



Bidding Document

FOR

Procurement of Incinerator & Vending Machine

Notice Inviting Tender No. 2532/ CIVIL/23, Dated 13.10.2023

**OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR
SAMAGRA SHIKSHA, BALASORE**

1



Tender Document for supply of Incinerator and Vending Machine



DISTRICT PROJECT OFFICE,
SAMAGRA SHIKSHA, BALASORE

No. 2532/Civil /2023

Dated 13 .10.2023

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & credible Manufacturers/ authorized Firms for Supply of 1209 numbers of Incinerators and 1209 numbers of Vending Machine for schools of Balasore District in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid
Supply of Incinerator and Vending Machine for schools of Balasore District	Rs. 2,000/-	Rs.4,83,000/- for Incinerator &Rs.2,42,000/- for Vending Machine	30.10.2023 upto 5.00 PM	31.10.2023 at 3.30 PM

The detailed BID document is available in the website www.osepa.gov.in & www.baleswar.nic.in. Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.


Collector-cum-Chairman
SamagraShiksha, Balasore





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IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/o the District Project Coordinator, SamagraShiksha, Balasore
2.	Availability of the Bid document	www.osepa.odisha.gov.in & www.baleswar.nic.in
3.	Date of Issue of the Bid	12.10.2023
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	30.10.2023 upto 5.00 P.m.
5.	Date & time for opening of Technical BID.	31.10.2023 at 3.30 P.m.
6.	Date of opening of Financial BID	Will be declared on the date of opening of the technical bid after assessing nos. of participating bidders.
7.	Bid Processing Fee (Non-Refundable)	Rs. 2000/- (Rupees Two Thousand Only) in shape of Demand Draft drawn in any nationalized/scheduled bank favouring District Project Coordinator, Samagra Shiksha, Balasore, payable at Balasore which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	EMD is Rs.4,83,000/- (Rupees four Lakh eighty three Thousand Only) for Incinerator and EMD is Rs.2,42,000/- (Rupees two Lakh Forty-two Thousand Only) for Vending Machine. The EMD should be in shape of Bank Guarantee only favouring District Project Coordinator, Samagra Shiksha, Balasore, payable at SBI, Balasore which will be annexed with the Technical Bid.
9.	Address & mode of submission of proposal	O/o The District Project Co-ordinator, Public High School Campus, ADM Square, Samagra Shiksha, Balasore. Mode of Submission: Speed Post / Registered Post only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	O/o the District Project Co-ordinator, Samagra Shiksha, Balasore.
11.	Point of Delivery & Completion of supply & installation	At the concerned School point within 45 (forty-five) days from the date of issue of work order.
12.	Submission of Performance security & Signing of agreement.	within 07 days of award of contract



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BID DOCUMENT
For Supply of Incinerator and Vending Machine
for schools of Balasore District

The District Project Co-ordinator, Samagra Shiksha, Balasore invites bids from the reputed & credible Manufacturers / Firms for supply of 1209 numbers of "Incinerator & Vending Machine. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND CONDITIONS FOR BIDDERS

1. Eligibility Criteria :

The Manufacturer / Firm must have agreed on the following points and 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:

- (a) Valid Aadhar Udyog Registration or UDYAM for OEMs / in case the bidder is other than a manufacturer, then the authorization from the OEM on their letter head Authorizing the supplier to quote and provide service related to supply, installation and after sales maintenance support for the committed warranty period. The bidder should have a valid trade license registered under Indian Companies Act or registered under Partnership Act or NSIC Certificate.
- (b) The bidder must submit proof of having service centre in the State of Odisha.
- (c) Valid PAN
- (d) Valid GST Registration Certificate.
- (e) Bidder shall have to provide Undertaking on Rs.100/- legal stamp paper that the bidder is not blacklisted with any state Govt. or Central Govt. Department / PSU / Banks / Financial Institutions on account of corrupt or fraudulent practice from 2019-20 till date.
- (f) Bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking Rs.100/- stamp paper to this effect with bid.
- (g) The bidder applying for incinerator should have minimum average turnover of Rs.2.00 Crore and the bidder applying for Vending Machine should have minimum average turnover of at least Rs.1.00 Crore for the last three financial years i.e., 2019-20, 2020-21 & 2021-22. The bidder should submit Audited Profit and Loss Account and Balance Sheet along with CA Certificate and CA Registration Number and Seal.
- (h) Income Tax Filing for last 03 financial years i.e., 2019-20, 2020-21, 2021-22
- (i) Updated GST Return file for the period up to June 2023 for Quarterly Tax Payers and up to July 2023 for monthly Tax Payers.
- (j) The Manufacturer / Firm must have experience in sales & service of the incinerator / vending machine for last 02 years and submit the work order and completion certificate of supply.
- (k) The bidder and OEM must have a valid ISO9001:2015 certification and ISO14001:2015.
- (l) Sample of the incinerator and /vending machine as per the specification mentioned in the product catalogue and should also in conformity with the



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specification mentioned in the tender paper and there should be a Demo for use of equipment.

- (m) The bidder should submit the product catalogue along with the technical bid.
- (n) The firm should submit the certificate of compliance.
- (o) The firm should submit the certificate of GMP.

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 scribed "Technical Bid for Supply of Incinerator and / Vending Machine & Financial Bid for Supply of Incinerator and /Vending Machine". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for Supply of Incinerator and / Vending Machine".
- (b) In case a bidder applies both for Incinerator and Vending Machine, then put both the bid document for Incinerator (having both Technical Bid and Financial Bid for supply of Incinerator) and bid document for Vending Machine (having both Technical Bid and Financial Bid for supply of Vending Machine) in another envelope super scribed as "Tender for Supply of Incinerator and Vending Machine".
- (c) **Technical Bid & Financial Bid.**
The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, Tech-04 & Tech-05**) & 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 incinerator / vending machine rate** in the prescribed format (FIN-2). The rate shall include cost of the incinerator / vending machine, transportation to the school level of Balasore District, all types of Taxes, cess if any.
- (d) The tender should be addressed to "O/o the District Project Coordinator, Public High School Campus, SamagraShiksha, Balasore, District :- Balasore, Odisha, Pin - 756001".
- (e) The Bid document shall be available in website www.osepa.gov.in & www.baleswar.nic.in and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft in favour of "District Project Coordinator, SamagraShiksha, Balasore" payable at Balasore along with the **Technical BID**.
- (f) **Earnest Money Deposit (EMD):** is Rs.4, 83,000/- (Rupees four Lakh eighty three Thousand Only) for Incinerator and EMD is Rs. 2, 42,000/- (Rupees two Lakh Forty-two Thousand Only) for Vending Machine. The EMD (Refundable – without interest) should be submitted in shape of **Bank Guarantee** only favouring District Project Coordinator, Samagra Shiksha, Balasore, payable at SBI, Balasore which will be annexed with the Technical Bid (Format A), failing which the tender shall



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be rejected summarily. The bank guarantee, should be valid up to at least 90 days beyond the date of opening of Financial bid. 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 incinerator and / vending machine within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.

3. 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.

4. **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 _____ (in all working days) addressed to District Project Coordinator, Samagra Shiksha, Balasore, Odisha, Pin – 756001 only by **Registered Post / Speed Post**. 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 at **District Project Office, Samagra Shiksha, Balasore** in the presence of the bidders or their authorized representatives.
- (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.



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Technical Specification of Sanitary Napkin Incinerator for Schools		
1	Item	Sanitary napkin Incinerator
2	Type	Fully Automatic Electronic Model Customised
3	Mounting	Wall mounting and easily Removable
4	Loading	Front
5	Burning capacity/day	100-150 pads/day
6	Burning capacity/Cycle	10-15 pads/Cycle
7	Burning cycle	Auto Start, auto Off
8	Cycle Time	10-20 Min
9	Dimensions	
	L	250-300mm
	H	400-500mm
	W	250-300mm
	Material	MSBox , 1.2 mm Cold Rolled Close Annealed(CRCA)
10	Gross Weight	10-15kg
11	Chamber Size	160mm*160mm*160mm
12	Burning temp	Min 800 degree Celsius
13	Heater wattage	1200 Watt
14	Heater Type	Ceramic heater with SS 304 Dual Covering
15	Insulation	50mm High density Ceramic Board
16	Door	Auto Close mechanism
17	Digital display	Yes, For time and temperature
18	Auto cut-off	Yes
19	Smoke Control Unit	Yes
20	Carbon Filter	Yes
21	Blower type	Centrifugal blower with 2800 rpm
22	Blower Ratings	230v, 100 watt
23	Exhaust Pipe	2 inch Diameter, 1.2 mm GI hosepipe, leak proof
24	Exhaust Pipe Length	2m
25	Lock	magnet/latch lock
26	Powder Coating	Final DFT thickness shall not be less than 100 microns
27	Power Chord	1.5 sq mm, 3 core, ISI Marked
28	Power Chord Length	1.5 to 2.0 meter
29	Packaging	5 Ply Corrugated Box
30	Electrical Safety	Protected From Current leakage and High voltage
31	Accessories with machine	1. Warranty Card (to be filled and submit to buyer at the time of deliver) 2. Product Instruction manual 3. fastener for mounting all items

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Tender Document for supply of Incinerator and Vending Machine

32	pre dispatch Inspection	Yes
33	Bidder	Should be with valid GST Registration within Odisha state
34	Certificate	NABL TC as per IS 302:P-1:2008 & CE certification (to ensure the export quality machinery) & ISO certification of quality & Occupational Health & safety
35	scope	Supply,Installation,demonstration
36	Local Participation	Local supplier is preferable
37	Warranty	The OEM/Bidder must provide minimum 2 to 3 year of onsite comprehensive warranty with free spare parts.
38	Toll free no	Yes
39	Local Distributor/ Serviced Centre	Tehsil wise distributor list with contact no
40	Installation & Commissioning	The OEM shall provide installation and demonstration/operator's training at site before buyer acceptance.
41	Work Experience	2 to 5 years in concern department
42	Production Capacity	1000 machines per month
43	Financial Criteria	2 cr

Technical Specification of Sanitary Napkin Vending Machine for Schools		
1	Item	Sanitary napkin dispenser machine
2	Type	Fully Automatic
3	mounting	Wall Mounted
4	product row	2 rows
5	storage capacity	50-75
6	Dimensions	
	L	500-600
	H	500-700
	W	150-200
7	Material	Powder coated MS , 1.2 mm CRCA material
8	Gross Weight	10-15 Kg
9	Machine Orientation	Horizontal
10	Vending Mechanism	Spiral/Spiral Less
11	Multicoin acceptable	Yes, Min 9 type of coins
12	Coin Image	emboss colour image of coin accepted by machine on door, non-removable
13	physical stock window	Yes
14	Digital display for stock	Yes



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15	Auto rejection on empty stock	Yes
16	Voice Assistance	Alert on dispensing
17	Battery Backup	4-8 Hours Backup
18	Battery Type	Lithium ion with BMS
19	INSTRUCTION	Embossed Printed
20	Napkin Type	Trifold napkin/Bi fold, any size as per customer
21	Lock	dual key lock system
22	Hygiene	protection from insects/dust/water
23		Antibacterial and Antifungal Cabinet
24	Powder Coating	Final DFT thickness shall not be less than 100 microns
25	Power Chord	1.5sq mm, 3 core, ISI Marked
26	Power Chord Length	1.5 to 2 meter
27	Packaging	Corrugated
28	Electrical Safety	safety from leakage current and high voltage
29	Accessories with machine	1. Warranty Card (to be filled and submit to buyer at the time of deliver) 2. Product Instruction manual 3. fastener for mounting
30	pre dispatch Inspection	Yes
31	start-up/msme exemption	No
32		
33	Certificate	NABL TC as per IS 302:P-1:2008 & CE certification (to ensure the export quality machinery) & ISO certification of quality & Occupational Health & safety
34	scope	Supply,Installation,demonstration
35		Local supplier is preferable
36	Warranty	The OEM/Bidder must provide minimum 2 to 3 year of onsite comprehensive warranty with free spare parts.
37	Toll-free no	Yes
38	Local Distributor/ Serviced Centre	Tehsil wise distributor list with contact no
39	Installation & Commissioning	The OEM shall provide installation and demonstration/operator's training at site before buyer acceptance.
40	Work Experience	Min 2 to 5 Years in concern department
41	OEM/Bidder Production Capacity	1000 machines per month
42	Financial Criteria	Above 1 CR



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5. The Bidder must provide after sales maintenance support within 48 hours of receipt of complaint regarding non-functioning of the equipment during the committed warranty period.

6. Evaluation of BID:

The Purchase Committee of the District Project Office will evaluate the Technical & Financial BID separately for Incinerator and Vending Machine. 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.

7. Acceptance or Rejection of the Bids:

(a) The TIA 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.

8. Award of Contract :

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

9. Signing of Contract :

(a) The successful bidder/s whose bid has been accepted will sign an agreement with the TIA within 07 days of issue of the work order.

(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.

10. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of Bank Guarantee (BG) in favour of the "District Project Coordinator, Samagra Shiksha, Balasore payable at Balasore only within 07days of award of the contract.

11. Requirement & Delivery Schedule :

The selected firm shall supply the incinerator and / vending machine to the school point within 45 days of issue of work order. The above requirement may increase or decrease as per need.



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12. Payment terms:

(i) **On Final Acceptance :**

After necessary installation, commissioning, supervision and demonstration of equipments (incinerator and / vending machine) at school level, the successful bidder should submit the delivery challans, installation, commissioning, and demonstration report duly signed by the concerned HM and two copies of GSTIN invoice as well as bank details for payment purpose.

(ii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.

(iii) Deduction of tax at source shall be made at the appropriate rate under IT Act, GST Act etc.

13. Penalty :

If the work is delayed for any reason for which the 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:

(a) Seven (07) days before the last date of submission of Bids, the TIA 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.

(b) The amendment in shape of corrigendum/addendum will be notified on the websites www.osepa.gov.in & www.baleswar.nic.in and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.

(c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA 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.

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. All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.



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18. 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 uploaded with serial number and page mark.
19. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
20. The bid validity period is 90 days from the date of opening of the financial bid. Accordingly the bidder shall submit the Bid.
21. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
22. **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 Samagra Shiksha, Balasore. The Collector cum Chairman Samagra Shiksha, Balasore 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.
23. **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 Balasore.


District Project Coordinator
SamagraShiksha, Balasore


Collector-cum-Chairman
Samagra Shiksha, Balasore





COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

The District Project Co-ordinator
Samagra Shiksha, Balasore, Odisha, Pin - 756001

Subject :Supply of Incinerator and / Vending Machines to schools of Balasore District.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards Supply of Incinerator and / Vending Machines to schools of Balasore District 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 are 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)

SI No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
4	Valid AadharUdyog Registration No. (UDYAM) or Valid Trade License or Registration No. under Indian Companies Act or Indian Partnership Act or NSIC Registration	
5	ISO Certification, Certificate of Compliance and Certificate of GMP	
6	Proof of Service Centre in Odisha If Yes, Please furnish contact details	
7	Bid processing fee Details Amount :	
8	EMD details Amount :	
9	PAN	
10	GSTIN	
11	Audited Turnover, P&L A/c and Balance Sheet along with CA Certificate and CA Registration Number & Seal for last three financial years 2019-20, 2020-21 and 2021-22	
12	IT return for last three financial years 2019-20, 2020-21 and 2021-22	
13	Updated GST Return file for the period upto June 2023 for Quarterly Tax Payers and up to July 2023 for monthly Tax Payers	
14	Experience in sales & service of incinerator, vending machine for last 02 year i.e., 2021-22 and 2022-23 and submit the work order and completion certificate of supply	
15	Confirm to carry out assignments as per the scope of work of the Bid Document	YES



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16	Confirm to accept all the terms and conditions as specified in the Bid Document	YES
17	Undertaking regarding Non- Blacklisted of the firm	
18	Undertaking regarding Not Bankrupt	
19	Sample as per the Specification	

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp



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Check list of documents & Items to be enclosed with Technical Bid

Sl. No	Criteria	Particulars	Whether Submitted (Yes / No)	Page Nos.
1	Valid AadharUdyog Registration No. (UDYAM) or Valid Trade License or Registration No. under Indian Companies Act or Indian Partnership Act or NSIC Registration			
2	ISO Certification, Certificate of Compliance and Certificate of GMP			
3	Proof of Service Centre in Odisha If Yes, Please furnish contact details			
4	Bid processing fee Details Amount :			
5	EMD details Amount :			
6	PAN			
7	GSTIN			
8	Audited Turnover, P&L A/c and Balance Sheet along with CA Certificate and CA Registration Number & Seal for last three financial years 2019-20, 2020-21 and 2021-22			
9	IT return for last three financial years 2019-20, 2020-21 and 2021-22			
10	Updated GST Return file for the period upto June 2023 for Quarterly Tax Payers and up to July 2023 for monthly Tax Payers			
11	Experience in sales & service of incinerator, vending machine for last 02 year i.e., 2021-22 and 2022-23 and submit the work order and completion certificate of supply			
12	Confirm to carry out assignments as per the scope of work of the Bid Document			
13	Confirm to accept all the terms and conditions as specified in the Bid Document			



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14	Undertaking regarding Non- Blacklisted of the firm			
15	Undertaking regarding Not Bankrupt			
16	Sample as per the Specification and Product Catalogue submitted			

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp/
Official Seal of the Firm.



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(In Bidder's letter Head)

[Location, Date]

To:

The District Project Co-ordinator
SamagraShiksha, Balasore

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / 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 [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder



Handwritten signature

(In Bidder's letter Head)

[Location, Date]

To:
The District Project Co-ordinator
SamagraShiksha, Balasore

Undertaking / Declaration

6. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
7. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
8. 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.
9. I/we also certify that our firm has not been under liquidation, court receivership or similar proceedings and not declared bankrupt under the Insolvency Acts and other similar acts.
10. 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 [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder



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COVERING LETTER**(In Bidder's Letter Head)**

[Location, Date]

To

**The District Project Co-ordinator,
SamagraShiksha, Balasore**

**Subject: Supply of Incinerator and / Vending Machines to schools of Balasore District. –
FINANCIAL PROPOSAL**

Madam/Sir

I, the undersigned, offer to Supply of Incinerator and / Vending Machines to schools of Balasore District.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 cost of the Incinerator and / Vending Machine, transportation cost upto school point & installation, commissioning, supervision and demonstration of equipments (incinerator and / vending machine) at school level, and all other charges/levies/duties.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:

- Amount must match with the one indicated in FIN-2.



Rs

(In Bidder's Letter Head)

Rate per Equipment (inRs.)	Approximate Number of machines	Total of	Total (in Rs.)
1	2		3 = 1X2
Incinerator			
Vending Machine			
Total			

The quoted rate is inclusive of cost of the Incinerator and / Vending Machine, transportation cost upto school point & installation, commissioning, supervision and demonstration of equipments (incinerator and / vending machine) at school level, and all other taxes /charges/levies/duties like GST etc.

NB: The rate per piece may be quoted up to two decimal points.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.



Rs

Bank Guarantee Format for Furnishing EMD

To,
The District project Co ordinator,
SamagraShiksha, Balasore

WHEREAS _____ (Name and address of the tenderer) (hereinafter called "the Tenderer") has submitted their offer dated _____ for Supply of Incinerator and / Vending Machines to schools of Balasore District against the purchaser's Notice inviting tender No _____ dated _____

KNOW ALL MEAN by these presents that We..... of..... having our registered office at.....(hereinafter called the "Bank") are bound unto the District Project Co-ordinator, Samagra Shiksha _____ (hereinafter called "purchaser") in the sum of **Rs. _____/-** for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of.....2023

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity :-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract
 - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to _____ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our _____*branch at _____ (name and address of the _____*branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our _____*branch. A written claim or demand and received by us at our _____* branch on or before dated _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)
Seal, name, date & address of the bank and address of the branch

*Preferably at district head quarter.



Rs

PERFORMANCE BANK GUARANTEE FORMAT

To,
The District project Co ordinator,
SamagraShiksha, Balasore

WHEREAS _____ (Name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract No _____ dated _____ for Supply of Incinerator and / Vending Machines to schools of Balasore District (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that __the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified there in.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day of _____, <Year>

Our branch at * _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____*branch a written claim or demand and received by us at our _____*branch on or before Dt. _____ Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

*Preferably at district head quarter.

