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Important Information to the Bidder

Sl. no.	Particulars	Details
1	Tender Inviting Authority (TIA)	Office of the District Project Coordinator, SS, Deogarh.
2	Availability of Bid Document	www.osepa.odisha.gov.in . & www.deogarh.odisha.gov.in
3	Date of Issue of the Bid	17-03-2025
4	Last Date and time of receipt of the Bid only through speed post /registered post	24-03-2025 4 pm
5	Date & time for opening of Technical BID	25-03-2025 4.00 pm
6	Date of opening of Financial Bid	Will be declared on the date of opening of technical bid on the same day.
7	Bid Processing Fee (Non-Refundable) for Shiksha Sachetanata Ratha	Rs. 1,000/- (Rupees one thousand Only)for in shape of DD /Banker's Cheque drawn in any nationalized bank in favour of District Project Coordinator, SS, Deogarh payable at Deogarh which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) (Refundable without interest) Shiksha Sachetanata Ratha	@ 2% of total estimated cost, Rs 20,000 in shape of Banker Cheque / Demand Draft / Bank Guarantee in favour of District Project Coordinator, SS, Deogarh payable at Deogarh.
	Earnest Money Deposit (EMD) (Refundable without interest) Printing & Supply of Nimantrana Patra	Rs. 1,000/- (Rupees one thousand Only) in shape of Banker Cheque / Demand Draft / Bank Guarantee in favour of District Project Coordinator, SS, Deogarh payable at Deogarh.
9	Address & mode of submission of proposal.	O/o The District Project Coordinator, Samagra Shiksha ,Deogarh, At/Po- New Baliloi, Pin-768108, Odisha. Mode of Submission: Speed Post / Registered Post 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, Samagra Shiksha ,Deogarh, At/Po- New Baliloi, Pin-768108, Odisha
11	Point of performance	At work order.
12	Submission of Performance security & Signing of agreement	Performance security @ 5% of tender value within 3 days of issue of work order

BID DOCUMENT

The District Project Coordinator, Samagra Shiksha, Deogarh invites bids from the reputed & creditable Firms/agencies for **MOVEMENT OF SHIKSHA SACHETANATA RATHA** in school area in all the 3 blocks of the district for the year 2025-26 & Printing and supply of **Nimantrana patra**.

Scope of Work and general Instructions for Bidders

1. Eligibility Criteria:-

The Firms/Agencies must have:

- (a) Valid Aadhar Udyog Registration for printing works
- (b) Office as well as printing set up in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate
- (e) Experience for organize the Awareness programme in Deogarh District for **Shiksha Sachetanata Ratha**

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 subscribed "Technical Bid for **Shiksha Sachetanata Ratha &** Financial Bid for **Shiksha Sachetanata Ratha** ".Both sealed envelopes should be kept in another sealed envelopes subscribed "**Tender for Shiksha Sachetanata Ratha**" and "Printing and supply of **Nimantrana Patra**"

(b) Technical Bid & Financial Bid:

The Bidder has to fill up the Technical Bid form & submit it with a separate envelope with all self attested documents /papers as mentioned above. Similarly the financial Bid form has to be filled up as per prescribed form and to be submitted in separate sealed envelope. The bidder is to quote rate in the prescribed format .The rate shall be included as financial bid rate with GST.

(c) The Tender should be addressed to **O/o the District Project Coordinator, Samagra Shiksha, Deogarh, At/P0 – New Baliloi, PIN – 768108, Odisha.**

(d) The Bid document shall be available in the website www.osepa.odisha.gov.in. & www.deogarh.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, Samagra Shiksha, Deogarh payable at Deogarh along with the Technical BID.

(e)**Earnest Money Deposit (EMD)**: The bidder is to submit EMD @2% of total estimated value i.e. Rs.20,000/ (fixed) for **Shiksha Sachetanata Ratha** & Rs.1,000 (fixed) for **Printing & Supply of Nimantrana Patra**. The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque/ Bank Guarantee from any Nationalized bank drawn in favour of District Project Coordinator, Samagra Shiksha, Deogarh Payable at Deogarh, 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. The EMD of successful bidder shall be refunded after receipt of Performance security.

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

- (a) valid PAN
- (b) Valid GST Registration Certificate.
- (c) EMD@2 % of total estimated cost i.e. Rs. 20,000 may be deposited separately in shape of Demand Draft / Bankers Cheque / Bank Guarantee(**Shiksha Sachetanata Ratha**)
- (d) EMD Rs. 1,000(Fixed) may be deposited separately in shape of Demand Draft / Bankers Cheque / Bank Guarantee(**Printing & Supply of Nimantrana Patra**)
- (e) Duly filled in, signed & sealed Technical bid.
- (f) Sample photographs of related work of Shikhya Sachetanata Ratha & **Nimantrana Patra**)
- (g) Experience for organize the Awareness programme in Deogarh District for **Shiksha Sachetanata Ratha & Nimantrana Patra.**

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.

3. 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 **24/03/2025** (in all working days) addressed to District Project Coordinator, Samagra Shiksha, Deogarh, At/PO – New Baliloi Pin-768108, Odisha 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. If one bidder applies two items then he/she has to submit two bids separately.
- (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. The same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at the Conference Hall of the Office of the District Project Coordinator, Samagra Shikhya, Deogarh in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

4. Specifications :

Shiksha Sachetanata Ratha

SL.No	Particulars	No of blocks	Days	Total in rupees
1	Charges of hiring of vehicle(TATA AC) per day		4	
2	Fuel @10 km per litre per day (as per actual)		4	
3	Light and sound system with power supply		4	

4	Decoration of vehicles like aTabu 1.Front-Vinyl Pasting 2.02 Doors(Out side)-Vinyl pasting 3.Wall (all sides)-Iron frame with good quality flex 4.Top ceiling- Iron frame with good quality flex		1	
5	Awareness trough Audio		4	

Printing and supply of Nimantrana Patra”

SL.No		
1	No of pages	01
2	Paper size	5"x8"(Inches)
3	GSM	300GSM
4	Paper	Glossy Art Paper
5	Colour	Multi colour

5. Evaluation of BID:

- (a) The selection 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.
- (b) The technically qualified bidder quoting lowest price in the financial bid shall be considered for award of contract.

6.Acceptance or Rejection of the Bids:

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

7.Award of Contract :

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

8. Signing of Contract :

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within 15 days of issue of the work order.
- (b) Failure by the renderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the renderer shall have no claim further.

9. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 5% of contract value in shape of bank draft on any Nationalized Bank in favour of the **“District Project Coordinator, Samagra Shikhya, Deogarh** payable at Deogarh only within 7 days from issue of the work order.

10. Payment terms:

- a. The Party has to submit the bill after successful completion of the work.
- b. Programme completion certificate from concerned BEO and CRCC must be submitted at the time of submission of bill.
- c. Conditions of the agreement must be fulfilled.
- d. Photos and videos must be submitted.
- e. No advance payment shall be made or no payment shall be entertained on negotiation through bank.
- f. Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

11 Penalty:

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

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

- (a) Seven (07) days before the last date of submission of Bids, the TIA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment /corrigendum.
- (b) The amendment in shape of corrigendum/addendum will be notified on the websites www.osepa.odisha.gov.i & www.deogarh.odisha.gov.in and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- (c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids.

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

14. The bidders 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.

15. All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.

16. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned therein. All required documents shall be uploaded with serial number and page mark.

17. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

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 TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

20. Resolution of Disputes:

- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman SS, Deogarh. 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 Deogarh.

Tech-1

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

**The District Project Coordinator
SS, Deogarh.**

Subject: Movement of Shiksha Sachetanata Ratha /Printing and supply of Nimantarana Patra.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards movement of Shikhya Sachetanata Ratha in 3 blocks 2025-26/ Printing and supply of Nimantarana Patra 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)-

SI No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel : Fax:	
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 Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount :Rs._____/-	
7	EMD details	
8	GSTIN	
	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

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

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Aadhar Udyog Registration for printing works.		
2	Proof of Office as well as printing setup in the State of Odisha		
3	valid PAN		
4	valid GST Registration Certificate		
5	Filed Income Tax Return for the Financial Year 2022-23, 2023-24 i.e. Assessment Year 2023-24, 2024-25.		
6	DD/Banker's cheque amounting to Rs._____/ - as bid processing fee		
7	EMD in shape of Demand Draft / Bankers cheque / Bank Guarantee		
8	Duly filled in, signed & sealed Technical bid		
9	Sample photographs/videos		
10	Duly filled in Financial Bid		

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

(In Bidder's letter Head)

[Location, Date]

To:

The District Project Coordinator
SS, Deogarh

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 myself 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 Coordinator,
SS, Deogarh**

Subject: Movement of Shiksha Sachetanata Ratha/ Printing and supply of Nimantarana Patra

Madam/sir

I, the undersigned, offer to Movement of Shikhya Sachetanata Ratha 2025-26/ Printing and supply of Nimantarana Patra. 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*]***.

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	Particulars	Budget	No of blocks	Days	Total in rupees
1	Charges of hiring of vehicle(TATA AC) per day		3	4	
2	Fuel @10 km per litre per day(as per actual)		3	4	
3	Light and sound system with Awareness & power supply		3	1	
4	Decoration of vehicles like aTabu 1.Front-Vinyl Pasting 2.02 Doors(Out side)-Vinyl pasting 3.Wall(all sides)-Iron frame with good quality flex 4.Top ceiling- Iron frame with good quality flex		3	4	
5	Awareness trough Audio		3	1	

The block wise rate is inclusive cost of above with GST

Printing and supply of Nimantarana Patra"

SL.No	Rate per card(In Rs)	Approximate number of Item to be supplied	Total Cost
1	No of pages	8000	

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

***Preferably at district head quarter.**

Bank Guarantee Format for Furnishing EMD

To,
The District project Coordinator, SS _____

WHEREAS _____ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated _____ for **SHIKSHA SACHETANATA RATHA AND PRINTING & SUPPLY OF NIMANTRANA PATRA FOR THE YEAR 2025** 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 _____ (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 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.**