



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: BHADRAK
(District Emergency Operation Centre)
(Email-deocbhadrak@gmail.com, Ph No.-06784-251881)

No. COLBDK-EMG-MISC-0009-2025 3615 /Emg. Dated 10/03/ 2026

TENDER CALL NOTICE

Sealed quotations are invited from intending manufacturers / authorized agencies / suppliers having valid GST registration for the supply of 1125 numbers of Bags, T-Shirts, Track Pants and Caps for the District Emergency Operation Centre (DEOC), Bhadrak.

The detailed specifications, terms & conditions, evaluation format and financial bid format are enclosed herewith as Annexure-A, B, C, D & E respectively.

SCHEDULE OF EVENT	
Last date of receipt of sealed quotation	18.03.26 up to 5PM
Pre Bidding meeting	13.03.26 at 12 Noon
Opening of quotations/Sample Verification	19.03.26 at 11 AM onwards

IMPORTANT INSTRUCTIONS TO BIDDERS

- Bidders are requested to **carefully read all terms, conditions and specifications before submission of quotation.**
- The bidder shall submit **Technical Bid and Financial Bid in two separate sealed envelopes** placed inside **one larger sealed envelope** superscribed with the name of the tender.
- The **Technical Bid** shall contain the evaluation form, eligibility documents, EMD and supporting certificates.
- The **Financial Bid** shall contain only the **financial quotation format (Annexure-E).**
- The **evaluation forms and formats of quotation completed in all respects** must be submitted in a **sealed envelope superscribed as:**

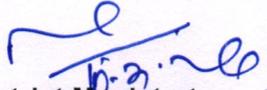
“Quotation for Supply of 1125 Numbers of Bags, T-Shirts, Track Pants and Caps”.

- The sealed quotations should reach the **District Emergency Operation Centre, Collectorate, Bhadrak** through **Speed Post / Registered Post / Courier** on or before **18.03.26 up to 5 PM**
- Any **incomplete quotation or quotation received after the stipulated date and time shall be summarily rejected.**
- The quotations will be opened on **19.03.26 at 11 AM** in the **Chamber of the Additional District Magistrate (Rev.), Bhadrak** in the presence of the members of

the Tender Committee.

- i. The intending bidders shall deposit an Earnest Money Deposit (EMD) of **Rs.12,000/- (Rupees Twenty Thousand) only** in the shape of **Demand Draft drawn in favour of "Collector, Bhadrak" payable at Bhadrak** from any Nationalized/Scheduled Bank. The EMD will be **refundable to the bidders**.
- j. **Bidders must submit/ bring one (01) physical sample of each item along with the quotation for quality verification on the day of opening of the bid.**
- k. The undersigned reserves the right to **accept, modify or reject any or all quotations either fully or partially without assigning any reason thereof.**

Yours faithfully,


Addl. District Magistrate

Bhadrak

Memo No. 3617 / Dated 10.12.26.

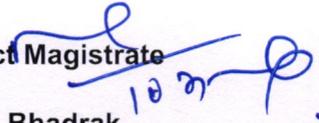
Copy forwarded to the DeGM Bhadrak for information with a request to host the tender call notice in district website for wide publicity.

Addl. District Magistrate

Bhadrak

Memo No. 3618 / Dated 10.03.26

Copy to the DI & PRO, Bhadrak for information and necessary action.

Addl. District Magistrate

Bhadrak

Annexure-A

Bidder Information & Eligibility Form

1	Name of the Supplier/Bidder/Manufacturer		
2	Full Address	AT.	
		PO.	
		PS.	

		Dist.	
		PIN.	
3	Contact details (Mobile No.)		
4	Email ID		
5	Registration number of the firms with True copy		
6	Aadhar No. (With True Copy)		
7	GST Registration No. with place(Copy to be attached)		
8	Latest G.S.T return copy		
9	TIN/PAN No. (With True Copy)		
10	Up-to-date I.T. return (Copy to be attached) for last 3 years		

I do hereby certify that the above-mentioned particulars are true and correct.

Full Signature of the Bidder with seal

DECLARATION

It is hereby declared that I/We the undersigned have read and examined all terms and conditions of the Bid document for which I/We have signed and submitted the bid under proper lawful power of attorney. It is also certified that all the terms and conditions of the bid document are fully acceptable to me/us and I/We will abide by the terms and conditions laid in the documents. This is also certified that our principal manufacturing firm has no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Full Signature of the Bidder with seal

Annexure-B

Work Details

T-Shirt Specifications

- Material: 100% Cotton or high-quality Polyester (Performance/Dry-Fit) with moisture-wicking technology.
- Fabric Weight: 180–220 GSM (grams per square meter).
- Style: Polo (collared) or Round Neck, half-sleeve, regular fit.
- Printing: Screen printing or embroidery of the logo/creatives on the left chest and/or back.
- Quality: Pre-washed, color-fastness, and breathable.

2. Track Pant Specifications

- Material: High-quality 100% Polyester or Polyester-Spandex blend (durable and lightweight).
- Design: Regular fit with elastic waistband and drawstring.
- Features: Two side zipper pockets. (Optional)
- Stitching: Double or triple stitching for durability in high-stress areas.

3. Cap Specifications

- Material: 100% Cotton Twill or high-quality Polyester Mesh.
- Design: 5-panel or 6-panel design with adjustable Velcro or buckle strap at the back.
- Features: Lightweight with embroidered logo on the front.
- Visor: Pre-curved visor.

4. Backpack Specifications

- Material: Durable, water-resistant Nylon or Polyester.
- Capacity/Size: Approximately 20-30 Liters (suitable for carrying clothing/personal items).
- Structure: Main compartment with laptop sleeve, water bottle side pocket, and front pockets.
- Comfort: Padded shoulder straps and cushioned back panel

5. General Guide Line

- **Samples: Bidders must submit/ bring one (01) physical sample of each item along with the quotation for quality verification prior/ on the day of opening of the bid.**
- **Quality Rejection Clause:** Samples that do not meet the **prescribed specifications and required quality standards** mentioned in the tender document shall be **summarily rejected**, and such bidders **shall not be considered for participation in the financial bid.**
- **Sample Retention:** The sample of the **selected bidder shall be retained in the office** and

will be treated as the **approved reference sample** for comparison during the time of actual supply of the materials.

- **Sizes:** The T-shirts and pants must be supplied in **multiple sizes (S, M, L, XL, XXL, and 3XL)** as per the **distribution to be communicated by the office.**
- **Packaging:** Each kit consisting of **T-shirt, pant, and cap** must be **packed individually in a transparent sealed biodegradable bag** for proper identification and distribution.
- **Logo/Branding:** All items must carry the **specified OSDMA logo/branding**, printed using **high-quality and durable printing methods** ensuring long-lasting visibility.
- **Delivery Schedule:** The **first 200 sets** shall be supplied **within 7-10 days from the date of receipt of the supply order**, and the **remaining quantity shall be delivered as per subsequent communication from this office.**

Annexure-C

Terms & Conditions

1. **Eligibility:** The bidder must be a manufacturer or an authorized supplier/distributor of the items mentioned in the tender.
2. **Experience:** The bidder should have prior experience in supplying similar materials to Government Departments or reputed organizations. Bidder to attach order copy if any.
3. **PAN & Aadhaar:** The bidder shall furnish self-attested copies of PAN Card and Aadhaar Card.
4. **GST Registration:** The bidder shall submit a self-attested copy of the GST Registration Certificate (all pages).
5. **Evaluation of Quotations:** The competent authority will evaluate and compare the quotations determined to be substantially responsive, i.e., which
 - (a) are properly signed, and
 - (b) conform to the terms, conditions, and specifications of the tender document.The quotations will be evaluated collectively for all items mentioned in the quotation format.
6. **Single Quotation:** Each bidder shall submit only one quotation as per the prescribed format enclosed with the tender document.
7. **Two-Bid System:** The bidder shall submit two separate bids, namely:
 - Technical Bid
 - Financial BidBoth bids must be placed in two separate sealed envelopes, clearly superscribed accordingly.
8. **Price Validity:** The price/rate quoted (inclusive of all taxes) by the bidder shall remain fixed for the entire contract period and shall not be subject to any adjustment on any account.
9. **Transportation:** The quoted price shall be inclusive of all transportation and delivery charges up to the delivery point/site.

10. **Pre-Bid Meeting:** Interested bidders are encouraged to attend the Pre-Bid Meeting scheduled on 13.03.2026 at 12:00 Noon in the office chamber of ADM (Revenue), Bhadrak.
11. **Dispute Resolution:** In case of any dispute arising out of the tender process, the decision of the Collector & District Magistrate, Bhadrak shall be final and binding on all parties.

Addl. District Magistrate
Bhadrak
10.3.26

Annexure-D

Part A (Technical Requirement of Bidder)

1	Name of the Supplier/Bidder/Manufacturer		
2	Full Address	AT.	
		PO.	
		PS.	
		Dist.	
		PIN.	
3	Contact details (Mobile No.)		
4	Authorized Person name		
5	Registration number of the firms with True copy		
6	Aadhar No. (With True Copy)		
7	GST Registration No. with place(Copy to be attached)		
8	Latest G.S.T return copy		
9	TIN/PAN No. (With True Copy)		
10	Up-to-date I.T. return (Copy to be attached) for last 3 years		

11	Manufacture Authorisation	
12	EMD in shape of Demand Draft	

Sample Submission & Financial Bid Eligibility

- The bidders who qualify in the technical bid shall be invited to submit product samples for evaluation.
- Bidders are advised to ensure that their submissions strictly comply with the specified requirements, as no further clarification or modification shall be entertained after submission.
- The final technical selection shall be based on the evaluation of the sample with respect to quality, durability, strength, and design, ensuring conformity with the specifications mentioned in the **Annexure B**
- **Only those bidders who successfully qualify in the technical bid and whose samples are approved during the verification process shall be considered for opening and evaluation of the financial bid.**

Award of Contract:

The contract will be awarded to the Bidder substantially responsive to the Bid document and offering the lowest evaluated cost. The price quoted in the bid document shall remain valid for one year.

Payment Terms:

On completion of delivery at Block point: Payment will be made after receipt of the required reports / papers / documents as under:

- Challans towards satisfactory completion of supply of quantity to concerned Block point as per supply order.
- On fulfillment of conditions of the agreement.
- Two self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- No advance payment shall be made.**
- Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

Annexure-E

FINANCIAL BID

1. Name of the Bidder:

2. Address:

Sl.	Item	Nos. of	Maximum	Quoted price including all taxes
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No	Description	units	Upper Bidding Price per single pc in Rs.		
				Quoted Unit Price in Rs.	Total Price (1125 Units) in Rs.
1	T-Shirt	1125	300/-		
2	Track Pants	1125	300/-		
3	Caps	1125	100/-		
4	Bags	1125	500/-		

Full Signature of the Bidder with seal

