



OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR,
SAMAGRA SHIKSHA ,KALAHANDI, BHAWANIPATNA
Jail Chowk e-mail- dpckalassa.opepa@nic.in



No. 1143 / ped/2025

Dated 24/4/2025

NOTICE INVITING TENDER (NIT)

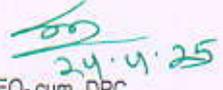
Sealed tenders are invited from the reputed & credible firms / agencies for & supply of **TEACHING LEARNING MATERIAL (Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , Ruler, pencil, Eraser, Sharpener & Crayon for Grade- I- III)** for Kalahandi District in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid processing fees	Amount of EMD	Last Date & time of receipt of Bid	Date & time of opening of Technical Bid and financial Bid
Supply of Teaching learning material (Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon for Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayon for Grade- I-III)	Rs 10000/-	Rs.1,72, 000/-	23/05/2025 upto 1P.M	28/05/2025 at 10 A.M

The detailed BID document is available in the website kalahandi.nic.in. Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, If required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.

By the order of Collector-cum-Chairprson


24.4.25
DEO- cum -DPC
Samagra Shiksha, Kalahandi


Standard Bidding Document

FOR

TEACHING LEARNING MATERIAL (Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon for Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayons for Grade- I-III)

Notice Inviting Tender No. 1143 /Dated 24/4/2025

**OFFICE OF THE DISTRICT PROJECT CO-ORDINATOR
SAMAGRA SHIKSHA, KALAHANDI**

CONTENTS OF BID DOCUMENT

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2.	Bid Document: Scope of work and general instructions for Bidders.	
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4.	Application-Financial Bid	

IMPORTANT INFORMATION TO THE BIDDER.

S. No.	Particular	Details
1.	Tender Inviting Authority (TIA)	O/O The District Project Co-ordinator, Samagra Shiksha, Kalahandi
2.	Availability of the Bid document	www.kalahandi.odisha.gov.in & www.osepa.odisha.gov.in .
3.	Date of Issue of the Bid	25/04/2025
4.	Last date and time of receipt of the Bid only through speed post / registered post / courier.	23/05/2025 upto 1P.M
5.	Date & time for opening of Technical and Financial BID	28/05/2025 at 10 A.M
7.	Bid Processing Fee (Non-Refundable)	Rs. 10000/- (Rupees One thousand Only) in shape of Demand draft drawn in any nationalized/scheduled bank favoring District Project Co-ordinator, Samagra Shiksha, Kalahandi, payable at Bhawanipatna which will be annexed with the Technical Bid.
8.	Earnest Money Deposit (EMD) *(Refundable without interest)	Rs1,72,000/-/- (Rupees one Lakh seventy two thousand) in shape of Demand Draft / in favour of District Project Coordinator Samagra shiksha, Kalahandi payable at SBI, Bhawanipatna.
9.	Address & mode of submission of proposal	O/o the District Project Co-ordinator, Samagra Shiksha Kalahandi: near Jail Chowk, At/Po- Bhawanipatna, kalahandi-766001. Mode of Submission: Speed Post / Registered Post / only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid will be rejected.
10.	Place of Opening of Proposal:	O/o The District Project Co-ordinator, Samagrashiksha, Kalahandi
11.	Point of Delivery & Completion of supply	At the Block point within 15 days from the date of work order
12.	Submission of Performance security & Signing of agreement.	within 07 days of award of contract.

BID DOCUMENT
FOR
SUPPLY OF TEACHING LEARNING MATERIAL

The District Project Co-ordinator, SamagraShiksha, kalahandi invites bids from the reputed & credible firms/agencies for supply of **TEACHING LEARNING MATERIAL (Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayon for Grade- I-III)** for kalahandi District. The detailed terms & conditions of the above bid are as under;

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria :

The firms /agencies must have:

- (a) Valid AadharUdyog Registration.
- (b) Valid PAN
- (c) Valid GST Registration Certificate.
- (d) Bidder shall have to provide undertaking Rs- 100/- Legal stamp paper that the bidder is not black listed with any state Government or central Government/PSU/Banks/ Financial Institutions on account of corrupt or fraudulent practices from 2021-22 to till date.
- (e) The bidder should have minimum average turnover 2 crore in last three financial year.i.e. Financial year,2021-22,2022-23and 2023-24.The bidder should submit Audited profit and loan Account along with CA certificate of CA registration number and seal.
- (f) Income Tax filing last 3 financial year i.e,2021-22 and 2022-2023.and 2023-24.
- (g) Sample of the material as per specification are to be submitted at the time of opening of financial bid.
- (h) The bidders must have submitted OEM certificate.

2. 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 TEACHING LEARNING MATERIAL (**Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayon for Grade- I-III**) and Financial Bid for supply of Teaching Learning Materials. Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for Supply of TEACHING LEARNING MATERIAL (**Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayon for Grade- I-III**)
- (b) **Technical Bid & Financial Bid.**

The Bidder has to fill up the Technical bid Form (Tech-1,Tech-2,Tech-3,Tech-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 form (Fin-1 & Fin-2) and to be

submitted in separate sealed envelope. The bidder is to quote **per piece of the product rate** in the prescribed format (FIN-2). The per piece rate shall including the cost of Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at Block point. The tender should be addressed to O/o the District Project Co-Ordinator, SS Kalahandi, Near Jail Chowk, Bhawanipatna-766001.

- (c) The Bid document shall be available in website **www.kalahandi.nic.in** and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft in favor of "District Project Co-Ordinator, SS, Kalahandi" payable at Bhawanipatna along with the **Technical BID**.
- (d) **Earnest Money Deposit (EMD)**: The bidder is to submit EMD amounting to **Rs 172000/-** (Rupees One lakh seventy two thousand) in shape of .the EMD (refundable - without interest), may be submitted in shape of Demand Draft from any Nationalized or scheduled bank drawn in favour of District Project Co-Ordinator, SS, kalahandi Payable at Bhawanipatna. failing which the tender shall be rejected summarily .
- (e) 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.
- Valid Aadhar Udyog Registration
 - Proof of Office setup in the State of Odisha
 - valid PAN
 - valid GST Registration Certificate.
 - DD amounting to Rs.10000/- as bid processing fee
 - EMD in shape of Demand Draft.
 - Duly filled in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.
 - Sample piece must be produced on the date of opening of Financial bid.
3. 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.
4. **Submission & opening of Tender:**
- 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 23/05/2025 till 1 P.M (in all working days) addressed to District Project Co-ordinator, Samagra Shiksha, Kalahandi only by **registered Post / Speed Post** . The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
 - Late Bidders**: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened . Thus the same is deemed to be rejected.
 - The Technical bids shall be opened on the scheduled date and time at 28/05/2025 at **10 A.M** in the O/o District Project Co-ordinator, Samagra Shiksha, Kalahandi in the presence of the representatives of the bidders,.

- (d) The Financial Bid will be opened of only those bidders whose Technical bids are found in order. The date,time& place of opening of Financial BID will be communicated after evaluation of Technical BID.

5. Specifications :

DETAILS SPECIFICATION OF THE ITEMS ARE MENTIONED AT ANNEXTURE-A

6. Evaluation of BID:

- (a) The Purchase Committee of the District Project Office 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.
- (b) The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of contract. The bidder who quoted more than one price for same material, then first quoted price shall be considered.

7. Acceptance or Rejection of the Bids:

- (a) The Authority 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.

8. Award of Contract :

The contract will be awarded to the Bidders substantially responsive to the Bid document & offered lowest evaluated cost.

9. Signing of Contract :

- (a) The successful bidder/s whose bid has been accepted will sign an agreement with the District Project Co-ordinator, Samagra Shiksha, Kalahandi within 07 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 tenderer shall have no claim further.

10. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 05% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in favour of the "District Project Co-ordinator, Samagra Shiksha, Kalahandi payable at Bhawanipatna only within 03 days from issue of the work order. In case of BG , the same shall be as per the **FORMAT-B** & its validity will be at least 30 days from the date of expiry of defect liability period.

11. Requirement & Delivery Schedule :

The selected firm shall supply the TEACHING LEARNING MATERIAL (**Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , ruler, pencil Eraser, Sharpener & Crayon for Grade- I-III**)at Block point within 15 days from the date of issue of the work order .Block wise Indent of the Kalahandi District will be provided to the firm/agency..

NB: The District shall calculate Block -wise requirement of TEACHING LEARNING MATERIAL and indicate the same in the bid document for information of the bidder/s.The denomination of number of TEACHING LEARNING MATERIAL(**Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayon for Grade- I-III)**

be contained in a packet as well as detailed information to be printed on the packet cover, if any , shall also be provided by the District for information of the bidder.

12. Payment terms:

- (i) **On completion of delivery at Block point & Cluster point** 80% cost of the supplied quantity shall be paid within 30 days after receipt of the required Material/reports / Papers/ documents as under:
 - a. Challans towards satisfactory completion of supply of quantity to concerned Block point as per supply order.
 - b. Receipt of "receive & stock entry certificate" from concerned BEO.
 - c. On fulfillment of conditions of the agreement.
 - d. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (ii) **On Final Acceptance** :Rest 20% cost of the total supplied quantity shall be paid after deduction of penalty, if any, within 30 days of :
 - a. Receipt & outcome of Post Delivery Inspection (PDI) Report.
 - b. On fulfillment of conditions of the agreement
 - c. Four self-inking carbon copies of the GSTIN invoice as well as bank details for payment purpose.
- (iii) No advance payment shall be made, or no payment shall be entertained on negotiation through Bank.
- (iv) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

13. Penalty :

- (a) If the work is delayed for any reason for which the TIA 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 TIA 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 TIA may write Govt. for blacklisting the firm.

14. Amendments to BID terms ,conditions and issue of Corrigendum/addendum:

- (a) Seven (07) days before the last date of submission of Bids, the TIA 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 **kalahandi.nic.in** 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 TIA 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 proposal 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 serially numbered and duly authenticated.
17. All the information uploaded & submitted or supplied 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 therein. All required documents shall be uploaded with serial number and page mark.
19. The TIA 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 90 days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
21. The TIA reserves the right to reject any or all the bids without assigning any reason thereof.
22. **Resolution of Disputes:**
- (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
- (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector cum Chairman SS, Kalahandi. The Collector cum Chairman SS shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.
23. **Applicable Law and Jurisdiction of Courts:**
- (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.

(b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at bhawanipatna.

COVERING LETTER

(ON BIDDER/S'S LETTER HEAD)

[Location, Date]

To:

The District Project Co-ordinator
Samagra Shiksha , Kalahandi

Subject Supply of TEACHING LEARNING MATERIAL (**Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , ruler, pencil, Eraser,Sharpener & Crayon for Grade- I-III**)

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards supply of TEACHING LEARNING MATERIAL (**Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayon for Grade (I-III)**)

in accordance with your Tender Call Notice No _____ dated _____. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately..

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I confirm that this proposal will remain binding upon us and may be accepted by you, at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Bidder/s's Organisation (General Details)

Sl No.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel :Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish contact details	Yes / No
6	Bid processing fee Details Amount :Rs. _____/-	
7	EMD details	
8	GSTIN	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	YES
11	Confirm to accept all the terms and conditions as specified in the Bid Document	YES

Place:

Date:

BIDDER/S'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp

Check list of documents & Items to be enclosed with Technical Bid

Sl. No	Nature and Type of Document/Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Valid Aadhar Udyog Registration .		
2	Proof of Office in the State of Odisha		
3	valid PAN		
4	valid GST Registration Certificate		
5	Audited profit and loss and balance sheet for the FY 2021-22,2022-23,2023-24.and average turnover more than Rs 2crore		
6	Filed Income Tax Return for the Financial Year 2021-22,2022-23,2023-24		
7	Authorized OEM certificate		
8	DD/Banker's cheque amounting to Rs.10000/- as bid processing fee		
9	EMD in shape of Demand Draft		
10	Duly filled in,signed & sealed Tech-1,Tech-2,Tech-3 & Tech-4 formats.		
11	Sample of materials.		
12	Duly filled in FIN-1 & FIN-2 Form		

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/
Official Seal of the Firm.

(In Bidder's letter Head)

[Location, Date]

To:

The District Project Co-ordinator
Samagra Shiksha, Kalahandi

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this bid document;
2. I/we have carefully read and understood all the terms and conditions of the BID document 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 BID at any stage besides liabilities towards prosecution under appropriate law.
4. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT / Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society / OSEPA and or convicted by any court of law due to (a) Service or quality supplied (b) submission of fake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.
5. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The District Project Co-ordinator,
Samagra Shiksha ,Kalahandi

Subject: Supply of TEACHING LEARNING MATERIAL (Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon FOR Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayon for Grade- I-III)

Madam/Sir

I, the undersigned, offer to supply of **TEACHING LEARNING MATERIAL (Slate pencil Box, Chalk, pencil, Eraser, sharpener & Crayon for Sishuvatika & Pencil Box, , ruler, pencil, Eraser, Sharpener & Crayon for Grade- I-III)** in accordance with your Tender Call Notice No. _____, Dated: _____. Our attached Financial Proposal is for the sum of Rs. _____ **[Insert amount(s) in words and figures*]**.

The quoted rate is inclusive of cost of the product Block- wise packing, all other charges/levies/duties, transportation cost & delivery of the complete material at Block point.I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <90.> days from the date of opening of the Financial bid. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

I understand that you are not bound to accept any proposal you receive.

I remain,

Yours faithfully,

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder :

- Amount must match with the one indicated in FIN-2.

FIN -2

(In Bidder's Letter Head)

Financial

Item Name	Total Nos indent	Approved rate per set	Rate per set quoted by the bidder including all charges(Transportation, Packing, GST, etc....)
Slate, Pencil Box, Chalk, Pencil, Eraser, Sharpener & Crayons for "SISHUVATIKA"	19006	100	
Pencil Box, Ruler Pencil, Eraser, Sharpener, & Crayons	66513	100	

NB: 1) The quantity of items may increase or decrease as per actual requirement.
 2) Specification is enclosed in Annexure-A

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

SPECIFICATION OF TEACHING LEARNING MATERIAL FOR SISHU VATIKA & FLN GRADES (2025-26)	
Items	Specifications/ Dimension
Wax Crayon (One Pkt)	Reputed brand
	Length : 90 mm
	Point Type : Wide
	Diameter 11mm
	Quality : non smudge, round
	No of colours : 12
	Made of Non toxic materials
	Special feature (Non toxic & food grade pigments) Conforming international Safety Standard En 71-3
Slate-01	Dimension : 25 x 30 x 1 cm, Strong plastic edges and smooth textured black surface
Slate pencil-01 (Chalk)	White colour
	Material : Slate
Pencil Box (New)- 01	Dimension : Length 20-22 cm, Width 7-9 cm, height 3-5 cm.
	Colour : Colourful
	Materials : Plastic
Scale-01	15 cm with mm marking
Pencil-01	Reputed brand, HB pencil bonded lead quality , Hexagonal shape, Size: 172 mm & Diameter : 6.9 mm
Eraser-01	Reputed brand, dust free & with Dimension : 33 X 17 X 10 mm
Pencil Sharpener- 01	Special feature : Rust resistance, Eco friendly

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