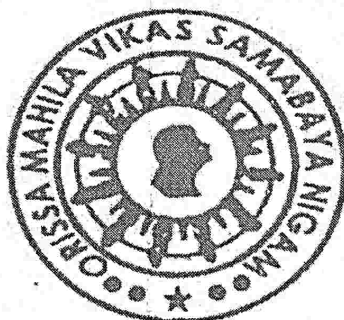



TENDER DOCUMENT

**TENDER FOR SUPPLY
OF
"Laminated Takeaways and Home visit Registers"
For use of AWWs as Home Visit Kit**



**MAHILA VIKAS SAMABAYA NIGAM
(Govt. of Odisha Undertaking)
W&CD Complex, 2nd Floor, Plot No. 483(Pt),
Unit-VI, Ganganagar
Bhubaneswar- 751001
Ph.No.0674-2533223, 2533214
Mob No. 9338754909/9437302025
Email Id- mvsn_bbsr@yahoo.com**


**Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar**

Government of Odisha
 Department of Women and Child Development
 MAHILA VIKAS SAMABAYA NIGAM
 Plot No.: 483 (pt.), W&CD Complex, Ganganagar,
 Unit-VI, Bhubaneswar – 751001
 Phone No.: 0674-2393822
 Email Id- mvsn_bbsr@yahoo.com

TENDER NOTICE

Tender No: 61

Dated: 17/01/26


Sealed tenders in double covers are invited from the interested GST-registered agencies / suppliers through two bid system (Technical and Financial) for "Laminated Takeaways and Home visit Registers" for use of AWWs as Home Visit Kit as per the details given below:

Sl no	Name of the Item	Quantity Required
1	"Laminated Takeaways and Home visit Registers" for use of AWWs as Home Visit Kit	51796 each

The tender complete in all respects, must reach the office of the Managing Director, MAHILA VIKAS SAMABAYA NIGAM (MVSN), W&CD Complex, Plot No.-483 (pt.), Ganganagar, Unit-VI, Bhubaneswar-751001, on or before 09.02.2026 through Speed Post / Courier only.


The tender document containing general bid information and other terms & conditions can be downloaded from the website from <https://wcd.odisha.gov.in/> from 19.01.2026 to 09.02.2026.

Bids received after the due date and time shall be summarily rejected. The authority reserves the right to accept or reject any or all bids and to cancel the tender process at any stage without assigning any reason thereof.


 MANAGING DIRECTOR
 MAHILA VIKAS SAMABAYA NIGAM(MVSN)


BIDDER DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Tender	"Laminated Takeaways and Home visit Registers" For use of AWWs as Home Visit Kit
2.	Method of Selection	Least Cost Based Selection (LCS)
3.	Issue of the tender document	19.01.2026
4.	Pre Bid Meeting	27.01.2026 3.30 PM
5.	Bid Due Date	09.02.2026, 5 PM
6.	Opening of Technical Bid	11.02.2026, 3.30 PM
7.	Opening of Financial Bid	Will be intimated later
8.	Supply of the Material	Within 1 Month from placement of the purchase order
9.	Bid Processing Fee (Non-refundable)	Rs.5,000/- (Rupees Five Thousand Only) in shape of Demand Draft in favour of "Managing Director, MVSN" drawn in any scheduled commercial bank payable at Bhubaneswar
10.	Bid Security (EMD) (Refundable)	Rs. 1,30,000/- (Rupees one lakh thirty thousand) only in shape of DD in favour of "Managing Director, MVSN" drawn in any scheduled commercial bank payable at Bhubaneswar.
11.	Contact Person	Smt. Trupti Prava Nayak, Accounts Officer, MVSN
12.	Address for Submission of the Tender	W&CD Complex, 2 nd Floor, Plot No. 483(Pt), Unit- VI, Ganganagar Bhubaneswar- 751001
13.	Mode for Submission	The bid shall be submitted only through Speed Post / Courier only to the address specified above, during office hours, from 19.01.2026 to 09.02.2026. Submission through any other mode and late bids shall be summarily rejected.
14.	Opening of Technical and Financial Proposal	Conference Hall of MVSN, W&CD Complex
15.	Performance Security	5% of the Contract Value to be furnished by the selected bidder in the shape of DD, FDR or Performance Bank Guarantee


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 Mahila Vikas Samabaya Nigam
 Bhubaneswar

SECTION:1

INFORMATION TO THE BIDDERS


Administrative Officer
Mohila Vikas Samabaya Nigam
Bhubaneswar

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1. **Mahila Vikas Samabaya Nigam (MVSN)** is an Apex Cooperative Society functioning under the administrative control of the Department of Women & Child Development, Government of Odisha. Various schemes of the Department are implemented through MVSN. The Women & Child Development Department, Government of Odisha, has undertaken an initiative under POSHAN Abhiyan to provide Home Visit and Counselling Kits to Anganwadi Workers (AWWs) of Anganwadi Centres reporting a higher incidence of Severe Acute Malnutrition (SAM) children. The counselling kit comprises a "**Laminated Takeaways and Home Visit Register**" along with other items. The Laminated Takeaway will be used by AWWs for educating the mothers and family members of children above six months of age about the Nutritional Practices to be adopted for proper growth of these children. The Home Visit Registers will be used for recording the name of the children visited by the AWWs. At present, 51,796 (Fifty One Thousand Seven Hundred Ninety Six) numbers of "**Laminated Takeaways and Home Visit Register**" are required for use by AWWs across selected Anganwadi Centres.

2. MVSN invites sealed bids from eligible bidders fulfilling the terms and conditions of this tender for the supply of printed "**Laminated Takeaways and Home Visit Register**". The details of the proposed assignment are provided in Section-3: Schedule of Requirement of this Tender Document.


3. Validity of the Tender:

Bids shall remain valid for a minimum period of **Ninety (90) days** from the date of opening of the technical bid. The approved rate shall remain valid for a period of one (01) year from the approval and issuance of the purchase order. Any bid with a validity period shorter than that specified in the tender document shall be treated as non-responsive and rejected.

1. **Pre Bid Meeting:** A Pre-Bid Meeting will be conducted to address the queries of the bidder(s). The Pre-Bid Meeting will be held on 27.01.2026, 1.00 PM at W&CD Complex, Ganganagar, Bhubaneswar. The authorized representative of the bidder(s) may attend the meeting. Bidders are requested to submit their pre-bid queries in writing, on or before 27.01.2026 only through email at mvsn_bbsr@yahoo.com. Queries received after the stipulated date and time or through any other mode shall not be considered. Responses to the pre-bid queries and any amendments/clarifications to the RFP shall be published on department website, which shall form an integral part of the RFP. The sample **Laminated Takeaways and Home Visit Register** will be shown to the bidders in the pre-bid meeting.

2. Submission of Tender:

Bidders must submit their bids by **Speed Post / Courier** latest by **09.02.2026, 5 PM** only to the specified address as mentioned in Bidder Data Sheet. The authority shall not be responsible for postal delay /or any consequence in receipt of the bids. The proposal must have to be submitted in two parts.


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Bhubaneswar

The procedure for submission of the tender is described below:

i) **TECHNICAL BID (Original):**

The envelope containing technical proposal shall be sealed and superscripted as "Laminated Takeaways and Home visit Registers for use of AWWs as Home Visit Kit" and to be furnished inside one envelope. The duly filled-in technical bid submission forms, along with all the supportive documents and information have to be furnished as part of technical proposal.

ii) **FINANCIAL BID(Original):**

The envelope containing financial proposal shall be sealed and superscripted as "Laminated Takeaways and Home visit Registers for use of AWWs as Home Visit Kit". The duly filled Financial Bid shall contain the detailed price offer for the item and shall be submitted strictly as per the prescribed format as part of the **Financial bid**.

The "Technical Bid" and "Financial Bid" must have to be submitted in two separate sealed envelopes (with respective marking in bold letters) along with the prescribed formats/information mentioned in the Tender Document. The first envelope must be marked as "**TECHNICAL BID (NAME OF THE TENDER)**". The second envelope must be marked as "**FINANCIAL BID (NAME OF THE TENDER)**" and it should contain Financial Proposal only. Both the above envelopes have to be sealed and placed inside a third main envelope with proper labeling of following information in bold:

TITLE OF THE TENDER:
TENDER NUMBER AND DATE:
NAME AND ADDRESS OF THE BIDDER:


All pages of the technical and financial bid must be sealed and signed by the authorized representative of the bidder.

3. Bid Processing Fee:

The bidder must furnish as part of technical bid, the required bid processing fee amounting to **Rs. 5,000/- (Five Thousand Only)** in shape of Demand Draft from any scheduled commercial bank in favour of "Managing Director, MVSND" payable at Bhubaneswar. Proposal received without bid processing fee will be out rightly rejected. The bid processing fee is non-refundable in any case.

4. Earnest Money Deposit (EMD):

The bidder must furnish, as part of the technical proposal, an **Earnest Money Deposit (EMD)** amounting to **Rs.1,30,000/- (Rupees one lakh thirty thousand) only** in shape of Demand Draft from any scheduled commercial bank in favour of "Managing Director, MVSND" payable at Bhubaneswar. Micro and Small Enterprises (MSEs) holding a valid Udyam Registration Certificate, and registered for manufacturing and/or supply of the relevant category of Goods, shall be exempted from furnishing Earnest Money Deposit (EMD). The EMD of unsuccessful bidders shall be refunded within 30 days after finalization of tender process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Security and issue of purchase order for supply. The EMD will be forfeited on account of the following reasons:


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Mahila Vikas Samabaya Nigam
Bhubaneswar

finalization of tender process and award of contract. The EMD of the successful bidder will be released only after furnishing of the required Performance Security and issue of purchase order for supply. The EMD will be forfeited on account of the following reasons:

- Bidder withdraws its proposal during the bid validity period as specified in tender document.
- Bidder does not respond to requests for clarification of its bid.
- Bidder fails to provide required information during the evaluation process or is found to be non-responsive or has submitted false information in support of its qualification.
- Any other circumstance which holds the interest of the authority during the tender process.
- Any bid not accompanied by the required Earnest Money Deposit (EMD), or where valid documentary proof in support of EMD exemption is not submitted, shall be treated as non-responsive and rejected by the Authority.

5. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of its proposal. Alternate bids are not allowed.

6. Opening of Bids:

The tender shall be processed under a two-bid system. Initially, the Technical Bids shall be opened in the presence of the Tender Committee (TC) and the authorised representatives of the participating bidders. After preliminary evaluation of the Technical Bids, only those bidders whose technical proposals are found responsive and complete in all respects shall be shortlisted for sample verification. Only bidders whose samples are found acceptable and compliant with the prescribed technical specifications by the Committee shall be eligible for opening of their Financial Bids. The financial bids of such sample-approved bidders shall be opened on a subsequent date, in the presence of the Committee and the authorised representatives of the bidders.

7. Award of Contract:


MVSN shall award the contract to the bidder (L1) on the basis of lowest evaluated commercial bid (L1). Where considered necessary, the contract may be placed with two bidders, wherein L1 shall be allotted 60% and L2 shall be allotted 40% of the total contract quantity, at the L1 rate.

The approved rate shall remain valid for a period of one (01) year from the date of issue of the purchase order. MVSN also reserves the right to place repeat order(s) to the selected bidder(s) at the approved rate and same terms and conditions, subject to satisfactory performance and applicable procurement rules.

8. Performance Security:

The selected bidder will have to furnish a Performance Security within 7 days from the date of issue of the purchase order. The performance security shall be furnished in the form of DD / FDR / Performance Bank Guarantee equivalent to 5% of the contract value from a scheduled commercial bank situated at Bhubaneswar in favour of "Managing Director, MVSN" as per the format at Annexure-II.

The Performance Security shall remain valid from the date of issue of the Purchase Order up to a period of three (03) months beyond the entire supply period, as a commitment towards due and timely completion of the entire supply as per the terms and conditions of the Purchase Order.


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Bhubaneswar

9. Delivery and Penalty:

Delivery of the material, complete in all respects, shall be completed within thirty (30) days from the date of issue of the Purchase Order. In case of delay, a penalty of 0.5% of the contract value per week shall be levied, subject to a maximum of ten percent (10%) of the total contract value. In the event of delay in the supply of the material, the bidder must obtain prior approval of the Authority, with proper justification for such delay. The entire loading, unloading at the delivery site, transportation, and all associated costs shall be borne by the bidder. No additional charges under any head shall be payable for delivery at site.

10. Payment Terms:

Payment shall be made after 100% successful delivery and final acceptance of the supplied materials by the designated official of MVSN and satisfactory completion of all activities related to the supply of Laminated Takeaways and Home Visit Register", in accordance with the terms and conditions of the Purchase Order. The successful bidder shall submit the original GST-compliant invoice along with all required supporting documents, as prescribed by MVSN, for processing of payment. Upon verification, payment shall be released within fifteen (15) days through e-transfer to the bank account of the agency. Payment shall be subject to deduction of applicable statutory taxes and levies, if any, as per norms.

11. Termination Clause:

MVSN reserves the right to terminate the contract in case of undue delay, supply of substandard materials, or any other breach of contract conditions, with forfeiture of performance security.

12. Language of Bid:

The bid and all related correspondence shall be written in the English language only.

13. Cost of bidding:

The Bidder shall bear all costs associated with the preparation and submission of its bid. The Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

14. Client's right to accept any proposal, and to reject any or all bid/s:

The authority reserves the right to accept or reject any /all bids, and to annul or amend the bidding / selection process at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the bidders.


15. Settlement of Dispute:

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

16. Disqualification of Tender:

The proposal is liable to be disqualified in the following cases as listed below:

- Proposal submitted without Bid Processing Fee and EMD as applicable
- Proposal not submitted in accordance with the procedures and formats as prescribed in the tender


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

- During validity of the proposal, or its extended period, if any, the bidder increases his quoted price or tries to withdraw its proposal
- Proposal is received in incomplete form
- Proposal is received after due date and time for submission of bid
- If the bidder provides any assumptions in the financial proposal or qualifies the financial proposal with its own conditions, such proposals will be rejected even if the commercial value of such proposals is the lowest / best value
- Proposal is not properly sealed or signed
- Technical and financial offers submitted in a single envelope


17. Conditions of Eligibility:

Bidders are advised to carefully read and ensure compliance with the minimum eligibility criteria ("Conditions of Eligibility") specified herein. Only those bids that satisfy the Conditions of Eligibility shall be considered for further evaluation. Prior to evaluation of the Technical Proposal, each bid shall be verified with reference to the documents and information submitted by the bidder as part of the Technical Proposal.

Eligibility Requirement:

Sl. No	Eligibility Criteria	Requirement	Documents to be submitted
1	Legal Entity	The bidder shall be a legally registered entity (Proprietorship / Partnership / Company) engaged in printing and supply activities.	Copy of Registration Certificate / Incorporation Certificate
2	Experience in Similar Work	The bidder shall have minimum three (03) years of post in-corporation experience in printing and supply of IEC / similar printed materials.	Copies of relevant Work Orders / Purchase Orders issued by clients
3	Past experience	The bidder must have successfully completed at least one (01) supply orders of "Laminated Takeaways and Home Visit Register" or similar printed material under any State / Central Government, PSU, or Government-aided organization during the last three (03) financial years, each having a minimum order value of Rs. 30.00 Lakh .	Copies of Work Order / Purchase Order and work completion certificates as proof of supply
4	Financial Strength	The bidder shall have an average financial turnover of Rs. 50.00 lakh during the last three financial years	CA-certified audited financial / turnover statement (TECH-6) issued and duly certified by a Chartered Accountant
5	Non-Blacklisting Declaration	Should not have been blacklisted or debarred by any Government entity during last 5 years.	Self-declaration by Court Affidavit (TECH-5)

#financial years means 22-23, 23-24 and 24-25


Administrative Officer
 Mahila Vikas Samabaya Nigam
 Bhubaneswar

For the purpose of this tender, "Similar Work" shall mean successful execution of supply orders involving printing and supply of registers or similar materials, for Government Departments / PSUs / Autonomous Bodies, or Government-aided organisation, of comparable nature and scale.

Responsive Requirement:

The bidder shall furnish the following documents along with the Technical Proposal as part of the responsive requirements:

- Filled in Bid Submission Check List in Original (**Annexure-1**)
- Covering letter (**TECH – 1**) on bidder's letterhead to participate in the bidding process
- Bid Processing Fee and EMD as applicable
- Copy of Certificate of Incorporation/ Registration
- Copy of PAN
- Copy of Goods and Services Tax Identification Number (GSTIN) and up to date return file of the firm/agency.
- Copies of IT Return for the last three financial years ending 31st March, 2025.
- General details of the Bidder (**TECH – 2**)
- Format for Power of Attorney (**TECH-3**)
- Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies during last 5 years through Court Affidavit (**TECH-4**)
- Financial Turnover Statement of the bidder issued from CA (**TECH – 5**)


Bidders shall submit all required supporting documents as specified in the tender. Non-compliance with the eligibility and/or responsive requirements, including non-submission of any required document, shall result in outright rejection of the bid. All pages of the bid document, including enclosures, shall be duly signed and sealed by the authorised representative of the bidder.

18. Submission of Sample:

Bidders shall submit one (01) physical sample of the printed Counselling Home Visit Kit Bag, properly packed and sealed, at the office of Mahila Vikas Samabaya Nigam (MVSAN) on or before the bid due date. The sample shall be clearly labelled with the Name of the bidder, Tender No. and date, name of the item, and the remark "Sample for Technical Evaluation", and shall strictly conform to the technical specifications and printing requirements prescribed in the tender. Non-submission, late submission, improper packing or labelling, or submission of a non-compliant sample shall render the bid non-responsive and liable for rejection. The sample shall be used only for technical evaluation, shall not be returned, and all costs related to sample submission shall be borne by the bidder.


19. Fraudulent Practices and Consequences:

Submission of false, fabricated, misleading, or manipulated information or documents at any stage of the bidding process shall result in outright rejection of the bid. If such fraudulent practice is detected before or after award of the contract, the Authority shall have the right to cancel the contract, forfeit the Earnest Money Deposit (EMD) and/or Performance Security, and blacklist / debar the bidder for a period of three (03) years from participating in any future government tenders. Any violation of the terms and conditions of the tender shall also render the bidder liable for appropriate action, including termination of the contract, forfeiture of security deposits, and blacklisting, as deemed fit by the Authority.


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

SECTION:3


TECHNICAL SPECIFICATION AND SCHEDULE OF
REQUIREMENT


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

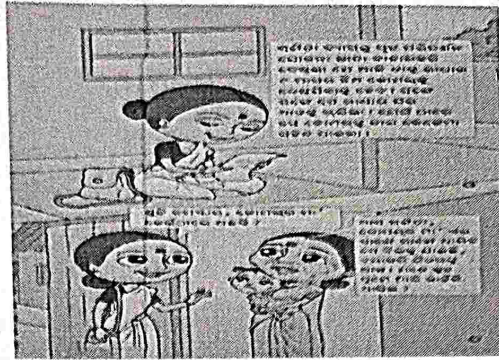
TENDER FOR SUPPLY OF Laminated Takeaways and Home visit Registers

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କମଳା ଚାନ୍ଦିକା ପାରିତ ପୁସ୍ତକାଳୟ ଶାଖା
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 ବିପଦ ସମୟରେ ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା ପ୍ରସ୍ତୁତ।
 ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା - ୧



POSBAN
 Abhiyan
 Mahila Vikas Samabaya Nigam



ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା ପୁସ୍ତକାଳୟ ଶାଖା
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 ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା - ୧



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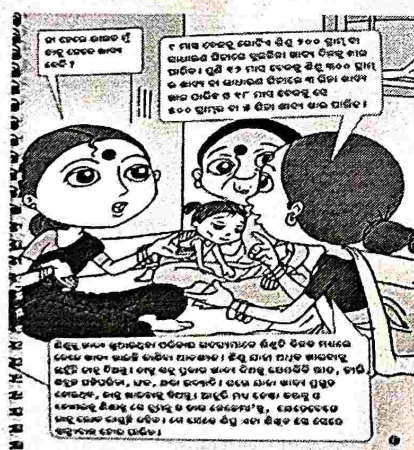
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 ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା - ୧



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 ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା - ୧



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 ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା - ୧



ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା ପୁସ୍ତକାଳୟ ଶାଖା
 ଦୁର୍ଗ ଘୋଡ଼ାକୁ ନିର୍ଦ୍ଦିତ କଲିକା।
 ଦୁର୍ଗ ଘୋଡ଼ା ପରିବେଶ ଶୁଦ୍ଧିକରଣ କଳାକାର,
 ବିପଦ ସମୟରେ ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା ପ୍ରସ୍ତୁତ।
 ପାଠକ ଶୁଭ୍ର ଚର୍ଚ୍ଚା - ୧

Administrative Officer
 Mahila Vikas Samabaya Nigam

i) **Laminated Takeaways**

1. **Technical Specification –**

- A4 size paper folded to half,
- 220 GSM Glossy paper, each page Laminated,
- Script printing with picture as per the sample and Photograph uploaded in the web site and shown above.

ii) **Home Visit Registers(Long) (Hard Binding)**

- 27 X 17 cm single line ruled.
- 78 pages with printing on the cover page, of the Register

2. Quantity Required: 51796 nos. The actual number may increase or decrease which shall be intimated in the purchase order.

3.Packing: Bulk packing in sturdy cartons / gunny bags. Each carton labelled with: Name of item, Quantity and Supplier name and should contain at least 100 nos. of Laminated Takeaways and 100 nos of Home Visit Registers in separate carton/Bags.


4.Delivery: At MVSN Office

5.Warranty / Replacement

Any defective or damaged items supplied during the delivery period shall be replaced by the supplier at no extra cost within 7 days.

6. Compliance

Product must comply with applicable environmental and eco-friendly norms, Child-safe, non-toxic materials only.



Administrative Officer
Mahila Vikas Samabaya Nidam
Kumbhar, Coimbatore

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TENDER FOR SUPPLY OF Laminated Takeaways and Home visit Registers

SECTION:4

TECHNICAL BID SUBMISSION FORMS


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

TECH-1
COVERING LETTER

(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

The Managing Director,
Mahila Vikas Samabaya Nigam,
Bhubaneswar.

Subject: "Laminated Takeaways and Home visit Registers" for use of AWWs as Home Visit Kit. (TECHNICAL BID)

Sir,

I/We, _____, having our registered office at _____, hereby declare that I/We have carefully read, examined, and understood all the terms and conditions of the tender document for the supply of the tendered material, and agree to abide by the same.

I/We further confirm that the quoted rates shall remain valid for a period of one (01) year from the date of issue of the Purchase Order, as stipulated in the tender. I/We undertake to comply with all the terms and conditions as specified in Tender No. _____ Dated _____, including any corrigendum / amendment, if issued. The bid will be remain valid for a period of 90 days from the date of opening of the bid.

I/We agree that the Authority shall have the right to forfeit the Earnest Money Deposit (EMD) and/or Performance Security, and may also blacklist / debar us for a period of three (03) years, if any information or document furnished by us is found to be false, misleading, or incorrect at any stage, or if we fail to comply with the terms and conditions of the tender.


I/We further declare that I/We shall supply the " _____ " strictly in accordance with the terms, conditions, specifications, and delivery schedule prescribed in the tender document.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of Bidder: _____



Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

TECH-2**Bidder's Organization (General Details)**

Sl.No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel:Fax: Emailid :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No .:Emailid:	
4	Registration/ Incorporation Details Registration No:Date & Year:	
5	Local office details	
6	PAN Number	
7	Goods and Services Tax Identification Number(GSTIN)	
8	Bid Process Fee and EMD Details	DD No: Date of Issue: Name of the Issuing Bank:
9	Willing to accept all the terms and conditions as specified in the Tender document	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

TECH-3

(On Bidder's Letter Head)

FORMAT FOR POWER OF ATTORNEY

Know all men by these presents that I, _____, <Designation> of <Name of the Organisation>, having its registered office at _____, do hereby appoint and authorise Mr./Ms. _____, <Designation>, to act as the **Authorised Signatory** for and on behalf of <Name of the Organisation>, and to sign, execute, and submit all documents, bids, declarations, and other instruments in connection with the tender.

The said **Authorised Signatory** is empowered to represent the organisation in all matters relating to the tender, including signing of the bid documents and correspondence with the Authority.

This authority is granted pursuant to the <Resolution / Notification / Authority Order No. _____ dated _____>, and shall remain valid until revoked in writing.


In witness whereof, the undersigned has executed this **Power of Attorney** at <Place> on this <Day> of <Month>, <Year>.

For <Name of the Organisation>

Signature: _____
Name: _____
Designation: _____
Seal of the Organisation

Specimen Signature of the Authorized Signatory

Signature: _____
Name: _____
Designation: _____


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

TECH-4

DECLARATION REGARDING BLACKLISTING

(On Stamp Paper through Court Affidavit)

I/We hereby declare that M/s _____ has not been blacklisted, debarred, or declared ineligible by any Central Government / State Government Department, Public Sector Undertaking (PSU), Autonomous Body, Statutory Body, or Government-aided organisation during the last five (05) years as on the date of submission of the bid.

I/We further declare that the above information is true and correct. In the event of any information found to be false or misleading, the Authority shall be at liberty to reject the bid and take any action as deemed fit under the applicable rules.

Signature of Authorized Signatory: _____

Name: _____


Designation: _____

Name of the Firm: _____

Seal of the Firm: _____

Date: _____

Place: _____


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

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TECH - 5

FINANCIAL TURNOVER STATEMENT

This is to certify that the Average Annual Turnover of M/s _____, engaged in preparation and supply of the printed materials, for the last three (03) financial years is as detailed below. The information furnished herein is true and correct as per the books of accounts and records maintained by the agency.

Sl. No	Financial Year	Financial Turnover in INR (in Lakh)
1	2022-23	
2	2023-24	
3	2024-25	
Average Turnover in INR		

Date: _____

Place: _____

Signature of Auditor / Chartered Accountant

Name (in Capital): _____

Seal: _____


ICAI Membership No.: _____

UDIN: _____


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

SECTION:5

FINANCIAL BID SUBMISSION FORMS


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

FIN-1
COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To
The Managing Director,
Mahila Vikas Samabaya Nigam,
Bhubaneswar.

Subject: TENDER FOR SUPPLY OF "Laminated Takeaways and Home visit Registers" for use of AWWs as Home Visit Kit.(FINANCIAL BID)

Sir,

I/We, the undersigned, hereby submit our Financial Proposal for the Supply of **OF "Laminated Takeaways and Home visit Registers"** in accordance with Tender No. _____ dated _____. I/We hereby offer to supply the above item strictly as per the terms, conditions, specifications, and delivery schedule prescribed in the tender document, for a total quoted price of _____ (Rupees _____ only), as detailed in the attached Financial Bid.

The quoted price is exclusive of applicable GST, which shall be payable as per prevailing statutory provisions. I/We further undertake that, upon acceptance of our bid, the supply shall be executed in full compliance with the tender conditions and shall remain binding upon us during the bid validity period of ninety (90) days from the date of opening of the bid.


I/We confirm that we have carefully read and understood all the terms and conditions of the tender document and agree to abide by the same. We also understand that the Authority is not bound to accept the lowest or any bid and reserves the right to reject any or all bids.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar


FIN-2**SUMMARY OF FINANCIAL PROPOSAL**

Description of Material with Specification	Quantity Required	Unit cost (inclusive of all associated costs)	Sub Total in INR	GST (Tax component)		
				Rate in %	GST on Unit Cost in INR	Amount in INR
	A	B	C = A X B	D	E	F = C X D
Supply of "Laminated Takeaways" for use of AWWs as Home Visit Kit (As per the approved Specification at Section: 3)	51796					
Supply of "Home visit Registers" for use of AWWs as Home Visit Kit (As per the approved Specification at Section: 3)	51796					
Grand Total in INR (exclusive of Taxes and all)						
In words						

- Bidder shall submit the financial proposal as per the prescribed format given above in both figures and words, and signed by the Bidder's Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail. **Price Bid will be evaluated exclusive of taxes as applicable.**
- Unit Cost is inclusive of packaging, labelling, loading & unloading, transportation and delivery at the location of the supply.
- The maximum unit rate for printing and supply of the **Laminated Takeaway-Rs.100/- and Home Visit Register-Rs.25/- including GST and all other cost.**
- Any conditional technical as well as financial offers will be out rightly rejected by the Authority.
- Taxes will be paid by the Client as per the applicable rate under GST Act from time to time. Price Bid proposed by the bidder for the supply shall remain valid for a period of One year from the date of issue of purchase order.
- The current requirement of 51796nos of "Laminated Takeaways and Home Visit Register" approximately. The actual number of requirement may increase or decrease which shall be intimated to the bidder in the purchase order in the later stage.


Authorized Signatory [In full and initials]: _____

Name and Designation with Date & Seal: _____


Administrative Officer
 Mahila Vikas Samabaya Nigam
 Bhuvanagar

SECTION:6

ANNEXURE


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar

Annexure-I

BIDSUBMISSIONCHECK LIST


Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICALBID(ORIGINAL)			
1	Bid Submission Checklist		
2	Covering Letter (TECH-I)		
3	Bid Processing Fee of Rs. 5,000/- In form of DD		
4	EMD of Rs.1,30,000/- in the form of DD		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of PAN		
7	Copy of Goods and Services Tax Identification Number (GSTIN) and up to date GST return file		
8	Copies of IT Returns for the last 3 financial years of 2022-23, 2023-24 and 2024-25		
9	General Details of the Bidder (TECH - 2)		
10	Power of Attorney (TECH - 3) in favour of the person signing the bid on behalf of the bidder.		
11	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during last five years (TECH-4)		
12	Financial turnover details of the bidder (TECH - 5)		
FINANCIAL BID (ORIGINAL)			
1	Covering Letter (FIN-I)		
2	Price Bid (FIN-2)		

Undertaking:

- All the information have been submitted as per the prescribed format and procedure.
- All pages of the proposal have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____


Administrative Officer
Mahila Vikas Samahaya Nigam
 Bhubaneswar

Annexure-II

PERFORMANCE BANK GUARANTEE FORMAT

To,

The Managing Director,
Mahila Vikas Samabaya Nigam,
Bhubaneswar.

WHEREAS (Name and address of
The Supplier) (hereinafter called "the Supplier") has undertaken, in pursuance of Tender
no.....dated.....to undertake the services of(description of services)
(hereinafter called " the contract").

AND WHEREAS it has been stipulated by _____(Name of the Client)in the said
contract that the Supplier shall furnish you with a bank guarantee by a scheduled commercial bank
recognized by you for the sum specified therein as security for compliance with its obligations in
accordance with the contract;

ANDWHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the
Consultant, up to a total of..... (amount of the guarantee in
words and figures), and we undertake to pay you, upon your first written demand declaring the
consultant to be in default under the contract and without cavil or argument, any sum or sums within
the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or
reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before
presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to
be performed there under or of any of the contract documents which may be made between you and
the consultant shall in any way release us from any liability under this guarantee and we hereby waive
notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the.....day of,2026

Our branch at Bhubaneswar (Name & Address of the Bank) is liable to pay the guaranteed amount
depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you
serve upon us at our Bhubaneswar branch a written claim or demand and received by us at our
Cuttack branch on or before Dt.....otherwise bank shall be discharged of all liabilities under
this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)
.....Name and
designation of the officer
.....
.....Seal, name
& address of the Bank & Branch


Administrative Officer
Mahila Vikas Samabaya Nigam
Bhubaneswar