

Tender Call Notice for Empanelment of the Vendor for Supply of School Materials

TENDER NOTIFICATION NO: 302/WSN/2023-24 dated – 22/07/2023.

Sealed bids are hereby invited from the eligible vendors for the supply of school materials with printing of log, sticker etc for a year at Bhubaneswar, Odisha as per requirement by the undersigned in the state of Odisha.

DESCRIPTION OF WORK	LOCATION	DURATION OF THE CONTRACT
Incorporation of Vendor for Supply of school materials with printing of log, sticker etc.	Bhubaneswar, Odisha	1 Year

The bid documents shall be available on our official website www.milletsodisha.com from date 22-07-2023 to 28-07-2023. The bid in the prescribed format complete in all respect should reach the office of the undersigned on or before 5:00 pm on dt- 28-07-2023 by speed post / registered post/ courier and shall be opened on 29-07-2023 at 4.00 pm in the presence of the bidder or their authorized representatives. The undersigned reserve the right to accept or reject any or all bid(s) without assigning any reason thereof.



Sd/-
State Coordinator
Programme Secretariat- WASSAN
Odisha Millets Mission

The critical dates are as follows:

A	Availability of Bid Document	12:00 am hours on dt. 22-07-2022 to 05:00 pm hours on dt. 28-07-2023
B	Last Date of Receipt of tender in the Portal	17:00 hours on dt. 28-07-2023
C	Date / Time of Opening of Bid	16:00 hours on dt. 29-07-2023

The communication address is as under: -

The State Coordinator

Watershed Support Services and Activities Network (WASSAN)
B/206, BDA HIG Duplex Colony Bhubaneswar, Odisha – 751003

Other details for the quotation are as follows: -

- 1. Description of the work:** Supply of school materials with printing of log, sticker etc. as per the requirement of the undersigned at Programme Secretariat – Odisha Millet Mission in the state of Odisha.
- 2. Time for completion of work:** The vendor is emplaned for one year from the date of issue of the selection order for the supply of school materials with printing of log, sticker etc. throughout the year.
- 3. Locations:** The vendor needs to school materials with printing of log, sticker etc.at the programme secretariat office – Odisha Millet Mission. Addressed Watershed Support Services and Activities Network (WASSAN), B/206, BDA HIG Duplex Colony Bhubaneswar, Odisha – 751003.
- 4. Quantity:** As per the requirement of the organization the purchase order of school materials with printing of log, sticker etc. will be issued for the selected vendor.
- 5. Validity of bid:** The bid shall be valid for a period of 90 days from the date of opening of the tender.
- 6. The Price Quoted:** The vendor will be incorporated for a year, and the price quoted by a vendor will be the same for a whole year. There will be no price escalation for the same product in the middle of the year. If there is any change in the technical specification provided in the tender, then the price of the product will vary as per the change.
- 7. Taxes:** GST will be paid as per actual against the supply of the goods, it **should not be included in the quoted rate**. Also, you will be required to comply with the provisions of the GST Law. The bidder shall quote his price which should include all Taxes, duties, and all other levies applicable i.e., Sales Tax, Income Tax, Custom duty, Contract Tax, Entry Tax, etc. **excluding GST** which will be paid over the billed amount.
- 8. Termination of Distributor:** The undersigned reserves the right to terminate the vendor either in part or in full due to reasons for a delay in completion, bad workmanship, or any other abnormalities noticed during the supply and service of school materials by giving a notice in writing to the vendor.
- 9. Payment Terms:** There will be no advance payment made against any order once goods are received after that payment will be processed. All the warranty claims will be applicable to the purchase of school materials.
- 10. Disqualification:** The vendor who has participated before in any same or similar type of tender issued by any organization. But they are not able to complete the assigned task/work

due to any reasons on grounds of that those vendors will be disqualified from the tender process.

11. General Terms and Conditions

- a. Any tender received after the due date and time will be rejected. The tender paper will be received through Registered post / Courier / Speed post only addressing to The State Coordinator, Programme Secretariat-WASSAN, Odisha Millets Mission, Plot No. - B/206, BDA HIG Duplex Colony Bhubaneswar, Odisha – 751003".
- b. The last date for applying for the tender is 28/07/2023 by 05:00 PM.
- c. Two stage bidding system will be done (Technical Bid & Price bid).
- d. The bidders have to submit their tenders in separate covered envelop for Technical Bid & Price Bid by superscribing Cover A: Technical bid & Cover B (Price Bid) and both the sealed cover should be put into a third outer cover which should be super scribed as "TENDER FOR SUPPLY OF SCHOOL MATERIALS". The Price bid of only those bidders will be opened who will qualify in the technical bid.
- e. Bidders have to submit the authorization dealer certificate/import license/manufacture license as eligible.
- f. Photocopy of GSTIN with PAN.
- g. Income tax Return along with Audited Financial Statement for the last three years (2019-20, 2020-21, 2021-22).
- h. Self-Undertaking that the firm is not blacklisted by any government institution/authority as per Annexure – D on judicial stamp paper.
- i. The supply should be made within the period prescribed in the purchase order.
- j. Quantity mentioned in Annexure – A may be increased or decreased as per requirement for the same and a fresh purchase order will be reissued for the same quantity.
- k. The details of specifications and requirements of school materials may be seen in Annexure – A of the tender.
- l. The Bidder has to quote the rate inclusive of all taxes, duties, freight, etc. & any other statutory dues as applicable. The Rate will be valid for a period of one year from the date of approval.
- m. All the items will be delivered to the office of the undersigned.
- n. The undersigned shall have the right to reject all or any of the purchase orders and tender without assigning any reason thereof.
- o. The undersigned has specific school materials requirements and is seeking a vendor who can provide these materials at the most favorable price compared to market rates. The complete list of required materials will be shared prior to placing an order. If the vendor is unable to provide any of the materials, the undersigned reserves the right to source them from other vendors.



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ANNEXURE – A

NAME & SPECIFICATION OF SCHOOL MATERIALS			
Sl. No.	Items	Specifications	Quantity (Nos.)
1	Pen with Printing	Classmate Hook 0.7 ball pen - with Single color Screen Printing (Printing Size: W 50mm x H 3mm)	5020
2	Apsara Platinum Kit (Pencils, Eraser, Sharpener & Scale) with Printing	Apsara Platinum Kit (2 Pencils, Jumbo Eraser, Long Point Sharpener & Scale) - with Multi Colour Paper Sticker Pasted on Cover (Printing Size: W 80mm x H 40mm)	5050
3	Geometry Box with Printing	Camlin Scholar Basics Mathematical Drawing Instrument Compass Box - with Multi Colour Paper Sticker Pasted on Cover (Printing Size: W 50mm x H 5mm)	345
4	Tiffin Box with Printing	Pratap One lock lunch container- 650 ml - with Multi Colour Paper Sticker Pasted on Cover (Printing Size : W 100mm x H 130mm)	345
5	Water Bottles with Printing	Nayasa Drink F/ Bottle 1 ltr. - with Multi Colour Paper Sticker Pasted on 2 sides of the Bottle (Printing: Logo Size: W 45mm x H 45mm, Strip Size: W 145mm x H 13mm)	345
6	Natraj Best of Luck Kit (Pencil, Eraser, Sharpener & Scale) with Printing	Natraj Best of Luck Kit (Pencil, Eraser, Sharpener & Scale) with Multi Colour Paper Sticker pasted on Cover (Printing Size: W 80mm x H 40mm)	345
7	White Color Cotton Cap with Printing	White Color Cotton Cap with Multicolour Logo & Tagline Printing (Printing Size: W 62mm x H 56mm)	345
8	T Shirt with Printing (Small Size)	White Cotton Polo T Shirts with multi colour printing on both side (Front side logo size: W 50mm x H 50mm, back side: W 200mm x H 200mm)	25
9	T Shirt with Printing (Medium Size)	White Cotton Polo T Shirts with multi colour printing on both side (Front side logo size: W 50mm x H 50mm, back side: W 200mm x H 200mm)	25
10	Poster Color box with Printing	Camel Poster Colours 10 ml (12 Shades) with Multi Colour Paper Sticker Pasted on Cover (Size: W 180mm x H 70mm)	45


TECHNICAL BID

Sl. No.	Particulars	
1	Name of the Bidder	
2	Organizational Status (Individual / Firm / Company)	
3	Address of the Bidder	
4	Contact Person Name	
5	Contact No. & E-mail.	
6	Authorization Dealer Certificate Import License / Manufacturing License (OEM certificate)	
7	GSTIN No (Photocopy)	
8	PAN (Photocopy)	
9	Income tax Return along with Audited Financial Statement for the last 3 years (2021-22, 2020-21, 2019-20)	
10	Signed Tender Copy	
11	Affidavit on Stamp Paper (Annexure – D)	
12	Price Bid (Annexure – C)	

DECLARATION

I _____ of _____ do hereby declare that the information given above is to the best of my knowledge & belief.

SIGNATURE OF THE BIDDER WITH SEAL



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State Coordinator
Programme Secretariat- WASSAN
Odisha Millets Mission

ANNEXURE – C

(TO BE PRINTED ON LETTERHEAD)
FINANCIAL / PRICE BID

Note:

NAME & SPECIFICATION OF SCHOOL MATERIALS					
Sl. No.	Items	Specifications	Quantity (Nos.)	Unit Cost	Total Cost
1	Pen with Printing	Classmate Hook 0.7 ball pen - with Single color Screen Printing (Printing Size: W 50mm x H 3mm)	5020		
2	Apsara Platinum Kit (Pencils, Eraser, Sharpener & Scale) with Printing	Apsara Platinum Kit (2 Pencils, Jumbo Eraser, Long Point Sharpener & Scale) - with Multi Colour Paper Sticker Pasted on Cover (Printing Size: W 80mm x H 40mm)	5050		
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- The rate quoted should be inclusive of all taxes excluding GST, duties, freight, etc. & any other statutory dues as applicable.
- GST will be raised separately at the rate that prevails at the time of submission of the bill.

SIGNATURE OF THE BIDDER WITH SEAL

Sd/-
State Coordinator
Programme Secretariat- WASSAN
Odisha Millets Mission

ANNEXURE – D

AFFIDAVIT

It is hereby certified that, I/We _____ representing
_____ (Name of the Organization) are declaring.

- a) That the organization i.e. _____ (Name of the Organization) is not blacklisted by any ministries/Departments of Central or State Govt., any international agencies, funding agencies, etc. as on the date of declaration.
- b) That the organization doesn't have any legal suit/criminal case pending against it for violation of the PF/ESI/MW Act or any other law.
- c) That the office will have no liability regarding transportation, loading, and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the organization.
- d) That the organization agrees to abide by all terms & conditions of the tender vide tender reference no _____ dtd. _____.

Place:

Date:

(Signature of the Deponent)

Name: _____



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