



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.:- 729

Date: - 12.09.2025

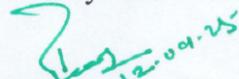
Tender Call Notice For Selection of Agency for supply of Training Kit & Stationeries

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 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.:- 730

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>.

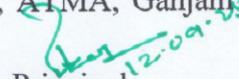

Principal

RITE, Rangeilunda

Memo No.:- 731

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.:- 732

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 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 1st 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 be 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 consumbles 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:

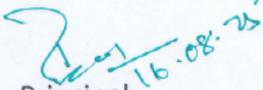
- a. The agency shall hand over all the training kits and stationeries one day before commencement of the training and after completion of the training programme the surplus items, if any will be returned to the agency.
- b. During ongoing of training programme sometime urgent requisition for supply 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 valuated.
- 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 (In Capital Letters)	
2	Details of Address (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. (Photo copy must be attached)	
6	ITR for last 03 years (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 (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