



NCCF/BBSR/TENDER/2025-26/391

Date: 09.10.2025

SHORT TENDER NOTICE

NCCF of India Ltd., Bhubaneswar Branch invites sealed tenders from eligible and qualified suppliers/business associates for supply, packing, transportation, and delivery of Teaching Learning Materials (TLM) (Kit-1 & Kit-2) for use in Primary Schools under Foundational Literacy and Numeracy (FLN) Programme for the year 2024-25.

Cost of Tender Documents- Rs.2000/-

Cost of EMD: - Rs.2,50,000/-

Bank account details for deposit of Tender Documents fee

Name of the Account holder: - NCCF OF INDIA LTD.

A/c No: -047002100025

Bank/Branch/IFSC Code: - UCO bank/ Bapuji Nagar, Bhubaneswar/UCBA0000470

1. Last Date and Time of Tender Submission- 16.10.2025 at 1.00 PM
2. Date and Time of Tender Opening-16.10.2025 at 2.30 PM
3. Place of Tender Opening- Office of Branch Manager, NCCF, Bhubaneswar.

Scope of Work

- Manufacture / assemble / supply of TLM materials (Kit-1 Maths & Kit-2 Language) as per *Annexure III – Item Specification List*.
- Each kit to include packaging school-wise / CRC-wise / Block-wise.
- Delivery to designated Block Points in Odisha within 15 days of work order.
- The vendor will handle all taxes, freight, loading/unloading, insurance, and transportation.
- NCCF will conduct Pre-Dispatch & Post-Delivery Inspection (PDI) at Block points.

Terms and Conditions:


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1. Bidders must have an Experience of successful completion of similar nature of work of minimum 25 % of the Tender value in last 5 years. Completion certificate of Competent Authority of concerned Department shall be enclosed as proof of the same.
2. Terms and conditions would remain same as mentioned in the tender of NCCF Bhubaneswar.
3. Selection of bidder will be made on the basis of maximum margin offered for NCCF and lowest rate quoted.
4. Rate of the items should be submitted as per format enclosed in tender schedule.
5. The bidder shall submit the declarations and abide by other terms and conditions as per NCCF norms and clauses in the tender schedule of NCCF Bhubaneswar.
6. NCCF Shall be at liberty to distribute 40 % of the total tendered quantity of materials amongst other than L1 bidders subject to acceptance of L1 rates by other than L1 bidders and fulfilment of eligibility criteria by them.
7. NCCF shall terminate the empanelment of a Business Associate if they have competed against NCCF in any bid either individually, as a partner or in a Joint Venture.
8. First Preference shall be given to the empanelled Business Associate of Tendering Branch of NCCF. Second preference (in case of absence of valid Business Associate of Tendering Branch) shall be given to Empanelled Business Associates of other NCCF Branches and third preference shall be given to Non Empanelled Business Associates with a condition that they shall apply for empanelment with NCCF within a week of being declared successful bidder by submitting required documents as per NCCF Business guidelines and get themselves empanelled with NCCF before issue of formal Letter of Acceptance.
However, non-empanelled bidders may participate, provided they submit valid nursery and seed production certifications and meet NCCF's eligibility criteria. Final procurement shall be aligned with NCCF's rate contract and quality parameters to ensure acceptance of supplies.
9. **NCCF reserves the right to cancel or amend this tender. Any such changes shall be communicated to all bidders accordingly.**
10. If NCCF, Bhubaneswar rejects supply due to non-compliance, the concerned business associate shall be solely responsible for any penalties or losses incurred.


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11. The bidder shall submit the declarations and abide by the Central Vigilance Commission (CVC) guideline and General Financial Rules (GFRs).
12. NCCF's role is limited to facilitating procurement.
13. All financial liabilities, including penalties for non-compliance with NCCF, Bhubaneswar tender conditions, shall be borne by the respective suppliers. NCCF shall not be held liable for rejections due to non-compliance.
14. NCCF is acting as a procurement facilitator. This does not create a conflict of interest as all transactions are conducted transparently in compliance with CVC guidelines. Distribution of 40% tendered quantity to non-L1 bidders will only be considered if they meet the same eligibility and quality criteria as in the tender requirements.

Penalty Clause:

Except due to Force Majeure event, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable towards imposition of penalty as below, the first party shall be entitled to

i Arrange the unsupplied quantity from the other producing Agencies at the risk and cost of the second Party.

ii Impose a penalty up to 10% on the 2nd Party for the unsupplied quantity.

c. In case the participating supplier fails to supply the agreed to supply teaching items in time, the first party reserves the right not to accept the subsequent tender of the said supplier, in future. The First Party also reserves the right to sue the Second Party for damages caused due to such failure to supply the planting material in time.

d. In case of any complaint is received from the field on the the teaching items supplier (second party) would be liable to pay compensation as per the claims/ decision of the Consumer Court/ other Courts/ Govt.

e. The supplier shall not be liable for forfeiture of its performance security, Penalty or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

g. For purposes of this Clause, "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser


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either in its sovereign or contractual capacity, wars or revolutions, road blockade due to "bandh", fires, floods, epidemics, and quarantine restrictions.

h. Penalty Clause (e) shall not be applicable in case the second party proves to the first party beyond doubt for the area and quantity agreed to the first party that it has suffered due to natural calamities like flood, cyclone, earthquake, heavy rainfall, drought etc with authentic proof of Government Department, then the first party may waive out the penalty but it shall be at the sole discretion of the first party.

i. If a Force Majeure situation arises, the supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof within a period of 15 days from such a situation arising. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under Signature of the Tenderer 13 the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Dispute Resolution: -

All dispute shall be resolved through mutual consent. The court of law situated at Bhubaneswar only will have the jurisdiction in matters related to this Tender during the performance of the contract.

Comment: The standard arbitration clause may be considered to be incorporated by NCCF

Application Procedure:

(a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for Supply of TLM for FLN Primary Schools -2024-25" & "Financial Bid for Supply of TLM for Sishu Vatika to Grade-III for - 2024-25". Both sealed envelopes must be kept in another sealed envelope super scribed with "TENDER FOR SUPPLY OF TLM TO FLN SCHOOLS FOR-2024-25".

(b)

(b) Technical Bid & Financial Bid.

The Bidder has to fill up the technical bid Form (Tech-1, Tech-2, Tech-3, Tech-


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- 04) & submit it with a separate envelope with all self-attested documents / papers as mentioned in para-2 (f). Similarly, the Financial Bid form has to be filled up as per prescribed format (Fin-1 & Fin-2) and to be submitted in separate sealed envelope. The bidder is to quote per item in the prescribed format (FIN-2). The per TLM item rate shall include cost of all items, Packing (School wise, CRC-wise and Block- wise packing), all other charges / levies / duties including all taxes, transportation cost & delivery of the complete materials at Block point.
- (c) The tender should be addressed to **The Branch Manager, NCCF of India Ltd., Plot no- GA-123, 1st Floor, Near ATM Square Niladri Vihar, C S Pur, Bhubaneswar-21**”.
- (d) The Bid document shall be available in website and the cost of the tender paper (Rs.2000/-) is to be enclosed in shape of crossed Demand Draft / Banker's Cheque in favour of the NCCF of India Ltd. Payable at Bhubaneswar along with the **Technical BID**.
- (e) **Earnest Money Deposit (EMD)**: The bidder is to submit EMD amounting to Rs.2,50,000/-. The EMD (refundable - without interest) in shape of crossed Demand Draft / Banker's Cheque (**Format A**) from any Nationalized or scheduled bank drawn in favour of the NCCF of India Ltd., payable at Bhubaneswar along with the **Technical BID**, failing which the tender shall be rejected summarily. The EMD of un-successful bidders shall be refunded within 30 days after award of contract.
- (f) **EMD Exemption**: The Bidder seeking EMD Exemption, must submit the valid supporting documents for the relevant category with the Bid.
- (g) The interested Bidders are to enclose self-attested photocopies of the following valid documents / papers in the **Technical Bid Envelope**. The proposal submitted without the following documents / papers shall not be considered and rejected.
- (a) Valid Aadhar Udyog Registration of the firm
- (b) Proof of Office setup in the State of Odisha
- (c) Valid PAN
- (d) Valid GST Registration Certificate (Registered under Odisha GST Act)
- (e) Udyam Aadhar
- (f) GST Return Filing (GSTR_3B) for last 3 Months
- (g) GST Certificate Copy relating to dealing of specific items of TLM (mentioned at Page No.5)
- (h) DD amounting to Rs.2000/- as bid processing fee

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- (i) EMD in shape of Demand Draft / Bankers Cheque for Rs.2,50,000/-
(j) Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats
(k) Filed Income Tax Returns for last 3 Financial Years
(l) Audited Balance Sheet for last 3 Financial Years
(m) Annual Turn-over Certificate for last 3 Financial Years, duly certified by Chartered Accountant (Average yearly 3 Crores)
(n) Bank Solvency Certificate
(o) Affidavit of Non-Blacklisting in Non-Judicial Stamp Paper (Format enclosed at Annexure-I)
(p) No Deviation Certificate (Format enclosed at Annexure-II)
(q) Work Orders + Completion Certificate for similar Projects
(r) Non-Toxic & Food Grade Pigment Certificate (En 71-3)
(s) ISO / Other Quality Certificate, as applicable for the selected TLM
(t) All Documents / Papers must be duly signed & sealed by the authorized person, applying the Tender.

1. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

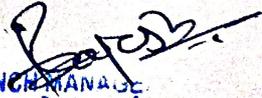
2. Submission & opening of Tender:

a. The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before Dt-16-10-2025 by 6.00 PM (in all working days & during Office Hours only) addressed to the **The Branch Manager, NCCF of India Ltd., Plot no- GA-123, 1st Floor, Near ATM Square Niladri Vihar, C S Pur, Bhubaneswar-21**”.

by Registered Post / Speed Post only. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.

b. Late Bidders: Any bid received by the authority after the prescribed time and datetime for submission of bids will not be considered and opened. The Authority is not responsible for any postal delay. Thus, the same is deemed to be rejected.

3. Specifications:


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The detail specification of each TLM items is enclosed herewith at Annexure 3 for necessary reference.

4. Evaluation of BID:

(a) The Purchase Committee of the NCCF will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.

The bidder will submit complete set of samples of TLM materials (Kit-1 & 2) on the date of opening of bid document for evaluation by purchase committee. The Bidder who will not submit the sample (Kit-1 & 2 separately) at the time of opening of Technical Bid, his / her Financial Bid will not be opened and his Bid will be rejected accordingly.

(c) The technically qualified bidder quoting lowest price in the Financial Bid and submitted sample accepted by the NCCF shall be considered for award of contract.

5. Acceptance or Rejection of the Bids:

(a) The NCCF reserves the right to accept / reject any / all bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidder/s on account of such rejections.

(b) Any bid with incomplete information is liable for rejection.

6. Award of Contract:

The contract will be awarded to the Bidder/s substantially responsive to the Bid document, offered lowest evaluated cost with good quality sample.

7. Signing of Contract:

(a) The successful bidders whose bid has been accepted will sign an Agreement with the NCCF within 03 days of issue of the work order.

(b) Failure by the Bidder to comply with the requirement of above-mentioned clause, the offer shall be rejected and the Bidder shall have no claim further.


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8. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 06% of contract value in shape of crossed Demand Draft / Bank Guarantee from any Nationalized or scheduled bank drawn in favour of the NCCF of India Ltd. only within 03 days from issue of the work order.

9. Post Delivery Inspection (PDI):

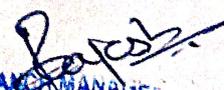
The NCCF shall do the PDI of the quality of TLM delivered at block point through a Committee constituted at Branch. The NCCF shall also do the PDI of the quality of materials delivered at Block point.

10. Requirement & Delivery Schedule:

The selected firm shall supply the TLM at Block point with CRC-wise / Block wise School-wise packets within 15 days from the date of issue of the work order. Approximately 1,000 sets of TLM (Kit 1 & 2) will be required to be supplied for the purpose. The above requirements may increase or decrease as per need. Maximum amount per set of TLM for each School is Rs.5,000/- including all charges.

11. Payment terms:

- (i) On completion of delivery at Block point: Total cost shall be paid within 30 days after receipt of the required reports / Papers / documents as under after deduction of penalty, if any:
- Certificate towards satisfactory completion of supply of quantity to concerned block point as per supply order.
 - Receipt of "Receive & Stock Entry Certificate" from concerned BEO.
 - On fulfilment of conditions of the agreement.
 - Four self-attested confirm copies of the GSTIN invoice as well as bank details for payment purpose.
 - Receipt & outcome of Post Delivery Inspection (PDI) Report.
- (ii) No advance payment shall be made or no payment shall be entertained on negotiation through Bank.
- (iii) Reduction of tax at source shall be made at the appropriate rate as per prevailing law.


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12. Penalty:

(a) If the work is delayed for any reason for which the NCCF is not responsible, penalty @ 0.5 % per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The NCCF reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his/her office. In such cases the NCCF may write Govt. for blacklisting the firm.

(b) If the Post Delivery Inspection of the quality of items shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit prescribed by Govt. if, any.

(c) If the quality of items is found to be dissatisfactory, penalty as suggested by the purchase committee will be imposed.

13. Amendments to BID terms, Conditions, and issue of Corrigendum / Addendum:

(a) Seven (07) days before the last date of submission of Bids, the NCCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder/s, modify the Bidding Documents by amendment / corrigendum.

(b) The amendment in shape of corrigendum / addendum will be notified on the websites <https://nccf-india.com/> and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.

(c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the NCCF may, at its discretion, extend the deadline for the submission of bids.

15. Only one tender should be submitted by one party. Submission of more than one tender will lead to rejection of all Bids of the bidder.

16. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be sensibly numbered and only authenticated.


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17. All the information uploaded & submitted by the supplier in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
18. No document as required and mentioned in the Bid shall be submitted in the technical bid / Financial bid documents unless otherwise specifically mentioned herein. All required documentation shall be submitted with seal & signature of the Firm / Supplier in each page of the Bid Documents and serial number page mark must be mentioned in all Bid Documents.
19. The NCCF reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
20. The bid validity period is 60 days from the date of opening of the financial bid. Accordingly, the bidder shall submit the Bid.
21. All Certificates & Documents submitted by the Bidder must be self-attested by the Bidder i.e. seal & signature in each & every Certificate and Documents. All Certificates & documents will undergo through verification and if any forgery or manipulation of certificates / documents found, the Bidder shall be disqualified.
22. The NCCF reserves the right to reject any or all the bids without assigning any reason thereof. The NCCF also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.

NCCF is the contracting and implementing organization for this procurement. The supplier shall ensure complete adherence to NCCF's tender terms and indemnify NCCF against any loss, penalty, or damage resulting from non-performance, quality deviation, or delay.

NCCF shall, however, retain the right to recover such losses from the supplier's dues or performance security.

Branch Manager

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ANNEXURE - I

AFFIDAVIT OF NON-BLACKLISTING

(To be executed on Non-Judicial Stamp Paper of Rs 100/-)

I / We, _____ (Name of the Firm/Company/Individual) having registered office at _____ hereby declare that our firm/company/organization has not been blacklisted, debarred or suspended by any Central/State Government Department, PSU, Cooperative, or Autonomous Body at any time during the last five (5) years.

We also confirm that no criminal case or legal proceedings are pending against our firm or its partners/proprietors relating to business dealings.

I/We further understand that if the above declaration is found false at any stage, NCCF shall be entitled to terminate our contract, forfeit our EMD/Performance Security, and blacklist us from all future tenders.

Signature _____ of _____ Authorized _____ Signatory _____
Name: _____
Designation: _____
Seal & Date: _____

ANNEXURE - II

NO DEVIATION CERTIFICATE

This is to certify that we, M/s _____, have carefully read and understood all terms and conditions, technical specifications, and eligibility requirements mentioned in the tender document issued by NCCF of India Ltd., Bhubaneswar Branch for the supply of TLM materials.

We hereby confirm that we shall comply with all the tender clauses in full and shall not seek any deviation during execution of the contract. Any deviation found at any stage may render our bid liable for rejection and may lead to forfeiture of our EMD/Performance Security.

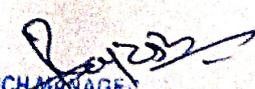
Signature _____ of _____ Authorized _____ Signatory _____
Name: _____
Designation: _____
Seal & Date: _____

ANNEXURE - III

TECHNICAL BID FORMS

Tech-1: Bidder Profile

Particulars	Details
Name of Firm	
Registered Address	
Office Address in Odisha	


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Type of Entity (Proprietorship/Partnership/Pvt. Ltd./LLP)	
Year of Establishment	
Contact Person	
Mobile No. / Email ID	
GST No.	
PAN No.	
Udyam Registration No.	
Turnover (Last 3 FYs)	

Tech-2: Experience of Similar Work

Sl. No.	Name of Organization	Nature of Work	Year	Value	Completion Certificate Enclosed (Y/N)

Tech-3: Financial Standing

Attach:

- Audited Balance Sheet (last 3 FYs)
- CA-certified Annual Turnover Certificate (minimum average Rs 3 crore)
- Bank Solvency Certificate

Tech-4: Document Checklist

Udyam/Aadhaar Registration

PAN Card

GST Certificate

Office Proof in Odisha

ITR (3 years)

GSTR-3B (3 months)

Work Orders + Completion Certificates

Quality Certificate (EN-71-3/ISO)

Non-Blacklisting Affidavit (Annexure I)

No Deviation Certificate (Annexure II)

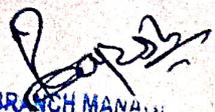
Demand Draft for Tender Fee RS 2,000/-

Demand Draft for EMD Rs 2,50,000/-

ANNEXURE – IV

FINANCIAL BID FORMAT (FIN-1)

(To be printed on bidder's letterhead)


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Sl. No.	Description of Item	Unit	Quantity	Rate	GST (%)	Total (Rs) (Inclusive of all)
1	TLM Kit-1 (Mathematics)	Per Kit				
2	TLM Kit-2 (Language)	Per Kit				

Note: The above rate shall be inclusive of cost of items, packaging (school/block/CRC-wise), transportation, handling, delivery, loading, unloading, all duties, levies, and taxes. No additional payment shall be made beyond this rate.

Authorized Signatory

Name: _____

Designation: _____

Seal & Date: _____

FIN-2: Declaration of Price Commitment

We confirm that the prices quoted above are firm and final for the entire contract period and inclusive of all statutory taxes. No escalation shall be claimed during execution.

Signature of Authorized Signatory

Date: _____

Seal: _____

ANNEXURE – V

DETAILED SPECIFICATION LIST OF TLM MATERIALS

(To be enclosed in a separate table sheet)

Sl. No.	Name of Item	Description / Size / Specification	Qty per Kit	Material Type / Quality
1	Counting Beads Set	Plastic, non-toxic, 100 beads	1	ISI / EN71-3 Certified
2	Number Flash Cards	Laminated, 1-100	1 set	Paper 250 GSM
3	Alphabet Chart	Laminated Poster	1	250 GSM Art Paper
4	Shape Blocks	Wooden / Non-toxic Plastic	1 set	
5	Slate / White Board	Size 12x10 inch	1	Plastic / Laminated Board
	etc			


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ANNEXURE – VI

EXPERIENCE & COMPLETION CERTIFICATES

Attach copies of work orders & completion certificates of similar work executed in the last 5 years (minimum one worth $\geq 25\%$ of tender value).

Each certificate must be issued by a Government / PSU / Cooperative / Reputed Organization.

ANNEXURE – VII

TURNOVER & SOLVENCY CERTIFICATES

1. Chartered Accountant's Certificate

This is to certify that M/s _____ has achieved the following turnover during the past three financial years:

FY2022–23: Rs _____

FY2023–24: Rs _____

FY2024–25: Rs _____

Average Annual Turnover: Rs _____ (\geq RS 3 crore)

Seal & Signature of Chartered Accountant

Membership No.: _____

2. Bank Solvency Certificate

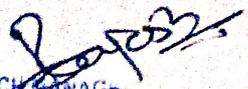
Issued by scheduled/nationalized bank confirming solvency limit equivalent to at least 20% of tender value.

ANNEXURE – VIII

QUALITY CERTIFICATES

Attach the following:

- ISO 9001:2015 Certificate (if applicable)
- EN-71-3 Non-toxic Certificate (for educational materials)
- Material Test Report (if any)
- Declaration on firm's letterhead confirming all items supplied shall be non-toxic, child-safe, and conforming to BIS/ISI standards.


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