

BID DOCUMENTS
FOR

SUPPLY OF REQUIRED ITEMS FOR HOSTEL BOARDERS, KITCHEN
ITEMS, BED ITEMS AND ELECTRONICS ITEMS FOR OAV ODAGAON &
DASPALLA (GIRL'S HOSTELS) IN OAV BHAPUR & RANPUR (BOTH BOYS
AND GIRLS HOSTEL).

DISTRICT EDUCATION OFFICE
NAYAGARH - 752070

NOTICE INVITING TENDER NO- 887
DATED 27.01.2026





**DESTRICT EDUCATION OFFICE
NAYAGARH - 752070**



E-mail: deonayagarhrmsa@gmail.com

No. 887 /2026 Dated. 27.01.2026

**TENDER CALL NOTICE FOR SUPPLY OF ITEMS REQUIRED FOR
HOSTEL BOARDERS, KITCHEN ITEMS, BED ITEMS AND
ELECTRONICS ITEMS.**

Sealed tenders under two bid systems are invited from the reputed authorized agency/supplier/manufacturer having valid PAN, GST & IT return for supply of Items Required For Hostel Boarders, Kitchen items, Bed items and Electronics items for OAV Odagaon & Daspalla (Girl's Hostels) In OAV Bhapur & Ranpur (Both Boys and Girls Hostel). The tender papers (bid documents) containing detailed specification with terms and conditions, application of Technical Bid & Financial Bid, same can be obtained by downloading from the web site i.e. www.nayagarh.odisha.gov.in. The bidders are required to submit demand Draft of **Rs. 5000/- (Rupees Five thousand only)** drawn in favour of "DEO, Nayagarh" towards cost of tender paper along with the application of technical bid. The last date and time for receiving of tender paper is Dt. **10.02.2026 at 5.00 P.M** and will be opened on dated **11.02.2026 day at 11.00 A.M.** in the office of the Collectorate Conference Hall, Nayagarh in presence of bidders or their authorized representatives. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

By Order of the Collector-cum-Chairman,

OAVs, Nayagarh


District Education Officer,
Nayagarh

BID DOCUMENT

SUPPLY OF ITEMS REQUIRED FOR HOSTEL BOARDERS, KITCHEN ITEMS, BED ITEMS AND ELECTRONICS ITEMS FOR OAV ODAGAON & DASPALLA (GIRL'S HOSTELS) IN OAV BHAPUR & RANPUR (BOTH BOYS AND GIRLS HOSTEL).

The DEO, Nayagarh invites bids from the reputed & credible Supplier / firms/ agencies for "SUPPLY OF DIFFERENT ITEMS. at 06 NO's OAVs Odagaon & Daspalla (Girl's Hostels) In OAV Bhapur & Ranpur (Both Boys And Girls Hostel .The Detailed Terms & Conditions Of The Above Bid Are As Under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria:

The firms /agencies must have:

- (a) Valid Aadhar Udyog Registration
- (b) Valid PAN
- (c) Valid GST Registration Certificate in Odisha & with up to date returns certificate GSTR-1 & 3B.
- (d) Registered Office at Odisha with service center.
- (e) Bidder must submit Non black listed certificate in Non-judicial paper R.s 10.
- (f) Other document as per Tech-3.

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 subscribed "Technical Bid for supply of **DIFFERENT ITEMS**" & "Financial Bid for supply of **DIFFERENT ITEMS**". Both sealed envelopes should be kept in another sealed envelope super subscribed "Tender for supply of **DIFFERENT ITEMS**."

(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. Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1 & Fin-2**) and to be submitted in separate sealed envelope. The bidder is to quote per unit in 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 tender should be addressed to O/o the District Education Office, Nayagarh near RTO, Nayagarh.



- (c) The Bid document shall be available in website www.nayagarh.nic.in and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft / banker's Cheque in favour of "DEO, Nayagarh" payable at Nayagarh along with the Technical BID.
- (d) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **Rs.1,10,500/- (One lakh Ten thousand Five hundred 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 "DEO, NAYAGARH" Payable at Nayagarh, 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.

3.

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. Confirm to carryout assignment
06. Undertaking having no blacklisted
07. Confirm to accept Term & Conditions

Part. B (Technical Requirement)

01. Valid Aadhar Udyog Registration
02. Valid PAN
- 03 Valid GST Registration & up to date clearance Certificate.
04. Audited P/L Account & Turnover Certificate of last 3 FY (2022-23 , 2023-24 & 2024-25) must be submitted by the Bidder with Valid UDIN
05. Turnover of the bidder must be average Rs. 1.50 cores or above in 3 FY
06. DD/Bankers Cheque amounting to Rs.5000/- as bid processing fee
07. EMD in shape of Demand Draft / Bankers Cheque
08. Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
09. Price quoted including transportation cost, GST and other if any, No other cost will be allowed over and above the quoted cost.



10. sample must be submitted before opening of technical bid.

11. Manufacturers Authorization letter in favor of bidder/tenderer from the manufacturers of the items. BID specific authorization contact details of OEM mentioned in Authorization certificate, it will be cross check by its OEM. The manufacturer should be an ISO certified company

12. Bidder/OEM must submit ISO-9001:2015, ISO-14001:2015, ISO-45001:2018 & Brand Registration certificate of same category product.

4. 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.

5. 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 **10/02/2026, 5 P.M (in all working days)** addressed to "DEO, NAYAGARH" only by **registered Post / Speed Post & Couriers 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 11/02/2026 at 11.00 AM** in the O/o Collector Conference Hall 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.
- (e) Before opening of Technical bid, bidder will be produced sample material for verification of the committee. The members of the Committee decision are final regarding quality of the sample articles. All Bidders are bound to accept the decision of the Committee.

6. Specifications:

- (a) Specification of the items is mentioned at **Annexure- A, B, C & D of Fin- 2.**
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7. 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.
- (b) The technically qualified bidder quoting lowest price in the financial bid shall be considered for award of contract.

8. 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.

9. Award of Contract:

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost. Price quoted at bid documents is valid for one years.

10. Signing of Contract:

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the DEO, Nayagarh. Price quoted at bid documents is valid for one years.
- (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.

11. 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 the "DEO NAYAGARH" payable at Nayagarh only on the day of agreement.

12. Requirement & Delivery Schedule:

The selected firm shall supply **DIFFERENT ITEMS within 15 days from the date of issue of the work order.** Approximately the items mention above are required to be supplied to **OAV Odagaon & Daspalla (Girl's Hostels) In OAV Bhapur & Ranpur (Both Boys And Girls Hostel)** The above requirement may increase or decrease as per need. Delivery will be made at School Points.



Payment terms:

- (i) **On completion of delivery at School point:** Payment will be made after receipt of the required reports / Papers/ documents as under:
- Challans towards satisfactory completion of supply of quantity to concerned school point as per supply order.
 - On fulfillment of conditions of the agreement.
 - Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
 - No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
 - Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

13.

Penalty:

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.

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

- 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.
- The amendment in shape of corrigendum/addendum will be notified on the websites www.nayagarh.nic.in the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- 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. All bids will be accepted if bid documents received through registered post on or before time and date only.

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 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, OAVs Nayagarh. The Collector cum Chairman 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 Nayagarh.


District Education Office,
Nayagarh

COVERING LETTER
(In Bidder's Letter Head)

To
The District Education Office,
Nayagarh

Subject: Supply of DIFFERENT ITEMS. - FINANCIAL PROPOSAL

Madam/Sir

I, the undersigned, offer to: supply **DIFFERENT ITEMS** 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:



Application of Financial Bid

| SUPPLY OF MATERIALS | | | |
|----------------------------|----------------------------|--|--|
| Item | Mention in Annexure | Total quoted rate (Excluding GST, etc.) Rs. | Total quoted rate (including GST, etc.) Rs. |
| 1 | Annex-A, | | |
| 2 | Annex-B, | | |
| 3 | Annex-C, | | |
| 4 | Annex-D, | | |
| Total Cost (Rs.) | | | |

Signature of Tenderer
With date and Seal



Financial Bid

ANNEX -A

| A. ITEMS REQUIRED FOR HOSTEL BOARDER | | | | |
|---|--------------------------|-----------------------------|--|---------------------------|
| Sl. No. | Name of the items | No. of unit Required | Quoted Price including all cost with GST Per Unit | Total Quoted Price |
| 1 | Dari | 4 | | |
| 2 | Small study table | 100 | | |
| 3 | Chair | 100 | | |
| 4 | Aqua guard | 01 | | |
| 5 | Almirah (Office Use) | 04 | | |
| 6 | Wall Clock | 04 | | |
| 7 | Big table (office use) | 02 | | |
| 8 | Door Mat | 120 | | |
| 9 | Torch (3 cell) | 5 | | |
| 10 | Lock & Key | 50 | | |
| 11 | Plastic Bucket | 100 | | |
| 12 | Plastic Mug | 100 | | |
| 13 | Hostel Bell | 1 | | |
| 14 | Lock (for the gate Big) | 5 | | |
| 15 | Podium | 1 | | |
| 16 | Sound set | 1 | | |
| 17 | Inverter Set | 3 | | |
| | Total Cost | | | |



ANNEX - B

| B. ITEMS REQUIRED FOR KITCHEN | | | | |
|--------------------------------------|--|----------------------|---|--------------------|
| Sl. No. | Name of the items | No. of unit Required | Quoted Price including all cost with GST Per Unit | Total Quoted Price |
| 1 | Dekchi and Dhankuni | 6 | | |
| 2 | 12 Lt. Pressure Cooker | 1 | | |
| 3 | Kadhai and Dhankuni | 2 | | |
| 4 | Tasala and Dhankuni | 2 | | |
| 5 | Tawa | 5 | | |
| 6 | Drum and Dhankuni for storage of water | 4 | | |
| 7 | BelanaPata | 3 | | |
| 8 | Roti Seka | 3 | | |
| 9 | Thalia (Roti making) | 1 | | |
| 10 | PithaKhadika | 6 | | |
| 11 | Danki | 6 | | |
| 12 | Dal Chatu | 4 | | |
| 13 | Knife | 2 | | |
| 14 | Steel Tray | 100 | | |
| 15 | Steel Glass | 100 | | |
| 16 | Sila and Silapua | 1 | | |
| 17 | Grinder | 1 | | |
| 18 | Hemadasta | 1 | | |
| 19 | Gas Stove | 4 | | |
| 20 | Gas Cylinder | 4 | | |
| 21 | Spoon | 12 | | |
| 22 | Sauce Pan | 1 | | |
| 23 | Bucket for washing vegetables | 4 | | |
| 24 | Steel Bucket | 6 | | |
| 25 | Mug (Steel, Big size) | 5 | | |
| | Total Cost | | | |



ANNEX-C

| C. ELECTRONICS & EQUIPMENT | | | | |
|---------------------------------------|--|-----------------------------|--|---------------------------|
| Sl. No. | Name of the items | No. of unit Required | Quoted Price including all cost with GST Per Unit | Total Quoted Price |
| 1 | Colour Television 43 inch, Smart TV. | 1 | | |
| 2 | Indoor Sports item (as per requirement) | - | | |
| 5 | Computer Desktop Windows 11 Home (8 GB DDR4 /512 SSD) & Multi Function WIFI Laser Printer (Tonner Cartridge) | 1 | | |
| | Total Cost | | | |

ANNEX-D

| D. BED ITEMS | | | | |
|---------------------|--------------------------|-----------------------------|--|---------------------------|
| Sl. No. | Name of the items | No. of unit Required | Quoted Price including all cost with GST Per Unit | Total Quoted Price |
| 1 | Mosquito net | 100 | | |
| 2 | Blanket | 100 | | |
| 3 | Bed sheets | 100 | | |
| 4 | Dunlop and cover | 100 | | |
| 5 | Pillow with cover | 100 | | |
| | Total Cost | | | |



COVERING LETTER
(ON BIDDERS'S LETTER HEAD)

To

**The District Education Office,
Nayagarh**

Subject: SUPPLY OF DIFFERENT ITEMS,

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards **DIFFERENT ITEMS** 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 is 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 |
|---------------|--|---------------------|
| 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 | Self-declaration having no Black listed | |
| 06 | Confirm to carry out assignments as per the scope of work of the Bid Document | |
| 07 | Confirm to accept all the terms and conditions as specified in the Bid Document | |

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY
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 | Valid Aadhar Udyog Registration of the firm | | |
| 2 | Valid PAN | | |
| 3 | Valid GST, Odisha Registration & up to date clearance Certificate | | |
| 4 | Audited P/L Account & B/S Certificate of last 3 Financial years (2022-23, 2023-24 & 24-25) and assessment year 2023-24, 2024-25, 2025-26 must be submitted by the Bidder with Valid UDIN. | | |
| 5 | Turnover of the bidder must be average Rs. 1.5 cores or above 03 FY (proof copy enclosed) CA No. with UID. | | |
| 6 | DD/Banker's cheque amounting to Rs.5,000/- as bid processing fee | | |
| 7 | EMD in shape of Demand Draft / Bankers cheque | | |
| 8 | Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats. | | |
| 9 | Authorization Letter from Manufacturer | | |
| 10 | Bidder/OEM must submit ISO-9001:2015, ISO-14001:2015, ISO-45001:2018 | | |
| 11 | Sample of band equipment's must be produced for verification as desire by the Committee before technical bid open. | | |

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 Office,
Nayagarh**

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of
Shri _____ Propriet
or / 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

