



**DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, MALKANGIRI-764048**



☎(06861)- 295281 (Off)

E-mail:- dpcmalkanssa.osepa@nic.in

Letter No. 700/Ped/2024

Date: 23/02/2024

NOTICE INVITING TENDER (NIT)

Sealed tenders under two bid systems are invited from the reputed agency/supplier/manufacturer having valid PAN, GST & IT clearance, registration of firm etc for supply of **Teaching Learning Materials (Drawing Khata, Wax Crayon & Geometry Box) for class I to V students under SS scheme**. The detailed BID document is available in the website www.malkangiri.nic.in & <http://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.

KD
23/2/2024
District Project Coordinator
Samagra Shikshya, Malkangiri

Memo No. 701 / 2024

Dated 23/02/24

Copy to the District Informatics Officer, NIC, Malkangiri for information and necessary action. He is requested to publish the detailed bid document for wide publicity in the district website www.malkangiri.nic.in.

KD
23/2/2024
District Project Coordinator
Samagra Shikshya, Malkangiri

Memo No. 702 / 2024

Dated 23/02/24

Copy submitted to Dy. Director, (Adv.), Inf. & P.R. Department, Odisha, Bhubaneswar for favour of kind information and requested to publish the above tender Notice in 2 widely circulated Odia News Papers.

KD
23/2/2024
District Project Coordinator
Samagra Shikshya, Malkangiri

Memo No. 703 / 2024

Dated 23/02/24

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for favour of kind information. He is requested for wide publication of the Tender in the website <http://osepa.odisha.gov.in/>.

KD
23/2/2024
District Project Coordinator
Samagra Shikshya, Malkangiri

Standard Bidding Documents

FOR

SUPPLY OF TEACHING LEARNING MATERIALS (TLM)

Notice Inviting Tender No. 699 Dated 23/02/24

OFFICE OF THE DISTRICT PROJECT COORDINATOR,

SAMAGRA SHIKSHA, MALKANGIRI



DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA, MALKANGIRI-764048



☎ (06861)- 295281(Off)

E-mail:- dpcmalkanssa.opepa@nic.in

Letter No. 699 /Ped/2024

Date: 23/02/2024

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

Sealed tenders under two bid systems are invited from the reputed agency/supplier/manufacture having valid PAN, GST & IT clearance, registration of firm etc for supply of **Teaching Learning Materials (Drawing Khata, Wax Crayon & Geometry Box) for class I to V students under SS scheme**. The tender papers (bid documents) containing detailed specification with terms and conditions ,application of Technical Bid & application of Financial Bid can be obtained by downloading form the web site i.e. www.malkangiri.nic.in and www.osepa.odisha.gov.in. The bidders are required to submit demand Draft of Rs. 2000/- (Rupees Two thousand only) drawn in favour of Distdistrict Project Coordinator, SS, Malkangiri, towards cost of tender paper along with the application of technical bid. The last date and time for receiving of tender paper is 11/03/24 2.00 P.M and will be opened on the same day at 3.00pm. in the office of the Samagra Shikshya, Malkangiri in presence of Tenderers or their authorized representatives. Corrigendum/addendum if required, will be uploaded in the above web site' Hence potential bidders are requested to go through with the above web site. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof

28
21/2/24
Collector-cum-Chairman,
Samagra Shiksha, Malkangiri

BID DOCUMENT
SUPPLY OF TEACHING LEARNING MATERIALS (TLM)

The District Project Coordinator, Samagra Shiksha, Malkangiri invites bids from the reputed & credible supplier / Firms/ Agencies for supply of "Teaching Learning Materials (TLM)". The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria:

The firms /agencies must have:

- (a) Valid Aadhar Udyog Registration
- (b) Valid PAN
- (c) Valid GST Registration Certificate'

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 & "Financial Bid for supply of "Teaching Learning Materials (TLM)". Boths sealed envelops should be kept in another sealed envelope super scribed "Tender for supply of "Teaching Learning Materials.'

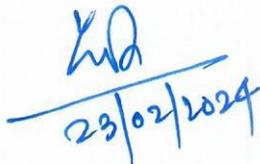
(b) Technical Bid & Financial Bid'

The Bidder has to fill up the Technical bid Form (**Tech-1,Tech-2,Tech-3,Tech-04**) & submit it with a separate envelope with all self-attested documents / papers as mentioned in para-2 (f). Similarly, the financial Bid form has to be filled up as per prescribed form(Fin-1,& Fin-2) and to be submitted in separate sealed envelope. .the bidder is to quote per unit in the prescribed format (FIN-2). All materials must be of a reputed brand. 'only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by firm in the first option only will be valid and considered for evaluation.

The tender should be addressed to O/o the District Project Coordinator, SS, Malkangiri At/Po- Malkangiri, Dist-Malkangiri, Pin'764048

(c) The Bid document shall be available in website www.malkangiri.nic.in and www.osepa.odisha.gov.in and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft / Bankers Cheque in favour of **District Project Coordinator, SS , Malkangiri** payable at Malkangiri along with the Technical BID.

(d) Earnest Money Deposit (EMD): The bidder is to submit EMD amounting to Rs.1,40,882 /-(One Lakh Forty Thousand Eight Hundred Eighty-two only). The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's Cheque/ Bank Guarantee (Format A) from any Nationalized or Scheduled bank drawn in favour of DPC, SS, Malkangiri Payable at Malkangiri, failing which the tender shall be rejected summarily. In case of bank guarantee, it should be valid up to at least 90 days beyond the date of opening of Financial bid. The instrument in original should be necessarily accompanied with the Technical Bid. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and/or express its inability to supply the finished material within the stipulated period, The EMD of successful bidder shall be refunded after receipt of Performance security.


23/02/2024

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

- (a) Valid Aadhar Udyog Registration
- (b) Valid PAN & IT return filed for last 03 financial years (21-22,20-21,19-20)
- (c) valid GST Registration & up to date clearance certificate.
- (d) DD/Bankers cheque amounting to Rs,2000/- as bid processing fee
- (e) EMD in shape of Demand Draft / Bankers Cheque / Bank Guarantee
- (f) Duly filled in, signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.
- (g) Sample of materials must be produced at the time of opening of tender before the committee. All materials must be of a reputed brand

3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

4. Submission & opening of Tender:

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 11/03/24 at 2.00pm, (in all working days) addressed to District Project Coordinator, SS, Malkangiri, At/Po/Dist-Malkangiri, Pin- 764048 " only by registered Post & Speed post only. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- (b) Late Bidders: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time on 11/03/24 at 3.00pm in the office of DPC, SS, Malkangiri in the presence of the representatives of the bidders, if any who wish to be present on the spot at that time.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The date, time and place of opening of Financial BID will be communicated after evaluation of Technical Bid.

5. Specifications :

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

6. Evaluation of BID:

- (a) The Committee of the District Project Office will evaluate the Technical & Financial Bid. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened. The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract.

7. Acceptance or Rejection of the Bids:

- (a) The authority reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.
- (b) Any bid with incomplete information is liable for rejection.


23/02/2024

8. Award of Contract:

The contract will be awarded to the Bidders substantially responsive to the Bid document & offered lowest evaluated cost.

9. Signing of Contract:

(a) The successful bidder/s whose bid has been accepted will sign an agreement with the DPC, SS, Malkangiri.

(b) Failure by the tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further,

10. Performance Security Deposit: The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / scheduled Bank in favour of the "DPC, SS, Malkangiri payable at Malkangiri only on the day of agreement ' in case of Bank Guarantee ' the same shall be as per the Format-B & its validity will be at least 30 days from the date of expiry of defect liability Period.

11. Requirement & Delivery Schedule: The selected firm shall supply Teaching Learning Materials within 15 days from the date of issue of the work order. Approximately 36263 sets(Drawing Khata & Crayon) for Class I to III students and 29358nos of Geometry box for class IV to V are required to be supplied for the purpose, The above requirement may increase or decrease as per need. Delivery will be made at Block Points

12. Payment terms:

(i) **On completion of delivery at Block point:** Payment will be made after receipt of the required reports / Papers / documents as under: a Challans towards satisfactory completion of supply of quantity to concerned school Point as Per supply order.

(b) On fulfillment of conditions of the agreement

(c) Four self-inking carbon copies of the GSTIN invoice as well as bank details for Payment Purpose.

(d) No 'advance' payment shall be made, or no payment shall be entertained on negotiation through Bank.

(e) Deduction of tax at source shall be made at the appropriate rate as per prevailing law"

13. Penalty :

(a) If the work is delayed for any reason for which the Tender inviting Authority (TIA) is not responsible, penalty @ 0.5% per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority, The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the TIA may write Govt. for blacklisting the firm.

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

(a) Seven (07) days before the last date of submission of Bids, the authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment /corrigendum.

(b) The amendment in shape of corrigendum/addendum will be notified on the websites www.malkangiri.nic.in and www.osepa.odisha.gov.in and the prospective bidders are requested to take cognizance of such notifications while submitting their tender proposal.

(c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the authority may, at its discretion, extend the deadline for the submission of bids.

15. Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all proposal of the bidder.


28/02/2024

16. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.
17. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be serial number and page mark.
18. The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
19. The authority reserves the right to reject any or all the bids without assigning any reason thereof, The authority also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
20. Resolution of Disputes:
 - (a) Any dispute between the Tender Inviting Authority and the successful bidders should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
 - (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman SS, Malkangiri, The Collector cum Chairman SS shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.
21. Applicable Law and Jurisdiction of Courts:
 - (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
 - (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Malkangiri,


23/02/2024


23/02/2024
District Project Coordinator,
Samagra Shikshya, Malkangiri

Particulars	Specification
Wax Crayon	Reputed Brand Length : 90mm Point Type : Wide Diameter : 11mm Quality : Non Smudge, Round No. of Colors : 12 Special feature : Mode of Non-Toxic materials (Non-toxic & Food Grade Pigments) Conforming international Safety Standard En 71-3
Drawing Book	Size : (21.6 X 35.56)cm Shape : Rectangular, Landscape Cover Page Quality : 170 GSM, Glossy Art Paper with Lamination, (Lamination will be in both the front and back outer pages-2 pages) Inner Page Quality : 120GSM, Maplitho/machine finish No. of Pages : Cover Page-4, Inner Page-40 Cover Page : Multi Colour Inner Page : White Colour Binding : Center Stitching Special Feature : Eco friendly & No Chlorine paper
Geometry Box	Reputed brand with metallic body geometry box set of 9 materials well fitted parts in tray for easy storage 1. Scale : 15cm with mm marking 2. Pencil : Reputed brand, HB pencil bonded lead quality, Hexagonal Shape, Size: 172mm & Diameter: 6.9mm 3. Eraser : Reputed brand, dust free & with Dimension : 33x17x10mm 4. Compass : Stainless Steel Materials 5. Protractor : (180 ⁰ with mm marking) 6. Set Square : (60 ⁰ with mm marking) 7. Set Square : (45 ⁰ with mm marking) 8. Divider : Stainless Steel Materials 9. Pencil Sharpener : Special Feature Rust Resistance, Eco Friendly


 23/02/2024

COVERING LETTER
(IN BIDDER'S LETTER HEAD)

To,

The District Project Coordinator,
Samagra Shikshya, Malkangiri

Sub:

Supply of Teaching Learning materials (TLM) – Financial Proposal

Sir,

I the undersigned, offer to supply of Teaching Learning materials (TLM) 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*).

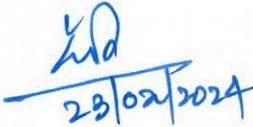
The quoted rate is inclusive of transportation cost and delivery of the complete material at Block Point. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

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.

Yours faithfully,

Authorized Signatory [In full and Initials]
Name & Designation of Signatory with Date & Seal
Address of the Bidder


23/02/2024

Application of financial Bid

Quoted Price

Supply of Teaching Learning Materials (TLM)				
Item	Quantity (Approx)	Specification & Brand	MRP of the Item	Quoted Rate per Unit / Packet (Including Tax)
Drawing Khata		As Mentioned at Annexure - X, Reputed Brand		
Wax Crayon		As Mentioned at Annexure - X, Reputed Brand		
Geometry Box		As Mentioned at Annexure - X, Reputed Brand		
Transportation & Packing Cost Towards Delivery of Materials at Block Points				Rs

NB: All materials must be of a reputed brand. Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by firm in the first option only will be valid and considered for evaluation.

Signature of the Tenderer
With Date & Seal


28/02/2024

COVERING LETTER
(ON BTDDER/S'S LETTER HEAD)

To,

The District Project Coordinator
SS, Malkangiri

Subject: SUPPLY OF TEACHING LEARNING MATERIALS (TLM)

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards SUPPLY OF TEACHING LEARNING MATERIALS (TLM) 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.

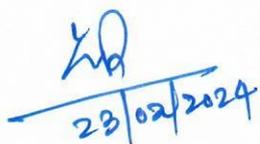
I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

Yours faithfully,

Place:

Date:

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

Handwritten signature and date: 23/02/2024

Sl No	Description	Full Details
1	Name of the Bidder's	
2	Address for Communication Tel:Fax: Email ID:	
3	Name of the Authorized Person Signing & Submitting the bid on behalf of the Bidder's Mobile No.: Email ID:	
4	Registration / Incorporation Details Registration No. Date & Year:	
5	Local Office in Malkangiri If Yes, Please furnish Contact Details	
6	Bid Processing fee Details Amount: Rs. _____/-	
7	EMD Details	
8	GSTIN	
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:
Date:

BIDDER/S'S OFFICIAL SIGNATURE
Name & Designation with Rubber Stamp


23/02/2024

Check List of Documents & Items to be enclosed with Technical BID

Sl No.	Nature & Type of Document/Items	Whether Enclosed (with Page Reference)	
		Yes/No	Page No.
1	Valid Aadhar Udyog Registration of the firm		
2	Valid PAN		
3	Valid GST Registration & up to date clearance Certificate		
4	Filed Income Tax Return for the Financial Year 2019-20, 2020-21, 2021-22, 2022-23		
5	DD/Banker's Cheque Amounting to Rs. _____ / as bid processing fee		
6	EMD in shape of Demand Draft / Banker's Cheque / Bank Guarantee		
7	Duly filled in signed & sealed Tec-1, Tech-2, Tech-3 & Tech-4 Formats		
8	Sample		

Place:

Date:

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


23/02/2024

(In Bidder's Letter Head)

To,

The District Project Coordinator,
SS, Malkangiri

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri
_____ Proprietor / Director /
Authorized Signatory of the bidder, mentioned above and competent to sign this
declaration and execute the 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 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.

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATURE
Name & Designation with Rubber Stamp



23/2/2024

PERFORMANCE BANK GUARANTEE FORMAT

To,

The District Project Coordinator,
SS, Malkangiri

Whereas

_____ (Name and Address of the Supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No _____ dated _____ for supply Teaching Learning Materials (Herein after called "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 words and figures), and we undertake to pay you upon your firm 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 _____, <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

*Preferably at District head quarter.

Handwritten signature
23/02/2024