

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, RAYAGADA

(Social Welfare Section)

No. 2494 /SW, Dtd. 26.10.18

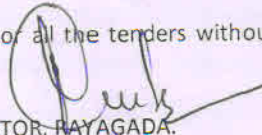
TENDER NOTICE

In pursuance of Letter No. 10807 Dated. 27.6.2018 of Women & Child Development and Mission Shakti Department, Odisha, Bhubaneswar, sealed Tenders in prescribed forms are hereby invited for RAYAGADA District from intending Firms/Printing Press for printing & supply of the following materials for ICDS projects of RAYAGADA District;

1. MAMATA Scheme AWC Survey Register- Annexure-A
2. MAMATA scheme under taking by the beneficiary Form-Annexure-B
3. MAMATA scheme beneficiary Tracker – Annexure-C.
4. MAMATA scheme AWC monthly report-Annexure-D
5. MAMATA scheme beneficiary registration & receipt display calendar- Annexure-E

The Tender paper containing detailed Terms and Conditions, EMD, Solvency Certificate and statutory requirements etc. can be downloaded from the District website: [www.rayagada.nic.in](http://www.rayagada.nic.in). The tender fees of Rs.2000/- (Rupees Two thousand) only which is non refundable shall be submitted along with the tender papers. The tender papers complete in all respect along with other required documents should reach in sealed cover to the District Social Welfare Officer, RAYAGADA on or before 1.30 PM on 9.11.2018 by Registered/Speed Post only. The Authority shall not be responsible for any kind of postal delay. The Tender shall be opened on 9.11.18 at 4 PM by the Collector, RAYAGADA / the officer authorized by Collector in presence of the members of Tender Committee and the Tenders or their authorized representatives. The Tender received beyond the scheduled date & time and incomplete tenders shall not be taken in to considerations.

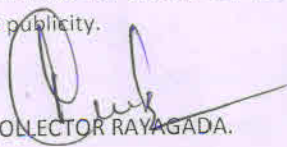
The undersigned reserves the right to reject or cancel any of all the tenders without assigning any reasons thereof.

  
COLLECTOR, RAYAGADA.

Memo No. 2495 /SW, Dt. 26.10.18

Copy to the Notice Board of Collectorate Rayagada for information of all concerned.

Copy to the all DSWOs of Odisha State/ Addl. District Magistrate, RAYAGADA / Project Director, DRDA, RAYAGADA /Sub-Collector, RAYAGADA / / all District level officers of RAYAGADA District for information. They are requested to display the tender call notice in their notice boards for wide publicity.

  
COLLECTOR RAYAGADA.

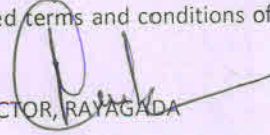
Memo No. 2496 /SW, Dt. 26.10.18

Copy to D.I & P.R.O, RAYAGADA for information and necessary action.

  
COLLECTOR RAYAGADA

Memo No. 2497 /SW, Dt. 26.10.18

Copy to the D.I.O, N.I.C, RAYAGADA along with a copy of the detailed terms and conditions of the tender call notice for hoisting the same in the District Websites.

  
COLLECTOR, RAYAGADA

Memo No. 2498 /SW, Dt. 26.10.18

Copy forwarded to the Director, Social Welfare Women & Child Development and Mission Shakti Department, Odisha, Bhubaneswar for information and necessary action.

  
COLLECTOR RAYAGADA

**DETAILED TENDER NOTICE & TERMS AND CONDITIONS FOR SUPPLY OF MAMATA SCHEME REGISTERS**

**FOR RAYAGADA DISTRICT DURING THE YEAR 2018-19.**

Sealed Tenders in prescribed forms are hereby invited for RAYAGADA District from intending Firms/Printing Press for printing & supply of the following materials in the area of ICDS project of RAYAGADA District;

1. MAMATA Scheme AWC Survey Register- Annexure-A
2. MAMATA scheme under taking by the beneficiary Form-Annexure-B
3. MAMATA scheme beneficiary Tracker – Annexure-C.
4. MAMATA scheme AWC monthly report-Annexure-D
5. MAMATA scheme beneficiary registration & receipt display calendar-Annexure-E

The tender shall be received by the DSWO, RAYAGADA on behalf of Collector, RAYAGADA till 1.30 P.M. of dated 9.11.2018 and will be opened on the same date at 4 P.M. in the Office Chamber of ADM, Rayagada.

The Tender paper should be submitted in sealed covered super scribed in block capital letters such as "Tender for supply of MAMATA Registers as per prototype enclosed at Annexure-A, B, C, D and E of RAYAGADA District for the year 2018-19".

The detailed tender paper along with prescribed tender schedule can be obtained from office of the DSWO, RAYAGADA on payment of Rs. 2000/- (Rupees two thousand) only (Non refundable) on any working day during the office hour from date 27/10/2018 to 8/11/2018 and the money received obtained in token of purchase of tender paper in original shall be submitted along with tender paper. The tender without original Money receipt will be summarily rejected. The detailed tender paper should be returned with the tender duly signed by the tenderer as token of acceptance of the term and conditions. However firms downloading tender paper from district website to submit the tender documents must enclose DD amounting to Rs. 2000/- (Rupees two thousand only in favour of DSWO, RAYAGADA payable at RAYAGADA.

Each set of tender document shall be serially numbered and each page there of duly authenticated by initial /signature of any officer authorised by collector, Rayagada and rubber stamp affixed. The tenderer should check the tender documents immediately report the fact to the officer who has issued the tender and get it rectified. All the tender paper documents are to be attested by the tenderer. The Tender received beyond the scheduled date & time and incomplete tenders shall not be taken in to considerations.

The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reasons thereof.

The detailed matter, colour, etc of the inner page and cover page of the Registers' to be printed can be inspected in the office of the DSWO, RAYAGADA in any working day till 9/11/2018 by 1.30 P.M and a soft copy may be taken by the tenderers before filling tenders. The Tenderer/authorised representatives should present along with all originals documents at the time of opening of tender Paper for verification.

**1.SPECIFICATION**

**FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR RAYAGADA DISTRICT DURING THE  
YEAR 2018-19.**

Sl. No.	Name of the item	Specification of the item	No. of item to be supplied (Approximately)
1	MAMATA Scheme AWC Survey Register-Annexure-A	<b>Inner:-</b> Half Crown Size Paper Original + Duplicate (50x2)=100 pages each book Original Copy – Proportion & Duplicate Copy Plain <b>Cover:-</b> Cover Page Glossy Paper with Black & White Print. (Thin Board Binding)	1947 Set
2	MAMATA scheme under taking by the beneficiary Form-Annexure-B	<b>Inner:-</b> ¼ Size Paper Front + Back Printing 100 Pages in each book Top Pad Type Proportion + Stitching <b>Cover:-</b> 170 GSM Paper Cover Page Glossy with Black & White Print.	1947 Set
3	MAMATA scheme beneficiary Tracker – Annexure-C	<b>Inner:-</b> 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 Contains each Book Top Pad Type Proportion + Stitching <b>Cover:-</b> Cover Page Glossy with Black & White Print.	1947 Set
4	MAMATA scheme AWC monthly report-Annexure-D	<b>Inner:-</b> Legal Size Paper Front + Back Printing 100 Pages Contains each Books (Single Copy) Top Pad Type Proportion + Stitching <b>Cover:-</b> Cover Page Glossy with Black & White Print.	1947 Set
5	MAMATA scheme beneficiary registration & receipt display calendar-Annexure-E	<b>Inner:-</b> 22 x 28 Size Drawing Board Each Calendar Contains 5 Copies with Top Stitching	1947 numbers

## 2.a. Technical Bid

The technical bid should contain the following in Annex-1

1. Name of the Firm/Printing Press
2. Address/Mobile No/E mail
3. Registration certificate of firm/ Printing Press
4. Copy of the PAN card of firm/ Printing press
5. Original Money Receipt
6. A demand Draft of Rs. 5000 (Five thousand ) only as EMD from any Nationalized Bank payable at RAYAGADA in favour of the District Social Welfare Officer, RAYAGADA
7. DIC Registration.
8. Income Tax Registration and up to date IT return
9. Attested copies of GST/VAT Valid registration clearance and up-to -date tax payment clearance.
10. Copy of Sample piece (GSM Paper/drawing paper /glossy paper) for each item in A4 size to be attached inside sealed
11. The sample copy of 2 copies each item
12. Certificate of performance
13. Whether all documents submitted signed by the authorized signatory of the organization
14. Tender paper should be submitted as token of acceptance

## 2.b) FINANCIAL BID:

The financial Bid should contain the price of the Unit cost of the MAMATA Registers in the prescribed format in annexure -II of the tender paper.

3. The tender has been invited under two bid system i,e Technical Bid and Financial Bid. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bid**" FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR RAYAGADA DISTRICT DURING THE YEAR 2018-19 & "**Financial Bid**" FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR RAYAGADA DISTRICT DURING THE YEAR 2018-19. Both sealed envelopes should kept in a third sealed envelope super scribing" Tender for **PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR RAYAGADA DISTRICT DURING THE YEAR 2018-19**".

4. The successful tenderer shall be required for printing & supply of the following materials for ICDS projects of RAYAGADA District;

- a. MAMATA Scheme AWC Survey Register- Annexure-A
- b. MAMATA scheme under taking by the beneficiary Form-Annexure-B
- c. MAMATA scheme beneficiary Tracker – Annexure-C.
- d. MAMATA scheme AWC monthly report-Annexure-D
- e. MAMATA scheme beneficiary registration & receipt display calendar-Annexure-E

5. The tender shall carefully go through all the terms and conditions of the tender documents and submit the tender paper correctly and in complete form. The tender paper should be filled in properly and legibly without any correction/overwriting and must be typed copy/computer type copy. No opportunity shall be given to the tenderer to rectify or amend any defect detected at the time of scrutiny. The rate should be written both in words and figures in the tender schedule. The rate quoted should be final and the tenderer shall not be allowed to change the same under any circumstances and it should be valid for one year from the date of opening of the tender.
6. Earnest money to the tune of Rs.5000.00(Rupees five thousand)only in shape of demand draft/NSC/Term Deposit duly pledged in favour of District Social Welfare Officer, RAYAGADA shall be furnished along with tender. Tenders without Earnest Money will be liable for rejection, Cash/Cheque and Bank Draft shall not be accepted.  
No request for transfer or any previous deposit on adjustment of earnest money for any claim payable will be entertained. Any deviation to the above stipulation will entail complete rejections of the tender paper. No tenderer shall be allowed to withdraw his tender/Earnest Money Deposit until the tender is finalized. In case the successfully tenderer refused to supply & printing the materials after acceptance of his tender, the Earnest money deposited by him will be liable for forfeiture.
7. The prices quoted should be inclusive of all taxes.
8. Tender shall remain valid for a period not less than 60 days after the last date as specified in the tender document.
9. The Cost of the each unit shall valid for one year from the date of finalisation of the Bid.
10. In case of disputes about the quality, Collector or his authorized representatives will cause an enquiry and take suitable action including debarment against the supplier.
11. The supplier will hand over delivery chalangans in support of delivery of the stock at ICDS project duly signed by the concerned CDPO as a token of acknowledgement along with his claim bill.
12. Any claim of the Govt. Remaining unpaid by the supplier towards this supply shall be recoverable as a public demand recovery Act. 1962.
13. Tender received after the stipulated date and time or without sample shall be liable for rejection.
14. The right of acceptance of tender rests with Collector, RAYAGADA who does not bind himself to accept the lowest tender and also reserves the right to cancel or reject any or all the tender without assigning any reason thereof. In case of any dispute the order /decision of the Collector, RAYAGADA will be final and binding.
15. The performance security will be 5% of the Contract Value. If the firm fails to execute the contract. The security money will be forfeited. The security money will be refunded after successful execution of the contract within 28 days after the completion of contract.
16. The tender has to sign in each of the tender paper as acknowledgement of acceptance of the terms, conditions, specifications etc.

  
COLLECTOR, RAYAGADA

I agree do abide by the above terms and conditions.

Signature of the tenderer with seal

Date:

**FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR RAYAGADA DISTRICT DURING THE  
YEAR 2018-19.  
TECHNICAL BID AND FINANCIAL BID**

After carefully examination of the tender specification referred therein, I do hereby tender to execute the under mentioned supply of MAMATA Scheme registers for RAYAGADA District during the year 2018-19 in accordance with the conditions as noted below in consideration of payment being made for the quantities of stock supplied and transported at the rate specified in the following schedule.

**Annexure- I (Technical Bid)**

Sl. No.	Unit	Submitted (Yes/No)	Page Serial No.
1.	Name of the Firm/Printing Press		
2.	Address/Mobile No/E mail		
3.	Registration certificate of firm/ Printing Press		
4	Copy of the PAN card of firm/ Printing press		
5	Original Money Receipt		
6	A demand Draft of Rs. 5000 (Five thousand ) only as EMD from any Nationalized Bank payable at Rayagada in favour of the District Social Welfare Officer, Rayagada		
7	DIC Registration.		
8	Income Tax Registration and up to date IT return		
9	Attested copies of GST/VAT Valid registration clearance and up-to -date tax payment clearance.		
10	Copy of Sample piece (GSM Paper/drawing paper /glossy paper) for each item in A4 size to be attached inside sealed		
11	The sample copy of 2 copies each item		
12	Certificate of performance		
13	Whether all documents submitted signed by the authorized signatory of the organization		
14	Tender paper should be submitted as token of acceptance		

I, Smt/Sri.....proprietor..... do hereby undertake that the above information are true and correct ,I further undertake to abide by the terms and conditions laid down in the tender paper 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 Tenderer  
With Official Seal.

**FOR PRINTING AND SUPPLY OF MAMATA SCHEME REGISTERS FOR RAYAGADA DISTRICT DURING THE YEAR 2018-19.**

**Annexure-II (Financial Bid)**

After carefully examination of the tender specification referred therein I do hereby tender to execute the under mentioned supply of MAMATA Scheme AWC Survey Register- Annexure-A, MAMATA scheme under taking by the beneficiary Form-Annexure-B, MAMATA scheme beneficiary Tracker – Annexure-C, MAMATA scheme AWC monthly report-Annexure-D & MAMATA scheme beneficiary registration & receipt display calendar – Annexure-E of RAYAGADA District For the year 2018-19 in accordance with the conditions as noted below in consideration of payment being made for the quantities of stock supplied and transported at the rate specified in the following schedule.

**TENDER SCHEDULEED**

Sl No.	Name of the item	Specification of the item	Unit cost for each register/ Board in Rs.	Unit cost in Words (Rupees)
1	MAMATA Scheme AWC Survey Register- Annexure-A	<b>Inner:-</b> Half Crown Size Paper Original + Duplicate (50x2)=100 pages each book Original Copy – Proportion & Duplicate Copy Plain <b>Cover:-</b> Cover Page Glossy Paper with Black & White Print. (Thin Board Binding)		
2	MAMATA scheme under taking by the beneficiary Form- Annexure-B	<b>Inner:-</b> ¼ Size Paper Front + Back Printing 100 Pages in each book Top Pad Type Proportion + Stitching <b>Cover:-</b> 170 GSM Paper Cover Page Glossy with Black & White Print.		
3	MAMATA scheme beneficiary Tracker – Annexure-C	<b>Inner:-</b> 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 Contains each Book Top Pad Type Proportion + Stitching <b>Cover:-</b> Cover Page Glossy with Black & White Print.		
4	MAMATA scheme AWC monthly report-Annexure-D	<b>Inner:-</b> Legal Size Paper Front + Back Printing 100 Pages Contains each Books (Single Copy) Top Pad Type Proportion + Stitching <b>Cover:-</b> Cover Page Glossy with Black & White Print.		
5	MAMATA scheme beneficiary registration & receipt display calendar- Annexure-E	<b>Inner:-</b> 22 x 28 Size Drawing Board Each Calendar Contains 5 Copies with Top Stitching		

I, Smt/Sri.....proprietor..... do hereby undertake that the above information are true and correct, I further undertake to abide by the terms and conditions laid down in the tender paper 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 Tenderer  
With Official Seal.