



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH  
OFFICER cum DISTRICT MISSIONDIRECTOR, NHM,  
KHORDHA (ZILLA SWASTHYA SAMITI (ZSS))



Advt. No 650...

Date... 13/11/26

**SHORT TENDER CALL NOTICE**

Sealed tenders are hereby invited from authorized and eligible firms for supply of MMDP Kits to National Health Mission (NHM), Khordha. The sealed tender, complete in all respects along with required documents, should reach the Office of the CDM & PHO, Khordha, PIN-752055 on any working day on or before 03.02.2026 up to 01.00 P.M. through Speed Post / Registered Post / Courier only. The envelope containing the tender should be clearly superscribed on the top as: "Proposal for Supply of MMDP Kits, Khordha". Tenders received after the due date and time shall be summarily rejected. The undersigned shall not be held responsible for any postal or courier delay. The tenders will be opened on 03.02.2026 at 03.00 P.M. in the Office of the Undersigned, in presence of the bidders or their authorized representatives, if any. Detailed specifications, eligibility criteria, terms and conditions can be downloaded from the official website: <https://khordha.odisha.gov.in>. The undersigned reserves the right to accept or reject any or all the tenders, wholly or partly, without assigning any reason thereof.

-Sd-

CDM&PHO, Khordha

  
C.D.M. & P.H.O.  
Khordha

## SHORT TENDER CALL NOTICE

Office of the Chief District Medical & Public Health Officer, Khordha  
(National Health Mission, Khordha)

Tender No.: 650

Date: 12/1/26

### DETAILED TENDER DESCRIPTION

#### 1. Background

The National Health Mission (NHM), Khordha intends to procure **MMDP Kits** for programmatic use under NHM to support community-level health and hygiene interventions. For this purpose, sealed tenders are invited from eligible and experienced **agencies / firms / individuals** for **supply of MMDP Kits** conforming to the specifications and terms laid down in this tender document.

#### 2. Scope of Work

The successful bidder shall be responsible for:

- Manufacturing / procuring,
- Supplying,
- Packing,
- Transportation, and
- Delivery of **MMDP Kits** to locations (all CHCs level) specified by NHM, Khordha, as per the quantity, quality, and specifications approved by the competent authority.

#### 3. Description of MMDP Kit

Each **MMDP Kit** shall consist of the following items:

Sl. No.	Item Name	Specification	Quantity per Kit
1	Plastic Tub	30 Ltr capacity, 1feet height, good quality plastic, durable	01 No.
2	Plastic Mug	Standard size, good quality plastic with Minimum 01 Ltr capacity	01 No.
3	Soap	Standard bathing soap, sealed packing, 125 gm	02 Nos.
4	Towel	Good quality cotton towel, Minimum size- 1.5 ft X 1.5 ft.	06 Nos.

All items shall be **new, unused, free from defects**, and conform to acceptable quality standards under NHM.

#### 4. Packing & Labelling

- Each MMDP Kit shall be **properly packed** to avoid damage during transportation.
- Items inside each kit must be complete and intact.
- Any branding or marking shall be done only if instructed by NHM, Khordha.



## 5. Quantity

- The quantity of MMDP Kits will be as per requirement communicated by NHM, Khordha from time to time.
- The quantity mentioned is **indicative and may vary** depending on program need and fund availability.

### 1. Tender Schedule

- a) **Availability of Tender Documents:** From the date of advertisement
- b) **Notice Period: 14 (Fourteen) days** from the date of publication of advertisement
- c) **Last Date & Time for Submission of Tender:** 03.02.2026 up to 01:00 P.M.
- d) **Pre-bid meeting** on 19.01.2026 at 03:30 P.M. (DTU, O/o: CDM&PHO, Khordha)
- e) **Date & Time of Opening of Technical Bid:** 03.02.2026 at 03:00 P.M.
- f) **Date & Time of Opening of Financial Bid:** *(The date of opening of financial proposals will be intimated by the CDM&PHO to the agency found successful in the technical proposal evaluation.)*
- g) **Venue:** Office of the CDM & PHO, Khordha
- h) **Address:** O/o: CDM&PHO, KHORDHA, PO/ DIST.: KHORDHA, PIN: 752055, ODISHA, through Speed post/ Regd. Post/ Courier only.

### 2. Tender Cost

- **Tender Fee:** Rs. 2,500/- (Rupees Two Thousand Five Hundred Eighty only)
- To be submitted in the form of **Demand Draft (DD)**
- Drawn in favour of “**ZSS NON NRHM ACCOUNT, Khordha**”
- Payable at **Khordha**
- Tender fee is **non-refundable**.

### 3. Earnest Money Deposit (EMD)

- **EMD Amount:** Rs. 1,21,000/- (Rupees One Lakh Twenty One Thousand only)
- To be submitted in the form of **Demand Draft (DD)**
- Drawn in favour of “**ZSS NON NRHM ACCOUNT, Khordha**”.
- Payable at **Khordha**
- EMD shall be refunded to unsuccessful bidders as per rules; EMD of the successful bidder shall be retained till completion of supply.

## 6. Bidding System

The tender shall follow a **Two-Bid System**:

1. **Technical Bid**
2. **Financial Bid**

### (a) Submission of Bids

- The **Technical Proposal (Cover-A)** and **Financial Proposal (Cover-B)** must be placed in **two separate sealed envelopes**.
- Each envelope must bear the **name and address of the bidder** on the left-hand corner and be **super-scribed** as follows:

#### Cover-A:

*Technical Proposal for "Supply of MMDP Kits, Khordha"*

#### Cover-B:

*Financial Proposal for "Supply of MMDP Kits, Khordha"*

### (b) Outer Envelope

- Both Cover-A and Cover-B shall be placed inside a **single sealed outer envelope**, clearly super-scribed as:

**"Proposal for Supply of MMDP Kits, Khordha"**

### 7. Delivery Terms

- Delivery shall be made to locations as specified by the CDM & PHO, Khordha (Preferably to all CHCs of Khordha district).
- Transportation, loading, unloading, and insurance shall be the **sole responsibility of the supplier**.
- Supply must be completed within the **stipulated timeline** mentioned in the work order.

### 8. Quality Assurance

- The supplied items shall be subject to **inspection and verification** by the designated authority.
- Any item found defective, substandard, or not as per specification shall be **rejected and replaced at the supplier's cost**.
- Rejected items must be replaced within the time frame specified by NHM, Khordha.

### 9. Price Basis

- Rates shall be quoted **per MMDP Kit**, inclusive of all taxes, duties, freight, transportation, loading and unloading charges.
- The total cost per MMDP kit shall be limited to a maximum of ₹500/-.
- No escalation in price shall be allowed during the validity of the contract.

### 10. Payment Terms

- Payment shall be made after **successful supply and acceptance** of materials.
- Payment shall be released strictly as per NHM norms upon submission of the Stock Receipt Voucher from the CHC level, duly countersigned by the concerned Superintendent, Store Pharmacist, and PHEO.
- No advance payment shall be made.



## 11. Validity of Tender

- The tender shall remain valid for **365 days** from the date of opening of the financial bid, unless extended by the authority.

## 12. Compliance with Rules

- The procurement shall be governed by **Odisha Financial Rules (OFR)** and **NHM, Odisha procurement guidelines**.
- Any deviation shall be subject to approval of the competent authority.

## 13. Termination Clause

- NHM, Khordha reserves the right to terminate the contract at any stage in case of:
  - ✓ Non-compliance of terms,
  - ✓ Delay in supply,
  - ✓ Supply of substandard items, or
  - ✓ Any misconduct by the supplier.

## 14. Legal Jurisdiction

- Any dispute arising out of this tender shall be subject to the **jurisdiction of Khordha District only**.

## 15. Right of Acceptance

- The undersigned reserves the right to **accept or reject any or all tenders**, wholly or partially, without assigning any reason thereof.

## TECHNICAL BID – ELIGIBILITY CRITERIA & INSTRUCTIONS

### 1. General Eligibility

The bidder must fulfill **all** the following minimum eligibility criteria to qualify for technical evaluation:

1. The bidder shall be a **registered Agency / Firm / Individual / Proprietorship / Partnership / LLP / Company** legally competent to enter into a contract.
2. The bidder must have a **valid GST Registration Certificate**.
3. The bidder must have a **valid PAN** issued by the Income Tax Department.
4. The bidder must have the necessary **infrastructure and capacity** to supply MMDP Kits within the stipulated time.

### 2. Experience Criteria

1. The bidder should have **prior experience** in supply of similar materials (kits / household items / hygiene materials / plastic goods / textiles) to:
  - Government Departments, or
  - PSU / Autonomous Bodies, or
  - NHM / Health Department / WCD / other Government-sponsored programmes.
2. Copies of **work orders / completion certificates / supply invoices** must be submitted as proof of experience.
3. Preference may be given to bidders having experience with **NHM / Health Sector supplies**.

### 3. Financial Soundness

1. The bidder must be financially solvent and capable of executing the order.
2. The bidder shall submit a **self-declaration of financial capability** on their letterhead.
3. The procuring authority reserves the right to seek additional financial information if required.

### 4. Non-Blacklisting Criteria

1. The bidder must submit an **affidavit / self-declaration** on non-judicial stamp paper stating that:
  - o The bidder has **not been blacklisted / debarred** by any Central or State Government Department, PSU, Autonomous Body or NHM at the time of submission of the bid.
2. If the declaration is found false at any stage, the bid shall be rejected and EMD shall be forfeited.

### 5. Compliance with Tender Conditions

1. The bidder must submit a **duly signed and stamped copy** of the Tender Call Notice as a token of acceptance of all terms and conditions.
2. Any conditional or incomplete technical bid shall be **summarily rejected**.

### 6. Mandatory Documents to be Submitted in Technical Bid (Cover-A)

The Technical Bid must contain the following documents arranged in proper order:

1. Tender Fee DD (Original)
2. EMD DD (Original)
3. Audit Report of last 03 FY. (2022-23, 2023-24 & 2024-25)
4. Income Tax acknowledgement for last 03 FY. (2022-23, 2023-24 & 2024-25)
5. Annual Average Turnover of 01 Crore of last 03 FY. (2022-23, 2023-24 & 2024-25).
6. Copy of GST Registration Certificate
7. Copy of PAN Card
8. Proof of experience (Work order / Completion certificate / Invoice)
9. Non-blacklisting affidavit / declaration
10. Self-declaration of financial capability
11. Undertaking to supply items as per specification and within stipulated time
12. Signed & stamped copy of Tender Call Notice
13. Any other document as required by NHM, Khordha

### 7. Technical Evaluation Process

1. Technical bids will be opened in presence of the bidders or their authorized representatives, if any.
2. The Technical Evaluation Committee constituted by NHM, Khordha shall examine the bids for:



- Eligibility,
  - Completeness of documents,
  - Compliance with tender conditions.
3. Only those bidders who are **technically qualified** shall be considered for opening of the Financial Bid.

#### **8. Disqualification Criteria**

A bidder shall be disqualified if:

1. Required documents are missing or incomplete.
2. Tender fee or EMD is not submitted as prescribed.
3. False information or forged documents are submitted.
4. The bidder fails to meet the eligibility criteria.
5. The bid is conditional or deviates from tender terms.

#### **9. Clarification & Verification**

1. NHM, Khordha reserves the right to:
  - Seek clarification,
  - Verify documents,
  - Call for additional information from bidders.
2. Failure to respond within the stipulated time may result in rejection of the bid.

#### **10. Final Authority**

The decision of the **CDM & PHO, Khordha** shall be final and binding in respect of technical qualification.

#### **11. Note:**

- The selected agency/firm/individual shall submit a Performance Security equal to 5% of the total contract value. The Performance Security shall be forfeited if the bidder fails to supply the materials within the stipulated time as per the Supply Order and the Contract Agreement executed with the undersigned.
- On the day of financial bid opening, the eligible bidders shall physically display all items before the committee members for verification of the quality of the products.”



TECHNICAL BID FORMAT

(To be submitted in a separate sealed envelope marked as "Cover-A: Technical Proposal for Supply of MMDP Kits, Khordha")

Name of the Bidder/Firm/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

1. Tender Fee DD (Original)
2. EMD DD (Original)
3. Copy of GST Registration Certificate
4. Copy of PAN Card
5. Proof of experience (Work order / Completion certificate / Invoice)
6. Non-blacklisting affidavit / declaration- T1
7. Total Average Annual turnover (In last 3 financial years 2022-23, 2023-24 & 2024-25)- T2
8. Self-declaration of financial capability
9. Undertaking to supply items as per specification and within stipulated time
10. Signed & stamped copy of Tender Call Notice
11. Any other document as required by NHM, Khordha
12. Audit Report certified by CA for last 03 FY. (2022-23, 2023-24 & 2024-25) with UDIN No.
13. Income Tax acknowledgement for last 03 FY. (2022-23, 2023-24 & 2024-25)



FORM T1

(to be furnished in the technical proposal)

**Format for Affidavit certifying that Entity / Promoter(s)  
/Director(s)/Partners of Entity are not blacklisted  
(On a Stamp Paper of relevant value)**

**Affidavit**

I, M/s. .... (the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Department of Health & FW, Govt. of Odisha/ or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the \_\_\_\_\_ (Date of Signing of this proposal). Also, this Agency hasn't been terminated / withdrawn service (any assignment) before maturity of contract period from any Govt. Organization during last 3 years.

We further confirm that we are aware that, our proposal for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period.

Dated this .....Day of ....., 2026

Authorized Signatory/Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

(Organization Seal)



**FORM T2**

(to be furnished in the technical proposal)

**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.	Financial Year	Turnover in Rs.
1	2022-23	
2	2023-24	
3	2024-25	
Average Annual Turnover in Rs.		

\*Provisional audited statement shall not be considered.

Date:

Signature of Chartered Accountant

Place:

(Name in Capital)

Seal

**Membership No.**

UDIN No. ....

**Note:**

- 1) To be issued in the **letter head** of the Chartered Accountant with membership & UDIN No.
- 2) Also attach photocopies of the audited P/L account of **each year high lighting** the **turnover** in support of that



FINANCIAL BID FORMAT

(To be submitted in a separate sealed envelope marked as "Cover-B: Financial Proposal for Supply of MMDP Kits, Khordha")

Name of the Bidder/Firm/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

GST No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Price Schedule

Sl. No.	Description of Item	Quantity per Kit	Unit Rate (Rs.) (Inclusive of all taxes, transportation, loading & unloading)	Total Amount per Kit (Rs.)
1	Plastic Tub – 30 Ltr capacity, 1feet height, good quality plastic, durable.	01 No.		
2	Plastic Mug- Standard size, good quality plastic with Minimum 01 Ltr capacity	01 No.		
3	Soap- Standard bathing soap, sealed packing, 125 gm	02 Nos.		
4	Cotton Towel- Good quality cotton towel, Minimum size- 1.5 ft X 1.5 ft.	06 Nos.		
	<b>Total Cost per MMDP Kit (in Rs.)</b>			₹

Grand Summary

Description Amount (Rs.)

Total Cost per MMDP Kit (in ₹ figures) ₹ \_\_\_\_\_

Total Cost per MMDP Kit (in Rupees words) \_\_\_\_\_ only

Declaration

1. The above quoted rates are inclusive of all applicable taxes, duties, transportation, insurance, loading and unloading charges up to delivery point.
2. The total cost per MMDP kit shall be limited to a maximum of ₹500/-.
3. The rates quoted shall remain **firm and valid** for the entire period of supply.
4. No extra payment shall be claimed over and above the quoted rates.
5. I/We agree to supply the items strictly as per specification mentioned in the Tender Call Notice under NHM, Khordha.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the Bidder

Name: \_\_\_\_\_

Seal & Stamp: \_\_\_\_\_

