

**SHORT TENDER DOCUMENT FOR SUPPLY OF
LABORATORY ITEMS (BIOCHEMICAL & HEMATOLOGY
REAGENTS) FOR THE YEAR 2024-2025**

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

Bid Reference No. – CDM & PHO/Jajpur (578/26.11.2024) 2024-25

DATE OF COMMENCEMENT OF THE BID DOCUMENT: 27.11.2024.

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS 10.12.2024 at 4 PM.

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 11.12.2024 at 11 AM.

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: 06728-222597

Email: cdsjajpur@gmail.com

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

ad

NOTICE INVITING BID DOCUMENT

Sealed tenders are invited from different bidders having valid GST registration & PAN certificates for supply of Laboratory Items (Biochemical & Hematology Reagents,) as per the list 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.2000/-(Two thousand) only & the EMD cost for the tender will be Rs 20000/-(Twenty thousand) only, by Demand Draft drawn in favors C.D.M.& P.H.O., Jajpur should be enclosed along-with the Technical Bid. Those bidders who has participated in Tender No-371 dt-14.08.2024 of C.D.M.& P.H.O, Jajpur are not required submit EMD for this tender. 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 district website. The C.D.M.&P.H.O, Jajpur shall have no responsibility for any delay / omission on part of the bidder.

Price of bid document : Rs2000.00 (Non-refundable)

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 LABORATORY ITEMS (BIOCHEMICAL&HEMATOLOGY REAGENTS,) FOR THE YEAR 2024-25

- 1.1 Sealed tenders will be received by date 10.12.2024 upto 04 PM by the C.D.M.&P.H.O., Jajpur in the office of the Chief District Medical &Public Health Officer, Jajpur for the purchase of Laboratory Items (Biochemical &Hematology Reagents). 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 envelops for technical bid and price 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 LABORATORY ITEMS (BIOCHEMICAL& HEMATOLOGY REAGENTS," to the Office of the C.D.M.&P.H.O, Jajpur, Odisha" & Tender Reference No;- 578/26-11-2024 of C.D.M.&P.H.O, Jajpur, 2024-25.**
- 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 11.12.24 at 11 AM . 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.
- 1.4 All communications will be through official e-mail. No other method of communication will be followed.

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.
 - (ii) Manufacture shall have valid GMP Certificate (as applicable).
 - (iii) Proof of Average annual turnover of the manufacturing firm/Authorized Distributer/Supplier of Rs.02 Core or more in last three (3) financial years. i.e., 2020-2021,2021-22,2022-23.
 - (iv) Bidder must be registered under GST Act.
 - (v) 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
 - (vi) The manufacture must be USFDA/CE (IVD) certified.
 - (vii) The manufacturer should be ISO certified.
- 2.2 Authorized distributors/Suppliers are eligible to participate in the tender provided:
- (i) They submit manufacturer's authorization and power of attorney to transact business on behalf of the manufacturer as per the format at **Annexure - V**. The authorized distributor may raise bill, if specially authorized by the manufacturer.
 - (ii) The authorized distributor/Suppliers will submit all the documents in **support of eligibility of the manufacturer** as mentioned in clause No. 2.1 along with the tender.

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.2000.00 in shape of Demand Draft.
- 3.4 Earnest Money Deposit of Rs20,000.00 in shape of Demand Draft. (As applicable)
- 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 Certificate duly filled by the Auditor / Chartered Accountant (as per **Annexure -VI**) that the average annual turnover of the manufacturing firm is Rs.02 Crore or more in the last 3 (three) financial years.

- 3.9 Copy of Valid product standard certificate such as USFDA / CE (IVD) with product approval.
- 3.10 Copy of valid ISO certificate of manufacturer.
- 3.11 Copy of Valid GMP Certificate of manufacturer (as applicable).
- 3.12 Copy of Valid Manufacturing License of the manufacturer (As mention in clause no 2.1(i))
- 3.13 Copy of valid GST registration certificate.
- 3.14 Copy of valid PAN certificate.
- 3.15 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 for Biochemical & Hematology reagents 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.
- 4.1 The price of the items should be quoted inclusive FOR destination. 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 Lab Items are mentioned in Section II.*
- 6.2 Tenders should be type written 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 Orissa, 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 **TWO 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 the technical bid (based on the documents submitted) will be intimated to submit the samples within a stipulated time period before opening of Price bid.
- 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 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 EMD.
- 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.

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 Lab Items will be made to the tenderer.
- 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 Draft or e-payment / on-line transfer to the supplier.

SECTION -II

List of Items

Sl. No.	Reagents / Chemicals / RDK etc.	Unit of measure	Unit / Pack Size
1	Hematology test Reagent for Automated Hematology Analyzer -Medonic(3 Part)		
1.1	Lyse(RFID)	In ml	5000ml/JAR
1.2	Diluent(RFID)	In ml	20000ML/JAR
1.3	Boule Control High	In ml	3ml
1.4	Boule Control Low	In ml	3ml
1.5	Boule Control Normal	In ml	3ml
1.6	Calibrator	In ml	1x3ml
1.7	Cleaning kit	In ml	3x450ml
2	Hematology test Reagent for Automated Hematology Analyzer -Bioline(3 Part)		
2.1	Lyse(RFID)	In ml	5000ml/JAR
2.2	Diluent(RFID)	In ml	20000ML/JAR
2.3	Cleaner		500ml
2.4	Rinse		1lt
2.5	Control		set
2.6	Capillary tube-Pediatric		1000/pkt
3	Hematology test Reagent for Automated Hematology Analyzer -Simens(5 Part)		
3.1	Sulpholyser	ml	5000ml/JAR
3.2	Diluent	ml	20000ML/JAR
3.3	Calibrator	ml	2*3ml
3.4	Hrd clener	ml	100ml/ bot
3.5	5P Diff	ml	1000ml/jar
3.6	Control 3-Level	ml	6*3ml
3.7	Maintenance Kit	ml	1 kit
4	Hematology test Reagent for Automated Hematology Analyzer -Horiba(6 Part)		
4.1	ABX Whitediff	ml	1000ml/jar
4.2	ABX Diluent	ml	20000ML/JAR
4.3	ABX Cleaner	ml	1000ml/jar
4.4	Mino Clear	ml	500ml/ bot
BIOCHEMICAL REAGENTS (FULLY AUTO ANALYZER)Medonic-Selectra			
1	Blood Sugar (Lab method)	In ml	240ml/bot
2	Blood urea	In ml	200ml/bot
3	S.Creatinin	In ml	224ml/bot
4	S.Bilirubin (T)	In ml	200ml/bot
5	S.Bilirubin (D)	In ml	200ml/bot
6	SGOT	In ml	200ml/bot

7	SGPT	In ml	200ml/bot
8	S.Alkaline Phosphate	In ml	200ml/bot
9	Serum Total Protein	In ml	240ml/bot
10	Serum Albumin	In ml	240ml/bot
11	S. Calcium	In ml	240ml/bot
12	S. Amylase	In ml	120ml/bot
13	S. Uric Acid	In ml	240ml/bot
14	S. Cholesterol	In ml	240ml/bot
15	S. Triglyceride	In ml	240ml/bot
16	S. LDL	In ml	80ml/pkt
17	S. HDL	In ml	80ml/pkt
18	S Lypase	In ml	40ml/pkt
19	S.Feritin	In ml	50ml/pkt
20	CRP Reagent	In ml	50ml/pkt
21	Reaction Roter	In ml	each
22	System Solution	In ml	1000ml/bot
23	Colling Solution	In ml	1000ml/bot
24	Pediatric Adaptor	In ml	each
25	Sample Cup	In ml	1000/pkt
26	ELICAL II	inml	12ml
27	ELITROL I	In ml	50ml
28	ELITROL II		50ML
29	ASO	In ml	50ML
30	RF	In ml	50ML
31	Cleaning solution		250ml
32	HbA1c Direct		(16.8+7.2+12)ml+30ml
33	HbA1c Direct calibrator set		1ml
34	HbA1c Direct control set		1ml
BIOCHEMICAL REAGENTS (FULLY AUTO ANALYZER)Agaapee-Nanoplus			
1	Blood Sugar (Lab method)	In ml	4X35ML
2	Blood urea	In ml	4X30/2X16ml
3	S.Creatinin	In ml	4X35/2X18ml
4	S.Bilirubin (T)	In ml	4x35/2x10ml
5	S.Bilirubin (D)	In ml	4x30/2x8ml
6	SGOT	In ml	4x35/2x18ml
7	SGPT	In ml	4x35/2x18ml
8	S.Alkaline Phosphate	In ml	2x30/2x8ml
9	Serum Total Protein	In ml	4x30ml
10	Serum Albumin	In ml	4x30ml
11	S. Calcium	In ml	2x35ml
12	S. Amylase	In ml	2x30ml
13	S. Uric Acid	In ml	2x35ml
14	S. Cholesterol	In ml	4x35ml
15	S. Triglyceride	In ml	4x35ml
16	S. LDL	In ml	1x30/1x10ml

17	S. HDL	In ml	2x30/2x10ml
18	S Lypase	In ml	1x23/1x7ml
19	S.Feritin	In ml	1x19/1x19
20	CRP Reagent	In ml	1x20/1x8ml
21	Reaction Roter	In ml	each
22	System Solution	In ml	1000ml/bot
23	Colling Solution	In ml	1000ml/bot
24	Pediatric Adaptor	In ml	each
25	Sample Cup	In ml	1000/pkt
26	Calibrator	inml	1ml
27	Control	In ml	2ml
28	ASO	In ml	1x20/1x11ml
29	RF	In ml	1x20/1x8ml
30	HBA1C Direct		1x30/1x10/2x63ml

SECTION -III

ANNEXURES

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 | | Yes | | No | |
| 2. Tender document Fee | Page
No | | Yes | | No | |
| 3. Earnest Money Deposit | Page
No. | | Yes | | No | |
| 4. Details of Manufacturing Unit / contract person
Liaisoning agent (Annexure III) No. | Page | | Yes | | No | |
| 5. Declaration form (Annexure -IV) signed
by the Tenderer & affidavit before
Notary Public / Executive Magistrate | Page
No. | | Yes | | No | |
| 6. Manufacturer's Authorization Format
(Annexure – V) | Page
No. | | Yes | | No | |
| 7. Proof of avg. Annual turnover of Rs.02 Crore or more
for preceding 3 financial years (Annexure - VI) | Page
No. | | Yes | | No. | |
| 8. Copy of valid GMP Certificate | Page | | Yes | | No | |
| 9. GST Copy | Page
No. | | Yes | | No | |
| 10. Copy of Manufacturing License | Page
No. | | Yes | | No | |
| 11. Copy of Valid USFDA/CE Certificate | Page
No | | Yes | | No | |

12. Copy of valid ISO certificate

Page		Yes		No	
No					

13. Photocopy of PAN

Page		Yes		No	
No.					

14 Copy of original Tender, duly signed by the Tenderer

Page		Yes		No.	
No.					

Annexure II
(Refer Clause No. 3.2)

(To be submitted in Cover A -Technical Bid)

LIST OF ITEM(S) QUOTED

Sl.	Name of Item (s)	Specification	Name of Manufacturer	Remarks

Signature of the Tenderer :

Date :

Official Seal:

ANNEXURE – III
(Refer Clause No. 3.5)

(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 / ouroffice
at.....do declare that I / We have
carefully read all the terms & conditions of tender of the _____, Orissa for the
supply of Lab. Reagents and consumables. 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 Orissa.

Ref: Tender No. _____ Dated _____ for
_____.

Dear Sir,

We, ----- are the manufacturers of -----
----- (name of Lab. Reagent and consumables having factories at
-----.

1. Messrs ----- (name and address of the agent) is our authorized agent for sale and supply of ----- (name of reagent, chemical, rdk, etc).
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. 3.8)

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

ANNUAL TURN OVER STATEMENT

The Annual Turnover for products of
M/s _____

who is a manufacturing unit/Authorized distributor for the last 03 years are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Crores (Rs.)
1.		
2.		
3.		

Average Annual Turnover (for the above three years) in Crores (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.
- b) **Separate certificates** should be furnished for different manufacturer in case the bidder is quoting products of different manufacturers.

ANNEXURE-VII
(Refer Clause No. 4.1)

(PRICE SCHEDULE)

SI No	Name of the Items	Specification / Strength	Name of the Manufacture	Unit/Pack size as per section	Rate/unit	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

