



CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, KHORDHA

e-mail :nhmkhordha@gmail.com,

Tender Reference No.01/KHU/2022

TENDER DOCUMENT FOR
SUPPLY OF ORTHOSIS/ PROSTHESIS MATERIALS FOR DEIC

Address for Correspondence-
Office of the Chief District Medical & Public Health Officer, Khordha At/Po-
Khordha, District - Khordha,
Odisha, Pin-752055

**ABSTRACT OF CONTENTS IN THE TENDER
PAPER**

SI No	Contet	Page No
1	Section-I Notice Inviting Tender	3
2	Section-II Important Instructions to be Noted Carefully by the Tenderers	4
3	Section-III Terms & Conditions for Supply & Installation of Ultrasound Machine	5-7
4	Annexure-I Check List	8
5	Annexure-II List of Items to be tendered	9
6	Annexure-III List of items quoted Format	10
7	Annexure-IV Price Bid Format	11
8	Annexure-V Declaration by Notary regarding Black Listed	12
9	Annexure-VI Self Declaration regarding rate quoted	13
10	Annexure-VII Self Declaration regarding binding of rate quoted	14
11	Annexure-VIII Self Declaration regarding supply of items within stipulated time period	5
12	Annexure-IX Declaration regarding minimum turn over	16



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

SECTION -I

NOTICE INVITING TENDER

Tender Reference No. : 01/KHU/2022

Dated: / / 2022

**TENDERS ARE INVITED FROM ELIGIBLE BIDDERS AS PER THE ELIGIBILITY CRITERIA FOR
SUPPLY OF ORTHOSIS/ PROSTHESIS MATERIALS FOR DEIC-RBSK.**

1	Period of Availability of Tender Document	From: 15.09.2022 TO 12.10.2022 (Downloadable from website: www.khordha.nic.in) In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the above mentioned website before last date of submission of tender document and the tender inviting authority shall have no responsibility for any delay/ omission on part of the bidder.
2	Last date & time for submission of Tender	Date: 12.10.2022, Time: 05.30 P.M. Address of Submission of Bid: OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, KHORDHA <i>At/Po- O/o-CDM & PHO, KHORDHA Dist.- KHORDHA, Pin- 752055</i> <i>(Through Speed post/ Registered post/Courier only)</i>
3	Date, time and place of opening of Tender	A. Technical Bid (Cover-A): Opening - 14.10.2022 at 11.00 AM at the address mentioned above. B. Financial Bid (Cover B): Opening - will be intimated later <i>(Venue is mentioned at the address mentioned above)</i> <i>(Bidders/ authorized representative only may remain present at the time of opening of bid)</i>



SECTION -II

IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE
TENDERERS

1.	Mode of Procurement	Through Open Advertisement
2.	Purchaser	Chief District Medical & Public Health Officer, Khordha
3.	Consignee	DHH & CHCs of the District Khordha
4.	Delivery Period	Within 30 days from issue of the purchase order.
s.	Mode of Delivery	By Air/ Road/ Rail
6.	Tender Document Cost	Rs.2,000/- : The tender document cost is to be submitted in the shape of bank draft in favour of the ZSS Non NRHM, Khordha from any Nationalized / Scheduled Bank payable at Khordha.
7.	Earnest Money Deposit (EMO)	<p>The bidder may quote for any or all the equipment by submitting the required EMD of Rs. 20,000/-.</p> <p>The Earnest Money Deposit will be paid in the shape of demand Draft only in favour of ZSS Non NRHM Khordha from any Nationalized/ Scheduled Bank payable at Khordha.</p> <p>EMD exemption is not permitted except to local SSI units registered in Odisha only as mentioned in Clause-4.3.</p>



SECTION -III

TERMS & CONDITIONS

Sealed tenders are invited from the eligible bidders as per the eligibility criteria for SUPPLY OF ORTHOSIS/ PROSTHESIS MATERIALS FOR DEIC for the District, Khordha.

1. The bidders have to submit their tenders in separate sealed covers (i.e. Cover "A"- Technical Bid & Cover "B"- Price Bid). Both the covers should be put into a third Cover "C" which must be super-scribed as "TENDER FOR SUPPLY OF ORTHOSIS/ PROSTHESIS MATERIALS FOR DEIC" and Tender Reference No. 01/KHU/2022.
2. **The Cover "A" (Technical Bid) should contain as follows:**
 - a) Checklist with details of the documents enclosed in Cover "A" (as per Annexure - I) with page number. The document should be *serially arranged* as per this Annexure - I (checklist) and should be securely tied and bound. All the tender documents should sign by the bidders at the bottom of each page with his official seal duly affixed.
 - b) Manufacturing unit / supplier, who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization, is not eligible to participate in the tender for that item during the period of blacklisting. They should submit a declaration about this by a **Notary Public**.
 - c) EMD **Rs.20,000/-** (Rupees Twenty Thousand only - Refundable) in shape of Bank Draft/ Bankers Cheque in favour of ZSS Non NRHM Khordha payable at Khordha.
 - d) Tender Paper Cost **Rs.2000/-** (Rupees Two Thousand only- Non-refundable) in shape of Bank Draft/ Bankers Cheque in favour of ZSS Non NRHM Khordha payable at Khordha.
 - e) List of Item (s) Quoted individually in the prescribed format (Annexure - III).
 - f) Copy of organization PAN.
 - g) The supplier shall have a minimum average annual turnover of Rs.1 (one) Crore or more in the last three year financial years i.e. 2018-19, 2019-20 & 2020-21 and copy of the audited financial statement for the last three financial year i.e. 2018-19, 2019-20 & 2020-21 should be submitted. UDID no must be mentioned in the audit report or in the Average annual turnover certificate as per Annexure-IX
 - h) Copy of organization Income Tax Return Acknowledgement for the (Assessment Year 2019-20, 2020-21 & 2021-22}
 - i) Photocopy of the GST registration certificate & GST Return Copy (GSTR-3B) of last 3 months (i.e. June, July, August of 2022) for Regular Dealer & GSTR-4 of last Quarter (i.e. April to June 2021) for Composition Dealer.
 - j) All the tender documents should sign by the bidders at the bottom of each page with his official seal duly affixed.



- k) Leaflet/ Brochures of the products/ item offered.
- l) They should quote the rates for individual items inclusive of packing, forwarding, freight (door delivery) and exclusive GST (if any) and should submit a self declaration about this.
- m) They must submit the undertaking that they will supply the stocks **within Thirty days** after receipt of the Purchase Order from this office. In case of non-supply, the authority may allow extension for a **maximum period of 02 (two) weeks (14 days)** after the stipulated date of supply with a **penalty of 0.5% per week**, which will be deducted from the purchase order value as "**Liquidated Damage**".
- n) If the supplier fails to complete the supply within the extended period, i.e. 44 days after being allowed by the purchaser, no further purchase order will be placed to the firm for the said item including forfeiture of the EMO and the concerned firm will be blacklisted for three (3) years from the date of issue of letter for the said item.
- o) Violating the tender terms and conditions & non supply / supply which is not as per technical specification will disqualify the firm to participate in the tender for a period of three (3) years from the date of issue of letter and his E.M.D will be forfeited and no further purchase order will be placed to that firm for that item.
- p) The bidders must submit one sample of the ORTHOSIS/ PROSTHESIS MATERIALS as per Annexure-II with their technical bids. If the bidders will not submit the sample of the same than the financial bid of the bidder shall not be considered.

1. General Condition:

- 1) Eligible bidders should submit their tender documents to the CDM & PHO, Khordha through **Speed Post/ Registered Post/ Courier only**.
- 2) Any tender documents received after the due date & time will be rejected and returned to the sender unopened.
- 3) Violating the tender terms and conditions & non-supply / partially supply / supply, which is not as per technical specification, will declared as **Blacklisted** and disqualify the firm to participate in any tender of this district for a period of next 03 (three) years from the date of issue of the letter and his E.M.D. will be forfeited.
- 4) Tenders documents should be typewritten or computerized, failing which the bidders will be ineligible for consideration. No further correction will be allowed.

3. The Cover "B" (Price Bid) should contain as follows:

- 1) Financial Bid must be submitted in the prescribed format as attached in Annexure- IV. No other document should be enclosed in the Financial Bid. The Financial Bid should be sent in a separate sealed cover called **Cover "B" (Price Bid)**.
- 2) The rates should be computerized.



- 3) The price quoted by the tenderers shall not in any case, exceed the controlled price, if any, fixed by the Central/ State Government and the Maximum Retail Price (MRP). The purchaser, at his discretion, will in such case, exercise the right of revising the price at any stage so as to confirm to the controlled price or MRP as the case may be deleted.
- 4) The rate quoted and accepted will be binding on the tenderer for a period of **one year** from the date of approval of the rate contract and on no account, any increase in the price will be entertained till the completion of this tender period.
- 5) If there is difference between figures & words, words will be taken into consideration.

The undersigned reserves the right to reject or cancel any or all the tenders without assigning any reason thereof.

Chief District Medical & Public Health Officer
Khordha



CHECK LIST

Sl. No.	List of Tender Documents Submitted	Yes	No	Page No.
1	Name of the Organisation			
2	Name of the Authorised Person			
3	Email of the Organisation			
4	Contact no of the Authorised Person			
5	EMD: Rs.20,000/- (Rupees Twenty Thousand only - Refundable) in shape of Bank Draft/ Bankers Cheque in favour of ZSS Non NRHM Fund, Khordha payable at Khordha.			
6	Tender Paper Cost: Rs.2000/- (Rupees Two Thousand only- Non-refundable) in shape of Bank Draft/ Bankers Cheque in favour of ZSS Non NRHM Fund, Khordha payable at Khordha.			
7	List of Item (s) Quoted in the prescribed format (Annexure - III)			
8	Self attested photocopy of organization's PAN.			
9	Copy of organization Income Tax Return Acknowledgement for the (Assessment Year 2019-20, 2020-21 & 2021-22)			
10	Photo copy of the audited financial statement for the last three financial year i.e. 2018- 19, 2019-20 & 2020-21.			
11	Self-attested photocopy of the GST registration certificate. Photocopy of the GST registration certificate & GST Return Copy (GSTR-3B) of last 3 months (i.e. June, July, August of 2021) for Regular Dealer & GSTR-4 of last Quarter (i.e. Apr-June-2021) for Composition Dealer.			
12	Leaflet/ Technical Brochures of the products/ item offered.			
13	Declaration by Notary Public regarding blacklisted of Manufacturer/ supplier either by the Tender inviting authority or by any state Govt. or Central Govt. organization as per Annexure-V.			
14	Self Declaration regarding quote the rates for individual items inclusive of insurance, packing, forwarding, freight (door delivery) and exclusive of GST charges (if any) as per Annexure-VII.			
15	Self Declaration regarding the rate quoted and accepted will be binding on the tenderer for a period of one year from the date of approval of the rate contract and on no account, any increase in the price will be entertained till the completion of this tender period as per Annexure-VIII.			
16	Undertaking regarding they will supply the stocks within Thirty days after receipt of the Purchase Order from this office as per Annexure-IX.			
17	Declaration regarding the supplier shall have a minimum annual average turnover of Rs.1 (one) Crores or more in the last three year financial years i.e. 2018-19, 2019-20 & 2020-21 as per Annexure-X. The bidders shall submit the audited financial statement for the last financial i.e. 2018-19, 2019-20 & 2020-21 for verification of turnover.			
18	Submission of one Sample for the items as mentioned in Annexure-II			



Signature of the Bidder with seal

LIST OF ITEMS TO BE TENDERED

Sl. No.	NAME OF ORTHOSIS/ PROSTHESIS	SPECIFICATION
1	ARCH SUPPORT (UNILATERAL) WITH SHOES	MCR/PELITE MADE OF ARCH WITH GOOD QUALITY SHOE
2	ARCH SUPPORT (BILATERAL) WITH SHOES	MCR/PELITE MADE OF ARCH WITH GOOD QUALITY SHOE
3	MEDIAL/LATERAL WEDGE IN SHOES	GOOD QUALITY INSLOE WITH SHOE
4	CTEV SHOES LEATHER	GOOD QUALITY INSLOE WITH SHOE
5	CTEV D.B. SPLINT WITH SHOES	D.B SPLINT FITTED WITH LEATHER SHOES
6	CTEV SPLINT (UNILATERAL) WITH SANDLE	POLYPROPELENE CTEV SPLINT WITH ALL ADJUSTABLE STARP AND SANDLE
7	AFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET AND SHOULD HAVE FLEXIBILITY WITH SHOE/SANDLE
8	B/L AFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET AND SHOULD HAVE FLEXIBILITY WITH SHOE/SANDLE
9	SMO/UCBL POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET AND SHOULD HAVE FLEXIBILITY WITH SHOE/SANDLE
10	B/L SMO/UCBL POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET AND SHOULD HAVE FLEXIBILITY WITH SHOE/SANDLE
11	KAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT AND SHOE/SANDLE
12	B/L KAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT AND SHOE/SANDLE
13	HKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT, HIP JOINT AND SHOE/SAND LE
14	BILATERAL HKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT, HIP JOINT AND SHOE/SAND LE
15	BILATERAL THKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT, HIP JOINT AND SHOE/SAND LE
16	B/L CTHKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT, HIP JOINT AND SHOE/SAND LE
17	KNEE ORTHOSIS POLYPROPELENE WITH OR WITHOUT KNEE JOINT	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT
18	SWASH BRACE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT AND HIP JOINT
19	COCKUP SPLINT	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT
20	CUSTOMISED CERVICAL ORTHOSIS	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT AND SOFT PADDING
21	FINGER/TOES SPLINT	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT
22	ELBOW GAITER	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT
23	COSMETIC FINGER	MADE OUT OF MEDICAL GRADE SILICON
24	BELOW KNEE PROSTHESIS	ENDOSKELETAL CE/ISO COMPONENTS WITH PP SOCKET, ADAPTER, PYLON, SACH FOOT WITH OTHER ACCESSORIES
25	ABOVE KNEE PROSTHESIS	ENDOSKELETAL CE/ISO COMPONENTS WITH PP SOCKET, 4-BAR KNEE JOINT, ADAPTER, PYLON, SACH FOOT WITH OTHER ACCESSORIES
26	HIP DISART PROSTHESIS	ENDOSKELETAL CE/ISO COMPONENTS WITH PP SOCKET, 4-BAR KNEE AND HIP JOINT, ADAPTER, PYLON, SACH FOOT WITH OTHER ACCESSORIES
27	BELOW ELBOW PROSTHESIS	COSMETIC/ MECHANICAL PROSTHESIS
28	ABOVE ELBOW PROSTHESIS	COSMETIC/ MECHANICAL PROSTHESIS

Signature of the Bidder with seal



LIST OF ITEMS QUOTED

Sl. No.	Tender Quoted Sl. No.	Name of the Item (As per Annexure-II)	Manufacture Name	Make	Specification submitted by the Bidders (mention details)

Signature of the Bidder with seal



PRICE BID

Sl. No.	NAME OF ORTHOSIS/ PROSTHESIS	Make & Model	Unit Price with all accessories (Both in figure & word)
1	ARCH SUPPORT (UNILATERAL) WITH SHOES		
2	ARCH SUPPORT (BILATERAL) WITH SHOES		
3	MEDIAL/LATERAL WEDGE IN SHOES		
4	CTEV SHOES LEATHER		
5	CTEV D.B. SPLINT WITH SHOES		
6	CTEV SPLINT (UNILATERAL) WITH SANDLE		
7	AFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
8	B/L AFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
9	SMO/UCBL POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
10	B/L SMO/UCBL POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
11	KAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
12	B/L KAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
13	HKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
14	BILATERAL HKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
15	BILATERAL THKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
16	B/L CTHKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE		
17	KNEE ORTHOSIS POLYPROPELENE WITH OR WITHOUT KNEE JOINT		
18	SWASH BRACE		
19	COCKUP SPLINT		
20	CUSTOMISED CERVICAL ORTHOSIS		
21	FINGER/TOES SPLINT		
22	ELBOW GAITER		
23	COSMETIC FINGER		
24	BELOW KNEE PROSTHESIS		
25	ABOVE KNEE PROSTHESIS		
26	HIP DISART PROSTHESIS		
27	BELOW ELBOW PROSTHESIS		
28	ABOVE ELBOW PROSTHESIS		



Signature of the Bidder with seal

DECLARATION

(Filled by the Notary)

I / We _____ do hereby declare that I / We have not been de-recognized/ black listed by the Tender inviting authority or by any state Govt. or Central Govt. organization for supply of Not of Standard Quality Items/ non-supply.

I / We agreed that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me / us for a period of 3 years if, any information furnished by me / us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Seal & Signature of the Notary



DECLARATION

(Filled by the
Bidder)

I / We _____ do hereby declare that I
/ We have quoted the rates for individual item inclusive of packing, forwarding, freight
& door delivery and exclusive GST (if any).

Signature of the Bidder with seal

A handwritten signature in black ink, consisting of a stylized, cursive script that appears to be the name 'D' followed by a flourish.

DECLARATION

(Filled by the
Bidder)

I / We _____ do hereby declare that the rate quoted and accepted will be binding on the tenderer for a period of **one year** from the date of approval of the rate contract and on no account, any increase in the price will be entertained till the completion of this tender period, otherwise the Tender Inviting Authority can **forfeit the Earnest Money Deposit and blacklist me / us for a period of next 3 years.**

Signature of the Bidder with seal

A handwritten signature in black ink, consisting of a large, stylized letter 'D' with a horizontal line extending to the right.

DECLARATION

(Filled by the
Bidder)

I / We _____ do hereby declare that I
/ We supply the stocks **within 30 days** after receipt of the Purchase Order from the
Tender Inviting Authority. In case of non-supply within the stipulated time period, the
tender inviting authority may please be allowed extension for a **maximum period of 02
(two) weeks (14 days)** after the stipulated date of supply with a **penalty of 0.5% per
week**, which will be deducted from the purchase order value as "**Liquidated Damage**".

I / We agreed that the Tender Inviting Authority can **forfeit the Earnest
Money Deposit and blacklist me/ us** for a period of next **3 years** for non-supply /
part supply of the stocks within the time period.

Signature of the Bidder with seal



ANNUAL AVERAGE TURN OVER STATEMENT
(To be furnished in the letter head of the Chartered Accountant)

The Annual Turnover of M/s for the last 3 financial years are given below and certified that the statement is true and correct

Sl. No.	Financial Year	Turnover in Crore (Rs.)
1	2018-19	
2	2019-20	
3	2020-21	
Average Annual Turnover in Crore (Rs.)'		

Date:

Signature of Chartered accountant Place:

{Name in Capital)

Seal Membership No.-

Note:

- 1) To be issued in the letter head of the Chartered Accountant with membership No.
- 2) Also attach photocopies of the audited P/L account of each year highlighting the turnover in support of that.
- 3) UDID no must be mentioned

