



## **Standard Bidding Document**

**FOR**

MOVEMENT OF SHIKSHA SACHETANATA RATHA AND PRINTING & SUPPLY OF  
NIMANTRANA PATRA

Notice Inviting Tender No. 464 / Dated 10/5/2025

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



ସମଗ୍ର ଶିକ୍ଷା  
ସମଗ୍ରା ଶିକ୍ଷା  
Samagra Shiksha



**DISTRICT PROJECT OFFICE, SAMAGRA SIKSHYA:  
KENDRAPARA**

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Letter No- **464**

Date **10/3/2025**

**NOTICE INVITING TENDER (NIT)**

**QUOTATION FOR SHIKSHA SACHETANATA RATHA AND PRINTING & SUPPLY OF  
NIMANTRANA PATRA**

**FOR THE YEAR 2025-26**

Sealed quotations are invited from registered reputed & credible Firms/agencies for

1. The MOVEMENT OF SHIKSHA SACHETANATA RATHA in school area in all the 9 blocks of the district for the year 2025-26 of Kendrapara district
  2. Printing and supply of Nimantrana Patra
- Both are applied in two bid systems separately (Technical & Commercial) as detailed below

Name of Tender	Bid Processing Fees	Amount EMD	Last Date & time of receipt of Bid	Date & time of opening of Bid
Shiksha Sachetanata Ratha	Rs.1,000/-	20,000	<b>25.3.25 at 2pm</b>	<b>25.3.25 at 4pm</b>
Printing & Supply of Nimantrana Patra	Nil	1,000	<b>-10-</b>	<b>-10-</b>

The detailed BID document is available in the OPEPA website i.e [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) and district website [www.kendrapara.odisha.gov.in](http://www.kendrapara.odisha.gov.in) The interested and eligible agency /firm may download BID Document from the above website and apply .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 website. Bidder have to submit to different two(2) bid separately.

The authority reserves the right to amend, alter or cancel any part or all the quotations at any stage without assigning any reason thereof. The black listed/defaulters firms/agencies shall not be allowed to participate. Tender inviting authority (TIA) has right to reject the bid applications if form not fill up properly as per requirement.

**District Project Coordinator  
SS, Kendrapara**

**Collector-Cum-Chairman  
SS, Kendrapara**

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### Important Information to the Bidder

Sl.no.	Particulars	Details
1	Tender Inviting Authority(TIA)	Office of District Project Coordinator,SS,Kendrapara
2	Availability of Bid Document	<a href="http://www.osepo.odisha.gov.in">www.osepo.odisha.gov.in</a> & <a href="http://www.kendrapara.odisha.gov.in">www.kendrapara.odisha.gov.in</a>
3	Date of Issue of the Bid	11-03-2025
4	Last Date and time of receipt of the Bid only through speed post /registered post /courier	25-03-2025 at 2 PM
5	Date & time for opening of Technical BID	25-03-2025 at 4 PM
6	Date of opening of Financial Bid	Will be declared on the date of opening of technical bid after assessing number of participant bidders
7	Bid Processing Fee (Non-Refundable)	Rs. 1,000/- (Rupees one thousand Only)for in shape of DD /Banker's Cheque drawn in any nationalized/scheduled bank favouring District Project Coordinator,SS, Kendrapara payable at Kendrapara which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) (Refundable without interest )	@ 2% of total estimated cost ,Rs 20000 in shape of Banker Cheque / Demand Draft / Bank Guarantee for Shiksha Sachetanta Ratha and Rs 1000/- for printing &supply of Nimantrana Patra"
9	Address & mode of submission of proposal	O/o the District Project Co-ordinator, Samagra Shikhya ,Kendrapara .Po-College Colony,Dist-Kendrapara Pin-754211 <b>Mode of Submission:</b> 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	District Project Office, Samagra Shikhya ,Kendrapara .Po-College Colony Dist-Kendrapara
11	Point of performance	At the block point within 10 days from the date of 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 ,Kendrapara invites bids from the reputed & creditable Firms/agencies for MOVEMENT OF SHIKSHA SACHETANATA RATHA in school area in all the 9 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:

- Valid Adhar Udyog Registration for printing works
- Office as well as printing set up in the State of Odisha
- © Valid PAN
- Valid GST Registration Certificate
- Experience for organize the Awareness programme for Shiksha Sachetanta 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 Sachetanta Ratha & Financial Bid for Shiksha Sachetanta Ratha ".Both sealed envelopes should be kept in another sealed envelopes subscribed "Tender for Shiksha Sachetanta 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 Shikhya ,Kendrapara .Po-College Colony Dist-Kendrapara , Pin-754211

(d) The Bid document shall be available in the website [www.osepo.odisha.gov.i](http://www.osepo.odisha.gov.i) & [www.kendrapara.odisha.gov.in](http://www.kendrapara.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, Samagar Shikhya, Kendrapara payable at Kendrapara 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).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 District Project Coordinator, Samagra

Shiksha , Kendrapara Payable at Kendrapara, 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 for Shiksha sachetanata Ratha and Rs 1000/- for printing & supply of Nimantrana Patra
- (d) Duly filled in, signed & sealed Technical bid.
- (e) Sample photographs and minimum 2 minutes video of related work of sikhya Sachetanata Ratha
- (f) Experience for organize the Awareness programme for **Shiksha Sachetanta Ratha**

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 25/03 /2025 (in all working days) addressed to District Project Coordinator, Samagar Shikhya, Kendrapara Po-College Colony ,Dist-Kendrapara Pin-754211 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. If one bidder apply two items then he/she has to submit two bid 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 Conference Hall of Office of District Project Coordinator, Samagra Shiksha, Kendrapara 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 & place of opening of Financial BID will be communicated after evaluation of Technical BID.

**4. Specifications :**

**Shiksha Sachetanata Ratha**

Sl.no	Particulars	Budget	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 Awareness with power supply			4	
4	Decoration of vehicles like a Tabu 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	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/s 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 tenderer to comply with the requirement of above mentioned clause, the offer shall be rejected and the tenderer shall have no claim further.

**9. Performance Security Deposit:**

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft on any Nationalized / Scheduled Bank in favour of the "District Project Coordinator, Samagra Shiksha, Kendrapara payable at Kendrapara only within 15 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](http://www.osepa.odisha.gov.i) & [www.kendrapara.odisha.gov.in](http://www.kendrapara.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, Kendrapara. 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 Kendrapara

Tech-1

COVERING LETTER

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

*[Location, Date]*

To:

The District Project Co-ordinator  
SS, Kendrapara

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

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards movement of Sikhya Sachetanata Ratha in 9 blocks 2025-26/ Printing and supply of Nimantrana 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)-

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 Odisha If Yes, Please furnish contact details	Yes / No
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	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

Date:

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

## Check list of documents &amp; 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 2021-22, 2022-23 & 2023-24 i.e Assessment Year 2022-23, 2023-24, 2024-25.		
6	DD/Banker's cheque amounting to Rs. _____/- as bid processing fee		
7	EMD in shape of Demand Draft / Banker, cheque / Bank Guarantee		
8	Duly filled in, signed & sealed Technical bid		
9	Sample photographs/videos		
10	Duly filled in Financial Bid		

Place:  
Date:  
Stamp/

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

Official Seal of the Firm.

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(In Bidder's letter Head)

[Location,  
Date]

To:

The District Project Co-ordinator  
SS, Kendrapara

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**

FIN - 1

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

[Location, Date]

To

The District Project Co-ordinator,  
SS, Kendrapara

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

Madam/sir

I, the undersigned, offer to Movement of sikhya Sachetanata Ratha 2025-26/ Printing and supply of Nimantrana 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		9	4	
2	Fuel @10 km per liter per day(as per actual)		9	4	
3	Light and sound system with Awareness power supply		9	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		9	4	
5	Awareness trough Audio		9	1	

The block wise rate is inclusive cost of above with GST

Printing and supply of Nimantrana Patra"

Sl.no	Rate per card(In Rs)	Approximate number of item to be supplied	Total Cost
1	No of pages	20000	

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY

Name &amp; Designation with Rubber Stamp/

Official Seal of the Firm.

**PERFORMANCE BANK GUARANTEE FORMAT**

To,  
The District project Coordinator,  
SS ,Kendrapara.

**WHEREAS** \_\_\_\_\_ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No. \_\_\_\_\_ dated \_\_\_\_\_ for printing and supply of Question cum Answer sheet for SA-II 2024-25 for Class-I to Class-VIII (herein after called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract.

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or 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.