



## COLLECTORATE, GANJAM, CHATRAPUR

(D.S.W.O. SECTION)

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No. 1551 /

Dt. 30.04.21

### Tender Call Notice for printing & supply of Child Assessment Cards or Mo Bikas Patra for Pre-school Children at AWCs for the Year 2020-2021

Sealed Tenders under two bid systems are invited from the reputed firms / agencies having valid PAN Card, GST for printing & supply of Child Assessment Cards for pre-school children at AWCs. The tender documents containing detail specifications for the Child Assessment Cards, quantity to be supplied with terms and conditions may be collected from the Office of DSWO, Ganjam on any working day by depositing Rs.2,000/- (Rupees Two Thousand) only in shape of D.D.(SBI) in favour of DSWO, Ganjam payable at Chatrapur or can be downloaded from Ganjam NIC website ([www.ganjam.nic.in](http://www.ganjam.nic.in)). If downloaded, the quotation must be accompanied by Rs.2000/- Demand Draft in favour of DSWO, Ganjam payable at Chatrapur. Quotation must be accompanied by D.D. of Rs. 15,000/- (Rupees Fifteen thousand) only towards E.M.D. The quotation must be sent through Regd. Post / Speed Post to DSWO, Ganjam **on or before 11.05.2021 by 5.00 PM** during the working hours. The Office will not be responsible for any postal delay. The quotation will be opened on **12.05.2021** in presence of the Tender Committee & Tenderer or the representative of Tenderer duly authorized by the Tenderer at **11.00 AM** in the Collectorate Conference Hall, Chatrapur, Ganjam. The sealed envelopes containing the quotation should be super-scribed with Sealed "Printing and Supply of Child Assessment Cards for Pre-school Children at AWCs".

The Tender Call notice along with terms and conditions of the tender can be downloaded from Ganjam NIC website [www.ganjam.nic.in](http://www.ganjam.nic.in)

The undersigned reserves the right to accept or reject any application without assigning any reason thereof.

  
Collector, Ganjam

Dt. 30.04.21

Memo No. 1552

Copy to the Office Notice Board for wide publicity.

Copy to All Sub-collectors/ All BDOs/All CDPOs/ All District Level Officers of Ganjam District for information and they are requested to display the tender call notice in their Notice Boards for wide publicity.

  
Collector, Ganjam

Memo No. 1553  
Copy to DI & PRO, Ganjam for information and necessary action.

Dt. 30.04.21



Collector, Ganjam

Memo No. 1554  
Copy along with the Tender Call Notice forwarded to the D.I.O., N.I.C., Ganjam for information and necessary action. He is requested to hoist the same in the District Website for information of general public.

Dt. 30.04.21



Collector, Ganjam

Memo No. 1555  
Copy forwarded to the Director, Social Welfare, W & C D Dept., Odisha for kind information and necessary action.

Dt. 30.04.21.



Collector, Ganjam

**LIST OF DOCUMENTS TO BE COLLECTED BY INTENDING BIDDERS**  
**FROM DSWO OFFICE, FROM 28 .04.2020 TO 11.05.2020**

- 1. Terms & Conditions with Serial No. 1 to 22**
- 2. Annexure A – Application – TECHNICAL Bid**
- 3. Annexure B – Application – FINANCIAL Bid**
- 4. Undertaking that the agency is not Black Listed**
- 5. Undertaking that the agency will adhere to the specification, content, quality & quantity for supply of printing material.**

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### TERMS & CONDITIONS

1. Child assessment cards or *Mo Bikas Patra* is to be supplied to 24 No's. of ICDS Projects for 3 to 6 years children as per their requirement for the year 2020-21. The project wise list of ICDS projects who are to be supplied Child Assessment Cards , is mentioned below. The selected Agency must be required to deliver the Child Assessment Cards to all 24 No's of ICDS Project Offices of Ganjam District only during Office hours.
2. A Total of 129097 Child Assessment cards is to be supplied to 24 ICDS projects in proportion to uniform distribution to the no of Pre-school children in age group of 3 to 6 years for the year 2020-21
3. PROJECT WISE REQUIREMENT OF CHILD ASSESSMENT CARDS FOR 24 NO's OF ICDS PROJECTS FOR THE YEAR & 2020-21 IS GIVEN BELOW;

Sl No	Name of the Project	Total Child Assessment Cards Required
1	ASKA	6063
2	BEGUNIAPADA	7098
3	BELLAGUNTHA	4467
4	BERHAMPUR (U-I)	1570
5	BERHAMPUR (U-II)	1855
6	BHANJANAGAR	6849
7	BUGUDA	5669
8	CHHATRAPUR	5566
9	CHIKITI	4622
10	DHARAKOTE	4773
11	DIGAPAHANDI	5872
12	GANJAM	3984
13	HINJILIKUT	5800
14	J.N. PRASAD	4918
15	K.S. NAGAR	5182
16	KHALLIKOTE	7088
17	KUKUDAKHANDI	4552
18	PATRAPUR	5540
19	POLOSARA	6463
20	PURUSOTTAMPUR	6141
21	RANGEILUNDA	4774
22	SANAKHEMUNDI	7316
23	SHERAGARH	5750
24	SORADA	7185
	<b>Total</b>	<b>129097</b>

4. Specification of Child Assessment Cards or Mo Bikas Patra

Sl. No.	Name of the Item	Specification	Remark
1	Child Assessment Cards ( Mo Bikas Patra)	<ul style="list-style-type: none"> <li>• Size- 21cm X 28 cm</li> <li>• Pages- 04</li> <li>• Paper-Text- 120 GSM Maplitho</li> <li>• Printing- Multi color</li> <li>• Binding- Single Folding</li> </ul>	

5. The Tender Paper must be sent **only through Registered Post / Speed Post** to DSWO, Ganjam, Chatrapur - 761020 as per date and time mentioned below;

SL.NO	ACTIVITY	DATE	TIME
1	Sale of Tender Paper	28.04.21 to 10.05.21	During Office hours (except holidays)
2	Last Date of receipt of Tender Paper	11.05.2021	5 PM
3	Opening of Technical Bids	12.05.2021	11 AM
4	Opening of Financial bids (Only for bidders who have qualified in the technical bids)	12.05.2021	Subsequently after opening of technical bids

6. The Tender has been invited under two **bid systems i.e., Technical Bid and Financial Bid**. The interested Agencies are advised to submit two separate sealed envelopes super scribing " Technical Bid for printing & supply of Child Assessment Cards or Mo Bikas Patra and "Financial Bid for Child Assessment Cards or Mo Bikas Patra" Both sealed envelopes should be kept in a third sealed envelope super scribing " Tender for printing & supply of Child Assessment Cards or Mo Bikas Patra. First the technical bids will be opened & subsequently **the financial bids of successful bidders who have qualified in the technical bid process will be opened** . All bids will be opened in presence of the tender committee members and in presence of bidders or their authorized representatives.

7. It is the responsibility of the bidders or their authorized representatives to remain present during the opening of bids. The tender committee will not be held responsible for bidders or their representatives remaining absent or reaching late to the venue of tender.

8. Following documents must be covered in Technical Bid envelop, otherwise their bids shall be summarily / out rightly rejected and will not be considered any further action. Please refer **(ANNEXURE - A)**


- Attested copy of GST certificate.
- Attested copy of PAN
- Attested copy of IT return of last financial year.
- Registration Certificate under DIC/MSME/SSI or any valid Govt. Institution.



- Money Receipt of Rs. 2000/- ( Non- Refundable) towards purchase of Tender Papers or Demand Draft in Favour of DSWO,Ganjam payable at Chatrapur or D.D of Rs.2000/- in favour of DSWO ,Ganjam ayable at Chatrapur if form is downloaded from NIC Website, Ganjam ([www.ganjam.nic.in](http://www.ganjam.nic.in))
  - Demand Draft (SBI) in favour of DSWO, Ganjam payable at Chatrapur for Rs.15,000/- (Rupees Fifteen Thousand) (Refundable ) only towards EMD or vaild document for EMD exemption.
  - Attested copy of the past performance certificate or work experience or work orders for similar kind of work.
  - Undertaking the the agency is not black listed by any Govt. / PSU agency / Institution
  - Undertaking that the agency will adhere to the specification, content, quality and quantity to supply the printing materials as per work order of DSWO.
9. The financial bid should contain the following; **(ANNEXURE - B)**
- a. The price of the unit cost of Child Assessment Cards or Mo Bikas Patra including the cost for transportation & tax if applicable upto deliver at project level.
10. The tender papers can be purchased from Cash Section of the Office of DSWO, Ganjam by depositing non -refundable Rs.2,000/-(Rupees Two Thousand) only in shape of Demand Draft in favour of DSWO,Ganjam or can be downloaded from Ganjam NIC website. The downloaded form filed in complete details must be submitted along with a non- refundable D.D of Rs.2000/- in favour of DSWO,Ganjam, ayable at Chatrapur.
11. The successful firm/agency will have to deposit 5% of total contract value as security deposit at the time of agreement and it will be pledged in favour of DSWO, Ganjam. If the firm fails to make complete supply of required materials as per the supply order, the security deposit will be forfeited.
12. Penalty or legal action may be initiated for the agency for deviating the terms and conditions laid down in the tender process. If during field visit it is found that the agency has supplied sub-standard materials not adhering to the specification laid down in the tender document, both in quantity and quality, then strict action would be initiated against him/her as per the final decision of Collector,Ganjam.
13. The agency has to furnish an undertaking to adhere to the specification, content, quality and quantity for supply of printing materials and undertaking that it is not black listed by Govt / PSU agency or institution (Format Enclosed) . If during field visit it is found that there is deviation from required specification , quality and quantity, then the security deposit of the agency will be forfeited and further the agency will not claim any amount for materials supplied to offices of CDPOs & Payment will not be made to the agency.

14. The DSWO Office will collect 10 Child Assessment Cards on random sampling and samples will be sent to Govt. Testing labs /Govt. Press for testing the specification. If in the test report it is found that the materials do not match to the specifications laid down in the tender , then Collector is at liberty to penalize the concerned vendor by deducting upto 100% against the bills liable for payment and take any other action against the supplier/ vendor as deemed proper.
15. The successful bidder who is selected to print & supply the Child Assessment Cards or Mo Bikas Patra has to Collect the Prototype from DSWO Office, Chatrapur . The finally selected bidder will place 10 no's of sample copies of Child Assessment Cards or Mo Bikas patra before the tender committee, before work order is placed to the agency by DSWO,Ganjam.
16. Delivery will be made at 24 Nos. ICDS Projects as per the list, mentioned at **Sl.No. 3** within 15 days from receipt of supply order.The selected Agency must deliver the Child Assessment Cards at project level and the CDPOs will acknowledge the receipt of the Child Assessment Cards. The agency will submit a copy of the receipt challans of all projects to the DSWO Office for settlement of bill. The bill will be paid by the DSWO Ganjam after random collection of samples from any project/projects and successful certification is received from testing agency.
17. If the successful firm fails to execute the contract or withdraw the tender paper, the EMD of the firm will be forfeited. If exemption is claimed by the agency not to deposit the EMD amount during tender process .then the agency will have to deposit the EMD amount or else the agency will be blacklisted by the office of DSWO,Ganjam.
18. If any deficiency to be found in the application form, the tender application will be out rightly rejected.
19. The bidder (L1) quoting the lowest rate will be considered. The successful tenderer/bidder , if fails to supply the required Child Assessment Cards during the scheduled period , the next highest tenderer (L2) will be allowed to supply the same and the differential amount will be recovered from first tenderer (L1) .
20. In case more than one tenderer quotes the same lowest rate, all the tenderers who have quoted the same lowest rates shall be called for and decision will be taken by the Tender Committee or through public lottery
21. Statutory Tax deductions may be made during the time of Payment as per Govt Norms
22. The authority reserves the rights to accept or reject any or all tender papers without assigning any reason thereof.

**Signature of the Tenderer ,**  
**Date:**

  
**D.S.W.O., GANJAM**  
**Date:**

(ANNEXURE – A)

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, GANJAM  
( SOCIAL WELFARE SECTION)**

APPLICATION – TECHNICAL BID

PRINTING & SUPPLY OF CHILD ASSESSMENT CARDS OR MO BIKAS PATRA.

1.	Name & address of the Firm/ Agency	:	
2.	Contact No. of the authorized person of the Firm / Agency	:	
3.	No. & Date of the Money receipt of Rs. 2,000/- towards purchase of Tender Papers ( Copy enclosed) or D.D of Rs.2000/- in Favour of DSWO,Ganjam if downloaded from NIC,Ganjam website	:	
4.	EMD in shape of Demand Draft Rs. 15,000/- in favour of DSWO. Ganjam ( Enclosed) or Valid Document for EMD exemption.	:	
5.	GST registration Certificate ( Attested copy to be enclosed)	:	
6.	PAN No. ( Attested copy to be enclosed)	:	
7.	IT Return of last financial year ( Attested Copy to be enclosed )	:	
8.	Registration Certificate under D.I.C / MSME /SSI or any valid Govt. Institution.( Attested copy to be enclosed)	:	
9.	Undertaking the the agency is not black listed by any Govt. / PSU agency / Institution	:	
10.	Undertaking that the agency will adhere to the specification.content,quality and quantity for supply of printing materials as per work order of DSWO	:	
11.	Attested Copy of past performance certificate or work experience or work orders for similar kind of work (Attested Copy to be enclosed )	:	

I do hereby tender to execute the above mentioned description of work in accordance with Term & conditions of the Tender Notice and any deviation of the Terms and Conditions shall be liable for initiation of action by the authority as per law / procedures against me.

Signature of the authorized person  
/Agency / Firm



(ANNEXURE – B)

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, GANJAM**  
**( SOCIAL WELFARE SECTION)**  
**APPLICATION – FINANCIAL BID**  
PRINTING & SUPPLY OF CHILD ASSESSMENT CARDS OR MO BIKAS PATRA

Name of the Firm / Agency :

To,

The District Social Welfare Officer,  
Ganjam.

Sub.:- Quotation for Printing & supply of Child Assessment Cards or Mo Bikas Patra

Ref.:- Your Tender Call Notice No..... Dt.....

Sir,

With reference to your tender call notice as mentioned above, I am to quote the rates as mentioned in the following table for your kind consideration.

Yours faithfully

Signature of the Authorized person  
/ Agency / Firm

Name of the Item	Specification	Total Quantity	Rate per unit cost of Child Assessment Cards or Mo Bikas Patra including transportation & tax if applicable upto deliver at ICDS project level ( in Rs.)	Total Cost ( in Rs.)	Remark
Child Assessment Cards	<ul style="list-style-type: none"><li>• Size- 21cm X 28 cm</li><li>• Pages- 04</li><li>• Paper-Text- 120 GSM Maplitho</li><li>• Printing- Multi color</li><li>• Binding- Single Folding</li></ul>	<b>129097</b>			

Date :-  
Place:-

Signature of the approved  
Agency / Firm

9. Undertaking by the Agency that the Agency is not black listed by any Govt./PSU institution

I Mr./Smt.....Behalf of the  
.....(Name of the Agency) do give this  
undertaking that our agency has **never been black listed** by any Govt./ PSU institution. If  
found that I/We have furnished false information then legal action may be initiated against  
me/us by the tender committee.

Date :-

Place:-

Signature of the approved  
Agency / Firm/Vendor

10. Undertaking by the Agency that the Agency will adhere to the specification, content, quality and quantity for supply of printing materials

I Mr./Smt.....Behalf of the  
.....(Name of the Agency) do give this  
undertaking that **our agency will adhere** to the specification, content, quality and quantity for  
supply of printing materials. If found, at any given point of time that I/We have not adhered to  
the specification, content, quality and quantity for supply of printing materials as per terms &  
conditions laid down in the tender document by the office of DSWO,Ganjam , then legal action  
may be initiated against me/us by the tender committee.

Date :-

Place:-

Signature of the approved  
Agency / Firm/Vendor