

**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,
KHORDHA**

BID DOCUMENT

FOR

SENSORY INTEGRATION EQUIPMENTS/TOOLS

FOR

DISTRICT EARLY INTERVENTION CENTRE (DEIC), RBSK KHORDHA

Reference No.

/NHM/Khordha

Date:03/10/2019

Address for communication with Email ID:

O/O- CDM & PHO, AT/PO-KHORDHA, PIN-752055

Website: www.Khordha.nic.in, E-Mail: dpmukhurda@gmail.com

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NOTICE INVITING BID

Office of the Chief District Medical & Public Health Officer, Khordha

Website: www.Khordha.nic.in, E-mail: dpmukhurda@gmail.com

Bid Reference No. : /NHM/Khordha

Date: 03/10/2019

Bids are invited from eligible firms/company/agency/suppliers/distributers to supply the Equipments, Aids & Appliances to DEIC, RBSK Khordha as per the details in **Annexure-I** and as per the particulars mentioned below:

Sl. No.	Particulars	Date and Time	
1.	Date of release of bid	04.10.2019	
2.	Date & Time of Pre-bid Meeting	18.10.2019, 11.00 AM	Office of the CDM & PHO, Khordha
3.	Last date & time for submission of bid	26.10.2019, 04.00 PM	Office of the CDM & PHO, Khordha
4.	Date & time of Technical bid opening	28.10.2019, 04.00 PM	Venue: Conference Hall, Office of the CDM & PHO, Khordha
5.	Date of opening of Price Bid	To be informed to the technically qualified bidders	

The bid document with all information relating to the bidding process including the cost of bid document, EMD, Eligibility criteria and terms & conditions are available in the district website: www.Khordha.nic.in. The last date of submission of bid is on or before **28.10.2019** by **04.00 P.M** to the O/o-CDM&PHO, Khordha-752055 through Speed Post/Regd. Post/Courier only. The bid document should be superscribed with **"Bid Document for Sensory Integration equipments/tools for DEIC"**. The Authority reserves the right to accept/ reject any part thereof or all the bids without assigning any reason thereof.

Chief District Medical & Public Health Officer, Khordha

SECTION – I

GENERAL INFORMATION ABOUT TENDER

1. Background

Chief District Medical & Public Health Officer, Khordha is inviting bids to supply sensory integration equipments/tools for District Early Intervention Centre (DEIC), RBSK Khordha (see **Annexure-I** for details). This agreement describes the terms and conditions under which the agency (successful bidder to whom contract is awarded) agrees upon to supply the Equipments & Aids.

Note:

All products shall be owned by the Chief District Medical & Public Health Officer, Khordha and provided to the agency (successful bidder to whom contract is awarded) to supply the sensory integration equipments/tools under the terms and conditions of this contract.

2. DESCRIPTION & DIRECTIVES

Chief District Medical & Public Health Officer, Khordha [hereinafter referred as Tender Inviting Authority unless the context otherwise requires] invites sealed bids for supplying Equipments, Aids & Appliances to DEIC as per **Annexure-I (01-Special Education, 02- Physiotherapy, 03-Prosthetics & Orthotic)**

3. OTHER RELEVANT INFORMATION

- a) Tender Type : Manual Tender, 2 envelope System - one labeled as Technical Bid and the other one as Financial Bid.
- b) Mode of Operation : To be decided by the Chief District Medical & Public Health Officer.
- c) Nature of work : Supply of sensory integration equipments/tools
- d) Cost of Tender Paper : **Rs. 2000/-** (Rupees three thousand, inclusive of GST) in the form of Demand Draft/ Pay Order in favour of **ZSS NON NRHM, KHORDHA**, payable at Khordha from any Nationalised / Scheduled Bank. (Tender paper can be downloaded from district website www.Khordha.nic.in and should be enclosed as cost of tender paper).
- f) EMD : **Rs.20,000/-** (Rupees Five thousand only) in form of Demand Draft/ Pay Order in favour of **ZSS NON NRHM, KHORDHA**, payable at Khordha from any Nationalised / Scheduled Bank.
- g) Important Dates : Tender Release: 04.10.2019
- Last date & time for bid submission: 26.10.2019 by 04.00 PM to the O/o-CDM & PHO, At/Po- Khordha through Speed Post/Regd. Post/ Courier only.**

Bid Opening: 28.10.2019, 04.00 PM in Conference Hall, Office of
the CDM & PHO, Khordha

h) Validity of Bid : 365 days from the date of bid submission

i) Address for Communication: **Office of the CDM & PHO, At/Po- Khordha, PIN -752055**
e-mail: dpmukhurda@gmail.com

Note:

The bidders shall be solely responsible for checking the website www.Khordha.nic.in for any addendum/amendment issued subsequent to the release of bid document and take into consideration the same while preparing and submitting the bids.

SECTION – II

SPECIFIC INFORMATION FOR BIDDERS

1. ELIGIBILITY CRITERIA

The interested Bidders shall have to comply to the following criteria to participate in the tendering process –

- a. Authorization certificate in case of Authorized distributor/ Manufacturing license in case of Manufacturer/ Import license in case of Importer.
- b. Must have all relevant statutory documents such as Registration certificate of firm, PAN Card, GST Registration Certificate.
- c. Should neither be convicted by any court of law nor be blacklisted/ debarred on financial/ administrative/ techno-legal ground by any appropriate authority. A declaration regarding this should be submitted in a Rs. 10/- stamp paper in the format prescribed at **Annexure-III**. The bidder should not be involved in any criminal or civil suit. If the bidder is involved in any criminal or civil suit, then details of all such suits should be submitted. The Tender Inviting Authority reserves the right to consider/ not consider any offer based on the gravity/ implication of suits pending against the bidder.
- d. Copy of IT return acknowledgement of last two F.Y. (2016-17, 2017-18 & 2018-19).
Average annual turnover of Rs.20,00,000/- in the auditor certified format of last two F.Y. (2016-17, 2017-18 & 2018-19) (**Annexure - I**)
- f. The Original Tender Booklet with Conditions and the schedules signed by the bidder at the bottom of each page with his official seal duly affixed.

2. TENURE OF THE CONTRACT

- a. The contract shall be awarded for a period of **one year** from the date of signing of contract.

3. IMPORTANT NOTES FOR BIDDERS:

- a. **Rs 20,000 (Rupees Twenty Thousand only)** should be paid as EMD in the form of Demand Draft from a Nationalized Bank located in India, drawn in favor of **ZSS Non-NRHM**, Khordha payable at Khordha and submitted in the Technical Bid. The bidder should write the organization name at the back side of the DD. ***Bids without EMD shall be treated as non-responsive and will not be accepted. No exemption from submission of EMD is allowed.***
- b. The EMD of successful bidder is liable to be forfeited if the tenderer, revokes any terms of the tender within the validity period that will be liable towards ***blacklisting for minimum 2 years & concerned party could not participate in further bidding in under Zilla Swasthya Samiti, Khordha.***
- c. EMDs given by unsuccessful bidders will be refunded after placing of work order to the successful bidder.
- d. EMD of the successful bidder will be forfeited in case the successful bidder fails to accept/execute the order.
- e. EMD of successful bidder will be returned after receiving of successful delivery certificate of all items.
- f. EMD shall not carry any interest.

4. BIDDING PROCESS

The bidder should submit its proposal in two envelopes - "Envelope A" and "Envelope B". Envelope A should include qualification documents and Envelope B should contain financial offer. Documents to be submitted in the respective envelopes are as follows:-

A. TECHNICAL BID - ENVELOPE A:

The Bidders have to submit following documents in their technical bids with page references-

Sl. No.	Particulars	Page No.
1.	Cost of Tender Paper	
2.	EMD	
3	Self-attested copy of Authorization certificate in case of Authorized distributor/ Manufacturing license in case of Manufacturer/ Import license in case of Importer	
4.	Self-attested copy of GST Registration Certificate	
5.	Self-attested copy of PAN card	
6.	Declaration as per Annexure-III	
7.	General Details of the Bidder as per Annexure-IV	
8.	Copy if IT return acknowledgement of last two F.Y. (2016-17, 2017-18 & 2018-19).	
9.	Average annual turnover of Rs.20,00,000/- in the auditor certified format of last three F.Y. (2016-17, 2017-18 & 2018-19) (Annexure - II)	

Signature of the Bidder

B. FINANCIAL BID - ENVELOPE 'B'

The Bidders have to submit the financial bids in the format prescribed below. This format should be properly filled in, put into a separate envelop, sealed properly and clearly marked as "Envelope B: Financial Bid for Sensory Integration Equipment/Tools for DEIC".

Sl. No.	Name of Items	Specification	Quantity	Rate/ Price per Quantity	GST	Total Cost (Rs.)
1	2	3	4	5	6	7

(i) The Total Cost as at Column 7 above is for evaluation purpose only. However, contract will be on per piece per quantity basis.

(ii) Rates should be inclusive of excise duty / customs duty, packing, forwarding, insurance, transportation charges etc. and exclusive of GST.

(iii) GST to be quoted (item wise) in separate column No. 6.

Note:

Both Envelope A and Envelope B should be put into a bigger envelope and sealed. The envelope should be superscripted on top with the tender reference number and addressed to Chief District Medical & Public Health Officer, Khordha. **There is no system of receipt of bids through drop box or by hand. The bids shall be received only through registered post/ speed post/ courier service.** The Tender Inviting Authority shall not be responsible for any postal delay.

Both Cover-A and Cover-B should have an index and page number of all the documents submitted inside that cover.

5. EVALUATION AND SELECTION

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- c) Financial Bids shall be opened in the presence of the technically qualified bidders/ their representatives, who choose to attend in person at the address given below –

Office of the Chief District Medical & Public Health Officer

Khordha, PIN - 752055

Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

6. AWARD OF CONTRACT:

- a) Contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has quoted the lowest evaluated total cost (**Total of Col. 8 of Financial Bid**).
- b) **The Total Cost as at Column 7 above is for evaluation purpose only. However, contract will be per piece per quantity basis.**

SECTION – III

CONDITIONS OF CONTRACT

1. CONTRACT MANAGEMENT

- i. Conditional Tenders are liable to be rejected. In the event of acceptance, CDM&PHO decision will be final. The tender, which is not as per our required specifications, will not be considered. Termination
- ii. If the successful bidder fails to supply within the stipulated period i.e. 60 days, liquidated damage @ .5% of the tender value, per week of delay shall be deducted from the final payment. Deduction shall be made till 4% of purchase order rate. If the bidder still fails to supply, his order stand cancelled.
- iii. The CDM & PHO will not pay 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 regard.
- iv. Bidder must have sound knowledge of latest intellectual and properly right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard.
- v. The CDM & PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
- vi. Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.
- vii. Rates quoted against this tender enquiry shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period.
- viii. The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory.
- ix. If the agency is guilty of any conduct which in the opinion of the Office of the Chief District Medical & Public Health Officer, Khordha is prejudicial to the interests of the Office of the Chief District Medical & Public Health Officer, Khordha.
- x. Any bribe, commission, gift or advantage taken or promised to be taken by or on behalf of the agency or his partner or agent or servant or any one of his authorized representative from the users of the Office of the Chief District Medical & Public Health Officer, Khordha shall in addition to any criminal liability that the agency may incur, entitle the Office of the Chief District Medical & Public Health Officer, Khordha rescind this contract and all other contracts with him, and to take any other action as may be deemed fit by the Office of the Chief District Medical & Public Health Officer, Khordha.
- xi. Any bribe, commission, gift or advantage taken or promised to be taken by or on behalf of the agency or his partner or agent or servant or any one of his authorized representative from the users of the Office of the Chief District Medical & Public Health Officer, Khordha shall in addition to any criminal liability that the agency may incur, entitle the Office of the Chief District Medical & Public Health Officer, Khordha rescind this contract and all other contracts

with him, and to take any other action as may be deemed fit by the Office of the Chief District Medical & Public Health Officer, Khordha.

- xii. The agency shall not lend to or borrow from or have or enter into any monetary dealing or transaction either directly or indirectly with any employee of the Office of the Chief District Medical & Public Health Officer, Khordha and if he shall do so, the Office of the Chief District Medical & Public Health Officer, Khordha shall be entitled forthwith to rescind the contract.
- xiii. Any question or dispute as to the commission of any offence or compensation payable to the Office of the Chief District Medical & Public Health Officer, Khordha under these clauses shall be settled by the designated officer of the Office of the Chief District Medical & Public Health Officer, Khordha in such a manner as he shall consider fit and sufficient and his decision shall be final and conclusive.

PAYMENT TERMS

1. The agency shall issue an invoice to the Office of the CDM & PHO, Khordha for the services rendered under this agreement along with the requisite documents.
2. No advance payment shall be made to the agency. Full payments will be made upon presentation of original signed and stamped Invoices.
3. Payment shall be made through DBT/e-payment system.

RESOLUTION OF DISPUTES

- If dispute or difference of any kind shall arise between the Tender Inviting Authority and the successful bidder in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- If the parties fail to resolve their disputes or differences by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the bid document, either Tender Inviting Authority or the successful bidder may give notice to the other party of its intention to commence arbitration, as provided and the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.

Applicable Law and Jurisdiction of Courts

- The contract shall be governed by and interpreted in accordance with the laws of India.
- All disputes arising out of this bid will be subject to the jurisdiction of courts of law in Khordha/ High Court of Odisha.

(To be submitted in **Cover A -Technical Bid**)
 (To be furnished in the **letter head** of the Auditor/ Chartered Accountant)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s_____ who is a Manufacturer /Distributor/supplier (*Pl. tick whichever is applicable*) are given below and certified that the statement is true and correct.

1.1	Sl.No.	Year	Turnover in (Rs.)
1.		2016 – 2017 (FY) -	
2.		2017 – 2018 (FY) -	
3.		2018 - 2019 (FY) -	

Average Annual Turnover (for the above two years) in **(Rs.)**_____

Date: _____ Signature of Auditor/
 Place: _____ Chartered Accountant
 (Name in Capital)

Seal _____ Membership No.-
 Registration No. of Firm

Note:

- a) To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.

Declaration

To

The Chief District Medical & Public Health Officer

Khordha

I/We _____ have carefully read the tender document and confirm my/ our eligibility as required. I/ We solemnly declare that I/ we have never been convicted by any court of law or blacklisted/ debarred on financial/administrative/techno-legal ground by any appropriate authority. By submitting this bid, I/ we assure my/ our agreement to the terms and conditions of tender and will abide by the same if contract is awarded to me/ us.

Currently running criminal/civil suits against my/ our firm are:

(Write "NIL" if no court case pending otherwise give the list and enclose case details)

Signature of the bidder:

With seal

NOTE: To be given in a Rs. 10/- stamp paper.

General Details of the Bidder

Sl. No	Particulars	Details
1.	Name of the Organization	
2.	Nature of Business	
3.	Year of Inception	
4.	Name and Details of the Proprietor, Director of Company/ Organization/ Firm/ Agency/Supplier/Distributor Mobile No: Email Address:	
5.	Full Address of Regd. Office Telephone Number Fax. No. E-Mail Address	
6.	Website of the Organization	
7.	PAN	
8.	GST Registration	

TECHNICAL SPECIFICATION**Sensory Integration equipments / Tools : DEIC RBSK KHORDHA**

Sl. No.	Name of the Items / Instruments	Purpose / Use	Approximate Cost (In Rs.)
1	Bolster swing	Vestibular stimulation	5000
2	Tyre tube swing		4000
3	T swing		5000
4	Lycra swing and hammocks		6000
5	Rope ladder swing		5000
6	Ball pool with multi colours small ball	Tactile Stimulation	15000
7	Tunnel		12000
8	Bean Bags (2)		8000
9	Wrapping in blankets, weighted blankets, towels	For neutral warmth	1000
10	Sandwich activities : between mats, pillow, bean bags	Tactile Stimulation	1000
11	Activities for Exploring : with sand, rice, beans and other textures	Tactile Textures	12000
12	Weighted Activities : weighted vest, ankle/wrist weights for ankle and wrist	Tactile Textures	8000
13	Scooter board (Quantity-1)	Vestibular stimulation	6000
14	Balance Bean (1)	Vestibular stimulation	8000
15	Thera Band (2)	Vestibular stimulation	2000
16	Soft blanket (2)	Tactile Textures	1000
17	Soft mattress for completely covering the floor and Curtains	Tactile Textures	3000
18	Sensory mats different textures (soft, rough)	Tactile Textures	10000
19	Blocks, bolsters, small chairs	Vestibular stimulation	15000
20	Tactile brushes	Tactile Textures	5000
21	Playdoh, funny foam, textured balls, tectile walls, boards and books, textured puzzles, finger paints (regular or using pudding), using various materials (satin, carpet swatches, silk, lambs wool, washcloths, cotton) and massegers, vibrating toys	Tactile Stimulation	28000
22	Chart paper, pencil, gum, crayon, gripper, eraser, scissor, note books	Proprioceptors	1000
23	Form board (Alphabets, numbers, colours, shapes, body parts, size, flash cards (animals and fruits)	Tectile Textures	1000

24	Beads with lace, ring stand, button and UN button shirts, shoe lacing board, toys	Tactile Textures	1000
25	LED mirror ball, pin spot and mirror ball, mirror ball motor-mains, fire ball, sound activated light, Bubble tube (with LED light and vibrator) and speakers connected to the sound player (pre-recorded sound of waterfall, wind chimes, birds sounds and soft instrumental music)	Visual stimulation	50000
26	Wall mounted rack & Toys with different texture, colour for various age group (6 months - 18 years)	<u>TOY ROOM</u> : For stimulation, special education and demonstration	75000