

**Tender Document**

**On**

**Selection of Packaging Firm for Printing & Supply of Flexible  
Laminate (Food Grade) Pouches**



**Balasore**

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## Section – I - BIDDER'S DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	District Social Welfare Officer, Mission Shakti, Collectorate, Balasore, Odisha – 756 001.
2.	Name of the Contact Person	District Project Coordinator, Mission shakti Mobile No. +91 94398 54207
3.	Joint Venture/Consortium	Not Allowed
4.	Date of Issue of Notice Website for downloading the tender Document	12/09/2025 <a href="https://balasore.odisha.gov.in/">https://balasore.odisha.gov.in/</a>
5.	Last date for submission of Pre-bid queries through email to <a href="mailto:balasore.missionshakti@gmail.com">balasore.missionshakti@gmail.com</a>	16/09/2025 by 6 PM
6.	Date & Time for Pre-Bid Meeting	17/09/2025 at 04:00 PM through Google Meet (The link will be share before one day)
7.	Last Date and Time for submission of Bid	08/10/2025 by 03:30 P.M.
8.	Date & Time for Opening of tender	09/10/2025 by 04:00 P.M.
9.	Date & Time for opening of financial bid	Will be intimated later to the qualified bidders by E-mail
10.	Declaration of the result	Will be intimated later to the successful bidder by E-mail
11.	Bid Processing Fee (Non-Refundable)	₹ 1,000/- in shape of Demand Draft in favour of "Mission Shakti (DSWO, Balasore)" drawn in any scheduled commercial bank payable at Balasore
12.	Address for Submission of Bid	District Social Welfare Officer, Mission Shakti, Collectorate, Balasore, Odisha – 756 001. Mode of Submission: Speed Post / Registered Post / Courier only to the address as specified above during the office hours only. Submission of bid through other mode and late bid will be out rightly rejected.
13.	Place of Opening of Bid/ Technical Presentation:	Conference Hall, Collectorate, Balasore, Odisha – 756 001.

  
Collector & DM, Balasore

**1. Introduction: -**

Empowerment of women is one of the key development initiatives identified by the Government of Odisha. It is well-known that economic empowerment of women significantly contributes to their social empowerment. As such helping women to achieve economic independence by enabling them to have independent employment and income has been accorded the highest priority. Therefore, promotion of Women's Self-Help Groups (WSHGs) under the aegis of 'Mission Shakti' programme was adopted in 2001 as a key strategy for achieving women's empowerment.

"Mission Shakti" is the self-help mission for empowering women through promotion of Women Self Help Groups (WSHGs) to take up various socio-economic activities which was launched in the state on 8th March 2001 on the eve of International Women's Day. Mission Shakti has the clear objective of empowering women through gainful activities by providing credit and market linkage. Empowerment of women through WSHGs under Mission Shakti is a flagship programme of the Government. It envisages that over a period of time more & more women would be part of a WSHG.

**2. Objective:**

The Mission Shakti, Balasore invites tender from flexible laminates printing firms / Packaging Development Institute / Agency to print & supply flexible laminates packaging material (Food Grade flexible laminates) for package of food grade consumer products produced by the SHGs/PGs facilitated by Mission Shakti.

**3. Scope of Work: -**

The design of the pouch will be provided by Mission Shakti is at Annexure-D. If required, the design may be changed in future. The details technical specification is given below: -

Sl	Category	Type of Packaging	Unit	Specification	Minimum quantity of pouches required
1	Uniform Packaging	Pouch	1 Kg & 500 Gm	12pet+70N poly	400 KG

**Specification of the flexible packaging materials (for manual and automatic sealing)**

1. Laminated pouch.
2. Specification of laminated film pouches as described above in description of work.
3. The flexible laminate pouches have to be made from virgin PE & PET granules and the manufacturer should be able to give food grade certificate for the laminate film.
4. The lamination should be done with solvent less adhesives confirming to food grade.
5. Laminate thickness variation should be within  $\pm 5\%$  used in the lamination film.

## Section – III - Bidding terms and Qualification Criteria

### 1. Evaluation of Eligibility Criteria: -

The eligibility of the bidders' will be evaluated as per the requirements specified in the tender documents and adopting the qualifying criteria spelt out in this paper. The Bidders are required to submit all required documents in support of the eligibility criteria specified and the required data and information as required for evaluation.

### 2. Eligibility Criteria: -

Bidders should conform to the eligibility criteria given below and to this effect must produce the required supportive documents /information as indicated against each as part of their technical Bid:

Sl. No	Eligibility Criteria	Documents required
1.	The bidder must be registered in India as a Company/ Partnership/ Sole Proprietorship under relevant acts and must be in business for last <b>5 years</b> from the date of incorporation on last date of the submission of proposal.	1.Proof of Certificate of Incorporation / Registration of the Agency/ Memorandum & Articles of Association/UDYAM registration. 2.Copy of PAN 3.Copy of Goods and Services Tax Identification Number (GSTIN).
2.	The bidder should have an average annual turnover of <b>₹ 50.00 Lakh (Fifty Lakh only)</b> from the business (relevant work) during the last 3 financial years ( <b>2021-22, 2022-23 &amp; 2023-24</b> ).	Copies of audited balance sheet for the last three financial years and CA certificate certifying that the bidder should have an average annual turnover more than <b>₹ 50.00 Lakh (Fifty Lakh only)</b> during the last three financial years from the printing services. (Audited financial statements verified by Chartered Accountant indicating his/her membership no. on his seal)
3.	Experience of having successfully completed similar works at Government/ PSUs/ Private Sector during last three years ( <b>2021-22, 2022-23 &amp; 2023-24</b> ) for minimum of one assignment costing not less than the amount equal to Rs.8,00,000/- (Rupees eight lakhs)	Work orders/ Contract Document / Completion of Work Certificates from the previous clients to be submitted.
4.	The bidder should not have been blacklisted by Central / State Govt. Institutions for any means of non-obligation.	Self-Declaration from the Bidder as per the format enclosed at Annexure-B.
5.	Bid Processing Fee (Non-Refundable)	<b>₹ 1,000/- (Rupees One Thousand only)</b> in shape of Demand Draft in favour of " <b>Mission Shakti (DSWO, Balasore)</b> " drawn in any scheduled commercial bank payable at Balasore.
6.	Bid Security Declaration	Self-Bid Security Declaration from the Bidder as per the format enclosed at Annexure-C.

### 3. Documents to be submitted:-

The bidders have to furnish the following documents duly signed in along with their Technical Bid:

- i. Filled in Bid Submission Check List in Original (**Annexure-A**)
- ii. Format for affidavit certifying that bidder is not blacklisted (**Annexure-B**)
- iii. Format for Bid Security Declaration (**Annexure-C**)

- iv. Design of the Pouch (**Annexure-D**)
- v. Covering letter (**TECH – 1**) on bidder's letterhead requesting to participate in the tender process.
- vi. Bid Processing Fee as applicable.
- vii. Copy of Certificate of Incorporation/ Registration of the Agency/ Memorandum & Articles of Association.
- viii. Copy of PAN.
- ix. Copy of Goods and Services Tax Identification Number (GSTIN).
- x. General Details of the Bidder (TECH – 2)
- xi. Financial Details of the bidder (TECH – 3) along with all the financial statements (Balance Sheet etc.) duly signed as per the instruction.
- xii. List of completed assignments of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous clients.
- xiii. Financial Bid (FIN FORM-1)

**NB: Bidders should submit the supporting documents mentioned as above. Bids of agencies not conforming to the eligibility criteria listed above will be summarily rejected. Submission of forged documents will also result in rejection of the bid.**

**4. Language of the Proposal:-**

The proposal and all correspondence and documents shall be written in English.

**5. Pre-Bid Clarification pertaining to this document:-**

An interested Agency, requiring any clarification on the document, shall notify Mission Shakti, Balasore in writing and send it by e-mail ([balasore.missionshakti@gmail.com](mailto:balasore.missionshakti@gmail.com)) indicated in the tender document. All the queries may be sent one day prior to the pre-bid meeting i.e. by / / 2025 by 6 P.M. The queries shall be answered in the meeting and the clarifications shall be uploaded on the website.

Any clarification issued by Mission Shakti in response to query raised by interested Agencies shall form an integral part of tender document and it may amount to an amendment of relevant clauses of the tender paper.

**6. Disqualification: -**

Mission Shakti may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- i. Submitted the application after the response deadline.
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
- iv. Submitted an application that is not accompanied by required documentation or is non-responsive.
- v. Failed to provide clarifications related thereto, when sought.
- vi. **Submitted more than one application on its own;**
- vii. **Was declared ineligible/blacklisted by the Government of India/State/UT Government;**
- viii. **Is in litigation with Government of India/ Govt. of Odisha.**

**7. Submission of Bid:-**

The tender will have to be submitted in two parts i.e. **Technical Bid** (which includes Tech-1, Tech-2, Tech-3,

Tech-4, Annexure-A & B and all eligibility criteria documents) and **Financial Bid** (Only Financial Bid- FIN Form-1). The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their technical and financial bid separately **in two sealed envelopes and** these two envelopes should be put into another cover envelop with proper labeling of following information in bold:-

<b>CONFIDENTIAL/ OPEN ONLY BEFORE THE COMMITTEE</b> (Extreme Right hand Side of the Envelope)	
<b>NAME OF THE ASSIGNMENT:</b> <b>TENDER NOTICE NUMBER AND DATE:</b> <b>DEADLINE FOR SUBMISSION OF BID:</b>	<b>To,</b> <b>The District Social Welfare Officer,</b> <b>DSWO, Mission Shakti,</b> <b>Collectorate, Balasore</b> <b>Odisha, Pin- 756001</b>
<b>NAME, ADDRESS AND CONTACT NUMBER OF THE BIDDER:</b>	

The Technical & Financial Bid envelops should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. Bidder must submit their Bids through **Registered Post / Speed Post / Courier** only to the specified address on or before the last date and time for submission of Bids as mentioned in Bidder Data Sheet. The Client will not be responsible for postal delay / any consequence in receiving of the Bid. Any Bid received after the deadline will be out rightly rejected.

### Section – IV - Evaluation and Selection Procedure

In order to select a bidder, Mission Shakti, Balasore will constitute an Evaluation Committee to evaluate the proposals submitted for detailed scrutiny. During evaluation of proposals, Mission Shakti, may, at its discretion, ask the bidders for clarification on their applications. The process for selection is as given below-

**1. Evaluation process:-**

Scrutiny of eligibility criteria mentioned at pre-pages for responsiveness to the tender will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled, and all relevant papers submitted and whether the response to tender is generally in order. The Evaluation Committee can seek additional information from the applicants, if needed. The response to the tender not conforming to requirements, financial turnover requirement, office location and past work record will be rejected. **The selection of agency will be based on the Least Cost Based Method (LCBS).**

**2. Allocation of Work: -**

The contract period shall be initially for one year from the date of accepting the terms and conditions by the selected agency which may be renewed further based on the performance. Mission Shakti shall be free to curtail the contract at any time during the contract period, without assigning any reason thereon.

## Section – V- General Terms and Conditions

### 1. Other Terms and Conditions:-

- i. Initial procurement on behalf of Women SHGs / PGs will be done by Mission Shakti, Balasore centrally. Cost for the same will be paid by Mission Shakti, Balasore against the indent placed to the selected bidder.
- ii. Further, requirement will be placed by the district units of Mission Shakti or directly from Women SHGs / PGs / PC as per the rate approved and terms & conditions mentioned in the contract. The cost for the same will be borne by the district units of Mission Shakti / SHGs / PGs / PCs directly.
- iii. In case of further requirement by the district units Mission Shakti or directly from Women SHGs / PGs / PC, no extra & cylinder cost will be charged.
- iv. District Project Coordinator, Mission Shakti, Balasore will act as Nodal Officer for monitoring & supervision of the entire activity and supply chain.
- v. Bidder has to ensure all poly pouch has to be uniformly designed. It shall be printed & supplied as per the specification mentioned in the Tender paper.
- vi. Bidder should ensure & certify that all supplied poly pouches are food grade & biodegradable. Based on such certificate, claims of the bidders will be settled.
- vii. The contract will be awarded to the Agency whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- viii. Rate quoted shall be indicated both in words as well as in figures. Where there is difference between the amounts quoted in words and figures, amount quoted in words shall prevail.
- ix. The Agency shall quote their price for all the items without leaving blank. If found so, the bid will be treated as non-responsive and rejected without assigning any reason.
- x. The Agency has to quote the rate as per the given format.
- xi. The expected minimum quantity indicated at "c" will be procured. In case more quantity is required, it shall be procured on prorata basis as per the pouch cost indicated in the financial proposal.
- xii. No part of the contract will be sub-let. The agency shall be responsible for damages and breakages till the materials are delivered and accepted at the Mission Shakti, Balasore. If the agency wants to insure the materials then it will be his responsibility and all insurance charges will be borne by him.
- xiii. Non-submission of any document required indicated in the ToR will render the Bid to be rejected.
- xiv. The vendor must have solvent-less lamination machine for printing and supply of multi-layered packaging materials.
- xv. The vendor must mention the following information on the poly pouches – 'Packaging Material Manufactured by (Name & Address) under Pollution Control Registration No. \_\_\_\_\_'.
- xvi. The disclaimer stating 'This pouch is above 50 micron & integral part of food manufacturing process. Handover this empty clean pouch for recycle.' must be printed on the pouch.

- xvii. The cylinder is the property of the Mission Shakti Balasore. The vendor shall handover the cylinder to the Mission Shakti after printing of poly pouches.
- xviii. The tender cost will be valid for one year from the date of award of tender. As and when required by the Mission Shakti, Balasore, reprint of packaging materials will be undertaken by the vendor on prorated basis of pouch cost.

## **2. Validity of the Proposal:-**

The period of validity of proposal is 180 days from the last date of submission of tender.

## **3. Payment Schedule:-**

For all kinds of works no advance payment shall be made. Price as finalized will be paid after successful delivery of consignment at the Mission Shakti, Balasore along with tax invoice raised in favor of DSWO, Balasore duly signed by the party against printed money receipt. Payment shall be made immediately as far as possible after delivery of the goods and inspection of the item as per specification.

## **4. Conflict of Interest:-**

Mission Shakti requires that the Agency provide professional, objective and impartial advice and at all times hold Mission Shakti interest's paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests and act without any consideration for future work.

## **5. Confidentiality:-**

Confidentiality shall be maintained for the information relating to the examination, clarification and comparison of the proposal. Violation of this clause may result in the rejection of the proposal.

## **6. Fraud & Corruption:-**

Mission Shakti requires that Bidder selected for the particular assignment must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, Government of Odisha:

- a. Defines, for the purposes of this provision, the terms set forth as follows:
- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of Mission Shakti or any personnel of Agencies in contract executions.
  - ii. "Fraudulent practice" means a mis-presentation of facts, in order to influence a procurement process or the execution of a contract, to Mission Shakti and includes collusive practice among Respondents (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive Mission Shakti of the benefits of free and open competition.
  - iii. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution contract.
  - iv. "Collusive practices" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.
  - v. "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Client with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the selection process; or (ii) having a conflict of interest; and

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- vi. "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the selection process.
  - b. Will reject a proposal for award, if it determines that the Agency recommended for the award of the Creative Campaign, has been determined by Mission Shakti to having been engaged in corrupt, fraudulent or unfair trade practices.
  - c. Will declare a firm ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the firm has engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

#### **7. Commencement of Work:-**

The assigned work should be completed in all respect and same should be handed over to Mission Shakti, Balasore on receiving of the work order as per details given in the tender paper.

#### **8. Penalties: -**

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the Agency liable for liquidated damages and thereafter the Mission Shakti holds the option for cancellation of the contract for pending activities and completes the same from any other agency. The Mission Shakti shall fix suitable penalty in full or part from the performance security.

#### **9. Applicable Law: -**

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

#### **10. Disputes: -**

- i. The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. During pendency of the dispute(s) requiring resolution, the Agency shall not stop the work and should proceed further with the activities as per scope of work except in case where Mission Shakti specifically requested the Agency to stop any part of the scope of work.
- ii. In case of disagreement, the same shall be referred to Executive Committee or designated officer of Mission Shakti. After referring to Executive Committee or designated officer if the said dispute is not resolved, the same shall be referred to the court subject to Balasore jurisdiction only.

#### **11. Assignments: -**

The Bidder shall not assign the project to any other agency, in whole or in part, to perform its obligation under the work, without the Mission Shakti authorized representative's prior written consent. **Sub-contracting of the services allotted is not allowed in any manner.**

#### **12. Mission Shakti, Balasore right to accept any proposal, and to reject any or all proposal/s**

The Mission Shakti reserves the right to accept or reject any proposal, and to annul or amend the bidding / selection / evaluation process and reject all proposals at any time prior to award of contract award, without assigning any reason there of and thereby incurring any liability to the Agency. Misrepresentation/improper response/ by the Agency may lead to the disqualification of the bid. If such disqualification/rejection occurs after the Proposals have been opened and the agency quoting lowest price gets disqualified/rejected, then the Mission Shakti reserves the

right to consider the next Agency, or take any other measure as may be deemed fit in the sole discretion of the Mission Shakti, including annulment of the selection Process.

**A. Miscellaneous**

Changes if any in the tender document, deadline, expected quantity of procurement, modifications based on pre-bid meeting shall be web-hoisted in the website of the Balasore district i.e. <https://balasore.odisha.gov.in/> for communication to the intended bidders. It will be presumed that it is communicated to the willing poly printing firms / Packaging Development Institute / Agency.

**13. Termination & Withdrawal: -**

- a. Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving three-month advance notice in writing to the other party.
- b. Mission Shakti reserves the right to withdraw the assignment in any of following circumstances:
  - i. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant' organization
  - ii. Information provided to Mission Shakti, Balasore is found to be incorrect.
  - iii. Tender conditions are not met within the specified time period.
- c. If the bidder does not execute the work to the satisfaction of the Mission Shakti, then the Mission Shakti may invoke any or all of the following clauses.
  - i. Forfeit the performance security.
  - ii. Terminate the assignment without any liability of Mission Shakti towards the agency.

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## Section – VI- TECHNICAL BID SUBMISSION FORMS

### TECH -1 – COVERING LETTER (ON BIDDERS LETTER HEAD)

[Location, Date]

To:

**The District Social Welfare Officer (DSWO),  
Mission Shakti, Collectorate,  
Balasore, Odisha – 756 001.**

**Sub: Submission of tender documents for selection of firm for designing, printing & supply of Poly-Pouch Packaging Materials (Food Grade)**

Ref:- Notice No. \_\_\_\_\_ dated \_\_\_\_\_, Mission Shakti, Balasore

Dear Sir,

I, the undersigned, offer to participate in the selection process for **“DESIGNING, PRINTING & SUPPLY OF POLY-POUCH PACKAGING MATERIALS (FOOD GRADE)”** in accordance with your **TENDER CALL NOTICE No.:** \_\_\_\_\_, dated \_\_\_\_\_.

I attach hereto the response as required by the tender, which constitutes our proposal.

The details of the Contact Person on behalf of the bidder are given below:

<b>Name</b>	
<b>Designation</b>	
<b>Address for Communication</b>	
<b>Mobile No.</b>	
<b>E-mail Id</b>	

I confirm that the information contained in this response or any part thereof, including its exhibits, and other documents and instruments delivered or to be delivered to client is true, accurate, verifiable and complete. This response includes all information necessary to ensure that the statements therein do not in whole or in part mislead the department in its empanelment process.

I fully understand and agree to comply that on verification, if any of the information provided here is found to be misleading the short-listing process, we are liable to be dismissed from the selection process or termination of the contract during the project, if selected to do so, for undertaking the assignment. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I agree for unconditional acceptance of all the terms and conditions set out in the RFP document.

Yours faithfully,

**Authorized Signatory with Date and Seal:**

**Name and Designation:** \_\_\_\_\_

Address of the Bidder: \_\_\_\_\_

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TECH -2 – Bidder's Organisation (General Details)

Sl. No.	Description	Full Details
1.	Name of the Bidder	
2.	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
6.	Bid Security Declaration (Annexure-C)	
7.	Pollution Control Registration Number	
8. 6.	Registration / License Labour Department Government of Odisha	
9.	PAN Number	
10.	Goods and Services Tax Identification Number (GSTIN)	
11.	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

**TECH -3 – Bidder Organisation (Financial Details)**  
**(To be furnished in the letter head of the Auditor/ Chartered Accountant)**

The Annual Turnover for the last three consecutive financial years of M/s. \_\_\_\_\_ are given below and certified that the statement is true and correct.

**Financial Information in INR**

Details	FY 2021-22	FY 2022-23	FY 2023-24
Annual Turnover from the Business (In Rupees)			
Average Annual Turnover (for the above three years) in Rupees ----->			

**Supporting Documents:**

Audited certified financial statements for the last three FYs (2021-22, 2022-23 & 2023-24) (Submission of copies of Profit/ Loss Account and Balance Sheet for the respective financial years is mandatory along with this form). **Provisional Statement of account** shall not be considered.

*Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the tender failing which the Bid will be out rightly rejected. No scanned copy will be entertained.*

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**Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)**

**Authorized Signatory [In full initials with Date and Seal]:** \_\_\_\_\_

**Communication Address of the Bidder:** \_\_\_\_\_

**TECH – 4 –BIDDER'S PAST EXPERIENCE DETAILS**  
**(Previous Assignment Details in last 3 years)**

Sl. No.	Name of the Assignment with details there of	Types of Works Completed	Name of the Client with complete address and contact number	Duration of the Assignment	*Contract Value (in INR)	Period (Contract Start and end date)	Status (Completed/ Ongoing/ etc.)
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

**Note: Bidders are requested to furnish the list of the assignments undertaken during the last 3 Financial Years (2021-22, 2022-23 & 2023-24) as per the above prescribed format only. Information not conforming to the above format will be treated as non-responsive. Copies of the Work order / Contract Document / Completion Certificate from the previous Clients need to be furnished along with the above information.**

**Authorized Signatory [In full initials with Date and Seal]: \_\_\_\_\_**

**Communication Address of the Bidder: \_\_\_\_\_**

**SECTION – VII – ANNEXURES**  
**ANNEXURE-A – BID SUBMISSION CHECK LIST**

Sl. No	Description	Submitted (Yes/No)	Page No.
<b>TECHNICAL BID</b>			
<b>(PART – A)(ORIGINAL)</b>			
1	Filled in Bid Submission Check List		
2	Covering Letter (TECH -1)		
3	Bid Processing Fee of ₹ 1,000/- in form to DD/BC		
4	Bid Security Declaration (Annexure-C)		
5	Copy of Certificate of Incorporation / Registration of the Bidder		
6	Copy of Pollution Control Registration Number		
7	Copy of PAN		
8	Copy of Goods and Services Tax Identification Number (GSTIN)		
9	General Details of the Bidder (TECH - 2)		
10	Financial details of the bidder (TECH – 3) along with all the supportive documents such as copies of Income-Expenditure Statement and Balance Sheet for the concerned period		
11	List of completed assignments of similar nature (Past Experience Details) (TECH – 4) along with the copies of work orders for the respective assignments/		
12	Undertaking for not have been black-listed by any Central / State Government/any Autonomous bodies during its business career (Annexure-B)		

**Undertaking:**

- All the information have been submitted as per the prescribed format and procedure.
- Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.
- All pages of the Bid have been sealed and signed by the authorized representative.

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature :** \_\_\_\_\_

**ANNEXURE-B – FORMAT FOR AFFIDAVIT CERTIFYING THAT BIDDER IS NOT BLACKLISTED**

**Affidavit**

I M/s. .... , (the name of the Bidder and addresses of the registered office) hereby certify and confirm that we or any of our promoter/s/ chief executive officer/ directors/managers are not barred or blacklisted by any government or government instrumentality or public sector in India or in any other jurisdiction to which we or our Affiliates belong or in which we or our Affiliates conduct business from participating in any project or being awarded any contract, either individually or as member of a consortium and no such bar or blacklisting subsists as on the Proposal Due Date.

We further confirm that we are aware our interest for the work of Mission Shakti would be liable for rejection in case any material misrepresentation is made or discovered with regard to the requirements of this tender at any stage of selection and/or thereafter during the term of the Contract.

Dated this ..... Day of ..... , 2025....

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**Signature :** \_\_\_\_\_

ANNEXURE-C – FORMAT FOR BID SECURITY DECLARATION

To,  
The District Social Welfare Officer (DSWO),  
Mission Shakti, Collectorate,  
Balasore, Odisha – 756 001.

Sub: Submission of document on “BID SECURITY DECLARATION” format.

Sir,  
I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Dated this .....Day of ....., 2025....

Authorized Signatory [In full and initials]: \_\_\_\_\_

Name and Designation with Date and Seal: \_\_\_\_\_

Signature : \_\_\_\_\_

## SECTION – VIII – Financial Bid Submission Form

### FIN FORM-1 Covering Letter (In Bidders Letter Head)

[Location, Date]

To,  
**The District Social Welfare Officer (DSWO),  
 Mission Shakti, Collectorate,  
 Balasore, Odisha – 756 001.**

**Sub: Submission of financial bid for designing, printing & supply of Poly-Pouch Packaging Materials (Food Grade)**

Sir,  
 I, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Tender Call Notice No. \_\_\_\_\_, Dated: \_\_\_\_\_. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures]. This amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:-

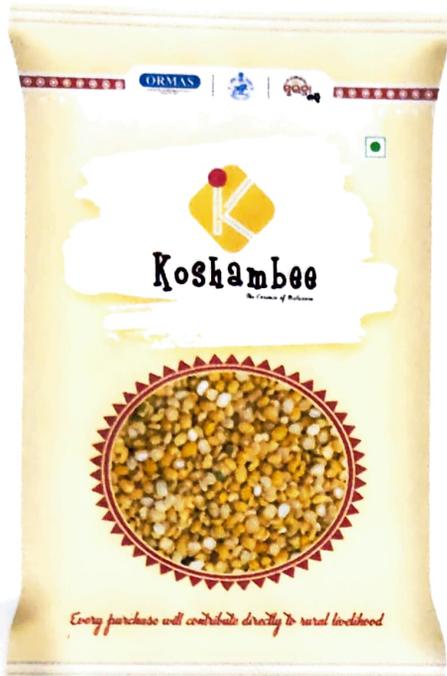
Sl	Category	Type of Packaging	Unit	Size (in MM)	Structure (In Micron/ Thickness)	Minimum Order Quantity (In KG)	Cylinder Cost	Pouch Cost	Total Quoted Rate [including GST]
							Cylinder Cost for one Colour including GST (In Rs.)	Rate per KG (In Rs.) including GST	
A	B	C	D	E	F	G	H	I	J= H+I
1	Uniform Packaging	Pouch	1 KG	210 width/280 height	12pet+70N poly	200			
2	Uniform Packaging	Pouch	500 Gm	179 width/260 height	12pet+70N poly	200			

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

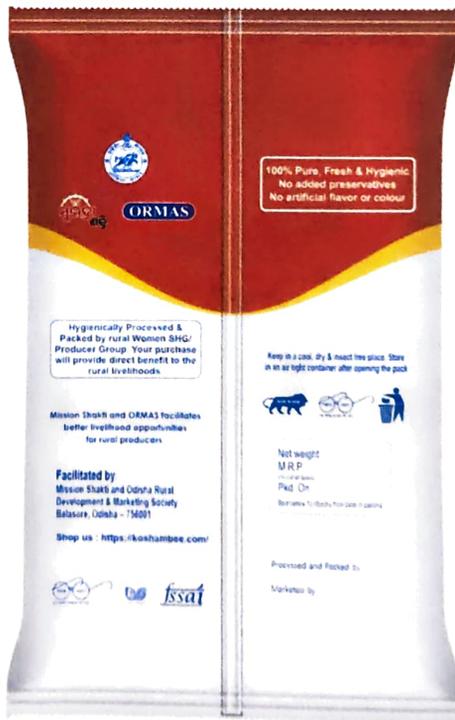
Yours faithfully,

**Authorized Signatory [In full and initials]:**  
**Name and Designation of Signatory with Date and Seal:**  
**Address of the Bidder:**

# ANNEXURE-D – Design for Pouches



500 Gm



1 KG

To be enclosed in separate sealed envelope.