



BID DOCUMENT

FOR

**SUPPLY OF BRASS BAND INSTRUMENTS FOR 19 NOS PMSHRI
SCHOOLS AND BAND UNIFORM FOR 12 NOS PMSHRI SCHOOLS.**

SHORT TENDER CALL NOTICE

No. 326 /IE/ Dated 20 /02/2026

**OFFICE OF THE DISTRICT PROJECT COORDINATOR,
SAMAGRA SHIKSHA (SS), 2ND FLOOR, COLLECTORATE,
SAMBALPUR, ODISHA. PIN-768001**

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DISTRICT PROJECT OFFICE SAMAGRA SHIKSHA

SAMBALPUR

E-Mail: dpcsambalpur.opepa@nic.in

SHORT TENDER CALL NOTICE

No 326 / SC/ST/ Date 20/02/2026/

Sealed tenders are invited from the reputed firms / organizations having valid PAN,GST Registration and business setup in Odisha for supply of " **BRASS BAND INSTRUMENTS FOR 19 NOS PMSHRI SCHOOLS AND BAND UNIFORM FOR 12 NOS PMSHRI SCHOOLS**" of Sambalpur district in two bid systems (Technical & Financial Bid) as detailed below . The detailed terms & conditions of the above bid are as under:

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 BRASS BAND INSTRUMENTS FOR 19 NOS PMSHRI SCHOOLS AND BAND UNIFORM FOR 12 NOS PMSHRI SCHOOLS" of Sambalpur district	Rs.1000/- (Rupees One thousand only)	Rs.1,00,000/- (Rupees One Lakh only)	09/03/2026 (5.00 PM)	10/03/2026 (3.00PM)

The detailed BID document is available in the website <https://sambalpur.odisha.gov.in/> and <https://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 website. 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 the order of

Collector-cum-Chairperson,
SS, Sambalpur

Lly 20/02/26
District Project Coordinator
SS, Sambalpur
S.S. , Sambalpur

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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.sambalpurl.odisha.gov.in
3	Last date and time of receipt of the Bid only through speed post / registered post/ physically in the office of DPC, SS, Sambalpur	Date 09 /03/2026 Up to 05.00 PM
4	Date & time for opening of Bid document	Date 10/03/2026 at 3.00 P.M
5	Bid Processing Fee (Non-Refundable)	Rs. 1,000/- (Rupees One thousand Only) in shape of Demand Draft in favour of DISTRICT PROJECT COORDINATOR, SS, Sambalpur (PMSHRI) , payable at Sambalpur which will be annexed with the Technical Bid.
6	Earnest Money Deposit (EMD) (Refundable without interest)	Rs. 1,00,000/- (Rupees One Lakh Only) in shape of Demand Draft (No exemption of EMD)
7	Address & mode of submission of proposal	O/o the District Project Coordinator, Samagra Shiksha, Sambalpur , 2 nd floor, Collectorate, Sambalpur. Mode of Submission: Speed Post / Registered Post /Courier in the office of DPC, SS, Sambalpur. Submission of proposal through other mode and late bid will be rejected.
8	Place of Opening of Proposal	O/o the DPC, SS, Sambalpur
9	Point of Delivery & Completion of supply	19 nos of PM SHRI School within 15 (Fifteen) days from the date of issuing of work order
10	Submission of Performance security & Signing of agreement.	within 02(two)days of issue of work order to Selected bidder
11	Rate quotation for all items	Interested and eligible bidders must quote rate for all items in the prescribed Proforma. Conditional quotation of rate must be avoided.

/s/

BID DOCUMENT FOR SUPPLY OF BRASS BAND INSTRUMENTS FOR 19 NOS PMSHRI SCHOOLS AND BAND UNIFORM FOR 12 NOS PMSHRI SCHOOLS OF SAMBALPUR DISTRICT

The District Project Coordinator, Samagra Shiksha, Sambalpur, invites bids from reputed and credible firms/agencies for "**BRASS BAND INSTRUMENTS FOR 19 NOS PMSHRI SCHOOLS AND BAND UNIFORM FOR 12 NOS PMSHRI SCHOOLS**" 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) Udyam Aadhar
- (b) Valid PAN
- (c) Valid GST Registration Certificate
- (d) Registered Office at Odisha
- (e) At least 2 years of experience in supply of these type of items/ equipment

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 Band Instruments & band Uniforms"&"Financial Bid for supply of Band Instruments & Band Uniforms". Both sealed envelopes should be kept in another sealed envelope superscribed "**Tender for supply of Band Instruments & Band Uniforms.**"
- (b) The Bidder has to fill up the technical bid form (Tech-1, Tech-2, Tech-3 & Tech-4) & submit it with a separate envelope with all self-attested documents/papers. Similarly, the Financial Bid form has to be filled up as per prescribed format (Fin-1 & Fin-2) and to be submitted in separate sealed envelope. The bidder is to quote unit rate in the prescribed format (FIN-2). All materials must be of a reputed brand. The rates should be quoted for each item and if more than one price is quoted under one item options the rate quoted by firm in the first option only will be valid and considered for evaluation (lowest and best).

The tender should be addressed to O/o the District Project Coordinator, Samagra Shiksha,Sambalpur, 2nd Floor , Sambalpur, Pin Code-768001.

(c) Bid documents can be downloaded from <https://Sambalpur.odisha.gov.in/www.osepa.odisha.gov.in/>. Submit a Demand Draft of Rs. 1,000/- as bid processing fee in favor of "**DISTRICT PROJECT COORDINATOR, SS, SAMBALPUR (PMSHRI),**" payable at Sambalpur.

(d) The bidders may participate/quote for both items i.e., Band Equipment's & Band Uniforms or can apply for one category of items .

(e) Earnest Money Deposit (EMD):

(i) An EMD of Rs. 100,000/- (refundable without interest) must be submitted in shape of Demand Draft in favor of "**DISTRICT PROJECT COORDINATOR, SS, SAMBALPUR (PMSHRI),**" payable at Sambalpur failing which the tender shall be rejected summarily. 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.

(ii) The EMD of successful bidder shall be refunded after receipt of Performance security (5% of the Bid Value). EMD as applicable will be exempted for manufacturing MSEs subject to submission of undertaking/Annexure as per policy.

(d) Mandatory Documents for Technical Bid:

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.

Part A (Technical Requirement of Bidder)

1. Name
2. Address
3. Authorized Person name
4. GST Registration & up to date clearance certificate
5. Udyam Aadhar
6. Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3&Tech-4
7. DD amounting to Rs.1000/- as bid processing fee
8. EMD in shape of Demand Draft
9. Manufacturer Authorization
10. Detailed datasheets
11. Annual average Turnover of the bidder must be Rs. 50 lakhs in last three Financial Years (2022-23, 2023-24 & 2024-25).
12. ITR of Last 3 Assessment years (2022-23, 2023-24 & 2024-25)

Part B (Technical Requirement of OEM)

1. Manufacturing Certificate
2. Valid PAN
3. Valid GST Registration
4. Annual average Turnover of the OEM must be Rs. 1 crore in last three Financial Years (2022-23, 2023-24 & 2024-25) must be submitted by the Bidder with Valid UDIN.
5. ISO Certifications.
6. ITR of Last 3 Financial Years of OEM (2022-23, 2023-24 & 2024-25)

3. Sample Submission & Financial Bid Eligibility

The technically qualified bidder will be invited to submit product samples for evaluation. Bidders are advised to ensure that all aspects of their submissions fully comply with the specified requirements, as no further clarifications will be sought or accepted after selection. The final selection will be based on an evaluation of the sample's quality, strength, and design, ensuring alignment with the specifications outlined in the (Annex). Only those bidders who meet the technical bid criteria and pass the sample verification process will be considered for the financial bid evaluation.

4. Submission and Opening of Tender

(a) Submission of Tender

Interested bidders must submit the complete tender document, including EMD, bid processing fee, and all required documents, **on or before 09/03/2026 (051.00 PM)**. Submission of bid documents allowed only via **Registered Post / Speed Post / Courier** in the office of **DPC ,SS, Sambalpur**. The authority will not be responsible for postal delays.

(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

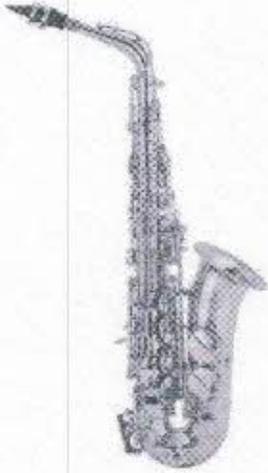
The Technical Bids will be opened on the scheduled date and time in the presence of the bidders or their authorized representatives. Bidders/representatives must attend the process with all required documents.

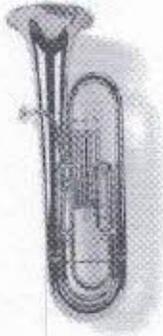
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**4.Specification of items/instruments with requirements/SPECIFICATION
OF BRAS BAND INSTRUMENTS SET.**

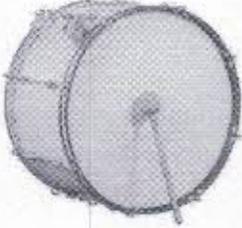
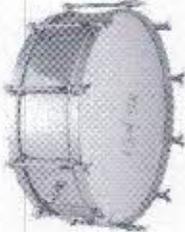
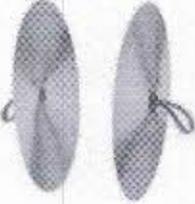
Name of the Instrument & its Specification with complete set	Image	TQuantity required
<p>1. TRUMPET</p> <ul style="list-style-type: none"> • TRUMPET is Made of high-quality brass coated with nickel. <ul style="list-style-type: none"> • Ideal for all Players: Trumpet tone is suitable for all Beginners, Intermediates & Experts. 3 smooth functioning valves with comfortable pearl inlaid buttons. (B-FLAT) • Item Dimension: Length 18.5 inches, Breadth 6 inches, Bell diameter 4.5 inches, Weight 1 kg approx. • Packaging Dimension: Length 10 inches, Breadth 8 inches, Height 5 inches. • Package included Trumpet, Mouthpiece, Best Quality Nylon padded case which protect instrument and easy to carry & store. 		76
<p>2. CLARINET</p> <ul style="list-style-type: none"> • Clarinet is Made of high-quality ebonite with brass keys coated with nickle. • Ideal for all Players: The tone of clarinet is in B- flat which is suitable for all Beginners, Intermediates & Experts, with smooth functioning keys with comfortable pad inlaid. Item Dimension: 25 INCHES x 3 INCHES x 25 INCHES (L*B*H) • Packaging Dimension: Length 15 inches, Breadth 8 inches, Height 3 inches. • Package included clarinet, extra reed, pair of gloves, Best Quality Nylon padded case, which protect instrument and easy to carry & store. 		95

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<p>3. A LOT SAXOPHONE</p> <ul style="list-style-type: none"> • Alto saxophone is Made of high-quality brass coated with nickle (E-FLAT). • Ideal for all Players: The tone of saxophone is in Eb Alto tone which is suitable for all Beginners, Intermediates & Experts, with smooth functioning keys with comfortable pad inlaid. • Item Dimension: Bell diameter 12 cm, length 56.5 cm, breadth 20.5 cm, weight 1.800 kg • Packaging Dimension: Length 30 inches, Breadth 15 inches, Height 11.5 inches. • Package included saxophone, extra reed, belt, pair of gloves, Best Quality Nylon padded case, which protect instrument and easy to carry & store. 		<p>38</p>

<p>4. EUPHONIUM</p> <ul style="list-style-type: none"> • EUPHONIUM 3 VALVE is Made of high-quality brass coated with nickle. • Ideal for all Players: The tone of EUPHONIUM is suitable for all Beginners, Intermediates & Experts. 3 smooth functioning valves with comfortable pearl inlaid buttons. (B-FLAT) • Item Dimension: Length 23 inches, Breadth 10.5 inches, Bell diameter 10.2 inches, Weight 3.1kg. • Packaging Dimension: Length 26 inches, Breadth 17 inches, Height 11.5 inches. • Package included Euphonium, Mouthpiece, Best 		<p>38</p>
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<p>Quality Nylon padded case which protect instrument and easy to carry & store.</p>		
<p>5. BASS DRUM 26 INCHES</p> <ul style="list-style-type: none"> • Bass drum is Made of SS sheet with Aluminium T- ring. Bass drum consist of 8 Number of Rods to tighten its Pvc sheet. • Ideal for all Players: The bass drums are suitable for all Beginners, Intermediates & Experts. • Item dimension: 26 inches with Pvc skin. • Package included Bass drum, pair of beater and belt. 		<p>19</p>
<p>6. SIDE DRUM 14 INCHES</p> <ul style="list-style-type: none"> • Side drum is Made of SS sheet with Aluminium T- ring. Side drum consist of 6 Number of Rods to tighten its Pvc sheet. • Ideal for all Players: The side drums are suitable for all Beginners, Intermediates & Experts. • Item dimension: 14 inches with Pvc skin. • Package included side drum, pair of stick and belt. 		<p>38</p>
<p>7. CYMBOL</p> <ul style="list-style-type: none"> • Cymbol is Made of high-quality brass sheet of 26. • Ideal for all Players: The Cymbol are suitable for all Beginners, Intermediates & Experts. • Item Dimension: 12 Inches • Package included 12 inches brass Cymbol with leather starp. 		<p>19 pair</p>
<p>8. BAND MASTER STICK</p> <ul style="list-style-type: none"> • Leader stick is Made of Wood with metal top. • Ideal for all Players: The leader stick is suitable for all Beginners, Intermediates & Experts. • Item dimension: 4 to 5 Ft. • Package included 1 leader stick ceremonial. 		<p>19</p>

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5.Specification for Band Uniform for Boys for one school

Sl No	ITEMS	DESCRIPTION	REQUIRED QUANTITY FOR EACH PM SHRI SCHOOL	REQUIRED QUANTITY FOR 11 PM SHRI SCHOOL
1	Band Jacket /Coat	Full hand high neck brown colour Jacket, two side chest pocket, In hand V shape 4 inch dark coffee colour patch with golden pipin. For group member jacket	25	275
2	Trouser	Matching with Stripe(Full Pant with two side pocket with loopy (Colour dark coffee)	25	275
3	Cap	Baret cap with logo(Brown colour)	25	275
4	Shirt	White Full Sleeve Shirt(Cotton)	25	275
5	Neck Tie/ Caravat	Golden/Dark coffee, It should be good finishing designing.	25	275
6	Waist Belt(Golden Buckle)	Leather	25	275
7	Gloves(White)	Cotton	25 PAIR	275 PAIR
8	Shoes& Socks	Black DMS Shoe (Hard Leather upper with single touch , rubber grip sole, anti skid)	25 PAIR	275 PAIR
9	Shoulder Cord(Lanyard)	Shoulder trap will be 4/5 to 5 inch according to jacket size with golden	25	275
10	Epauettes(Golden)	Golden Braided	25	275
11	Drum Major Baton		1	11
12	Sash/Cross Belt	Golden/Red	7	77

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6. Specification for Band Uniform for Girls for one school

Sl No	ITEMS	DESCRIPTION	REQUIRED QUANTITY FOR EACH PM SHRI SCHOOL	REQUIRED QUANTITY FOR 1 PM SHRI SCHOOL
1	Band Jacket/Coat	For Full hand high neck brown colour Jacket. Two side chest pocket, In hand V shape 4 inch dark coffee colour patch with golden pipin. For group member jacket	25	25
2	Skirt & Trouser(leggings)	Matching with Stripe(Dark coffee colour skirt (with Loopy) (Colour dark Coffey) and Cream coloured Legging	25	25
3	Cap	Baret cap with logo(Brown colour)	25	25
4	Shirt	White Full Sleeve Shirt(Cotton)	25	25
5	Neck Tie/ Caravat	Golden/Dark Coffey, It should be good finishing designing.	25	25
6	Waist Belt(Golden Buckle)	Leather	25	25
7	Gloves(White)	Cotton	25 PAIR	25 PAIR
8	Shoes& Socks	Black DMS Shoe (Hard Leather upper with single touch , rubber grip sole, anti skid)	25 PAIR	25 PAIR
9	Shoulder Cord(Lanyard)	Shoulder trap will be 4/5 to 5 inch according to jacket size with golden	25	25
10	Epauettes(Golden)	Golden Braided	25	25
11	Drum Major Baton		1	1
12	Sash/Cross Belt	Golden/Red	7	7

5. 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 **A COMPLETE SET OF SAMPLE OF ITEMS OF THE REQUIRED SPECIFICATIONS** will be eligible for consideration of the Financial Bid. Evaluation will be done separately for each item, 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 and 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.

6. 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, doubling or overwriting in costing price 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.

7. 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.

8. Rate Negotiation

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. The quality will be given top priority.

9. 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

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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.

10. Performance Security Deposit

The selected bidder will be required to submit a Performance Security Deposit @5% of contract Price This deposit must be submitted within two days of receiving the acceptance of agreement. 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)in favour of "**District Project Coordinator, SS Sambalpur (PMSHRI) .**" and it must be payable at Sambalpur . In 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 bidders' performance is secured for full duration of the contracts implementation and defect liability period.

11. POST Delivery Inspection (PDI):

The tender Inviting authority will conduct a comprehensive Post Delivery Inspection. The inspection will be carried out by specialized personnel from the committee ensuring that the items meet the required specifications and standards as submitted as samples in brochures during tender with sample supplied to the PMSHRI School point randomly.

12. Requirement & Delivery Schedule:

The selected firm will be responsible for supplying the required quantity of all items to the designated **19 nos of PM SHRI Schools given below**. The firm must complete the delivery process within 12 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 Band instruments & Uniforms at PM SHRI School. If the delivery is delayed beyond the stipulated period, penalties may apply, as outlined below.

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List of PM Shri Schools:

Sl. No	Name of the School	Band & Uniform Requirement	Block	Sl. No	Name of the School	Band & Uniform Requirement	Block
1	Govt. Higher Secondary school, Gorposh	Brass Band & Boys' Uniform	Bamra	11	Sarapali High School	Brass Band & Boys' Uniform	Naktideol
2	Sason Nodal High School.	Brass Band & Boys' Uniform	Dhankauda	12	PM Shri NR High School, Rengali	Brass Band & Boys' Uniform	Rengali
3	Govt. Boys High School, Burla	Brass Band & Boys' Uniform	Dhankauda (Burla)	13	Govt. UPS Jagannath Jhankarpali	Brass Band & Boys' Uniform	Jujomura
4	Govt. (SSD) Girls Higher Secondary School, Ardabahal	Brass Band & Girls' Uniform	Kuchinda	14	Kesaibahal Panchayat Nodal High School	Brass Band	Bamra
5	Govt. Boys High Scholl, Kuchinda	Brass Band & Boys' Uniform	Kuchinda	15	Mahammadpur Govt HS	Brass Band	Dhankauda (Hirakud)
6	Balaram Govt High School	Brass Band & Boys' Uniform	Kuchinda	16	Badsahir Govt HS	Brass Band	Jujomura
7	PM Shri Sandapathar (SSD) Higher Secondary School	Brass Band & Boys' Uniform	Jamankira	17	Govt Girls HS Kuchinda	Brass Band	Kuchinda
8	Mathura Pradsad High School, Dhama	Brass Band & Boys' Uniform	Maneswar	18	Govt(SSD) HS Girishchandrapur	Brass Band	Naktideul
9	Govt. Higher Secondary School, Kadaligarh	Brass Band & Boys' Uniform	Rairakhol	19	Maneswar HS	Brass Band	Maneswar
10	Khandadhip UGUPS	Brass Band	Rairakhol NAC				

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13. Payment Terms:

(i) Once the delivery is completed at the respective PMSHRI School, the bidder must submit an acknowledgment receipt from each HM of PMSHRI Schools confirming the receipt of the items. This receipt should be attached to the duplicate copy of the delivery challan detailing the goods delivered at PMSHRI School point. These documents will serve as proof of delivery and will be used to initiate the payment process.

(ii) **On completion of delivery at PMSHRI School point** payment shall be made after receipt of the required reports / Papers/ documents as under:

- a. Challans towards satisfactory completion of supply of quantity to concerned PMSHRI School point as per supply order.
- b. On fulfillment of conditions of the agreement.
- c. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.

(iii) 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.

(iv) 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.

14. Penalty for Delay in Delivery:

In case the selected firm fails to deliver the items in 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.

15. 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. The TIA will notify any such amendments through official websites <https://sambalpur.odisha.gov.in/> / www.osepa.odisha.gov.in/

16. 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.



17. 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.

18. 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.

19. 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.

20. 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.

21. Bid Validity Period

The validity period for the submitted bid will be 90 days from the opening of the date of the financial bid. The bidders must ensure that their bid remains valid for this period to avoid any complication or delay in contract awarding.

22. 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 term of the bid documents during the contract execution if necessary. This provision allow flexibility to ensure the procurement process meets its objectives effectively

23. 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 negotiation.

(b) If mutual consultation fails 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 provision of the Arbitration and Conciliation Act 1996 of India

24. 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.

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COVERING LETTER

(In Bidder's Letter Head)

To

**The District Project Coordinator,
Samagra Shiksha, Sambalpur,
2nd Floor Collectorate, Sambalpur
Odisha, Pin-768001.**

Subject: Supply of Brass band instruments for 19 nos & Band Uniform in 12 Nos of PMSHRI Schools

Madam/Sir

I/We, the undersigned, request you to participate in the selection process towards **Supply of Brass band instruments for 19 nos & Band Uniform in 12 Nos of PMSHRI Schools**) in accordance with your Tender Call Notice No. _____ /SC/ST /2026 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

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Bidder's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel : Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
4	GST Registration / Incorporation Details Registration No: Date &Year:	
5	Self- declaration having no Blacklisted	
6	Confirm to accept all the terms and conditions as specified in the Bid Document	

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Stamp


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

S.NO	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		YES/NO	Page no.
1	Manufacturing Certificate of Bidder/OEM		
2	Valid PAN		
3	Bidders must possess valid GST registration and provide GST returns for Apr to September 2025 (3B-R1) along with PAN and ITRs for the last three financial years (2022-23, 2023-24 and 2024-25).		
4	Turnover of the bidder must be annual average Rs. 50.00 lakhs in last three Financial Years (2022-23, 2023-24 & 2024-25) certified by a Chartered Accountant.		
5	Bidders or OEMs must enclose valid copies of Bank Mandate Certificate, ISO 45001:2018, ISO 9001:2015, ISO 14001:2015, Trade Mark Certificate, Udyam Adhar of similar category to demonstrate quality compliance.		
6	DD amounting to Rs.1000/- as bid processing fee		
7	EMD in shape of Demand Draft		
8	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3, Tech-4, Tech-5, Tech-6, Tech-7 and Tech-8 formats		
9	Authorization Letter from Manufacturer(OEM)		
10	The technically qualified bidder will be invited to submit product samples for evaluation		

11	Turnover of the OEM must be annual average Rs. 1 crore in last three Financial Years (2022-23, 2023-24 & 2024-25) must be submitted by the Bidder with Valid UDIN. ITR of Last 3 Financial years of OEM (2022-23, 2023-24 & 2024-25).			
12	The Bidder/OEM must have experience in successfully executed order for supply of similar items to at least two different institutions during the last 03 financial years and copy of experience certificate to be enclosed as a proof of supplies along with the order copies.			
13	The Reseller must provide a bid-specific Manufacturer Authorization Form (MAF) issued by the Original Equipment Manufacturer (OEM) for the respective items. The MAF should clearly mention the complete address and contact details (email ID and phone number) of the OEM. The buyer reserves the right to verify the authenticity of the authorization directly with the OEM.			
14	A service centre in Odisha is mandatory for warranty-related support. The bidder must provide contact details and documentary proof of such service setup on the company's letterhead.			

Place:
Date:

**BIDDER/S'S OFFICIAL SIGNATORY
Name & Designation with Official Seal**



(Declaration For Non-Blacklisted)
(Rs. 100 Non – Judicial Stamp Paper)

To

The District Project Coordinator,
Samagra Shiksha, Sambalpur,
2nd Floor Collectorate, Sambalpur
Odisha, Pin-768001.

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director / Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. / Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information / suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]
Name and Designation of Signatory with Date and Seal:

Address of the Bidder



COVERING LETTER

(In Bidder's Letter Head)

To

The District Project Coordinator,
Samagra Shiksha
2nd Floor Collectorate,
Sambalpur,
Odisha, Pin-768001.

**Subject: Supply of Brass band instruments for 19 nos & Band Uniform in 12 Nos of PMSHRI Schools.
FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to **Supply of Brass band instruments for 19 nos & Band Uniform in 12 Nos of PMSHRI Schools.** in accordance with your Tender Call Notice No. _____, Dated: _____.

The quoted rate is inclusive of cost of all other charges / levies / duties, transportation cost & delivery of the complete material at concerned PM SHRI School. 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



FINANCIAL BID
(In Bidder's Letter Head)

SUPPLY OF BAND INSTRUMENTS

Item	Quantity of schools (Approx.)	Specification & Brand	Quoted Cost per School	Total quoted rate (including transportation, taxes, packing loading, etc.) RS.
BRASS BAND SET	19	As per specification mention at point no4 and set details at Annex-A,		
BOYS BAND UNIFORM	11	As specification mentioned at point no.5 & details at Annex- B		
GIRLS BAND UNIFORM	1	As specification mentioned at point no.6 & details at Annex-C		
Total Cost -				

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

Place:
Date:

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Official seal

(Handwritten signature)

ANNEXURE – A

BRASS BAND SPECIFICATION AND ESTIMATE

S.NO	Name of the Items	Specification	Quantity of the Items per school	Rate Per Piece (Including all taxes and delivery charges up to School)	Total Quoted Price (Including all taxes and delivery charges up to School) (RS.)
01	TRUMPET	B Flat	4 no's		
02	CLARINET	B Flat	5 no's		
03	A LOT SAXUPHONE	E Flat	2 no's		
04	EUPHONIUM	B Flat	2 no's		
05	BRASS DRUM	26" Complete set	1 no's		
06	SIDE DRUM	14" Complete set	2 no's		
07	CYMBOL	12" brass	1 pair		
08	BAND MASTER STICK	18" shisham	1 no's		
Total Cost (Per Set) -					

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Official seal

4

ANNEXURE – B

Specification for Band Uniform for Boys & ESTIMATE

SI No	ITEMS	DESCRIPTION	REQUIRED QUANTITY PER PM SHRI SCHOOL	Rate Per Piece (Including all taxes and delivery charges up to School)	Total Quoted Price (Including all taxes and delivery charges up to School) (RS.)
1	Band Jacket /Coat	Full hand high neck brown colour Jacket, two side chest pocket, In hand V shape 4 inch dark coffee colour patch with golden pipin. For group member jacket	25		
2	Trouser	Matching with Stripe(Full Pant with two side pocket with loopy (Colour dark coffee)	25		
3	Cap	Baret cap with logo(Brown colour)	25		
4	Shirt	White Full Sleeve Shirt(Cotton)	25		
5	Neck Tie/ Caravat	Golden/Dark coffey, It should be good finishing designing.	25		
6	Waist Belt(Golden Buckle)	Leather	25		
7	Gloves(White)	Cotton	25 PAIR		
8	Shoes& Socks	Black DMS Shoe (Hard Leather upper with single touch , rubber grp sole, anti skid)	25 PAIR		
9	Shoulder Cord(Lanyard)	Shoulder trap will be 4/5 to 5 inch according to jacket size with golden	25		
10	Epauettes(Golden)	Golden Braided	25		
11	Drum Major Baton		1		
12	Sash/Cross Belt	Golden/Red	7		

Place:
Date:

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Official seal



ANNEXURE – C

Specification for Band Uniform for Girls & ESTIMATE

Sl No	ITEMS	DESCRIPTION	REQUIRED QUANTITY PER PM SHRI SCHOOL	Rate Per Piece (Including all taxes and delivery charges up to School)	Total Quoted Price (Including all taxes and delivery charges up to School) (RS.)
1	Band Jacket/Coat	For Full hand high neck brown colour Jacket. Two side chest pocket, In hand V shape 4 inch dark coffee colour patch with golden pipin. For group member jacket	25		
2	Skirt & Trouser(leggings)	Matching with Stripe(Dark coffee colour skirt (with Loopy) (Colour dark Coffey) and Cream coloured Legging	25		
3	Cap	Baret cap with logo(Brown colour)	25		
4	Shirt	White Full Sleeve Shirt(Cotton)	25		
5	Neck Tie/ Caravat	Golden/Dark Coffey, It should be good finishing designing.	25		
6	Waist Belt(Golden Buckle)	Leather	25		
7	Gloves(White)	Cotton	25 PAIR		
8	Shoes& Socks	Black DMS Shoe (Hard Leather upper with single touch , rubber grip sole, anti skid)	25 PAIR		
9	Shoulder Cord(Lanyard)	Shoulder trap will be 4/5 to 5 inch according to jacket size with golden	25		
10	Epauettes(Golden)	Golden Braided	25		
11	Drum Major Baton		1		
12	Sash/Cross Belt	Golden/Red	7		

Place:
Date:

BIDDER'S OFFICIAL SIGNATORY
Name & Designation with Official seal



Bank Guarantee Format for Furnishing EMD

To

The District Project Coordinator,
Samagra Shiksha (SS) , 2nd Floor Collectorate,
Sambalpur,
Odisha, Pin-768001.

WHEREAS _____ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated _____ for the **Supply of Band Instruments (Brass) & Band Uniform (Boys & Girls) in 13 nos of PM SRI Schools** 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.....2026

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 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 this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)

Seal, name, date & address of the bank and address of the branch

*Preferably at district head quarter.

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PERFORMANCE BANK GUARANTEE FORMAT

To

The District Project Coordinator,
Samagra Shiksha (SS),
2nd Floor Collectorate, Sambalpur,
Odisha, Pin-768001.

WHEREAS _____ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No. _____ dated _____ for **Supply of Band Instruments (Brass) & Band Uniform (Boys & Girls) in 13 nos of PM SRI Schools** (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 any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____, <Year>

Our branch at * _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____*branch a written claim or demand and received by us at our _____*branch on or before Dt. _____. Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch