



OFFICE OF THE COLLECTOR, CUTTACK
(SOCIAL WELFARE SECTION)

No. 592 Dated 3/02/25

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.10,000/- (Rupees Ten Thousand) only during Office hours on any working day between 4/02/2025 to 11/02/2025

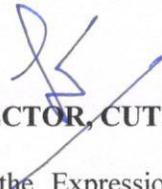
The quotation paper complete in all respect along with necessary documents may be sent in sealed cover to the D.S.W.O., Cuttack by Registered Post / Speed Post / Courier with A.D. so as to reach on or before 11/02/25 5 P.M. The details of EOI can be down loaded from the District Website <http://cuttack.odisha.gov.in>.

The Tender will be opened on 12/02/25 at 4 pm in the office chamber of the 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 593/SW, dtd. 3/02/25

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 4/02/25 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 11/02/2025


COLLECTOR, CUTTACK

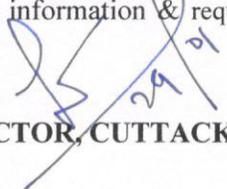
Memo No 594/SW, dtd. 3/02/25

Copy to the DIPRO, Bhubaneswar/Cuttack with request to publish the Expression of Interest in "SAMAJ" Odia Daily News Paper on 4/02/25


COLLECTOR, CUTTACK

Memo No 595/SW, dtd. 3/02/25

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 :-

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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 :

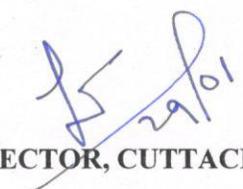
- The Chhatua /Ladoo/Chiki should be prepared in hygienic conditions, With proper hand washing, neatly cut nails, hair neatly tied, wearing apron/gloves etc.
- Prepared Chhatua/Ladoo/Chiki should not be lying in open at any time. It should be packed as soon as it is prepared and stored on racks in proper 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