

Tender Document for Movement of  
**"Shiksha Sachetanata Ratha"**  
for 13 Blocks in the district of Keonjhar.

Tender Call Notice No 1193 Dated. 12.03.2025

**District Project Office**  
**Samagra Shiksha, Keonjhar**

**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA KEONJHAR**  
**TENDER CALL NOTICE**

No 1193 Dated 12.03.2025

Sealed Bids in two separate covers (Technical bid and price bid) are invited by the District Project Office , Samagra Shiksha, Keonjhar for for providing "**Shiksha Sachetanata Ratha**" for 13 Blocks for the district of Keonjhar.. The detailed tender paper along with the prescribed tender schedule can be downloaded from the district website i.e. <https://kendujhar.odisha.gov.in> and original bank draft amounting to Rs.3000/- (Rupees Three thousand) only towards cost of tender paper to be drawn in favour of "**District Project Office ,Samagra Shiksha , Keonjhar**" should be enclosed towards cost of tender paper which is non-refundable.

The Bidders should specifically super-scribe, "**Downloaded from the WEBSITE**" and must be mentioned "**Tender Call Notice Number**" on the top left corner of the outer envelope containing Technical Bid and Price Bid separately. The tender paper complete in all respect should reach the office of the District Project Office Samagra Shiksha by 1.00 P.M of 24/03/2025 through registered post/speed post only and the sealed tenders will be opened 24 /03/2025 at 5.00 P.M.in the mini conference hall of collectorate, Keonjhar in presence of the members of the tender committee and the tenderers or his/her authorized representative. The tender received beyond the date and time mentioned above shall not be taken in to the consideration. The Collector, Keonjhar reserves the right to reject/cancel/withdraw any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.

In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website before last date of bid document and the District Project Office ,Samagra Shiksha ,Keonjhar shall have no responsibility for any delay / omission on part of the bidders.

**By the Order of Collector -cum- Chairperson**  
**Samagra Shiksha, Keonjhar**



**DEO-cum-DPC**  
**Samagra Shiksha, Keonj**

## Quotation Call Notice

No. 1193 / Date: 12.03.2025

Sealed quotations are invited from reputed Event Management Agencies / Service Providers for providing "**Shiksha Sachetanata Ratha**" for the district of Keonjhar. The selected agency shall be responsible for the preparation and operation of 13 "**Shiksha Sachetanata Ratha**" for movement across the 13 Blocks from **2nd April to 5th April 2025**. The agency should ensure the delivery of vehicles in ready condition as per the approved design by **1st April evening, 2025** at 13 Block Headquarters of the District.

Sl.No	Activity	Time Line
1	<b>Submission Deadline</b>	Submit documents on or before <b>24th March 2025 by 1:00 PM.</b>
2	<b>Opening of Quotations</b>	Quotations will be opened on <b>24h March 2025 at 5.00 PM.</b>

### Scope of Work:

- Hiring of Vehicle:** Tata AC Vehicle (1 per Block) – 13 Nos.
- Movement Period:** 2nd April - 5th April 2025
- Design & Setup:**
  - o Front: Vinyl pasting
  - o 02 Doors (Outside): Vinyl pasting
  - o Wall (All Sides): Iron frame with high-quality Flex
  - o Top Ceiling: Iron frame with high-quality Flex
  - o Light & Sound System with power supply
  - o Awareness through Audio messages
  - o Design file (soft copy) to be provided by District Project Office, SS,Keonjhar

### Eligibility Criteria:

1. The agency must have prior experience in similar event management/vehicle branding projects.
2. Must have GST Registration and a valid PAN.
3. Should have the capacity to provide all 13 vehicles in ready condition by 1st April 2025 evening at respective block points.
4. Financially sound and capable of executing the project within the stipulated timeline.

### Last Date of Submission:

The sealed quotations must reach the office of the District Project Coordinator, **Samagra Shiksha, Keonjhar** on or before **24.03.2025 by 5.00 PM**. The quotations will be opened on **25.03.2025 at 4.30 PM at Office Chamber of ADM**

**(G), Collectorate, Keonjhar** in the presence of the bidders or their authorized representatives.

The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

**By the Order of Collector -cum- Chairperson  
Samagra Shiksha, Keonjhar**

A handwritten signature in blue ink, followed by the date '12/03/2025' written in blue ink.

**DEO-cum-DPC  
Samagra Shiksha, Keonj**

## GENERAL TERMS & CONDITIONS

1. SOURCE OF FUND: The District Project Office, Samagra Shiksha, Keonjhar is the funding Agency for the work for "Preparation and operation of 13 "Shiksha Sachetanata Ratha" for movement across the 13 Blocks from **2nd April to 5th April 2025**.
2. DISCLAIMER: This Document includes statements, which reflect various assumptions, which may or may not be correct. Each Bidder should conduct its own estimation and analysis. And should check the accuracy, reliability, and completeness of the information in this Document and obtain independent advice from appropriate sources in their own interest.
3. The authority reserves the rights to cancel the engagement order on violation of any terms and conditions so prescribed without any reason thereof.
4. COST OF BIDDING: The Bidder shall bear all costs associated with the preparation and submission of its Bid and District Project Office, Samagra Shiksha, Keonjhar will in no case be responsible or liable for those costs.
5. The Bidder is expected to examine the Bidding Documents, including all Instructions, Forms, Terms and Specifications. Failure to furnish all information required in the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will /may result in the rejection of the Bid.
6. MODE OF SUBMISSION OF BID: -The tender for "Preparation and operation of 13 "Shiksha Sachetanata Ratha" for movement across the 13 Blocks from **2nd April to 5th April 2025**" is to send by Regd. Post / Courier / can be dropped in the tender box kept in the office of the District Project Office, SS Keonjhar by the schedule date and time.
7. **EARNEST MONEY DEPOSIT (EMD):** Along with their technical bids, the Bidders are required to submit an EMD @2% of quoted value in the form of an A/c Payee Demand Draft or pay order or banker's cheque / BG drawn in favour of "District Project Office, Samagra Shiksha, Keonjhar ", and payable at any Nationalized Bank at Keonjhar. Any tender without demand draft for EMD will be DISQUALIFIED and REJECTED and price bid will not be considered. Photo/Fax copies of the demand draft will not be accepted. The earnest money



of unsuccessful bidders will be returned to them without any interest within thirty (30) days after awarding the contract and on receipt of written request from the Bidders.

- 8. PERFORMANCE SECURITY (PS):** The successful bidder of the contract will have to deposit a Performance Security (PS) of 3% (Three Percent) of the total Bid Value in the form of DD drawn in favour of "District Project Office, Samagra Shiksha, Keonjhar", payable at Keonjhar within 3 days from the date of receiving the order. If the successful bidder fails to submit the Performance Security within the said period of 3 days the order will be rejected and the EMD will be forfeited as well as steps will be taken to award the contract to the 2nd lowest bidder. Performance Security will be forfeited in the event of breach of contractual obligations by the Supplier.
- 9. ACCIDENT:** The bidder shall be responsible for any accident during execution of the work for this work order for which he has to arrange workmen's compensation insurance. This policy shall also cover the bidder against the claims for injury, disability, diseases or death of his or his sub-contractor's employees covered under the Workmen's Compensation Act, 1948.
- 10.** The bidder should be registered with GST Authorities and any other Central / State authorities as prescribed by law. Copy of the GST Registration and Copy of the PAN should be enclosed with the bid documents.
- 11.** The Bid shall be opened by the Bid Committee under the Chairmanship of Collector, Keonjhar and the offered items shall be evaluated by a Technical Committee.
- 12.** The bids received after scheduled date and time due to any reason including postal delay will not be considered. No advance payment will be made.
- 13.** The sealed envelope submitted by bidder should separately consist of sealed envelopes superscribing "Preparation and operation of 13 "Shiksha Sachetanata Ratha"
- 14.** The bids not accompanied with the bid paper cost of Rs3,000.00 along with EMD @2% of quoted value (in shape of DD / BG) drawn in favour of "District Project Office, Samagra Shiksha, Keonjhar ", payable at Keonjhar and work experience will be rejected.

15. The successful bidder will have to submit the performance security deposit of 3% of the contract value (in shape of DD / BG) drawn in favour of "District Project Office, Samagra Shiksha, Keonjhar "
16. This tender is two bid systems. The technical Bids along with the acceptance of the terms and conditions and financial bid should be submitted in two separate envelopes superscribing as " **Technical Bid** " and " **Financial Bid** " respectively. Both the envelopes should be enclosed in another envelop superscribing as "Tender for Preparation and operation of 13 "**Shiksha Sachetanata Ratha**"
17. All cuttings and over writings should be duly attested under signature and seal of the company.
18. Conditional bids will not be accepted.
19. The Collector, Keonjhar reserves the right to reject or accept any bid without assigning any reason thereto.
20. The decision of the "Collector, Keonjhar", shall be final and binding on the Bidders.

**Seal & Signature of the bidder.**

## Annexure -1 Technical Bid

Sl.No	Criteria	Documentary Evidence	Available (Yes/No)
1	<b>Legal Entity</b>	Certificate of incorporation / registration	
2	Address of Office	Address Proof for Office	
3	Tax Registration and Clearance	GST registration copy	
4		PAN registration copy	
5	Experience	The bidder should submit the copy of the work order / completion certificate of different contracts of value of single order of Rs.10 Lakhs during last 03 financial years. The bid having no experience in execution of order at district level will be rejected.	
6	Turnover	The bidder must have an average annual turnover of Rs.50 Lakhs in last three years supported by relevant documents or audited balance sheet.	
7	Undertaking	Applicant should not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons; not have, and their directors and officers not have, been convicted of any criminal offence related to their professional conduct or the	

*[Handwritten Signature]*

		making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;	
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#### Details of the Document Required for technical Bid

S.No	Document	Details	Remarks
1	<b>Cover Letter</b>	Signed cover letter on the agency's letterhead mentioning the intention to submit a quotation.	Include date of submission and reference to the Quotation Call Notice number.
2	<b>Quotation Form</b>	Sealed quotation in the prescribed format with item-wise cost breakdown in a separate envelope superscribing as " <b>Financial Bid</b> " respectively	Ensure item description, unit, rate per unit (INR), and total amount (INR) are provided.
3	<b>Eligibility Documents</b>	GST Registration Certificate, PAN Card, and prior experience certificate in similar projects.	Attach copies of GST registration and PAN. Proof of prior experience required.
4	<b>Financial Documents</b>	Balance Sheet or Financial Statement to show financial capability to execute the project.	Provide last 3 years balance sheet or financial report.



**Financial Bid for Submission of Quotation for providing  
" 13 Nos of Shiksha Sachetanata Ratha" for the district of Keonjhar**

Interested agencies are requested to submit their sealed quotations in the prescribed format with the item-wise cost breakdown as follows:

<b>Sl. No</b>	<b>Item Description</b>	<b>Rate per Vehicle</b>	<b>Quantity</b>	<b>Total Amount in INR including GST)</b>
1	Hiring of 13 Tata AC Vehicle for 13 Blocks from 2 <sup>nd</sup> April to 5 <sup>th</sup> April,2025		13	
2	Movement in the Block Approximate 100 Km per Day along with huma resources		13	
3	Decoration of Vehicle as per standard design provided by District Project office Vinyl pasting ( Front & 2 Doors) Iron frame with flex ( Walls) Iron frame with flex ( Top Ceiling) Flower Decoration		13	
4	Light & Sound System with power supply		13	
5	Programme Documentation Video & Photographs for entire Campaign	1		
<b>Total Cost</b>				

**N.B.:**

- The evaluation will be made package wise and on turnkey basis.
- The financial bid should be submitted in separate sealed cover.
- The bidders should mandatorily quote of all the items of the tender, partial quotation shall not be considered.

**Seal &Signature of the Bidder**





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Samagra Shiksha



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ସମଗ୍ରା ଶିକ୍ଷା  
Samagra Shiksha

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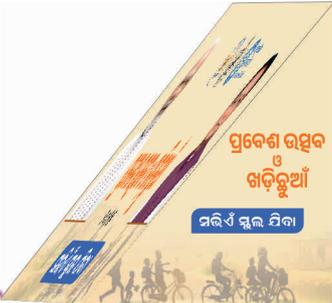
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