

**TENDER DOCUMENT FOR SUPPLY OF
SENSORY INTEGRATION EQUIPMENT / TOOLS FOR DEIC-2020-2021**

**CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, JAJPUR
(HEALTH & F.W. DEPTT., GOVT. OF ORISSA)**

Bid Reference No. – CDM & PHO/Jajpur (2867) 2020-2021

DATE OF COMMENCEMENT OF THE BID DOCUMENT: 2/6/2020

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS 18/6/2020 12 Noon

DATE & TIME OF OPENING OF COVER-A (Technical Bid) 18/6/2020 4 PM

DATE OF OPENING OF COVER-B (Price Bid) : Will be notified later on.

PLACE OF OPENING OF BID DOCUMENTS
AND
ADDRESS FOR COMMUNICATION

Office Chamber, CDM&PHO, Jajpur
: O/o Chief District Medical & Public Health Officer,
Jajpur, Pin Code - 755001

AND
RECEIPT OF BID DOCUMENTS

Tel: 06728-222137

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

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NOTICE INVITING BID DOCUMENT

Sealed tenders are invited from different bidders having valid GST registration, TIN certificates & PAN Card for supply of **SENSORY INTEGRATION EQUIPMENT / TOOLS FOR DEIC** as per the specification given by Chief District Medical & Public Health Officer, Jajpur.

The Bidders download the Tender Documents directly from the WEBSITE available at www.jajpur.nic.in . The Tender cost fee of Rs.1000/- (One thousand) only the EMD cost for the tender will be Rs 5000/- (Five thousand) only by Demand Draft drawn in favors C.D.M.& P.H.O., Jajpur should be enclosed along-with the Technical Bid. The Bidders should specifically super scribe, "**DOWNLOADED FROM THE WEBSITE**" on the top left corner of the outer envelope containing Technical Bid and Price Bid separately. The Tender cost fee and the EMD amount should be submitted separately in shape of demand drafts in the technical bid. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website. the C.D.M.&P.H.O. Jajpur shall have no responsibility for any delay / omission on part of the bidder.

The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.



SECTION -I

TERMS AND CONDITIONS FOR SUPPLY OF SENSORY INTEGRATION EQUIPMENT / TOOLS FOR DEIC-2020-21

1.1 Sealed tenders will be received by dt. 18.06.2020 upto 12 Noon by the C.D.M.&P.H.O., Jajpur in the office of the Chief District Medical & Public Health Officer, Jajpur for purchase of **Sensory Integration Equipment / Tools**. Any tender received after the due date & time will be rejected / returned to the sender unopened. **The tenders will be received through Regd. Post / Courier services / Speed Post only.**

The bidder(s) are to submit their tenders in separate sealed covered envelopes for Technical bid and Financial bid by super scribing Cover "A" (Technical Bid) & Cover "B" (Price Bid) and both the sealed covers should be put into a third outer Cover, which should be super scribed as "TENDER FOR SUPPLY OF SENSORY INTEGRATION EQUIPMENT / TOOLS FOR DEIC" to the Office of the C.D.M.&P.H.O, Jajpur, Orissa" & Tender Reference No. C.D.M.&P.H.O, Jajpur (2867) 2020 - 2021'

1.2 The Sealed tenders "Cover A" (Technical Bid) submitted by the tenderers will be opened by the C.D.M.&P.H.O., Jajpur in the office chamber of the C.D.M.&P.H.O., Jajpur at 4.00 PM dt. 18.06.2020 The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like.

1.3 The undersigned shall have the right for rejecting all or any of the tender without assigning any reason thereof.

ELIGIBILITY CRITERIA

2.1 Manufacturing units/Authorized Distributer/Suppliers are eligible to participate in the tender provided, they have

- (i) Valid manufacturing license of the manufacturer or duly acknowledge renewal application with old license issued by the state licensing authority/central licensing approving authority.
- (ii) Manufacturer's Authorization Certificate in case of Authorized distributor / Supplier.
- (iii) Bidder must be registered under GST Act.
- (iv) Bidder/Manufacturing/Supplier unit who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting

The following documents should be enclosed in Cover "A" (Technical Bid) by the tenderer. All the photocopies are to be self-attested.

TECHNICAL BID :

- 3.1 Checklist with detail of the documents enclosed in **Cover "A"** (as per **Annexure - I**) with page number. The document should be *serially arranged* as per this **Annexure - I** and should be securely tied and bound.
 - 3.2 List of Item (s) Quoted with name of the Manufacture.(**Annexure - II**)
 - 3.3 Tender document fee of Rs.1000/- in shape of Demand Draft.
 - 3.4 Earnest Money Deposit of Rs.5.000/- in shape of Demand Draft.
 - 3.5 Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor/ Suppliers (**Annexure - III**).
 - 3.6 The declaration form in **Annexure - IV** duly signed by the tenderer before Notary Public / Executive Magistrate.
 - 3.7 Manufacturer's Authorization Format in **Annexure -V** (In case the bidder is not the manufacturer)
 - 3.8 Copy of Audited statement of the Supplier of last 2 (Two) financial years.
 - 3.9 Performance Statement (**Annexure - VI**) during the last two years towards proof of supply to any Govt. organization / Corporate Hospitals. The copy of Purchase orders and certificate from the user should be furnished in support of the information provided in the performance statement alongwith 4 copies of Purchase order amounting to at least Rs.2.00 lakhs in support of above statement.
 - 3.10 Copy of Valid Manufacturing License of the manufacturer (As mention in clause no 2.1(i))
 - 3.11 Copy of valid GST registration certificate and GSTR-3B form.
 - 3.12 Copy of valid PAN certificate.
 - 3.13 The Original Tender Book with Conditions and the schedules signed by the tenderer at the bottom of each page with his official seal duly affixed.
 - 3.14 Necessary supportive documents should be submitted in the technical bid as per the specification provided in the list (Section II).
- N.B:** Valid means the certificate should be valid on or beyond the date of opening of tender (Cover-A).

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COVER – B (PRICE BID)

The tender format giving the quoted rate for supply of Sensory Integration Equipment/ tools should be sent in a separate sealed cover hereafter called Cover "B" (Price Bid).

Cover –B (Price Bid) will be opened only of the tenderers who qualify in Technical Bid (Cover – A) and product is as per tender specification.

- 4.1 The price of the items should be quoted inclusive FOR destination and Installation cost. The GST and entry tax charges (if any) should be quoted in a separate column. The rate should be quoted for *each item* both in figures and words. **In case of difference in words and figures, words will be taken into consideration for evaluation.**
- 4.2 The Cover "B" of successful tenderers who qualifies in their technical bid, will be opened at the office chamber of the C.D.M.&P.H.O., Jajpur by the C.D.M.&P.H.O., Jajpur in the presence of the tenderers or their authorized representatives which will be notified later.

EARNEST MONEY DEPOSIT

- 5.1 The Earnest Money Deposit referred to at will be submitted in the shape of demand Draft only in favor of C.D.M.&P.H.O., Jajpur, from any Nationalized / Scheduled Bank payable at Jajpur Town, Jajpur.
- 5.2 The EMD of the unsuccessful tenderers will be returned back without interest, and EMD of successful tendered will be returned after successfully supply of purchase orders.

TENDER CONDITIONS:

- 6.1 *The List of the Sensory Integration Equipment/ tools are mentioned in Section II.*
- 6.2 Tenders should be typewritten or computerized and every correction in the tender should invariably be attested with signature by the tenderer with date before submission, failing which the tender will be ineligible for further consideration. Rates inclusive F.O.R. destination (*door delivery basis*), GST & Entry Tax(if) *should be mentioned in separate columns*. The rates quoted should be in **Indian Rupees only**.
- 6.3 If there is difference between figures & words, words will be taken into consideration.
- 6.4 In the event of the date being declared as a holiday by 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.
- 6.5 To ensure sustained supply without any interruption the tender inviting authority reserves the right to split orders for supplying the requirements among more than one tenderer if the lowest eligible bidder fails to supply in scheduled time and L₂ & L₃ firms agree to match the L₁ rate.
- 6.6 The rate quoted and accepted will be binding on the tenderer for a period of **one year** from the date of placement of purchase order and on no account any increase in the price will be entertained till the completion of this tender period.
- 6.7 No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rate quoted by him. Clerical error / typographical error, etc. committed by the tenderers in the tender forms shall not be considered after opening of tenders..
- 6.8 If at any time during the period of contract, the price of tendered item is reduced or brought down by any law or act of the Central or State Government or the tenderer, the tenderer shall be morally and statutorily bound to inform the C.D.M.&P.H.O., Jajpur, immediately about such reduction in the contracted price. The C.D.M.&P.H.O., Jajpur, Orissa is empowered to unilaterally effect such reduction in rate in case the tenderer fails to notify or fails to agree for such reduction of rate.

- 6.9 Bidders qualifying technical bid should produce sample of all type of items brochures/operating manuals before opening of Price bid as desired by the CDM&PH, Jajpur.
- 6.10 Approved rate with terms, conditions & the quoted price of the tender shall remain valid for a period of 12 months from the date of issue of the purchase order or till issue of next tender for these items whichever is earlier.
- 6.11 If any information or documents furnished by the tenderer with the tender papers are found to be misleading or incorrect at any stage the tender of the relevant items in the approved list shall be cancelled and steps will be taken to blacklist the said firm.
- 6.12 Both Cover-A and Cover-B should have an **index and page number** of all the documents submitted inside that cover.
- 6.13 The Tax will be charged as per the guidelines given by the Finance Dept., Govt. of Orissa from time to time. 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 GST & entry tax components should be shown **separately** in the Price Schedule.
- 6.14 In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court Dist. Jajpur Town, Jajpur or High Court of Orissa

ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS:

- 7.1 The C.D.M.&P.H.O., Jajpur Orissa reserves the right to reject the tenders or to accept the tenders for the supply of the item tendered without assigning any reason thereof.
- 7.2 The C.D.M.&P.H.O., Jajpur Orissa will be at liberty to terminate the contract either wholly or in part without assigning any reasons thereof. The tenderers will not be entitled to any compensation whatsoever for such termination.
- 7.3 The supply should be completed within 30 days from the date of issue of purchase order unless otherwise specified. If no supply is received even after 30 days or 45 days with liquidated damage from the date of issue of the purchase orders from the C.D.M.&P.H.O., Jajpur such orders will stand cancelled automatically without further notice. The approved firm shall also suffer forfeiture of the FMD.
- 7.4 If the approved supplier fails to execute the supply within the stipulated time, the C.D.M.&P.H.O., Jajpur is empowered to purchase the same items from L₂ or L₃ tenderer if they match the L₁ rate.
- 7.5 Rates should be quoted against each item per No. or quantity as per our specifications where applicable. Bidders should ensure that rate quoted is below the "Maximum Retail Price" (MRP) of item/items. Also, the rate of Prosthetics & Orthotic aids for children Therapeutic Intervention should be within the CGHS rate chart of 201 or the updated CGHS rate chart.
- 7.6 Full particulars of stores offered (Brand name / warranty/Model No.if any) would be mentioned where ever necessary.
- 7.7 The acceptance of stores is subject to the approval of our technical experts and unapproved or rejected store shall have to be replaced within a reasonable time at the suppliers cost. The supplier shall have to replace the whole/part/parts of the stores at his cost within a reasonable time in case of damage or shortage if found unsuitable otherwise.
- 7.8 The installation of the items at the site will be responsibility of the successful bidder.
- 7.9 **Warranty / Guarantee:** Full replacement warranty of minimum 1 years (or) as per the OEM's terms and conditions. In case of these costs extra, the same should be clearly mentioned in the quotation.

Delivery Period: The offer goods are to be delivered within a reasonable time at our Office but not later than one month from the date of receipt of supply order unless otherwise stated.

LIQUIDATED DAMAGE :

- 8.1 The C.D.M.&P.H.O. Jajpur may allow extension for a maximum period of 2 (two) weeks (15 days), after the stipulated date of supply (i.e. 30 days) with a penalty of 0.5% which will be deducted from the purchase order value as "Liquidated Damage", for each week (7 days) upto a maximum 2% on the value of the goods.
- 8.2 If the supplier fails to complete the supply within the extended period, i.e 45 days after being allowed by the C.D.M.&P.H.O., Jajpur , no further purchase order will be placed to the firm for the said item and the concerned firm will be blacklisted for two (2) years from the date of issue of letter for the said item.

TERMS OF PAYMENT:

- 9.1 No advance payments towards cost of Sensory Integration Equipment/ Tools will be made to the tenderer.
- 9.2 The quality of the products to be verified by a Technical Committee (DEIC members) prior to release the payments.
- 9.2 No claims shall be made against the C.D.M.&P.H.O. Jajpur Dist- Jajpur, Orissa in respect of interest on earnest money deposit or any delayed payment.
- 9.3 Payments in shape of PFMS or e-transfer to the Supplier.

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SECTION -II

Sensory integration equipment / Tools:

Sl. No.	Name of the Items/ Instruments	Purpose/ Use	Approximate Cost (In Rs)
1	Bolster Swing	Vestibular Stimulation	5000
2	Tyre tube swing		4000
3	T Swing		5000
4	Lycra Swing and hammocks		6000
5	Rope ladder swing		5000
6	Ball pool with multi colour small ball	Tactile Stimulation	15000
7	Tunnel		12000
8	Bean Bag (2)		8000
9	Wrapping in blanket, weighted blankets, towels	For neutral warmth	To be met Out of DEIC operational cost
10	Sandwich activities between mats pillows bean bags	Tactile Stimulation	To be met Out of DEIC operational cost
11	Activities for exploring with sand rice beans and other textures	Tactile Textures	12000
12	Weighted Activities : weighted vest ankle/ wrist for ankle and wrist	Tactile Textures	8000
13	Scooter board (quantity 1)	Vestibular Stimulation	6000
14	Balance Bean (1)	do	8000
15	Thera band (2)	do	2000
16	Soft Blanket	tactile textures	To be met Out of DEIC operational cost
17	Soft mattress for completely covering the floor curtains	tactile textures	To be met Out of DEIC operational cost
18	Sensory mats different textures (soft/rough)	tactile textures	10000
19	Blocks bolsters small chairs	Vestibular Stimulation	15000
20	Tactile brushes	tactile textures	5000
21	Playdoh, funny foam, textured balls, tactile walls, boards and books, texture puzzles, finger paints (regular or using pudding), using various materials (satin, carpet swatches, silk, lambs wool, washcloths, cotton), massagers, vibrating toys	Tactile Stimulation	28000
22	Chart Paper, pencil, gum, crayon, griper, eraser, scissor, note book	Proprioceptors	To be met out of DEIC operational cost
23	Form board (Alphabets, number, colours, shapes, body parts, size, flash card (animal & fruits)	Tactile Textures	
24	Beads with lace, ring stand button and UN button shirt, shoe lacing board, toys,	Tactile Textures	
25	LED mirror ball, pin spot and mirror ball, mirror-ball-motor-mains, fire ball, sound activated light, bubble tube (with LED Light and vibrator) and speaker connected to the sound players (pre-recorded sound of water fall, wind chimes, bird sounds, and soft instrumental music	Visual Stimulation	50000
TOY ROOM			
26	Wall mounted racks & toys with different texture colour for various age groups (6 months 18 year)	For Stimulation, special education and demonstration	75000
Total proposed budget-			Rs.2,79,000/-

(Rupees two lakh seventy nine thousand) only



SECTION -III
ANNEXURES

12

CHECK LIST

(To be submitted in **Technical Bid**)

Note : The documents has to be arranged serially as per the order mentioned in the check list

Please put ✓ in the respective box

COVER – A (TECHNICAL BID)

DOCUMENTS : SUBMITTED OR NOT

1.	List of Item (s) – Annexure II	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Tender document Fee	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Earnest Money Deposit	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Details of Manufacturing Unit / contract person Liaisoning agent (Annexure III)	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Declaration form (Annexure -IV) signed by the Tenderer & affidavit before Notary Public / Executive Magistrate	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Manufacturer's Authorization Format (Annexure – V)	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Last three years Audited Statement of the Supplier	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Performance Statement (With list of Items) during last two year (Annexure -VI)	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	GST Copy	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.	Copy of Manufacturing License	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11.	Photocopy of PAN	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.	Copy of original Tender , duly signed by the Tenderer	Page No. <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Handwritten signature

ANNEXURE – III

(Refer Clause No. 3)

(To be submitted in Cover A -Technical Bid)

DETAILS OF THE TENDERER & LOCAL CONTACT PERSON

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

**Signature of the Tenderer :
with seal**

Date :

Official Seal :



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

I / Wehaving My / our
.....office
at.....do declare that I / We have carefully read all the
terms & conditions of tender of the _____, Odisha for the supply of Sensory Integration
Equipments/Tools for DEIC. 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** set forth in 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 t 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.

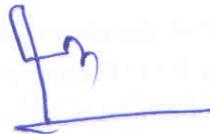
Seal

Signature of the bidder :

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public.



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

To

The C.D.M.&P.H.O Jajpur
Deptt. of Health & Family Welfare
Govt. of Odisha.

Ref: Tender No. _____ Dated _____ for _____.

Dear Sir,

We, _____ are the manufacturers of _____
_____ (name/type of Items having factories at _____)

1. Messrs _____ (name and address of the agent) is our authorized agent for sale and of _____ (name of Sensory Integration Equipments/Tools for DEIC..
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 items manufactured by us.
3. We will provide test reports of supply items, if required by the purchaser.

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.



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

Annexure VI (Refer Clause no. 3.9)

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last **two years**)

Tender Reference No. : _____
Name of Tenderer : _____
Name of Manufacturer : _____

Sl.	Order placed by (Address of purchaser) (attach documentary proof)*	Order no. & Date	Item Name	Manufacturer	Qty	Value of Contract (Rs.)
1						
2						
..						

Signature and seal of the Tenderer

* The documentary proof will be copies of the purchase order – minimum 4 different Purchase order amounting more than Rs.2.00 lakhs (during the last 2 years).



(PRICE SCHEDULE)

Sl No	Name of the Items	Specification/ Strength	Name of the Manufa cture	Rate	GST	Total Price

Signature of the bidder
Name :
Seal

Date :
Place :

Rates should be quoted both in figures & words and if there is any discrepancy, the quoted rates in words will be taken for evaluation.

