

COLLECTORATE; MALKANGIRI
(Social Welfare Section.)

Letter 1293 /18SW


Dated. 31 /08/2018.

TENDER CALL NOTICE

Sealed tender in prescribed form are invited by the undersigned from the intending individuals//Firms/Authorized Dealers/Reputed Suppliers/Registered Manufacturers/Co-Operative Societies for supply of different registers under MAMATA Scheme for Malkangiri Dist.

The details of Tender Paper/Tender schedule can be obtained on payment of Rs.2000/- (Rupees two thousand) only in shape of D.D./Bankers cheque in favour of the DSWO, Malkangiri during the office hour from dt 1.9.2018 to dt 17.9.2018 on any working days 7 AM to 5 PM. The cost of tender paper is not refundable and the sealed tender paper duly filled up along with all required documents must be sent through Speed Post / Regd. Post only to District Social Welfare Officer, Mission Shakti Building, Malkangiri during the Office hour of any working day from 1.9.2018 to 17.9.18. The Last Day of receiving the Tender is 17.9.18. The sealed Tender will be opened on 19.9.18 At 11 A.M at Collectorate Conference Hall, Malkangiri. AM/PM by the tender Committee & in Presence of the Tenderers or their authorized agents. No. Telegraphic/Courier tender will be accepted. The Tender paper can also be down loaded from the District website www.malkangiri .nic.in. In case of downloading, cost of the tender paper be paid in Demand Draft only.

How ever the undersigned reserves the right to reject/cancel any or all the tenders at any time with out assigning any reason there of.


Addl. Dist. Magistrate
MALKANGIRI.
Dated. 31.08.18

M memo No. 1294 /2018SW

Copy forwarded to the Project Director, D.R.D.A, Malkangiri/ Sub:Collector, Malkangiri /D.P.C, Malkangiri/District Welfare Officer, Malkangiri/ General Manager, D.I.C, Malkangiri/Project administrator ,I.T.D.A, Malkangiri / Block Development Officers / All CDPO's /All Tahasildar's / D.I.P.R.O, Malkangiri/ Executive Officers of N.A.C, Malkangiri & Balimela for information and necessary action with a request to display the tender call notice in their notice Board for the information of the public/Copy forwarded to the D.I.O, NIC, Malkangiri to transmit the message in the website.

Copy submitted to the FA-cum-Additional Secretary to Govt. W & CD Deptt.(O)BBSR for information and necessary action.


D.S.W.O, MALKANGIRI.

**TERAMS AND CONDITION OF THE TENDER FOR SUPPLY OF REGISTERS
UNDER MAMATA SCHEME IN MALKANGIRI DISTRICT.**

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As per the instructions of Govt., in W & CD Deptt. Odisha, Bhubaneswar, ADM, Malkangiri now invites sealed tender from eligible tenderer for supply of registers under mamata scheme for AWC as per specification and quantity specified in the tender documents.

1. Sealed tender in prescribed format are invited from tending individuals/Farms/Authorized Dealers/Reputed Suppliers / Registered Manufacturers/Co-operative societies for supply of MAMATA registers for Malkangiri District.
2. The Prescribed tender form/ schedule can be obtained from Dt. 01 / 09 /2018 to 17 /09 /2018 on any working day in the Office of the DSWO, Malkangiri and it should be sent through Speed Post/ Regd Post along with all required documents Properly sealed on or before dt 17/09/18 at 05 AM/PM in a sealed Cover addressed to District Social Welfare Officer, Mission Shakti Building ,Malkangiri. The cost of Tender form is Rs.2000/-(Rupees Two Thousand) only which is non-refundable.
3. The sealed tender paper will be opened on dt 19.09.18 at 11 AM/PM in presence of Tender committee and tenders or their authorized agents.
4. In case of any discrepancy in between Press advertisement, other detail Provision of the tender document, ADM, Malkangiri 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 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.30,000/- (thirty thousand) only as EMD from any nationalized bank payable at Malkangiri in favor of the District Social Welfare Officer, Malkangiri.
6. Self attested copies of GSTN registration certificate.
7. Copy of pan card.
8. Separate envelop for financial bid.
7. The Tender shall bear all costs associated with preparation and submission of tender and the ADM,Malkangiri 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 properly & legibly without any correction / in English 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. In complete, illegible tender will be rejected. Telegraphic / Postal / 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.30,000/-(Rupees Thirty Thousand)only in shape of Postal savings Passbook / Bank Pass / NSC / term Deposit duly pledge in favour of District Social Welfare Officer, Malkangiri shall be enclosed with the Tender paper. The Tender without Earnest Money deposit will liable for rejection. Cash / Cheque/ Bank Draft 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 will be forfeited in whole of in part as decided by the ADM,Malkangiri.
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 in good condition at CDPO Office within stipulated time period at 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 90 days after the date of opening of tender.
16. Addl. District Magistrate, Malkangiri 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 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 you will be liable for all losses incurred there in.
19. The approximate requirement of MAMATA registers 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, Addl. District Magistrate, Malkangiri 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 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 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 tender 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,
Mission Shakti Building, Malkangiri
District-Malkangiri (Odisha)
Pin-764045.
26. The Addl. District Magistrate, Malkangiri reserves the right to cancel or reject any or all the tender of any time without assigning the reason there of.


3.8.18
Addl. Dist. Magistrate
MALKANGIRI.

ANNEXURE-A

**TENDER SCHEDULE QUOTING RATES FOR SUPPLY MAMATA REGISTERS FOR
ANGANWADI CENTRES IN MALKANGIRI DISTRICT.**

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 District Point.

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 – 1250 nos + 5 % extra = 1313 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 – 1250 nos + 5 % extra = 1313 nos.

c). Beneficiary Tracker Register.-

Inner – Legal Size Paper.
1st Copy Original + Duplicate (50x2) = 100 pages.
Original Proportion Duplicate Plain.
2nd 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 – 1250 nos + 5 % extra = 1313 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 – 1250 nos + 5 % extra = 1313 nos.

e). MAMATA Calendar.

Inner - 22x28 size Drawing Board.

Each calendar contains 5 copies with Top Stitching.

Quantity to be printing – 1250 nos + 10 % extra = 1375 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.30,000/- (thirty thousand) only as EMD from any nationalized bank payable at Malkangiri in favor of the District Social Welfare Officer, Malkangiri.
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 SERIALY)

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.30,000/- (thirty thousand) only as EMD from any nationalized bank payable at Malkangiri in favor of the District Social Welfare Officer, Malkangiri.
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.