

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER: NAYAGARH
(HEALTH & F.W. DEPTT., GOVT. OF ODISHA)

TENDER CALL NOTICE

E-mail id - ngr.nhm@gmail.com Tel / Fax: 06753-252189

TENDER DOCUMENT

Bid Reference No. - Bid Reference No. -CDM & PHO, Nayagarh (15- 2022-23) Dated:- 11.10.2023

DATE OF COMMENCEMENT & DOWNLOADING OF THE BID DOCUMENT: DATE 11.10.2023

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS: DATE: 01.11.2023, 05.00 PM

DATE & TIME OF PRE BID MEETING: DATE. 19. 10. 2023 at 11.30 AM.

DATE & TIME OF OPENING OF TECHNICAL BID: 04.11.2023 at 11.30 AM.

PLACE OF PRE BID MEETING & OPENING OF BID DOCUMENTS: DTU-I, O/O THE CDM & PHO, NAYAGARH

ADDRESS FOR COMMUNICATION
AND
RECEIPT OF BID DOCUMENTS



O/o. C.D.M & P.H.O, NAYAGARH
NAYAGARH - 752069

Handwritten signature
11/10/23
C.D.M. & P.H.O.
Nayagarh

TERMS AND CONDITIONS FOR SUPPLY OF MMDP KITS (Tub, Mug, Soap & Cotton Towel) FOR MORBIDITY MANAGEMENT OF LYMPHOEDEMA PATIENTS UNDER NVBDCP, O/O - THE CDM & PHO, NAYAGARH

1. The bidders may download the tender documents directly from the www.nayagarh.nic.in. The bidders are required to submit tender document fee of Rs.1000/- (Rupees One Thousand) non-refundable, in shape of Demand Draft in favour of ZSS Non-NRHM, Nayagarh with tender documents.
2. The tender paper will liable to be rejected if the bidder changes any clause of the terms and condition bid documents.
3. Sealed bids documents should reached to the office of the CDM & PHO, Nayagarh on or before Dtd. 1.11.2023 up to 05.00 PM for the purchase of MMDP Kits (Tub, Mug, Soap & Cotton Towel). Any tender paper received after the due date and time will be rejected/returned to the sender unopened. The tender paper will be received through **Speed Post/ Regd. Post/Courier Only**.
4. The CDM & PHO shall have no responsibility for any delay / Omission on part of the bidder and reserves the right to reject any or all bid documents without assigning any reason thereof.
5. The bidder(s) have to submit their bid documents in separate sealed covered envelops for Technical Bid and Price Bid by superscribing **Cover 'A' (Technical Bid)** and **Cover 'B' (Price Bid)** & both the sealed covers should be put into a third outer cover which should be superscribed as **"Tender for Supply of MMDP Kits for NVBDCP Programme, Nayagarh"** and Tender Reference Number: **(CDM & PHO, Nayagarh (15 - 2022-23) Dated:- 11.10.2023)**.
6. The sealed bid documents will be opened in presence of the members of Purchase committee and the bidders or their duly authorized representatives.
7. The bidder should quoted rate per MMDP kit **inclusive of all taxes & Charges if any (GST/ Freight/ Insurance etc.)** that should not exceed maximum retail price.
8. Conditional bids are liable to be rejected. The decision of Purchase Committee will be final. The bids which are not as per our specifications will not be considered.
9. If the successful bidder/ bidders fails to supply within the stipulated period i.e. 30 (Thirty) days from date of receipt of final proof from CDM & PHO, Nayagarh the order stands cancelled automatically and offer should go to L2 & L3 bidder respectively with L1 rate after negotiation.
10. The authority will not make any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regards.
11. Supplier has to supply the items immediately as per the order placed and in the rate approved to the Superintendent of Block CHCs, Nayagarh and supplier shall submit the bill & receiving challan for release of payment at the approved rate in respect to quantity of items supplied. The transportation of items is sole responsibility of the supplier and must deliver the item on door delivery basis. No transportation cost will be borne by this office.
12. In case of failure on the part of the approved supplier to supply of the above mentioned items as per supply order with stipulated period, the CDM & PHO, Nayagarh shall be at liberty to purchase above mentioned items from other sources and the extra cost will be adjusted from the EMD of the supplier.
13. If the organization has violated any term and conditions of the tender, than the contract shall be liable to be rejected immediately without any notice and security deposited shall be forfeited
14. Rates quoted shall remain valid for a period of one year from the date of finalization of the tender.

15. Product Samples of each item will be verified /scrutinized by the tender committee members on the date of opening of financial bid before the opening of financial bids. In the sample scrutiny/ verification if any one of the sample item not fulfill the specifications and terms & conditions the bid treated as technically disqualified and the financial bids of same bidders will not be entertained for price competition.

16. Price/Rate should be quoted for a MMDP kit which included One tub, One Mug, Two Nos of Soap & Six Number of Cotton towel as per specifications mentioned in Annexure -I. In price bid format "Part-II" the Rate will be finalized per MMDP Kit basis, considering the genuine quality / Branded product of individual items comes under a MMDP kit. The brand of the offer product should be affix on the items and that should be verified during the sample verifications.

18. The intending bidder should submit as affidavit that his/her firm has not been blacklisted by Any Govt. Organization i.e. any central, state or UT Govt. bodies, affidavit in Rs. 100/- non-judicial stamp paper duly certified by public notary to be submitted and the affidavit should be made within the bid period.

17. Term and Conditions Applicable to Local MSMEs/SSIs of Odisha as per MSME Development Policy-2009 and IRP 2007.

I. Local MSMEs registered with respective DICs, Khadi, Village, Cottage and handicraft industries, OSIC, NSIC shall be exempted from payment of EMD.

II. All other terms & conditions are applicable to the Small Scale industry Units of the State of Odisha.

18. If there is any typographical error in the tender documents the decision of CDM &PHO, Nayagarh is final.

19. Jurisdiction: All disputes are subject to the jurisdiction of Nayagarh courts only.

Eligibility Criteria:-

| SL No. | Terms & Conditions | Documents to be submitted |
|--------|--|--|
| 1 | The organization should be a registered corporate body/partnership firm/sole proprietor firm. | Photo copy of Registration certificate |
| 2 | The organization should have PAN and valid GSTIN registration certificate. | Photo copy of PAN/ GST |
| 3 | The items should be ISO certified | Photo copy of the Certificates of each item. |
| 4 | Average Annual turnover of the bidder must be 1 Crore per annum or more in last three consecutive financial years i.e. from FY 2019-20, 2020-21& 2021-22. | Audited balance sheet & PL account of last three consecutive Financial year i.e. from FY 2019-20, 2020-21 & 2021-22 along with Annual average turnover certificate duly signed by chartered accountant submitted for last 3 consecutive Financial years 2019-20 , 2020-21& 2021-22 with Valid UDIN No. |
| 5 | Tender paper cost Rs.1000/- non-refundable in shape of DD from any nationalized bank in favour of ZSS Non NRHM Fund, Nayagarh | |
| 6 | Tender document must be accompanied with EMD of Rs.1, 00,000/- (Rupees One Lakh Only) by way of Demand Draft, from any nationalized bank in favour of ZSS NoN NRHM Fund, Nayagarh. Tenders if not accompanied with EMD will not be considered. EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful bidder will be retained & will be refunded without interest on successful completion of the job . | |

| | | |
|----|---|--|
| 7 | The bidder should have supplied same items at least of Rs. 9,00,000/- in one of the last three financial years (i.e. FY 2020-21, 2021-22 & 2022-23) to any Central/ State Govt. Organization / PSU / Public Listed Company. Copies of Supply order and end user certificate from the purchasing authority regarding supply of quality product to be submitted along with technical bid. | Photo copy of orders with end-user certificate from the purchaser regarding supply of quality product. |
| 8 | The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory. | Authorization regarding specimen signature of authorized signatory. |
| 9 | Undertaking of the organization agrees to abide by all terms & conditions of tender. Annexure-II | Declaration of Affidavit in Rs.20/- Non-judicial stamp paper duly certified by the notary to be submitted. |
| 10 | The tenderer should not have been blacklisted. Affidavit in Rs. 100/- non-judicial stamp paper duly certified by public notary to be submitted. The affidavit should be made within the bid period | Declaration in affidavit |
| 11 | Product details & catalogs of each & every items | Product details should submitted as per the format (Annexure-III) along with catalogs of each & every items. |

**(Part- I)
Technical Bid**

| Sl No. | CRITERIA | PARTICULARS | SUBMITTED OR NOT (Y/N) | PAGE NO. | |
|--------|--|-------------|------------------------|----------|----|
| | | | | From | To |
| 1 | Name of the Organization | | | | |
| 2 | Address of the organization | | | | |
| 3 | Name of authorized signatory (in capital Letter) | | | | |
| 4 | Tender paper cost Rs.1000/- non-refundable in shape of DD from any nationalized bank in favour of ZSS Non NRHM, Nayagarh | DD No./Dt. | | | |
| 5 | Draft Number and date of the EMD of Rs.1,00,000/- (Rupees One Lakh only) in shape of DD/BG from any nationalized bank in favour of ZSS Non NRHM Fund, Nayagarh | DD No./Dt. | | | |
| 6 | Telephone number of authorized signatory and proprietor of organization. | | | | |
| 7 | GST certificate (Photo copy to be attached) & Photocopies of Income Tax Return acknowledgement of each financial year i.e. 2019-20 , 2020-21 & 2021-22 | | | | |
| 8 | PAN (Photo copy to be attached) & Copy of last Month /Last Quarter GSTR 3B as per the frequency of GST return filling. | | | | |
| 9 | Annual Average turnover of 1 Core, certificate duly signed by chartered accountant submitted for last 3 | | | | |

| | | | | | |
|----|--|--|--|--|--|
| | consecutive Financial years 2019-20 , 2020-21 & 2021-22 with Valid UDIN No. | | | | |
| 10 | Supply order copies of along with experience certificate from buyer for supply of quality product of same items at least of Rs.9,00,000/- in one financial year in last three financial year (i.e. FY-2020-21,2021-22 & 2022-23) | | | | |
| 11 | Undertaking of the organization agrees to abide by all terms & conditions of tender. Annexure-II | | | | |
| 12 | Whether Declaration in affidavit for Non- Blacklisted his/her firm | | | | |
| 13 | Product details as per Annexure-III & catalogs of each & every items | | | | |
| 14 | Whether all documents submitted signed by the authorized signatory of the organization in the prescribed format (Yes/No) | | | | |

NOTE: Without numbering of documents or not mentioning the page nos. in the Technical Bid/Check list, Tender shall be liable to be rejected.

Part -II

PRICE BID

PRICE BID FORMAT

Rates for single items for each brand should be mentioned without modifying the Serial Number.

| Sl. No | Name of the Items | Brand Name | Specification | No. of Qty per kit. | Unit of measure | Rate quoted for per Qty Exclusive of all taxes but inclusive all other charges* | % Taxes | Rate quoted for a Kit inclusive of all taxes, transportation & other charges if any.** |
|--------|-------------------|------------|---------------|---------------------|-----------------|---|---------|--|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) |
| 1 | Tub | | | 1 | Kit | | | |
| 2 | Mug | | | 1 | | | | |
| 3 | Soap | | | 2 | | | | |
| 4 | Cotton Towel | | | 6 | | | | |

Note: -

*.The price should be quoted per qty of each item excluding tax but including transpiration, loading & unloading etc if any, in Col. No.7.

**..The price per kit (i.e. 1 No of Tub, 1 No of Mug, 2 Nos of Soap & 6 Nos of Cotton Towel) including taxes, transportation etc. if any and the rate per kit should not exceed Rs.500/- in Col.No.9.

Technical Specification of the items required for Morbidity management and Disability Prevention (MMDP) kits.

| Sl. No. | Name of item | Item Specification |
|---------|--------------|---|
| 1 | Tub | Minimum 30Ltr Volume and one feet height. |
| 2 | Mug | Minimum 1Ltr Capacity |
| 3 | Soap | Minimum 125 gm |
| 4 | Cotton Towel | Minimum 1.5ft x 1.5ft |

Annexure-II

Format for undertaking:-

(To be submitted with the bid in a non-judicial stamp paper worth Rs.20/-)

To

The C.D.M. & P.H.O.,
Nayagarh, Odisha.

Madam/Sir,

- 1) The undersigned certify that I have gone through the terms and conditions mentioned in the instruction supplement and undertake to comply with them the rates quoted by me/us are valid and binding on me/us are valid and binding on me/ us for acceptance for the period from the date of contract order.
- 2) It is certified that rates quoted are the lowest quoted for any Hospital in India and not exceed the MRP.
- 3) I/ We give the rights to C.D.M. & P.H.O, Nayagarh to forfeit the earnest money deposited by me/ us on any breach of the terms and conditions of the tender.
- 4) There is no vigilance/ CBI case or court case pending against the firm/ supplier. I/We have not been blacklisted by any organization at any point of time in the past
- 5) Should the said officer deem it necessary to change any article, if being found not as per supply orders, it shall be replaced by me/ us in time to prevent any inconvenience.
- 6) I/We hereby undertake to supply / delivered the items at different CHCs as per directions given in supply order within the stipulated period.
- 7) I undertake to abide by all of the tender terms and conditions without any fail.
- 8) I understand that the C.D.M.& P.H.O, Nayagarh has the right to accept or reject any or all the tenders without assigning any reason(s) thereof.
- 9) I / We hereby certify that, the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my/our knowledge. I /We understand that in case of any deviation in the above statement at any state, our Firm/ Agency will be blacklisted and will not have any dealing with your organization in future.

Signature of the Bidder with date & seal

ANNEXURE-III

To

The CDM & PHO, Nayagarh

Sub:- Submission of technical specifications & other details of bid items .

Respected Sir,

With reference to the above subject, the technical specifications & other details of each items under MMDP kit with reference to the tender Ref No Date:_____ are given below for your kind reference. The brand name is mentioned against each item in the below table is affix on the product and also the same items are genuine product of the company.

| Sl. No. | Item Name | Name of the Brand | Specification |
|---------|--------------|-------------------|---------------|
| 1 | Tub | | |
| 2 | Mug | | |
| 3 | Soap | | |
| 4 | Cotton Towel | | |

Yours faithfully

Signature of bidder & Seal