



ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha



# BID DOCUMENT

FOR

**Supply of TLM & Equipment and Bedding Items to 3nos of  
Kasturaba Gandhi Balika Vidyalayas (KGBV-Type-III) of  
Sambalpur**

No. 48 /Date 07.01.2025

**OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR  
SAMAGRA SHIKSHA, SAMBALPUR**



ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha



# DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, SAMBALPUR

(2<sup>ND</sup> FLOOR, COLLECTORATE, SAMBALPUR-768001)

No. 48 / TE / 2024

Dated 07/01/2024

## NOTICE INVITING TENDER (NIT)

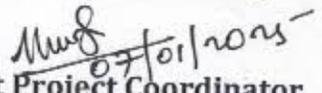
Sealed tenders are invited from the reputed & credible firms / agencies for supply of TLM & Equipment and Bedding Items to 3 nos of KGBVs (Type-III) of Sambalpur in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Supply of TLM & Equipment and Bedding Items to 3 nos of KGBVs(Type-III)	Rs. 1,000/-	Rs.17,400/-	Dt. 30/01/2025 Up to 05.00 PM	Dt. 31/01/2025 At 11.30 AM

The detailed BID document is available in the website [www.sambalpur.odisha.gov.in](http://www.sambalpur.odisha.gov.in) & [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.

By order of Collector-cum-Chairman, SS, Sambalpur

  
District Project Coordinator  
Samagra Shiksha, Sambalpur

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*MMS*  
*07/01/2025*

## IMPORTANT INFORMATION TO THE BIDDER

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DPC SS SAMBALPUR
2.	Availability of the Bid document	www.sambalpur.odisha.gov.in/www.osepa.odisha.gov.in
3.	Date of Issue of the Bid	Dt. 07/01/2025
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	Dt. <u>30</u> /01/2025 Up to 05.00 PM
5	Date & time for opening of Technical BID.	Dt. <u>31</u> /01/2025 At 11.30 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. 1,000/- (Rupees One thousand Only) in shape of <b>DD /Banker's Cheque</b> drawn in any nationalized/scheduled bank favouring <b>DISTRICT PROJECT COORDINATOR SSA SAMBALPUR</b> , payable at <b>SAMBALPUR</b> which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) (Refundable without interest)	Rs. 17,400/- (Rupees Seventeen Thousand Four Hundred Only) in shape of Banker Cheque / Demand Draft / Bank Guarantee ( Format-A)
9	Address & mode of submission of proposal	O/o the District Project Coordinator, SS, Sambalpur, 2 <sup>nd</sup> Floor Collectorate Building, Kachery Road Sambalpur, Pin 768001. <b>Mode of Submission:</b> Speed Post / Registered Post / Courier only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10	Place of Opening of Proposal	O/o the District Project Coordinator, SS, Sambalpur, 2 <sup>nd</sup> Floor Collectorate Building, Kachery Road Sambalpur, Pin 768001.
11	Point of Delivery & Completion of supply	At 3 KGBVs (Type-III) point 1. Mohammadpur HS, Hirakud 2. Sarapali HS, Naktideul Block 3. Bhagirathi Vidyalaya HS Bamra Block within 15 (Fifteen) days from the date of issuing of work order
12	Submission of Performance security & Signing of agreement.	within 02(two)days of issue of letter to Selected bidder
13	Rate quotation for all items	Interested and eligible bidder must quote rate for all items for better competition and rate comparison.

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# BID DOCUMENT

## For Supply of TLM, Equipment, and Bedding Items to 3 KGBVs (Type-III) of Sambalpur District

The District Project Coordinator, Samagra Shiksha, Sambalpur, invites bids from reputed and credible firms/agencies for the supply of TLM, Equipment, and Bedding Items to three KGBVs (Type-III) of Sambalpur district. The terms and conditions are detailed below:

### SCOPE OF WORK AND GENERAL INSTRUCTIONS

#### 1. Eligibility Criteria:

Firms/agencies must meet the following criteria:

- (a) Valid Trade License issued by the concerned authority under H&UD Department, Government of Odisha.
- (b) Office and business setup in the State of Odisha.
- (c) Valid PAN.
- (d) Valid GST Registration under Odisha GST (OGST) Act.

#### 2. Application Procedure:

##### (a) Bid Submission:

- The tender follows a two-bid system (Technical and Financial).
- Submit two separate sealed envelopes labeled as "Technical Bid for supply of TLM & Equipment and Bedding Items for KGBV Type-III" and "Financial Bid for Supply of TLM & Equipment and Bedding Items for KGBV Type-III".
- Place both envelopes in another sealed envelope labeled "Tender for Supply of TLM & Equipment and Bedding Items for KGBV Type-III of Sambalpur District" and address it to:

**District Project Coordinator, Samagra Shiksha,  
2nd Floor, Collectorate Building, Sambalpur,  
Kachery Road, Pin - 768001.**

##### (b) Bid Document Availability:

- Bid documents can be downloaded from [www.sambalpur.odisha.gov.in](http://www.sambalpur.odisha.gov.in) and [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in).
- Submit a crossed Demand Draft/Banker's Cheque for Rs. 1,000/- as bid processing fee in favor of "**DISTRICT PROJECT COORDINATOR SSA SAMBALPUR,**" payable at Sambalpur.

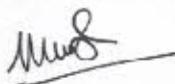
##### (c) Earnest Money Deposit (EMD):

- An EMD of Rs. 17,400/- (refundable without interest) must be submitted via Demand Draft/Banker's Cheque/Bank Guarantee in format-A (valid for 90 days beyond the financial bid opening date) drawn in favor of "**DISTRICT PROJECT COORDINATOR SSA SAMBALPUR,**" payable at Sambalpur.
- The EMD will be refunded to unsuccessful bidders within 30 days of contract award. It may be forfeited if the bidder withdraws or fails to execute the agreement/performance security.

##### (d) Mandatory Documents for Technical Bid:

Self-attested copies of the following documents must be submitted in the Technical Bid envelope:

- (i) Valid Trade License from H&UD Department, Government of Odisha.
- (ii) Proof of office and business setup in Odisha.
- (iii) Valid PAN and IT return acknowledgment for the Financial Year 2023-24.
- (iv) Valid GST Registration Certificate and proof of up-to-date GST returns.



- (v) Bid processing fee (Rs. 1,000/-) in DD/Banker's Cheque.
- (vi) EMD as specified.
- (vii) Duly filled and signed Tech-1, Tech-2, Tech-3, and Tech-4 forms.
- (viii) Samples of all items (excluding LED TV, Wooden Reading Table, Newspaper Stand, and Steel Bookshelf). Brochures/photographs with specifications must be provided for these four items.

**(e) Financial Bid:**

- The Financial Bid (Fin-1 & Fin-2) should quote itemized rates inclusive of all charges, levies, and delivery costs.

**3. Financial Bid Eligibility**

Only bidders who meet the requirements outlined in the Technical Bid will qualify for participation in the Financial Bid. The Financial Bids of bidders who do not qualify technically will not be considered or opened.

**4. Submission and Opening of Tender**

**(a) Submission of Tender**

Interested bidders must submit the complete tender document, including the EMD, bid processing fee, and all required documents, **on or before 30.01.2025, 5 PM** during working days. Submissions should be addressed to:

**The District Project Coordinator, SS, Sambalpur,  
2nd Floor, Collectorate Building,  
Kachery Road, Sambalpur, Pin - 768001.**

Submission is only allowed via **Registered Post, Speed Post, or Courier**. The authority will not be responsible for postal delays, and no other mode of submission will be accepted.

**(b) Late Bids**

Bids received after the prescribed deadline will not be accepted or opened and will be deemed rejected.

**(c) Opening of Technical Bids**

The Technical Bids will be opened on the scheduled date and time at the Office of the **District Project Coordinator, SS, Sambalpur, 2nd Floor, Collectorate Building, Sambalpur**, in the presence of the bidders or their authorized representatives. Bidders/representatives must attend the process with all required samples or brochures.

**(d) Opening of Financial Bids**

The Financial Bids of only those bidders whose Technical Bids are found satisfactory will be opened. The date, time, and place for the opening of Financial Bids will be communicated after the Technical Bid evaluation.

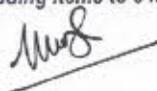


## 5. Items Specifications & Requirements:

Sl. No.	Items	Specification	Total Required Quantity
1	Chess	Standard size chessboard (16"x16") made from plastic or wood with Staunton design pieces (king height: 3.75"). Durable and lightweight for easy handling.	18
2	Carom	Medium-sized carom board (29"x29"), made of plywood with a polished surface for smooth gameplay. Includes a wooden striker, 24 coins (12 black, 12 white, 1 red), and a board stand.	6
3	Ludo	Foldable or durable plastic board (12"x12") with printed markings, accompanied by 16 counters (4 of each color) and two six-sided dice.	18
4	Badminton Racket	Lightweight aluminium rackets weighing 85-90 grams, string tension: 20-22 lbs, with a PU grip for better handling. Ideal for beginners or casual play.	12
5	Badminton Shuttle Cork	Pack of 6 shuttlecocks, made of durable nylon with a foam tip for recreational use. Flight stability guaranteed for outdoor and indoor use.	60
6	Badminton Net	High-strength nylon net with a 2cm square mesh design, includes metal rings for adjustable straps. Dimensions: 6.1m x 0.76m.	3
7	Volley Ball	Standard size (65-67cm circumference), synthetic leather exterior with a soft touch, designed for both indoor and outdoor play.	6
8	Ring Ball	Inflatable rubber ring balls with a diameter of 8-12 inches, made for recreational use or group activities. Durable and long-lasting.	30
9	Skipping Rope	Adjustable-length PVC ropes with non-slip ergonomic plastic handles. Durable for recreational and fitness activities.	30
10	Stop Watch	Digital stopwatch with a 1/100th second accuracy, water-resistant, and features an LCD screen and a durable plastic body. Includes a neck lanyard.	3
11	Whistle	ABS plastic whistle with a 100+ decibel sound and a lanyard for easy wearing. Rust-resistant and durable.	6
12	Shot Put	4kg cast iron shot put ball with a smooth painted finish. Approved for athletic training and school-level competitions.	3



13	LED TV (43inch)	<b>Display:</b> Full HD/4K resolution <b>Features:</b> Smart TV (Android OS, Wi-Fi, Bluetooth), HDMI x 3, USB x 2 ports <b>Sound:</b> Dolby Digital sound, 20W speakers <b>Brand Options:</b> Samsung, MI, Acer, TCL, Onida, Toshiba & equivalent, Warranty- at least 2 year	3
14	Harmonium	<b>Type:</b> 42 keys, 3.5 Octave range <b>Reeds:</b> Double reed or triple reed/ scale changer for richer sound <b>Material:</b> High-quality wood, portable box design <b>Extras:</b> Coupler for enhanced sound <b>Brand Options:</b> Sardar Flute, Paloma or equivalent	3
15	Piano	<b>Model:</b> Casio CT-X8000IN, Yamaha or equivalent <b>Keys:</b> 61 piano-style touch-sensitive keys <b>Features:</b> 800 tones, 250 rhythms, Indian tones and rhythms (33 Indian tones, 26 rhythms), AiX sound source for rich audio <b>Extras:</b> Includes power adapter and stand <b>Warranty:</b> 2 years	3
16	Tabla	<b>Dayan (Right drum):</b> Sheesham wood <b>Bayan (Left drum):</b> Copper/brass with nickel polish <b>Features:</b> High-quality tuning, natural drum skins, standard 5.5-inch size <b>Extras:</b> Includes hammer, cover, and cushion	3
17	Dholki	<b>Material:</b> Wooden or fiber body, metal tuning bolts <b>Size:</b> Medium-size dholki for classical/folk music <b>Features:</b> Adjustable tuning, durable design <b>Extras:</b> Includes tuning key	3
18	Drum	<b>Colour:</b> Silver, White <b>Material:</b> Wood, Brass <b>Model Name:</b> Snare Drum <b>Item dimensions:</b> 45.7 x 43.2 x 40.6 Centimeters (L x W x H)  <b>Snare Drum/School Band Marching Drum With Stick Musical Instrument</b>	6



19	Trango (Wooden Congo With Stand )	<p><b>Number of Drums:</b> Three (3).</p> <p><b>Material:</b></p> <ul style="list-style-type: none"> <li>• Drum Shell: High-quality seasoned wood.</li> <li>• Drum Head: Synthetic or natural leather for durability and sound quality.</li> </ul> <p><b>Drum Sizes:</b> Small Drum: 8 inches diameter, Medium Drum: 9 inches diameter, Large Drum: 10 inches diameter.</p> <p><b>Height:</b> Each drum should have an approximate height of 24–26 inches.</p> <p><b>Finish:</b> Polished wooden finish or painted lacquer finish in a natural or dark wood tone.</p> <p>A sturdy and adjustable tripod stand or individual stands for each drum. Material: Metal with a powder-coated finish to prevent rust.</p>	3
20	Wooden Reading Table (12ftX4ft) with mica top	<p>Material: Use durable wood Dimensions: 12 feet in length and 4 feet in width</p> <p>Tabletop: Mica laminated for a glossy finish, ensuring durability and ease of maintenance</p> <p>Structure: Sturdy construction capable of supporting the large tabletop size, ensuring stability.</p>	3
21	Newspaper stand	<p><b>Frame:</b> High-quality stainless steel or powder-coated iron for durability and resistance to rust. <b> HOLDERS:</b> Wooden, acrylic, or metallic holders to securely display newspapers and magazines. <b>Height:</b> 4–5 feet (adjustable, if possible). <b>Width:</b> 2–3 feet. Must be designed for frequent use in a hostel environment. Smooth, polished surface with a neat and professional appearance.</p>	3
22	Steel Book self/rack	<p>The bookshelf should be 66 inches tall, 34 inches wide, and 19 inches deep, made of high-quality mild steel with a corrosion-resistant powder-coated finish. It must have four sturdy, evenly spaced shelves capable of supporting at least 20 kg each and accommodating 250–300 books of varying sizes. The design should feature a closed back with open or glass-front doors, a smooth powder-coated finish in a neutral color, and rounded edges for safety. Adjustable levelers or base plinth/free-standing legs should ensure stability on uneven surfaces. The bookshelf must be scratch-resistant, easy to clean, and durable for long-term use in a hostel environment.</p>	3
23	Blanket	<p>The mink blanket should be a single size of 48 inches x 90 inches, made from a high-quality polyester or acrylic blend with a minimum weight of 2.5 kg for adequate warmth. It must feature a soft, plush texture with a smooth surface, available in simple solid colors or floral/abstract prints in assorted colors suitable for institutional use. The blanket should be durable, able to withstand frequent washing and rough handling without losing softness or shedding fibers.</p>	300



24	Gadda ( Mattress)	The mattress should be 6 feet by 3 feet in size, filled with at least 6 kg of high-quality recron cotton for comfort and durability. It must feature a soft, breathable cotton cover and be resilient enough to withstand frequent use and washing without losing its shape. The mattress should be available in simple, institutional-friendly colors. A sample of the fabric and cotton filling must be submitted with the tender	300
25	Gadda Cover	Size 6'.15"X 3'. 15" with sample	300
26	Pillow	(Size length 18' x width 12' )with 1 kg good quality recron cotton(sample of cloth and cotton must be submitted with the tender)	300
27	Pillow Cover	(Good Quality) with samples	300
28	Bed Sheet Cotton	(48"X84") with samples	300

## 6. Evaluation of Bids

(a) The Purchase Committee will conduct a thorough evaluation of both the Technical and Financial Bids. Only bidders who meet the criteria set out in the Technical Bid and submit the required supporting materials such as samples, brochures, or leaflets of the specified items will be eligible for consideration of the Financial Bid. Bidders who fail to meet the Technical Bid requirements or fail to provide the necessary documentation will be disqualified, and their Financial Bids will not be opened.

(b) Only those bidders who are deemed technically qualified and have quoted prices for all the items listed in the Financial Bid will be considered for price comparison. Any bidder who submits a partial quote for only some of the items will be disqualified, as incomplete pricing would undermine the fairness of the evaluation process.

(c) The bidder who submits the lowest price in the Financial Bid, while meeting all other requirements, will be considered for the award of the contract, provided that the total contract price falls within the approved budget or the allocated funds for the project.

## 7. Acceptance or Rejection of Bids

(a) The Tender Inviting Authority (TIA) holds the exclusive right to accept or reject any or all bids at any stage of the selection process, or to cancel the process altogether. The TIA is not obliged to provide reasons for such rejections or cancellations. As a result, no claims for damages, compensation, or any losses arising from the rejection or cancellation of bids will be entertained.

(b) Bids that contain incomplete, incorrect, or missing information will automatically be rejected. It is essential for bidders to ensure that all required information is provided accurately and in the prescribed format to avoid disqualification.

## 8. Award of Contract



The contract will be awarded to the bidder whose proposal is deemed substantially responsive to the requirements outlined in the Bid Document and who has submitted the lowest evaluated cost. However, the contract will only be awarded if the total contract price is within the approved budget or fund allocation. The TIA will ensure that the selected bidder's offering meets both the technical and financial requirements necessary for the successful execution of the project.

## 9. Rate Negotiation

(a) The TIA reserves the right to enter into negotiations with the lowest bidder if the total contract price exceeds the approved budget or fund allocation. These negotiations will aim to bring the total cost within the allocated budget while maintaining the quality of the items and services required.

(b) In cases where a bidder has quoted the lowest price for the majority of items, the TIA may request the bidder to agree to supply the remaining items at the lowest rates quoted by other bidders. This negotiation will seek to achieve economies of scale, ensuring that the final contract price is competitive and aligns with the budget, while also ensuring fairness to all bidders.

## 10. Signing of Contract

(a) The successful bidder will be required to sign a formal agreement with the Tender Inviting Authority (TIA) within two days of receiving the acceptance letter. This agreement will formalize the terms and conditions of the contract, including the delivery schedule, payment terms, and other essential obligations.

(b) Failure to sign the agreement within the specified time frame will result in the rejection of the offer, and the TIA will not entertain any claims for damages or compensation. The TIA reserves the right to proceed with awarding the contract to another bidder in such cases.

## 11. Performance Security Deposit

The selected bidder will be required to submit a Performance Security Deposit equal to 5% of the total contract value. This deposit must be submitted within two days of receiving the acceptance letter. The Performance Security Deposit serves as a guarantee for the bidder's fulfillment of the contract and ensures that the bidder will perform all obligations as per the contract terms.

The Performance Security Deposit must be provided in the form of a Bank Draft or a Bank Guarantee (BG) drawn on any nationalized or scheduled bank. The Bank Draft or BG must be made payable to "District Project Coordinator SSA Sambalpur." and it must be payable at Sambalpur.

In the case of a Bank Guarantee, the bidder must ensure that the guarantee is submitted in the prescribed format (Format-B). Additionally, the Bank Guarantee must



remain valid for a period of at least 30 days beyond the defect liability period specified in the contract, ensuring that the bidder's performance is secured for the full duration of the contract's implementation and the defect liability period.

## **12. Pre-Delivery Inspection (PDI):**

The Tender Inviting Authority (TIA) will conduct a comprehensive Pre-Delivery Inspection (PDI) to assess the quality of the sports and music items before they are dispatched. The inspection will be carried out by specialized personnel from the committee, ensuring that the items meet the required specifications and standards. This step ensures that the items delivered to the KGBVs are of the expected quality, reducing the chances of faulty or substandard goods being supplied.

## **13. Requirement & Delivery Schedule:**

The selected firm will be responsible for supplying the required quantity of all items to the designated KGBVs (Type-III) at Mahammadpur, Sarapali & Bamra. The firm must complete the delivery process within 15 days from the date of the issuance of the work order. This timeline is critical to ensure the timely availability of items for the smooth functioning of the KGBVs. If the delivery is delayed beyond the stipulated period, penalties may apply, as outlined below.

## **14. Payment Terms:**

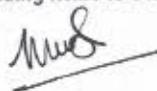
(i) Once the delivery is completed at the respective KGBVs (Type-III), the bidder must submit an acknowledgment receipt from each KGBV, confirming the receipt of the items. This receipt should be attached to the duplicate copy of the delivery challan along with an invoice detailing the goods delivered. These documents will serve as proof of delivery and will be used to initiate the payment process.

(ii) No advance payment will be made to the bidder. Payments will be processed only after the delivery is completed and documented properly. Additionally, payments through bank negotiations will not be entertained.

(iii) The TIA will deduct tax at source from the total payment at the prevailing rates as per the current tax laws. The bidder is expected to comply with all tax-related obligations under the applicable laws.

## **15. Penalty for Delay in Delivery:**

In case the selected firm fails to deliver the items on time, a penalty will be imposed. The penalty will be 0.5% of the total contract value per week or part thereof for each week of delay. This penalty will continue to accumulate until the work is completed, with a maximum penalty limit set at 10% of the total contract value. This penalty mechanism ensures that the bidder remains motivated to complete the delivery on time and adheres to the specified schedule. Additionally, the TIA reserves the right to forfeit the Performance Security if the bidder fails to meet the delivery schedule and may also debar



the firm from participating in future tenders. In extreme cases, the TIA may request the Government to blacklist the firm, which could have long-term repercussions for the bidder.

#### **16. Amendments to Bid Terms, Conditions, and Issuance of Corrigendum/Addendum:**

(a) The TIA may, up to seven (07) days before the final date for submission of bids, amend or modify the bidding documents. This may occur at the TIA's initiative or in response to a clarification request from any bidder. Any amendments will be issued in the form of a corrigendum or addendum.

(b) The TIA will notify any such amendments through official channels, including the websites [www.sambalpur.odisha.gov.in](http://www.sambalpur.odisha.gov.in) and [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). Bidders are advised to check these websites regularly and consider any amendments in their bid preparation.

(c) To allow bidders adequate time to incorporate the amendments into their proposals, the TIA may extend the submission deadline, providing a fair opportunity to adjust bids accordingly.

#### **17. Submission of Tender:**

Each bidder is permitted to submit only one tender in response to the invitation. Submitting more than one tender will lead to the automatic rejection of all proposals from that bidder. This ensures transparency and fairness in the bidding process and prevents any potential for manipulation of the system.

#### **18. Submission of Additional Information:**

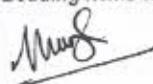
If the space provided in the tender document is insufficient to include all necessary information, bidders are allowed to use separate sheets. These additional sheets must follow the prescribed format and be numbered consecutively. Every additional page must be authenticated with the bidder's signature to verify the authenticity of the information provided.

#### **19. Accuracy of Information Submitted:**

It is expected that all information provided by the bidder in the tender documents is true and accurate to the best of their knowledge. Any false or misleading information may lead to disqualification from the tender process and could result in penalties or legal consequences.

#### **20. Document Submission:**

Bidders must ensure that they submit all required documents as specified in the tender document. These documents must be part of the Technical Bid or Financial Bid as applicable. Failure to submit the necessary documents will lead to rejection. The documents should be properly numbered and clearly marked with page numbers for easy reference. The submission process should be in line with the instructions laid out in the tender document.



## **21. Right to Modify Bid Terms:**

The TIA reserves the right to make modifications to the terms and conditions outlined in the bid document at any point during the execution of the contract, should it be deemed necessary. These changes will be communicated to the bidder, and adjustments will be made as required.

## **22. Bid Validity Period:**

The validity period of the submitted bid will be 90 days from the opening date of the Financial Bid. Bidders must ensure that their bid remains valid for this period to avoid any complications or delays in contract awarding.

## **23. Right to Reject Bids:**

The TIA holds the discretion to reject any or all bids received in response to the tender, without providing reasons. The TIA also reserves the right to modify any terms of the bid documents during the contract execution if necessary. This provision allows flexibility to ensure the procurement process meets its objectives effectively.

## **24. Resolution of Disputes:**

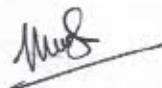
(a) Any dispute arising between the TIA and the successful bidder should be addressed in writing by both parties, signed by the designated authorities as per the contract agreement. Both parties should strive to resolve the issue amicably through consultations and negotiations.

(b) If mutual consultations fail within 21 days of the dispute, the matter will be referred to a conciliation panel. Each party will nominate one member to form the panel. If the conciliation process fails, the dispute will be escalated to arbitration. The Arbitrator will be nominated by the Collector-cum-Chairman SS, Sambalpur, and the arbitration will follow the provisions of the Arbitration and Conciliation Act, 1996 of India.

## **25. Applicable Law and Jurisdiction of Courts:**

(a) The contract will be governed by Indian laws that are in force at the time of contract execution, and any disputes will be interpreted based on these laws.

(b) Any legal disputes that arise concerning the contract will fall under the jurisdiction of the courts in Sambalpur. This ensures that legal matters are handled within the local judicial framework, reducing delays and ensuring quicker resolutions.



**COVERING LETTER**

**(ON BIDDER/S'S LETTER HEAD)**

[Location, Date]

**To:**

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

**Subject:**Supply of TLM & Equipment and Bedding Items to 3 nos of KGBVs(Type-III).

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards supply of TLM & Equipment and Bedding Items to 3 nos of KGBVs (Type-III) 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)**

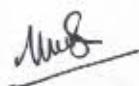
Sl No.	Description	Full Details
1	<b>Name of the Bidder/s</b>	
2	<b>Address for Communication</b> Tel :Fax: Email id :	
3	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b> Mobile No. : Email id :	
4	<b>Trade License Details</b> No: Date & Year. :	
5	<b>Local office in Odisha</b> <b>If Yes, Please furnish contact details</b>	
6	Bid processing fee Details Amount :Rs. <u>1000/-</u>	
7	EMD details	
8	GSTIN under Odisha GST (OGST) Act	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	
11	Confirm to accept all the terms and conditions as specified in the Bid Document	

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name &amp; Designation with Rubber Stamp



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

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Trade License issued by concerned Authority of H&UD DepttGovt of Odisha		
2	Proof of Office as well as printing setup in the State of Odisha		
3	Valid PAN		
4	Acknowledgement receipt of Income Tax Return for the Financial Year 2023-24.		
5	Valid GST Registration Certificate under Odisha GST (OGST) Act and proof of Up-to-date GST Return		
6	DD/Banker's cheque amounting to Rs. <u>1000/-</u> as bid processing fee		
7	EMD in shape of Demand Draft / Banker'scheque / Bank Guarantee		
8	Duly filled insigned & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
9	Sample of list of items (excluding LED TV, Wooden Reading Table, Newspaper Stand, and Steel Bookshelf) to be shown		
10	Colour Brochures/photographs with specifications of LED TV, Wooden Reading Table, Newspaper Stand, and Steel Bookshelf		
11	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 Co-ordinator  
SS,Sambalpur**

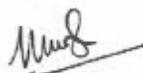
**Undertaking / Declaration**

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 certified that I have not committed any offense -
  - (a) Under the Prevention of Corruption Act, 1988; or
  - (b) the Indian Penal Code or anyother lawfor the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
  - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years."
3. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
4. 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.
5. 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.
6. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

**Authorized Signatory [In full and initials]**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder**



**COVERING LETTER**  
**(In Bidder's Letter Head)**

[Location, Date]

To

**The District Project Co-ordinator,**  
**SS, Sambalpur**

**Subject: Supply of TLM & Equipment and Bedding Items to 3 nos of KGBVs(Type-III) -  
 FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to Supply of TLM & Equipment and Bedding Items to 3 nos of KGBVs(Type-III)in accordance with your Tender Call Notice No.\_\_\_\_\_, Dated: \_\_\_\_\_ . Our attached Financial Proposal is for the sum of Rs.\_\_\_\_\_ [**Insert amount(s) in words and figures\***].

The quoted rate is inclusive of all other charges/levies/duties, transportation cost & delivery of the complete material at concerned KGBVs (Type-III)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)**

Sl. No.	Items	Rate per unit ( in Rs.) as per required Specification(Including all duties ,taxes and transportation cost up to points of delivery)	Total Required Quantity (Units)	Total Amount in Rs
1	2	3	4	5=(3 x 4)
1	Chess		18	
2	Carom		6	
3	Ludo		18	
4	Badminton Racket		12	
5	Badminton Shuttle Cork		60	
6	Badminton Net		3	
7	Volley Ball		6	
8	Ring Ball		30	
9	Skipping Rope		30	
10	Stop Watch		3	
11	Whistle		6	
12	Shot Put		3	
13	LED TV ( 43inch)		3	
14	Harmonium		3	
15	Piano		3	
16	Tabla		3	
17	Dholki		3	
18	Drum		6	
19	Tringo		3	
20	Wooden Reading Table		3	
21	Newspaper stand		3	
22	Steel Book self/rack		3	
23	Blanket		300	
24	Gadda		300	
25	Gadda Cover		300	
26	Pillow		300	
27	Pillow Cover		300	
28	Bed Sheet Cotton		300	
<b>Grand Total Amount</b>				
<b>In words (Rupees)</b>				

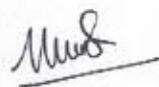
**NB: The rate per item may be quoted up to two decimal points.**

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

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



Bank Guarantee Format for Furnishing EMD

To,

The District project Coordinator,  
SS,Sambalpur

**WHEREAS** \_\_\_\_\_ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated \_\_\_\_\_ for Supply of TLM & Equipment and Bedding Items to 3 nos of KGBVs (Type-III) 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, Sambalpur (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.....2025

**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.

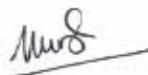
Our \_\_\_\_\_\*branch at \_\_\_\_\_ (name and address of the \_\_\_\_\_\*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our \_\_\_\_\_\*branch. A written claim or demand and received 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 qua



To,  
**The District project Coordinator,  
SS, Sambalpur**

**WHEREAS** \_\_\_\_\_ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No. \_\_\_\_\_ dated \_\_\_\_\_ for Supply of TLM & Equipment and Bedding Items to 3 nos of KGBVs (Type-III) (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, 2025

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.**

