



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

Notice No.:- 733

Date:- 12.09.2025

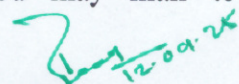
Tender Call Notice For Selection of Agency for Providing Basic Computer Knowledge

Sealed tenders are invited by Principal, RITE, Rangeilunda from reputed Firms/Agencies/Societies as per tender specification for **“Providing Basic Computer Knowledge to trainees”** at RITE, Rangeilunda under In-Service Training of VAWs 2025-26. The detailed tender document may be downloaded from the district website of Ganjam District; <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 Basic Computer Knowledge to trainees”** on the cover of the envelope to the **Principal, R.I.T.E, Rangeilunda, Ganjam, PIN-760007** by **06-10-2025 up to 5.00 pm** through **Speed post/ Registered post** only. The technical Bid and the financial Bids will be open on 08-10-2025 at 03.00 pm 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.

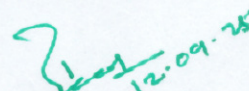

Principal

RITE, Rangeilunda

Memo No.:- 734

Date:- 12.09.2025

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>.

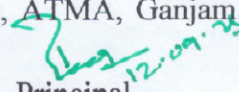

Principal

RITE, Rangeilunda

Memo No.:- 735

Date:- 12.09.2025

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

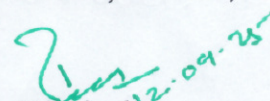

Principal

RITE, Rangeilunda

Memo No.:- 736

Date:- 12.09.2025

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 BASIC COMPUTER KNOWLEDGE
AT- R.I.T.E, RANGEILUNDA, GANJAM, PIN-760007**

1. The Firm should be registered under GST Act.
2. The Firm must be registered under Society Registration Act-1860
3. 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.
4. The tenderers are to deposit Rs. 5,000/- (Rupees five 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.
5. The contract of the successful bidder is valid till 04 months or completion of the In-Service Training of VAWs 2025-26, whichever is earlier.
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 Basic Computer Knowledge" 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:

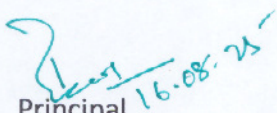
- a) Experience in providing Basic Computer Knowledge to the Trainees in Agriculture & farmers' Empowerment Department may be given preference.
- b) The Agency shall engage Technical Person having experience of minimum 05 years in the field of computer knowledge teaching.
- c) The Practical & Theory classes shall carry out at the RITE, Rangeilunda for 02 hours a day in Physical mode.
- d) The agency have to organise the Final examination and basing on which the certificate of merit should be awarded.
- e) Enrolment of the participants shall be compulsory & authentic certificates to the successful candidates are to be supplied by the agency.
- f) All supporting documents should be attached with EOI proposal.
- g) Successful bidder will execute an agreement with authority before assigning work order.
- h) Remuneration as fixed in the tender shall be paid to the agency in the succeeding month after successful impart of training for the previous month

EVALUATION & WORK ORDER:

- a. Technical bid shall be opened first and shall be evaluated.
- b. The financial bids of qualified technical bidders and approved sample materials shall be opened and valuated.
- c. The bidders are required to quote the amount in their offer letter and evaluations of financial bid shall be done and the L1 shall be determined item wise and work order to be placed with L1 agency. However, if the L2 agency has more years of experience than L1 agency, then the L2 agency will be offered the work at the price offered by L1 agency.

INSPECTION:

- a. The agency shall allow the Training Coordinator & Faculty of RITE, Rangeilunda to inspect about the technical assimilation of knowledge, as per prevailing rules and regulations. The agency shall abide by all laws applicable.
- b. In case of dispute regarding the services, qualitative knowledge sharing and other parameters, the decision of the Principal, RITE, Rangeilunda, Ganjam will be final and binding.


Principal 16.08.25
RITE, Rangeilunda

TENDERER'S PROFILE FOR PROVIDING COMPUTER EDUCATION

(To be filled in & returned with the documents)

1	Name of the Proprietor/ Partner/ Director (In Capital Letters)	
2	Name of the Institution	
3	Details of Address (Registered Office & Operating Branch)	Office:-
		Residence:
		Mobile:
		e Mail ID:
4	Details of amount towards Tender Paper Cost	Rs. 1000/-
		D.D/ B.C No.
		Date:
		Drawn on Bank
5	Details of amount towards EMD	Rs. 5000/-
		D.D/ B.C No.
		Date:
		Drawn on Bank
6	GST Registration No. (Photo copy must be attached)	
7	ITR for last 03 years (Photo copy must be attached)	
8	PAN No.	
9	Registration No. of the Society (Photo copy must be attached)	
10	Details of Similar nature of work if any (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:

FINANCIAL BID FOR PROVIDING COMPUTER EDUCATION

(To be filled in & returned with the documents)

1	Name of the Proprietor/ Partner/ Director (In Capital Letters)	
2	Name of the Institution	
3	Price Offered	

Place:

Date:

Signature of Authorized Person with Seal

Full Name: