



***TENDER CALLNOTICE FOR ANNUAL REPAIR/MAINTENANCE OF LIFTS***  
**BY**  
**CDM&PHO, Jajpur**

**Tender No. 687 Date- 27.05.2021**

***TENDER CALLNOTICE FOR ANNUAL REPAIR/MAINTENANCE OF LIFTS***

DATE OF COMMENCEMENT OF SALE OF THE BID DOCUMENT: 28.05.2021

DATE & PLACE FOR PRE-BID DISCUSSION: 08.06.2021/ Dist. HQ Hospital, Jajpur

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 22.06.2021

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 23.06.2021

DATE OF OPENING OF COVER-B (Price Bid)  
: will be intimated later on.

PLACE OF OPENING OF BID DOCUMENTS

AND  
ADDRESS FOR COMMUNICATION : CDM&PHO  
O/o CDM&PHO, Jajpur

AND  
RECEIPT OF BID DOCUMENTS

Tel: 06728-222597

Email: admo.med.dhhjajpur@gmail.com

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

## SECTION -I

### NOTICE INVITING TENDER

Sealed Tenders are invited from interested eligible bidders for undertake annual repair/ maintenance of lifts of DHH Jajpur. The Bidders may download the Tender Documents directly from the WEBSITE available at [www.jajpur.nic.in](http://www.jajpur.nic.in). The Tender cost fee of Rs.1000/-(one thousand) only (Non-refundable) & EMD cost fee of Rs 5000/-(five thousand) only by Demand Draft drawn in favour of CDM& PHO, Jajpur should be enclosed along-with the Technical Bid. 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 or the office notice board before last date of purchase of tender document and the CDM & PHO, Jajpur shall have no responsibility for any delay / omission on part of the bidder.

- |    |                       |                              |
|----|-----------------------|------------------------------|
| a) | Price of bid document | Rs.1,000.00 (Non-refundable) |
| b) | EMD Fee               | Rs 5,000.00 (Refundable)     |

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

## SECTION -II

### IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS

1.	Place of work	District HQ Hospital, Jajpur
2.	Authority	<b>CDM &amp; PHO, Jajpur/DMO(MS)-cum-Supdt, DHH, Jajpur</b>
3.	Guarantee / Warranty	<b><u>Guarantee / Comprehensive warranty:</u></b> (Only equipments)including spares, maintenance etc. for a period covering.
4.	EMD	Rs.5000.00.The Earnest Money Deposit will be paid in the shape of demand Draft only in favour of CDM & PHO, Jajpur, from any Nationalised / Scheduled Bank payable at SBI, Jajpur Town
5.	Tender Document Cost	Rs.1000.00 The Tender Cost Deposit will be paid in the shape of demand Draft only in favour of CDM & PHO, Jajpur, from any Nationalised / Scheduled Bank payable at SBI, Jajpur Town

## SECTION -III

### TERMS AND CONDITIONS FOR AMC OF LIFT

- 1.1 Sealed tenders will be received by Date 22.06.2021 upto 02.00 P.M by the CDM & PHO, Jajpur in the office of the CDM & PHO, Jajpur. Any tender received after the due date & time will be rejected / returned to the sender unopened. **The tenders will be received through Regd. Post / Speed Post /Courier only.**
- 1.2 The bidder(s) are to submit their tenders in **separate** sealed covered envelops for **technical bid** and **financial bid** by superscribing **Cover “A” (Technical Bid) & Cover “B” (Price Bid)** and both the sealed covers should be put into a **third outer Cover**, which should be superscribed as **“Tender for AMC of Lifts at DHH, Jajpur”** to the Office of CDM & PHO, Jajpur, Odisha” & Tender Reference No. 687 dt.27.05.2021.
- 1.3 The Sealed tenders “Cover A” (Technical Bid) submitted by the tenderers will be opened by the CDM & PHO, Jajpur in the office chamber of the CDM & PHO, Jajpur at 04.00 P.M. on 22.06.2021. The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like.

### ELIGIBILITY CRITERIA

- 2.1 Authorized agencies are eligible to participate in the tender provided, they have
  - (i) Valid authorization for repair/maintenance in similar field from appropriate authority/govt.
  - (ii) Valid ISO certificate if any.
  - (iii) Bidder should have Valid GST registration.
  - (iv) Proof of Average annual turnover in last three (3) financial years (, 2017-18, 2018-19, 2019-20 of bidders. (Annexure VI).
  - (v) Bidder 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.
  - (vi) Valid labour license
  - (vii) Valid PAN of the agency
  - (viii) ESI/EPF registration if any

**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 Tender document fee of Rs.1,000/- in shape of Demand Draft / Original Money Receipt.
- 3.3 Earnest Money Deposits of Rs. 5,000/- (Rupees five thousand) only per tender in shape of Demand Draft.
- 3.4 Details name, address, telephone no., Fax, e-mail of the authorized agency (**Annexure - III**).
- 3.5 The declaration form in **Annexure - IV** duly signed by the tenderer before Notary Public / Executive Magistrate.
- 3.6 Certificate duly filled by the Auditor / Chartered Accountant (as per **Annexure-VI**) that the annual average turnover of last 3 (three) financial years of the bidder.
- 3.7 Performance Statement (**Annexure - VII**) during the last two years towards proof of undertaken similar work in any Govt./ private organization. The copy of work assignment should be furnished in support of the information provided in the performance statement.
- 3.8 Copy of Valid authorization.
- 3.9 Copy of Valid ISO certificate as per specification (if any).
- 3.10 Copy of PAN Card of bidders.
- 3.11 Copy of GST registration
- 3.12 Copy of Labour license/EPF/ESI registration
- 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.

**COVER – B (PRICE BID)**

4. The tender format giving the quoted rate should be sent in a separate sealed cover here after 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 tender format (Price Schedule) in the prescribed form (as per **Annexure – VIII**), copy must be submitted in Cover-B. The price should be quoted inclusive of all other charges/annually. The rate should be quoted for both in figures and words. **In case of difference in words and figures, words will be taken into consideration for evaluation.**

**N.B:** Valid means the certificate should be valid on or beyond the date of opening of tender (Cover-A).

4.2 The Cover “B” of tenderers, who qualifies in their technical bid, will only be opened at the office chamber of the CDM & PHO, Jajpur by the CDM & PHO, Jajpur at 11.00 A.M. on 24.06.2021 in the presence of the tenderers or their authorized representatives.

#### **EARNEST MONEY DEPOSIT**

5.1 The Earnest Money Deposit referred to at Para 3.3 shall be Rs. 5,000/- (Rupees five thousand) only per tender. The Earnest Money Deposit will be submitted in the shape of demand Draft only in favor of CDM & PHO, Jajpur from any Nationalised / Scheduled Bank payable at SBI, Jajpur Town.

5.2 The EMD of the unsuccessful tenderers will be returned back without interest after placement of order to the successful tenderer and EMD of successful tenderer will be returned after submission of performance security.

5.3 The EMD will be forfeited if the tenderer withdraws the tender or doesn't sign the contract within the stipulated time period.

#### **GENERAL CONDITIONS OF TENDER:**

6.1 The details of the work as mentioned above.

6.2 The rate quoted and accepted will be binding on the tenderer for a period of **one year** from the date of placement of order and on no account any increase in the price will be entertained till the completion of this tender period

- 6.3 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 shall be cancelled and steps will be taken to blacklist the said firm for five (5) years.
- 6.4 Both Cover-A and Cover-B should have an **index and page number** of all the documents submitted inside that cover
- 6.5 As the cost includes all labour cost/equipment/taxes/charges no extra payment will be made.
- 6.6 The CDM & PHO, Jajpur, Odisha reserves the right to reject the tenders or to accept the tenders without assigning any reason thereof.
- 6.7 The CDM & PHO, Jajpur, Odisha, 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.
- 6.8 The work should be completed as soon as possible as the lifts operating for patients.
- 6.9 The agency must have office/ operators nearby for immediate attend the call.

#### **CONDITIONS APPLICABLE TO LOCAL MSEs / SSI OF ODISHA:**

The MSE Units of the State of Odisha will be given the following preferences in the tenders provided they produce the following documents as per MSME Development Policy-2009 and IRP - 2007:

- 7.1 Attested copy of valid licence.
- 7.2 P.M.T Certificate from the Director of Industries, Odisha or General Manager District Industries Centre that it is a MSE Units of the State of Odisha, provided that MSE units has not been derecognised by the Govt. for that specified period.
- 7.5 Local MSEs registered with respective DICs, Khadi, Village, Cottage and Handicraft Industries, OSIC, NSIC shall be exempted from payment of earnest money.
- 7.6 All clauses are also applicable to the MSEs of the State of Odisha except exemption of EMD cost.

# **SECTION –V ANNEXURES (Technical Bid, Price Bid)**

## ANNEXURE –I

(Refer Clause No. 3.1)

### CHECK LIST

(To be submitted in Cover A Technical Bid)

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

#### **COVER – A (TECHNICAL BID)**

DOCUMENTS: SUBMITTED OR NOT

1. Details of authorized agency
2. Tender document Fee
3. Earnest Money Deposit
  
5. Declaration form (Annexure -IV) signed by the Tenderer & affidavit before Notary Public / Executive Magistrate
6. Manufacturer's Authorization Format (Annexure – V)
7. Proof of avg. Annual turnover for preceding 3 financial years (Annexure - VI )
8. Performance Statement (Annexure -VII)
9. Copies of assignment order in support of the performance statement
10. Copy of labour license
11. Copy of Valid ISO Certificate
12. Photocopy of PAN
  
14. Copy of original Tender and schedules, duly signed by the Tenderer

**ANNEXURE – III**

(Refer Clause No. 3.5)

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

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

	<b>Local Office (The address in which the assignment and payment details will be communicated)</b>	<b>Local Contact Person / Service Centre if any,</b>
Name & Full Address		
Telephone Nos., landline		
Mobile		
Fax		
E – Mail		
Date of Inception		

**Signature of the Tenderer :  
with seal**

**Date :**

**Official Seal :**

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

I / We .....having 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 Covid Logistics. 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 and  
or Security Deposit and blacklist me/us for a period of 5 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 (s) 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:

Affidavit before Executive Magistrate / Notary Public.

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

To

The CDM & PHO, Jajpur  
Deptt. Of Health & Family Welfare  
Govt. of Odisha.

Ref: Tender No. \_\_\_\_\_ Dated \_\_\_\_\_ for \_\_\_\_\_.

Dear Sir,

We, ----- are the manufacturers of -----  
----- (name of items having factories at -----  
-----

1. Messrs ----- (name and address of the agent) is our authorized agent for sale and service of ----- (name of equipment).
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 / maintenance 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.

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

**ANNEXURE – VI**  
(Refer Clause No. 3.8)

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

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover for bidders of  
M/s \_\_\_\_\_  
(**who is Bidder**) for the last \_\_\_\_\_ years are given below and certified that the statement  
is true and correct.

Sl.No.	Year	Turnover (Rs.)
1.	2017-18	
2.	2018-19	
3.	2019-20	

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

Date:  
Place:

Signature of Auditor/  
Chartered Accountant  
(Name in Capital)

Seal

Membership No.-

Registration No. of Firm

**Note:**

a) *To be issued in the **letter head** of the Auditor.*

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

**Annexure VII**  
(Refer Clause no. 3.9)

**PROFORMA FOR PERFORMANCE STATEMENT**

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

Tender Reference No. :  
Name of Bidder :  
Name of the Importer / Manufacturer :  
Make/Model :

Sl.	Order placed by (Address of assignee) (attach documentary proof)*	Order no. & Date	Item Name	Make & Model	Numbers	Value of Contract (Rs.)	Date of Completion		Reasons for delay if any	Have the works satisfactorily (attach documentary proof)**
							As per contract	Actual		
1										
2										
..										
..										

**Signature and seal of the Tenderer**

\* The documentary proof will be **copies of the assignment order.**

**To be submitted in Cover B – Price Bid**

**ANNEXURE-VIII**  
(Refer Clause No. 4.1)

**MODEL TENDER FORMAT (PRICE SCHEDULE)**

Name of the work	Make	Model	Price	GST	Total Price
(1)	(2)	(3)	(4)	(5)	6=(4+5)

\* The Unit cost shall be taken into account for evaluation.

**Signature of the Bidder:**

**Name**

**Seal**

**Date :**  
**Place :**

