



TENDER FOR SELECTION OF AGENCY FOR SUPPLY OF HYGIENE KIT WITH BAG FOR THE EVENT "**UTSAHA AND MAHAK -2022**" BY ODISHA STATE CHILD PROTECTION SOCIETY (OSCPS).

GOVERNMENT OF ODISHA  
DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
ODISHA STATE CHILD PROTECTION SOCIETY (OSCPS)  
MISSION SHAKTI BHAWAN, GANDAMUNDA, POKHARIPUT  
BHUBANESWAR- 751030



**Govt. of Odisha**  
**Department of W&CD**  
**Odisha State Child Protection Society (OSCPS)**  
**Mission Shakti Bhawan, Gandamunda, Pokhariput**  
**Bhubaneswar- 751030**



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No. *09* /SCPS-TIECA/IECA/0012/2022

Date: *03.01.2023*

**SHORT TENDER CALL NOTICE**

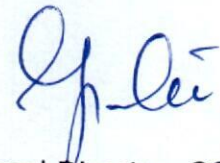
Sealed tenders are invited from the interested GST registered firms/agencies/ suppliers for “Hygiene kit with Bag” for the event of “**UTSAHA and MAHAK-2022**” of Odisha State Child Protection Society (OSCPS).The Tender completed in all respect shall be deposited in the office of Director, Odisha State Child Protection Society (OSCPS), Mission Shakti Bhawan, Gandamunda, Bhubaneswar-751030 on or before dated **18.01.2023** through **Speed Post or Registered Post** only. The application form of the tender containing general bid information and terms & conditions can be downloaded from the website: [www.wcdodisha.gov.in](http://www.wcdodisha.gov.in) & [www.oscps.nic.in](http://www.oscps.nic.in) from **04.01.2023** to **18.01.2023**

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 <b>Dt. 04.01.2023 to Dt.18.01.2023</b>
Last date & time for submission of quotation Documents	<b>Dt. 18.01.2023 by 05.00 P.M</b>
Place of submission of completed quotation Documents	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030 Ph No.0674-2353122
Mode of submission	In Sealed cover super scribing the specific category on the outside cover through Speed Post or Registered Post only
Place, Date & Time for opening of Technical Bid	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030 Ph No.0674-2353122 <b>Date 19.01.2023 Time 3.00 P.M.</b>
Place, Date & Time for opening of Financial Bid	Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030 Ph No.0674-2353122 <b>Date : 20.01.2023 Time 3.00 P.M.</b>
Tender Fee	Rs.1,000/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar
EMD	Rs.20,000/- in shape of DD in favour of Director, Odisha State Child Protection Society(OSCPS) payable at Bhubaneswar
Performance Security Deposit	10% 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

**Odisha State Child Protection Society**  
**Department of W & CD**  
**Govt. of Odisha**  
**Mission Shakti Bhawan, Gandamunda, Bhubaneswar-751030**  
**Phone: 0674-2353122, email: [dir.oscps.od@nic.in](mailto:dir.oscps.od@nic.in)**

**TENDER DOCUMENT**

Odisha State Child Protection Society (OSCPS) is a registered society, is an autonomous and implementing agency of Mission Vatsalya of Ministry of Women & Child Development, Govt.of India.The Mission Vatsalya is a centrally sponsored scheme aimed at Building a protective environment for children in difficult circumstances, as well as vulnerable children from Govt.

"**UTSAHA and MAHAK-2022**" are the festivals for the Children residing in the Child care Institutions. Mostly the festival celebrates through different competition among the Children at district and State level.

Odisha State Child Protection Society, Department of Women & Child Development, Govt. of Odisha is going to organize "**UTSAHA and MAHAK-2022**" tentatively on 4th Week of January,2023 in the playground of Unit-VI,Bhubaneswar and working women's Hostel at Bhubaneswar.

Sealed tenders are hereby invited by **Speed Post or Registered Post** only in OSCPS office interested GST registered firms/agencies/ suppliers for "supply of "Hygiene Kit with Bag" for "**UTSAHA and MAHAK-2022**" by OSCPS on or before **18.01.2023 by 05.00 PM**. Interested agencies shall have to submit a non-refundable Bank Draft for Rs.1,000/- 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.20,000/- 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.1,000/-(Rupees One thousand 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.20,000/-(Rupees Twenty 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 10% 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.20,000/- in shape of DD drawn in any nationalized bank in favour of Director, OSCPS payable at Bhubaneswar.
- c. Non-refundable DD of Rs.1,000/- towards cost of tender papers drawn in favour of Director, OSCPS.
- d. Copy of Valid GST Registration Certificate 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 31<sup>st</sup> March,2022.
- f. Copy of TAN, if any.
- g. Copy of the work/event order(s) confirming execution of similar activities for supply of Hygiene kit with Bag not less than Rs. 5,00,000/- as a single order and minimum turnover of Rs.20,00,000/- (per year) for last three consecutive years i.e 2019-20,2021-22 and 2021-22 duly certified by CA along with the tender.
- h. Copy of Trade Licence, if any.



## **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**

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.

## **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, in the total cost of per day per head of all the food items taken together.

- 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. 2019-20,2020-21 and 2021-22 will be given preference.

## **I. Department's Reservation**

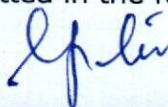
The department reserves the right to cancel any bid without assigning any reason thereof. The department can recommend for blacklisting of any agency who does not perform or turndown the offer upon receipt of the contract.

## **J. Submission of the Bid**

The last date of submission of the Bid is on or before **18.01.2023 by 5.00 P.M.** by **Speed Post/Registered Post** only in the office of Odisha State Child Protection Society, Mission Shakti Bhawan, Gandamunda, Pokhariput, Bhubaneswar-751030.

## **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 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-2022", 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.



**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	TAN ;if any	YES/NO
6	GST Registration No.	YES/NO
7	Trade Licence, if any	YES/NO
8	Average Annual Turnover of last 3 years (2019-20, 2020-21 and 2021-22)	YES/NO
9	IT Return of last 3 years (2019-20,2020-21 and 2021-22)	YES/NO
10	Copy of the work/event order(s) confirming execution of similar activities for supply of Hygiene Kit with Bag not less than Rs.5,00,000/- as a single order .	YES/NO
11	Copy of minimum turnover of Rs. 5,00,000/- (per year) for last three consecutive years i.e 2019-20,2020-21 and 2021-22 duly certified by CA	YES/NO
12	Declaration regarding Blacklisting	YES/NO
13	Bank Details	YES/NO

Date:

Signature of the Tenderer/Authorized person

Place:

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	Trade Licence, if any		
9	Annual turnover for last 3 years	2019-20	
		2020-21	
		2021-22	
10	Average turnover of 2019-20,2020-21 and 2021-22		
11	IT Return of last 3 years (2019-20 ,2020-21 and 2021-22)		
12	PAN		
13	TAN ;if any		
14	GST Registration No.		
15	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

**Annexure- C****FORMAT FOR FINANCIAL BID FOR SUPPLY OF HYGIENE KIT WITH BAG  
"UTSAHA AND MAHAK-2022"**

Sl. No.	Item/Activity	Specifications	Unit Cost (in Rs)	GST	Total Cost
1	Hygiene kit	Tooth Brush, Tooth Paste, Tongue Cleaner , soap, Tissues paper, Chocolate, sampoo, Oil and Vaseline etc.			
2	Bag	Material: PVC coated polyester material. Capacity:20 litre. 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			Rs.		
In words					

**N.B.** (i) Total Cost of a set (Hygiene Kit with Bag) should be maximum of Rs.250/- Total cost inclusive of all taxes, transportation cost, printing of logo and other costs involved.

(ii) There is requirement of 1200 numbers of sets approximately .The actual number of set (Hygiene Kit with 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:

