

COLLECTORATE, KORAPUT  
(SOCIAL WELFARE SECTION)

No. 1677 /2018

Date: 15.09.2018

TENDER CALL NOTICE

In pursuance of letter No. 10807 Dtd. 27.6.2018 of F.A-cum- Additional Secretary to Government, Department of Women & Child Development and Mission Shakti, Odisha, sealed tender in prescribed Form are invited from the intending (Firms/Authorized Dealers / Registered Manufacturers/ Co-operative Societies) having valid GSTN certificate/ Income Tax clearance certificate and PAN Card for printing and supply of 5 different types of registers, supply to AWC and Mini AWCs under MAMATA Scheme for Koraput District. All printing materials should be in Odiya. The tender paper complete in all respects should reach to the DSW Section, Collectorate, Koraput by registered/ Speed post up to 5 PM on or before 29.9.2018 with super scribing on the top of the envelope as " printing and supply of Registers to AWCs & Mini AWCs under MAMATA Scheme in the Koraput District". Tender document sent other than the above mode shall not be entertained in any circumstances. The tender paper alongwith sample copy shall be available at DSW Section, Collectorate, Koraput during the office hours from dated 15.9.2018. The prescribed tender schedule can also be downloaded from the District Web site <http://Koraput.nic.in> and can be filled alongwith a DD of Rs. 5000/- (non refundable) drawn in favour of DSWO, Koraput in SBI, Koraput and payable at Koraput towards the cost of tender paper along with EMD. Opening of Financial and technical bids on 3.10.2018 at 4.00 PM in the Office chamber of **Collector, Koraput** in presence of the Tender Committee constituted for the purpose and the bidders or their authorized representatives. The tenderer should submit the attested copy of valid GSTN clearance certificate, income tax clearance certificate and PAN Card alongwith the tender paper. The rate should be inclusive of all taxes and shall furnish the effective sale and source certificate and deliveries of the materials are to be made in the door step of ICDS Projects in the District. The successful tenderer shall supply the materials within 30 days from the date of the receipt of the supply order. No transportation cost will be given to the selected supplier. The successful bidder shall supply the materials in the approved rate fixed by the Government. This office is not responsible for any kind of delay in receipt of the tender documents. If the successful tenderer will not supply the materials in the approved rate, the EMD shall be forfeited and credited in to the account of the DSWO, Koraput

The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

  
COLLECTOR, KORAPUT

**TERMS AND CONDITION OF THE TENDER FOR SUPPLY OF REGISTERS AND  
CALENDER UNDER MAMATA SCHEME IN KORAPUT DISTRICT.**

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As per the instructions of Govt., in W & CD Deptt. Odisha, Bhubaneswar, COLLECTOR, KORAPUT now invites sealed tender from eligible tenderer for supply of registers and Calenders under MAMATA scheme for AWC/ Mini AWC as per specification and quantity specified in the tender documents.

1. Sealed tender in prescribed format are invited from intending (Firms/Authorized Dealers / Registered Manufacturers/ Co-operative Societies) for supply of MAMATA registers and calender for Koraput District.
2. The Prescribed tender Form/ schedule can be obtained from Dtd. 15.9.2018 on any working day in the Office of the DSWO, KORAPUT and it should be sent through Speed Post/ Regd. Post only along with all required documents properly sealed on or before dtd 29.9.2018 till 5.00 PM in a sealed Cover addressed to District Social Welfare Officer, Koraput. The cost of Tender form is Rs.5,000/- (Rupees Five Thousand) only which is non-refundable.
3. The sealed tender paper will be opened on Dtd. 3.10.2018 at 4.00 AM/PM in presence of Tender committee and tenderer or their authorized agents.
4. In case of any discrepancy in between Press advertisement, other detail Provision of the tender document, COLLECTOR, KORAPUT reserves the right to add / modify / delete any portion of the document by issuance of an addendum & will also be made available to all the tenders who have indicated their intention to tender (purchase the tender for). This shall be binding on all the tenders and this shall be form apart of the tender.

5. **TECHNICAL SPECIFICATION AND REQUIREMENT**

Technical specification for supply of Registers and Calender under MAMATA Scheme is at Annexure- A. The approximate requirement of the registers is in annexure -A. It may be changed as per the need of circumstances.

6. **ELIGIBILITY CRITERIA( Check List Annexure-B)**

**The Tender must fulfill the following eligibility criteria.**

1. The Sample copy of each registers. ( no sample paper will be accepted).
2. Past Performance.
3. Production capacity.
4. Copy of Annual income and expenditure for last two years.
5. A demand draft of Rs. 50,000/- ( Fifty thousand) only as EMD from any nationalized bank payable at Koraput in favor of the District Social Welfare Officer, Koraput.

6. Self attested copies of GSTN registration certificate.
7. Copy of pan card.
8. Separate envelop for financial bid.
7. The Tenderer shall bear all costs associated with preparation and submission of tender and the COLLECTOR, KORAPUT in no case be responsible or liable for these cost, whether the tender is not accepted finally or cancellation / rejection of tender.
8. The tender document is not transferable. Only the party who has purchased the tender form shall be entitled to quote.
9. The tender paper should be filled in English properly & legibly without any correction in the prescribed schedule. The rate & units should be written both in figure and words. The rate quoted shall be final and the tender shall not be allowed to change the same under any circumstances and it shall be valid until further order. Incomplete, illegible tender will be rejected. Telegraphic / Couriers / E-mail / Conditional tender will not be accepted and no correspondence will be made in this matter.
10. Tender forms with over written or erased or illegible rate or rates not shown in figure and works will be liable for rejection or the decision of the committee will be final and binding on the tenders.
11. The rate of each item is inclusive off all taxes, loading, unloading, Transporting charges, insurance, excise duty & custom duty (if any) at ICDS Project level.
12. The Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand )only in shape of Bank Draft in favour of District Social Welfare Officer, Koraput shall be enclosed with the Tender paper. The Tender without Earnest Money deposit shall be liable for rejection. Cash / Cheque shall not be accepted. No tender shall be allowed to withdraw his / her Tender/ Earnest Money deposit until the tender is finalized. In case the successful tender refuses to supply / unable to supply after acceptance of his / her/ tender, or with draw the tender the earnest money deposited by him/her shall be forfeited in whole of in part as decided by the Collector, Koraput.
13. The Earnest Money Deposited by the successful tenderer will be refunded only after completion of the Tender process and successful tenderer will stands converted to security deposit which will be refunded only after successful completion of delivery of goods in good condition and as per approved specified article with in stipulated time. The whole or part of the Security Deposit will be forfeited for irregular performance of breach of any terms and conditions. The security Deposit of unsuccessful tenders will be returned after completion of tender process.
14. The tenderer should submit separate envelop for Financial Bid with the tender documents.

15. The successful tender shall supply all MAMATA registers and calender in good condition at ICDS project in the District within stipulated time period in his own risk & responsibility and the undersigned is not responsible for any damage / loss arises if any during transport from factory point to delivery point or for any means. For the purpose of placing the order the tender shall remain valid for 30 days after the date of opening of tender.
16. Collector, Koraput may terminate the contract at any time for violation of terms and conditions or for any other reason.
17. The tender shall produce the sample copy of all MAMATA Registers and calender at the time of opening of tender.
18. The supply shall be made at CDPO Office as per approved rate, quality and specification only. Slightest sub-standard / bad quality of materials will not be accepted and the entire order will be rejected and tenderer will be liable for all losses incurred there in.
19. The approximate requirement of MAMATA registers and calender is at Annexure-A which may be changed at any time according to the requirement.
20. The supply shall be made with in one month from the date of issue of order for supply which will be communicated to the successful tender either in person or by post / Fax or e-mail.
21. In case of dispute regarding quality of the materials, Collector, Koraput shall cause an enquiring or authorize any other officer to do so & will take suitable action as deems fit & proper.
22. If the supplier fails to supply the required quantity of MAMATA Registers and calender in full & in good condition with in stipulated time then the order may be cancelled and the concerned supplier be penalized and the supplier has to bear all losses incurred there on.
23. Payment shall be made by the District Social Welfare Officer on submission of printed GSTN bills by the supplier on completion of successful delivery of stock to CDPO's in good condition on due acknowledgement as a token of acceptance with detail specification of item I.e. number of item.
24. The details of tender paper along with terms and condition should be returned with the tender duly signed by the tenderer as a token of acceptance of terms and conditions. The money receipt shall also be enclosed with tender paper.

25. All correspondence regarding this tender be addressed by mentioning tender Notice No & Date as follows:-  
The District Social Welfare Officer,  
Koraput.  
District-Koraput (Odisha)  
Pin-764020.
26. The Collector, Koraput reserves the right to cancel or reject any or all the tender of any time without assigning the reason there of.

  
**COLLECTOR,  
KORAPUT.**

ANNEXURE-A

TENDER SCHEDULE QUOTING RATES FOR SUPPLY OF MAMATA REGISTERS AND  
CALENDER FOR ANGANWADI CENTRES IN KORAPUT DISTRICT.

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I do here by tender to execute the under mentioned description of works in accordance with the terms and condition enclosed and in consideration of payment being made for the quantities at the specified rate to be supplied to ICDS Projects of Koraput District.

SCHEDULE

1. Name and Address of the supplier  
(IN CAPITAL LETTER)

2. Phone No/Fax No/Mobile No.

With STD code No/E-mail address if any).

SPECIFICATIONS FOR MAMATA REGISTERS.

**a).Anganwadi Centre Survey Register –**

**Inner –** Half crown size paper

Original + Duplicate (50x2)= 100 pages each book.

Original Copy – Proportion & Duplicate Copy plain.

**Cover -** Cover page Glossy paper with Black & White Print.  
(Thin Board Binding).

**Quantity to be printing – 3264 Nos. + 2 % extra = 3330 Nos.**

**b). Beneficiary Undertaking Register.-**

**Inner-** ¼ Size Paper

Front + Back Printing 100 pages each book

Top pad Type proportion + stitching

**Cover -** 170 GSM paper Cover page Glossy with Black & White Print.

**Quantity to be printing.– 3264 Nos. + 2 % extra = 3330 Nos.**

**c). Beneficiary Tracker Register.-**

**Inner –** Legal Size Paper.

1<sup>st</sup> Copy Original + Duplicate (50x2) = 100 pages.

Original Proportion Duplicate Plain.

2<sup>nd</sup> Copy Original + Duplicate (50x2) = 100 pages

Original Proportion Duplicate Plain.

200 pages contain each book.

Top pad Type proportion + stitching

**Cover –**Cover page Glossy with Black & White Print.

**Quantity to be printing – 3264 Nos. + 2 % extra = 3330 Nos.**

**d).Monthly Progress Report Register.**

**Inner –** Legal Size Paper

Front + Back Printing 100 pages contains each Books (Single Copy).

Top Pad type proportion + stitching.

**Cover –** Cover page Glossy with Black and White Print.

**Quantity to be printing – 3264 Nos. + 2 % extra = 3330 Nos.**

**e).MAMATA Calendar.**

**Inner -** 22x28 size Drawing Board.

Each calendar contains 5 copies with Top Stitching.

**Quantity to be printing – 3264 Nos. + 2 % extra = 3330 Nos.**

Sl. No	Item	Rate quoted in figure (Per copy).	Rate Quoted in words.
1	Anganwadi Centre Survey Register.		
2	Beneficiary Undertaking Register.		
3	Beneficiary Tracker Register		
4	Monthly Progress Report Register		
5	MAMATA Calendar		

SIGNATURE OF THE TENDERER.

Date:

DOCUMENTS ENCLOSED (YES/NO)

1. The Sample copy of each registers. ( no sample paper will be accepted).
2. Details of Tender paper purchased.
3. Past Performance.
4. Production capacity.
5. Copy of Annual income and expenditure for last two years.
6. A demand draft of Rs.50,000/- ( Fifty thousand) only as EMD from any nationalized bank payable at Koraput in favor of the District Social Welfare Officer, Koraput.
7. Self attested copies of GSTN registration certificate.
8. Copy of pan card.
9. Separate envelop for financial bid.

**(Please mark the sl. of the documents in numbers).**

SIGNATURE OF THE TENDERER.

**ANNEXURE-B**

**CHECK LIST**

(TO BE SUBMITTED WITH TENDER FORM)

PLEASE CHECK WHETHER THE FOLLOWING HAVE BEEN ENCLOSED WITH TENDER FORM SERIALLY)

1. The Sample copy of each registers. ( no sample paper will be accepted).
2. Details of Tender paper purchased.
3. Past Performance.
4. Production capacity.
5. Copy of Annual income and expenditure for last two years.
6. A demand draft of Rs.50,000/- ( Fifty thousand) only as EMD from any nationalized bank payable at KORAPUT in favor of the District Social Welfare Officer, KORAPUT.
7. Self attested copies of GSTN registration certificate.
8. Copy of pan card.
9. Separate envelop for financial bid.

**(Please mark the Sl. of the documents in numbers).**

**SIGNATURE OF THE TENDERER.**