



# ZILLA PARISHAD, SAMBALPUR

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## Tender Call Notice

No 3696 ZP/SD/XII/Tender/22/2025/dt. 14/10/2025

### Empanelment of Agencies for supply of Training KIT/ Material

**Supply of Jute Bag / Cotton Folder / Jute Laptop Bag / Jute Conference Bag for official meetings & training programmes to be conducted in the office of Zilla Parishad/ DPRC/ Blocks of Sambalpur District during the FY 2025-26 & 2026-27**

Sealed quotations are invited with following terms & conditions from interested agencies / Start-Up/SHGs for Supply of Jute Bag (Cotton Folder / Jute Laptop Bag / Jute Conference Bag) for official meetings & training programmes for the participants in the office of the ZP/DPRC Sambalpur for the year 2025-26 & 2026-27. The quotation completed in all respect must reach this office through Registered Post/ Speed **04.11.2025 by 5.30 PM**. The quotations will be opened on **06.11.2025 at 11:00AM** in Zilla Parishad Conference Hall in presence of the bidder or their authorized representative who wish to be present. No other mode of submission of quotation is allowed. The application form of quotation/tender containing General bid information and Terms and conditions is available in District website [www.sambalpur.nic.in](http://www.sambalpur.nic.in) and fixed in the notice board of ZP/DPRC Sambalpur from **14.10.2025 to 04.11.2025**.

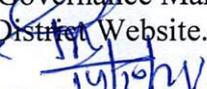
  
14/10/25

CDO-cum-EO

Zilla Parishad, Sambalpur

Letter No 3697 ZP/Training/22/Tender/dt. 14/10/2025

Copy alongwith the softcopy in PDF forwarded to the District e-Governance Manager (DeGM), NIC, Sambalpur for web hoisting of the Tender Document in District Website.

  
14/10/25  
CDO-cum-EO

Zilla Parishad Sambalpur

Letter No 3698 ZP/Training/22/Tender/dt 14/10/2025

Copy to Notice Board, DPRC/ Zilla Parishad for wide circulation.

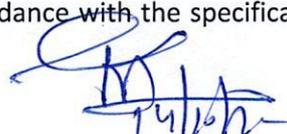
  
14/10/25  
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Zilla Parishad Sambalpur

## TERMS & CONDITIONS

### SUPPLY OF JUTE & COTTON FOLDERS / BAGS.

1. The firm must be registered under CGST / SGST Act.
2. The tenderers are to submit photo copy of the registration certificate.
3. The bidder are to deposit Rs. 500/- towards cost of tender documents (Non Refundable) in shape of Demand Draft/Cheque in favour of the CDO-cum-EO, Zilla Parishad, Sambalpur.
4. The bidders shall deposit Rs. 5,000/- as EMD in shape of FD duly pledged in favour of the CDO-cum-EO, Zilla Parishad, Sambalpur along with the tender documents. The tender documents submitted without EMD will be rejected . MSME/ Start Ups are exempted from EMD subject to the FD circular. The EMD deposited will be refunded to the unsuccessful bidders soon after completion / finalization of the tender process.
5. The authorization letters if any to be enclosed in the tender with due attestation.
6. The quoted amount must be including GST and other charges if any.
7. The bidder should preferably supply the training kits as per requirement
8. The contract of the successful bidder may be extendable, up-to two years subject to satisfactory performance review at the end of 1st year of contract.
10. No conditional tender will be accepted by the authority from the bidder.
11. No advance payment will be made to the party after acceptance of tender or execution of order.
12. Delivery of the goods should be made on proper requisition within a day or two at Zilla Parishad/ DPRC/ Blocks of Sambalpur District
13. Original documents shall be produced for verification at the time of opening of Tender.
14. If any information / document furnished by the bidders with the tender papers are found to be misleading or incorrect at any stage their bidding will be rejected without assigning reasons thereof.
15. It is the responsibility of the bidder for timely delivery of the articles to the Zilla Parishad / DPRC/ Blocks of Sambalpur District at their own cost.
16. Details of information have to be submitted following Two Bids i.e. Technical Bid (bidder's Profile with all relevant documents including paper cost & EMD) & Financial Bid. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly super scribed and both these sealed envelope are to be put in a bigger envelope which should also be sealed and duly super scribed.
17. The bidders should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope super scribed as "SUPPLY OF JUTE & COTTON FOLDERS/BAGS" on the top to the sealed cover within the date & time specified above by Registered / Speed Post/ Courier . No Tender will be received by hand. The authority shall not be responsible for any postal delay.
18. The technical bid and the financial bid shall be opened on the scheduled date and time
19. The bids qualified in the technical bid shall be eligible for opening of the financial bid.
20. The bid received beyond the scheduled date and time shall not be entertained
21. In case of any legal dispute, it will be adjudicated within the jurisdiction of Sambalpur court only.
22. All pages of the bids are to be signed & stamped by the bidder.
23. Selection of the items will be made on finalization of samples wherever necessary.
24. The firm / organization must not be blacklisted by any Government organization, If found later their bid shall be cancelled and EMD shall be forfeited.
25. CDO-cum-EO Zilla Parishad Sambalpur reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to make the supply within the specified time or in accordance with the specifications & samples.

  
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Zilla Parishad, Sambalpur

**FORMAT-1**

BID Documents for Supply of Jute Bag / Cotton Folder / Jute Laptop Bag / Jute Conference Bag for official meetings & training programmes to be conducted during the FY 2025-26 7 2026-27 in the office of the DPRC/ZP Sambalpur

BID Details

- 1) Name of the Qutationer :
- 2) Address of the firm :
- 3) GST Regn. No. :
- 4) License No. :
- 5) Name & Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6) Contact No :
- 7) E-Mail :

**Declaration**

This is to declare that the above information is true to the best of my knowledge & belief.

**Date:**

**Place:**

**Signature of the Bidder  
(With Seal)**

**Documents to be attached:**

- 1) Copy of Valid GST Regn. Certificate
- 2) Copy of Company/ Firm/ SHG Registration Certificate
- 3) Cancelled cheque/ Bank account passbook front page
- 4) Bidders Profile ( Annexure-I)
- 5) Financial Bid (Annxure-II)

**BIDDER'S PROFILE**  
**SUPPLY OF JUTE & COTTON FOLDER/BAGS**  
**(To be filed in & returned with the documents)**

1	<b>Name of Proprietor/Partner/Director. (In capital letters)</b>	
2	<b>Details of address (Registered office and operating branch) (Photo copy of the registration certificate to be attached)</b>	Office: Residence: Mobile: E Mail Id:
3	<b>Details of amount towards paper cost</b>	Rs.500/- D.D./B.C. No. _____ Date _____ Drawn on Bank _____
4	<b>Details of amount earnest money deposited</b>	Rs.5,000/- T.D./F.D. No. _____ Date _____ Drawn on Bank _____
5	<b>GST Registration No (photo copy must be attached)</b>	
6	<b>PAN (photo copy must be attached)</b>	
7	<b>Details of credential of similar nature of work atleast for three year in Govt. sector.(Photo copy to be attached)</b>	

**DECLARATION**

- I \_\_\_\_\_ Son /Daughter/Wife of Shri \_\_\_\_\_  
Proprietor/Partner/Director/authorized signatory of the Service provider mentioned above that I am competent to sign this declaration and execute these tender document.
- I have carefully read and understood all the term and condition of the tender and undertake to abide by them.
- The information/ documents furnished along with the above application are true and authentic and to the best of my knowledge and belief. I/We do hereby undertake that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

**Place:**

**Signature of Authorized Person**

**Date:**

**Full Name:**

**Seal:**

**FINACIAL BID****SUPPLY OF DIFFERENT TYPE OF COTTON JUTE FOLDER / BAG**

SL NO	DESCRIPTION	TYPE/ Specification	SIZE	Qty.	Amount quoted (Including GST)
1	JUTE FOLDER	Appliqué work with chain	14"X10"	Each	
2	JUTE FOLDER	Appliqué work with chain and SIRD&PR logo with name	14"X10"	Each	
3	COTTON FOLDER	Appliqué work with chain	14"X10"	Each	
4	COTTON FOLDER	Appliqué work with chain and SIRD&PR logo with name	14"X10"	Each	
5	PAPER FOLDER	Without Appliqué work with out chain	14"X10"	Each	
6	JUTE BAG	Without Appliqué work with chain	14"X12"	Each	
7	JUTE BAG	Appliqué work with chain and SIRD&PR logo with name	14"X12"	Each	
8	JUTE LAPTOP BAG	Appliqué work with chain	13"X16"	Each	
9	CONFERENCE BAG	Appliqué work with chain	13"X16"	Each	

N.B:-

1. Colour Photograph as sample of each items (Both side) with tagging of rate should be attached.
2. The price quoted shall be inclusive of GST, transportation and delivery at Zilla Parishad/ DPRC/ Blocks
3. In case of variation in Type/ Specification and size of the product the rate for the same should be quoted in a separate page in the prescribed format.

  
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