

TENDER CALL NOTICE

**PROCUREMENT OF EQUIPMENT &
FURNITURE FOR SAKSHAM RESOURCE
CENTRE FOR PMSHRI SCHOOLS**

**OFFICE OF THE DISTRICT EDUCATION
OFFICER-CUM-DPC
SAMAGRA SHIKSHA, BALANGIR
PIN-767001**

Open Tender Call Notice No894..... /IE/2026 Date.....16/03/2026.....

BID DOCUMENT

PROCUREMENT OF EQUIPMENT

FOR SAKSHAM RESOURCE CENTRE (PMSHRI SCHOOLS)-2025

The District Education Officer-cum-DPC, Samagra Shiksha, Balangir invites bids from the intending and credible Suppliers / firms/ agencies for supply of "equipment & furniture for Saksham Resource Centre (PMSHri Schools)". 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) Valid AadharUdyog Registration
- (b) Valid PAN
- (c) Valid GST Registration Certificate.

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for supply of "equipment & furniture for Saksham Resource Centre :-2025& "Financial Bid for supply of "equipment& furniture for Saksham Resource Centre :-2025". Both sealed envelopes should be kept in another sealed envelope super subscribed "Tender for supply of equipment& furniture for Saksham Resource Centre :-2025 Balangir.
- (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**) and to be submitted in separate sealed envelope. The bidder is to quote rate **peritem/setin** the prescribed format (**Fin-2**). All materials must be of a reputed brand. Only one price should be quoted for each item and if more than one price is quoted under different options the rate quoted by firm in the first option only will be valid and considered for evaluation. The rate shall include school wise packing, and must include other charges/levies/duties, transportation cost etc. Delivery&installation of the complete materials shall be made at school 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 DISTRICT EDUCATION OFFICER-CUM-DPC, SAMAGRA SHIKSHA, BALANGIR, PO/DIST-BALANGIR, PIN- 767001.**
- (d) The Bid document shall be available in official website of the district - <https://Balangir.odisha.gov.in> and OSEPA website <https://osepa.odisha.gov.in> and the cost of the tender paper of Rs 2000/- is to be enclosed in shape of crossed Demand Draft / banker's cheque in favour of District Project Coordinator, Samagra Shiksha, Balangir" payable at Balangir along with the **Technical BID**.

67

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

The bidder is to submit EMD amounting to **Rs.112,000/- (One Lakh Twelve thousand only)**. The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque (**Format A**) from any Nationalized or scheduled bank drawn in favour of "District Project Coordinator, Samagra Shiksha, Balangir" payable at Balangir 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. 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. GST certified copy relating to dealing of specification at Annexure A, B, C, D& E
06. Confirmation to carry out assignment
07. Undertaking having not blacklisted
08. Confirmation to accept Term & Conditions

Part. B(Technical Requirement)

01. Valid Aadhar Udyog Registration
02. Valid PAN
03. Valid GST Registration Certificate.
04. GST Return filling (GSTR 3B) for last 03 month .
05. Audited P/L Account & Turnover Certificate of last 3 years (2021-22, 2022-23 & 2023-24) must be submitted by the Bidder with Valid UDIN
06. Turnover of the bidder must be average of Rs. 1cores in above Financial Year.
07. DD/Bankers Cheque amounting to Rs.2000/- as bid processing fee
08. EMD in shape of Demand Draft / Bankers Cheque for Rs.112000/-
09. Filed Income Tax Return for last 03 financial year .
10. Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
11. Bidder must submit ISO-9001:2015, ISO-14001:2015, ISO-45001:2018 as applicable of the manufacturer & Brand Registration certificate of same category product.
12. The Bidder should have office/branch office or authorized service centre in odisha .
13. The Bidder should submit an undertaking to resolve technical/mechanical issues at least up to one year arising in the installed equipment. The bidder further submit undertaking that complaint raised shall be addressed within 48 hours of such complaint .
14. Bank solvency certificate
15. GST certified copy relating to dealing of specific item.
16. Work order + completion certificate for similar product
17. 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 and after verification of sample by the committee will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

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 **-31.03.26 by 5.00PM (in all working days)** addressed to District Project Office, Near College Chowk, At/PO/Dist: Balangir, Pin-767001 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) All documents/papers must be duly signed and sealed by the authorized assigning the Tender.
- (c) Bank solvency certificate
- (d) Work order & completion certificate of similar projects.
- (e) Affidavit of Non Blacklisting in No judicial stamp paper (Format enlisted at Annex-1)
- (f) **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.
- (g) The Technical bids shall be opened. **02.04.2026 at 10.30 AM** in the O/o Collectorate (Conference Hall), Balangir in 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- A,B,C,D& E**. The party has to quote price per item /set as applicable and not total quantity as mentioned in annexure.

6. Evaluation of BID:

- (a) The Committee will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid and only after sample verification 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) The technically qualified bidder quoting lowest price in the financial bid as whole shall be considered for award of contract.

7. Acceptance or Rejection of the Bids:

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

8. Award of Contract:

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost. Selection of firm will be made considering the quoted price for all items instead of comparing quoted price of individual items.

9. Signing of Contract:

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the ~~District Education Officer-cum-DPC, Samagra Shiksha Balangir 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, SamagraShiksha, Sundargarh" payable at Sundargarh only after making 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 by the technical committee.

12. Requirement & Delivery Schedule:

The selected firm shall supply/install **"equipment for Saksham Resource Centre (PMShri Schools) at 14 (fourteen) schools point within 25 days from the date of issue of the work order.**

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.

13. Payment terms:

- (i) The selected bidder shall submit triplicate bill after satisfactory delivery of the materials as per conditions of agreement at 14 schools point along with challan copy.
- (ii) The Bidders shall have to submit the warranty certificate as applicable at the time of delivery/installation of equipment.
- (iii) After obtaining the PDI report from technical committee, payment will be made.
- (iv) IT TDS & GST TDS will be deducted at the appropriate rate as prevailing law.
- (v) Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (vi) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.

14. 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 up to @ 20% or part thereof on the total cost as decided by the TIA.

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

- (a) Seven (07) days before the last date of submission of Bids, the authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment /corrigendum.
- (b) The amendment in shape of corrigendum/addendum will be notified on the websites <https://balangir.odisha.gov.in> and <https://osepa.odisha.gov.in> and the prospective bidders 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.~~

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 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.
18. No document as required and mentioned in the Bid shall be submitted in the technical bid / financial bid unless otherwise specifically mentioned therein. All required documents shall be serial number and page mark.
19. The bid validity period is 90 days from the date of opening of the financial bid. Accordingly, the bidder shall submit the Bid.
20. 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.
21. **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, Balangir. The Collector cum Chairman, Samagra Shiksha shall nominate an Arbitrator, whenever required or when a request is made by the successful bidders, 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 Balangir.


District Education Officer-cum-DPC
Samagra Shiksha, Balangir

COVERING LETTER
(In Bidder's Letter Head)

To

**The District Education Officer-cum-DPC,
Samagra Shiksha, Balangir**

Subject: Supply of equipment & furniture for Sakshma Resource Centre (PMSHRI schools) – FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to: supply **equipment for Sakshma Resource Centre (PMSHRI schools)** in accordance with your Tender Call Notice No. _____, Dated: _____, Our attached Financial Proposal is for the sum of Rs. _____ **[Insert amount(s) in words and figures*]**.

The quoted rate is inclusive of transportation cost & 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 :

64

Application of Financial Bid

Supply of equipment & furniture for Sakshma Resource Centre (PMSHRI schools)				
Items of Sakshma Resource Centre	Quantity (Approx.)	Specification & Brand	Quoted rate per unit/packet (including packaging, Tax & Transportation cost, etc)	Remarks
PHYSIOTHERAPY EQUIPMENTS	14 sets	As mentioned at Annexure-A, Reputed Brand		
AUDITORY TRAINING & SPEECH THERAPY EQUIPMENT	14sets	As mentioned at Annexure-B, Reputed Brand		
MOBILITY & BRAILLE TRAINING EQUIPMENT	14 sets	As mentioned at Annexure-C, Reputed Brand		
ADL & BEHAVIOURAL MODIFICATION TRAINING EQUIPMENT	14 sets	As mentioned at Annexure-D, Reputed Brand		
EQUIPMENT & FURNITURES FOR CRC SAKSHMA	14 sets	As mentioned at Annexure-E, Reputed Brand		
Total Cost (Rs.)				

NB:- All materials must be of a reputed brand.Only one price should be quoted for unit of item.

Signature of the Tenderer

La

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

To

The District Education Officer-cum-DPC,
SamagraShiksha,Balangir

Subject : Supply of equipment & furniture for Sakshma Resource Centre (PMSHRI schools) for the academic year 2025-26.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards supply of equipment for Sakshma Resource Centre (PMSHRI schools) 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

Vg+

Bidder/s Organisation (General Details)

Sl. No.	Description	Full Details
01	Name of the Bidder/s	
02	Address for Communication Mobile No.: Email id :	
03	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
04	Registration / Incorporation Details Registration No: Date & Year. :	
05	Confirm to carry out assignments as per the scope of work of the Bid Document	
06	Undertaking in letter head regarding not-Blacklisted.	
07	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

Lat

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 of the firm		
2	Valid PAN		
3	Valid GST Registration Certificate		
4	GST Return filling (GSTR SB) for last 03 month		
5	Audited P/L Account & Turnover Certificate of last 03 years (2021-22, 2022-23 & 2023-24) must be submitted by the Bidder with Valid UDIN		
6	Turnover of the bidder must be average Rs. 1crores in above 03 Financial Year (proof copy enclosed)		
7	DD/Banker's cheque amounting to Rs.2,000/- as bid processing fee		
8	EMD in shape of Demand Draft / Banker's cheque for Rs.1,12,000/-		
9	Filed Income Tax Return for last 03 financial year .		
10	Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
11	Bidder must submit ISO-9001:2015, ISO-14001:2015, ISO-45001:2018 as applicable of the manufacturer, & Brand Registration certificate of same category product.		
12	Proof of the Bidder should have office/branch office or authorized service center in Odisha .		
13	The Bidder should submit an undertaking to resolve technical/mechanical issues at least up to one year arising in the installed equipment. The bidder further submit undertaking that complaint raised shall be addressed within 48 hours of such complaint .		
14	Bank solvency certificate		
15	GST certified copy relating to dealing of specific item		
16	Work order + completion certificate for similar product		
17	Sample of materials must be produced at the time of opening of tender before the committee.		

Place:

Date:

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

(In Bidder's letter Head)

To

The District Education Officer-cum-DPC,
Samagra Shiksha, Balangir

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

