of each item must be produced as per the specification before the Committee at the time of opening of tender/ Technical Bid.**
- (c) The tender should be addressed to O/o the District Project Coordinator, Samagra Shiksha, Debagada, At/Po-New Baliroi, Dist- Debagada, Odisha, Pin-768108.
- (d) The Bid document shall be available in website <https://debagada.odisha.gov.in> & <https://osepa.odisha.gov.in> and the cost of the tender paper i.e. Rs.2000/- is to be enclosed in shape of Demand Draft / Bankers's Cheque in

favour of "District Project Coordinator, Samagra Shiksha, Debagada" payable at Debagada along with the **Technical BID**.

- (e) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.30,000/- (Rupees Thirty 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, Debagada**" payable at Debagada, failing which the tender shall be rejected summarily. In case of bank guarantee, it should be valid up to at least 90 days beyond the date of opening of financial bid. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.

- (f) The interested Bidders are to enclose self-attested photocopies of the following valid documents/papers **in the Technical Bid envelope**. The proposal submitted without the following documents/papers shall not be considered.

- (a) Valid Udyog Aadhar/Udyam Registration.
- (b) 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 to BOQ / product compliance along with the supporting documents. Bidders have to submit an undertaking regarding smoothly supply of all products as per specification to the prescribed address.
- (c) Bidder must submit a copy of GST certificate with last 3-month 3B and R1 statement, PAN Card of Proprietor and Bank Mandate.
- (d) Valid PAN
- (e) Income Tax Return for the Financial Year 2022-23, 2023-24 & 2024-25 i.e. Assessment Year 2023-24, 2024-25 & 2025-26. Audited Financial Statement for last 03 years certified by Chartered Accountant must be submitted by the bidder with valid UDIN.
- (f) Turnover- The bidder should have minimum average annual turnover of Rs.25 Lakh (Rupees twenty five Lakh) 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.
- (g) The Bidder should not have debarred or black listed or suspended or debarred from the business from any department of Central Government of India/ State Government / PSU. During the last three years from the bid due date, Separate certificate for Bidder should be submitted on Notarized Stamp paper of Rs 100 along with bid specifying the detail of bid and should be issued after the date of bid. As per (**Annexure-II**).
- (h) DD/Bankers Cheque amounting to **Rs.2000/-** (Rupees two thousand only) as bid processing fee.
- (i) **Rs.30,000/- (Rupees thirty thousand)** only in shape of Demand Draft / Bankers Cheque / Bank Guarantee.
- (j) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3, Tech-4 & Tech - 5 formats.
- (k) Terms & Condition Acceptance Certificate should be submitted as per (**Annexure-III**).
- (l) Bidder shall enclose **No Deviation Certificate** as mentioned. (**Annexure-IV**).
- (m) **Undertaking letter** for replacement of complaint/defective goods.
- (n) All documents/papers must be duly signed & sealed by the authorized person.

3. The Bidder who meets the requirements specified in the Technical Bid **will only be considered for sample submission and verification** by the tender committee members. The bidder disqualified during technical bid and sample verification will not be allowed to participate in financial bidding.
4. The bidders should submit the sample of items of reputed brands available in the market.
5. In case, the sample submitted by the qualified bidder for verification is found to be **inferior/sub-standard quality** by the committee members. The committee can disqualify the bidder from participating in financial bid.

6. 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 07/10/2026 (in all working days) addressed to the District Project Coordinator, Samagra Shiksha, Debagada, At/PO- New Baliroi, Debagada, Odisha, Pin-768108 Only by **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 date, time line and mode 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 the conference hall of Collector, Debagada in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time. **Sample materials of each item must be produced as per the specification mentioned in Annexure-I before the Committee after evaluation of tender/Technical Bid.**
- d) The Financial Bid of only those bidders will be opened whose Technical bids and sample evaluation/verification are found in order.
- e) The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

7. Specifications:

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

8. Evaluation of BID:

- (a) The Technical Bid will be scrutinized first.
- (b) Then technically qualified bidders will be allowed to demonstrate the product. The sample will be evaluated with 100 marks based on the quality of the items, brand conforming as to the specification at Sl No. 5. The bidder is to mention the brand, quality and other details in the format at **Tech. 5**.
- (c) The bidders should submit the samples of the items mentioned in Annexure-I of reputed brands available in the market. In case the one of the sample produced out of eight items is of poor/sub-standard/inferior quality, then the bidder could be rejected by the committee from technical bid and won't be able allowed in financial bid.
- (d) After verification/evaluation of the sample submitted, the financial bid of the technically qualified bidder whose sample will be opened.
- (e) **Final Evaluation:**
The final evaluation will be done in **CQCBS** method. Based on the evaluation of technical proposal, the technically qualified bidder shall be ranked highest to lowest Technical Score (ST) in accordance to the mark obtained during the technical evaluation stage. There shall be 50% weightage to technical score and 50% weightage to financial score.

The individual bidder's financial score (SF) will be evaluated as per the formula given below.

$SF = (F\text{-min}/F\text{-bid}) \times 100$ (rounded off to two decimal places) where

SF = Normalized financial score of the bidder under consideration.

$F\text{-min}$ = Minimum Financial Quote among the technically qualified bidders.

$F\text{-bid}$ = Financial Quote of the bidder under consideration.

Combined Score (S) = $ST \times 0.5 + SF \times 0.5$

Where ST = Technically Score secured by the bidder

The bidder securing the highest evaluated combined score (S) will be awarded the contract observing due procedure. For the purpose of evaluation, the total evaluated cost shall be inclusive all taxes and duties, CRC wise packaging cost & transportation cost to the block point.

The bidder who meets the requirement specified in the technical bid will only be considered for participating the financial bid. Financial bid of the technically disqualified bidders will not be opened.

Maximum price limit including packing cost, transportation cost & GST per set is **Rs. 100/- (Rupees one hundred)**. The bidder quoted the rate beyond the maximum price limit shall not be considered.

9. Acceptance or Rejection of the Bids:

- (a) Any bid with incomplete information is liable for rejection.
- (b) 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.

10. Award of Contract :

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost and considering the quality of material submitted in the sample.

11. Signing of Contract:

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within 03 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.

12. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of Demand Draft/bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the **"District Project Coordinator, Samagra Shiksha, Debagada"** payable at Debagada only within 03 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.**

13. Post Delivery Inspection (PDI):

The Tender Inviting Authority (TIA) will do the PDI of the quality of the items through a District Level Team. 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.

14. Requirement & Delivery Schedule:

The selected firm shall supply the TLMs materials at block point with School wise, CRC wise and class wise packaging within **15** days from the date of issue of the work order. The school wise packets may be made mentioning the name of the school, total enrolment and number of items in the packets from each item. **Approximately 3,300 Sets for Sishu Vatika students and 10,000 sets for the students of class- I to III** 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 03 Block Point.

15. Payment terms:

- (i) **On successful completion of delivery at Block point:** the bidder will have to submit the following documents for release of payment as under:
 - a. Delivery Challan 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) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

16. 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 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.

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

- (a) Seven (07) days before the last date of submission of Bids, the TIA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment /corrigendum.
- (b) The amendment in shape of corrigendum/addendum will be notified on the websites <https://debagada.odisha.gov.in> & <https://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 TIA may, at its discretion, extend the deadline for the submission of bids.

18. 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.
19. 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.
20. 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.
21. 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.
22. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
23. The bid validity period is 90 days from the date of opening of the financial bid. Accordingly, the bidder shall submit the Bid.
24. 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.

25. 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, Samagra Shiksha, Debagada. The Collector cum Chairman, SS, Debagada 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.

26. 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 Debagada.

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

Letter No.

Date.

To:

**The District Project Coordinator,
Samagra Shiksha, Debagada**

Subject: Supply of Teaching Learning Materials (TLM) for the students of Sishu Vatika and Class-I to III for the academic year 2026-27.

Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Teaching Learning Materials (TLM) for the students of Sishu Vatika and Class-I to III for the academic year 2026-27 as per school wise, cluster wise and block wise indent 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 is 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 Mobile No.: Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
4	Aadhar Udyog Registration Number	
4	Registration / Incorporation Details /MSME/DIC 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(Enclose copies)	
9	PAN / TAN(Enclose copy)	
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:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

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 AadharUdyog/Udyam Registration		
2	Address Proof of Business location		
3	Valid PAN / TAN		
4	Copy of Valid GST Registration Certificate with last 3 month 3B and R1 statement.		
5	Return file copy of GST of last quarter.		
6	Filed Income Tax Return for the Financial Year 2022-23,23-24 &24-25i.e. Assessment Year 2023-24,24-25,25-26.		
7	Audited Financial Statement of last 03 FY i.e2022-23,23-24 &24-25 certified by Chartered Accountant with valid UDIN		
8	Turnover Certificate of last 3years submitted with Valid UDIN (Average Annual Turnover- Rs. 25 Lakh)		
9	Notarized Stamp paper of Rs 100 along with bid specifying the detail of bid submitted. As per (Annexure-II)		
10	Terms & Condition Acceptance Certificate submitted as per (Annexure-III)		
11	No Deviation Certificate as mentioned. (Annexure-IV).		
12	Undertaking letter for replacement of complaint/defective goods.		
13	Demand Draft amounting to Rs.2000/- as bid processing fee submitted.		
14	EMD of Rs.30,000/- in shape of Demand Draft / Banker's cheque/ Bank Guarantee submitted		
15	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3, Tech-4 & Tech – 5 formats.		
16	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, Debagada

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

Detail of Specification of Materials submitted by Bidder

Particulars	Specifications	
Wax Crayon (one Pkt)	Brand	
	Length	
	Point type	
	Diameter	
	Quality	
	No. of Colour	
	Special Feature	
Stare-01	Dimension	
	Material	
Stare Pencil -01 (Chalk)	Brand	
	Colour	
	Material	
Pencil Box (New) - 01	Dimension	
	Colour	
	Material	
Scale -01	Size	
Pencil - 01	Brand	
	Quality	
	Size	
Eraser - 01	Brand	
	Dimension	
	Quality	
Pencil Sharpener - 01	Brand	
	Special Feature	

Place:

Date:

Signature of the Bidder

COVERING LETTER
(In Bidder's Letter Head)

Signature, Date

To

**The District Project Coordinator,
Baniagra Shiksha, Dehaguda.**

Subject: Supply of Teaching Learning Materials (TLM) for the students of Bihu Vatika and Class-I to III, 2025-26 - FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to print & supply of Supply of Teaching Learning Materials (TLM) for the students of Bihu Vatika and Class-I to III for the academic year 2025-27 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 GST, all other taxes and all other charges/levies/duties, transportation cost & delivery of the complete material at all blocks 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 FD-2.

Quoted price for supply of TLM

(to Bidder's Letter Head)

GRADE	Name of the items	Approximate total sets to be supplied (may increase or decrease)	Maximum price limit including packing cost, transportation & GST per set in Rs.	Total bid price including packing cost, transportation & GST per set in Rs. both in figure and words
1	2	3	4	5-2a &
SIR/IT/ VADRA	Blank, Pencil box, chalk, Pencil, Eraser, Sharpener & Crayons.	1000	100	
CLASS-I TO III	Pencil box, Blank, Pencil, Eraser, Sharpener & Crayons.	10000	100	

The per item rate is inclusive of material cost, packaging cost/item-wise/class wise/school wise/CBC wise/block wise, all other charges/levies/duties, transportation cost and delivery of the complete material at block point.

NOTE: The rate per set may be quoted up to two decimal points.

Place:
Date:

BIDDER'S OFFICIAL MONATORY
Name & Designation with Rubber Stamp/
Official Seal of the Firm.

Annexure-I

SPECIFICATION OF TEACHING LEARNING MATERIAL FOR SISHU VAYRA & PLUS GRADES (2015-20)	
Items	Specifications/ Dimension
Wax Crayon : (One Kg)	Reputed brand
	Length : 60 mm
	Point Type : Wide
	Diameter : 13mm
	Quality : non toxic, round
	No. of colours : 12
	Made of Non Wood materials Special feature / Non toxic & 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 back surface.
Slate pencil-01 (Chalk)	White colour Material : Gips
Pencil Box (New)- 01	Dimension : Length 20-22 cm, Width 7-8 cm, Height 3-5 cm.
	Colour : Colourful
	Material : Plastic
Scale-01	10 cm with mm marking
Pencil-01	Reputed brand, HB pencil bonded wax quality, Hexagonal shape, Size: 172 mm & Diameter : 6.8 mm
Eraser-01	Reputed brand, dual face & with Dimension : 23 X 17 X 10 mm.
Pencil Sharpener- 01	Special feature : Rust resistant, Eco friendly








Annexure-B

Undertaking/Declaration

I, _____ Son / Daughter / Wife of : Shri _____
_____, Proprietor/ Director / Authorized Signatory of
the bidder, mentioned above, I 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 / 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.

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 - II

(ON BIDDER'S LETTER HEAD)

Terms & Condition Acceptance Certificate

Ref:-

Date:-

To

The District Project Coordinator,
Samagra Shiksha, Debagada

Ref:- Tender Document No.

Date:-

Respected Sir,

I /We the undersigned have examined the above-mentioned Tender Enquiry document including Amendment / Corrigendum No. (If any), the receipt of which is here by confirmed.

If our tender is accepted we undertake to supply the goods & perform the services as mentioned in Tender Enquiry Document in accordance with the delivery schedule.

We further understand that you are not bound to accept the lowest or any tender you may receive against your tender enquiry.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender Enquiry document including Amendment / Corrigendum if any.

Sign and Office seal of the Tenderer

(Annexure- IV)

Format of No Deviation Certificate

No Deviation Certificate

This is to certify that, the product (s) quoted in Teaching Learning Materials (TLM) for the students of Sishu Vaidya and Class-I to III, 2025-27 by our firm M/s. _____ is as per the given technical specifications in the tender document (Annexure-I) & 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

Bank Guarantee Form for Furnishing Bids

To,

The District Project Coordinator,
Savaya Shiksha, Debagada

WHEREAS

_____ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated _____ for supply of Teaching Learning Materials (TLM) for the students of Sashu Vidya and Osha- to it for the academic year 2021-22 against the purchaser's notice inviting tender No. _____ dated _____ KNOW ALL MEN by these presents that We _____ having our registered office at _____ (hereinafter called the "Bank") are bound into the District Project Coordinator, Savaya Shiksha, Debagada (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.

Signed with the Common Seal of the said Bank this _____ day of _____ 2021.

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 the 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 having to substantiate its demand, provided that, in its 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 the guarantee hereunder.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)

Said, 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, Odhagata.

WHEREAS _____ (Name and address of the supplier) (hereinafter called 'the supplier')
has undertaken, Insurance contract No. _____ dated _____ to supply of Teaching Learning Materials
(TLM) for the students of Sahu Veda and Class to III for the academic year 2026-27 (herein after called 'the
contract').

AND WHEREAS it has been required by you in the said contract that _____ the supplier
must 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 assessed, 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 is * _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the
filing of claim and any part thereof under the 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 05
the guarantee thereafter. Otherwise Bank shall be discharged of all liabilities under

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Sect, name & address of the Bank Branch

*Preferably at district head quarter