

**STATE PROJECT OFFICE,
SAMAGRA SHIKSHA, MIZORAM
Mc Donald Hill, Zarkawt, Aizawl, Mizoram. 796007.**

TENDER DOCUMENT

**For Procurement of
Jaadui Pitara Materials**

Cost of the Tender Document: Rs. 500/-



Part – I

SAMAGRA SHIKSHA

: MALSAWMTLUANGA

1. Name of Work : **Supply of Jaadui Pitara Materials**
2. Name of location/Village : **Mizoram**
3. Completion Period : **4 Months**
4. Date of issue of Inviting Tender : **16th June, 2025**
5. Deadline for receiving Bids : **16th July, 2025 till 12:00 Noon**
6. Time & Date for Opening Technical Bids : **16th July, 2025; 01:00 PM**
7. Time & Date for Opening Financial Bids : **16th July, 2025; 2:00 PM**
8. Place of Opening Bids : **Office Chamber of the State Project Director, Samagra Shiksha, Mizoram**
9. Last date of Bid validity : **90 days from opening of technical bid**
10. Officer Inviting Bids : **State Project Director, Samagra Shiksha, Mizoram**





Part – II

INFORMATION TO BIDDERS (ITB)

1. Scope of Bid

- 1.1 The purpose of this assignment is to ensure Jaadui Pitara Materials under Samagra Shiksha are of desired quality at the most reasonable price as per detail specification of Jaadui Pitara materials given in Part – VII, Specification of Jaadui Pitara materials (Tender Specification)
- 1.2 The Successful bidder will be expected to complete the works by the intended completion date specified in Part – I.
- 1.3 Extension of time will be allowed only if the Hindrance is submitted to State Project Director and were found reasonable.

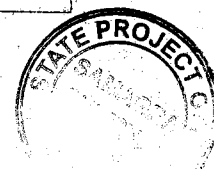
2. Eligibility Criteria

- 2.1 **Experience:** The bidder must have minimum three years of experience in Govt. Approve Supplier will be mentioned in the schedule of requirements to Govt. Departments or Societies undertaken by the Government. Copies of two such supply Orders received during each of the last three years should be enclosed.
- 2.2 **Annual Turnover:** Annual Turnover should be 40% of the total quoted price or more during last 3 financial years i.e. 2021-2022, 2022-2023, 2023-2024. Complete annual turnover report with Profit & Loss A/c, Balance Sheet, Income and Expenditure A/c reports by Chartered Accountant for last 3 years i.e. 2021-2022, 2022-2023, 2023-2024 to be submitted along with the technical bid.
- 2.3 **Statutory Registration:** The tenderer must have valid GST No. and is to be submitted with the technical bid.

3. Qualification of the Bidders

- 3.1 All bidders shall include the following information and documents with their bids.
 - (a) Attested Copies of documents defining the Bidder is approved supplier under Mizoram State Government with valid registration under the State Govt. of Mizoram.
- 3.2 Each bidder must produce:
 - (a) An affidavit in a Non-Judicial Stamp Paper, Signed and Stamped by Notary or Magistrate indicating that the information furnished with the bid Documents is correct in all respects. (Original Copy)
 - (b) Copy of GST Registration Certificate.
 - (c) Information on litigation history in which the Bidder is involved, if any.

Other Parties	Tenderee	Cause of Dispute	Amount involved	Remarks showing present status



- (d) Minimum Average Annual Turnover and Financial Statement of the Bidder (minimum 40% of the total quoted amount) for last 3 years as audited by Registered Chartered Accountants. (Attested Copy)
- (f) Works experiences: As per Part II Para 2.1 of ITB

4. Disqualification

- 4.1 Absence of any one of the documents stated on Clauses 3, 9 & 11.1 will be disqualified with the acceptance of the Bidders.
- 4.2 Even if the Bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
 - (a) Made misleading or false representation in the forms, statements, affidavits and attachment, submitted in proof of the qualification requirements, and /or
 - (b) Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc.
 - (c) Participated in previous bidding for the same kind of work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to the Tenderers.
 - (d) If any of the terms and conditions mentioned in the Tender Document are not followed.

5. No. of Bid per bidder

- 5.1 Each bidder shall submit only one (1) bid for one (1) work. A bidder who submits more than one (1) bid for the same work will cause the proposals with the bidder's participation to be disqualified.

6. Sample Checking:

- 6.1 The bidder, at his own cost, is encourage to check sample of the Jaadui Pitara Materials at the State Project Office, Samagra Shiksha Mizoram, during Office working hours before last date of submission of the bids.

7. Amendment of Bidding Documents

- 7.1 Before the deadline for submission of bids, the Tenderer may modify the bidding documents by issuing addenda.
- 7.2 Any addendum thus issued shall be part of the bidding documents and shall be notified.
- 7.3 To give prospective bidders reasonable time to take an addendum into account in preparing their bids, the Tenderer shall extend, as necessary, the deadline for submission of bids.

8. Language of Bids

- 8.1 All Documents relating to the bid shall be in English or Mizo.

9. Documents Comprising the Bids

- 9.1 The Bids submitted by the Bidder shall be in two separate parts.



Part-I

It shall be named "Technical Bid" and shall comprise of –

- (a) Earnest Money in a separate sealed envelope cover marked, "Earnest Money."
- (b) Qualification information, supporting documents, affidavit and other documents as specified in Clause 3 of ITB.
- (c) Tender Document (including any documents produce along with bid documents) giving signature with date in every page (including blank page).
- (d) Each and every blank page marked with the word "BLANK" (either handwritten or seal).

Part-II

It shall be named "Financial Bid" and shall comprise of –

- (a) Form of bid as specified in Part IV
- (b) Priced Bill of Quantities as specified in Part VI

Each part shall be separately sealed and marked in accordance with sealing and marking instruction in Clause 13.

10. Bid Price

- 10.1 All duties, taxes, royalties and other levies payable by the firm under the Contract, or for any other cause, shall be included in the rates, prices, and total bid price submitted by the Bidder. The Tenderee shall not be bound to any liability in this regard.
- 10.2 The rates and prices quoted by the Bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment unless otherwise approved by State Project Director.
- 10.3 The bid quoted amount should be written in terms of INR and is required to quote Bill of Quantities amount without decimal points.

11. Earnest Money.

- 11.1 The Bidder shall furnish, as part of the bid, **Earnest Money of 2% of the total quoted amount which must be valid up to at least 45 days beyond the validity period of the tender (i.e., a total validity period of 135 days)**
- 11.2 The Earnest Money shall, at the Bidder's option, be in the form of anyone of the following issued in favor of the name given in Part – I (Tenderee):
 - i) Deposit at call receipt of a scheduled bank guaranteed by RBI.
 - ii) Banker's cheque of a scheduled bank.
 - iii) Demand draft of a scheduled bank (Auto-renewal mandatory).
 - iv) Fixed Deposit Receipt (FDR) of a scheduled bank.
- 11.3 The Earnest Money of unsuccessful bidders will be returned.
- 11.4 The Earnest Money of the successful bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance guarantee.



12. Format and Signing of Bids:

- 12.1 The Bidder shall submit one (1) set of the bid comprising of the Documents as described in Clause 9.
- 12.2 The terms, conditions and specifications mentioned in tender document shall be binding on tenderer and no condition or stipulation contrary to the conditions shall be acceptable. It should be noted that the offer of the tenderer who does not accept the terms and conditions stipulated in this tender document shall be liable to be rejected without assigning any reason whatsoever. Tenderer should sign in each and every page including blank pages that are marked "BLANK", as a token of acceptance of each and every term of the tender document with date.
- 12.3 The bids shall contain no over writing, alteration or addition, except those to comply with instructions issued by the Tenderee, or as necessary to correct errors made by the bidders, in which case such corrections shall be made by scoring out the cancelled portion, writing the correction and initialing and dating it by the person (Bidder).
- 12.4 The tender shall be completely filled in all respects with requisite information. Any tender incomplete in any particular shall be liable to be rejected.

13. Sealing & Marking of bids

- 13.1 The Bidder shall place the two separate envelopes (called inner envelopes) marked "Technical Bid" and "Financial Bid" in one outer envelope. The inner envelope will have markings as follows:

Technical Bid

Technical Bid

To: (Name and address of the Tenderee)

Name of Work: _____

From: (Name and address of the Bidder)

Financial Bid

Financial Bid

To: (Name and Address of the Tenderee)

Name of Work: _____

From: (Name and address of the Bidder)

The contents of the Technical and Financial Bids shall be as specified in Clause 9.1 of ITB

- 13.2 The outer envelope containing the Technical Bid (including Earnest Money in separate Envelope) & Financial Bids will have marking as follows:

Tender Document

Tender Document

To: (Name and Address of the Tenderee)

Name of Work: _____

From: (Name and address of the Bidder)



14. Deadline for submission of Bids

- 14.1 Complete Bids (Including Technical and Financial) must be received by the Tenderer at the address specified in the Part – I not later than the date and time indicated in Part – I
- 14.2 The Tenderer may extend the deadline for submission of Bids by issuing an amendment in accordance with Clause 7, in which case all rights and obligations of the Tenderer and the Bidders previously subject to the original deadline will then be subject to the new deadline.

15. Bid Opening

- 15.1 The Tenderer will open the Bids received (Except those received late) in the presence of the Bidders/Bidders' representatives who choose to attend at the time, date and place specified in the Part – I
- 15.2 The envelope containing the Technical Bid only shall be opened.
- 15.3 In all other cases the availability of Items defined in Clauses 3, 9 & 11 will be accepted.
- 15.4 Evaluation of Technical Bids with respect to Bid Security, Qualification information and other information furnished in Part – I of Clause 9.1 shall be taken up immediately.
- 15.5 The Tenderer shall notify, whose Technical Bids are found responsive, date, time and place of opening of Financial Bids as stated in Part – I.
- 15.6 At the Time of opening of the Financial Bids, the names of the bidders whose bids were found responsive in accordance with Clause 15.4 of ITB will be announced. The financial bids of only those bidders will be opened. The responsive bidders' names, the bid prices, the total amount of each bid, and such other details as the Tenderer may consider appropriate will be announced by the Tenderer at the time of bid opening. Any bid price, which is not read out and recorded, will not be taken into account in Bid evaluation.
- 15.7 Technical Bids & Financial Bids shall be evaluated by the State Level Purchase Committee (SLPC).

16. Process to be Confidential

- 16.1 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any attempt by a bidder to influence the Tenderer's processing of bids or award decisions may result in rejection of his Bid.

17. Clarification of Bids and Contacting the Tenderer

- 17.1 No bidder shall contact the Tenderer on any matter relating to its Bid from the time of the Bid opening to the time the contract is awarded.
- 17.2 Any attempt by the Bidder to influence the Tenderer's Bid evaluation, bid comparison or contract award decision may result in the rejection of his/her Bid.



18. Examination of Bids and determination of Responsiveness

- 18.1 During the detailed Evaluation of "Technical Bid" the Tenderee will determine whether each bid (a) meets the eligibility criteria defined in Clause 3, (b) has been properly signed, (c) is accompanied by the required securities/EMD and, (d) is substantially responsive to the requirement of the Bidding Documents. During the detailed evaluation of the "Financial Bid", the responsiveness of the Bid will be further determined with respect to the remaining bid conditions, i.e., priced bill of quantities. In short, the responsiveness eligibility and/or Qualification of the Bidder shall be evaluated based on: -
- i. Financial capability of the Bidder.
 - ii. The Bidder's capability to manage similar nature of work.
 - iii. The Bidder's past litigation history.
 - iv. Any other documents submitted by the Bidder to augment the advantage in commencing the work.
- 18.2 A substantially responsive "Financial Bid" is one which conforms to all the rates as quoted in the Bill of Quantities.
- 18.3 If a financial bid is not substantially responsive, it will be rejected by the Tenderee, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

19. Award Criteria

- 19.1 The Tenderee will award the contract to the Bidder whose bid has been determined to be substantially responsive to the bidding documents and who has scored the highest mark in comparative statement provided that such bidder has been found to be eligible in accordance with the provision of Clause 2 and qualified in accordance with the provision of Clause 3.
- 19.2 The Tenderee reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the Ground for the Tenderee's action.
- 19.3 Single offers received in response to a call for open tenders should be considered for award if it is determined that publicity was adequate, bid specifications conditions were not restrictive or unclear and bid prices are considered reasonable. (As per **Manual on Financial Management and Procurement 2024, Samagra Shiksha Clause-7.17.34 (b))**
- 19.4 The Tenderee will have the right not to award the lowest bidder without announcing any reason behind.
- 19.5 If two or more bidders achieve equal scores in the Financial Bid evaluations, such firms may be asked to submit sealed documents of work experience. In case any such contractor refuses to submit required document, then it shall be treated as withdrawal of his tender before acceptance and 50% of Earnest Money shall be forfeited.

The final selection of the successful bidder shall be referred to the State Level Purchase Committee, Samagra Shiksha, Mizoram. The State Level Purchase

Committee reserves the right to award the tendered work to any qualified bidder deemed to best serve the interests of maintaining the quality of work.

20. Notification of Award & Signing of Agreement

- 20.1 The Bidder whose bid has been accepted will be notified to Award by the Tenderer prior to expiration of the Bid Validity Period. This letter will state that the Tenderer will pay to the firm in consideration of the Execution and Completion.
- 20.2 The Notification of the Award will constitute the formation of the contract, subject only to the furnishing of a performance guarantee in accordance with the provisions of Clause 21.
- 20.3 The Agreement will incorporate all agreement between the Tenderer and the successful bidder. It will be signed by the Tenderer and the successful bidder after the performance guarantee is furnished.

21. Performance Guarantee

- 21.1 Within 15 days after receipt of Letter of Acceptance, the successful bidder shall deliver to the Tenderer a Performance Guarantee of 5% of the contract cost.
- 21.2 The Performance Guarantee shall be either in the form of a Bank Guarantee or Call Deposit or Fixed Deposit Receipts in the name of the Tenderer, from a Commercial Bank.
- 21.3 Failure of the Successful bidder to comply with the requirement of Clause 22.1 shall constitute sufficient grounds for cancellation of the Award and forfeiture of the earnest money.
- 21.4 Performance Guarantee may be released after completion certificate is signed by the Tenderer and if there is no any damage in the construction with the acceptance of the State Project Director.

23. Liquidated Damages

- 23.1 In case of abandoning of Works or incompleteness of work within the time period stated in Part I, liquidated damages shall be imposed to the firm at the rate of 0.5% of contract amount per week with a maximum limit of 10% of the contract amount if and only if the time extension is not allowed as per Clause No. 1.3 of ITB.



Part – III
Letter of Acceptance

(Date)

To:

(Name of the Firm)

(Address of the Firm)

This is to notify you that the Tenderee, namely, _____ has accepted your Bid dated _____ for execution of the _____

(Name of the Contract and identification number, as given in the Contract Data) for the Contract Price of Rupees _____

_____ (amount in figures and words) as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by our Agency.

You are hereby requested to furnish Performance Guarantee, in the form detailed in Cl.22 of ITB for an amount of Rs _____ within 15 days of the receipt of this letter of acceptance valid up to 45 days from the date of expiry of Defect Liability Period _____ and sign the contract, failing which action as stated in 22.3 of ITB will be taken.

Yours faithfully,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____



Part – IV
Form of Bid

To, (Name of the Tenderer) : The State Project Director, Samagra Shiksha
Address (Address of the Tenderer) : Mc Donald Hill, Zarkawt, Aizawl
Description of the Work : _____
Name of Location : _____

1. I/We offer to execute the works described above and remedy any defects therein, and carry out the Conditions of contract, specifications, Bill of Quantities and Addenda for item rate Contract (Total Bid Price) Rs. _____ (in figures)
_____ (in words)

2. We undertake to commence the works on receiving work order in accordance with the contract documents.

3. This Bid and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any Bid you receive. We hereby confirm that this Bid complies with the Bid validity and Earnest Money required by the bidding documents and specified in the Appendix to ITB.

Signature of Bidder (or authorized) : _____
Name of Bidder : _____
Address : _____

Note: The Bidder shall fill in and submit this Bid form with the Bid





Part – V
TERMS OF REFERENCE (TOR)

1. Objectives

- The purpose of this assignment is to ensure Jaadui Pitara Materials under Samagra Shiksha are of desired quality at the most reasonable price.
- To assure that the Materials supplied are as per desired standards mentioned in the Jaadui Pitara Materials Specification in Part VII.

2. Governing Factors

- 2.1 The firm shall execute according to the items given in Bill of Quantities.
- 2.2 The firm shall not have the right to alter the conditions at any cost. In case of any alterations is found necessary in the specifications, the same shall be brought to the notice of the State Project Director Office immediately.
- 2.3 The assignment mentioned herein is intended to be job oriented and not time oriented and the Firm shall not be entitled to claim any compensation in the event of the stipulated time for the completion of the work being extended for any reason whatsoever.
- 2.4 In order to ensure the quality and timely completion of the work, the firm should remain present in contact with the State Project Director.
- 2.5 Rates agreed shall be firm till the completion of work inclusive of transportation, stationary, communication charges, service tax and all other application taxes.

3. Report to:

The State Project Director, Samagra Shiksha, School Education Complex Building, Top Floor, Mc Donald Hill, Zarkawt, Aizawl.

4. Stages of Deposit and Payments

- 4.1 A Security Deposit & Performance Guarantee will be retained by the State Project Director. Such Financial Instrument will be returned after issue of the Completion Certificate, if there is no defect/ cavil/ arguments in supplied materials.
- 4.2 Payments shall be made by the State Project Director, Samagra Shiksha.
- 4.3 Original copy of GST clearance from Taxation Department must be submitted in the Bill.

5. Inputs from State Project Director Office, Samagra Shiksha:

- 5.1 The State Project Director Office will provide the required information to the Contractor.



6. General Requirements:

- 6.1 The State Project Director reserves full right to alter its requirements.
- 6.2 The decision of The State Project Director will be final in all matters.
- 6.3 In case of any alteration of the works due to change in sanctioning amount from the State Govt, requirements may be modified accordingly. In such case, the firm or the implementing agency shall not have the right to claim the original amount by any means.
- 6.4 In cases where the works are not properly executed, the Tenderee shall issue a show cause notice to the firm. If the firm receives three such notices, the contract shall be terminated.

7. Force Majeure

- 7.1 Notwithstanding the provisions of the tender, the Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or failure to perform its obligations under the contract is the result of an event of Force Majeure. (Ref: 8.5.20 of FM&P)



Part – VI
BILL OF QUANTITIES
(To be submitted in the Financial Bid)

Sl No.	Name of Item	Quantity	Rate	Amount
1	Mizo Traditional drum (small)	1300		
2	Hanging wall Bag	1300		
3	Feely Bag (Zip Pouch) with accessories	1300		

(Rupees _____
_____)

I do hereby undertake to fully comply with all the specifications mentioned in Part VII, Specification of Jaadui Pitara Materials (Tender Specification) of the tender document for procurement of Jaadui Pitara Materials issued by Samagra Shiksha, Mizoram. I affirm that this commitment applies to each and every supply made under the said tender.

In the event of any non-compliance with the specified requirements, I acknowledge and accept that the State Project Director, Samagra Shiksha, Mizoram reserves the right to cancel any or all of my supply of Jaadui Pitara Materials as per orders without any cavil, dispute, or objection from my side.

Signature: _____

Designation: _____

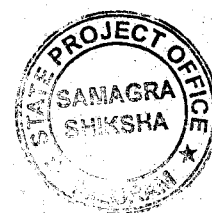
Name of Firm: _____

Address: _____

GST No. _____

Contact no. _____

Seal:





Part – VII

**SPECIFICATION OF JAADUI PITARA MATERIALS UNDER SAMAGRA SHIKSHA, MIZORAM
(TENDER SPECIFICATION)**

Sl No.	Name of Item	Specification		Quantity
		Size	Material Type	
1	Mizo Traditional drum	Small	Wood and Leather	1300
	Circular Diameter (Membrane)	at least 20 cm	Genuine Leather	
	Cylindrical height (Body)	at least 20 cm	Solid wood	
	Tightening rope	at least 6	iron wire	
2	Wall Bag	90cm x 90cm (Denim Thick)	at least 50% wool	1300
	16 Packets swing paste to wall bag (4 packets each in 4 rows)	22cm x 19 cm (Denim Thick)	at least 50% wool	
	5 Swivel at the top of bag	4 cm Radius	same cloth with bag	
	5 hooks	2 inches	Steel	
3	Logo on the 4 packets	16 cm x 16 cm	Fabric paint	1300
	Feely Bag (Zip Pouch)	height 32 x 26 cm width, Thickness = Denim Thick	at least 50% wool	
	Items/Content:			
	a) Artificial Flower (one)	Diameter 10cm	Plastic with cloth	
	b) Plastic plate	Diameter 15 cm x 2mm thick	Fully Plastic	
	c) Hair Comb	at least 15 cm x 4cm x 3mm thick	Fully Plastic	
	d) Ball	Diameter at least 10 cm	Fully Plastic	
	5) Spoon	height at least 15 cm x 2mm thick	Fully Plastic	



M. Shiksha
(MALSA WMTLUANGA)
State Project Director,
Samagra Shiksha, Mizoram