

## COLLECTORATE, JAJPUR

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(Social Welfare Section)

Letter No 412 / Date 22/02/2024

### TENDER CALL NOTICE

Scaled tenders are invited from individuals/registered firms/registered societies/trusts for printing of Kuni Calendars for 0-3 years Anganwadi children and Pictorial parenting flipbooks for Anganwadi Workers of Jajpur district. The detailed specifications and terms & conditions for supply of which are available in the tender papers. The tender documents shall be sent to the address “**District Social Welfare Officer, Social Welfare Section, 2nd Floor, Collectorate, Jajpur Town, Jajpur-755001**” on or before **Dt.28-02-2024 up to 5.00 PM** and will be opened in the chamber of Additional District Magistrate(General), Jajpur on **Dt.29-02-2024** at 04.00 PM. Tender received after the scheduled date and time will not be considered.

The detailed specifications and terms & conditions for printing of kuni calendars are also available on the district website [www.jajpur.nic.in](http://www.jajpur.nic.in) on or after **Dt.22-02-2024**.

The authority reserves the right to cancel the bids at any stage of the tender process without assigning any reason thereof.

*DP*  
*22/02/24*  
District Social Welfare Officer

*DP*  
Jajpur

## DETAILED PARTICULARS AND INSTRUCTIONS ON TENDER

Scaled tenders are invited from individuals/registered firms/registered societies/trusts for printing of Kuni Calendars for 0-3 years Anganwadi children and Pictorial parenting flipbooks for Anganwadi Workers of Jajpur district.

### **1. Scheduled Tender Activity:**

<i>Sl. No.</i>	<i>Activity</i>	<i>Date</i>
01	Due date for publication of tender	22-02-2024
02	Last Date for submission of Tender Document	28-02-2024 (5:00 PM)
03	Tender Opening Date	29-02-2024 (04:00 PM)

### **2. Eligibility Criteria for Bidders:**

Those who fulfil the following criteria are eligible to participate in the tender.

- a) The bidder shall have been in operation for past three years as on Dt.31/03/2023 and filed Income Tax Return (ITR) for last three financial years. The Bidder shall submit previous 3 (three) financial year's (i.e., FY: 2020-21, 2021-22 and 2022-23) Audited Financial Statements duly sealed & signed by a Chartered Accountant in practice and copy of Income Tax Returns (ITRs) for the aforesaid periods.
- b) The Bidder should have regularly supplied same or similar Category Products to any Central/State Govt Organization / PSU / Public Listed Company within 2 (two) years before the bid opening date.
- c) The minimum Average Annual Turnover of the bidder should be Rs.10 lakhs during the last three years, ending on 31st March 2023 of the previous financial year. Documentary evidence in the form of Average Turnover Certificate from a Chartered Accountant in practice with Valid UDIN, indicating the turnover details during the last three years shall be uploaded with the bid.
- d) The bidder should not be under liquidation, court receivership or similar Proceedings and should not be declared bankrupt. Bidder must submit an undertaking on the organization letterhead to this effect along with the bid documents.
- e) In addition to above the bidder must submit the following documents (self-attested) along with the Bid:
  - a) Copy of PAN of the bidder,
  - b) Copy of GST certificate (3 pages) of the bidder,
  - c) Copy of this tender paper duly stamped and signed on all pages by the bidder,

### **3. Submission of the tender document:**

The bidders shall submit their tender paper in the format given in this tender paper and in the following manner.

- a) Technical Bid – in first envelop [Signed Tender Paper, copy of documents as mentioned in the above point No.2]
- b) Price/Financial Bid – in second envelope.
- c) The Technical Bid and Price Bid should be covered in separate sealed envelopes superscribing “Technical Bid” and “Price Bid” respectively.
- d) Please Note that Prices shall not be indicated in the Technical Bid and shall only be indicated in the Price Bid.
- e) The two envelopes containing copies of Technical Bid and Price Bid shall be kept in another big sized single sealed envelope clearly superscripting as “Submission of Tender document for printing of kuni calendars and Pictorial parenting flipbooks for AWCs of Jajpur district”.
- f) Tender document to be sent to the address “**District Social Welfare Officer, Social Welfare Section, 2nd Floor, Collectorate, Jajpur Town, Jajpur-755001**” on or before **Dt.28-02-2024 up to 5.00 PM.**
- g) The tender will be opened on **Dt.29-02-2024 at 04.00 PM** in the chamber of Additional District Magistrate(General), Jajpur,
- h) The outer envelope thus prepared shall also indicate clearly the name, address, telephone number, e-mail ID and contact number of the bidder.
- i) All the pages of the tender paper must be sequentially numbered signed and must contain the list of contents with page number. Any deficiency in the documentation may result in the rejection of bid.
- j) All pages of the bid shall be initialed and stamped by the person or persons who sign the bid.
- k) Tender papers those are received late and incomplete will not be considered.

### **4. Evaluation of Bid:**

- The client/buyer will evaluate the bids on the basis of the documents submitted, in conformity with the terms and conditions, and specifications mentioned in the tender notice.
- The tender will be evaluated on the basis of documents asked for and the price bid will only be opened for those who qualify in the technical bid with submission of samples to the satisfaction of the tender committee.

- Least Cost Based Selection (LCS) method will be followed during the overall selection process. The financial bids of qualified bidders will be opened on the prescribed date in the presence of bidders/bidders' representatives. The bidder, according to the evaluation criteria shall be adjudged as the L1 bidder and shall be called for further process leading to the award of the contract.

## 5. General Instructions:

- (a) The tenders will be opened in presence of the bidders or their authorized representatives. Authorized representatives of the bidder will be required to produce their authorization before opening of the bid, failing which they will not be allowed to be present.
- (b) All offers should be typed or printed clearly in English and the price quoted for each item should be firm.
- (c) The rates and the conditions of the offer will remain valid for two months from the date of opening of the tender and no change or alteration of the rate will be acceptable on any account.
- (d) Submitted tender forms with overwriting or erased or illegible specifications and rates will be rejected.
- (e) Request from bidder in respect of additions, alterations, modifications, corrections, etc. of either terms & conditions or rate after opening of the bid may not be considered. However, negotiation may be made before finalization.
- (f) Should a bidder find discrepancies or omissions from the specification or other documents and any doubt as to their meaning, the bidder should at once notify the purchaser and obtain clarification in writing.
- (g) Verbal clarification and/or information given by the purchaser or its employees or representatives shall not be binding on the purchaser.
- (h) The purchaser, if necessary, will obtain clarification on tenders by requesting such information from any or all the bidders either in writing or through personal contact as may be necessary.
- (i) The quantity mentioned against each item is approximate but it may change during finalization.
- (j) The bidder will not be permitted to change the substance of his offer after the tenders have been opened.
- (k) In the event of non-compliance with this provision, the bidder is liable to be disqualified.

## **6. Delivery Terms:**

### **6.1 Packaging:**

The kuni calendars and Pictorial parenting flipbooks are to be suitably protected, covered in water-proof packing and crated to prevent damage or deterioration during transit and storage till the time of supply. The supplier shall be responsible for any loss or damage caused during transportation, handling or storage till their successful delivery.

### **6.2 Quality and Inspection:**

The items supplied shall be rugged and should operate without any deviation in quality, or degradation of standard. The instruments shall be inspected and tested for completeness, proper assembly, operation, cleanliness and state of physical condition and performance as per quoted specification.

### **6.3 Supply of Goods:**

The instruments would be delivered by the supplier at **the offices of CDPO** in each block of Jajpur District at his own cost as per requirements.

Any increase in tax and duties after expiry of delivery period will be to the seller's account.

In case the items supplied by the supplier are found not up to the specification shall be rejected. The supplier will be intimated to take back the stocks at his own cost within three days from the date of rejection and to replace the same within 7 days.

## **7. Financial Terms:**

7.1 The total unit price of Kuni calendars shall not be more than Rs.4/- and the unit price of Pictorial parenting flipbooks shall not be more than Rs. 100/- (Price inclusive of GST as applicable).

### **7.2 Payments:**

Payment of 100 % of the ordered value will be made after successful supply, subject to submission of satisfactory report by our Person-in-Charge.

### **7.3 Penalty:**

If the delivery is not carried out in time as specified in other part of the tender document, the bidder/manufacturer will be charged @ 1% (one per cent) per week of the total value of the concerned instruments

**8. Technical Specifications :**

The technical specifications of the requisite item are as follows:

<i>Sl No.</i>	<i>Details of consignment</i>	<i>Quantity Required(Pcs)</i>	<i>Unit price (Rs.)</i>	<i>Specification</i>
1	Pictorial Parenting Flipbook for AWW.	5652	100.00	Size : A4, 220 gsm art paper with table stand and wire binding and digital printing, Total nos. of pages : 48
2	Printing of Kuni calendars for 0-1 years children.	20143	4.00	Size : 11.5" X 17", Paper : 220 gsm art paper, Multi colour single side, Total No. of pages : 3 (for the month of January, February & March)
3	Printing of Kuni calendars for 1-2 years children.	27778	4.00	Size : 11.5" X 17", Paper : 220 gsm art paper, Multi colour single side, Total No. of pages : 3 (for the month of January, February & March)
4	Printing of Kuni calendars for 2-3 years children.	27710	4.00	Size : 11.5" X 17", Paper : 220 gsm art paper, Multi colour single side, Total No. of pages : 3 (for the month of January, February & March)

Notes:-

The printing materials samples are attached below

**9. Settlement of Disputes:**

DSWO Jajpur and the supplier shall make all efforts to resolve amicably by direct informal negotiation on any disagreement or dispute arising between them under or in connection with this contract.

All disputes arising out of the contract shall be referred to courts under the jurisdiction of Jajpur only.

**The DSWO Jajpur has all rights to accept/reject any tender without assigning any reasons thereof.**

**Annexure-I**

(In the letter head of the bidder)

**TECHNICAL BID**

1. Name of the Firm :
2. Official Address :
3. Contact person with designation :
4. Contact Info: e-mail :  
Mobile no. :
5. Tender paper cost deposited : Yes /No (tick one)  
If yes, give details :
6. Bid Security deposited : Yes/ No (tick one)  
If yes, give details :
7. PAN/ TIN :
8. GSTN (GST Regn. as applicable) : (submit the documentary proof)
9. GST Clearance up to : (Mention month & year)  
Name of the document(s) submitted : (submit the documentary proof)
10. Audited Balance sheet of the bidder : (Mention FYs & submit the documentary proof)  
(For last three financial years)
11. ITR of the bidder : (Mention FYs & submit the documentary proof)  
(For last three financial years)
12. Average Turnover of last three years : (Enclose the CA certified audited statements  
showing turn over for last three years)
13. Clientele list (Within last 2 years) : (submit the documentary proof)
14. Contact details of Service Center : (submit in Bidder's letter head)  
(Near consignee destination)
15. Copy of the tender paper : (Stamped and signed on all pages by the bidder)

**16. Technical details**

<b>Sl. No.</b>	<b>Name of the items with technical specifications</b>	<b>Qty. Required</b>	<b>Detail technical specifications</b>
<b>1</b>			

**UNDERTAKING**

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 proposal. I have examined all the information as provided in the tender call notice and offer to undertake the supply of goods in accordance with the conditions and requirements of the selection process. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

**Date:**

**Place:**

**Signature of the authorized person & seal**

**Annexure-II**

(In the letter head of the bidder)

**FINACIAL BID**

1. Name of the Firm :
2. Official Address :
  
3. Contact person with designation :
4. Contact Info: e-mail & Mobile no. :
5. PAN :
6. GSTIN :
7. Rate of weighing balance:

Sl. No	Name of the items with technical specifications	Qty Reqd. (approx.)	Detail technical specifications (tick)	Rate per unit item (In Rs.)	GST @ Per unit item (In Rs.)	Total amount (In Rs.)
1						

**UNDERTAKING**

All the information and statements made in this financial bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

**Date:**

**Place:**

**Signature of the authorized person & seal**