

Office of the Child Development Officer  
Agartala-2 ICDS Project  
Abhoynagar, Agartala


No. F 3 (22) CDPO/ AGT-2/ICDS/2022/787

Dated 20-12-2022.

**Notice Inviting Tender**

Sealed tenders are invited from reputed Organizations/Companies/ LAMPS/PACS/ Cooperative Society/ SHG for procurement of **Pre School Kits** for the **207 AWCs** under Agartala-2 ICDS Project, Abhoynagar, Agartala.

Sl	Description	Timeline
1	Name of Work	Supply of 207 nos Pre-school kits
2	Availability of Tender document	From 22.12.2022, downloadable from <a href="https://socialwelfare.tripura.gov.in/">https://socialwelfare.tripura.gov.in/</a>
3	Last date and time for submission of complete tender documents with enclosure	Upto 2:00 PM of date 30-12-2022.
4	Date, time and venue for opening of Technical bid by Tender committee	On 30-12-2022 at 3:00 PM, Office of the Child Development Project Officer, Agartala-2 ICDS Project, Ujan Abhoynagar, Agartala
5	Date & Time of financial bid opening by the Tender Committee (Only of Technically qualified tenderers)	On 30-12-2022 at 3:00 PM, office of the Child Development Project Officer, Agartala-2 ICDS Project, Ujan Abhoynagar, Agartala
6	Validity period	Tenders are to remain open for acceptance for 45 days inclusive date of opening. <b>Note:</b> The Child Development Project Officer, Agartala-2 ICDS Project may at his discretion extend this day by 15 days and such extension shall be binding on Tenderers.
7	Language of Tender	Tender should be prepared by the tenderer in English language only
8	Address of Tender inviting Authority	Child Development Project Officer, Agartala-2 ICDS Project.

  
Child Development Project Officer  
Agartala-2 ICDS Project Office  
Ujan Abhoy Nagar, Agartala west Tripura

Office of the Child Development Officer  
Agartala-2 ICDS Project  
Abhoynagar, Agartala

**TERMS AND CONDITIONS**

Tenders are hereby invited for procurement of Pre-School Education Kits for use of AWCs under Agartala-2 ICDS. Instructions and terms and conditions in respect of tender are as under:-

1. Tender in prescribed form (Annexure-I) duly filled in must be submitted to Office of the Child Development Project Officer, Agartala-2 ICDS Project, Abhoynagar, Agartala during office hours in one sealed envelope clearly mentioning '**Tender for Purchase of Pre- School Kits for 207 nos AWCs under Agartala-2 ICDS Project**' along with the **Bank Draft/Pay Order/FDR** of a Nationalized Bank of **Rs. 10,000/-** (Rupees Ten Thousand) only in favour of CDPO, Agartala-2 ICDS Project as earnest money latest by on **30-12-2022 at 02:00 PM**. EMD shall not be acceptable in any other form.
2. The Tender shall be submitted in two parts, viz. **Technical Bid i.e.** Annexure -I along with necessary enclosures (Attested copy with Annexure-I) and **Financial Bid**, both sealed in separate envelopes. Both the sealed envelopes are to kept in another envelope and to be submitted at Child Development Project Officer, Agartala-2 ICDS Project, Ujan Abhoynagar, Agartala, Tripura (W) before closing of Tender submission date and time. Tender paper receive after due date and time shall not be accepted.
3. The bids will be opened on **30-12-2022 at 03:00 PM** in the Office of the Child Development Project Officer, Agartala-2 ICDS Project, Abhoynagar, Agartala. Screening Committee constituted for this purpose in the presence of tenderer who are present. The tender form should be clearly filled in ink legibly or typed.
4. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations unless legibly attested by the tenderer, shall disqualify the tender. The tender form should be signed by the tenderer himself. The forwarding letter should be signed along with all enclosures. Attested copies of the registration number of the firm, allotted by the Competent Authority, PAN No. allotted by the Income Tax Department and/ or copy of the last Income Tax Clearance Certificate, Satisfactory Performance Certificate issued by the concerned agency (s)/organization where such type of jobs have been performed by the contractor earlier shall also be enclosed. Forwarding letter should clearly indicate the list of enclosures.
5. Every paper of the tender should be duly signed and sealed of Agency/Firm.
6. The following information will be indicated on the Envelope/Cover
  - a. Closing Date of tender \_\_\_\_\_
  - b. Tender for Procurement of Pre-School Kit
  - c. Name of the Firm \_\_\_\_\_
  - d. Tender Reference \_\_\_\_\_
  - e. The tenderer must also deposit along with the aforesaid tender envelope, **a sealed sample kit containing all the prescribed items** which he intends to supply at the tendered rates. Needles to add that the actual supply must match the approved sample kit. Please do collect acknowledgement for the same.
7. The tenderer should take care that the rate and amount should be written online in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.
8. The earnest money will be forfeited if the tenderer withdraws or amends impairs or derogates from the tender in any respect within the period of validity of the tender.



9. The Office will deduct Income Tax at source under section 194-C of the Income Tax Act, 1961 from the contractor at the prescribed rate. Income Tax on the Income comprised therein or @ prescribed by GOI from time to time.
10. The successful tenderer/contractor shall deposit a performance security of 5% of the amount of contract in each case, as decided by the Child Development Project Officer, Agartala-2 ICDS Project, according to circumstances of the case by Pay Order/Bank Draft/ Fixed Deposit Receipt (FDR) (duly pledged to the President of India) in favour of Child Development Project Officer, Agartala-2 ICDS Project for the due performance of the contract. No other form of performance security shall be acceptable. In the event of any breach/violation or contravention of any terms and conditions contained herein or non performance/non supply/ poor supply by the contractor, this office shall forfeit the said performance security deposit. All the terms and conditions herein and the accepted tender rates shall remain valid for period of 45 days from the date of opening of the financial bids.
11. The Office reserves the right to cancel/reject full or any part of the tender, without assigning any reasons therefore.
12. Tenderer submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry verbal or written shall be entertained in respect of acceptance/rejection of the tender.
13. Any act on the part of the tenderer to influence anybody in the Office is liable to result in rejection of his tender.
14. The contractor shall have to produce documentary proof i.e. Ration Card/ Telephone Bill/ Electricity Bill/ Income Tax Certificate in support of identity and valid proof i.e. Ration Card for register office.
15. Quotation must be unconditional. The rates should be inclusive of the taxes.
16. The agency shall not engage any sub-contractor or transfer the Supply contract to any other person in any manner.
17. The tenders not conforming to these requirements will be rejected and no correspondence thereof shall be entertained what so ever.
18. The contractor at his own cost shall maintain appropriate records like Make, Batch No, Publisher, Writer, ISBN number etc. Toys/play kit items should be safer for kids play and stands on all safety norms.
19. All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The Agreement shall be subject to jurisdiction of the Courts at Agartala.

**Important Note:**

- a) All items should be produced / furnished / coloured etc. / Supplied in a manner consistent with their use by children of 3 - 6 years age group.
- b) Only food grade plastic should be used.
- c) Only Non - toxic material & colours should be used.
- d) All wooden items should be made of seasoned wood or MDF board except otherwise specified.
- e) Packing:-The above items Sl. No. (1 to 18) must be packed in a 5 ply corrugated carton.



TENDER FORM FOR SUPPLY OF PRE-SCHOOL KIT

**PRE QUALIFICATION BID**

1. Names & address of firm / Agency and Telephone Number:-

\_\_\_\_\_

2. Registration No. of the firm/ Agency:-

\_\_\_\_\_

3. Name, designation, address and Telephone No. of Authorized person of Firm/ Agency to deal with:-

\_\_\_\_\_

4. Please specify as to whether tenderer is a sole Proprietor/Partnership Firm Name, Address and Telephone No. of Director / Partner should be specified,

a.

b.

c.

5. Details of Earnest Money Deposit:-

a) Amount Rs. \_\_\_\_\_ (Rs. In words)

b) Bank Draft/ Pay Order/ FDR No. \_\_\_\_\_

c) Date of issue of BD/ PO/ FDR: \_\_\_\_\_

\_\_\_\_\_

d) Name of the issuing authority

\_\_\_\_\_

6. PAN No. of Income Tax Department or Income Tax Clearance certificate:-

\_\_\_\_\_

7. Details of experience with regard to supply of Pre- School Kits (with full details of the agency(s) to whom such work order awarded) Copies of the satisfactory reports should be attached. In case number of agencies is more, then separate may be used for indicating experience for supply of Pre-School Kit.

8. Having Experience for supply of such items.

9. Sample of Pre- School kit.

10. Any other information

11. Declaration by the contractor:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

**(Seal & Signature of Tenderer)**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Phone No. \_\_\_\_\_

**TENDER FORM FOR SUPPLY OF PRE-SCHOOL EDUCATION KIT FINANCIAL BID**

1. Name & address of firm/agency and Telephone Number :

Sl. no	Name of Items (details as per tender form)	Rate Quoted for Single Pre-School Kit (Rs.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
	<b>Total</b>	<b>Rs.</b>

**Note: - The Contract will be awarded to one contractor, as a whole & not in Parts. Price/Rate quoted must include all the taxes which are applicable as per Government Rules. Quotation must be unconditional.**

3. Declaration by the contractor:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of Tenderer)**

Name\_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

Phone No. \_\_\_\_\_



**ANNEXURE - III**

**CHECK LIST OF THE DOCUMENTS / ITEMS TO BE ATTACHED WITH TENDER FORM**

Please check whether the attested copies of the following documents have been attached or not.

1. Registration No. of the Firm/ Agency Yes/No
2. PAN No. and Income Tax Clearance Certificate Yes/No
3. TIN issued by the Competent Authority Yes/No
4. Bank Draft /Pay Order/FDR attached or not. Yes/No
5. Detail of Work experience certificate with regard Yes/No to Supply of Pre- School Education Kit along with the satisfactory report issued by the agencies where such supply was given earlier.
6. Sample of Pre- School Kit Yes/No
7. Forwarding Letter, indicating the list of enclosures Yes/No
8. Annexure-I & Annexure-II in separate sealed envelopes Yes/No
9. Others documentary proof of Contractor & Register Office Yes/No
10. Any other document

**Signature:**

**Name & Address with rubber stamp**





ANNEXURE - 1

**List of the items of Pre-school Education (PSE) Kits for use at AWCs under Agartala-2 ICDS Project**

Sl. No.	Materials	Quantity (per kit)	Specification
1.	Wax Crayons	3 boxes	(Length 85-100 mm & thickness 10-15 mm), non-toxic, break resistant & vibrant colours of 12 shades of branded quality pack.
2.	Oil Pastel pack	3 boxes	(Length 90-115 mm & thickness 8-12 mm), non-toxic, break resistant & vibrant colours of 25 shades of branded quality pack with eraser & sharpener.
3.	Water Colour	1 box	(Non-Toxic), 10 ml of 06 shades of branded quality pack.
4.	Brushes	1 set	Set of synthetic hair paint brush- water colour, round, pack of 7 (Size -0, 2, 4, 6, 8, 10, 12).
5.	Play dough	1 set	Natural material (Non-toxic and non-harmful) of branded quality, pack of 05 shades of net weight 375 gms along with tools i.e., at least 01 roller and 03 cutters of different shapes of good quality plastic.
6.	Drawing Book	3 nos. (Big size- 1 no. and Small size- 1 no.)	Big Drawing Book, Pages-76, Size-375 mm X 275 mm (approx.) Small Drawing Book- Pages-76, Size- 287 mm X 220 mm (approx.)
7.	Build a Tower (Building Blocks)	1 set	Plastic, durable, non-toxic, set of 50 pieces.
8.	Percussion Instruments-Dafli, Drum	Each item-1 no.	Light, easy to use equipment made of plastic or wood and easy to hold.
9.	Kitchen set	1 set	Made of plastic.
10.	Doctor set	1 set	Made of plastic.
11.	Big Beads and string	1 set	Big beads 175 X 170 X 62 mm (approx. bead size).
12.	Soft balls	6 nos. (Big size-3 nos. and medium size- 3 nos.)	Big enough for children to hold and pass around. Soft big ball size- 63 cms (approx.) Soft medium ball size- 27 cms (approx.).
13.	Fruits tray	1 set	MDF, non-toxic Inks, Food grade plastic. Each fruit has a pin handle which can be lifted and placed. 298 X 222 X 9 mm (approx.)
14.	Animals tray	1 set	Plastic, non-toxic and multi-coloured. Each animal has a pin handle which can be lifted and placed. 298 X 222 X 9 mm (approx.)
15.	Story Books	3 nos. (3-4 yrs-1 no. , 4-5 yrs-1 no. and 5-6 yrs-1 no).	A collection of picture rich Bengali story books (for 3-4 yrs, 4-5 yrs and 5-6 yrs age children) with little or no text.
16.	Origami sheets	1 Ream	Colourful A6 size for craft work
17.	Child friendly scissors	1 no.	Small and with specially designed handles so that small children can hold and use them without getting hurt.
18.	Anganwadi Worker toolkit	1 no. kit	Each kit consist of - Glue stick-1 no., cello tape (1 inch)-1 no., double sided tape-1 no., pencil (HB)-1 box (pack of 10 nos.), eraser-1 no., sharpener-1 no., Black marker (non-permanent)-1 no., chart paper-5 sheets.