

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE
(Social Welfare Section)

Letter No. 1582 /SW,

Date: 16/04/2026

To

The CDM & PHO, Balasore
The District Education Officer, Balasore
The District Welfare Officer, Balasore
The District Social Security Officer, Balasore
The District Labour Officer, Balasore
The Child Protection Officer, Balasore
The President of District Nari Sangha, Balasore

Subject: Opening of Tender Papers for procurements of equipment of Creche (Kalika).

Madam/Sir,

With reference to the subject cited above, the committee consisting of CDM & PHO, Balasore; District Education Officer, Balasore; District Welfare Officer, Balasore; District Social Security Officer, Balasore; District Labour Officer, Balasore; Child Protection Officer, Balasore; President of District Nari Sangha, Balasore and District Social Welfare Officer, Balasore as convener and the District Magistrate, Balasore as the Chairperson has been formed for the procurement of essential items of Creche(Kalika).

It has been decided to open the Tender Papers and to finalize the tender Process under the Chairmanship of District Magistrate, Balasore on 04.05.2026 at 12 PM in the office chamber of A.D.M. (Gen), Balasore.

You are therefore requested to attend the above programme so as to finalize the tender process.

Yours faithfully,

District Social Welfare Officer,
Balasore

Memo No. 1563 Dt. 16/04/2026

Copy to PA to Collector/ Steno to ADM for favour of kind information with request to display the copy of the quotation in their office notice board for wide publication.

District Social Welfare Officer,
Balasore

QUOTATION/TENDER CALL NOTICE

Sealed tenders are invited from eligible and reputed suppliers/manufacturers for the supply of equipment required for the establishment of a crèche under the DSWO, W&C Department. The list of items and specifications is enclosed in **Annexure-1**.

Tender papers will be opened on **04/05/2026** at **12:00 Noon** at the office of the District Social Welfare Officer, Balasore. Interested bidders are requested to submit their quotations in sealed envelopes clearly superscribed as "Tender for Supply of Crèche Equipment" on or before **30/04/2026** by **01:00 PM**.

***Terms & Conditions**

1. **Submission of Tender:** Tender papers must be submitted in sealed envelopes containing separate Technical and Financial Bids, signed and stamped by the authorized signatory.
2. **Deadline:** Tenders must reach the office of the District Social Welfare Officer, Balasore, on or before Dt. **30/04/2026** at **01:00PM**. Late or incomplete submissions will not be considered.
3. **Eligibility:** Only registered firms/companies with valid GST registration, PAN, and at least three years of experience in supplying similar equipment are eligible. Firms blacklisted by any government agency are not permitted.
4. **Technical Bid:** Must include firm registration documents, GST and PAN details, experience certificates, product catalogues/specifications, warranty and service commitments, and proof of financial stability.
5. **Financial Bid:** Must clearly state unit and total prices of each item in Annexure-1, inclusive of all taxes, transportation, and installation charges. Prices must be quoted in Indian Rupees only.
6. **Opening of Tender:** Tender papers will be opened on Dt. **04/05/2026** at **12:00 Noon** in the presence of bidders or their representatives. No changes will be entertained after opening.
7. **Evaluation:** Technical Bids will be evaluated first. Only technically qualified bidders will be considered for Financial Bid evaluation. The lowest responsive bidder (L1) will be selected, subject to compliance with quality standards and delivery timelines.
8. **Delivery:** Successful bidders must deliver and install the equipment within **07** days of the supply order. Delay will attract penalties as per procurement rules.
9. **Warranty and Service:** All equipment must carry a minimum warranty of **365** days. Suppliers must provide after-sales service during the warranty period without additional cost.
10. **Payment:** Payment will be made after successful delivery, installation, and verification of items as per Annexure-1. No advance payment will be made.
11. **Rejection of Tender:** The undersigned reserves the right to reject any or all tenders without assigning any reason.

12. Legal Jurisdiction: Any dispute arising out of this tender process shall be subject to the jurisdiction of the courts located in Balasore, Odisha.

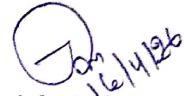
 16/4/26

District Social Welfare Officer,
Balasore

Memo No. 1565 Dt. 16.4.26

Copy to PA to Collector/ Steno to ADM for favour of kind information with request to display the copy of the quotation in their office notice board for wide publication.

Copy Submitted to DEGM, Balasore for favour of information and necessary action.

 16/4/26

District Social Welfare Officer,
Balasore