

COLLECTORATE : RAYAGADA

(SOCIAL WELFARE SECTION)

Letter No. 1056 /2026

Date: 27.02.2026

QUOTATION CALL NOTICE

Sealed quotations are invited from interested reputed Suppliers/Dealers and Original Equipment Manufacturers (OEMs) for supply of different items (Display Board, White/Soft Board with multi-colour markers, magnetic duster, cello tape, corner shelves, clean storage facility, plates, glasses, spoons, bowls, shoe stand, mirror, etc.) to 173 Anganwadi Centres (AWCs) approved under the **Saksham AWCs** of Rayagada District. The list of items is enclosed at *Annexure-II*, and the detailed terms and conditions are enclosed at *Annexure-I*. The completed quotation, in all respects, must be sent **only through Registered Post/Speed Post** to the Office of the District Social Welfare Officer (DSWO), Rayagada, and must reach on or before 11.03.26 by 5.00 PM. No other mode of submission shall be accepted.

The quotations will be opened on 12.03.26 at 11.00 AM in the Collectorate, Rayagada, in the presence of the bidders or their authorized representatives who wish to be present at that time. The quotation documents, including General Bid Information and Terms & Conditions, can be downloaded from the District website: <https://rayagada.odisha.gov.in> from 27.02.26 to 11.03.26. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

*Minarti Deo*  
*27.02.2026*  
District Social Welfare Officer  
Rayagada

Memo No. 1057 /2026

Dated: 27.02.26

Copy to Notice Board of Collectorate, Rayagada for information.

Copy forwarded to the Members of the District Level Tender Committee. (the Chief Civil Supplies Officer, Rayagada/ District Social Security Officer, Rayagada/ Joint Commissioner of CT & GST, Rayagada/ General Manager, RIC, Rayagada) for information and necessary action.

*Minarti Deo*  
*27.02.2026*  
District Social Welfare Officer  
Rayagada

Memo No. 1058 /2026

Dated: 20.02.26

Copy along with the Standard Bidding Document, Terms and Conditions, and other procurement-related documents under Saksham AWCs (Annexure-I, II & III) forwarded to the District e-Governance Manager (DeGM), Rayagada for information and with a direction to publish the same on the District Website (<https://rayagada.odisha.gov.in>) for information of the general public.

*Minarti Deo*  
*27.02.2026*  
District Social Welfare Officer  
Rayagada

Memo No. 1059 /2026

Dated: 27.02.26

Copy submitted to the Additional District Magistrate, Rayagada for favour of kind information and necessary action.

*Minati Deo*  
*27.02.2026*  
District Social Welfare Officer  
Rayagada

Memo No. 1060 /2026

Dated: 27.02.26

Copy to the PA to Collector, Rayagada for kind information of the Collector, Rayagada.

*Minati Deo*  
*27.02.2026*  
District Social Welfare Officer  
Rayagada

Memo No. 1061 /2026

Dated: 27.02.26

Copy submitted to the Sub-Collector, Rayagada / Sub-Collector, Gunupur / CDO-cum-EO, Zilla Parishad, Rayagada / PA, ITDA Rayagada & Gunupur / All Tahasildars / All Block Development Officers / All CDPOs of this district for kind information and necessary action, with a request to publish the quotation notice on their respective Notice Boards for wide publicity.

*Minati Deo*  
*27.02.2026*  
District Social Welfare Officer  
Rayagada

GENERAL TERMS & CONDITIONS

1. The participated authorized dealers & suppliers / OEMs shall have to pay Rs. 500/- (Rupees Five Hundred) only towards the cost of the Quotation Paper **which is not refundable** in shape of Bank Draft / Demand Draft drawn on any scheduled commercial Bank in favour of the **District Social Welfare Officer, Rayagada** and payable at **Rayagada**.
2. The bidding firm also have to submit an **EMD** for an amount of Rs. 50, 000/- ( Rupees Fifty Thousand Only)/- in shape of **DD/TDR** drawn in any scheduled commercial bank pledged in favour of "**District Social Welfare Officer, Rayagada**". The EMD amount of the unsuccessful dealers shall be refunded after finalization of the Quotation or after final execution of order as the case may be **without any interest**. However, in case of successful bidders, the EMD amount shall be refunded without interest after submission of performance security deposit or bank guarantee. If the L1 bidder violates the contract the EMD amount will be forfeited as per the guideline.
3. The original and all copies of the Technical Bid shall be placed in a sealed envelope clearly marked "**TECHNICAL BID**" with **bidders details in capital letter with address & contact number**. Similarly, the original Financial Bid shall be placed in a separate sealed envelope clearly marked "**FINANCIAL BID**", with **bidders details in capital letter with address & contact number**. The envelopes containing the Technical and Financial Bids shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**QUOTATION FOR SUPPLY OF DIFFERENT ITEMS**". DSWO Rayagada will not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Bid's/ Bid's rejection. If the Financial Bid is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the Bid non-responsive/ invalid.
4. Single Bid: A firm should submit **only one Bid for all the items**.
5. The successful bidder will have to deposit a performance security amount of "5% of the contract value" in shape of Demand Draft drawn / TDR/Bank Guarantee in favour "**District Social Welfare Officer, Rayagada**" from any Scheduled Commercial Bank covering the period of contract.
6. All bidders must comply with the Technical Specification, General Conditions and Format / Requirements for Technical and Financial Bid.
7. Each page, Form, Annexure and Appendices of the Technical and Financial Bid must be signed by the Authorised signatory of the firm.
8. All blank spaces in the financial Bid must be filled in completely where indicated, either typed or written in blue/black ink.
9. The quotation completed in all respect must be received by this office in office time through Registered Post/ Speed Post only to the Office of DSWO, Rayagada on or before **11.03.2026 by 5.00 P.M.** Any Quotation Paper received after due date and time will be out rightly rejected. DSWO Rayagada will not be responsible for any postal delay or misplacement of the document.



10. DSWO, Rayagada reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organisation.
11. The Bids shall be opened on **12.03.2026 at 11.00 AM** at the **Collectorate, Rayagada** in the presence of the Bidder / representatives of the Bidder, who wish to be present on the spot at that time.
12. If for any reason the Last date of receipt of Bid remains holiday/office is closed for any unavoidable reasons, the next working day shall be treated as last date of receipt of Bid up to same hours of original last date of receipt. In that case the date of opening shall automatically be shifted to the next day of the last date of opening.
13. The Bids have to be submitted in two parts, as given below.
- a) **Technical Bid** will consist:
- i. Form for Technical Bid (Details of the Firm) (*Form – I and II*)
- b) **Financial Bid** will consist Form for Financial Bid (*Form III*)
14. **PAYMENT:**
- The payment shall be made after successful delivery of materials by the supplier as per the specifications and delivery chalan which will be submitted at the Office of DSWO, Rayagada with verification copy of concerned CDPOs. Accordingly the Payment will be released by the CDPOs after intimation from the DSWO, Rayagada.
  - However **Statutory deduction** shall be deducted by the D.D.O as per rate applicable, from the Bill of the firm/ Authorized Dealer.
15. **PENALTY:**
- In case of delay in delivery of materials and remaining undelivered within the stipulated time, delivery penalty @  $\frac{1}{2}\%$  of the contract of the undelivered materials for each calendar week or a part of delay subject to maximum of 5% of such portion of the contract which remain undelivered shall be recovered. The date of receipt of materials in Head Quarters Office will be treated as date of supply.
16. **OUTRIGHT REJECTION:**
- Non-compliance / submission of documents indicated at Clause – 3 of General Instruction to Bidder are liable for outright rejection of the Firm / Supplier.
  - Conditional Bid of any Firm / Supplier shall be liable for outright rejection.
17. **PERIOD OF VALIDITY:**
- The Quotation shall be valid for a minimum period of **six (06) months** from the date of Opening of the Quotation
18. **COMPANY & FINANCIAL ELIGIBILITY:**
- Bidder Turnover: The Average Annual Turnover of the bidder must be at least Rs. 15.00 Lakhs during the last 03 Financial Years (FY 2022-23, 2023-24, 2024-25).
  - Required Documents: Valid Company Registration Certificate & GST Registration Certificate.
  - Copy of PAN CARD and Latest GST Returns upto last month.
  - Latest IT Return for the 03 financial years (FY 2022-23 to 2024-25)
  - Audited Balance sheet & Turnover Certificate certified by a Chartered Accountant (CA) with a valid UDIN number.

   

19. **PRICE:**

- Unit Price shall be inclusive of all Taxes, duties and Charges (i.e. including GST, transportation and any other taxes/charges) for delivery at 173 Sakhsam AWCs in Rayagada.
- The price quoted by the Firm / Authorized Dealers & Suppliers shall be firm and no variation shall be accepted.
- Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

20. **DELIVERY:**

- The materials shall be delivered within 15 days from the date of awarding the Work Order.
- The materials shall be delivered by the Bidder as per the specification mentioned above and also in good condition to the Consignee along with Challan in duplicate and Bills in triplicate.

21. **VERIFICATION:**

- The materials found defective and not according to the specification at the time of delivery will not be accepted and the concerned Authorized Dealer has to take back the rejected materials within seven (15) days from the date of rejection at his own expenses failing which the DSWO will not held responsible for any loss of materials. In case such materials are accepted with penalty as may be decided by the DSWO. The Authorized Dealer is liable for payment of such penalty. This penalty shall be in addition to the penalty mentioned in the foregoing clauses. The verification of the materials will be done by the appropriate committee of the DSWO, Rayagada.
- Authorized Dealer shall provide warranty for the items supplied for a period of twelve months from date of supply/as mentioned in the specification whichever is higher. If any item found to be defective during the warranty period, the same shall be replaced with free of cost.

22. **PERIOD OF VALIDITY:**

- The Quotation shall be valid for a minimum period of six (06) months from the date of Opening of the Quotation.

23. **MANUFACTURER AUTHORIZATION & COMPLIANCE:**

- MAF: A Bid-specific Manufacturer Authorization Form (MAF) from the OEM must be provided on
- the OEM's letterhead
- OEM Certifications. The OEM may possess the following valid certifications:
- ISO 9001:2015 (Quality Management) ISO 14001:2015 (Environmental Management)
- Trademark Certificate of OEM
- Technical Documents. The bidder must submit a detailed Data Sheet and Compliance Sheet on its letterhead for all products offered.

24. **LEGAL & BUSINESS REGISTRATION**

- Odisha Presence The Bidder must have a physical presence and active commercial activities in Odisha for at least 1 years (Documentary proof required).
- OEM Presence. The OEM must have a presence in India for at least 3 years.
- Statutory: Bidder must submit a Trade License/Factory License and UDYAM Registration.
- Affidavit: A notarized affidavit on Rs. 100/- Non-Judicial Stamp Paper confirming that the Bidder is not blacklisted by any Government Office/PSU/Autonomous Body

25. **SAMPLE SUBMISSION & EVALUATION:**

- Post-Technical Evaluation Bidders who qualify based on document evaluation may be required to submit physical samples of the offered items for quality inspection and approved by purchase committee before supply of items.
- The supply order may be cancelled if the quality of items not up to the standard or do not meet the technical data sheet. In such case, The supply order will be given to 12 bidders subject to budget provision.
- Timeline: Samples must be submitted to the Office of the District Social Welfare Officer, Rayagada within 07 days of intimation
- **Criteria:** Bids will be rejected if samples do not match the technical data sheet or meet the quality standards of the department

26. **WORK EXPERIENCE & PAST PERFORMANCE**

The OEM or their authorized Reseller must have prior work experience of supplying similar products worth at least Rs. 20 Lakh or more to Government Departments or PSUs within the last 01 years (FY 2024-25)

Proof: Valid Work Orders or Completion Certificates

27. **PRODUCT TESTING & QUALITY STANDARD: THE OFFERED PRODUCTS MUST COMPLY WITH:**

- i. ISO 14766:2022 (Stainless Steel Utensils)
- ii. ISO 1660:2009&CE Certificate
- iii. Heat and Non Destructive Testing Certificate

28. **ESCALATION & SERVICE SUPPORT**

- Office in Odisha: The Bidder must have a registered office in Odisha (Proof. Rent Agreement/Ownership).
- Matrix: A dedicated Escalation Matrix with phone numbers for service support must be provided by both the Bidder and OEM.

29. **SUPPLY & PAYMENT**

Timeline: Supply and installation must be completed within 60 days of the Work Order.

Location: The details of locations will be provided during award of contract

Costs: Bid price must be inclusive of transportation, labor, and all applicable levies.

30. **WARRANTY & REPLACEMENT**

Damage or loss during transit/installation must be replaced by the supplier within 30 days at no additional cost.

An undertaking must be provided in this regard on 100/- Non Judicial stamp paper

**Disqualification:** If any document is found forged or non-compliant, the Bidder will be disqualified immediately without clarification.

**31. DISCRETION POWER:**

**The DSWO reserves the right:**

- To reject all the Bids of the Firms/Suppliers without assigning any reasons thereof,
- To increase or to decrease the quantities of materials or to split up the quantities of the materials covered under the Quotation without assigning any reasons thereof,
- To cancel the Work Order in the event of unsatisfactory supply/ delay in supply of materials or non-observance of relevant clauses of the work orders.
- To relax or withdraw any of the terms and conditions mentioned above so as to overcome the problem encountered at a later stage.

**32. LEGAL JURISDICTION:**

Any dispute arises out of Work Order, shall be under the jurisdiction of the Civil Court, Rayagada

*Manoj Deo*  
27.02.2026  
DWO, RYD

## SELECTION PROCESS OF BIDDER:

A Quotation-cum-Selection Committee, chaired by the Additional District Magistrate, Rayagada, has been constituted for the selection of Authorised Dealers.

The Committee shall adopt a two-stage process for the selection:

### 1. Technical Evaluation

- In the first stage, the Technical Bids will be scrutinized.
- Only eligible firms meeting the required criteria will be shortlisted for the second stage.
- If the material quality of the L1 bidder is found not up to the prescribed standard, the Committee reserves the right to disqualify such bidder at the technical evaluation stage, and the bidder will not be considered for the Financial Bid opening.

### 2. Financial Evaluation

- The Financial Bids of the technically shortlisted firms will be opened by the Committee.
- The firm quoting the lowest rate (L-1) in the Financial Bid will be selected.
- Quotations will be evaluated individually for each item.
- In case more than one bidder quotes the lowest rate for any item, the selection shall be made through a transparent system of lottery (draw of lots).

### Award of Contract

- Upon completion of the selection process, the selected firm shall be awarded the contract for supply of different items at AWC through issuance of a Letter of Award (LOA) by the DSWO, Rayagada.
- The selected firm must submit a Letter of Acceptance to the DSWO, Rayagada within 3 (three) days from the date of issuance of the LOA.
- Failure to submit the acceptance within the stipulated time shall result in cancellation of the award, and the contract will be offered to the L-2 bidder at the L-1 rate.

*Minarti Dco*  
27.02.2026  
District Social Welfare Officer,  
Rayagada

### Required items and its Offset price

Sl No	Items under "Other Components" of the Saksham Anganwadi initiative	Specifications	Quantity Required (In Nos)	Offset Price
1	Display Board/Information board	Size: 2ft * 3ft	01	Rs. 700/-
2	White /Soft board with marker of different colours (Blue, Green, Red, Orange, Black), magnetic duster, cello tape	Size: 5ft * 3ft	01	Rs. 1300/-
3	Corner shelves (to keep TLM/PSE kits, tribal arts)	Wall-mounted with basic bracket set.	04	Rs. 2000/-
4	Clean storage facility for nutrition materials	Plastic/Wooden/Metal rack or raised wooden platform,	01	Rs. 2000/-
5	Plates	Stainless Steel Size: 10-11 inch	25	Rs. 2000/-
6	Glasses	Stainless Steel	25	Rs. 1000/-
7	Spoons	Stainless Steel	30	Rs. 600/-
8	Small bowls	Stainless Steel Capacity: 150-200 ml	25	Rs. 1000/-
9	Shoe stand	Size approx. 2-2.5 ft length; Basic floor-standing model.	01	Rs. 1000/-
10	Mirror (The mirror shall be fixed firmly on the wall)	3ft * 1.5 ft Frame: PVC/Aluminium; Wall-mounted with screw & clamp;	01	Rs. 1500/-
<b>Total</b>				<b>Rs. 13,100/-</b>

Minoué Dco  
27.02.2026

**DOCUMENTS TO BE SUBMITTED WITH THE TECHNICAL BID**

The bidding firms are required to enclose the following documents (duly self-attested), along with the Technical Bid, failing which their bid shall be summarily/out rightly rejected and will not be considered.

1. Filled Application Form-Technical Bid (Form-I to III)
2. Cost of Quotation paper & EMD as applicable.
3. Copy of PAN/GIR.
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copy of up to date GST return certificate.
6. Copy of Authorized dealer certificate / Certificate of OEMs.
7. Photocopies of the quoted items.
8. List of completed assignments of similar nature for three years (Past Experience Details) along with copies of contracts/ work orders/ completion certificate from previous Clients if any.

*Minarti Deo*  
*27.02.2026*

**APPLICATION FORMAT  
TECHNICAL BID**

For Supply of \_\_\_\_\_

QUOTATION CALL NOTICE NO. \_\_\_\_\_ Dated \_\_\_\_\_

1. Name of the Firm / Supply Agency :
2. Details of Cost of Quotation Paper : DD No. \_\_\_\_\_ date \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_
3. Details of Earnest Money Deposit : DD No. \_\_\_\_\_ date \_\_\_\_\_  
Of Rs. \_\_\_\_\_ drawn on Bank \_\_\_\_\_
4. Full Office Address of the Firm / Supply Agency : \_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
FAX No. : \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_
5. PAN / GIR No. \_\_\_\_\_ : \_\_\_\_\_  
(Attach attested copy)
6. GSTIN No. \_\_\_\_\_ : \_\_\_\_\_  
(Attach attested copy)
7. (Up to date GST return certificate shall be attached)
8. Copy of authorized dealers certificate/Certificate of OEMs.
9. Copy of Odisha MSME certificate.
10. Photocopies of the quoted items must be attached with the technical bid.
11. Details of the three years' experience in supplying similar type of items in Govt. Department / PSU organizations in Form-II (if the space provided is insufficient, a separate sheet may be Attached) [Copy of the relevant Work Orders shall be attached]:

**Declaration**

*This is to declare that the above information is true to the best of my knowledge & belief.*

**Date:**

**Place:**

**Signature of the Bidder  
(With Seal)**

*M*

**Details of Experience of Similar Service during the last 3 years**

Sl No.	Name of the Client/Organization	Specification of materials supplied with year of supply	Quantity of materials	Total cost of the materials/Purchase Order (in Rs.)
1				
2				
3				
4				
5				
6				

**\*Furnish the copy of documentary evidence in support of the information provided above.**

**Signature:  
Name and Designation and office Seal**

**FINANCIAL BID**  
(To be filled by Bidder)

NAME OF THE FIRM: \_\_\_\_\_

Sl No	Items under "Other Components" of the Saksham Anganwadi initiative	Specifications	Quantity Required (In Nos)	Quoted Price per unit inclusive of all taxes & other charges (in Rs.)	Total Quoted price inclusive of all taxes & other charges (in Rs.)
1	Display Board/Information board	2ft * 3ft	01		
2	White /Soft board with marker of different colours	5ft * 3ft	01		
3	Corner shelves (to keep TLM/PSE kits, tribal arts)	Wall-mounted with basic bracket set.	04		
4	Clean storage facility for nutrition materials	Plastic/Wooden/Metal rack or raised wooden platform.	----		
5	Plates	Stainless Steel ; Size: 10-11 inch	25		
6	Glasses	Stainless Steel:	25		
7	Spoons	Stainless Steel	30		
8	Small bowls	Stainless Steel Capacity: 150-200 ml;	25		
9	Shoe stand	Size approx. 2-2.5 ft length; Basic floor-standing model.	01		
10	Mirror (The mirror shall be fixed firmly on the wall)	3ft * 1.5 ft Frame: PVC/Aluminium; Wall-mounted with screw & clamp;	01		
<b>Total</b>					

It is certified that all the items mentioned above shall be supplied by me at the quoted prices mentioned against each item. The total price quoted for the above items is Rs. \_\_\_\_\_/- (In words: Rupees \_\_\_\_\_ only), which does not exceed the offset price mentioned in the tender (Annexure II).

**N.B:** The price quoted by the bidders shall not in any case exceed the open market price or the controlled price, if any, fixed by Central / State Govt. and the Maximum Retail Price(MRP).

**Signature:**  
Name and Designation and office Seal