



COLLECTORATE, GANJAM, CHATRAPUR

(Mission Shakti Department)

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Letter No. 569 /MS-Gnjm/2025-26

Date: 02/06/2026

Tender Call Notice

Sealed tenders are invited from reputed Firms/ Agencies etc. for procurement of machineries such as Heavy Duty Jute Sewing Machine, Overlock Machine, Zig-Zag Machine, Heavy duty cutting machine(10"), Hydraulic Handle Punch machine, Jute Printing machine(single colour) for Establishment of Jute cluster unit at **Kukudakhandi** 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 10.06.2026, 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 10.06.2026 and will be opened on 12/06/2026 at 11 AM/PM at the Mini Conference Hall Zilla Parishad, Ganjam.

Encl: - Tender form

Memo No. 570/MS-Gnjm

CDO-cum-EO
Zilla Parishad, Ganjam
Dt. 02/06/2026

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

Memo No. 571/MS-Gnjm

CDO-cum-EO
Zilla Parishad, Ganjam
Dt. 02/06/2026

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

Memo No. 572/MS-Gnjm

CDO-cum-EO
Zilla Parishad, Ganjam
Dt. 02/06/2026

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 JUTE CLUSTER AT KUKUDAKHANDI BLOCK

DEPARTMENT OF MISSION SHAKTI, GANJAM

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 Jute 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 Jute 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 **Kukudakhandi 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: _____

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: _____

APPENDIX – I

TERMS & CONDITIONS

(Supply and Installation of Jute 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 **Kukudakhandi 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 Jute 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 the 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 & Machineries for Jute 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: _____

APPENDIX – II

FINANCIAL BID

Tender Rate Quoted for Supply & Installation of Equipment & Machinery for Jute cluster

Sl. No.	Name of Equipment / Machinery	Units	Total Price (Inclusive of all taxes, duties, freight, transportation, insurance, installation, and demonstration.)
1	Heavy Duty Jute Sewing Machine		
2	Overlock Machine		
3	Zig-Zag Machine		
4	Heavy duty cutting machine(10"),		
5	Hydraulic Handle Punch machine		
6	Jute Printing machine(single colour)		

Seal & Signature of Bidder

Technical Specifications

Name of the Machine	Description	Units
Heavy Duty Jute Sewing Machine	For stitching thick jute fabric to make durable jute bags and products	15
Overlock Machine	For edge-finishing jute fabric to prevent fraying	1
Zig-Zag Machine	For decorative and reinforcement stitching on jute products	2
Heavy duty cutting machine(10"),	For cutting, multiple layers of jute cloth accurately	1
Hydraulic Handle Punch machine	For punching holes for handles, eyelets and fittings	1
Jute Printing machine(single colour)	For printing logos/designs on jute products	1