



# COLLECTORATE, GANJAM, CHATRAPUR

(Mission Shakti Department)

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Letter No. 382 /MS-Gnjm/2025-26.

Date: 26/03/26

## Tender Call Notice

Sealed tenders are invited from reputed Firms/ Agencies etc. for procurement of machineries such as **Pan Mixer/Blunger, Hydraulic Press (Electric), Jigger and Jolly Machine, Clay Granulator, Toggle Press with Dies Electric Potter Wheel Conventional furnace** for Establishment of Terracotta cluster unit at Dimiria GP of Khalikotte Block, Ganjam District. Interested Firms/agencies are requested to submit their tender documents (as enclosed in Annexure-I) to the undersigned through speed post/registered post/by hand (at DPMU, Mission Shakti, O/O- DSWO, Ganjam Near Press Club At/Po-Chatrapur Pin-761020) within 07 days of this notice i.e. by 09/04/2026, 5.00pm.

The detail tender paper along with terms and conditions is enclosed may be obtained from DPMU, Mission Shakti, O/O DSWO, Ganjam, Chatrapur latest by 04.04.2026 and will be opened on 10/04/2026 at 11 AM/PM at the Mini Conference Hall Zilla Parishad, Ganjam.

Encl:- Tender form

Memo No. 383

  
CDO-cum-EO

Zilla Parishad, Ganjam

Dt. 26/03/2026

Copy Forwarded to the notice board of Office of the Collector/Zilla Parishad, Ganjam/DSWO, Ganjam for wide circulation.

Memo No. 384

  
CDO-cum-EO

Zilla Parishad, Ganjam

Dt. 26/03/2026

Copy to DIO, NIC for information and instructed to webhost the tender in the Ganjam Nic portal for wide publicity.

Memo No. 385

  
CDO-cum-EO

Zilla Parishad, Ganjam

Dt. 26/03/2026

Copy submitted to PA to Collector for kind information of Collector, Ganjam.

  
CDO-cum-EO  
Zilla Parishad, Ganjam

## TENDER FORM

### FOR SUPPLY & INSTALLATION OF EQUIPMENTS & MACHINERIES FOR ESTABLISHMENT OF TERRACOTTA CLUSTER AT KHALIKOTTE BLOCK

#### DEPARTMENT OF MISSION SHAKTI, GANJAM

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To

The CDO-Cum-District Mission Shakti Coordinator  
Department of Mission Shakti  
Chatrapur, Ganjam  
PIN – 761020

Dear Sir,

1. In response to the tender notice published vide **Notice No. \_\_\_\_\_ / Department of Mission Shakti, Ganjam**, dated \_\_\_\_\_, I/We hereby submit our tender for the **supply and installation of different equipment and machineries for establishment of terracotta cluster** as per the prescribed specifications.
2. I/We confirm that we have **read, understood, and accepted all terms and conditions** mentioned in **Appendix-I (Part-I & Part-II)** and agree to comply with them fully.
3. I/We hereby offer to undertake the supply and installation of instruments/equipment related to terracotta unit and have quoted the rates **inclusive of all taxes, duties, freight, transportation, insurance, installation, and demonstration**, as detailed in **Appendix-II (Financial Bid)**. No additional charges other than those quoted in Appendix-II shall be payable.
4. I/We agree that the quoted rates shall remain **valid for a period of six (6) months** from the date of execution of the agreement. If the date of validity expires on a holiday, the offer shall remain valid until the next working day.
5. I/We agree to be bound by the **communication of acceptance** of this offer.
6. I/We understand and accept that the **Department of Mission Shakti, Ganjam** reserves the right to accept or reject the whole or any part of the tender without assigning any reason, and the decision shall be final and binding.
7. As required under the tender conditions, I/We have deposited an **Earnest Money Deposit (EMD)** amounting to **Rs. \_\_\_\_\_ (1% of the estimated cost)** through **Demand Draft**, payable at **Chatrapur**, bearing DD No. \_\_\_\_\_ dated \_\_\_\_\_ in favour of **The CDO-Cum-District Mission Shakti Coordinator, Department of Mission Shakti, Ganjam.***(EMD in any other form will not be accepted.)*
8. I/We agree to supply and install the equipment at **Swoyamsidha PG of Dimiria village, Dimiria GP of Khalikotte Block, Ganjam (Odisha)** as per the final supply order **within One (1) month** or within the period specified in the supply order.
9. As per **Part-I of Appendix-I**, I/We submit our tender in **two sealed envelopes**, enclosed within **Envelope No. 3:**
  - **Envelope No. 1:** Technical Bid documents (as per Sl. No. 7, Part-I, Appendix-I)
  - **Envelope No. 2:** Financial Bid (Appendix-II)

10. I/We agree that **Envelope No. 2 (Financial Bid)** shall be opened only if the Department is satisfied with the contents of **Envelope No. 1**, and the decision of the Department shall be final.
11. I/We undertake to provide **free maintenance during the warranty period** and agree to provide **AMC services after expiry of the warranty period**.

### Enclosures

The following duly filled and signed documents are enclosed with the tender.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Yours faithfully,**

Signature of Supplier: \_\_\_\_\_

**Name & Address of Firm:** \_\_\_\_\_

**Registration No.:** \_\_\_\_\_

**Capacity in which signing:** \_\_\_\_\_

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### LIST OF DOCUMENTS REQUIRED

#### 1. Technical Bid (Envelope No. 1)

- a) Tender Form
- b) Demand Draft for EMD @ 1% of estimated cost
- c) Income Tax Returns for last three (2) years
- d) Audited Financial Statements for last three (2) years  
(*Minimum turnover Rs. 25,00,000/- per year*)
- e) Catalogues/Pamphlets/Pictures with technical specifications
- f) Part-II of Appendix-I (Undertaking)

#### 2. Financial Bid (Envelope No. 2)

- Appendix-II (Price Bid)

Signature of Supplier / Authorized Representative

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name & Address: \_\_\_\_\_

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## APPENDIX – I

### TERMS & CONDITIONS

#### (Supply and Installation of Terracotta cluster Equipment & Machineries)

#### PART – I

1. Sealed tenders are invited from **Vendors** for supply and installation as per Appendix-II.  
Last date & time: \_\_\_\_\_ up to 5:00 PM.  
Opening date: \_\_\_\_\_ in presence of the intended suppliers/representatives who may desire to attend (Authorization letter of organization required).
2. Rates must be quoted **in words and figures**, without overwriting, in **Appendix-II**, valid for **6 months**.
3. Detailed specifications, make, model, and **original catalogues** must be enclosed, failing which bids will be rejected.
4. Equipment must strictly confirm to **Appendix-II specifications**.
5. Rates must be **all-inclusive of all taxes, duties, freight, transportation, insurance, installation, and demonstration**.
6. Installation and successful demonstration are **mandatory**.
7. **Envelope No. 1 – Technical Bid** must contain documents (a) to (g).  
*If any mandatory document is missing, Financial Bid will not be opened.*
  - a) Tender Form
  - b) Demand Draft for EMD @ 1% of estimated cost
  - c) Income Tax Returns for last three (3) years
  - d) Audited Financial Statements for last three (3) years  
(*Minimum turnover Rs. 25,00,000/- per year*)
  - e) Catalogues/Pamphlets/Pictures with technical specifications
  - f) Part-II of Appendix-I (Undertaking)
8. **Envelope No. 2 – Financial Bid** shall contain only Appendix-II.
9. Both envelopes must be sealed in **Envelope No. 3**.
10. The equipment shall be delivered and installed at **Swoyamsidha PG of Dimiria village, Dimiria GP of Khalikotte Block, Ganjam (Odisha)**, within one (1) month from the date of issue of the work order.
11. Undersigned will reserve full right to open/consider the second envelop if and only if the Department of Mission Shakti is satisfied with information contents in envelope No.1. The decision of the aforementioned department regarding this will be final and shall be binding on tenderer.
12. The technical Bid will be evaluated first and only after satisfactory qualifying the technical bid, financial bid of the successful bidder will be considered for open.
13. The most responsive bidder in financial bid offering the lowest price (L1) shall be awarded the contract for supply and installation of equipment & machineries for terracotta unit at the desired location.
14. The supplier will have to supply, in full the articles as per the order till date of validity of rates
15. The tenderer shall have to deposit Earnest Money Deposit (**E.M.D.**) **1 %** of cost tendered through **Demand Draft (Nationalized Bank only)** payable at Chatrapur in favour of The CDO-Cum-District Mission Shakti Coordinator, Department of Mission Shakti, Ganjam.

16. If the tenderer fails to comply with the supply order within the specified period his order will be cancelled and EMD will be forfeited.
17. The quantity mentioned in Appendix II of this tender is subject to variation according to actual requirement of this office. The quantity may vary in case of competitive market rates, the right to enhance or reduce the quantity of any tendered item(s) and right to accept/reject whole or part of the tender, without assigning any reason, whatsoever, is reserved by the undersigned. The decision of the undersigned shall be final and it shall be binding on the tenderer.
18. On acceptance of the rates as per the approved tender, the supply order will be placed by the CDO-Cum-District Mission Shakti Coordinator, Department of Mission Shakti, Ganjam.
19. As soon as the tenderer delivers the tender in the office of the undersigned, it shall be binding on him and he shall not be able to withdraw or amend the offer.
20. The undersigned reserves the rights to accept or reject higher version of instrument/equipment etc. or any other items under the same terms and conditions and same price quoted by tenderer in Appendix-II.
21. **Payment Schedule:**
  - 70% on delivery
  - 20% on successful installation and demonstration
  - 10% after 3 months or 800 running hours whichever is earlier
22. “Any individual holding membership in more than one agency shall be permitted to apply and participate in the tender process through only one agency. Participation through multiple agencies shall not be allowed.”

## **PART – II**

### **Undertaking to be given by the tenderer for “Supply and Installation of Equipment & Machinerics for Terracotta Cluster”**

Whereas, the CDO-Cum-District Mission Shakti Coordinator, Department of Mission Shakti, Ganjam has called the tenders for supplies as per the enclosed Appendix No.-II.

I/We hereby offer our tender at the rates given in the enclosed Appendix -II duly filled in and signed by me/us and hereby also affix my/our signature(s) below this tender voluntary and full acceptance of all the terms and conditions of this tender, which shall be the agreement between the above tender calling authority and myself/us.

**Signature of Supplier:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

**Full Address with Seal:** \_\_\_\_\_

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## APPENDIX – II

### FINANCIAL BID

#### Tender Rate Quoted for Supply & Installation of Equipment & Machinery for terracotta cluster

Sl. No.	Name of Equipment / Machinery	Units	Total Price (Inclusive of all taxes, duties, freight, transportation, insurance, installation, and demonstration.)
1	Pan Mixer/ Blunger		
2	Hydraulic Press (Electric)		
3	Jigger and Jolly machine		
4	Clay Granulator		
5	Toggle Press with Dies		
6	Electric potter wheel		
7	Conventional furnace		

#### Seal & Signature of Bidder

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#### Technical Specifications

Name of the Machine	Description	Units	Capacity
Pan Mixer/ Blunger	Uniform mixing of clay, grog and additives	1	60-70 kg per batch
Hydraulic Press (Electric)	Pressing mixed clay into tiles, blocks or moulded products	1	10-15 tons pressing force
Jigger and Jolly machine	Shaping clay products (cups, bowls, plates) using plaster moulds	1	200-300 pieces/day
Clay Granulator	Breaking lumps into fine granules for further processing	2	200-300 kg/hr, 2HP motor
Toggle Press with Dies	Making Terracotta articles (Diya, plates, Kullhad, katori)	1	3000-4000 Pieces/batch
Electric potter wheel	For shaping clay into symmetrical pottery items like pots, vases and bowls quickly and efficiently.	50	25-50 kg of clay per day
Conventional furnace	Firing clay products at controlled high temperatures to achieve uniform hardness, durability and improved finish	1	300-500 items per firing