

**DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA: CUTTACK (ODISHA)**

Notice No....4513.... /Date...04..09.25

Expression of Interest (EOI)

District Project Office, Samagra Shiksha, Cuttack invites Expression of Interest (EOI) from reputed Micro and Small Manufacturing Enterprises of Odisha being registered with the Directorate of EP&M and having rate contract for supply of store item Compact Desk-cum-Bench (Dual Desk) for schools in different Blocks of Cuttack District. Interested EPM rate contract holders may apply through speed post/registered post/courier only on or before 11th Sept, 2025 by 5.30 PM. Authority reserves the right to accept/ reject any /all bids without assigning any reason thereof.

By the order of the Collector-Cum-Chairman, SS, Cuttack


**District Education Officer-cum-DPC
Samagra Shiksha, Cuttack.**

1. **Following documents must be enclosed to qualify the eligibility criteria for selection of agency to supply Dual Desk alongwith Tech-1, Tech-2, Tech-3 & Tech-4)**
 - a. Copy of EPM registration certificate
 - b. Photocopy of GST Registration Certificate under Odisha GST Act & up to date clearance.
 - c. Photocopy of PAN card.
 - d. Photocopy of Income Tax clearance certificate for last 3 financial years 2021-22, 2022-23 & 2023-24. (i.e AY-2022-23, 2023-24 & 2024-25)
 - e. Photocopy of Valid Udyam/Aadhar Udyog registration Certificate..
 - f. Undertaking regarding that the 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.
 - g. Copies of Experience certificate in similar type of work during last three financial year.
 - h. Copies of work order for supply of dual Desk Cum Benches/similar type of items during last three financial year. (Single order above Rs.50 lakhs)
 - i. Annual turnover certificate for the last three financial year with UDIN

Other Terms and Conditions to be followed

2. Quality and size of the materials(Dual desk) as per specification mentioned i.e, Size-A-42' x 33' x 36''(LxWxH) as per EPM must be followed.
3. Quality certificate from the competent authority to be obtained by the agency at the time of supply.
4. TDS will be deducted from bill as per income tax rule applicable.
5. Payment will be made after delivery of materials at School points.
6. The bidder should **quote the price** of the items as per EP&M and transportation charges if any as per the prescribed **Price Bid format** .No over writing or cutting is permitted in the financial bid format.
7. Preference will be given to the applicants of the concerned District.
8. If any deficiency found in the application form, the EOI application will be out rightly rejected.

9. The applicant has to sign in each page of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc.

10. All disputes relating to and arising out of supply of materials, shall be mutually sorted out by both the parties failing which decision of the Collector-cum-Chairman, SS, Cuttack on the points of dispute shall be accepted by both the parties.

The authority reserves the rights to accept or reject any or all tender papers without assigning any reason thereof.



COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

**The District Project Coordinator
SS Cuttack**

Subject: Supply of compact Desk –cum-Bench(Dual Desk) for the academic year 2025-26

Madam/Sir,

I/We, the undersigned, request you to allow us participate in the selection process towards Supply of compact Desk –cum-Bench(Dual Desk) for the academic year 2025-26 in accordance with your EOI 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. 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.

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp



Bidder/s's Organisation (General Details)

Sl No	Particulars	Information	Remarks
1	Name of the organization		
2	Type of Organization Whether Proprietorship/Partnership/ Company etc.(Please enclose related documents)		
3	Name of the Proprietor/Partners/ Directors		
4	Details of Registration under UDYAM/UDYOG Adhaar(Enclosed Copy)		
5	Experience in similar field of work(Please enclose related SUPPLY ORDER COPY)		
6	Registered office address and telephone no. for official contact		
7	Annual turnover during last 3 financial year with UDIN		
8	Any other relevant information		

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY
Name & Designation with Rubber Stamp

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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 AadharUdyog / Udyam Registration manufacturing of furniture/Dual Desk- cum-Benches		
2	Proof of Office setup in the State of Odisha		
3.	Experience certificate in related matter(supply of dual desk)		
4	valid PAN		
5	valid GST Registration Certificate under Odisha GST (OGST) Act		
6	Filed Income Tax Return for the Financial Year 2021-22, 2022-23 & 2023-24 i.e Assessment Year 2022-23, 2023-24 & 2024-25.		
7	Confirm to carry out assignments as per the scope of work of the Bid Document		
8	Confirm to accept all the terms and conditions as specified in the Bid Document		
9	Duly filled in signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
10	Duly filled in FIN Bid Form		
11	Copies of single work orders above Rs.50 lakhs during last three year for supply of dual desk cum benches/other similar type of items		
12	Other document if any;		

Place:

Date:

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

(In Bidder's letter Head)

[Location, Date]

To:

The District Project Co-ordinator
SS, Cuttack

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 certified that I have not committed any offense –
 - (a) Under the Prevention of Corruption Act, 1988; or
 - (b) the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
 - (c) I have not been debarred by any Central / State Government Organization/Bodies for the last 03 years.”
3. I/we have carefully read and understood all the terms and conditions of the BID document and undertake to abide by them.
4. 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.
5. 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.
6. 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



(In Bidder's Letter Head)
Application of Financial Bid

Sl.No	Name of the items	Specification	Rate as per EP&M contract	Transportation charges if any in Rs.
1	Dual Desk -Cum- Benches	Size-A-42' x 33' x 36''(LxWxH) as per EP&M		

GST and PDI charges will be charged as per Government notification over and above the rate mentioned .

Signature of the Bidder

With date and seal

N.B. Total allocation for such procurement is approximately Rs.108.515 lakhs

