



COLLECTORATE, GANJAM, CHATRAPUR
(SOCIAL WELFARE SECTION : GANJAM)
Ph.#: 06811-263968,262460 E-Mail: dswoganjam@nic.in

L. No. 01, Dated 01.01.24

TENDER CALL NOTICE

Sealed tenders are invited from intending agencies/ firms/ printing press for printing of 164880 Kuni Calendar and delivery of the same at DSWO Office, Ganjam, Chatrapur. The tender documents containing detail specifications for Kuni Calendar quality to be supplied with terms and conditions be collected from the office of the DSWO Office, Ganjam on any working day by the depositing of Rs.5000/- (Rupees Five Thousand) only in shape of D.D(SBI) in favour of DSWO, Ganjam payable chatrapur or can be downloaded from Gajam NIC website(www.ganjam.nic.in)downloaded. The quotation must be accompanied by Rs.5,000/- Demand Draft in favour of DSWO, Ganjam payable at chatrapur and quotation must be accompanied by D.D of Rs.7,500/- (Rupees Seven Thousand Five Hundred) only towards EMD. The quotation should reach in the office of the District Social Welfare Officer, Ganjam by Registered post or Speed Post by 5:00PM on 17-01-2024 and the tender will be opened at 11:00AM on 18-01-2024 in the Collectorate Confereneec Hall Chatrapur, Ganjam of the undersigned in presence of Tender Committee constituted for the purpose and the tenderer or their authorized representative. The tender papers received after due date and time will not be entertained. The undersigned will not be responsible for postal delay.

The details regarding sample, colour/ specification of the Kuni calendar should be of exact specifications as per the samples available in wcd.odisha.gov.in & <http://www.ganjam.nic.in>. The agency has to supply the samples of Kuni calendar as per specification detailed in terms and conditions on 18-01-2024 in tender meeting. The detail tender papers and terms and conditions can be downloaded from the district website <http://www.ganjam.nic.in> or can be seen in the tender notice displayed in the notice board of DSWO, Ganjam. In no case these calendars should be redesigned or modified.

The decision of the tender committee regarding acceptance / rejection of tender without assigning any reason thereon is binding.

Memo No. 02 / SW, dated 01.01.24

Collector, Ganjam

Copy to the D.I.O, NIC, Ganjam for information and is requested to upload the notice in the district website.

Copy to Office Notice Board for wide publicity.

Memo No. 03 / SW, dated 01.01.24

Collector, Ganjam

Copy to Addl. District Magistrate, Ganjam/All Sub-Collectors/District Education Officer, Ganjam /District Welfare Officer, Ganjam/ District Social Security Officer, Ganjam/All BDOs/all CDPOs/ DIPRO, Ganjam for information with a request to place the notice in their notice boards for wide publicity.

Collector, Ganjam

Memo No. 04 / SW, dated 01.01.24

Copy to DI & PRO, Ganjam for information and is requested to upload the notice in the district website.

Collector, Ganjam

Memo No. 05 / SW, dated 01.01.24

Copy forwarded to the Director, Social Wefare W&CD Deptt., Odisha, Bhubaneswar for information and necessary action.

Collector, Ganjam

TERMS & CONDITIONS

FOR PRINTING & SUPPLY OF KUNI CALENDAR

1. Kuni Calender (0-3 yr Children) for the month of January, February and March-2024 to be supplied to DSWO, Office, Ganjam, Chatrapur as i requiriement for the year 2023-24.
2. PROJECT WISE REQUIREMENT ON KUNI CALENDER (O-3YR CHILDREN) FOR THE MONTH OF JANUARY, FEBRUARY AND MARCH-2024 TO DISTRIBUTION DSWO OFFICE FOR YEAR 2023-24 IS GIVEN BELOW.

Kuni Calender (0-3 Year Children) for the month of January, February and March-2024			
Sl No	Name of the District	Total no of 0-3Yr Children	Total Amount @4.59/-
1	Ganjam	1,64,880	Rs.7,56,799/-

3. Specification for the Kuni Calender as follows

Sl. No.	Details of specification of kuni calendar	Quantities required
1	Kuni Calendar (For 0-3 Years Children) <ul style="list-style-type: none">➤ Size- 11.5" x 17"➤ Paper-220 GSM art paper➤ Print-multi colour single side.	1,64,880

4. 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	02.01.2024 to 17.01.2024	During Office Hours (Except holidays)
2	Last Date of Receipt of Tender Paper	17.01.2024	5PM
3	Opening of Technical Bids	18.01.2024	11 AM
4	Opening of Financial bids (Only for bidders who have qualified in the technical bids)	18.01.2024	Subsequently after opening of technical bids

5. 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 and supply of Kuni Calender" and "Financial Bid for Printing and supply of Kuni Calender" both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for Printing and supply of Kuni Calender". 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.
6. It is the responsibility of the bidders or their authorized representatives to remain present during the opening of bids.
7. 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 reference **(ANNEXURE-A)**
- Attested copy of GST certificate.
 - Attested copy of PAN.
 - Attested copy of IT return of last financial year for 2 years 2022-23 & 2023-24.
 - Attested copy of the registration certificate under DIC/MSME/SSI or any valid Govt. Institution.
 - Money Receipt of Rs.5000/-(Non-Refundable) towards purchase of Tender Papers or Demand Draft in favour of DSWO, Ganjam payable at Chatrapur of Rs.5000/-. If downloaded from NIC.Website.Ganjam (www.ganjam.nic.in)
 - Draft in favour of DSWO,Ganjam payable at chatrapur of Rs.5000/-. Demand Draft (SBI) in favour of DSWO,Ganjam payable at Chatrapur for Rs.7,500/-(Rupee Seven Thousand Five Hundred) only towards EMD(Refunded) or Valid document for EMD exemption.
 - Attested copy of the past performance certificate or work experience or work orders for similar kind of work.
 - Undertaking 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.
8. The financial bid should contain the following.(ANNEXURE-B)
- The price quoted must be inclusive of all taxes, duties and Transportation Cost etc. for delivery at DSWO Office, Ganjam, Chatrapur. The rate/ price should be written both in words and figure for each item of the tender & the price per calendar should not be more than Rs.1.53/- inclusive of all other charges and taxes. The undersigned will not be liable for any loss/ damage/ short supply in quantity and will not compromise in any way in this regard. The rate of each should be taken into consideration.

9. The tender papers can be purchased from Cash section of the Office of DSWO, Ganjam by depositing non-refundable amount of Rs.5000/- (Rupees Five Thousand) only in shape of Demand draft favour of DSWO, Ganjam or can be downloaded from Ganjam NIC website (www.ganjam.nic.in). The downloaded form filled in complete details must be submitted along with non-refundable D.D Rs.5000/- in favour of DSWO, Ganjam, payable at Chatrapur.
10. 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 map complete supply of required materials as per the supply order the security deposit will be forfeited.
11. Penalty or legal action may be initiated for the agency 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.
12. The agency has to furnish an undertaking to adhere to the specification, content and quality 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, quantity and quality, then the security deposit of the agency will be forfeited and further the agency will not claim any amount for materials supplied to DSWO Office, Ganjam, Chatrapur & payment will be made to the agency.
13. The DSWO Office will collect 10 books 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 specification laid down in the tender, Then Collector is at liberty to penalize the concerned vendor by deducting up to 100% against the bills liable for payment and take any other action against the supplier/vendor as deemed proper.
14. Only the successful bidder who is selected to print and supply Kuni Calander from the office of DSWO. The sample is for reference purpose only & it is to orient the bidder on content & size. If the bidder has not voluntarily collected the samples from DSWO Office, then it will be assumed that the bidder already understands the content, quality and detailed specification of Kuni Calander. The finally selected bidder will have to place of sample copies of Kuni Calander before the tender committee, before work order is placed to the agency by DSWO, Ganjam.
15. Delivery will be made at DSWO Office, Ganjam, Chatrapur as per the list, mentioned at Sl. No.2 within 10 days from receipt of supply order from DSWO Office.
16. The selected Agency must deliver the Kuni Calander at DSWO Office, Ganjam, Chatrapur will acknowledge the receipt challans of all random collection of samples from any project and successful certification report is received from the 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 Kuni Calander 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 though public lottery.
21. Statutory Tax deduction 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:

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR,
GANJAM
(D.S.W.O SECTION)**

APPLICATION-TECHNICAL BID

**PRINTING OF KUNI CALENDER (0-3 yrs Children) FOR THE MONTH OF
JANUARY, FEBRUARY AND MARCH-2024**

1	Name & Address of the Firm/Agency	
2	Contact Nos. of the authorized person of the firm/Agency	
3	Nos. & date of the money receipt of the Rs.5000/- towards purchase of Tender Papers (copy enclosed)	
4	EMD in shape of DEMAND Draft Rs.7,500/- 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) (2022-23 & 2023-24)	
8	Registration Certificate under DIC/MSMI/SSI or any valid Govt. Institution(Attested copy to be enclosed)	
9	Undertaking the agency is not block listed by any Govt./PSU agency/Institution.	
10	Undertaking the Agency will adhere to the specification, content, quality and quantity for supply of printing materials as per work order 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 & condition 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/procedure against me.

Signature of the authorized person
/Agency/Firm/Vendor

(ANNEXURE-B)

**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR,
GANJAM
(D.S.W.O SECTION)
APPLICATION-TECHNICAL BID**

**PRINTING OF KUNI CALENDER (0-3 yrs Children) FOR THE MONTH OF
JANUARY, FEBRUARY AND MARCH-2024**

To
The District Social Welfare Officer,
Ganjam.

Sub: Quotation for Printing of Kuni Calender(0-3 yrs Children) for the month of
January, February and March 2024

Ref: Your Tender Call Notice.....Date.....

Madam,

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/Vendor

Name of the Item	Specification	Total Quantity	Rate per unit cost of Kuni Calender	Total Cost (in Rs.)	Remark
Kuni Calender	<ul style="list-style-type: none">• Size-11.5 cm X 17 cm• Paper-220 gsm art paper• Printing-Multicolour single side	164880			

Signature of the authorized person
/Agency/Firm/Vendor

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 that legal action may be initiated against me/us by the tender committee.

Date:-
Place:-

Signature of the approved
Agency/Firm/Vender

Undertaking that the agency will adhere to the specification, content, quality & 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 & 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 & quantity for supply of printing materials as per terms & conditions laid down in the tender documents 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/Vender

LIST OF DOCUMENTS TO BE COLLECTED BY INTENDING BIDDERS
FROM DSWO OFFICE FROM DATE 02-01-2024 TO DATE 17-01-2024

1. Terms & Conditions with Serial No.01 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