

**OFFICE OF THE COLLECTOR, CUTTACK
(SOCIAL WELFARE SECTION)**

No. 759 Dated 04/03/2020

EXPRESSION OF INTEREST

Sealed quotations are invited from the interested eligible WSHGs of Cuttack Urban & Baranga ICDS Project area in respect of Cuttack District for production and distribution of THR to Anganwadi Centres of Cuttack Urban & Baranga ICDS Project under SNP for the year 2020-21

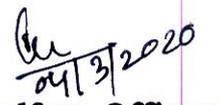
The quotation papers for the above purpose containing the terms and conditions and statutory requirement can be obtained from the Office of the D.S.W.O., Cuttack on a non-refundable payment of Rs.6,000/- (Rupees Six Thousand) only during Office hours on any working day between 04/03/2020 to 23/03/2020

The detail of quotation can be downloaded from the District Website <http://cuttack.nic.in>.


COLLECTOR, CUTTACK

Memo No 760 / SW, dtd. 04/03/2020

Copy to the D.I.O, NIC, Cuttack for information and necessary action with a request to make available the Advertisement in Cuttack District Website on 04/03/2020 under the Heading" Notice, Sub-heading: Tender, Caption in English "Selection of WSHG for Production and distribution of THR Under SNP in Cuttack Urban & Baranga ICDS Project of Cuttack District" Caption in Odia "କଟକ ଜିଲ୍ଲା ଅଧୀନ, କଟକ ସହରାଞ୍ଚଳ ଓ ବାରଙ୍ଗ ସମନ୍ୱିତ ଶିଶୁ ବିକାଶ ପ୍ରକଳ୍ପ ପାଇଁ ପରିପୂରକ ପୁଷ୍ଟି କାର୍ଯ୍ୟକ୍ରମ ଅଧୀନରେ ଛତୁଆ ପ୍ରସ୍ତୁତି ଓ ବଣ୍ଟନ ନିମନ୍ତେ ମହିଳା ସ୍ୱୟଂ ସହାୟକ ଗୋଷ୍ଠି ବାଛିବା ପାଇଁ ଦରଖାସ୍ତ ଆହ୍ୱାନ"। The validity of the tender is . 23/03/2020.


Dist. Social Welfare Officer
Cuttack

Terms & Conditions

Name & Address of the SHGs :

Location of the SHGs:-

- Detailed quotation papers can be obtained from the Office of the DSWO, Cuttack from 04/03/2020 to 23/03/2020 . on any working day during office hours only on deposit of a non- refundable amount of Rs. 6000/- only.
- The quotation shall be received in the Office of the DSWO, Cuttack during Office hour on working days from dt 04/03/2020 to 23/03/2020 up to 5 P.M. through registered / Speed Post and the quotation will be opened on dtd 24/03/2020 at 11.00 A.M in the mini conference hall, collectorate, Cuttack in the presence of the Committee Members and the quotationers or their authorized representatives. The quotation received beyond the date and time shall not be taken into consideration.
- Only graded SHG(s) those have experience in preparation of Chhatua and have the drying, grinding and packaging equipment would be given **Ist preference** (in support of required documents should be attached).
- Thereafter graded SHG(s) that have experience in grinding other condiments like haldi etc. and have the equipment would be given **2nd preference** (in support of required documents should be attached).
- If none of the above is available, **a graded SHG with experience of processing would be given preference** (in support of required documents should be attached).
- WSHGs applied for production and distribution of THR should be the permanent resident of concerned ICDS Project area and the manufacturing unit of the SHG should be located within the assigned ICDS project area/ GP area.
- The WSHGs must be financially sound and must have internal lending of at least Rs.2.00 Lakhs in the last financial year (supporting required documents should be attached).
- The terminated / black listed SHG s are not eligible to apply / participate in this tender process. (An undertaking / affidavit as regards not terminated / blacklisted should be attached).
- In order to ensure uniformity and quality it is better that a single SHG supplies to the whole Block / Project. If that is not feasible, the Collector may assign maximum two SHG s to prepare Chhatua in a Block / Project. However division of a Block /Project among more than one SHG would be avoided as far as practicable.

The responsibility of the SHG(s) selected for the processing and supply of Chhatua / Ladoo shall be:

- To procure all the ingredients required for the Chhatua/Ladoo except wheat as per the specification.

- The wheat shall be supplied to them by the district authority. The SHG(s) should store wheat and other foodstuff in clean and hygienic conditions, with proper airtight container. On no account should wheat and any other foodstuff be kept in open for long period.
- SHGs must make sure that only fresh Chhatua is supplied to AWCs. On no account should Chhatua / Ladoo/ Chiki more than 10 days old be supplied to the AWC. The mixing of ingredients to be done on 23rd of each month in the presence of ICDS Supervisors & CDPOs and THR (Chhatua) will be distributed to all the AWCs by 30th of each month.
- They should process the Chhatua /Ladoo/ Chiki in the defined manner and ratio as per the norm.
- They should deliver the Chhatua/ Ladoo/ Chiki at the Anganwadi Centre as per the schedule packets and volume specified by the district authority.
- The quotation paper should be submitted in sealed cover superscribing in capital letters such as **“EXPRESSION OF INTEREST FOR SELECTION OF WSHG FOR PRODUCTOION AND DISTRIBUTION OF THR UNDER SNP IN ICDS PROJECT OF CUTTACK DISTRICT”**
- The quotationer has to submit the following documents along with quotation paper :
 - I. Original money receipt towards purchase of quotation paper.
 - II. Original quotation paper duly signed by the quotationer as a token of acceptance of the terms and condition of the quotationer.

In order to ensure uniformity and prevent leakage, the SHG(s) should be directed to ensure uniform packaging for the above mentioned categories as well as Colour coding will be done for each category, as follows :-

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- Yellow Colour for pregnant and lactating mothers
 - Sky Blue Colour for 6 months to 3 years children
 - Red Colour for Severely Malnourished children

The following instructions to be followed during distribution of THR to different AWCs.

- As per head transport and supervision cost has been provided for the SHG(s) in the per beneficiary ration cost. Thus, the SHG(s) should be encouraged to utilize the rest amount strictly for the ingredients without cutting any amount from the foodstuff towards the transport cost.
- The SHG(s) should engage their own transport contractors and ensure delivery at each AWC in the ICDS Project by 30th of every month.

Quality parameters :

- The Chhatua /Ladoo/Chiki should be prepared in hygienic conditions. With proper hand washing, neatly cut nails, hair neatly tied, apron etc.
- Prepared Chhatua/Ladoo/Chiki should not be lying in open at any time. It should be packed as soon as it is prepared and stored on racks, properly level, with date of manufacture.
- It should be ensured that the packaging instructions are strictly followed by each SHGs taking up manufacturing of the Chhatua/Ladoo/Chiki. In order to ensure that loose or packaged Chhatua/Ladoo/Chiki is not sold in the open market, strict check on the quantity & quality prepared and delivered to AWCs should be ensured at the ICDS Project Level.
- 10% of loss is allowed in processing of Chhatua. So quantity of ingredients used and net quantity of Chhatua should be clearly mentioned over the packet
- THR preparation guidelines are given at Annexure-II & III which should be strictly followed by the SHGs and monitored during spot visits by the Squads of District, Sub-Division and Block level

Contract conditions :

- A contract should be signed between the CDPO and the SHGs laying down the terms and conditions of preparation and supply. Normally, the contract should be for a period of one year only.
- Before the end of one year a review of the SHG(s) performance should be made by the Collector after which a decision can be taken to either renew or rescind the contract.
- In case any SHGs is found to have deviated from the guidelines and made Chhatua/Ladoo/Chikki that has less protein and calorie than prescribed or has sold the Chhatua/Ladoo/Chikki in the market by mis-utilizing government money, strictest possible action should be taken against the SHGs. This would entail termination of the contract, stoppage of micro credit support by the department to the SHGs.
- A fine can also be enforced on the SHGs. Proper procedure ensuring natural justice should be followed before taking any action.
- A security deposit of 5% of the total value of production of the year should be taken from the SHGs and kept with the DSWO and returned on termination of the contract. This should however, be seized in case of action as mentioned above against the SHGs.
- The Tenderer has to submit the following documents:-
 - (1) Original tender paper duly signed by the Tenderer
 - (2) Original money receipt towards cost of tender paper
 - (3) Such other supporting documents as prescribed in the terms and conditions.
- **The Selection of WSHGs for production and supply of Chhatua (THR) will be carried out w.e.f 01.07.17 subject to Lt. no 1823/WCD dtd02.02.17 and revised guideline of Lt. no 13278 dtd 03.08.18 any further instruction from the Govt.**
- **The Collector, Cuttack reserves the rights to reject any or all the quotations without assigning any reason thereof.**


COLLECTOR, CUTTACK

I agree to abide by the above terms and conditions.

Signature of the Tenderer

Composition of THR

Annexure-II

Composition of Chhatua for Children(6 months to 3 years), 2.45 Kg per beneficiary per month

Sl. No	Diet Type	Ingredients	Quantity, in gms	Calorie per day	Protein per day
1	Chhatua	Wheat	1531.25		
2		Bengal Gram	306.25		
3		Groundnut	229.69		
4		Sugar	382.81		
		Total	2450	386	12.8

Composition of Suji Halwa for Children(6 months to 3 years), 1.5 kgs per beneficiary per month

Sl. No	Diet Type	Ingredients	Quantity, in gms for 25 days	Calorie per Day	Protein Day
1	Suji Halwa	Suji	760		
2		Besan	260		
3		Sugar	400		
4		Oil	80		
		Total	1500	237.43	5.22

Composition of Maize Halwa for Children(6 months to 3 years), 1.5 kgs per beneficiary per month

Sl. No	Diet Type	Ingredients	Quantity, in gms for 25 days	Calorie	Protein
1	Maize Halwa	Maize	731.0		
2		Besan	350.0		
3		Sugar	350.0		
4		Oil	69.0		
		Total	1500	232.93	6.15

Composition of Ragi Halwa for Children(6 months to 3 years), 1.5 kgs per beneficiary per month

Sl. No	Diet Type	Ingredients	Quantity, in gms for 25 days	Calorie	Protein
1	Ragi Halwa	Ragi	760		
2		Besan	260		
3		Sugar	400		
4		Oil	80		
		Total	1500	231.2	4.38

Composition of Chhatua for Pregnant Women and Nursing Mothers, 4.9 kg per beneficiary per month					
Sl. No	Diet Type	Ingredients	Quantity, in gms	Calorie per day	Protein per day
1	Chhatua	Wheat	3062.5		
2		Bengal Gram	612.5		
3		Groundnut	459.38		
4		Sugar	765.62		
		Total	4900	772.98	25.72

Composition of Groundnut, Raasi & Jaggery Chikki or Ladoo for Pregnant Women and Nursing Mothers, Adolescent Girls					
Sl. No	Menu	Ingredients	Quantity required for 25 Ladoos, in gms	Calorie per day	Protein per day
1	Groundnut, Raasi & Jaggery Chikki or Ladoo	Groundnut	450	103.68	4.6
		Rasi	10	2.25	0.07
		Jaggery	150	22.98	0.02
		Total	610	128.91	4.69
✓Total ingredients for 25 pcs is 610 gms (wt. of each pc 24.4 gms)					

Composition of Chhatua for Severely Underweight Children(6 months to 3 years), 4.9 kg per beneficiary per month					
Sl. No	Diet Type	Ingredients	Quantity, in gms	Calorie per day	Protein per day
1	Chhatua	Wheat	3062.5		
2		Bengal Gram	612.5		
3		Groundnut	459.38		
4		Sugar	765.62		
		Total	4900	772.98	25.72

Composition of Chhatua for Severely Underweight Children(3 yrs to 6 yrs), 1.8 kg per beneficiary per month					
Sl. No	Diet Type	Ingredients	Quantity, in gms	Calorie per day	Protein per day
1	Chhatua	Wheat	1140		

2	Bengal Gram	216		
3	Groundnut	159		
4	Sugar	285		
	Total	1800	283.95	9.45

Composition of Chhatua for Adolescent Girls(11-14 yrs), 4.0 kgs per beneficiary per month

Sl. No	Diet Type	Ingredients	Quantity, in gms	Calorie per day	Protein per day
1	Chhatua	Wheat	2343		
2		Bengal Gram	580		
3		Groundnut	444		
4		Sugar	633		
		Total	4000	631.00	21

Composition of Ragi & Atta/Besan& Atta Ladoo

Schedule	Menu	Ingredients	Quantity required for 10 Ladoos, in gms	Calorie	Protein
1	Ragi Ladoo	Ragi flour	80	262	5.83
		Besan	25	90	4.27
		Sugar	50	199	
		Refined veg oil	22	198	
		Groundnut	20	113.4	
		Total	197	862.4	10.1
2	Besan Ladoo	Besan	85	270	12.82
		Atta	30	86.4	2.95
		Sugar	45	179.1	0
		Refined veg oil	32	288	
		Total	192	823.5	15.77

- SHGs may be instructed to procure Besan made up of Bengal gram or Chana Dal for preparation of Dry ration and Ladoo

Instructions for preparation of Take Home Ration

Annexure III

Method of preparation: Take Home Ration

Chhatua

1. Take appropriate quantity of ingredients as mentioned in the guidelines.
2. Clean all the ingredients so as to remove pebbles, sand , dust.
3. Roast the ingredients separately at low flame and store in a dry and clean place and let it cool.
 - Bengal gram to be roasted for 8-10 minutes
 - Groundnuts to be roasted for 10 minutes
 - Wheat to be roasted for 5 to 8 minutes
4. Mix all the ingredients, grind it and keep in a dry place
5. Grind sugar separately and mix it with the chhatua powder.
6. Pack chhatua as per the ration entitlement chart for the beneficiaries and measure each and every pack.
7. Chhatua packets should carry a label as mentioned in the guidelines.

Dry Ration for Halwa(Suji/Maize/Ragi)

1. Take appropriate quantity of Suji or Besan / Maize flour and Besan / Ragi flour and Besan and roast it over low flame for 5-8 minutes.
2. Grind sugar separately and mix it with the halwa premix.
3. Make small packets of oil as per the entitlement.
4. Pack the dry ration for halwa and place the packet of oil inside the packet. Seal the packet and label it as mentioned in the guidelines.
5. Only refined oil or Sunflower oil shall be supplied to the beneficiaries which will be used by the beneficiaries for preparation of halwa at home.

Ragi and Besan Ladoo

- Mix Ragi Flour and Besan in the proportion mentioned
- Roast the mixture on low flame.
- Add oil and sugar/sugar syrup and roast until the sugar mixes properly
- Take out from flame and make small ladoo of 19.6 gms.

Besan & Atta Ladoo

- Mix wheat flour and Besan in the proportion mentioned
- Roast the mixture on low flame
- Add oil and sugar/ sugar syrup and roast until the sugar mixes properly
- Take out from flame and make small ladoo of 19.6 gms.

Groundnut, Jaggery, Rasi Ladoo or chikki

- Take a thick bottomed pan and roast the peanuts or groundnuts on medium flame until crunchy
- Clean the husks from the peanuts after they cool down and keep aside.
- Fry the raasi seeds on low flame until crunchy and keep aside to cool down.
- In a separate pan, make jaggery syrup by adding jaggery powder in water. Stir it continuously on low flame to make the syrup.
- Keep cooking the syrup until it reaches the hard ball stage.
- When the syrup reaches a consistency where it becomes firm or breaks easily, switch off the flame.
- Immediately add peanuts or groundnut and raasi to the syrup and mix it well.
- Pour the mixture on a flat greased plate or a marble board.
- Cut the mixture into horizontal and vertical pieces and let it cool or make small ladoos and let it cool.
- Pack it into packets and store in a neat and clean place.