



OFFICE OF THE COLLECTOR, CUTTACK
(SOCIAL WELFARE SECTION)

No. 6927 Dated 27/12/24

EXPRESSION OF INTEREST

Sealed quotations are invited from the interested eligible WSHGs of Cuttack Sadar ICDS Project area in respect of Cuttack District for preparation and distribution of Chhatua to Anganwadi Centres of Cuttack Sadar ICDS Project under SNP for the year 2024-25

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.8,000/- (Rupees Eight Thousand) only during Office hours on any working day between 30/12/2024 to 8/01/2025

The quotation paper complete in all respect along with necessary documents may be sent in sealed cover to the D.S.W.O., Cuttack by Registered Post / Speed Post / Courier with A.D. so as to reach on or before 8/01/25 5 P.M. The details of EOI can be down loaded from the District Website <http://cuttack.odisha.gov.in>.

The Tender will be opened on 09/01/2025 at 5 PM in the office chamber of Collector, Cuttack Cuttack in the presence of the District level Committee constituted for this purpose and the tenderers or their authorized representatives with proper acknowledgment. The quotation received beyond the date and time mentioned above shall not be taken into consideration. The Collector, Cuttack reserves the right to reject / cancel / withdraw any or all the quotations without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.


COLLECTOR, CUTTACK

Memo No 6928/SW, dtd. 27/12/24

Copy to the District e-governance manager, Cuttack for information and necessary action with request to make available the Advertisement in Cuttack district Website on 30/12/24 under the Tab of Expression of Interest on the Caption "Selection of WSHG for preparation and distribution of Chhatua under SNP Programme in Cuttack Sadar Project of Cuttack District" for the year 2024-2025 valid up to 8/01/2025


COLLECTOR, CUTTACK

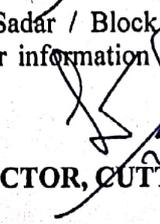
Memo No 6929/SW, dtd. 27/12/24

Copy to the DIPRO, Bhubaneswar/Cuttack with request to publish the Expression of Interest in "SAMAJ" Odia Daily News Paper on 30/12/24


COLLECTOR, CUTTACK

Memo No 6930/SW, dtd. 27/12/24

Copy to CDO cum EO, Zilla Parishad Cuttack/ Sub-Collector Sadar / Block Development Officers / Tahasildars / Child Development Project Officers /Office Notice Board for information & requested to publish the Notice in their Office Notice Board for wide publicity.


COLLECTOR, CUTTACK



Terms & Conditions

1. Only willing and interested SHG/Federation for preparation and distribution of THR will be given preference.
2. SHG should be from the same project/block area where they proposed to take up the activity.
3. SHG should not be terminated/ black listed by any Govt. agencies.
4. SHG must have undertaken regular and systematic book keeping including maintenance of meeting register ,cashbook and updated bank passbook.
5. SHG should have completed 1 Yr from the date of formation .
6. SHG should be graded from competent authority.
7. SHG should have active bank A/C and financially sound.
8. SHG should have minimum internal lending of Rs. 3.00 lakh during the financial year(2024-25).
9. SHG must have availed bank loan during the financial year(2024-25) and should not be a bank loan defaulter.
10. SHG having prior experience in preparation and distribution of THR particulars and have drying, grinding and packaging equipment will be given 1st preference
11. SHG that have experience in grinding other condiments like haldi ,Atta, Millets etc. and have the equipment will be given 2nd preference
12. SHG have to obtain FSSAI License from competent Authority within one month of selection. If the selected SHGs fails to obtain FSSAI License, the contract shall stand terminated automatically with forfeiture of entire EMD.
13. The selected SHG have to deposit a security amount of Rs.1,00,000/- which will be kept with the DSWO and will be returned on termination of the contract after successfully completion of audit process. This should however, be seized in case of action as mentioned above against the SHG(s) .
14. EMD of Rs.50,000/-(Rupees Fifty Thousand)only in shape of Bank Draft drawn in any nationalized bank in favour of District Social Welfare Officer, Cuttack payable at Cuttack shall be attached with the Tender Documents. The EMD will be refunded to the unsuccessful tenderer. On Successful execution of agreement the EMD will be refunded to the successful bidder. In case the

successful tenderer fails to execute agreement along with required documents with security deposit within the stipulated time, the EMD furnished will be forfeited. The Tender documents not accompanied with required EMD, the same shall be rejected.

Documents to be submitted:-

1. Self declaration of willingness to take up the activity signed by the applicant.
2. Original money receipt of the Tender paper .
3. Tender paper duly signed by applicant.
4. EMD of Rs.50,000/- original in shape of Bank Draft drawn in any nationalized bank in favour of District Social Welfare Officer, Cuttack.
5. SHG resolution copy (1st and last resolution)
6. An undertaking/affidavit as regards not terminated/black listed
7. SHG resolution copy and cashbook copy of last 6 months.
8. Proof of SHG formation of atleast 1yr .
9. SHG Gradation sheet from competent authority issued within last 6 month from date of application.
10. Copy of bank passbook of last 1yr.
11. Proof of internal lending of Rs. 3.00 lakh during the FY 2024-25
12. Proof of bank loan and Proof of not a bank loan defaulter during the financial year(2024-25)
13. Proof of experience in preparation and distribution of THR particulars and have drying, grinding and packaging equipment.
14. Proof of experience in grinding other condiments like haldi ,Atta, Millets etc. and have the equipment.
15. Copy of FSSAI License in the name of SHG.

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 with proper wooden dunnage in clean and hygienic conditions. On no account should wheat and any other food stuff be kept in open for long period s.
- SHG s must make sure that only fresh Chhatua is supplied to AWC s. On no account should Chhatua / Ladoo 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 CDPOs and Supervisors and THR (Chhatua) will be distributed to all the AWCs by 30th of each month.
- They should process the Chhatua / Ladoo in the defined manner and ratio as per the norm.
- They should deliver the Chhatua / Ladoo at the Anganwadi Centre as per the schedule, packets and volume specified by the district authority .
- Similarly steps may be ensured for procurement / preparation / packing of Rasi / Ladoos.
- They shall obtain FSSAI License from competent Authority before processing chhatua /Ladoo. If the selected SHGs fails to obtain FSSAI License within stipulated time,the contract shall stand terminated automatically with forfeiture of entire EMD.

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

- 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 :

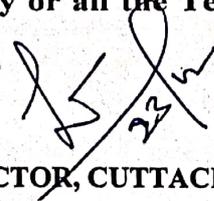
- The Chhatua /Ladoo/Chiki should be prepared in hygienic conditions, With proper hand washing, neatly cut nails, hair neatly tied, wearing apron/gloves etc.
- Prepared Chhatua/Ladoo/Chiki should not be lying in open at any time. It should be packed as soon as it is prepared and stored on racks in proper level, mentioning the date of manufacture.
- It should be ensured that the packaging instructions are strictly followed by each SHG(s) 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 both gross and net quantity of Chhatua should be clearly mentioned in the packet.
- THR preparation guidelines are given at Annexure-II & III which should be strictly followed by the SHG(s) and monitored during spot visits by the Squads of District, Sub-Division and Block level officers.

Contract conditions :

- A contract should be signed between the CDPO and the SHGs laying down the terms and conditions of preparation and supply of THR chhatua. 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 SHG is found to deviate the guidelines and made Chhatua/Ladoo/Chikki that has less protein and calorie than prescribed norms or has sold the Chhatua/Ladoo/Chikki in the market by mis-utilizing government money, strict action shall be taken against the concerned SHGs. This would entail termination of the contract, stoppage of micro credit support by the department to the SHGs & forfeiture of EMD.
- A fine can also be imposed on the SHGs. Proper procedure ensuring natural justice should be followed before taking any action.
- A security deposit of 1,00,000/- will be kept with the DSWO and which will be returned on termination of the contract after successfully completion of audit process. This should, however, be seized in case of action as mentioned above against the SHG(s).

❖ **The Selection of WSHGs for production and supply of Chhatua (THR) will be carried out based on the revised guideline of Lt. no 13278 dtd 03.08.18 and any further instruction received from higher quarters for time to time.**

❖ **The undersigned reserves the rights to reject any or all the Tenders 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 jiggery 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.