

ଜିଲ୍ଲା ଶିକ୍ଷା ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, କେନ୍ଦୁଝର / DISTRICT EDUCATION OFFICE, KEONJHAR

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Letter No: 7241

Date: 19-06-2025

**TENDER CALL NOTICE**

Sealed tenders are invited from registered supplier/ firms having own sale counter, valid GST, PAN & IT certificates for supply of recurring/non-recurring items/ articles for Science Centre-cum-Planetarium, Ghatagaon, Keonjhar. The tender paper containing detailed scope of work along with terms and conditions hoisted at [www.kendujhar.odisha.gov.in](http://www.kendujhar.odisha.gov.in) and notice board of DEO, Keonjhar, DPC, SSA Keonjhar, Last date of receipt of the tender paper is 24.06.2025 at 4 pm.

The authority reserves the right to cancel all or any / part of the tender without assigning any reason thereof.

By the Order of Chairman, ZBPS



District Education Officer

Keonjhar

SELECTION OF SUPPLIER / FIRMS FOR SUPPLY OF  
RECURRING AND NON-RECURRING ITEMS / ARTICLES  
FOR SCIENCE CENTRE-CUM-PLANETARIUM, GHATAGAON

TENDER DOCUMENTS

OF

SCIENCE CENTRE-CUM-PLANETARIUM, GHATAGAON, KEONJHAR

ODISHA

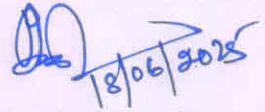


**BID DOCUMENT FOR SUPPLY OF RECURRING / NON-RECURRING ITEMS / ARTICLES FOR  
SCIENCE CENTRE-CUM-PLANETARIUM, GHATAGAON, KEONJHAR**

- a) Period for issue of Tender Document : 18.06.2025  
b) Date and time for submission of Tender Document : 24.06.2025 at 4 PM  
c) Date and time and venue for opening of the Tender Paper: 25.06.2025 at 11 AM

**Venue: Office of the Addl. District Magistrate**

- d) Date for supply: As per work order



District Education Officer  
Keonjhar

SCIENCE CENTRE-CUM-PLANETARIUM, GHATAGAON, KEONJHAR

Tender for supply of items like Fibre Nilkamal Chair 48 pc @ Rs.1000/- per piece ,Hoarding, Hedge Cutting Machine,100 flower pot(Plastic) for Science Centre-cum-Planetarium, Ghatagaon, Keonjhar

DETAIL INFORMATION, TERMS & CONDITIONS

1. **Sealed tender** for supply of the articles shown in the attached statement are invited by the undersigned on behalf of the **Science Centre-cum-Planetarium, Ghatagaon, Keonjhar** from the registered firms / authorized dealers / whole sellers / Govt. stores having, their own existing shop and dealing with tender items having valid shop/ Establishment license / registration number / certificate from Municipality or local authority or any other competent govt. agency, ODISHA sales tax / GST registration certificate and PAN No. with up to date IT return (Assessment year 2025-26) clearance certificate **up to 4.00 pm dated 24.06.2025**. The tender should be sent under the sealed cover marked as- "TENDER FOR THE SUPPLY OF Nilkamal Chair 48 pc @ Rs.1000/- per piece ,Hoarding, Hedge Cutting Machine,100 flower pot(Plastic) for Science Centre-cum-Planetarium, Ghatagaon, Keonjhar and to address with District Education Office, Keonjhar by **Speed Post/Registered Post Only**. The applications/tender documents will not be accepted through any other mode. The sealed tenders will be opened in Office of Addl. District Magistrate, Keonjhar as per the date and time mentioned.
2. The tender should be submitted according to the terms and conditions specified in paragraph 3 to 23 unless specified in otherwise in the tender. It shall be construed that the terms and conditions stipulated here under have been agreed to.
3. The rate should include excise duty, sales tax, and any other taxes, or imposition whatever liable in respect of the suppliers. The Science Centre-cum-Planetarium, Ghatagaon, Keonjhar shall not pay freight etc. The articles should be supplied at the Science Centre-cum-Planetarium, Ghatagaon, Keonjhar.
4. There should not be any overwriting, corrections in the bid. If a figure is to be amended, it should be neatly scored out and then revised figure should be written above and the same should be attested with full signature and date by the party. In the absence of the attested signature the tender is liable to be rejected.
5. The undersigned does not bind himself/herself to accept the lowest tender and reserve the right to accept the tender in whole or in part i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one articles specified in the attached statement as he/she may decide.
6. The purchaser shall award the contract to the bidder whose bid has been determined.
  - i) To be substantially responsive to the tender document.
  - ii) To offer the lowest evaluated cost. In deciding the quality of samples, the decision of the ZBPS Purchase Committee will be final and no complaints whatsoever in this count will be entertained.
7. On acceptance of the tender it will become a contract and the contractor shall be bound by all the terms and conditions of the tender.



8. Tender must be accompanied with required under mentioned EARNEST MONEY (is non interest bearing ) amount and tender paper cost Rs.200/- (non-refundable) in shape of DD (Demand Draft) in favour of the **District Education Officer, Keonjhar** payable at **Bank of India, Keonjhar Branch**. The EMD shall be forfeited in the event of withdrawal of the tender once submitted or in the case of successful bidder who fails to execute necessary agreement within the specified period / expression of inability to supply (The decision of Purchase Committee is final in this regard). Besides, EMD of unsuccessful bidders will be refunded soon after finalization of the tender. In the event of the tender being accepted the earnest money will be adjusted towards security deposit. **Deposit of EMD and Processing Cost is must for all bidders including the registered SSI units. No exemption certificate will be entertained. No preference will be given to any bidder or class of bidders either for the EMD/security deposit or for other terms and conditions. This will apply to PSUs, Co-Operative Societies and such other categories in the state who will be treated in the same footing as other bidders.**

**DETAILS OF ITEM WISE EARNEST MONEY TO BE SUBMITTED ALONG WITH TENDER PAPER**

SI. NO.	NAME OF THE ITEMS	EMD AMOUNT
1	Fiber Neel Kamal Chair	2000/-
2	Hoarding	1100/-
3	Hedge Cutting Machine	1600/-
4	Flower Pot	1000/-

9. Total performance security is @ 5% of value of total amount of tender to be awarded, only is required to be deposited at the time of execution of agreement before issue of supply order in shape of Demand Draft drawn in favour of the **District Education Officer, Keonjhar** payable at **Bank of India, Keonjhar Branch** , for the entire contract / warrantee / Guarantee period; failing which the EMD amount will be forfeited. The security deposit is refundable but shall be forfeited in case any terms and conditions of contract are infringed or the bidder fails to make complete supply satisfactorily or complete the work in time. The decision of Purchase Committee is final in this regard. The security money is non interest bearing.
10. If the contractor fails to supply the articles within the time stipulated in the letter of acceptance/supply order issued by the undersigned shall be at liberty to purchase the articles from the market or get the rest of the contract completed by any other person / firm and the difference of price ,if any, shall be deducted from the earnest money/ security deposit and in case any amount in excess of the security deposit is paid by the undersigned, the contractor shall be liable to pay this amount.
11. **It is not compulsory on the part of the undersigned to purchase the items for which the tender is being called.** The supply order will be placed as per requirement. The contractor is required to supply the quantity of articles as mentioned in the supply order, as per the sample and specification.
12. The quality should be invariably be maintained throughout the contract period as per sample and specification. Material cannot be accepted if the items being found substandard or differ from the sample and specifications.

13. The Brand/Make other than the specification given in the tender schedule will not be accepted.
14. The rate quoted by the contractor shall hold good up to 6 month (Six Month) .**No amount amendment in the rate except increase/decrease in the rate of sales tax/GST during the period of supplies will be accepted.** For the branded items, if there would be some free gift schemes, marked on the packing, the same would be liable to be supplied with the articles on free of cost and also it should be mentioned in the bill. Rates should not be more than the MRP / Company price list. If the MRP/ Company price will be less than the approved rate, the payment will be made as per the MRP/ Company price list only. In no case the payment will be made above maximum retail price (MRP). **Stickering of MRP is not allowed.**
15. In the event of acceptance of the tender and placing of the order for purchase, the articles ordered for would be subject to an inspection by the undersigned or his representative and are liable to be rejected if the articles supplied do not confirm to the approved specifications prescribed.
16. The amount of security deposit shall be retained by the ZBPS for the entire contract / warrantee / Guarantee period as a safeguard against any defect appearing in the articles supplied within the period & the same will be refunded in the shape of A/C payee cheque or A/C transfer only.
17. In case of authorized dealers the authorization certificate issued by the Manufacturer/ company should be enclosed along with the tender. The tender for supply of articles are required to submit the samples along with on the date of opening of tender for verification, The approved sample will be kept in this Office for verification during the supply of the articles which is non refundable.
18. The payment will be made in the shape of A/C payee cheque / A/C Transfer only, after verification of the supplied articles by the quality checking committee, entry in the stock register, and scrutiny of bills and after full supply as per the order placed with the party.
19. In case the time and date of opening of tenders is changed, the same will be displayed on the district office.
20. The tender should be accepted from the person / firms only having the business of the commodity / articles for which he has submitted the tender and not from the general order supplier / enterpriser.
21. Tender which do not comply with the above conditions are liable to be rejected and all rights reserved with the Chairperson, ZBPS and District Education Officer, Keonjhar to reject, cancel and amend any or all tenders/approved rates at any time without assigning any reason thereof. All disputes in this regard are in Keonjhar court jurisdiction only.
22. The contract period may be extended with mutual consent of both parties.  
(Extra SD amount is to be deposited by party)
23. The tender envelopes should be **sealed in one packet marked as "TENDER FOR THE SUPPLY OF Nilkamal Chair 48 pc @ Rs.1000/- per piece ,Hoarding, Hedge Cutting Machine,100 flower pot(Plastic) for District Science Centre-cum-Planetarium,Ghatagaon , and in absence of any document the tender is liable to be rejected.**

District Education Officer  
Keonjhar

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**UNDERTAKING BY THE SUPPLIER**

I/We M/S \_\_\_\_\_ agreed to accept  
the terms and conditions specified in Para 3 to 23 and also enclose the rates of the items as per list  
and specifications given by the District Education Officer, Keonjhar, Keonjhar.

Dated: ..... \_\_\_\_\_

(Full Signature of the Proprietor with seal of the Firm)

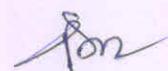
Name of the Proprietor and Address of the Firm

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number / Mobile Number \_\_\_\_\_

Witness (Signature, Name & Address)

1.



**SCIENCE CENTRE-CUM-PLANETARIUM,GHATAGAON,KEONJHAR**

**Application Form - I**

**For supply of of items like Fibre Nilkamal Chair 48 pc @ Rs.1000/- per piece ,Hoarding, Hedge Cutting Machine,100 flower pot(Plastic) for Science Centre-cum-Planetarium, Ghatagaon, Keonjhar.**

**(To be filled by the tenderer)**

I/We hereby submit the technical bid for supply of as per terms, condition and specifications of the above mentioned notification of District Education Office, Dist- Keonjhar which are acceptable to us. I/We are aware that while evaluating the Technical bid, if any /part (as decided by ZBPS, Ghatagaon, Keonjhar of the terms/items mentioned below is not found as per the requirement of the tender notice, the bid will not be accepted.

1	NAME AND ADDRESS OF THE FIRM	
2	WHETHER HAVING THEIR OWN EXISTING SHOP AND DEALING WITH TENDER ITEMS	Yes / No
3	VALID SHOP / ESTABLISHMENT LICENCE / REGISTRATION NUMBER / CERTIFICATE FROM MUNICIPALITY OR LOCAL AUTHORITY OR ANY OTHER COMPETENT GOVT. AGENCY	Whether required document submitted or not: Yes / No
4	ODISHA SALES TAX / GST REGISTRATION CERTIFICATE	Whether required document submitted or not: Yes / No
5	GSTIN	GSTIN No.
6	UP TO DATE IT RETURN CLEARANCE CERTIFICATE (ASSESSMENT YEAR: 2023-24)	Whether required document submitted or not: Yes / No. Valid till _____
7	PAN NO.	PAN No. __. Whether required document submitted or not: Yes / No.
8	SAMPLE / PRODUCT PROSPECTUS / BROACHERS AS PER LIST & SPECIFICATION (WHERE EVER APPLICABLE )	Whether submitted or not: Yes / No.
9	SIGNATURE OF THE TENDERER IN ALL PAGES WITH DATE.	Whether done or not: Yes / No.
10	INSTRUCTIONS TO TENDERER ARE TO BE SIGNED BY THE TENDERER AND RETURNED IN ORIGINALS WITH THE TENDER WITH ALL ENCLOSURES.	Whether signed and submitted or not: Yes / No.
11	UNDERTAKING	Whether submitted or not: Yes / No.
12	IN CASE OF AUTHORISED DEALERS THE AUTHORISATION CERTIFICATE ISSUED BY THE MANUFACTURER / COMPANY.	Whether submitted or not: Yes / No.
13	TENDER COST	a)Bank ..... b)Draft No ..... /Dated ..... Amount in Rs.....

Full Signature of the Proprietor .....



Dated: .....

\_\_\_\_\_  
(Full Signature of the proprietor with seal of the Firm)

Name of the proprietor and address of the Firm

\_\_\_\_\_  
\_\_\_\_\_

*Ron*

**SCIENCE CENTRE-CUM-PLANETARIUM,GHATAGAON,KEONJHAR**

**Application Form – II(A)**

**ITEM : Fibre Nilkamal Chair, Hoarding, Hedge Cutting Machine , flower pot(Plastic )**

The suppliers should go through the specification carefully before quoting the rates. The suppliers are responsible to prove the quality mentioned with sample or with authenticated documents, failing which the rates quoted will not be accepted. The supplier should quote all the rates for all items. It may be noted that for standard quality only single rate against the items should be quoted. In case more than one rate quoted for single item in the name of quality, the same will not be considered. **PARTICULARS OF THE ITEMS**

Sl. No.	ITEMS	SPECIFICATION	QUOTED RATE INCLUDING ALL TAXES, CHARGES & TRANSPORTATION COST.	
			UNIT	Rate (In Rs.)
1.	<b>Fibre Nilkamal Chair</b>	Arm Rest:With Armrest, Chair Model:Premium Chair Dimensions:83x55x55 cm Weight:400g	48	
2.	<b>Hoarding</b>	Height-8 feet Wide-10feet Frame of steel	4	
3.	<b>Hedge Cutting Machine</b>	Kisan Kraft Petrol Hedge Trimmer,With 25- cc550mm KK-HTP-600	2	
4.	<b>flower pot(Plastic)</b>	6inch Dimension 15x9x17cm	100	

Dated: .....

\_\_\_\_\_  
(Signature of the Supplier)

Name : \_\_\_\_\_

Address: \_\_\_\_\_



1. The Quoted rates should be less than from the MRP; in no case payment will be made more than from the MRP. Erasing and Sticking of MRP will not be accepted. In case of any doubt the rate will be enquired from the company's authorised distributor.
2. Submit the sample along with the tender. The approved sample will be kept in the Office which is non returnable.
3. Do not quote more than one rate.

Dated: .....

\_\_\_\_\_

(Signature of the Supplier)

Name : \_\_\_\_\_

Address: \_\_\_\_\_

