



# OFFICE OF THE PRINCIPAL, R.I.T.E, RANGEILUNDA, GANJAM

At/Post- Mandiapalli, Via- Bhanja Vihar (Berhampur University), PIN-760007

Email ID- priterlunda.dag@od.gov.in

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Notice No.:- 645

Date:- 16.08.2025

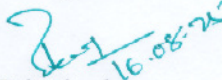
## Tender Call Notice For Selection of Agency for supply of Training Kit & Stationeries

Sealed tenders are invited by Principal, RITE, Rangeilunda from reputed Firms/Agencies as per tender specification for “**Providing of Training Kits & Stationeries**” at RITE, Rangeilunda during various training programmes. The detailed tender document may be downloaded from the district website; <https://ganjam.odisha.gov.in>.

Interested bidders may submit their sealed tender documents in the prescribed format along with the Technical Bid and Financial Bid in separate envelopes enclosed with in a common envelope mentioning “**Providing of Training Kits & Stationeries at R.I.T.E, Rangeilunda**” on the cover of the envelope to the **Principal, R.I.T.E, Rangeilunda, Ganjam, PIN-760007** by **05-09-2025 up to 5.00 pm** through **Speed post/ Registered post** only. The technical Bid and the financial Bids will be open on 06-09-2025 at 11.00 am in presence of the committee members and the short listed bidders or their authorized representatives.

Tenders received after due date and time will not be accepted. The Principal, R.I.T.E, Rangeilunda 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.

The Principal, R.I.T.E, Rangeilunda reserves the rights to accept or reject any or all tenders without assigning any reason thereof. For any queries you may mail to [priterlunda.dag@od.gov.in](mailto:priterlunda.dag@od.gov.in).

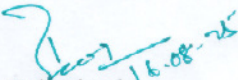
  
Principal

RITE, Rangeilunda

Memo No.:- 646

Date:- 16.08.2025

Copy to District Information Officer, Ganjam, Chatrapur for favour of kind information and necessary action with a request to web host the above tender documents in the district website of Ganjam district; <https://ganjam.odisha.gov.in>.

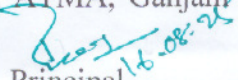
  
Principal

RITE, Rangeilunda

Memo No.:- 647

Date:- 16.08.2025

Copy submitted to the Chief District Agriculture Officer-cum-PD, ATMA, Ganjam for kind information and necessary action.

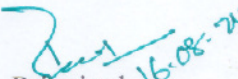
  
Principal

RITE, Rangeilunda

Memo No.:- 648

Date:- 16.08.2025

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for kind information and necessary action.

  
Principal

RITE, Rangeilunda



**TERMS AND CONDITIONS FOR PROVIDING TRAINING KITS & STATIONERIES**  
**AT- R.I.T.E, RANGEILUNDA, GANJAM, PIN-760007**

1. The Firm should be registered under GST Act.
2. The tenderers are to deposit Rs. 1000/- (Rupees one thousands) only towards the Cost of tender documents (Non-refundable) in shape of Bank draft/ Banker's Cheque drawn in favour of Principal, R.I.T.E, Rangeilunda, Ganjam. The document submitted without paper cost shall be rejected.
3. The tenderers are to deposit Rs. 10,000/- (Rupees ten thousands) only as EMD in shape of Bank draft/ Banker's Cheque drawn in favour of Principal, R.I.T.E, Rangeilunda, Ganjam 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/ finalisation of the tender process.
4. The quoted amount must be inclusive of GST.
5. 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 1<sup>st</sup> year of contract.
6. No conditional/ incomplete tender will be accepted by the authority from the tenderers.
7. No advance payment will be made to the party after acceptance of tender or execution of order.
8. Original documents are to be produced for verification by the members of the committee.
9. 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 reason thereof.
10. The tenders received beyond the scheduled date and time will not be entertained/ considered at any cost.
11. The Principal, R.I.T.E, Rangeilunda, Ganjam reserves the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof and the authority is not bound to accept the lowest rates.
12. In case of any legal dispute, it will be adjudicated within the jurisdiction of this district only.
13. All pages of the bids are to be signed & stamped by the tenderers.
14. 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 be also be sealed and duly superscribed.



15. 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 Kits & Stationeries" on the top of the sealed cover within the date & time specified in the notice 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.
16. The Technical Bid & Financial bid shall be opened on the scheduled date and time in the office of Principal, RITE, Rangeilunda in presence of the selection committee members and the tenderers or their authorised representatives.
17. The tenderers qualified in the technical bids shall be eligible for the financial bid.
18. For any services/ supply, the firm/organization should not be blacklisted by any Government organization if found later on, the action as deemed fit will be initiated against the firm as per the law.
19. The Principal, RITE, Rangeilunda reserves the rights to terminate the contract at any time without notice if the supplier/ firm fails to provide the services within the time line according to the menu finalized in the terms and conditions. Supply of any sub-standard foods will lead to termination of contract.

#### **SCOPE OF WORK:**

The Agencies/ Tenderers shall provide regular training stationaries to the participant trainees numbering between 20 to 50 attending various training programmes weekly in the training halls of RITE, Rangeilunda, Ganjam as given below:

- a. Training Bag
- b. Training Kit (Pen, Note pad, folder)
- c. Identity Card
- d. Flex Banner
- e. Contingency (Photo copy of documents, Marker, drawing sheet, sketch pen, pencil, eraser, other office and hostel consumables etc.)

#### **TERMS & CONDITIONS:**

- a. The agency shall supply different type of training kits and stationeries based upon 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, RITE, Rangeilunda



- d. The detail of requirement will communicate to the agency before 02 days of commencement of training or shall be able to supply the materials on short duration within 01 days also in exigency.
- e. Payment will be made as per the material used and surplus stationeries shall return to the agency.

#### **OPERATION:**

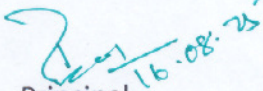
- a. The agency shall hand over all the training kits and stationeries one day before commencement of the training and after completion of the training programme the surplus items, if any will be returned to the agency.
- b. During ongoing of training programme sometime urgent requisition for supply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

#### **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 valued.
- 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 having 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.

#### **INSPECTION:**

- a. The agency shall allow the Training Coordinator & Faculty of RITE, Rangeilunda to inspect the training kit and stationary 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 Principal, RITE, Rangeilunda, Ganjam will be final and binding.

  
Principal  
RITE, Rangeilunda



# TENDERER'S PROFILE FOR PROVIDING TRAINING KITS & STATIONERIES

(To be filled in & returned with the documents)

|   |                                                                                               |               |
|---|-----------------------------------------------------------------------------------------------|---------------|
| 1 | Name of the Proprietor/ Partner/ Director<br>(In Capital Letters)                             |               |
| 2 | Details of Address<br>(Registered Office & Operating Branch)                                  | Office:-      |
|   |                                                                                               | Residence:    |
|   |                                                                                               | Mobile:       |
|   |                                                                                               | e Mail ID:    |
| 3 | Details of amount towards Tender Paper Cost                                                   | Rs. 1000/-    |
|   |                                                                                               | D.D/ B.C No.  |
|   |                                                                                               | Date:         |
|   |                                                                                               | Drawn on Bank |
| 4 | Details of amount towards EMD                                                                 | Rs. 10000/-   |
|   |                                                                                               | D.D/ B.C No.  |
|   |                                                                                               | Date:         |
|   |                                                                                               | Drawn on Bank |
| 5 | GST Registration No.<br>(Photo copy must be attached)                                         |               |
| 6 | ITR for last 03 years<br>(Photo copy must be attached)                                        |               |
| 7 | PAN No.                                                                                       |               |
| 8 | Turn Over- Average in last 03 years                                                           |               |
| 9 | Details of Similar nature of work at least for 03 years if any<br>(Photo copy to be attached) |               |

## DECLARATION

- 1 I Sri \_\_\_\_\_ Son/ Daughter/Wife of Sri \_\_\_\_\_  
Proprietor/Partner/Director/Authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.
- 2 I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
- 3 The information/ documents furnished along with the above applications are true & authentic to the best of 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 with Seal

Full Name:



### 1. Financial Bid for Training Kit

| Sl. No. | Items Category | Specification                         | Maximum Price (Incl. GST) In Rs. | Type/ Brand | Amount to be quoted (Incl. 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       |                | 160 pages note book                   | 80                               |             |                                        |
| 10      | Folder/Bag     | A4 size plastic button folder         | 50                               |             |                                        |
| 11      |                | A4 size paper button folder           | 50                               |             |                                        |
| 12      |                | A4 size jute folder                   | 80                               |             |                                        |
| 13      |                | Laptop bag with leather handle        | 300                              |             |                                        |
| 14      |                | Jute laptop bag with leather handle   | 350                              |             |                                        |
| 15      |                | Large 20 L Laptop backpack            | 400                              |             |                                        |
| 16      |                | Large 32 L Laptop backpack            | 600                              |             |                                        |
| 17      | Identity Card  | PVC blank Identity card with lace     | 20                               |             |                                        |

Signature of the Bidder with Seal



## 2. Financial Bid for Training Stationaries:-

| Sl. No. | Item                | Specification                | Type/ Brand | Amount to be quoted (Incl. GST) In Rs. |
|---------|---------------------|------------------------------|-------------|----------------------------------------|
| 1       | Sketch pen          | Multi Colour Small           |             |                                        |
| 2       | Drawing sheet       | A2 Size Multi Colour 150 GSM |             |                                        |
| 3       | Stamp pad           | Blue Ink Stamp pad           |             |                                        |
| 4       | White drawing sheet | A2 Size 150 GSM              |             |                                        |
| 5       | Envelope            | A4 Size Broun Colour         |             |                                        |
| 6       | Small Tag           | 4 Inch long                  |             |                                        |
| 7       | Big Tag             | 12 Inch long                 |             |                                        |
| 8       | Mug                 | 1 Litre branded              |             |                                        |
| 9       | Thermocol           | 20 mm thick                  |             |                                        |
| 10      | Painting brush      | Pony hair                    |             |                                        |
| 11      | Fevicryle colour    | 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      | Xerox paper         | A4 Size 80 GSM               |             |                                        |
| 17      | Pencil              | Branded                      |             |                                        |
| 18      | Eraser              | Branded                      |             |                                        |
| 19      | Sharpner            | Branded                      |             |                                        |
| 20      | Cello tape          | 1/2 " Size transparent tape  |             |                                        |
| 21      | Cello tape 2"       | 2 " Size transparent tape    |             |                                        |
| 22      | Alpin               | Branded                      |             |                                        |
| 23      | Marker              | Multi colour                 |             |                                        |
| 24      | Marker pen Ink      | Branded                      |             |                                        |
| 25      | Highlighter pen     | Multi Colour                 |             |                                        |
| 26      | White board cleaner | Branded                      |             |                                        |
| 27      | Notice board pin    | Cloured plastic head         |             |                                        |
| 28      | Stapler             | 1M Size                      |             |                                        |
| 29      | Register            | 60 GSM Rolled 150 pages      |             |                                        |
| 30      | Fevicol             | 10 gm                        |             |                                        |
| 31      | Flex                | Stared Flex                  |             |                                        |
| 32      | Fevistic            | 15 Gm                        |             |                                        |
| 33      | Pen drive           | 32 GB                        |             |                                        |
| 34      | Pen drive           | 64 GB                        |             |                                        |
| 35      | DVD                 | Rewritable DVD               |             |                                        |
| 36      | Colour Print        | Per Page                     |             |                                        |
| 37      | Photo Copier        | Per Page                     |             |                                        |
| 38      | Phenyl              | Branded 1 Ltr                |             |                                        |
| 39      | Toilet Cleanser     | Branded                      |             |                                        |
| 40      | Mosquito repellent  | Refill pack with machine     |             |                                        |

Signature of the Bidder with Seal