

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

BID DOCUMENT  
FOR  
EQUIPMENTS, AIDS & DRUGS FOR DISTRICT EARLY INTERVENTION  
CENTRE (DEIC), RBSK KHORDA

Reference No. 2806/NHM/Khorda

Date: 26/02/2019

Address for communication with Email ID:

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

Website: [www.Khordha.nic.in](http://www.Khordha.nic.in), E-Mail: [dpmukhurdha@gmail.com](mailto:dpmukhurdha@gmail.com)

Page 1 of 23



## CONTENT

| Section  | Clause | Component  | Page No. |
|--|--------|--|----------|
| Section – I                                      | 1      | Background   | 5        |
| General Information About Tender                 | 2      | Description & Directives   | 5        |
|  |        |  |          |
| Section – II<br>Specific Information for Bidders | 1      | Eligibility Criteria   | 8        |
|  | 2      | Tenure of the Contract   | 8        |
|  | 3      | Important Notes for Bidders  | 9        |
|  | 4      | Bidding Process  | 9        |
|  | 5      | Evaluation and Selection   | 11       |
|  | 6      | Award of Contract  | 11       |
|  | 7      | Performance Security   | 11       |
| Section – III<br>Conditions of Contract          | 1      | Contract Management  | 13       |
|  | 2      | Payment Terms  | 15       |
|  | 3      | Resolution of Disputes   | 15       |
| Annexure   | I      | List of Equipments & Aids (01-Special Education, 02-Physiotherapy, 03-Sensory Integration, 04-MHT RBSK, 05- Prosthetics & Orthotic, 6- Drugs for MHTs) | 16       |
|  | II     | Format for Turnover Certificate  | 17       |
|  | III    | Format for Declaration   | 18       |
|  | IV     | Format for General Details of the Bidder   | 19       |
|  | V      | Agreement Format   | 20       |
|  | VI     | Format of Bank Guarantee for Performance Security  | 22       |

**NOTICE INVITING BID**

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

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

**Bid Reference No. : 2806/NHM/Khordha**

**Date: 26/02/2019**

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

| <b>Sl. No.</b> | <b>Particulars</b>                     | <b>Date and Time</b>                                |  |
|----------------|--|---|--|
| 1.             | Date of release of bid                 | 27.02.2019  |  |
| 2.             | Date & Time of Pre-bid Meeting         | 07.03.2019, 11 AM                                   | Office of the CDM & PHO, Khordha                         |
| 3.             | Last date & time for submission of bid | 13.03.2019, 04 pm                                   | Office of the CDM & PHO, Khordha                         |
| 4.             | Date & time of Technical bid opening   | 14.03.2019, 11AM                                    | 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 **13.03.2019** by **04.00 P.M** to the O/o-CDM&PHO, Khordha through Speed Post/Regd. Post/Courier only. The bid document should be superscribed with "Bid Document for Equipment, Aids & Appliances 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 Equipments, Aids & Appliances 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 Equipments, Aids & Drugs 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 Equipments, Aids & Appliances
- d) Cost of Tender Paper : **Rs. 3000/-** (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](http://www.Khordha.nic.in) and should be enclosed as cost of tender paper).
- f) EMD : **Rs.12,000/-** (Rupees twelve thousand) 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:27.02.2019

**Last date & time for bid submission: 13.03.2019 by 04 PM to the O/o-CDM & PHO,At/Po- Khordha through Speed Post/Regd. Post/ Courier only.**

Bid Opening: 14.03.2019, 11.00 AM 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](http://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.



## 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 along with the following:
  - i. Valid ISO certificate if any
  - ii. CE / US FDA / IEC certificates of the manufacturer as per technical specification if any
- c. Financial Statement of last three financial year duly certified by Chartered Accountant. and the average annual turnover should not be less than Rs. 01.00 Crore (Report on the financial standing of the Bidder such as Turnover Statement, duly certified by a Chartered Accountant, as in **Annexure-II** for the Financial Years 2015-16, 2016-17 & 2017-18 to be furnished. Provisional Turnover shall not be considered.)
- d. Income Tax Clearance certificate for the last three FY 2015-16, 2016-17 & 2017-18.
- e. Performance certificate of at least one year supply to Govt. institution along with Order copy. Without order copy performance certificate is not valid or void in ab initio.
- f. Sample or Technical Brochure of the items quoted. There are few items having no technical specification (prototype enclosed) which will be finalized by the Purchase committee after verification of samples or technical brochures.
- g. 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.
- h. 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.
- b. In the event of the contract being terminated by the Tender Inviting Authority before the completion of the contract period for reasons of unsatisfactory performance or breach of contractual conditions, the Performance Security of the agency shall be liable to be forfeited.

### 3. IMPORTANT NOTES FOR BIDDERS:

- a. EMD will be refunded to the unsuccessful bidders once the successful bidder submits the Performance Security and signs the contract.
- b. EMD will be refunded to the successful bidder after submission of the required Performance Security.
- c. In case of unwillingness of L1 bidder to enter into contract or bid withdrawal in any form, the EMD submitted by the bidder will be liable for forfeiture and the Tender Inviting Authority will have the right to proceed for a contract with the next lowest responsive bidder.

### 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/<br>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.      | Turnover Certificate as per <b>Annexure-II</b>  |          |
| 7.      | Income Tax Clearance certificate for the last three FY  |          |
| 8.      | Performance certificate of at least one year supply to Govt. Institution along with Order copy  |          |
| 9.      | Declaration as per <b>Annexure-III</b>  |          |
| 10.     | General Details of the Bidder as per <b>Annexure-IV</b>   |          |
| 11.     | Bank Details of the bidder as follows –<br>a. Name of the Bank and Branch<br>b. Type of Account - Savings/ Current<br>c. Bank Account No.<br>d. IFS Code                |          |

**LIST OF ITEM(S) QUOTED (TO BE ENCLOSED IN ENVELOPE FOR TECHNICAL BID)**

| Sl. No. | Name of Item(s) | Category<br>(1. Special Education /<br>2. Physiotherapy /<br>3. Prosthetics &<br>Orthotic ) | Name of Manufacturer | Make | Model Name | *Details of offered product at Page No. (s) |
|---------|-----------------|---|----------------------|------|------------|---|
|         |                 |   |                      |      |            |   |

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 Equipment, Aids & Drugs for DEIC".

| Sl. No.              | Name of the Equipment, Aids & Drugs | Category<br>(1. Special Education /<br>2. Physiotherapy /<br>3. Prosthetics & Orthotic ) | Specification | Quantity | Rate/<br>Price per<br>Quantity | GST | Total<br>Cost<br>(Rs.) |
|----------------------|-------------------------------------|--|---------------|----------|--------------------------------|-----|------------------------|
| 1                    | 2                                   | 3  | 4             | 5        | 6                              | 7   | 8                      |
| Total (in Figure)    |                                     |  |               |          |                                |     |                        |
| Total (Rs.....) only |                                     |  |               |          |                                |     |                        |

- (i) The Total Cost as at Column 8 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.07.

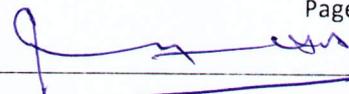
**Note:**

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.



- ☺♣½¿à⊥⊥♥°c⊥⊥†
- 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 8 above is for evaluation purpose only. However, contract will be per piece per quantity basis.**
- c) In case more than one bidder has quoted the same lowest total cost, the bidder having highest average annual turnover among them will be considered for award of contract.
- d) Intimation of offer for contract will be given by letter/ e-mail. The concerned bidder will have to acknowledge the same and submit the acceptance with the agreement document & Performance Security within 10 days of receipt of such intimation. In case of non-acceptance of agreement, the Tender Inviting Authority may proceed to the next lowest evaluated Bidder.

**7. PERFORMANCE SECURITY:**

- a) Performance Security acts as a safeguard against unsatisfactory performance or violation of contract agreement by the agency.
- b) 10% of the Purchase order value excluding GST, will be retained as Performance Security deposit from the successful Bidder in form of a Demand Draft/ Bank Guarantee which will be returned after 180 days from the date of supply of the items supplied. In case of breach of contract by the agency, the Performance Security shall be forfeited. If the agency duly performs and completes the contract in all respect, the Performance Security shall be returned without any interest on completion of all such obligations under the contract.

**SECTION – III**

**CONDITIONS OF CONTRACT**



## 1. CONTRACT MANAGEMENT

### a. Risk and Ownership

#### i. Liability of damages and losses

1. The agency bears the risk of loss for goods while in transit. The agency shall arrange for appropriate insurance for such goods in transit, the cost of which shall be deemed to be included in the rates set forth in the financial Bid.
2. In case of loss or damage to the goods in transit, amount equivalent to value of such goods will be deducted from the payment to be made to the agency. If value of damaged goods is more than 10 % of total consignment, then additional penalty of 20 % on value of damaged goods will also be levied.
3. The agency shall not be liable for any loss or damage to the extent such is due to a force majeure event, as defined in "FORCE MAJEURE" section of this agreement or an act or default of the Office of the Chief District Medical & Public Health Officer, Khordha.

#### ii. Force Majeure

If through "Force Majeure" (Government embargos, wars, blockages, revolutions, insurrections, mobilizations, strikes, lockouts, riots, other extra ordinary civil disturbances, and/or an act of God) where one or both of the contracting parties are unable to perform their obligations under the terms of this contract; then it shall be considered cancelled and no penalties shall be attached to the parties.

#### iii. Indemnity

The agency agrees that it shall protect, defend, indemnify and hold harmless to the Office of the Chief District Medical & Public Health Officer, Khordha from and against all liabilities, losses, costs, damages, expenses, claims, attorneys' fees and disbursements of any kind or of any nature whatsoever imposed upon the Office of the Chief District Medical & Public Health Officer, Khordha, whether incurred directly or indirectly by the Office of the Chief District Medical & Public Health Officer, Khordha by virtue of, or in connection with, or arising out of any:

1. Failure of the agency to maintain appropriate licenses to carry out the purposes of this agreement, resulting in the inability to, among other things, ship products for the Office of the Chief District Medical & Public Health Officer, Khordha;
2. Claims made by any employee or agent of the agency or by any operation of the agency related to agency's provisions of transportation services to the Office of the Chief District Medical & Public Health Officer, Khordha under the terms of this agreement, including any claim by agency's personnel that they are employees of the Office of the Chief District Medical & Public Health Officer, Khordha for any purpose;

### b. Penalty & Termination

#### i. Penalty Clause:

1. The Tender Inviting Authority may also terminate the contract in case of prolonged/frequent unsatisfactory service, breach of Terms & Conditions and non-compliance by the

agency of the instructions given by the Office of the Chief District Medical & Public Health Officer, Khordha. **In case of termination of the contract, Performance Security deposited by the agency shall be forfeited.**

**ii. Termination**

Without prejudice to any other remedies that the Office of the Chief District Medical & Public Health Officer, Khordha and its designated agents may have against the agency and its agents, the Office of the Chief District Medical & Public Health Officer, Khordha shall have the right at any time by giving notice in writing to the agency to terminate the agreement forthwith in any of the following events:

**1. On breach**

In case of non-compliance of prescribed quality norms, breach of contractual terms and repeated concerns regarding service quality.

**2. On liquidation or insolvency of the Agency**

If at any time the agency becomes insolvent or files an application for insolvency or any creditor of his moves the court for adjudicating him as an insolvent or if he is convicted by any court of law, the Office of the Chief District Medical & Public Health Officer, Khordha will have the absolute option of terminating the contract forthwith and he shall have no right for damage or compensation on this account.

**3. On prevention of performance of duties**

The Office of the Chief District Medical & Public Health Officer, Khordha shall have the right to terminate this Agreement immediately on notice to agency, if, in the reasonable judgment of the Office of the Chief District Medical & Public Health Officer, Khordha, the agency has failed to provide Equipment & Aids with the required standards.

**4. On Prejudicial conduct**

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.

**c. General Provisions**

**i. Subletting**

The agency shall not sublet, transfer or assign the contract or any part thereof, without the previous written approval from the Office of the Chief District Medical & Public Health Officer, Khordha. In case the agency contravenes this condition, the Office of the Chief District Medical & Public Health Officer, Khordha shall be entitled to place the contract elsewhere at the risk and cost of the agency and all expenses borne on this account shall be recovered from the agency.



## ii. Illegal Gratification

1. 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.
2. 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.
3. 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.

## 3. 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 RTGS/ Cheque/e-payment system.

## 4. 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.

ENCLOSED IN SEPARATE SHEET

A handwritten signature in black ink, appearing to be 'Raman', is written over a horizontal line at the bottom right of the page.

ANNEXURE- II

TURNOVER CERTIFICATE

I hereby certify that M/s. \_\_\_\_\_ (Name & address \_\_\_\_\_) is having the following annual turnover and the statement is true and correct -

| Sl. No. | Financial Year | Turnover                         |
|---------|----------------|----------------------------------|
| 1.      | 2015-16        | Rs. _____<br>(Rupees _____) only |
| 2.      | 2016-17        | Rs. _____<br>(Rupees _____) only |
| 3.      | 2017-18        | Rs. _____<br>(Rupees _____) only |

Signature of the Bidder:

Date:

Signature of Auditor/ Chartered Accountant

Membership No.:

Seal:

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

[Refer Para 7]

To

The Chief District Medical & Public Health Officer  
Khordha

WHEREAS ..... (Name and address of the Service Provider) (here in after called "the Service Provider") has undertaken, in pursuance of Tender Reference No. .... dated..... for engagement of commercial transport vehicles for **Supplying Equipment, Aids & Appliances for DEIC** (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the Service Provider shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

AND WHEREAS we have agreed to give the Service Provider such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Service Provider, up to a total of .....(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be Performed there under or of any of the contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the .....day of .....  
We the .....Branch..... undertake not to revoke the guarantee during its currency expect with the previous consent of the Office of the Collector & District Magistrate, Khordha in writing.

We .....Branch..... further agree that a mere demand by the Office of the Chief District Medical & Public Health Officer, Khordha is sufficient for us to pay the amount covered by the Bank Guarantee without reference to the said Agency and protest by the said Agency cannot be a valid ground for us to decline payment to the Office of the Chief District Medical & Public Health Officer, Khordha.

(Signature of the authorized officer of the Bank)

Name and designation of the Officer

Seal, name & address of the Branch of the Bank

**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.

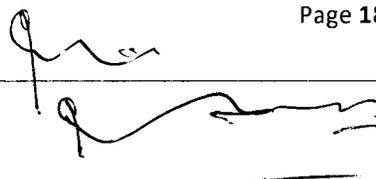
**Currently running criminal/civil suits against my/ our firm are:**

(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.**



**ANNEXURE- IV**

**General Details of the Bidder**

| <b>Sl. No</b> | <b>Particulars</b>   | <b>Details</b> |
|---------------|--|----------------|
| 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<br><br>Mobile No:<br><br>Email Address: |                |
| 5.            | Full Address of Regd. Office<br><br>Telephone Number<br><br>Fax. No.<br><br>E-Mail Address   |                |
| 6.            | Website of the Organization  |                |
| 7.            | PAN  |                |

**AGREEMENT**

This agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

BETWEEN

**Office of the Chief District Medical & Public Health Officer**, Khordha, having its registered office at Khordha (Herein after "The 1<sup>st</sup> Party")

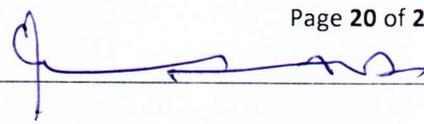
AND

M/s. \_\_\_\_\_, having its registered office at \_\_\_\_\_  
 ---, represented through its \_\_\_\_\_, duly authorized for the purpose  
 (Herein after "The 2<sup>nd</sup> Party").

Whereas the 1<sup>st</sup> Party has invited tender for "**Supplying Equipment, Aids & Appliances for DEIC**" vide tender reference no. \_\_\_\_\_ dt. \_\_\_\_\_ .2018. The 2<sup>nd</sup> Party submitted its bid as per tender requirement and being the L1 bidder, the 1<sup>st</sup> Party has finalized the tender in favour of the 2<sup>nd</sup> Party for supplying equipment & aids for DEIC at the prices/rates indicated against various components (herein after "Contract Price") on the terms and condition set forth in this agreement. The letter of award was issued vide LOA No. \_\_\_\_\_ dated \_\_\_\_\_ inviting to execute the contract. And whereas the 2<sup>nd</sup> Party has deposited the Performance Security of Rs. \_\_\_\_\_ vide a Demand Draft/ Bank Guarantee No. \_\_\_\_\_ dt. \_\_\_\_\_.

**NOW THIS AGREEMENT WITNESSES AS FOLLOWS:**

1. The following documents shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - a) Conditions of Contract
  - b) Submissions and Declaration as part of the Proposal submitted
  - c) Notification of Award issued by the Office of the CDM&PHO, Khordha
2. In consideration of the payments to be made by the 1<sup>st</sup> Party to the 2<sup>nd</sup> Party, the 2<sup>nd</sup> Party hereby covenants with the 1st Party to provide the agreed services uninterrupted in all respects as per the provisions of this Contract.
3. The 1<sup>st</sup> Party hereby covenants to pay the 2<sup>nd</sup> Party in consideration of the provision of the agreed services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed in the Contract.



**4. TENURE OF CONTRACT**

a. The contract is for a period of one (1) years from the date of signing of contract.

b. In the event of the contract being terminated by the 1<sup>st</sup> Party before the completion of the contract period for reasons of unsatisfactory performance or breach of contractual conditions, the Performance Security of the 2<sup>nd</sup> Party shall be liable to be forfeited.

**For and on behalf of the Agency**

**Chief District Medical & Public Health Officer,  
Khordha**

**Authorized Signatory**

**Authorized Signatory**

(Name with Signature)

(Name with Signature)

Date:

Date:

1.Witness

1.Witness

2.Witness

2.Witness







01. Teaching Learning Materials for EI/Remedial Therapy & Special Education (DEIC), Khorda

| Sl No | Name of the Item   | Quantity                   | Purpose   | Specification  |
|-------|--|----------------------------|---|--|
| 1     | Therapeutic Mat  | 30 Pcs for one room & Play | Sitting & Structure environment for effectively perform & response            | 30 Pcs of 4 pair of coloured mat   |
| 2     | Wooden cup board (SLF 7)   | 1                          | For storage of TLM & other for develop independent skills of children (motor) | 60.0 X 45.0 X 80.0 cmsize, weight 25.1 Kg  |
| 3     | Follow the patterns (ELWI)   | 2                          | Visual perceptual & cognitive development                                     | 30 X 30 X 7 cm   |
| 4     | Peg Board big(Gs119)   | 1                          | Fine motor & Concentration development  | 80 Pegs in the wooden board  |
| 5     | Shape & Slot box(ELS 5)  | 1                          | Cognitive skill enhancement   | 16 X 13 X 3 cm, weight 770g  |
| 6     | Picture dominos (ELS 4)  | 1                          | Cognitive enhancement   | 9.5 X 5.5 x 0.3 cm, Weight 630gm   |
| 7     | Find the sequences (ELS 3)   | 1                          | Cognitive & Language enhancement  | 7.5 X 7.5 X 0.5cm, weight 1050gm   |
| 8     | Advance Shape Stackers (ELS 7)                                     | 1                          | Cognitive & Language enhancement  | 40 X 7.5 cm, Weight 370gm  |
| 9     | Grade & Stack squares (ELS 12)                                     | 1                          | Math skill develop, cognitive   | 13 X 13 X 18.5cm, weight 1160gm  |
| 10    | Match number & quantity, opposites, animals (ELFM8, ELFM9, ELFM13) | 1 set each                 | math & cognitive enhancement  | 13 X 7.5 X 0.5 cm, 470gm<br>13 X 7.5 X 0.5 cm, 660 gm<br>13 X 7.5 X 0.5 cm , 690gm |
| 11    | Build ties (ELB3)  | 1                          | Cognitive, motor & perceptual skills  | 15 X 15 X 0.4 cm to 3 X 3 X 0.4 cm, 1500gm   |
| 12    | Build block (ELB4)   | 1                          | Cognitive, motor & perceptual skills  | 15 X 3 X 3 cm to 3 X 3 cm, 3650gm  |
| 13    | Our helpers (ELKA4)  | 1                          | Life skill  | 13 X 16 X 0.3 cm, 1080gm   |
| 14    | Clock (ELKA5)  | 1                          | Time Concept  | 28 X 31 X 6 cm, 1010gm   |
| 15    | Sound Boxes(5010)  | 1                          | Play  | Various boxes of 1 set   |
| 16    | Theatre  | 1                          | Play & Learn  | Wooden stage with pappet   |
| 17    | Triangle market  | 1                          | Math  | Various size of triangles  |
| 18    | Exercise Board   | 1                          | Concept & act of fitness  |  |
| 19    | Animals & home (ELFM5)   | 1                          | matching, preacademic & cognitive   | 13 X 7.5 X 0.5 cm, weight 680gm  |
| 20    | Touch Boards (EMS13)   | 1                          | To feel difference of texture   | 24 X 11.8 X 0.8 cm, weight 560gm   |
| 21    | Touch Boards (EMS14)   | 1                          | To feed difference of texture   | 24 X 11.8 X 0.8 cm, weight 520gm   |
| 22    | Baric tablets (EMS 16)   | 1                          | To pair identically weighing plagues  | 8 X 7.5 X 0.5 cm, 900gm  |
| 23    | Mastery Bags (EMS 17)  | 1                          | To pair identical shapes  | 3 x 3 X 3 cm, 320gm  |
| 24    | Set of Knobbless   | 1                          | To arrange cylinders in order accordingly sizes                               | 5.5 dia 5.5 cm ht  |
| 25    | Geometrical solid shapes (EMS 19)                                  | 1                          | To observe basic shapes   | 6 X 6 X 10 cm, 2116gm  |
| 26    | Number Rods (EMA 1)  | 1                          | To count partition and arrange rods in order of ascending quantity.           | 100 X 25X 2.5 to 10 X 2.5 X 2.5 cm , 3930gm  |
| 27    | Spindle Box  | 1                          | To count spindle and place in right partition of box                          | 49.5 X 16.5 X 4.3 cm 908gm   |
| 28    | Sand paper number  | 1                          | To feel shape of number finger  | 9.8 X 7.7 X 0.3 cm, 296gm  |

01. Teaching Learning Materials for EI/Remedial Therapy & Special Education (DEIC), Khorda

| Sl No | Name of the Item   | Quantity | Purpose   | Specification                             |
|-------|--|----------|---|---|
| 29    | Arithmetic material  | 1        | To observe value of unit, ten, hundred and thousand                           | 33 X 12 X 7 cm, 708gm                     |
| 30    | Arithmetic material (EMA 5)                                    | 1        | To make quantity of unit, ten, hundred and thousand                           | 35.5 X 12 X 7 cm, 1224gm                  |
| 31    | Ten board & bead box (EMA 6)                                   | 1        | To make tens in numbers & quantity in golden beads                            | 7 X 7.5 cm, 1560gm                        |
| 32    | 3000 cards (EMA)   | 1        | To make desired quantity till 3999 in figures                                 | unit plate size 3 X 4 cm, 740gm           |
| 33    | 9000 cards (EMA 9)   | 1        | To make desired quantity till 9999 in figures                                 | 3 x 4 cm, 650gm                           |
| 34    | Golden chain of 100 (EMA 10)                                   | 1        | To count till 100 & use arrow   | 3.5 X 0.6 cm, 120gm                       |
| 35    | Coloured bead stair (EMA 12)                                   | 1        | To use for any counting 1-9 quantity  | 10 x 70 X 5.5 , 90gm                      |
| 36    | Addition snake game (EMA 16)                                   | 1        | To do addition with bead materials  | 2.8 X 1.2 cm, 380gm                       |
| 37    | Multiplication snake game (EMA 16)                             | 1        | To do multiplication with bead materials                                      | 28 X 10 X 5 cm, 520gm                     |
| 38    | One to ten printed cards (EMA 19)                              | 1        | To use for any counting from 1 to 10  | 10 X 7 X 5.5 cm, 120gm                    |
| 39    | sand paper alphabet capital letters (EML 1)                    | 1        | To trace rough part & say the sound of letter                                 | 14.7 X 9.6 X 0.3 cm, 1430gm               |
| 40    | Sand paper alphabet small letters (EML 2)                      | 1        | To trace rough part & say the sound of letter                                 | 13 X 13 X 0.3 cm, 1310gm                  |
| 41    | Sand paper phonograms letters (EML 3)                          | 1        | To trace rough part & say the sound of phonogram                              | 17 x 14.1 X 0.3 cm, 1124gm                |
| 42    | Sand paper alphabetcursive small letters (EML 4)               | 1        | To trace rough part & say the sound of letter                                 | 14.8 X 13.2 X 0.3 cm, 1584gm              |
| 43    | Exercise of practical life material wooden empty trays (EMEP1) | 1        | For storage of TLM & other for develop independent skills of children (motor) | 40 X 30 X 4.2 cm, 1525gm                  |
| 44    | Napkins (EMEP 2)   | 1        | To fold napkins as per given guideline  | 27 X 27 cm, 490gm                         |
| 45    | Large button frame (EMEP 3)                                    | 1        | To tuck large button  | 24.5 X 26 X 2 cm, 254gm                   |
| 46    | Medium Buttons frame (EMEP 4)                                  | 1        | To tuck medium botton   | 24.5 X 26 X 2 cm, 238gm                   |
| 47    | Small Buttons frame (EMEP 5)                                   | 1        | To tuck small botton  | 24.5 X 26 X 2 cm, 252gm                   |
| 48    | Zipper frame (EMEP 7)  | 1        | To tuck Zip   | 24.5 X 26 X 2 cm, 240gm                   |
| 49    | Buckles frame (EMEP 8)   | 1        | To tudk buckless  | 24.5 X 26 X 2 cm, 280gm                   |
| 50    | Hook & Eye frame (EMEP 9)                                      | 1        | To tuck hook and eye  | 24.5 X 26 X 2 cm, 240gm                   |
| 51    | Lace Frame (EMEP 10)   | 1        | To tie lace   | 24.5 X 26 X 2 cm, 236gm                   |
| 52    | Vellro frame (EMEP 11)   | 1        | To tuck vellro  | 24.5 X 26 X 2 cm, 270gm                   |
| 53    | Ribbons frame (EMEP 12)  | 1        | To tie ribbons  | 24.5 X 26 X 2 cm, 260gm                   |
| 54    | Art & craft animal (ELAC 4)                                    | 1        | Enjoy colouring animals cutouts   | 25 X 17.5 X 1 cm, 80gm                    |
| 55    | Pentagone dairy (ELSC 13)                                      | 1        | Enjoying colouring your own mooden diary cover                                | 19 X 16 X 2.5 cm, 120gm                   |
| 56    | Hand gloves puppet of animals (ELD 7, 8,31,32,20,15)           | 6        | To performing story, rhyme  | 100gm each                                |
| 57    | Lace on animals, on shoe, on shapes(ELL 10, 11, 12)            | 3        | Lace on the board   | 21.5 X 9.5 X 10.5 cm, 400gm, 620gm, 550gm |

01. Teaching Learning Materials for EI/Remedial Therapy & Special Education (DEIC), Khorda

| Sl No | Name of the Item   | Quantity              | Purpose  | Specification  |
|-------|--|-----------------------|--|--|
| 58    | Number Train (ELCP 1)  | 1                     | Enjoy making train form part   | 137.5 X 11 X 0.5 cm, 750gm   |
| 59    | Coircle, rectangle, trangle shapes   | 3                     | Let's complete picture   | 17 X 17 X 0.75 cm, 90gm<br>18 X 13 X 0.75 cm, 90gm<br>17 X 17 X 0.75 cm, 100gm |
| 60    | Summer, garden, beach, winter (ELCP 34, 35, 36)  | 5                     | Let's complete complex picture                                       | 30 X 20 X 0.75 cm, 285gm   |
| 61    | Follow the patterns, patterns writing, number tracking, upper case, lower case   | 5                     | writing skill  | 34.5 X 24 X 0.8 cm, 200gm  |
| 62    | Flash cards (fruits,vegetables, flowers, birds, animals, domestic, wild, vehicle, body parts, family, shapes, colours, first aid | 13 set                | Academic   | Each set of flash cards  |
| 63    | First aid box, dressing & grooming kitchen set, box  | 4                     | Practical life   | Each one set   |
| 64    | Balack board, white board (small), chalk, markers, note book, pen, pencil, crayon, water colours, A4 bundles                     | 6                     | Academic   | Each one set   |
| 65    | Day & night, calenders, clock, months chart, session chart, duster, pic, eraser  | 5                     | Time Concept   | Each one set   |
| 66    | Ball 100pc & bucket (big)  | 100 ball,<br>1 bucket | Play & motor   | Multi coloured 100 balls & one big bucket                                      |
| 67    | Picture books (all in one, profesional, various environment, prepositions etc.)  | 5                     | Life skill   | 50 pages of each book  |
| 68    | Bell, ring bells, whistls, car, round box (montessori)   | 4                     | Language of auditory   | Various sound making toys  |
| 69    | Printing box, brush, sponge etc.   | 4                     | Fine motor   | Various things for painting  |
| 70    | Story sequences, (PH 151, 152, 153)  | 3                     | Language   | Various set of stories   |
| 71    | Music system-1 & rhyme-5, story-5 & life skill-5 DVD, Mantra DVD, Gayatri  | 1+5+5+5+1             | Language, visual perceptual skills                                   | One music system with DVDs   |
| 72    | Therapeutic light (multiple), touch  | 1+1                   | Visual perceptual skills, eye contact, attention, concentration etc. | Multi coloured light & touch   |
| 73    | Bells, tread & container   | 3                     | Eye hand interaction   | various size of beads & big container  |
| 74    | Wooden or plastic chair  | 2                     |  | 10 inch & 13.5 inch  |
| 75    | Wooden Table   | 1                     |  |  |
| 76    | Slide, tunnel, swing, door mat   |                       | For playing  |  |