

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

Phone No.:06724-220064, Fax No.:06724-221850  
E-mail: cdmojagatsinghpur@gmail.com

Tender Reference No. **2510** //CDM&PHO/2020-21, Date: **25 // 06 //2020**



**TENDER DOCUMENT FOR SUPPLY OF DIFFERENT MEDICAL &  
PSYCHOLOGICAL EQUIPMENT UNDER DISTRICT MENTAL HEALTH  
PROGRAMME JAGATSINGHPUR FOR CHIEF DISTRICT MEDICAL &  
PUBLIC HEALTH OFFICER, JAGATSINGHPUR ON A RATE  
CONTRACT FOR A PERIOD OF ONE YEAR FROM THE DATE OF  
APPROVAL.**

BID SUBMISSION START DATE : 13 - 07 - 2020.  
LAST DATE OF SUBMISSION : 04 - 08 -- 2020 UP TO 5 P.M  
OPENING OF TENDER PAPERS : 06 - 08 - 2020 AT 11.00 A.M  
PLACE OF OPENING OF TENDER  
AND  
ADDRESS FOR COMMUNICATION: OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC  
AND HEALTH OFFICER, JAGATSINGHPUR  
RECEIPT OF TENDER DOCUMENTS AT/PO/DIST- JAGATSINGHPUR-754103

  
CHIEF DISTRICT MEDICAL & PUBLIC HEALTH  
OFFICER  
JAGATSINGHPUR

TENDER DOCUMENT: 2020-21

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*Susmita Reddy*  
21.06.2020

*Shishu*  
22.6.20

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22/6/2020



**OFFICE OF THE CHIEF DISTRICT  
MEDICAL & PUBLIC HEALTH OFFICER:  
JAGATSINGHPUR**

Tel :06724220064, Fax:06724221850  
E-Mail :cdmojagatsinghpur@gmail.com

Tender Reference No. 2510 //CDM&PHO/2020-21, Date: 25 // 06 //2020

**SHORT TENDER CALL NOTICE**

Quotations in sealed cover are invited by the undersigned from the intending Manufacturers / Authorized distributors/Dealers/ Agency for supply of different Medical & psychological Equipment, under District Mental Health Programme, DPHO wing to the Chief District Medical & Public Health Officer, Jagatsinghpur. The Bidders may download the Tender Documents directly from the website available at <http://jagatsinghpur.nic.in> The said quotation should reach in the office of the undersigned by **04- 08 - 2020 up to 5 P.M** through **Regd. Post / Speed Post / Courier Service** only. The tender will be opened on **06 -08 -2020 at 11.00 A.M.** in the Meeting Hall of New OPD Building, DHH-Jagatsinghpur. The bidders or their authorized agents may remain present at the time of opening of the Tender, if they so wish. The Tender will accompany two parts, i.e. Technical Bid (Cover – A) and Price Bid (Cover – B) separately in two envelopes and should be put in to another envelop with all super scribed with “**District Mental Health Programme, DPHO wing**” as the case may be and must contain the bidders full address with Telephone No., Mobile No. and e-mail id. The undersigned is not responsible for any postal delay and reserves the right to reject any or all of the tenders without assigning any reason thereof.

*Jagatsinghpur 25/6/2020*  
CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER  
JAGATSINGHPUR

*Sugmita Malhotra  
22-06-2020*

TENDER DOCUMENT: 2020-21

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*Dr. A. S. Choudhary  
22/06/20*

*Dr. S. K. Singh  
22/6/2020*

*Dr. M. S. Singh  
22-06-2020*

*Dr. M. S. Singh  
22/6/2020*

*Dr. K. S. Singh  
22/06/2020*

*Dr. S. K. Singh  
22/6*

*Dr. S. K. Singh  
22/6/2020*

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**\*NOTES- BEFORE APPLYING FOR THE TENDER, PLEASE READ ALL THE TENDER BOOK CONTENT VIVIDLY.**

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**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH  
OFFICER - JAGATSINGHPUR  
SECTION -I  
NOTICE INVITING TENDER**

**Tender Reference No. 2510 //CDM&PHO/2020-21, Date: 25 // 06 //2020**

TENDERS ARE INVITED FROM ELIGIBLE BIDDERS AS PER THE ELIGIBILITY CRITERIA FOR SUPPLY OF DIFFERENT MEDICAL & PSYCHOLOGICAL EQUIPMENT, UNDER DISTRICT MENTAL HEALTH PROGRAMME JAGATSINGHPUR, DPHO WING.

1	Period of Availability of Tender Document	From <b>13-07-2020 to 04 - 08 - 2020</b> (Downloadable from website : <a href="http://Jagatsinghpur.nic.in">http://Jagatsinghpur.nic.in</a> ) 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	Date, Time and Place of Pre-bid Meeting	Date : <b>27 - 07 - 2020</b> Time: <b>11:30AM</b> Place : Office of the Chief District Medical & Public Health Officer, DHH- Jagatsinghpur
3	Last date & time for submission of Tender	Date: <b>06 - 08 - 2020</b> , Time: <b>5.00 PM</b> Address of Submission of Bid: <b>OFFICE OF THE CHIEF DISTRICT MEDICAL &amp; PUBLIC HEALTH OFFICER; Jagatsinghpur. Dist- Jagatsinghpur, State Odisha (Through Speed post / Registered post/Courier Service)</b>
4	Date, time and place of opening of Tender	<b>A. Technical Bid (Cover A) opening 06 - 08 - 2020 at 11.00 A.M</b> in the address mentioned above. <b>B. Financial Bid(Cover B) opening: 06 - 08 - 2020 at 3.00 P.M.</b> <i>The date of opening of financial bid will be intimated to the firms found successful in the technical bid evaluation if not opened in the scheduled date.)</i> <b>( Venue is mentioned at the address mentioned above)</b> <b>(Bidders / authorized representative may remain present at the time of opening of bid)</b>

*Handwritten signatures and dates:*  
 Jagatsinghpur / 25-06-2020  
 DCM / 22/6/20  
 Key / 22-06-2020  
 h2m / 22-06-2020  
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**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, Jagatsinghpur
3	Consignee	Chief District Medical & Public Health Officer, Jagatsinghpur
4	Delivery Period	Within 30days from issue of the purchase order.
5	Mode of Delivery	By Air / Road / Rail
6	Tender Document Cost	<b>Rs. 500/- (Five hundred only)</b> . The tender document cost is to be submitted in the shape of bank draft in favour of the CDM&PHO, JAGATSINGHPUR from any Nationalised / Scheduled Bank payable at Jagatsinghpur.
7	<b>Earnest Money Deposit (EMD)</b> (The approx. no. of items mentioned in the Schedule of requirement – Section III.	<b>The bidder may quote for any or all the equipment by Submitting the required EMD of Rs 4,580.00 (Four Thousand Five Hundred Eighty only)</b> The Earnest Money Deposit will be paid in the shape of demand Draft only in favour of CDM&PHO, Jagatsinghpur from any Nationalised / Scheduled Bank <b>payable at Jagatsinghpur</b> . EMD exemption is not permitted except to local SSI units registered in Odisha only as mentioned in Section – III Clause 5 (i)
8	Pre-qualification (Eligibility Criteria)	Detail eligibility criteria is mentioned at Clause 2.1 to 2.5 in Section –III

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**SECTION -III**

**TERMS AND CONDITIONS FOR ACCEPTANCE OF TENDER FOR SUPPLY OF DIFFERENT MEDICAL & PSYCHOLOGICAL EQUIPMENT, UNDER DMHP JAGATSINGHPUR, DPHO WING TO THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, JAGATSINGHPUR ON RATE CONTRACT FOR A PERIOD OF ONE YEAR FROM THE DATE OF APPROVAL.**

- 1.1 Sealed tenders will be received by **Dated 04 – 08 - 2020 up to 05.00 P.M** in the office of the Chief District Medical & Public Health Officer, Jagatsinghpur for purchase of Psychological Equipment, under DMHP, DPHO wing. Any tender received after the due date & time will be rejected / returned unopened to the sender. **The Tenders will be received through Regd. Post / Speed Post / Courier Service only.**
- 1.2 Pre-bid conference shall be held in the office chamber of Chief District Medical & Public Health Officer, Jagatsinghpur, on Dt.27 – 07 2020, Time: 11:30AM. The perspective bidder may attend and clarify any doubts on the terms and conditions of the bid document.
- 1.3 The bidder(s) are to submit their tenders in **separate** sealed covered envelopes for **technical bid** and **commercial bid** by super scribing Cover **"A"** (**Technical Bid**) & Cover **"B"** (**Financial Bid**) and both the sealed covers should be put into a **third outer Cover**, which should be superscripted as "Tender for supply of Psychological Equipment, under DMHP, DPHO wing.

**Tender Reference No. 2510 //CDM&PHO/2020-21, Date: 25// 06 //2020**

- 1.4 The sealed tender "Cover A"(Technical Bid) submitted by the tenderer will be opened by the Purchase Committee at the Meeting Hall of New OPD Building, DHH-Jagatsinghpur at on 06 – 08 - 2020 at 11.00 A.M. The tenderers or their duly authorized representative are allowed to be present during the opening of the tenders if they so like.
- 1.5 There is no bar for opening the tender by competent authority even if the bidders or his authorized representative is not present.

**ELIGIBILITY CRITERIA:**

- 2.1 Tenderers shall be a manufacturer /Authorized Distributor/Dealer / Agency having valid up-to-date manufacturing License / Valid ISO Certificate, Good Manufacturing Practices (GMP) Certificate, PAN Card, Last 3 years IT return, Sale Tax /VAT/GST Return Filing up to 31.03.2020.

*Secretary to the meeting  
22-08-2020*

*Dr. S. K. Singh  
22/08/2020*

*M. S. Singh  
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M. S. Singh  
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*M. S. Singh  
22/08/2020  
M. S. Singh  
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*M. S. Singh  
22/08/2020*

- 2.2 The annual average turnover of the bidder should be 5 Lakhs (Five Lakhs) or more during the last three financial years certified by a Chartered Accountant.
- 2.3 Tenderer / manufacturing unit which has been blacklisted for any item either by the Tender inviting authority or by any State Govt. or Central Govt. organization cannot participate in the Tender for that item during the period of blacklisting supporting to court affidavit (Annexure - V).
- 2.4 The tenderer should have typically not less than 1 (One) year of marketing experience in Psychological supplying to the Government organization/ Corporate Hospital / PSU Hospitals/ UN agencies in India duly supported by documentary evidence (Notarized copy of Purchase Order).
- 2.5 Tenderer/firm/manufacturing unit is not eligible to participate in the present tender who will have history of supply of four(4) or more NSQ items during 2017- 18, 2018-19 & 2019-20 (all financial year added together) supporting to court affidavit (Annexure-V)

**Note:-**

- A. "Tenderer" means the Manufacture / Authorized Distributor/Dealer / Agencies participating in this tender.
- B. **Valid up to date** means the certificate should be valid on the date or beyond the opening of Tender (Cover-A) as per tender condition.

Sealed cover containing the tender in the prescribed form should be submitted in two sealed covers, Cover "A" (Technical Bid) & Cover "B" (Price Bid) as indicated below. Both the covers should be put into a third Cover, which should be superscripted as "Tender for supply of Psychological Equipment under DMHP, DPHO Wing.

**Tender Reference No.** 2510 //CDM&PHO/2020-21, **Date:** 25// 06 //2020

The following certificate should be submitted in cover "A" i.e. Technical Bid by tenderer. **All the Photocopies are to be attested by a Notary Public.**

**DOCUMENTS TO BE SUBMITTED**

The following documents should be enclosed in Cover "A" (Technical Bid) by the tenderer.

**All the photocopies are to be attested by a Notary Public / Gazetted Officer.**

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Shrinik  
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**TECHNICAL BID (COVER – A):**

- 3.1 Bank Draft of 500/- (Rupees Five Hundred) only towards bidding document in favour of Chief District Medical & Public Health Officer, Payable at Jagatsinghpur.
- 3.2 4,580/- (Rupees Four Thousand Five Hundred Eighty) only as EMD in shape of Demand Draft in favour of Chief District Medical & Public Health Officer, Payable at Jagatsinghpur (Not Applicable for SSI UNITS)
- 3.3 List of items quoted with specification and packing.
- 3.4 Valid up-to-date Manufacturing License.
- 3.5 Detail name, address, telephone no., Mobile No., Fax, e-mail of the firm and of the Director / Managing Partner / Proprietor of the firm. (As per Annexure - IV).
- 3.6 Address, Telephone No., Mobile No., e-mail, Fax of the Branch Office / Contact Person in Odisha (Annexure-IV).
- 3.7 The Tenderer have to submit their valid Sale Tax/GST Return Filing up to 31.03.2020, PAN Card & Last 3 years I.T return.
- 3.8 Valid up-to-date WHO GMP/Good Manufacturing Practice (GMP) ,
- 3.9 Valid and up-to-date ISO Certificate of the Manufacturer.
- 3.10 The original tender document should be duly signed & sealed in each page.
- 3.11 Checklist with detail of the documents enclosed in Cover 'A' (as per Annexure-I). The documents should be serially arranged as per this Annexure-VI and should be securely tied and bound.
- 3.12 Marketing Experience in Psychological Equipments Materials supplying to the Government organization / Corporate Hospital / PSU Hospitals/ UN agencies in India duly supported by documentary evidence (Xerox copy of Purchase Order at least one).
- 3.13 Average turnover of 5 Lakhs (Five Lakhs) for last 3 years certified by a Chartered Accountant (Notarized documentary evidence must be attached).
- 3.14 Authorization letter from the Manufacturer if the tenderer is an authorized distributor (The purchase order may be placed to the authorized distributors & bills can be raised by the authorized distributor on behalf of the manufacturer, if specifically authorized by the manufacturer).

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3.15 Other relevant documents if any to be submitted by the bidder.

**COVER – B (PRICE BID):**

- 4.1 The tender form giving the rates for various Psychological Equipment under DMHP, DPHO wing. items should be submitted in a separate sealed cover hereafter called **Cover 'B' (Price Bid)**.
- 4.2 The tender format (price schedule) in the prescribed form (**as per Annexure –II**) should be submitted inclusive of excise duty, insurance, packing, Central Sales Tax / GST & Entry Tax forwarding and freight (i.e door delivery). The rate should be quoted for each item / packet etc. i.e. only **absolute rate (both in figures and words)**. But supply will be made in unit pack as per Tender specifications. The hard copy of price schedule **must be signed & sealed in each page by the tenderer**.
- 4.3 The **Cover 'B'** of the successful bidders who will qualify in the Technical bid will be opened at the Office chamber of the Chief District Medical & Public Health Officer, Jagatsinghpur by the members of Purchase Committee in the presence of the tenderers or their authorized representatives if they like so.

**NON RESPONSIVE / REJECTION CRITERIA**

5. The tender paper will be rejected if any of the following documents are wanting.
- Earnest Money Deposit (EMD) (Not Applicable for SSI UNITS)
  - Bank Draft of 500/- (Rupees Five Hundred) only towards price bidding document.
  - Attested photocopies of up-to-date valid manufacturing license .
  - Duly attested valid up-to-date Good Manufacturing Practices (GMP) Certificate .
  - Valid and up-to-date ISO Certificate of the Manufacturer.
  - Price Bid / quoted rates (hard copy) without signature and seal of tenderer.
  - Attested photo copy of Purchase Order from the Government organization/ Corporate Hospital / PSU Hospitals/ UN agencies in India in support of marketing experience for last 3 years in Tender for supply of Psychological Equipments (minimum five order).
  - Attested copy of Last 3 years IT return & PAN Card.
  - Attested copy of valid CST /VAT/ GST Return Filing up to 31.03.2020.
  - Authorization letter from the Manufacturer if the tenderer is an authorized distributor.
  - Average turnover of 5 Lakhs (Five Lakhs) for last 3 years certified by a Chartered Accountant. (Notarized documentary evidence must be attached)

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## EARNEST MONEY DEPOSIT (BID SECURITY)

6.1 The EMD is to deposited to safeguard against a bidder's withdrawing or altering its bid during the bid validity period. The Earnest Money Deposit 4,580/- (Rupees Four Thousand Five Hundred) (Not Applicable for SSI UNITS) for tender will be submitted by the tenderer. The EMD must be paid in the shape of **Demand Draft in favour of the Chief District Medical & Public Health Officer, Jagatsinghpur** from any Nationalized / Scheduled Bank **payable at Jagatsinghpur** which will be deposited in the account of the CDM&PHO, Jagatsinghpur. This should be submitted with the tender in Cover 'A'. **E.M.D. in shape of Cheque / Cash / Postal Order will not be accepted.**

6.2 The E.M.D will be forfeited if the tenderer withdraws the tender / violet the tender condition in any respect within the validity of the bid or does not accept the approved rates by the bidder.

6.3 The E.M.D of the unsuccessful bidders only will be returned back without interest latest by the 30<sup>th</sup> days after the award of the contract & the E.M.D. will be refunded to the successful bidder on receipt of Performance Security which should be within 12 days of opening of the tender.

6.4 Performance Security is 5% of the contract value of the item and must be in shape of Bank guarantee of validity period of 12 months in favour of Chief District Medical & Public Health Officer Jagatsinghpur.

## TENDER CONDITIONS:

7.1 The quoted rate shall not vary with the quantum of order placed for destination points.

7.2 A copy of the original tender condition and the schedules should be signed by tenderer at the bottom of each page with the office seal duly affixed and returned along with the tender in cover "A"

7.3 Tenders should be type-written or Computerized and every correction /over- writing in the tender should invariably be attested with signature of the tenderer with date before

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submission of the tenders to the authorities concerned. No revision of price (upward or downward) will be allowed once the tender is opened ("Cover B").

**7.4** Each tender Format (price schedule ) must contain the rate of each item which includes Excise Duty, Transportation (i.e. door delivery), Insurance and all other charges etc. and excludes C.S.T./VAT/GST & Entry Tax only. The absolute rate should be quoted both in figure and word.

**7.5** If there is a discrepancy between words and figures, **the amount mentioned in words will prevail.**

**7.6** If there is discrepancy in absolute and unit rate (which is obtained by multiplying the absolute rate with the total number in a unit pack) **the absolute price will prevail and the unit price will be corrected accordingly.**

**7.7** To ensure sustained supply without any interruption the CDM&PHO, Jagatsinghpur reserves the right to split orders for supplying the requirements among more than one tenderer provided that, the rates and other conditions of supply are equal and with sufficient grounds. In case of non-supply of any item by any approved lowest quoted firm, willingness of L<sub>2</sub> / L<sub>3</sub> / L<sub>4</sub> / L<sub>5</sub> etc. will be obtained to supply at L<sub>1</sub> rate. The unit packing should be uniform as prescribed for each item.

**7.8** The rates quoted and accepted will be binding on the tenderer for a period of one year from the date of publication of the approved list (Opening date of Price Bid) or that of publication of the next approved list whichever is earlier and on no account any increase in the price will be entertained till the completion of this tender period.

**7.9** No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him. Clerical error, typographical error etc. committed by the tenderers in the tender forms will not be considered after opening of the tenders. Conditions such as "**SUBJECT TO AVAILABILITY, SUPPLY WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED**" etc. will not be considered under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and for that reason, shall be summarily rejected.

**7.10** If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or act of the Central or State Govt. or by the tenderer himself, the tenderer shall be morally and statutorily bound to inform the CDM&PHO, Jagatsinghpur immediately about such reduction in the contracted prices. The CDM&PHO, Jagatsinghpur is empowered to unilaterally effect such reduction as is necessary in rates in case the tenderer fails to notify or fails to agree for such reduction of rates. In case of any enhancement in Excise Duty due to statutory Act of the Govt. after the date of submission of

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the tenders and during the tender period, the additional excise duty so levied will be allowed to be charged extra as separate item without any change in price structure of the items approved under the tender.

7.11 For claiming the additional cost on account of the increase in excise duty, the tenderer should produce letter from the concerned excise authorities indicating his commitment for the supply made to the CDM&PHO, Jagatsinghpur on account of the increase in excise duty.

7.12 The Tax will be charged as per the guidelines given by the Finance Dept. from time to time. Only one Sales Tax either C.S.T /VAT/ GST will be paid to the supplier. In case of Entry Tax the supplier has to deposit the original receipt to claim it, if finished goods are brought from outside the State. The Sales Tax /VAT/ GST & E.T component should be shown separately in the cost price (Price Schedule) (**Annexure – II**).

7.13 If the CDM&PHO, Jagatsinghpur desires, he can extend the period of validity of approval list by mutual consent.

7.14 In the event of the date being declared as a holiday for Govt. of Odisha, the due date of submission of bids and opening of bids will be the following working day at the appointed place & time.

7.15 The CDM&PHO, Jagatsinghpur will at liberty to terminate without assigning any reason thereof the contract either wholly or in part. The tenderer will not be entitled for any compensation what so ever in respect of each termination.

7.16 The authority will be at liberty to terminate by assigning any reason thereof the contract either wholly or in part. The tenderer will not be entitled for any compensation whatsoever in respect of such termination.

7.17 If the tenderer fails to execute the supply within the stipulated time, the authority is empowered to make emergency purchases or purchase from L2, L3, L4 & L5 as the case may be and apply the penal clauses on the defaulting firm.

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Ahuja  
22/06/20

Ky  
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SKOK  
22/06/20

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7.18 The quantity of procurement may increase or decrease depending on the budget provisions, new schemes, natural calamities and epidemics etc.

7.19 The Tenderer has to accept all the term & conditions mentioned in the tender document.

7.20 The tender document is not transferable.

**SUPPLY CONDITIONS:**

8.1 The supplier / firm will supply as per the technical specification and affix a printed paper having the name and quantity in bold letters with the packing / foil / carton /packet/ box etc.

8.2 The tenderer should deliver the Different Medical & Psychological equipments at the Consignee (**Door Delivery**) in the district. The insurance, storage & transport charges / courier charges if any will be borne by the supplier. The short supply, damage if any at the time of delivery of consignment shall be replaced by the supplier within seven days of the first supply of indented items and the authority shall not be responsible for any damage during transportation.

8.3 In all the cases the responsibility of the purchaser will start only after delivery and due verification of goods.

8.4 The specification of each item tendered should be as per the specification given in (Technical Specification).

8.5 Successful tenderers shall execute an agreement in an authentic non - judicial stamp paper (Paid by the tenderer ) with the Chief District Medical & Public Health Officer Jagatsinghpur regarding the supply with in 30 days from the date of receipt of the supply order.

8.6 The supply should be started immediately & completed within 30 days from the date of issue of the purchase order. If supply is not completed within 30 days from the date of issue of purchase order, the authority may cancel the order or allow extension. The authority has also the liberty to cancel those orders and

Susmita Karmali  
22.06.2020

Dr. Anil  
22.06.20

Dr. Anil  
22/06/2020

purchase the same item from L<sub>2</sub>, L<sub>3</sub>, L<sub>4</sub> & L<sub>5</sub> firm as the case may be if the other firms agree to supply at L<sub>1</sub> rate. The non-supplier will be penalized in form of forfeiture of E.M.D.

8.7 Each item must be accompanied with a test certificate that the supplied item is of standard quality and as per the standard.

8.8 The item should arrive at the destination (warehouse) with undamaged condition.

8.9 The packaging cartons must bear the name of the items name of the manufacturer, and quantity.

8.10 The supplier must successfully demonstrate the equipments at their own cost.

8.11 Tenderer for the supply of tender items shall give an undertaking in his tender that he will print "Odisha Govt. Supply – Not for Sale" in bold letters in indelible ink on the Tender items.

#### QUALITY TESTING:

9.1 All the suppliers / manufacturers must submit reports from approved authority that the equipments being supplied to the consignee.

9.2 The district will also do random testing of the equipments if required for which quality testing, packing & forwarding charges if any will be borne by the supplier.

9.3 If the Psychological equipments as per report is found Not of Standard Quality in first test, the supplier will be required to replace the equipment declared NSQ or the cost of it in shape of demand draft in favour of CDM&PHO, Jagatsinghpur & take back the available stock (unused) from DHH Jagatsinghpur in his own cost within a period of 30 days of receipt of letter from authority.

9.4 If the supplier does not take back the NSQ stocks or does not challenge the 1<sup>st</sup> test report within 30 days of issue of letter by the authority, the concerned health institution can destroy the NSQ stocks with intimation to the authority following criteria mentioned in the Notification no.25061/H dt.22.09.2012 of Health & FW dept. Govt. Odisha.

9.5 If the items ~~has~~ been tested by ~~the~~ the CDM&PHO, Jagatsinghpur, the NSQ report ~~of~~ of the authority will be accepted & actions will be taken

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accordingly. If the supplier challenges the test report in the above circumstances then it will go for testing to appropriate Testing Authority, whose report will be final.

9.6 The supplier shall be responsible for the full replacement in his own cost for any product, if the same is found on visual inspection to have deteriorated / not of standard quality.

**TERMS OF PAYMENT:**

10.1 No advance payments towards cost of Psychological equipments will be made to the supplier. The supplier has to submit 3 (three) copies of the bills or invoices with a photocopy of the purchase order at the place of supply for stock entry.

10.2 No claims shall be made against the authority in respect of interest on Earnest Money Deposit or delayed payment.

10.3 Payment will be made only after successfully demonstration and stock entry by the consignee.

**PENALTIES:**

11.1 If the tenderer withdraws or alters its bid or unwilling to accept the term & conditions of the tender after submission of bid & during the bid validity period, the EMD deposited by the said bidder will stand forfeited.

11.2 If the successful tenderer fails to execute the work order / replacement of NSQ stock within the time specified/ unable to undertake the contract or supply as per purchase order, his purchase order will be cancelled by him shall stand forfeited. He will also be liable for the damages sustained by the authority. Such damages shall be assessed by the authority, whose decision will be final in the matter. The defaulting firm will be de-recognized for 2 (two) years from the date of issue of letter. The authority can forfeit the performance security of the defaulting firms and de-recognize / black list the said firms for 2 (two) years from the date of issue of letter.

Seenigal  
22-06-2020  
TENDER DOCUMENT: 2020-21  
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*[Handwritten signatures and dates]*  
22/6/2020  
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11.3 If any Psychological equipments supplied by the tenderer being partially used or consumed after supply and are subsequently found to be in bad order, unsound, inferior in quality or description or otherwise faulty or unfit for consumption, the supplier will be required to replace the item or the cost of it in shape of bank draft in favour of CDM&PHO, Jagatsinghpur and take back the available stock (unused) from DHH Jagatsinghpur in his own cost within a period of 30 days of receipt of letter from CDM&PHO, Jagatsinghpur and also the firm will be de-recognized for 2 (two) years for that item from the date of issue of letter. The supplier is also required to provide training to the DMHP unit regarding the use and keeping of equipments.

11.4 In the event of any litigation arising out of the tender such matters would be subject to the jurisdiction of the Courts of Jagatsinghpur.

Sumita Mehta  
22-06-2020

Shikha  
22/06/20  
Kavya  
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Soni  
22/06/2020

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K2  
22-06-2020  
Soni  
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K2

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Dendy  
22/06/2020

**CHECK LIST**Please put  in the respective box**DOCUMENTS: SUBMITTED OR NOT**

Sl. No	Details	Provided or not	
		Yes	No
1.	Earnest Money Deposit (Not Applicable for SSI UNITS)		
2.	List of items being quoted with specification and strength		
3.	Duly attested Valid up-to-date Photocopy of Manufacturing License.		
4.	Details of Manufacturing Unit / contract person for Liaisoning / local office in Odisha/India.		
5.	Valid up-to-date WHO GMP/ GMP certificate		
6.	Valid up-to-date ISO Certificate		
7.	Attested photo copy for Purchase order of Psychological Equipment from Govt./Corporate/PSU Hospitals in India in support of marketing experience for last 1 years.		
8.	Average Annual Turnover of 5 Lakhs or more during last 3 financial years duly certified by a Chartered Accountant.(Annexure VIII)		
9.	Authorization letter of the Manufacturer if the bidder is an authorized distributor (Annexure VII)		
10.	Attested Photocopy of Sales Tax /VAT/ GST Return Filing up to 31.03.2020. (whenever applicable)		
11.	Declaration form (Annexure - V) signed by the Tenderer & affidavit before Notary Public		
12.	Cover 'B' with price schedule (Annexure-II)		
13.	Photo copy of Last 3 years I.T. Return		
14.	Attested copy of PAN Card		

Suganya Mahto  
22-06-2020Dhis  
22-06-20S. K. Das  
22/06/2020S. K. Das  
22-06-2020S. K. Das  
22/6/2020S. K. Das  
22/6/2020S. K. Das  
22/06/2020S. K. Das  
22/06/2020

**MODEL TENDER FORMAT (PRICE SCHEDULE)**

Whether SSI Unit of Odisha :- Yes/No

Sl No	Name of the Medical & psychological equipment	Specification	Rates will be quoted for absolute only which includes excise duty, packing forwarding/transportation & (door delivery) excluding Sales Tax/VAT/GST & Entry Tax but supply will made in unit pack. Rate for each psychological equipment (Absolute rate) in Rs. Both in words and figures.	Remarks
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3				
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24				
25				

**Signature of the Bidder:**

**Name:**

**Address:**

Place : \_\_\_\_\_  
 Date: \_\_\_\_\_  
 TENDER DOCUMENT: 2020-21  
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*Supriya Nayak*  
*22.06.2020*  
*Pratik Nayak*  
*22/06/2020*  
*Pratik Nayak*  
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*Pratik Nayak*  
*22/06/2020*

**Note:**

1. Only names should be quoted
2. This model format which is also be filled up & submitted in Cover-"B" only.
3. Quoted Price
  - a. If there is difference in figure & word, the words will taken into consideration.
  - b. The rates should be quoted for absolute only both in figure and words but all supplies will be made in unit pack only
  - c. If there are discrepancies in absolute & unit rate the absolute price will prevail and unit price will be corrected accordingly.

Sumanika Nandhi  
- 22/06/2020

Pravin  
22/6/20

607  
22/6/20

Kay  
22/6/20

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22/6/2020  
22/6/2020

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**Annexure III**

(To be submitted in Cover A -Technical Bid)

**LIST OF ITEM(S) QUOTED**

Sl.	Name of Medical & Psychological Equipments.	Specification	Manufacturer/Brand name
1			
2			
3			
4			
5			
6			
7			
8			
9			
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11			
12			
13			
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*Susmita Mishra*  
*22.6.2020*

*Shiv*  
*22.06.20*

*22/6/2020*

*ky*

*22/6/20*

*22/06/2020*

*Soni*  
*22/6/2020*

*22.06.2020*

*22/6/20*

**ANNEXURE – IV**

(To be submitted in Cover A -Technical Bid)

**DETAILS OF THE TENDERER & LOCAL CONTACT PERSON**

	<b>Corporate Office (The address in which the purchase orders and payment details will be communicated)</b>	<b>Local Contact Person / Branch Office / Zonal Office / if any, in Odisha.</b>
Name & Full Address		
Telephone Nos., landline		
Mobile		
Fax		
E – Mail		

Signature of the Tenderer with seal: Date :

Official Seal :

Sachin Kumar  
22/6/2020

Sachin  
22/06/20

Sachin Kumar  
22/06/20

Sachin  
22/06/2020

Sachin  
22/06/2020

Sachin  
22/6/2020

Sachin  
22/6/2020

Sachin  
22/6/2020

(To be submitted in Cover A -Technical Bid)  
**DECLARATION FORM**

I / We .....having My / our  
.....office at the  
.....do declare that I / We have carefully read all the  
terms & conditions of tender of the Chief District Medical & Public Health Officer, Jagatsinghpur  
Odisha for the supply of psychological equipments. The approved rate will remain valid for a period of  
one year from the date of approval. I will abide with **all the terms & conditions** of the **Tender**  
**Reference no.** \_\_\_\_\_

I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. /  
Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for supply of Not of  
Standard Quality (NSQ) items / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and  
blacklist me/us for a period of 2 years if any information furnished by us proved to be false at the time  
of inspection / verification and not complying with the Tender terms & conditions.

I/We further declare that I/We possess valid manufacturing license / Authorized Dealers /  
Distributors License bearing No.(s).....Valid up to ..... I/ We  
..... do hereby declare that I / we will  
supply the \_\_\_\_\_ as per the terms, conditions & specifications of the tender document.

Signature of the bidder :  
Seal Date :

Name & Address of the Firm:

*Susmita Das*  
*22.06.2020*

*Das*  
*22.06.20*

*22/6/2020*

*Ky*

*Das*  
*22/6/20*

*SKG*  
*22/06/2020*

*Das*  
*22/6/2020*

*Das*  
*22.06.2020*

*Das*  
*22/6/2020*

(To be submitted in Cover A -Technical Bid)  
**MANUFACTURER'S AUTHORISATION FORMAT**

To  
The Chief District Medical & Public Health Officer, Jagatsinghpur,

Ref: Tender No. \_\_\_\_\_ Dated \_\_\_\_\_ for supply of psychological equipments.

Dear Sir,

We, \_\_\_\_\_ are the manufacturers of \_\_\_\_\_  
\_\_\_\_\_ having factories at \_\_\_\_\_.

1. Messrs \_\_\_\_\_ (name and address of the agent) is our authorized agent for sale of \_\_\_\_\_ (name of items)
2. We confirm that Messrs. \_\_\_\_\_ (name of the above agent) is authorized to submit a tender, and enter into a contract with for the above goods manufactured by us.

Yours faithfully,

\_\_\_\_\_  
\_\_\_\_\_

(Signature with date, name and designation)

For and on behalf of Messrs \_\_\_\_\_  
(Name & address of the manufacturers) Seal

Note :

1. This letter should be on the **letterhead** of the **manufacturer** and should be signed by a person having the power of attorney to legally bind the manufacturer.
2. Original letter shall be attached to the technical bid.

सुरक्षा नवीन  
22.06.2020

Dr. S. K. Mishra  
22.06.20

Dr. S. K. Mishra  
22/06/2020

Dr. S. K. Mishra  
22/06/2020

Dr. S. K. Mishra  
22/6/2020

Dr. S. K. Mishra  
22.06.2020

Dr. S. K. Mishra  
22/06/2020

Dr. S. K. Mishra  
22/6/2020

(To be submitted in **Cover A -Technical Bid**)

**ANNEXURE – VII**

(To be furnished in the **letter head** of the Auditor)

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover for 3 financial year of

M/s \_\_\_\_\_ who is a  
**manufacturing unit / Distributor** for the last \_\_\_\_\_ years are given below and certified that the  
statement is true and correct.

Sl.No.	Year	Turnover in Lakhs(Rs.)
1.	2017 – 2018	-
2.	2018 – 2019	-
3.	2019 – 2020	-

**Average Annual Turnover** (for the above three years) in **Lakhs (Rs.)** \_\_\_\_\_

Date:  
Place:

Signature of Auditor/  
Chartered Accountant  
(Name in Capital)

Seal

Membership No.- Registration No. of Firm

**Note:**

- To be issued in the **letter head** of the Auditor.
- Separate certificates** should be furnished for different manufacturer in case the bidder is quoting products of different manufacturers.

Saxena Ka Newer  
22/06/2020

Arin  
22/06/20

10/1/2020

22/6/2020

22/06/2020

22/6/2020

22/06/2020

22/6/2020

(To be submitted in Cover A - Technical Bid)

Annexure VIII

**PROFORMA FOR PERFORMANCE STATEMENT**  
(For the period of last one year)

Sl	Order placed by (Address of purchaser) (attach documentary proof)*	Order no. & Date	Value of Contract (Rs.)	Date of Completion		Reasons for delay if any
				As per contract	Actual	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature and seal of the Tenderer

- The documentary proof will be copies of the purchase order (during the last 1 year) indicating Contract No. and date/
- The documentary proof will be certificate from the consignee/end user indicating Contract No. and date.

Submit  
22.06.2020

22/06/20

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List of Medical & Psychological equipments

Sl. No.	Name of the Items	Technical Specification	Rate / Unit (Excluding all Tax/VAT/GST)	GS T (%)	Total Price (Inclusive of all Tax/VAT/GST)
1	Wechsler's Adult Performance intelligence scale	IV – India (English)			
2	Malin's intelligence scale for Indian children	English ( Latest Edition)			
3	Raven's standard progressive matrices	English (Latest Edition)			
4	Raven's colored progressive matrices	English (Latest Edition)			
5	Bhatia's battery of performance test of intelligences	(Complete battery) English (Latest Edition)			
6	Bhatia's battery of performance test of intelligences	(Short battery) English (Latest Edition)			
7	Seguin form board	(Latest Edition) English			
8	Vineland social maturity scale	(Latest Edition) English			
9	Development screening test	(Latest Edition) English			
10	Rorschach psycho diagnostics	(Latest Edition) English			
11	Thematic apperception test	(Latest Edition) English indian			
12	Children's apperception test	(Latest Edition) English Indian			
13	PGI battery of brain dysfunction	(Latest Edition) English			
14	Stanford – binet test of intelligence	Record blanks in Odia			
15	Hamilton depression scale	(Latest Edition) English			

Sunil Kumar  
22.06.2020

Prin  
22.06.20

22/6/2020

22/6/2020

22/6/2020

22.06.2020  
22/6/2020

Sl. No.	Name of the Items	Technical Specification	Rate / Unit (Excluding all Tax/VAT/GST)	GS T (%)	Total Price (Inclusive of all Tax/VAT/GST)
16	Hamilton anxiety scale	(Latest Edition) English			
17	16 personality factors	Latest Edition Odia (All Forms- A,B,C,D,E)			
18	Binet Kamath Test of intelligence	Latest Edition (English)			
19	Nimhans neuro psychological Battery	Latest Edition (English)			
20	Nimhans SLD Battery	Latest Edition (English)			
21	INCLIN Diagnostic tools	Latest Edition (English)			
22	Weight Machine	Digital			
23	Blood Pressure apparatus	Manual			
24	Stop watch	Digital			
25	Stethoscope	Cardiology stethoscope			

*Handwritten signature and date: 22/6/2020*

CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER  
JAGATSINGHPUR

*Handwritten signature and date: 22.06.2020*

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