

**Limited Tender For Printing of Token Flag**  
**Under Rate Contact Basis**  
**For Odisha State Bharat Scouts and Guides, Bhubaneswar**



**NIT No.** : OSBSG/ 1056 /2025  
**NIT Issue Date** : 04.09.2025  
**Last Date & time of Issue of Tender** : 15.09.2025 at 12.30 PM  
**Last Date & time of Submission** : 15.09.2025 at 04.00 PM  
**Date & Time of opening of Tender** : 16.09.2025 at 12.30 PM

**THE ODISHA STATE**  
**BHARAT SCOUTS AND GUIDES**

**State Headquarters, Unit-3, Bhubaneswar-751022**

**Tel Ph:- 2394435, Fax- 2390439, E mail-orissa\_scout@yahoo.co.in, [www.odisha\\_scouts.org](http://www.odisha_scouts.org)**

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Signature of Tenderer .....



## 01. Instruction to Bidders

### Notice Inviting Tender

The Odisha State Bharat Scouts and Guides invites sealed tenders in limited tender inquiry process for supply of the following items for its requirements.

Sr.No	Item Description	Quantity
1.	Token Flag	7,50,000 nos.

1. You may send your tender in sealed cover addressed to the State Secretary, Odisha State Bharat Scouts and Guides, Unit-III, Bhubaneswar-22, complete in all respects latest by on dated **15.09.2025 up to 04.00 pm**. The tender will be opened on **16.09.2025 at 12.30 PM** in the office of the State Secretary, OSBSG, Bhubaneswar. Tenders received after the scheduled date and time will be rejected out rightly.
2. The tender is in one bid system i.e. Techno- Financial Bid .The bid will be opened on the designated date by the Purchase Committee. You may like to remain present at the time of opening of tender.

### Schedule of Tender

Issue Date	04.09.2025
Last date and time of receipt of tender	15.09.2025 at 04.00 PM
Amount of Earnest Money Deposit (EMD)	1 % of the Tender value.
Tender fee	Rs 500.00( Rupees Five hundred only.
Date & time of opening of tender	16.09.2025 at 12.30 pm
Venue	Meeting Hall- 1st floor.

3. The Tender fees and EMD should be furnished in the name of State Secretary, Odisha State Bharat Scouts and Guides. Through Cash/ Bank Draft/ Banker's cheque payable at "Bhubaneswar". Tenders submitted without tender cost or without EMD shall be liable to be rejected summarily. The cost of the tender fee is non-refundable. The EMD shall be refunded to the unsuccessful bidders and the EMD of successful bidder shall be returned after the stock is received by the office in conformity to quality and quantity.

  
State Secretary

**State Secretary**  
**Odisha State Bharat Scouts/Guides**

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## **02. Conditions of Contract**

### **General Terms and Conditions**



#### **Signing of Tender :**

The individual signing the tender or other documents connected with contract must specify whether he signs as:

- a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

#### **N.B.**

- (1) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (2) In the case of partnerships firm, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related document must be signed by all partners of the firm.
- (3) The OSBSG, Bhubaneswar may without prejudice, cancel any or the tenders without assigning any reason thereto.

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(4) The tenderer should sign and affix his firm's stamp at each page of the tender.



4. **Rate:-** The rate should be quoted in the following manner, taking one piece as one unit :

a) Basic Cost :- Rs.

b) Vat/ Sale tax :- Rs.

c) Total cost :- Rs.

The tender shall be finalised considering the total cost quoted by the lowest bidder.

#### 5. **Opening of Tender:**

The tenderer is at liberty to present either him or authorize not more than one representative to be present at the opening of the tender. The representative present at the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identification.

#### 6. **Validity of the bids:**

The bids shall be valid for a period of 90 days from the date of opening of the tender. This has to be so specified by the tenderer in the bid.

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## 7. Delivery:

- a) The goods shall be delivered within 30 days from the date of receipt of the supply order.
- b) The good should be delivered at office of the Secretary, OSBSG Unit-III, Bhubaneswar and no charges will be paid for packing and Transportation.

## 8. Liquidated Damages

If the supplier fails to deliver any or all of the goods or fails Purchaser shall, without prejudice to other right and remedies available to the Purchaser under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of the quoted price .Once maximum 10% of value of delayed supply is reached, Purchaser may consider termination of the tender. In case of failure to make good the L D charge necessary deductions shall be made from the payment or retained from the EMD.

## 9. FORCE MAJEURE :

Force majeure shall be considered on submission of evidence on records.


## 10. Terms of payment:

100% payment of the total order value shall be released after delivery of goods as per term and conditions.

## 11. Legal Jurisdiction:

The agreement shall be deemed to have been concluded in Bhubaneswar, Odisha and all obligations shall be subject to Bhubaneswar jurisdiction.

12. The authority reserves the rights to cancel any or all tenders with assigning any reason there to.

  
State Secretary  
State Secretary  
Odisha State Bharat Scouts/Guides

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## TECHNO-FINANCIAL BID AND UNDERTAKING.

(Bidder may use extra sheet wherever required)

Sl.No.	Details of the Firm/Bidder	Document Submitted
1.	Name & Address of the Bidder	
2.	Whether proprietorship or partnership firm/Limited company or any other entity.	
3.	Name and address of service centre at Bhubaneswar / in Odisha.	
4.	Details of the Earnest Money Deposit (EMD) worth @ 1% of the Tender Value.	
5.	Details of the cost of the Tender documents worth Rs. 500/-(Rupees Five hundred only)	
6.	Whether each page of NIT and its annexure have been signed and stamped	
7.	Whether Bidders have quoted for each and every item mentioned in Chapter V	
8.	List of Major Customer may be given on a separate sheet and proof of previous satisfactory supply, if any.	
9.	GST No.	
10.	Please attach copy of last year Return of Income Tax.	
11.	Any other information important in the opinion of the tenderer	

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**Note:-**

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the attested documents attached. Mention Page number, wherever the copy (ies) of the document(s) is kept.
- In case of non-fulfilment of any of the above information/document(s), the Tender will be summarily rejected without giving any notice.



(Dated Signature of the Tenderer with stamp of  
firm)

Date:

Place:

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Signature of Tenderer .....



### Undertaking

1. That I/we have carefully studied all the terms & conditions of NIT and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

### Chapter-V- Financial Bid

#### Format for Financial Bid

(To be submitted on the letter head of the company / firm)

Sr.No	Name of Item	Unity	Rate	Vat/Taxes	Amount
1.	Token Flag	Per pieces			

1. I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and abide the same.
2. No other charges would be payable by the Institute.

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