



**COLLECTORATE, GANJAM, CHATRAPUR
(D.S.W.O SECTION)**

Ph# 06811-263968, e – mail : dswoganjam@nic.in

No. 4702 /DSWO

Date .27 /11/2024

**Tender Call Notice for Supply of design of packaging material for Take Home Ration
(THR) provided under MSPY.**

Sealed Tender under two bid systems are invited from the reputed firms /agent having valid PAN Card. GST for Supply of design of packaging material for Take Home Ration (THR) provided under MSPY at 32 SHGS of Ganjam District. The tender documents containing detail specifications for packaging material quality to be supplied with terms and conditions be collected from the Office of the DSWO, Ganjam on any working day by the depositing of Rs.5,000/- (Rupees Five Thousand) only in shape of D.D (SBI) in favour of DSWO ,Ganjam payable at Chatrapur or can be downloaded from Ganjam NIC website (www.ganjam.nic.in) .The quotation must be accompanied by Rs.5,000/- Demand Draft in favour of DSWO ,Ganjam Payable at Chatrapur .Quotation must be accompanied by D.D of Rs.50,000/- (Rupees Fifty Thousand) only towards EMD. The quotation must be sent through Register Post /Speed Post to DSWO, Ganjam on or before **09-12-2024** by **5 PM** during the working hours. The office will not be responsible for any postal delay. The quotation will be opened on dated **10-12-2024** in presence of the Tender Committee & Tender or the representative of the tender duly authorized by the Tender at **11.00 AM** in the Collectorate Conference Hall Chatrapur ,Ganjam . The Sealed envelopes containing the quotation should be of Supply of packaging material for 32 SHGS of Ganjam District. The tender Call notice along with terms and conditions of the tender can be downloaded from Ganjam NIC website www.ganjam.nic.in .

The undersigned reserves the right to accept or reject the application without any reason thereof.


Dist. Social Welfare Officer,
Ganjam, Chatrapur

Date .27/11/2024

Memo No. 4703

Copy to the office Notice Board for wide publicity.

Copy to All Sub-Collectors /All BDOs/All CDPOs /All District level Officers of this District for information and they are request to display the tender call Notice in the notice Boards for wide publicity.

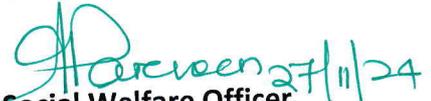

Dist. Social Welfare Officer,
Ganjam, Chatrapur

(2)

Memo No. 4704

Date . 27 /11/2024

Copy to DI &PRO, Ganjam for information and necessary action.


Dist. Social Welfare Officer,
Ganjam, Chatrapur

Memo No. 4705

Date .27/11/2024

Copy to along with the Tender Notice forwarded to the D.I.O, NIC, Ganjam for information and necessary action. He is requested to hoist the same in the District website for information general public.


Dist. Social Welfare Officer,
Ganjam, Chatrapur

Memo No. 4706

Date .27/11/2024

Copy submitted to the Director, Social Welfare W&CD Dept. odisha for information and necessary action.


Dist. Social Welfare Officer,
Ganjam, Chatrapur



COLLECTORATE, GANJAM, CHATRAPUR
(D.S.W.O SECTION)

Ph# 06811-263968, e - mail : dswoganjam@nic.in

No 4701 /DSWO

Date . 27/11/2024

Short Quotation Call Notice

Sealed Quotations in enclosed formats under two bid systems are invited from the reputed firms /agencies for Supply of design of packaging material for Take Home Ration (THR) provided under MSPY at 32 SHGS of Ganjam District. The Bidders are instructed to visit the official website of this Office i.e. www.ganjam.nic.in for favour details.


D.S.W.O, Ganjam, Chatrapur 27/11/24

(ANNEXURE-A)

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, GANJAM

(D.S.W.O SECTION)

APPLICATION-TECHNICAL BID

Supply of design of packaging material for Take Home Ration (THR) provided under MSPY at 32 SHGS of Ganjam District.

1	Name & address of the Firm /Agency	
2	Contact No. of the authorized person of the Firm /Agency	
3	No.& Date of the Money receipt of the Rs.5,000/- towards purchase of Tender Papers (copy enclosed)	
4	EMD in shape of Demand Draft Rs.50,000/- 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)	
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

(ANNEXURE-B)

OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, GANJAM
(D.S.W.O SECTION)
APPLICATION – FINANCIAL BID

Supply of design of packaging material for Take Home Ration (THR) provided under MSPY at 32 SHGS of Ganjam District.

To
The District Social Welfare Officer,
Ganjam.

Sub: Quotation for Supply of **packaging material for Take Home Ration (THR)** .

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

Name of the Item	Specification	Total Quantity	Rate per unit cost Of Packaging material	Total Cost (inRs.)	Remark
Packaging Material	i.The material should consist of two layers (laminated) namely- 12 micron Polyester & 50 micron LDPE(Low Density Polyethylene) made from only food grade virgin material complying to IS specifications. ii.Total weight of pouch should be minimum 64.0 GSM(Gram per square meter)	393128 Nos of Polyethylene Per Month			

Signature of the authorized person
/Agency /Firm

**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 by the Agency that the Agency will adhere to the specification, content,
quality and quantity for supply of packaging material for Take Home Ration (THR)**

I Mr./Smt Behalf of the
..... (Name of the Agency) do give this undertaking that **our**
agency will adhere to the specification ,content ,quality and 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 and 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 28-11-2024 TO DATE 09-12-2024

1. Terms & Conditions with Serial No. **01 to 22**
2. Annexure A-Application –TECHINICAL 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.

TERMS & CONDITIONS

1. **Supply of packaging material for Take Home Ration (THR)** to be supplied to 32 SHGs under Ganjam District as I requirement for the year 2024-25.
2. REQUIREMENT ON PACKAGING MATEIAL DISTRIBUTION 32 SHGS GANJAM DISTRICT FOR YEAR 2024-25 IS GIVEN BELOW.

Supply of packaging material for Take Home Ration (THR) MSPY" Scheme requirement to this office for Distribution for the Year 2024-25.		
Sl no	Name of the District	Requirement of packaging material
1	Ganjam	393128Nos of PolyethylenePer Month

3. Specification for the **packaging material** as follows

Sl. No.	Name of the Item	Specification	Remarks
1	<u>packaging material</u>	i.The material should consist of two layers (laminated) namely- 12 micron Polyester & 50 micron LDPE(Low Density Polyethylene) made from only food grade virgin material complying to IS specifications. ii.Total weight of pouch should be minimum 64.0 GSM(Gram per square meter)	

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	28.11.2024 to 09.12.2023	During Office Hours (Except holidays)
2	Last Date of Receipt of Tender Paper	09.12.2024	Up to 5PM
3	Opening of Technical Bids	10.12.2024	11 AM
4	Opening of Financial bids (Only for bidders who have qualified in the technical bids)	10.12.2024	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 & supply **packaging material for Take Home Ration (THR) MSPY**" both sealed envelopes should be kept in a third sealed envelope super scribing "Tender for printing & supply of **packaging material**". 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)

- a. Attested copy of GST certificate.
- b. Attested copy of PAN
- c. Attested copy of IT return of last financial year.
- d. Attested copy of the registration certificate under DIC/MSME/SSI or any valid Govt. Institution.
- e. 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)
- f. 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.25,000/-(Rupee Twenty Five Thousand) only towards EMD(Refunded) or Valid document for EMD exemption.
- g. Attested copy of the past performance certificate or work experience or work orders for similar kind of work.
- h. Undertaking the agency is not black listed by any Govt./PSU agency/Institution.
- i. 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 of the unit cost of packaging material including the cost for transportation & tax if applicable upto deliver at 32 SHGs of Ganjam District level.

9. The tender papers can be purchased from Cash section of the Office of DSWO,Ganjam by deposit 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 packaging material 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 packing materials supplied to 32 nos SHGs & payment will be made to the agency by this office .

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 & supply the packaging material to 32 SHGs . 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 packaging material. The finally selected bidder will have to place 5nos of sample copies each of packaging material before the tender committee, before work order is placed to the agency by DSWO,Ganjam.
15. Delivery will be made at 32 SHGs of Ganjam District within 10 days from receipt of supply order from DSWO Office.
16. The selected Agency must deliver the packaging material at 32 SHGs of Ganjam District level and the CDPOs will acknowledge the receipt challans of all random collection of samples from any project and successful certification report is received from the 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 packaging material 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 through 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: