



Standard Bidding Document

FOR

**Supply of TEACHING LEARNING MATERIAL
(DRAWING BOOK FOR CLASS I TO III)**

Notice Inviting Tender No.502/Dated 13.03.2024

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

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No.502 /2024

Dated 13.03.2024

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible Suppliers / firms / agencies/OEM for Supply of **"TEACHING LEARNING MATERIAL (46312 nos DRAWNING BOOK FOR CLASS I TO III)** Students in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical /Financial Bid
Supply of "TEACHING LEARNING MATERIAL (DRAWNING BOOK FOR CLASS I TO III) Students	Rs.500/-	Rs.50000/-	DT.22.03.2024 & 01.30 PM	DT.22.03.2024 & 4.00 PM

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

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


District Project Coordinator
SS, BARGARH

CONTENTS OF BID DOCUMENT

SI No.	Description of contents	Page Number
1.	Important information to the Bidders	04
2.	Bid Document: Scope of work and general instructions for Bidders.	05-10
3.	Application-Technical Bid	11-14
4.	Application- Financial Bid	15-16



IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the DPC SS, Bargarh.
2.	Availability of the Bid document	www.bargarh.nic.in & www.osepa.odisha.gov.in
3.	Date of Issue of the Bid	Dt.14.03.2024
4	Last date and time of receipt of the Bid only through speed post / registered post / courier.	DT.22.03.2024 & 1.30 PM (in all working days ,office hour only)
5	Date & time for opening of Technical BID.	DT.22.03.2024 & 4.00 PM
6	Date of opening of Financial BID	DT.22.03.2024 & 4.00 PM
7	Bid Processing Fee (Non-Refundable)	Rs. 500/- (Rupees Five Hundred Only) for supply of Teaching Learning Materials in shape of DD /Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project Coordinator, SS, Bargarh, payable at Bargarh which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs.50000/- (Rupees Fifty Thousand Only) for supply of TLM in shape of DD /Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project coordinator, SS, Bargarh, payable at Bargarh which will be annexed with the Technical Bid.
9	Address & mode of submission of proposal	O/o the District Project Co-ordinator, SS , Bargarh, Near Collector Office, Bargarh Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hour only . Submission of proposal through other mode and late bid will be rejected.
10	Place of Opening of Proposal:	O/o the District Project Co-ordinator, SS , Bargarh,
11	Point of Delivery & Completion of supply	At the block point within 20 days from the date of work order
12	Submission of Performance security & Signing of agreement.	within 03 days of issue of work order

BID DOCUMENT
FOR
SUPPLY OF TEACHING LEARNING MATERIAL 2023-24

The District Project Co-ordinator, Samagra Shiksha, Bargarh invites bids from the reputed & credible OEM, supplier, firms having office or shop set up in the State of Odisha for supply of "TEACHING LEARNING MATERIAL (DRAWING BOOK FOR CLASS I TO III). The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

The Printers /firms must have:

- (a) Registration Certificate from Competent authority if OEM.
- (b) Authorised dealership Certificate from OEM if supplier / dealer.
- (c) Office setup in the State of Odisha .
- (d) Valid PAN
- (e) Valid Regular GST Registration Certificate under ODISHA GST(OGST) ACT
- (f) IT returns of last 03 financial years 2020-21,2021-22 and 2022-23 i.e. Assessment Year 2021-22,2022-23 and 2023-24
- (g) GST clearance – 3B copy of last 03 months (Oct'23, Nov'23 and Dec'23)
- (h) The bidder should have minimum average turnover Rs.30 lakhs in last three financial year.i.e. financial year,2020-21,2021-22 and 2022-23. The bidder should submit Audited profit and loss Account, Balance Sheet along with CA certificate of CA registration number and seal.

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 TEACHING LEARNING MATERIAL (DRAWING BOOK FOR CLASS I TO III)"and Financial Bid for for supply of Teaching Learning Materials.Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for Supply of TEACHING LEARNING MATERIAL (DRAWING BOOK FOR CLASS I TO III)"..
- (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 **rate** in the prescribed format (FIN-2). The quoted rate of materials should including all charges/levies/duties, taxes, GST,transportation cost & delivery of the complete material at block point.. **Accordingly, the bidder has to calculate the rate after taking into account all of the above factors.**

- (c) The tender should be addressed to O/o the District Project Coordinator, SS Bargarh ”.
- (d) The Bid document shall be available in website www.Bargarh.nic.in & www.osepa.odisha.gov.in and the cost of the tender paper is to be enclosed amounting to Rs. 500/- (Rupees Five Hundred Only) in shape of crossed **Demand Draft / Banker's Cheque** drawn in any nationalized/scheduled bank in favour of District Project Coordinator, SS, Bargarh, payable at Bargarh along with the **Technical BID**.
- (e) **Earnest Money Deposit (EMD)**: The bidder is to submit EMD amounting to **Rs.50000/-** (Rupees Fifty Thousand Only). The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque from any Nationalized or scheduled bank drawn in favour of District Project Coordinator, SS, Bargarh, payable at Bargarh, failing which the tender shall be rejected summarily. 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 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) Registration Certificate from Competent authority if OEM.
 - (b) Authorised dealership Certificate from OEM if supplier / dealer.
 - (c) Office setup in the State of Odisha .
 - (d) Valid PAN
 - (e) Valid Regular GST Registration Certificate under ODISHA GST(OGST) ACT
 - (f) IT returns Acknowledgement Receipt of last 03 financial years 2020-21,2021-22 and 2022-23 i.e. Assessment Year 2021-22,2022-23 and 2023-24
 - (g) GST clearance – 3B copy of last 03 months (Oct'23, Nov'23 and Dec'23)
 - (h) The bidder should have minimum average turnover Rs.30 lakhs in last three financial year.i.e. financial year,2020-21,2021-22 and 2022-23. The bidder should submit Audited profit and loss Account, Balance Sheet along with CA certificate of CA registration number and seal.
 - (i) DD/Bankers Cheque amounting to Rs.500/- as bid processing fee
 - (j) EMD in shape of Demand Draft / Bankers Cheque Rs.50000/-
 - (k) Duly filled in, signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.
 - (l) Sample materials duly signed & sealed mentioning the bidder name
 - (m) OEM Certificate required that “Drawing Book model No. _____ is Eco friendly & made of No Chlorine paper”

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 DT.22.03.2024 UPTO 1.30 PM (in all working days) addressed to the District Project Co-ordinator SS , Bargarh Near Collector Office, Bargarh only by **registered Post / Speed Post / Courier**. 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 at DT.22.03.2024 4.00 PM in the O/o Collector,Bargarh 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 opening of Financial BID will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
5. **Specifications :**
- Quoted Drawing Book must have a reputed brand only.**
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: 120 gsm, 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
6. **Evaluation of BID:**
- (a) The Purchase 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.
7. **Acceptance or Rejection of the Bids:**
- (a) Bidders who have defaulter in the past or black listed by OSEPA / SSA,SS shall not be allowed to participate in the tender..

- (b) 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/s on account of such rejections
- (c) Any bid with incomplete information is liable for rejection.

8. Award of Contract :

The contract will be awarded to the Bidder/s 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 TIA within **03** days of issue of the work order.
- (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 **5%** of contract value in shape of bank draft / BG drawn on any Nationalized / Scheduled Bank in favour of the District Project coordinator, SS, Bargarh, payable at Bargarh only within **03** days from issue of the work order. Its validity will be at least 60 days from the date of expiry of defect liability / Warranty period.

11. Post Delivery Inspection (PDI):

The TIA shall do the PDI of the quality of materials. Drawing Paper GSM test will be done from Text Book Production & Marketing (TBP&M), Odisha Bhubaneswar.

12. Requirement & Delivery Schedule :

The selected firm shall supply the TEACHING LEARNING MATERIAL (DRAWING BOOK FOR CLASS I TO III) at Block point within 20 days from the date of issue of the work order .Block wise Indent of the Bargarh district will be provided to the firm/agency.

13. Payment terms:

- (i) **On completion of delivery at Block point:** 80% cost of the supplied quantity shall be paid within 30 days after receipt of the required reports / Papers/ documents as under:
 - a. Challans towards satisfactory completion of supply of quantity to concerned block point as per supply order.
 - b. Receipt of "receive & stock entry certificate" from concerned BEO.
 - c. On fulfillment of conditions of the agreement.
 - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) **On Final Acceptance :** Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of :
 - a. Receipt & outcome of Post Delivery Inspection (PDI) Report.
 - 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 shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

14. 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 Post Delivery Inspection of the quality materials testing report shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit prescribed by Govt., if any or decision of the District Purchase Committee / OSEPA is final.
- (c) If the quality of material is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

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

- (a) Three (03) 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.Bargarh,nic.in & www.osepa.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.
16. 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.
17. The committee members are authorized to inspect Office setup of the Bidder.
18. **Deposit of EMD and Processing Cost is must for all bidders. Exemption of tender paper cost and EMD will not be allowed to SSI/ MSEs Units registered with DIC& NSIC firm**
19. 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.
20. 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.
21. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

22. The bid validity period is 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
23. 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.
24. **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, Bargarh. The Collector cum Chairman, SS, Bargarh 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.
25. **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 Bargarh.



COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:
The District Project Co-ordinator
SS, Bargarh

Subject : Supply of TEACHING LEARNING MATERIAL (DRAWING BOOK FOR CLASS I TO III).

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of TEACHING LEARNING MATERIAL (DRAWING BOOK FOR CLASS I TO III) 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: 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 Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount :Rs.500/-	
7	EMD details Amount :Rs.50000/-	
8	REGULAR GSTIN	
9	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 Registration Certificate from Competent authority if OEM		
2	Valid Authorised dealership Certificate from OEM if supplier / dealer		
3	Proof of Office as well as shop setup in the State of Odisha		
4	Valid PAN		
5	Valid Regular GST Registration Certificate under ODISHA GST(OGST) ACT		
6	IT returns Acknowledgement Receipt for the Financial Year 2020-21,2021-22 and 2022-23 i.e. Assessment Year 2021-22,2022-23 and 2023-24		
7	GST Clearance – 3B copy of last 03 monthths(Oct'23, Nov'23 and Dec'23)		
8	Audited profit and loss Account, Balance Sheet along with CA certificate , CA registration number and seal for last three financial year.i.e. financial year,2020-21,2021-22 and 2022-23		
9	Sample of Drawing Book		
10	DD/Banker's cheque amounting to Rs.500/- as bid processing fee		
11	EMD amounting to Rs.50000/- in shape of Demand Draft / Banker's cheque		
12	Duly filled in, signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
13	Duly filled in FIN-1 & FIN-2 Form		
14	OEM Certificate required that "Drawing Book model No._____is Eco friendly & made of No Chlorine paper"		
15	Warranty period.(Please mention the warranty period)		

Place:
Date:

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

(In Bidder's letter Head)

[Location, Date]

To:
The District Project Co-ordinator
SS,Bargarh

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)**

[Location, Date]

To

The District Project Co-ordinator,

SS,Bargarh

Subject: Supply of TEACHING LEARNING MATERIAL (DRAWING BOOK FOR CLASS I TO III).. – **FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to Supply of TEACHING LEARNING MATERIAL (DRAWING BOOK FOR CLASS I TO III) in accordance with your Tender Call Notice No. _____, Dated: _____ . Our attached Financial Proposal is for the sum of Rs. _____ **[Insert amount(s) in words and figures*]**.

The quoted rate is inclusive of cost of materials, packing, all other charges/levies/duties,taxes, GST, transportation cost & 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.

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 .	Material Name	Total Quantity (Approx)	Name of the Company of Material	Brand name / Model No of Material	MRP of material (In Rs.)	Quoted Rate per Material inclusive all (In Rs.)	Total Amount in Rupees inclusive all (In figure)	Total Amount in Rupees inclusive all (In words)
1	2	3	4	5	6	7	8	9
1	Drawing Book	46312						

The rate is inclusive cost of materials, packing, all other charges/levies/duties,taxes, GST, transportation cost & delivery of the complete material at block point..

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

Drawing Book must be of a reputed Brand. Only one price should be quoted for Drawing Book 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.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.