



OFFICE OF THE CHIEF DISTRICT MEDICAL &  
PUBLIC HEALTH OFFICER, KHORDHA  
NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME, Khordha



**TENDER CALL NOTICE**

Adv.No.08/2024

Date:19.12.2024

Sealed Tenders are invited from registered agencies/suppliers/individuals for supply of morbidity management kit to Khordha district. The details term and conditions are available in the district website [www.khordha.odisha.gov.in](http://www.khordha.odisha.gov.in). The bidding documents complete in all respect should reach the Office of Chief District Medical & Public Health Officer, NVBDCP, Khordha on or before 10.01.2025 through post or courier which should be super scribed as "BID DOCUMENTS FOR TENDER CALL NOTICE NO.08/2024. The bids will be opened on 15.01.2025 at 11.30 A.M in the office Chamber of CDM & PHO, Khordha. The authority reserves the right to cancel or accept any Quotation fully or partially without assigning any reason there-of.

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Chief District Medical & Public Health Officer, Khordha

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**GENERAL INFORMATIONS:**

The bidding documents complete in all respect should reach at Office of the Chief District Medical & Public Health Officer, NVBDCP, Khordha on or before 10.01.2025 and super scribed as **“BID DOCUMENTS FOR TENDER CALL NOTICE NO.08/2024”**.

1. Those bidders who have not submitted required documents with technical bid, they are automatically disqualified and cannot claim in future.
2. The Tender will be valid up to one year from the date of approval and the rate will be valid as mentioned in the financial bid.
3. The CDM & PHO-cum-District Mission Director, Khordha reserves all the right to consider/reject any such proposal without assigning any reason thereof.
4. The bidder will supply the materials as per requirement & the payment will be made within 30 days of receipt of proper bill.
5. The bidder having experience for supply of required Materials specified in the tender only to any Government Organization may be given preference.
6. The contract would be initially for 1 year which may be extended based on satisfactory performance up to another one year if the authority pleases.
7. No price escalation will be entertained during the tenure.
8. The Performance security will be forfeited if the bidder will not supply the Materials in time as per the supply order.
9. **Instruction for submission of Tender:** The tender will be in two parts i.e. **Technical Bid (Cover-A)** and **Price Bid (Cover-B)**. The bidders should submit their **technical** and **price bid separately in two envelopes** and these two envelopes should be put into **another cover envelope** superscripted as **“Tender in reference to adv. No.08/2024”**. The Technical & Price Bid envelopes should be clearly marked as Technical Bid & Price Bid on the top of the relevant envelopes. The tenders should be addressed to: **“National Vector Borne Disease Control Programme (NVBDCP)”**, **Office of the Chief District Medical & Public Health Officer, Khordha- 752055, Odisha.**

The last date & time of submission of tender is as mentioned in the Advertisement and the tender shall be opened as per schedule in presence of the bidders or their authorized representative.

10. Those Bidders who qualify in the technical bid, their Financial Bid (Cover B) shall only be opened.
11. That the bidder agrees to abide by all terms & conditions of tender.
12. If any information or documents furnished by the bidder is found to be incorrect or misleading at any stage, the tender will be rejected and performance security will be forfeited.
13. The blacklisted Agencies/Individuals either by the Tender inviting authority or by any state Govt. or Central Govt. organization are not eligible to participate in the tender for that item during the period of blacklisting.
14. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken for blacklist the Agencies/Individuals. In such case, CDM & PHO, Khordha shall have the liberty to purchase those items from other sources and the excess amount which CDM & PHO, Khordha may have to incur on account of purchase of the items from other sources shall be recovered from the successful bidder by forfeiting the Performance Security deposited by the successful bidder.

15. The bidder shall submit the original tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
16. Bidders must quote for all items per kit. Those bidders who have not quoted for all items separately shall be rejected.
17. Quoted price per kit of L1 bidder shall be negotiated if the quoted rate exceeds the budget provision per Kit set.
18. In case the L1 agency is not capable of supplying the items within 15 days then the L2 agency may be placed order for supply of items at L2 rate & penalty will be imposed to the L1 agency as deemed appropriate.
19. Order may be placed depending up on the actual requirement of quantity/ size and the billing can be done proportionately as per the rate quoted.

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## DOCUMENTS FOR ELIGIBILITY AND SUBMISSION WITH TECHNICAL BID

The agency must submit the following documents in order to qualify in the technical bid.

1. The Bidder will have to submit the Self attested Xerox copy of GST certificate, PAN in Technical Bid.
2. Copy of GSTIN return file for latest quarter is required.
3. The bidder should give Bank account details and Bank Account in favour of the agency name or at par in the name mentioned in GST certificate.
4. Copy of income tax return file for the financial year 2021-2022, 2022-2023 & 2023 -2024 (as applicable) & turnover certificate with proper UDIN number.
5. Turnover: Bidder turnover criteria:- The minimum average annual turnover of the bidder during the last three financial years (2021-2022, 2022-2023 & 2023 -2024) ending on 31<sup>st</sup> March of the previous financial year, should not be less than 2.00 crores. Documentary evidence in the form of certified audited balance sheets of relevant periods or a certificate from a chartered accountant / Cost Accountant indicating the turnover details for the relevant period shall be submitted with the bid. In case date of the constitution / incorporation of the bidder are less than 3 years old, the average turnover in respect of the completed financial years after the date of constitution / incorporation shall be taken into account for this criteria.
6. Demand Draft of **Rs.1,000/- (Non-refundable)** towards tender cost in favor of the **ZSS LIABILITIES, KHORDHA** from any nationalized Bank, payable at Khordha as mentioned for specific category of items.
7. The bidder should submit the Security Deposit of **Rs.1,00,000/- (Refundable)** in shape of DD in favour of **ZSS LIABILITIES, KHORDHA** payable at Khordha.
8. The selected bidder have to submit the Performance security for **Rs.2,25,000/-** before signing the contract in shape of bank guarantee from any nationalised bank in favour of **ZSS LIABILITIES, KHORDHA** payable at Khordha.
9. The DDs must be given in original and put in the technical bid envelope. (Xerox copy will lead to rejection of Bid).
10. The bidder should submit the copies of past experience certificate along with copies of supply orders or contract agreement , if any (minimum three nos. ) for successfully supplying the items specified in the tender to any govt organisation.
11. Affidavit of declaration certified by Notary (non judicial stamp paper of Rs.20/-) that the agency/ supplier/ individual has not been blacklisted by any govt. agency & does not have any legal suit / criminal case pending against it for violation of GST act or any other law and agrees to abide by all term and condition of the tender.
12. All the above documents must be kept inside the technical bid envelope. In case any of the documents is not found then the bidder will not qualify for opening of financial bid.



**TECHNICAL BID FOR OFFICE OF THE CDM & PHO, KHORDHA**  
**(To be submitted in Technical Bid Envelop)**  
 (The documents are to be arranged serially as per the order mentioned below)

**TENDER FORMAT:Part-I**

1	Name of the Agency/Supplier/Individual	
2	Address of the Agency/ Supplier/Individual	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Agency/Supplier/ Individual (Mobile Number)	
6	GST Registration no	(Photo copy to be attached)
7	PAN (Photocopy of PAN)	(Photo copy to be attached)
8	GST return (Photocopy of Up to date GST return of last quarter / Month)	(Photo copy to be attached)
9	Income Tax return details for last three years	
10	Audit Report from certified / Registered CA for (2021-2022, 2022-2023 & 2023 -2024)	
11	Minimum Average Annual Turnover Certificate for (2021-2022, 2022-2023 & 2023 -2024)	
12	Past experiences for financial three years ( Supply orders and experience certificate to be attached (minimum three nos. for successfully supplying the items specified in the tender to any govt organisation.)	
13	Demand Draft number and date of the Security Deposit (EMD) Rs.1,00,000/-	(Draft to be submitted in Original)
14	Tender Cost (Rs.1,000/-) Demand Draft number and date of the Security	(Draft to be submitted in Original)
15	Affidavit of declaration certified by Notary (Non judicial stamp paper of Rs.20/-) that the Agency/Supplier/Individual have not been blacklisted by any govt. agencies and does not have any legal suit / criminal case pending against it for violation of GST act or any other law and agrees to abide by all terms & conditions of the tender.	Affidavit in original stamp paper certified by Notary
16	Whether all documents are submitted and signed by the authorized signatory of the Agency/Individual in each page with seal (Yes/ No)	

**DECLARATION**

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 by/our knowledge. I/we understand that in case of any deviation/ forged information in the above statement at any stage, our Agency will be blacklisted and will not have any dealing with your organization in future.

Place:-

Date:-

Signature with Seal

**FINANCIAL BID FOR SUPPLY OF MMDP KITS TO O/o- CDM & PHO, KHORDHA**  
**(To be submitted in the Financial Bid Envelope)**  
**Tender Format : Part-II**

Sl.	Items	Specification of the items	Quantity per Kit	Price (per unit) N.B	Total Price (including GST, Transportation to all Blocks & other charges)
1	TUB	Minimum 30 (Thirty) litre volume with 1 (one) ft. height	01 No.		
2	Mug	Minimum 1 (One) litre capacity	01 No.		
3	Soap	Bathing Soap (Weight 125 gm)	02 Nos.		
4	Cotton Towel	Cotton towel (Size Minimum 1.5 ft X 1.5 ft)	06 Nos.		
<b>Total Cost Per Kit</b>					
In words (Rupees					Only)

**N.B:** Price quoted must be maximum up to 2 decimal and inclusive of all taxes and transportation cost up to the point of deliver i.e 10 Blocks, 2 Municipalities and BMC of Khordha district. In case mismatch between figure and word, amount mentioned in word will be considered.

Place:-  
Date:-

Signature with Seal

