

Notice inviting Tender for awarding contract for supplying Track suit, T- Shirt and Blazer to Revenue Officer's Training Institute, Gothapatana.

TENDER DOCUMENT

For

SUPPLY OF TRACK SUIT, T- SHIRT AND BLAZER

TO

**Revenue Officers' Training Institute, Gothapatna,
Bhubaneswar**

At- Gothapatna, PO- Malipada, Dist- Khordha,

Pin Code- 751003

E-mail: rotigothapatana@gmail.com Website: <https://rotiodisha.nic.in>

Price: Rs.2000/-

(Those who download the tender document from Website, should enclose a DD for Rs.2000.00 towards paper cost)

Tender Notice

TRAINING / III- 06 / 26 - No. 840 (a) / Date: 23.04.2026

Sealed tenders are invited under two bid system from reputed & experienced bidders to supply Track Suit, T- Shirt and Blazer to Revenue Officers' Training Institute, Bhubaneswar for a period of one year in phased manner as per the requirement of this Institution.

The detailed information for supplying Track Suit, T- Shirt and Blazer to Revenue Officers' Training Institute has been given in the Tender Document which may be downloaded from the website <https://rotiodisha.nic.in>. The downloaded tender document should be accompanied with a D.D of **Rs. 2000/- (Rupees Two Thousand only)** towards Tender Paper cost along with the tender bid. The EMD of **Rs. 13,000/- (Rupees Fifteen thousand only)** should also be paid by Demand Draft in favour of the Director, Revenue Officers' Training Institute, Gothapatana payable at Bhubaneswar along with the technical bid. The Selected Bidder will have to deposit a Performance Security Deposit of **5 % of the Contract Value** in the form of DD from any Nationalised Bank duly pledged in favour of Director, ROTI. The last date, time and place for submission of Tender document are 13/05/2026 **by 5.00 PM** at Revenue Officers' Training Institute, Gothapatana, Bhubaneswar. The bidder may send their bids through Regd. Post, Speed Post, Courier or by hand at ROTI within the scheduled date & time. Bids received after due date shall not be accepted any way.

Any corrigendum(s) shall be communicated through the tender section on the website <https://rotiodisha.nic.in>.


Director, ROTI

TENDER DOCUMENT

For providing Services for supplying Track suit, T- Shirt and Blazer to Revenue Officer's Training Institute, Gothapatana_

Tender Schedule

- a) Last Date and Time for submission
Of Tender Document: 13/05/2026 up to 5.00 PM
- b) Date and time for opening of
Technical Bids : 14/05/2026 at 11.00 AM
- c) Date and time for opening of
Financial Bids : 14/05/2026 at 3.00 PM

Note: Late bid shall be out rightly rejected.

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BIDDER'S COVERING LETTER

To,
The Director,
Revenue Officers' Training Institute,
Gothapatana, Bhubaneswar.

Ref: Tender no: _____

Dear Sir,

Having examined the conditions of contract and specifications, the receipt of which is hereby duly acknowledged, we the undersigned offer to execute the work shown in the scope of work and jurisdiction of contract as well as schedule of prices attached herewith and made part of this.

We undertake that, if our bid is accepted, we shall execute the work in accordance with specifications, time limits and terms & conditions stipulated in the tender documents. If our bid is accepted, we shall submit the performance security deposit as per the conditions mentioned in the contract.

We agree to abide by this bid for a period of **90 days** from the date of bid opening and no requests for any variation in quoted rates and withdrawal of bids in any ground by the bidder shall be entertained. **Validity of the bids can be extended on mutual consent.**

Dated this Day of (The month and year)

Signature of Authorised Signatory

In capacity of

Duly authorized to sign the bid for and on behalf of.....

The cost of Bid Document: Rs.2,000/-

Crossed D.D. no. dated

Drawn on bank:

LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

Tender No: _____

To

The Director
Revenue Officers' Training Institute
Gothapatna, Bhubaneswar-751029

Subject: Authorization for attending bid opening on (Date) in the
Tender for supplying Track Suit, T- Shirt and Blazer to Revenue Officers'
Training Institute, Bhubaneswar (Tender no: _____).

Sir,

Following persons are hereby authorized to attend the bid opening for the tender mentioned
above on behalf of..... (Bidder) in order of preference given below.

Order of Preference Name Specimen Signature

1.

2.

or

Officer authorized to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative shall be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

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Revenue Officers' Training Institute (ROTI), Gothapatana, Bhubaneswar

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

Scope of Work:

The selected Agency shall supply the following items to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar as per the Purchase Order, raised by Director, ROTI from time to time for a period of one year at the tendered price.

Sl. No.	Details of items to be supplied	Location
1	Track suit, T- shirts and Blazers as per the specification detailed at 'B' with ROTI logo imprinted on them	Revenue Officers' Training Institute, Gothapatana, Bhubaneswar

General Instructions :

1. The Revenue Officer's Training Institute requires the services of reputed, well established and financially sound registered Agency/ firm to supply Track Suit, T- Shirt and Blazer to Revenue Officers' Training Institute, Bhubaneswar as per the purchase Order, raised by Director, ROTI from time to time for a period of one year at the tendered price.
2. The contract for providing the aforesaid services is for a period of one year from the date of issue of the work order. The period of the contract may be further extended for a period of one year as per the requirement of the Institute.
3. The Institute, however, reserves right to terminate this initial contract at any time on the basis of default in supplying sub-standard goods as per specification or any other administrative grounds. The Performance Security Deposit of the Agency shall also be forfeited.
4. The interested **Firm/ Agency** may submit the tender document completed in all respects along with Earnest Money Deposit (EMD) of Rs 13,000/- (Rupees Fifteen Thousand only) along with Proof of Tender Paper Cost of Rs. 2000/- and other requisite documents **by _____ up to 5.00 PM** at Revenue Officers' Training Institute, Gothapatana, Bhubaneswar. The bidder may send their bids through Regd. Post, Speed Post, and Courier or by hand at ROTI on or before the schedule date & time. Bids received after due date shall not be accepted in any case.
5. The various crucial dates relating to **"Tender for supplying** Track suit, T- shirts and Blazers as per the specification detailed at para 'C' with ROTI logo imprinted on them to **Revenue**

Officers' Training Institute, Gothapatana, Bhubaneswar" are cited in the tender document.

6. In case of any ambiguity regarding the tender the bidder can contact the ROTI officials.
7. **Bids submitted by mail or any other automated form will be summarily rejected. Late bid shall be out rightly rejected.**
8. The tender has been invited under **two bid system i.e. Technical Bid and Financial Bid**. The interested Service Provider are advised to submit two separate sealed envelopes super scribing "**Technical Bid for supplying Track suit, T- shirts and Blazers to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar** " and "**Financial Bid for supplying Track suit, T- shirts and Blazers to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar Revenue Officers' Training Institute**". Both sealed envelopes should be kept in a third sealed envelope super scribing "**Tender for supplying Track suit, T- shirts and Blazers to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar** ".
9. The bidder must be a company/firm/sole proprietor registered in Odisha from last 3 (three) years as on the bid submission date.
10. Bidder must have minimum average annual turnover of 25 Lakhs consecutively in the last 3 audited Financial Years ending March 2025.
11. The bidder must have satisfactorily completed supply of similar items, to any Govt./ PSU/ Autonomous Body/ Local Body/Banks, of not less than 10 lakhs during the last three years.
12. Bidder should not have been blacklisted/ debarred by any Central/State Government/ Public Sector Units/ Autonomous bodies/ Public Sector Banks/ Statutory bodies due to corrupt, fraudulent or any other unethical business practices as on date of bid submission. Even if the matter against the blacklisting/ debarment is under litigation and outcome of the litigation is not final, such bidder shall not be entertained.
13. In case the bidder is not manufacturer, then the bidder should be an authorized agent / distributor of the manufacturer/ should have been associated, as authorized representative of the same or other Principal Manufacturer for supplying similar Tracksuits T-Shirts and Blazers for past three (03) years.
14. The Earnest Money Deposit (EMD), refundable (without interest), should be in the shape of Demand Draft drawn in favour of the Director, Revenue Officers' Training Institute, Gothapatana, Bhubaneswar and it should accompany the Technical Bid **failing which the tender application shall be rejected.**
15. The successful Bidder will have to deposit a Performance Security Deposit of **5 % of the Contract value** i.e. Rs. 21,500/- in the form of Demand Draft from any Nationalized Bank duly pledged in favour of the Director, Revenue Officers' Training Institute, Gothapatana, Bhubaneswar.

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16. The Selected agency will be required to supply the items as per the requirement of Director, ROTI within 15 days of receipt of Purchase Order.
17. Prices should remain fixed and not vary based on colour and design changes.
18. The successful Bidder is required to provide a minimum of three design options for the required Items. The designs should be submitted post the selection of the successful bidder. The selection of the final design and Colour of the items will be made by Director, ROTI and shall be communicated to the successful bidder.
19. The items should be provided in proper sizes as per the detailed work order, raised by Director, ROTI from time to time. **The items once ordered should be delivered within 15 days from the date of order. If the agency failed to do so, 10% of the order value will be permanently deducted from the total payment. If agency will repeat such delay in supply of items time and again, the bidder's supply order for the whole year will be cancelled/rejected.**
20. The Bidders are required to enclose self-attested photocopies of the following documents (duly self-attested) along with the Technical Bid, **failing which their bids shall be summarily rejected and will not be considered any further:**
 - (a) Self-attested photo copy of incorporation/ registration of applicant organization.
 - (b) Copy of the GST Registration certificate of the Service Provider issued by the Competent authority,
 - (c) Copy of PAN card and copies of the IT returns filed for the last three consecutive financial years. (2022-23, 2023-24 & 2024-25)
 - (d) Copy of the Balance Sheet and P&L Account for the last three consecutive years duly certified by the Chartered Accountant. (2022-23, 2023-24 & 2024-25)
 - (e) The requisite supply order (s) along with satisfactory completion certificates/ payment proofs issued by relevant authority shall be submitted.
 - (f) An affidavit to the effect that no case is pending with the police against the Proprietor / Firm / Partner or the Company and the agency has not been blacklisted, debarred or security deposits has not been forfeited.
 - (g) Relevant documents regarding Manufacturing Unit and Material Testing report are to be attached.
 - (h) The authorised agent/ distributor should submit relevant documents to establish themselves as authorised agent/ distributor.
 - (i) Copy of the terms and conditions in Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.
 - (j) The sample of materials (Track suit, T- shirts and Blazers) should be placed before the tender committee at the time of technical bid opening.
 - (k) In case of "Blazer", the bidder has to submit OEM certificate or a report certifying the percentage blend (as per specification mentioned) preferably from an accredited lab.

The Technical Bid should be well bound, properly indexed with Page numbers and submitted in sealed cover. Requisite Documents should be annexed serially for easy evaluation. No excuses in this regard will be entertained. So, bidders are requested to come prepared with the samples of materials during the time of technical bid opening. Any request regarding latter submission of material will be summarily rejected.

21. **Any conditional / unsealed bids shall not be considered and will be summarily rejected in the very first instance. The bidder fails to furnish samples even if qualifies in documents parts of technical bid will be disqualified for financial bid.**
22. All entries in the tender form should be legible and filled up-clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. Amounts quoted in figure should be repeated in words and in case of any discrepancy the amounts stated in words shall prevail. **No overwriting or striking out is permitted in the Financial Bid Form. In such cases, the tender shall summarily be rejected.** However, the striking out of entries, if any, in the Technical Bid Application must be certified by the signature of the person authorized to sign the tender bids. **Unsealed Financial Bid Submitted shall summarily be rejected.**
23. The Technical bids would first be taken into consideration by a Committee and the committee members. The Technical bids shall be opened on the scheduled date and time in presence of the representatives of the bidders, if any, who wish to be present on the spot at that time.
24. The Financial Bid of only those Bidders will be opened whose Technical bids are found to be in order. The Financial bids shall be opened in the presence of the authorized representatives of the technically qualified bidders, if any, who wish to be present on the spot at that time. The lowest bidder (L1) in the financial bid would be considered. **In case the lowest bidder (L1) is disqualified after selection for any reason then the second (L2) bidder would be considered by the committee provided he agrees to provide services at the rate quoted by L1.**
In case of multiple L1 bidders, the L1 will be selected by the tender committee depending on the factors of quality preferences of material.
Note: Technical committee will examine the sample of quoted item and has the discretion to accept or reject on the basis of quality of items.
25. The quoted rates shall be inclusive of all taxes / dues fixed / notified by the Government of Odisha and shall include all statutory obligations and **should not exceed Rs.5000/- (Rupees Five Thousand only).**
26. The Competent Authority of the Revenue Officers' Training Institute reserves the right to cancel / annul any or all bids without assigning any reason thereof.
27. The Authorized signatory shall submit the letter of authorization.

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28. The Agency should have its own Bank Account.

29. The registered office or one of the branch offices of the agency should be located within Odisha.

30. All documents submitted shall be consecutively numbered having signature of the authorized signatory on each page and total number of pages shall be mentioned on the top sheet duly signed by the authorized signatory. In case the tender document is signed by the authorized signatory, a copy of the power of attorney / authorization with seal and signature as in his PAN Card may be enclosed along with the tender.

31. The Revenue Officers' Training Institute reserves the right to call for any document in original including the bank account to verify the veracity of the documents.

B. Technical Specifications

1. Track-Suits

1	Nomenclature of the item	Woven track suit		
2	Weight with tolerance	Weight 300-400 gms	Tolerance +- 5%	Remark: complete size wise details only available at the time of production or sampling, current M size Sample weight.
3	Technical specification	Way stretch, Anti-Static and Durable Tracksuit Ideal for Indoor as well as Outdoor activities and Performances.		
	Fabric specification	Plain woven		
4	Packing specification (clearly indicating whether wooden cardboard, etc.)	Packed in individual polybag in a Corrugated box		
5	Colour	Any		

2. T-Shirts

1	Nomenclature of the item	Polo knits		
2	Weight with tolerance	Weight 150- gms	Tolerance +- 5%	Remark: complete size wise details only available at the time of production or sampling, current M size sample weight.
3	Design	Polo self-collar: knits		
4	Technical specification	110 g/sqm; hydrophilic finish, single jersey		
	Fabric specification	Knits		
5	Packing specification (clearly indicating whether wooden cardboard, etc.)	Packed in individual polybag in a corrugated box		
6	Colour	Any		

3. Blazers

1	Nomenclature of the Item	Blazers
2	Colour	Preferably Charcoal Grey, Olive Green, Black
3	Design	Standard
4	Parts and their specifications	Blazers
5	Life- Cycle / Self Life / Warranty	1 year(unused)
6	Count	Standard
7	Logo	As per buyer's requirement
8	Size	Standard
9	Brand	Any Reputed Brand
10	Fabric	Preferably Wool (40%) & Polyester (60%) Blend

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SIZE, CUTTING RATIO AND DESIGN SPECIFICATIONS

- (i) The Size and Cutting Ratio shall be notified in the Work Order/ Purchase Order.
- (ii) The supplier is required to supply the Tracksuits, T-Shirts and Blazers taking into consideration the following:
- A quality control process must be implemented.
 - Bidder should have ability to offer sufficient supply and ordering flexibility to cover the appropriate fitting as per size/measurement of officers/individual concern.
 - A Bidder should have ability to supply short runs to meet additional Tracksuits, T-Shirts and Blazers requirements at extremely short notice, to cater for increases in workforce numbers or changes in size demographics.
 - Bidder should have ability and appropriate contingency plans to deliver the Apparels within the proposed time frames.
 - A risk management strategy that can provide alternative manufacturing sites if required.
 - Ability to contract to have enough fabric and supply capacity to supply small and unplanned runs.
 - A diverse range of sizes, shapes and preference of all stakeholders.
 - Tight budget constraints
 - Large volumes and short time frames (particularly in regard to distribution).
 - All numbers include a contingency for size distribution fluctuations, loss damage and replacement.
 - Final numbers by 'line items' shall be confirmed at the time of placing orders.
- (iii) **Design and Look:**
- The size wise distribution will be informed along with order placement.
 - The Logo imprinting details shall also be informed along with order placement.
- (iv) **Customization:**
- The Tracksuits, T-Shirts and Blazers should be provided in proper sizes as per the detailed work order which will be provided by Director, ROTI from time to time.
 - If required a team should visit and take the sizing that should be appropriate and should meet the needs of Trainee Officers.
 - Successful Bidder is required to provide a minimum of five design options for Tracksuits, T- Shirts and Blazers. The designs should be submitted after the selection of the successful bidder. The selection of the final design and colour will be made by Director, ROTI.
 - Prices should remain consistent and not vary based on colour changes in the Tracksuits, T- Shirts and Blazers. Bidders should provide fixed pricing for all colour options.
 - The Tracksuits, T-Shirts and Blazers items shall be customized with the ROTI logo at no additional costs.

APPLICATION - TECHNICAL BID
(For supplying Track suit, T- Shirt and Blazer to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar)

(In separate sealed Cover-I super scribed as Technical Bid)

Page No. of Document

Name of the Bidder Agency/ Firm:		
Status(Proprietor /Partner/ Director):		
Details of Earnest Money Deposit: DD No. _____ date _____ of Rs. _____ drawn on Bank _____		
Details of Tender Paper Cost DD No & Date, Bank Money Receipt No (Attach original copy of Money Receipt)		
Full Address of Registered Office		
Telephone No		
E-Mail Address		
Full address of Operating / Branch Office at Bhubaneswar		
Banker of the Service Provider (Attach certified copy of statement of A/c for the last month) with Telephone Number of Banker:		
PAN Card and IT returns of last three years (Attach attested copy)		
GST Registration Details (Attach attested copy) and GST returns of last three years		
Supply Order copy along with satisfactory completion certificates/payment proofs issued by relevant authority		
Blacklisting Affidavit		
Documents regarding Manufacturing Activity		
Material Testing Report		
Documents regarding Authorised agency/ Dealer of the Manufacturer		
Financial Turnover for FY 2022-23		

Financial Turnover for FY 2023-24		
Financial Turnover for FY 2024-25		
Additional information, if any: (Attach separate sheet if space provided is insufficient)		

NB: Additional information, if any (Attach separate sheet, if required)

Date:

Signature of Authorized Person
(Name and Seal of the Agency)



DECLARATION

1. I, _____ Son / Daughter / Wife of Shri..... Proprietor/
Director/ authorized signatory of the Agency, M/s. _____, am competent to sign
this declaration and execute this tender document.

2. I have carefully read the tender document and have understood all the terms and conditions of
the tender and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic to
the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false
information / fabricated document would lead to rejection of my tender at any stage besides
liabilities towards prosecution under appropriate law.

Date:

Signature of Authorized Person

Name:

Seal:



APPLICATION - FINANCIAL BID

(For supplying Track suit, T- shirt and Balzer to Revenue Officers' Training Institute, Gothapatana, Bhubaneswar)

(In separate sealed Cover-II super scribed as Financial Bid)

Note:

1. The Price quoted shall be exclusive of all taxes.

FORMAT

Items	Per cost unit	GST (In %)	Any other charges	Total amount Per unit (In Rs.)
Track Suit				
T- Shirt				
Blazer				
Total Amount				

Quoted amount: Rs. (In Figure)

Quoted amount: Rs..... (In Words)

Declaration by the Bidder:

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions Contained herein and undertake myself / ourselves to abide by them.

Note:

- i) No other charges would be payable by ROTI, Bhubaneswar.
- ii) There would be no increase in rates during the Contract Period.
- iii) The total rates quoted by the tendering Service Provider should be inclusive of all statutory/ taxation liabilities in force at the time of entering into the contract. The Authority will have no liability in relation to any statutory or other dues.
- iv) Financial Bid submitted in Open Form will be rejected.

Place:

Date:

Signature of authorized person

Name:

Seal:

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