



Notice No. 7430 / ZP(DPRC), Dated: 15.07.25

TENDER NOTICE FOR SELECTION OF AGENCY FOR SUPPLY OF TRAINING KIT AND TRAINING STATIONERIES FOR VARIOUS TRAINING PROGRAMME CONDUCTED BY DPRC, GANJAM

Sealed Tenders are invited by **Zilla Parishad, Ganjam, Chatrapur** from reputed Firms/Agencies as per tender specification for "**providing of Training stationeries**" at **District Panchayat Resource Center (DPRC), Chatrapur**. The detailed tender document may be downloaded from the district website www.ganjam.odisha.Gov.in.

Interested bidders may submit their sealed tender documents in the prescribed format mentioning "**Providing of Training stationeries at District Panchayat Resource Center (DPRC), Chatrapur**" on the cover of the envelope to the **Zilla Parishad, Ganjam, Chatrapur** by ...29/07/...2025 up to 3 P.M through Speed Post/ Registered Post only. Bidders are required to submit Technical Bid and Financial Bid in separate envelopes enclosed in a common envelope mentioning "**Providing of Training stationeries at District Panchayat Resource Center (DPRC), Chatrapur**" on the cover of the envelope. The Technical Bid will be opened on the **same day at 4 P.M.** in presence of the bidders or their authorized representatives. The date and time of opening of the Financial Bids will be intimated to the shortlisted bidders later. Tenders received after due date and time will not be accepted. **Zilla Parishad, Ganjam, Chatrapur** shall not be responsible for postal delay or similar reasons. No Tenders sent through an electronic mail or any other mode shall be accepted. Any corrigendum/addendum, if any, will be uploaded in the above-mentioned website only.

Zilla Parishad, Ganjam, Chatrapur reserves the right to accept or reject any or all tender without assigning any reason thereof. For any queries you may contact at or reach to **Cell: 9438243384**

Address: Zilla Parishad, Ganjam District

E mail: drdaganjam@gmail.com

CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam

Memo No. 7431

Date: 15.07.25

Copy to DeGM, Ganjam for information and requested to web host the above tender document in the ganjam.odisha.gov.in website.

CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam

TENDERER's PROFILE
PROVIDING OF TRAINING STATIONERIES
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- Fax No :- e-mail Id :-
3.	Details of amount towards paper cost.	Rs. 1,000/- D.D. / B.C. No Date: Drawn on Bank.....
4.	Details of amount of Earnest Money Deposit	Rs. 10,000/- D.D. / B.C. No Date: Drawn on Bank.....
5.	GST Registration No. (Photo copy must be attached)	
6.	ITR should be furnished for last 3 year.	
7.	PAN / GIR No.	
8.	Documentary evidence in respect to turn over of last 3 years (Avg. 5 Lakh Annual Turnover in last 3 year)	
9.	Details of credentials of similar nature of work at least for three years (Photo copy to be attached). (Experience in supply of materials to Govt. office will be preferred. Particularly for training purpose /Workshop)	

DECLARATION

- I.....Son/Daughter/Wife of Shri.....
..... Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law.

Place:
Date:

Signature of Authorized person
Full Name:
Seal:

TERMS & CONDITIONS FOR PROVIDING OF TRAINING STATIONERIES.

1. The firm should be registered under GST Act.
2. The tenderers are to deposit **Rs. 1,000/-** towards cost of tender documents (Non Refundable) in shape of Bank Draft / Banker's Cheque favouring the CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam, Chatrapur. The tender documents submitted without paper cost shall be rejected.
3. The tenderers are to deposit **Rs. 10,000/-** as EMD in shape of Bank Draft / Banker's Cheque favouring the CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam, Chatrapur along with the tender documents. The tender documents submitted without EMD shall be rejected. The EMD deposited will be refunded (Refundable without interest) to the unsuccessful tenderers soon after completion / finalization of the tendering process.
4. The authorization letters if any to be enclosed in the tender with due attestation.
5. The quoted amount must be inclusive of GST.
6. The contract / rates of the successful bidder for the year 2025-26 may be extendable, up-to two years subject to satisfactory performance review by the undersigned at the end of 1st year of contract.
7. No conditional / incomplete tender will be accepted by the authority from the tenderers.
8. No advance payment will be made to the party after acceptance of tender or execution of order.
9. Original documents are to be produced for verification by the members of the committee.
10. If any information / document furnished by the tenderers with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
11. The tenders received beyond the scheduled date & time will not be entertained / considered.
12. The CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam is not bound to accept the lowest rates.
13. In case of any legal dispute, it will be adjudicated within the jurisdiction of Berhampur court only.
14. All pages of the bids are to be signed & stamped by the tenderer.
15. Details of information are to be submitted following **Two Bids i.e. Technical Bid (Tenderer's Profile with all relevant documents including paper cost & EMD) & Financial Bid**. The technical bid and the financial bid should be sealed by the bidder in separate envelope duly superscribed and both these sealed envelopes are to be put in a bigger envelope which should also be sealed and duly superscribed.
16. The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as **"PROVIDING OF TRAINING STATIONERIES"** on the top to the sealed cover within the date & time specified above by Registered / Speed Post. No Tender will be received by hand. The authority shall not be responsible for any postal delay. The Tender received after due date and time shall not be taken into account for consideration.

17. The technical bid and the financial bid shall be opened on the scheduled date and time in the office of the CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam in presence of the tenderers or their any authorized representative and committee members.
18. The tenderers qualified in the technical bids shall be eligible for the financial bid.
19. For any services / supply, the firm / organization should not be blacklisted by any Government organization. If found later on, the action deemed to fit will be initiated against the firm as per the law.
20. The Interested tenderers may contact Sri Bani Sukanta Pattnaik, Coordinator DPRC, Ganjam, (Phone No. 9438243384) for any clarification.
21. The CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam reserves the rights to terminate the contract at any time without notice if the supplier / firm fails to supply within the time line according to the terms and conditions finalised. Any non-supply of required materials or sub-standard materials will be led to termination of contract.

1. SCOPE OF WORK:

The Agencies / Tenderers shall provide regular Training stationeries to the Guests / Participants Numbering in between 30 to 200 attending training in various training programmes per day in the Training Halls (Hostel) / Annex Room of Administrative building at DPRC, Ganjam, Chatrapur Premises as & when required even beyond DPRC, Ganjam, Chatrapur premises as given below.

- a) Training Kit (Pen, Pad, Folder)
- b) Flex.
- c) Contingency (Photo copy of document, Marker, Drawing Sheet, Sketch Pen, Pencil, Eraser, Other Items as per requirement).

2. TERMS & CONDITIONS:

- (a) The Agency shall supply different type of training kits and stationeries based up on the requirement of training, type of training and as per budget approved.
- (b) The Agency shall have sufficient stock to avoid shortage.
- (c) The Agency shall not sublet, transfer or assign the tender or any thereof without the written permission of the Principal DPRC.
- (d) The detail of requirement will communicate to the agency before 2 days of commencement of training or shall be able to supply the materials on short duration within 1 days also in exigency.
- (e) Payment will be made as per the material used and surplus stationeries shall return to the agency.

3. OPERATION:

- (a) The agency shall hand over all the training kits and stationeries one day before of the training commencement and after completion of training programme the surplus items will be returned to agency.
- (b) During Ongoing of training programme some time urgent requisition for supply of any items may also be made over telephone which shall have to complied by the agency immediately as per need.
- (c) The Agency bound to supply items as per quoted rate, brand and specification. During the valid contract period.

4. Evaluation & Work Order:

- (a) Technical bid shall be opened first and shall be evaluated.
- (b) Bidders shall bring the sample of materials during the technical evaluation
- (c) The Financial bids of qualified technical bidders and approved sample materials shall be opened and evaluated.
- (d) The bidders are required to quote the amount item wise and evaluations of financial bid shall be done item wise and the L1 shall be determined item wise and Work Order to be placed with L1 agency for each item of supply. However, the agency L1 for maximum items, shall be called for supply of rest of the items with L1 rate, if agreed Work Order shall be placed with the agency.

5. INSPECTION:

- (a) The Agency shall allow the Training Coordinator & Faculty DPRC to inspect the training kit and stationery items for their quality, as per prevailing rules and regulations. The Agency shall abide by all laws applicable.
 - (b) In case of dispute regarding the services, quality or the quantity of the items, the decision of the CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, GANJAM, CHATRAPUR will be final and binding.
6. The tenders should submit photo copy of the work orders / contract agreement as documentary evidence for the last 3Years in support of Experience last 3 Years.
7. The annual transaction / turnover of the tenderers having not less than 5 Lakhs per annum can participate in the tender.
8. The Agencies / Tenderers must have its own infrastructure with sufficient nos. of manpower for arranging Training stationeries for 30 to 200 participants per day.
9. The tenderer is to furnish the financial bid in the prescribed form at attached.


CDO-cum-EO, Zilla Parishad-cum-Principal, DPRC, Ganjam

Item Details:

Sl. No.	Items Category	Specification	Maximum Price
1.	Pen	Ball point pen	10
2.		Gel pen	20
3.		Executive gel pen	30
4.		Executive rolls ball pen	50
5.	Note Pad	30 pages A7 size note pad	20
6.		40 pages A7 size note pad	30
7.		40 pages A5 size note pad side spiral	50
8.		120 pages note book	60
9.	Folder/ Bag	A4 size plastic button folder	50
10.		A4 size paper button folder	50
11.		A4 size jute folder	80
12.		Jute bag with handle with chain	180
13.		Executive Jute bag with handle with chain	220
14.		Jute Laptop bag with leather handle	300
15.		Executive Jute folder	350

Sl. No.	Item	Specification
1	Sketch pen	Multi Colour small
2	Drawing Sheet	A2 Size Multi Colour 150GSM
3	Stamp Pad	Blue Ink Stamp Pad
4	White Drawing Sheet	A2 Size 150 GSM
5	Envelope	A4 Size Brown Colour
6	Small Tag	4 Inch Long
7	Big Tag	12 Inch Long
8	Mug	1 Liter Branded
9	Thermocol	20mm Thick
10	Painting Brush	Pony Hair

11	Fevicryle Color	Multi Colour 100 ML
12	White Fluid	Correction Pen
13	Flat Brush	Synthetic Flat Brush
14	U- Pin	Colour U-pin
15	Xerox Paper	A4 Size 75 GSM
16	Pencil	Branded
17	Eraser	Branded
18	Sharpener	Branded
19	Cello tape	1/2" Size Transparent Tape
20	Cello Tape 2"	2" Size Transparent Tape
21	Alpin	Branded
22	Marker	Multi Colour
23	Marker Pen Ink	Branded
24	Highlighter Pen	Multi Colour
25	White board cleaner	Branded
26	Notice Board Pin	Colored Plastic Head
27	Stapler	1M Size
28	Register	60 GSM Rolled 150 Page
29	Fevicol	10 Gm
30	Flex	Stared Flex
31	Fevistick	15 Gm
32	Pen drive	32GB
33	Pen drive	64 GB
34	Colour Print	Per Page
35	Photo Copier	Per Page

FINANCIAL BID PROVIDING OF STATIONERIES ITEMS

Sl. No.	Items Category	Specification	Maximum Price (in Rs.)	Type/ Brand	Amount to be quoted. (Including GST) (in Rs.)
1.	Pen	Ball point pen	10		
2.		Gel pen	20		
3.		Executive gel pen	30		
4.		Executive rolls ball pen	50		
5.	Note Pad	30 pages A7 size note pad	20		
6.		40 pages A7 size note pad	30		
7.		40 pages A5 size note pad side spiral	50		
8.		120 pages note book	60		
9.	Folder/ Bag	A4 size plastic button folder	50		
10.		A4 size paper button folder	50		
11.		A4 size jute folder	80		
12.		Jute bag with handle with chain	180		
13.		Executive Jute bag with handle with chain	220		
14.		Jute Laptop bag with leather handle	300		
15.		Executive Jute folder	350		

Sl. No.	Items	Specification	Type/ Brand	Amount to be quoted. (Including GST)
1	Sketch pen	Multi Colour small		
2	Drawing Sheet	A2 Size Multi Colour 150GSM		
3	Stamp Pad	Blue Ink Stamp Pad		
4	White Drawing Sheet	A2 Size 150 GSM		
5	Envelope	A4 Size Brown Colour		
6	Small Tag	4 Inch Long		
7	Big Tag	12 Inch Long		
8	Mug	1 Liter Branded		
9	Thermocol	20mm Thick		
10	Painting Brush	Pony Hair		
11	Fevicryle Color	Multi Colour 100 ML		
12	White Fluid	Correction Pen		
13	Flat Brush	Synthetic Flat Brush		
14	U- Pin	Colour U-pin		
15	Xerox Paper	A4 Size 75 GSM		
16	Pencil	Branded		
17	Eraser	Branded		
18	Sharpener	Branded		
19	Cello tape	1/2" Size Transparent Tape		
20	Cello Tape 2"	2" Size Transparent Tape		
21	Alpin	Branded		
22	Marker	Multi Colour		
23	Marker Pen Ink	Branded		
24	Highlighter pen	Multi Colour		
25	White board cleaner	Branded		
26	Notice Board Pin	Colored Plastic Head		
27	Stapler	1M Size		
28	Register	60 GSM Rolled 150 Page		
29	Fevicol	10 Gm		
30	Flex	Stared Flex		

31	Fevistick	15 Gm		
32	Pen drive	32GB		
33	Pen drive	64 GB		
34	Colour Print	Per Page		
35	Photo Copier (Black & white)	Per Page		

Signature of the bidder with office seal