

TENDER DOCUMENT

For Supply of Hostel Boarder & Office Items
Odisha Adarsha Vidyalaya, Fatamunda
Block: Dunguripali, District: Subarnapur, Odisha
Date: 23.09.2025

1. Introduction
Odisha Adarsha Vidyalaya, Fatamunda, Block Dunguripali, District Subarnapur invites sealed e-tenders from eligible registered firms/suppliers for supply of hostel boarder and office use items.
2. Scope of Supply
The successful bidder shall supply the following items as per specification, quality, and approved brand within 30 days of issue of Purchase Order.

Sl. No.	Name of items	Qty (in Nos)	Unit Cost	Tentative Cost
1	Dari	04	800	3200
2	Small Study Table	100	1000	100000
3	Chair	100	700	70000
4	Aqua Guard	01	50000	50000
5	Almirah (Office use)	04	8000	32000
6	Wall Clock	04	500	2000
7	Big Table (Office use)	02	4000	8000
8	Door Mat	120	40	4800
9	Bed	100	5000	500000
10	Torches (3-cell)	05	500	2500
11	Locks & Keys	50	80	4000
12	Plastic Bucket	100	400	40000
13	Plastic Mug	100	50	5000
14	Hostel Bell	01	500	500
15	Lock(For the gate Big)	05	400	2000
16	Podium	01	4000	4000
17	Sound Set	01	30000	30000
18	Inverter	03	20000	60000

3. Terms & Conditions

(I) Eligibility of Bidder

- Must have valid GST Registration Certificate
- PAN Card
- Firm Registration Certificate/Trade License
- Income Tax Return of last financial year
- Undertaking that the firm is not blacklisted

(II) EMD: 1% of the estimated cost to be deposited online through the e-Procurement portal.

(III) Tender Paper Cost: As per Finance Department rules (non-refundable), payable online.

(IV) Submission of Bids: Online only through the State e-Procurement portal in two parts:-

- (a) Technical Bid (documents)
- (b) Financial Bid (BoQ) (rate quoted item-wise)

(V) Period of Supply: Items must be delivered within 30 days from the date of Purchase Order.

(VI) Quality & Standards: Items supplied must be new, unused, and of good quality. Branded products (Aqua Guard, Inverter, Sound System) must have warranty from manufacturer/dealer.

(VII) Penalty Clause: Delay in supply will attract penalty of 0.5% of order value per week, subject to maximum 5% of total value. Substandard/defective items will be rejected at the supplier's cost.

(VIII) Payment Terms: 100% payment will be released after successful delivery, verification by the Purchase Committee, and stock entry.

(IX) Dispute Resolution: Any legal dispute shall be under the jurisdiction of Subarnapur District Court, Odisha.

(X) Authority Rights: The undersigned reserves the right to cancel/reject any or all tenders without assigning reasons.

4. Bid Formats Annexure – I : Technical Bid Format

- (i) Name of Firm/Agency :
- (ii) Address :
- (iii) Contact No. / Email :
- (iv) GST Registration No. :
- (v) PAN No. :
- (vi) Firm Registration / Trade License No.:
- (vii) IT Return for last year (Yes/No): _____
- (viii) Experience in similar supply (if any): _____
- (ix) Declaration of not being blacklisted: Attached / Not Attached

Signature of Bidder with Seal

Annexure – II: Financial Bid (BoQ)

The bidder must quote item-wise rate (inclusive of all taxes, transportation, and installation, if any) in the BoQ.xls provided in the portal.

Annexure – III: Declaration

I/We hereby declare that: The information provided in the bid is true and correct. Our firm has not been blacklisted by any Government/PSU. We agree to abide by all the terms & conditions of this tender.

Date:

Place:

Signature of Bidder with Seal