

Government of Odisha
Department of Women and Child Development
Odisha State Child Protection Society (OSCPS)
W&CD Complex, Plot no.-483(pt.), Ganganagar,
Unit-VI, Bhubaneswar- 751003

Ph.No.0674-2393822
E-mail ID-ao.oscps.od@nic.in

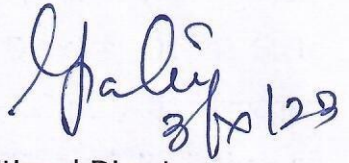
No. 2351 /SCPS-CP-ACCT-0002-2023

Date: 03.10.2023

TENDER CALL NOTICE

Sealed tenders are invited from the interested GST registered firms/agencies/ suppliers for "**Hygiene kit with Backpack bag**" for the event of "**UTSAHA and MAHAK-2023**" of Odisha State Child Protection Society (OSCPS). The Tender completed in all respect shall be deposited in the office of Director, Odisha State Child Protection Society (OSCPS), W&CD Complex, Plotno.-483(pt.), Ganganagar, Unit-VI, Bhubaneswar- 751001 on or before dated **25.10.2023 by 5 P.M.** through **Speed Post/Registered Post /Courier** only. The application form of the tender containing general bid information and terms & conditions can be downloaded from the website: www.wcdodisha.gov.in from **04.10.2023 to 25.10.2023**.

The Authority reserves the right to cancel any or all tender at any stage of the process without assigning any reason thereof.



Additional Director
Odisha State Child Protection Society

TENDER SCHEDULE

| | |
|--|---|
| Period of issue of quotation of Documents | From Dt.04.10.2023 to Dt.25.10.2023 |
| Last date & time for submission of quotation Documents | Date: 25.10.2023 |
| Place of submission of completed quotation Documents | Odisha State Child Protection Society, W&CD Complex, Plot no.-483(pt.), Ganganagar, Unit-VI, Bhubaneswar- 751001 Ph.No.0674-2393822 |
| Mode of submission | In Sealed cover super scribing the specific category on the outside cover through Speed Post/ Registered Post / Courier only |
| Place, Date & Time for opening of Technical Bid | Odisha State Child Protection Society, W&CD Complex, Plot no.-483(pt.), Ganganagar, Unit-VI, Bhubaneswar- 751001 Ph.No.0674-2393822 Date: 26.10.2023 Time 03.00 P.M |
| Place, Date & Time for opening of Financial Bid | Odisha State Child Protection Society, W&CD Complex, Plot no.-483(pt.), Ganganagar, Unit-VI, Bhubaneswar- 751001, Ph.No.0674-2393822 Date : 26.10.2023 Time 04.00 P.M |
| Tender Fee | Rs.1,500/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar |
| EMD | Rs.10,000/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar |
| Performance Security Deposit | 5% of the Contract Value to be awarded in shape of DD in favour of Director Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar |



Additional Director, OSCPS

**Government of Odisha
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W&CD Complex, Plot no.-483(pt.), Ganganagar,
Unit-VI, Bhubaneswar- 751001**

TENDER DOCUMENT

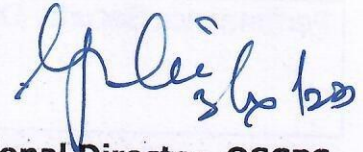
Odisha State Child Protection Society (OSCPS) is a registered society, is an autonomous functioning under the aegis of Dept. of Women & Child Development, Government of Odisha.

"UTSAHA and MAHAK -2023" are the festivals for the children residing in the Child Care Institutions. Mostly the festival celebrates through different competition among the children at state and district level.

OSCPS is going to organize the State level **"UTSAHA and MAHAK -2023"** tentatively on 2nd week of November, 2023 at Kalinga Stadium, Bhubaneswar.

Sealed tenders are hereby invited by **Speed Post/ Registered Post/ Courier only** in OSCPS office interested GST registered firms/agencies/ suppliers for "supply of "Hygiene Kit with Backpack Bag" for **"UTSAHA and MAHAK-2023"** by OSCPS on or before **25.10.2023**. Interested agencies shall have to submit a non-refundable Bank Draft for Rs.1,500/- towards cost of tender paper along with the tender paper in shape of DD in favour of Director, Odisha State Child Protection Society (OSCPS) drawn in any Nationalized Bank payable at Bhubaneswar. Further, Rs.10,000/- towards EMD in the form of DD in the aforesaid manner be enclosed.

The Authority reserves the right to reject any or all offers without assigning any reason thereof.



Additional Director, OSCPS

A. Tender Fee

At the time of submission of the tender, the Tender Fee of Rs.1,500/-(Rupees five hundred only) is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar. A check list as per **"Annexure-A"** is to be submitted.

B. Earnest Money Deposit (EMD)

At the time of submission of the tender, an EMD of Rs.10,000/-(Rupees Ten thousand only) is to be deposited in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS)payable at Bhubaneswar. The EMD of the unsuccessful bidders will be returned to them preferably within 30 days of the work order is issued. Non submission of EMD qualifies for rejection of Tender documents.

C. Performance Security Deposit

After receipt of the work order, a Performance Security Deposit of 5% of the contract value to be awarded is to be deposited in shape DD in favour of Director, Odisha State Child Protection Society (OSCPS) payable at Bhubaneswar.

D. Technical Bid

The Technical Bid is to be submitted by the agency in the enclosed format **(Annexure-B)** with a forwarding letter of the firm in sealed envelope separately mentioning in the overleaf. Following firms are eligible to quote for the said works:-

- a. Registration details of the agency
- b. Refundable EMD of Rs.10,000/- in shape of DD drawn in any nationalized bank in favour of Director, OSCPS payable at Bhubaneswar.
- c. Non-refundable DD of Rs.1,500/- towards cost of tender papers drawn in favour of Director, OSCPS.
- d. Copy of Valid GST Registration Certificate and up to date return file of the firm/agency.
- e. Copy of PAN card for income tax and up to date return file in the name of agency/firm of last 3 years ending 31st March,2023.
- f. Copy of the work/event order(s) confirming execution of similar activities for supply of Hygiene kit with Backpack Bag not less than Rs. 1,00,000/- as a single order and minimum turnover of Rs.5,00,000/- (per year) for last three consecutive years i.e 2020-21,2021-22 and 2022-23 duly certified by CA along with the tender.

E. Financial Bid

Financial bid is to be submitted by the Agency in the enclosed format **(Annexure-C)** with forwarding letter of the firm in sealed envelope separately for each category.

F. Process of Selection

- i. Technical bid will be opened first. The bidders are to qualify in the technical bid and there is no mark or rating for the technical bid as it is only for the purpose of qualification. The Financial bid of the bidder who qualified in the technical bid will only to be opened.
- ii. If the L-1 bidder does not confirm the acceptance of the work order within 3 days, the L-2 bidder will be awarded the work order at the same price, subject to the same terms and conditions.



G. Evaluation

Bids received in the office of OSCPS, Bhubaneswar within the stipulated period will be considered for evaluation.

H. Award of Contract

The contract will be awarded in favour of the bidder, who quoted the lowest price in the Financial Bid,

- i. In case more than one agency is quoting the same rate the preference will be given to the agency having more number of experiences basing upon the year of establishment of the firm.
- ii. If undecided, the firm having more average turnover of last three years i.e. 2020-21, 2021-22 and 2022-23 will be given preference.

I. Department's Reservation

The department reserves the right to cancel any bid without assigning any reason thereof. The department can recommend for blacklisting of any agency who does not perform or turndown the offer upon receipt of the contract.

J. Submission of the Bid

The last date of submission of the Bid is on or before **25.10.2023 by 5.00 P.M.** by **Speed Post/Registered Post/Courier** only in the office of Odisha State Child Protection Society, W&CD Complex, Plot no.-483(pt.), Ganganagar, Unit-VI, Bhubaneswar- 751001.

K. Declaration regarding Blacklisting

A declaration to the effect that the agency is not blacklisted by any Govt./Public undertaking for conducting audit shall be submitted in the format at **Annexure-D**.

L. Penalty for Non-performance

If the agency after accepting the work fails to deliver the desired level of work in the stipulated period, then as per the recommendation of the procurement committee, a penalty will be levied to the volume of non-performance. The volume of non-performance will be decided by the above committee after examining the details of work assigned and completed by the agency. The penalty so imposed will be deducted from the 'Performance Security Deposit' available at OSCPS.

M. Legal Dispute

Any legal dispute arising out of the process should be settled first by mutual consent, then by the process of arbitration before OSCPS and finally by an appropriate court in the jurisdiction of Bhubaneswar.



N. Mode of Payment

On satisfactory completion of all the processes involved in the programme of "UTSAHA and MAHAK", the agency will submit the bill for payment. On receipt of the original GST bill, payment shall be released through e-transfer to the bank account of the agency after deduction of statutory dues, if any.

O. Other Terms & Condition

- i. The rate quoted per unit inclusive of all taxes, charges duties, levis if any along with material cost, labour cost, printing and supply of Hygiene kit with Backpack Bag with logo and event name etc. shall not be less than **Rs.300/-**.
- ii. The bidder has to show samples as per specification mentioned in Annexure-C. The bidder will be abiding by all the Terms & Conditions of the Tender Document.
- iii. OSCPS reserves the right to negotiate the final price with the successful bidder.

Annexure-A

CHECKLIST (Attach self attested photocopy)

| Sl.No | Item Name | Details |
|-------|---|---------|
| 1 | Firm Registration No | YES/NO |
| 2 | Tender fee deposited | YES/NO |
| 3 | EMD deposited | YES/NO |
| 4 | PAN | YES/NO |
| 5 | GST Registration No. | YES/NO |
| 6 | Average Annual Turnover of last 3 years (2020-21,2021-22 and 2022-23) | YES/NO |
| 7 | IT Return of last 3 years (2020-21,2021-22 and 2022-23) | YES/NO |
| 8 | Copy of the work/event order(s) confirming execution of similar activities for supply of Hygiene Kit with Bag not less than Rs.1,00,000/- as a single order . | YES/NO |
| 9 | Copy of minimum turnover of Rs. 5,00,000/- (per year) for last three consecutive years i.e. 2020-21,2021-22 and 2022-23 duly certified by CA | YES/NO |
| 10 | Declaration regarding Blacklisting | YES/NO |
| 11 | Bank Details | YES/NO |

Date:
Place:

Signature of the Tenderer/Authorized person
Name:
Seal



**TECHNICAL BID FORMAT
(Photocopy of documents to be attached)**

| Sl. No. | Item Name | Details | |
|---------|--|---------|--|
| 1 | Name of the Agency | | |
| 2 | Name of Proprietor/Partner/Director | | |
| 3 | Full Address of Registered Office, Telephone No., FAX No. and E-mail ID | | |
| 4 | Full Address of Operating/ Branch Office, Telephone No., FAX No. and E-mail ID | | |
| 5 | Name, Address & Telephone No. Of Authorized Officer/Person | | |
| 6 | Year of Establishment | | |
| 7 | Firm Registration Number | | |
| 8 | Annual turnover for last 3 years | 2020-21 | |
| | | 2021-22 | |
| | | 2022-23 | |
| 9 | Average turnover of 2020-21,2021-22 and 2022-23 | | |
| 10 | IT Return of last 3 years (2020-21,2021-22 and 2022-23) | | |
| 11 | PAN | | |
| 12 | GST Registration No. | | |
| 13 | Bank Details:- Bank Account Number Name of the Account Holder Name of Bank/Branch IFS Code | | |

N.B.:- Additional Sheets may be attached for the points mentioned above in case the space is not sufficient.

Date:

Place:

Signature of Tenderer/Authorized person

Name:

Seal

**FORMAT FOR FINANCIAL BID FOR SUPPLY OF HYGIENE KIT WITH BAG
"UTSAHA AND MAHAK-2023"**

| Sl. No. | Item/Activity | Specifications | Unit Cost (in Rs) | GST | Total Cost |
|---|------------------------|--|-------------------|-----|------------|
| 1 | Hygiene kit | Tooth Brush (1 piece), Tooth Paste (Minimum 18 gram), Tongue Cleaner (1 piece), soap (Minimum 18 gram), Chocolate candy (1 piece), shampoo (2 pouch), Oil (2 pouch) and skin protecting jelly (1 piece) etc. | | | |
| 2 | Backpack Bag with logo | Material: PVC coated polyester material. Capacity: 20 litres. No. of Compartment: Not less than 3 nos. of Compartment. | | | |
| Total cost inclusive of all taxes, transportation cost, printing of logo and other costs involved | | | | | |
| In words(| | | | | |

N.B. (ii) There is requirement of 1300 numbers of sets approximately .The actual number of set (Hygiene Kit with Backpack Bag) may increase or decrease which shall be intimated in the work order and in other communication.

(iii) OSCPS will provide the matter for printing of Logo.

Date:

Place:

Signature of Tender/Authorized person

Name:

Seal



DECLARATION

1. I, _____, Son/Daughter/Wife of Shri _____ Proprietor/Partner/Director/authorized signatory of M/S _____ and competent to sign this declaration and execute this tender document.
2. I/ any member of the agency or organization is not blacklisted by any Government/Public Undertaking.
3. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

I/We hereby declare that I/We have not been penalized/ blacklisted by any Government Department or undertaking.

Place:

Signature of Tenderer/Authorized person

Date :

Full Name:

Seal:

