

# **TENDER CALL NOTICE**

**PROCUREMENT OF MATERIALS AND EQUIPMENT FOR OVEP ACTIVITIES  
FOR THE YEAR 2025 -26**

**OFFICE OF THE DEO-CUM-DPC  
SAMAGRA SHIKSHA,  
SUNDARGARH -770001**

Open tender call Notice No 3903Date18-12-25



**DEO-CUM-DPC  
SAMAGRA SHIKSHA  
SAMAGRA SIKSHYA, SUNDARGARH**  
E-mail : dpcsndgssa@nic.in



No. \_\_\_3903 \_\_\_/ ped ./ 2025

Dated. \_\_18-12-25

**TENDER CALL NOTICE**

Sealed tender under two bid systems(technical and financial bid) are invited from reputed agency/ suppliers/manufacturer having valid PAN, GST & IT clearance along with registration of firm etc. for supply of uniform & equipment for OVEP activities. The tender paper (bid documents) containing detailed specification with terms & conditions, application for technical and financial bid can be downloaded from district website i.e. <http://www.sundargarh.odisha.gov.in> and OSEPA website i.e. [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in). The firm has to submit Demand Draft of Rs 1000/- towards bid processing fees drawn in favour of District project Coordinator ,SS,Sundargarh payable at Sundargarh which is non refundable. The last date and time for receiving of tender paper is 15-01-26 by 4 PM through registered or speed post only. The bid receipt after the date and time shall not be considered for evaluation and this office is not responsible for any postal delay. Bid will be opened on 16-01-26.at 11 AM in the office of the Collector, Sundargarh in the presence of bidders or their authorized representative. The Bidders has to submit the price bid in two separate envelope i.e 1) for merchandise (uniform) and 2) for materials and equipment for separate comparison. Corrigendum/addendum if required will be uploaded in the above website. Hence, the potential bidders are requested go through the above website for any updates. The authority reserves all the rights to reject/modify or cancel part or whole tender without assigning any reason thereof.

By Order of  
**Collector-cum-Chairperson,  
SS, Sundargarh**

Sd/-  
**DEO & DPC, SS, Sundargarh**

## BID DOCUMENT

### PROCUREMENT OF MATERIALS AND EQUIPMENT

#### FOR OVEP ACTIVITIES-2025

The DEO-cum-DPC, Samagra Shiksha, Sundargarh invites bids from the intending and incredible Suppliers / firms/ agencies for supply of “**Merchandise (Uniform) and equipment for OVEP activities**”. The detailed terms & conditions of the above bid are as under;

#### SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

##### **1. Eligibility Criteria (As on date of tender notice)**

The suppliers/firms /agencies must have:

- (a) Udyam 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** and double envelope system in case of price bid. The interested bidders are advised to submit two separate sealed envelopes super scribed “**Technical Bid for supply of “Merchandise (Uniform) and equipment for OVEP activities :-2025 & “Financial Bid for supply of “Merchandise (Uniform) and equipment for OVEP activities**”. The price Bid should be separate for Merchandise (Uniform) and other equipment for preparation of separate comparative statement. The sealed envelopes should be kept in another sealed envelope super subscribed “**Tender for supply of Merchandise (Uniform) and equipment for OVEP activities** .25” Sundargarh.

##### **(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(a) and 2(b)**) and to be submitted in separate sealed envelope. The bidder is to quote rate **per set per child** in the prescribed format in case of OVEP Merchandise (uniform)(**fin-2(a) and other materials in fin 2(b)**). 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 rate shall include school wise, block wise packing, and must include other charges/levies/duties, printing of logo cost, transportation cost etc. Delivery of the complete materials shall be made at block point. Accordingly, the bidder has to calculate per set rate after taking into account all of the above factors.

(c) The tender should be addressed to O/o the DEO-cum-DPC, Samagra Shiksha, Sundargarh, Po/Dist-Sundargarh, Pin- 770001.

(d) The Bid document shall be available in website [www.sundargarh.nic.in](http://www.sundargarh.nic.in) and [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft / banker’s cheque in favour of District Project Coordinator, Samagra Shiksha, Sundargarh” payable at Sundargarhalong with the **Technical BID**.

(e) **Earnest Money Deposit (EMD):**

The bidder is to submit EMD amounting to **Rs.27,000/- (Rupees Twenty seven 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, Samagra Shiksha, Sundargarh" payable at Sundargarh failing which the tender shall be rejected summarily. The EMD of the un-successful bidders shall be refunded 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. Exemption towards EMD and performance security shall not be considered.

(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.

**Part. A ( General details )**

01. Name:
02. Address,
03. Authorized Person
04. Registration
05. Confirmation to carryout assignment
06. Undertaking having not blacklisted
07. Confirmation to accept Term & Conditions

**Part. B ( Technical Requirement )**

01. Valid Udyam Registration
  02. Valid PAN
  03. Valid GST Registration & up to date clearance Certificate.
  04. Audited P/L Account & Turnover Certificate of last 3 years must be submitted by the Bidder with Valid UDIN
  05. Turnover of the bidder must be average Rs. 40 lakhs in above FY
  06. DD/Bankers Cheque amounting to Rs.1000/- as bid processing fee
  07. EMD Rs 27,000/- in shape of Demand Draft / Bankers Cheque
  08. Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
  - 09 .Sample of materials must be produced at the time of opening of tender before the committee.
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 **15-01-26 by 4.00PM (in all working days)** addressed to District Project Office, Near B.S High School, At/PO/Dist: Sundargarh, Pin-770001 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 16-1-26.at 11.00 AM** in the O/o Collector, Sundargarhin the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.

**5. Specifications:**

Detail specification of the items is mentioned at **Annexure- X**

**6. Evaluation of BID:**

- (a) The Committee 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 date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID & verification of sample materials.
- (b) Among the technically qualified bidders ,the bidder quoting the lowest price in the financial bid for each unit i.e OVEP Merchandise (uniform) and other equipment shall be EVALUATED separately & considered for award of contract . The price will be compared separately as two separate units and two comparative statements for each unit shall be prepared accordingly. Bidder may participate in any one unit also.

**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.

**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 DEO-cum-DPC, Samagra Shiksha, Sundargarh within seven days after issue of intimation for bid acceptance.
- (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 drawn on any Nationalized / Scheduled Bank in favour of “District Project Coordinator, Samagra Shiksha, Sundargarh” payable at

Sundargarh only on the day of agreement. In case of bank guarantee, the same shall be as per the standard and specified format.

**11. Post delivery inspection(PDI):**

The tender inviting authority(TIA) shall do the PDI of the quality of the materials.

**Tentative Requirement & Delivery Schedule:**

The selected firm shall supply **Merchandise (Uniform)\_ and equipment for OVEP** activities school wise packets on or before at block point within 20 days from the date of issue of the work order.

No of schools	Requirement of Uniform	Sports equipment(sets)	Music/drama related equipment(sets)	Art/craft & other materials(sets)	Remarks
40	600 students	40	40	400	

The requirement may increase or decrease as per need during the period of contract. The total cost will be decided on the basis of actual sets/number of materials supplied. The price of uniform shall be Rs 1000/- per set and all other materials shall be within Rs 19,000/-. The order will be issued as per availability of funds and actual requirement.

**12. Payment terms:**

- (i) The selected bidder shall submit triplicate bill after satisfactory delivery of the materials as per conditions of agreement at block point along with challan copy and 80% cost will be release
- (ii) Rest 20% will be release only after effecting obtaining the(post delivery inspection(PDI) report from BEOs/HMs .
- (iii) IT TDS & GST TDS will be deducted at the appropriate rate as prevailing law.
- (iv) Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (v) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.

**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.
- (b) If the PDI of the quality of materials shows negative result then penalty will be imposed proportionately as maximum upto @ 20% or part thereof on the total cost as decided by the TIA.

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

- (a) Seven (05) 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.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in) and [www.osepa.odisha.gov.in](http://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 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.
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(TIA) 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 Samagra Shiksha,Sundargarh.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.
22. **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 Sundargarh.

**DEO-cum-DPC**  
**SamagraShiksha, Sundargarh**

**COVERING LETTER**  
**(In Bidder's Letter Head)**

**To**

**The DEO-cum-DPC,  
Samagra Shiksha, Sundargarh**

**Subject: Supply of Merchandise (Uniform)\_and equipment for OVEP activities –  
FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to: supply **Merchandise (Uniform)\_ and equipment for OVEP activities** 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\**]for merchandise(uniform) & \_\_\_\_\_ for other **equipment**

The quoted rate is inclusive of transportation cost & delivery of the complete material at school 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 :**

Signature of the Tenderer  
With date and seal

**Annexure –X**

**Fin-2(a)**

	Items of OVEP merchandise(uniform)	Size and tentative requirement according to age group	Approx price per set (including packaging, Tax & Transportation cost, etc)	Remarks
(Merchandise for OVEP club members:-	Cap(white colour with OVEP logo) T-shirt (white colour with OVEP/OSEPA/ABFT logo, Track pant(navy blue colour) ,sports shoe(white colour)(sample enclosed)	age group 7-10(200 sets) age group 11-13(200 sets) age group 14-16(200 sets)	Within Rs 1000/- per set	15 group member per school x 40 school

**Fin-2(b)**

Music ,dance drama related equipment :-	Drum, flute ,Tabla ,gini,jhumka ,microphone, speaker ,Amplifier etc	40sets	Reputed brand	All three items Within Rs 19,000	
Sports related	Cricket kit,football ,agility ladders and hurdles ,tenis ball skipping ropes ,Hula hoops ,Volly Ball ,Badminton rackets and shuttlecocks	40 sets	Reputed Brand		
Art and craft related	Colour paper ,oil paints ,paint brush ,craft paper ,clay ,Coloruing Books	400	Reputed Brand		
	Total Cost ( Rs. )				

**NB:-**The committee will decide the category and numbers of items to be procure as per availability of funds under the head. However the party has to quote price for individual items.

**COVERING LETTER**

***(ON BIDDER/S'S LETTER HEAD)***

**To**

**The DEO-cum-DPC,  
Samagra Shiksha,Sundargarh**

**Subject :Supply of Merchandise (Uniform) and equipment for OVEP activities for the academic year 2025-26.**

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards supply of **Merchandise (Uniform) and equipment for OVEP activities** for the academic year 2025-26 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)**

<b>Sl. No.</b>	<b>Description</b>	<b>Full Details</b>
<b>01</b>	<b>Name of the Bidder/s</b>	
<b>02</b>	<b>Address for Communication</b> Mobile No.: Email id :	
<b>03</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder/s:</b> Mobile No. : Email id :	
<b>04</b>	<b>Registration / Incorporation Details</b> Registration No: Date & Year. :	
<b>05</b>	Self declaration having no Black listed	
<b>06</b>	Confirm to carry out assignments as per the scope of work of the Bid Document	
<b>07</b>	Confirm to accept all the terms and conditions as specified in the Bid Document	

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	Udyam Registration of the firm		
2	Valid PAN		
3	Valid GST Registration & up to date clearance Certificate		
4	Audited P/L Account & Turnover Certificate of last 3 years (2020-21, 2021-22 & 2022-23) must be submitted by the Bidder with Valid UDIN		
5	Turnover of the bidder must be average Rs. 40 lakhs in above 03 FY (proof copy enclosed)		
6	DD/Banker's cheque amounting to Rs.1,000/- as bid processing fee		
7	EMD of Rs 27,000/- in shape of Demand Draft / Banker's cheque / Bank Guarantee		
8	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
09	Sample of materials must be produced at the time of opening of tender before the committee.		

Place:  
Date:  
Stamp/

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

Official Seal of the Firm.

**(In Bidder's letter Head)**

To:

**The DEO-cum-DPC,  
Samagra Shiksha, Sundargarh**

**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**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder**

