

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

ଜିଲ୍ଲା ମୁଖ୍ୟ ଚିକିତ୍ସା ଓ ଜନସ୍ୱାସ୍ଥ୍ୟ ଅଧିକାରୀ କା କାର୍ଯ୍ୟାଳୟ, ସୁନ୍ଦରଗଡ଼

Letter No:-..... /

Dated:...../...../2023

**SECTION-I**  
**DATE & TIME OF TENDER SUBMISSION & FINALISATION**

RFP No. CDM & PHO/SNG/2023-24/ 05

Date: 21/11/2023

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR SUPPLY OF **OPD Ticket forms-format/Lab format/ Lab report format/Reagent & Kits requisition format** UNDER NATIONAL HEALTH MISSION (NHM).

1	Period Availability of Request for proposal Document	<b>From: 21.11.2023 to 11.12.2023</b> <b>(Downloadable from website: <a href="http://www.sundergarh.nic.in">www.sundergarh.nic.in</a>)</b>
2	Pre-bid Conference (to resolve all the issues, clarification regarding the bid of interested bidder)	<b>Date:-29.11.2023, Time: 11.30 A.M. to 12.30 P.M.</b> <b>At Conference hall of CDM &amp; PHO, Sundargarh.</b>
3	Last date for submission of Tender & address	<b>Date:-11.12.2023 Time: 05.00 PM</b> <b>Address: CDM &amp; PHO, At/ Po/ Dist.:- Sundargarh, Pin-770001</b> <b>( Through Speed Post / Registered post / Courier only)</b>
4	Date, time and place of opening of Tender ( Technical & Financial Bid)	<b>Date: 12.12.2023, Time-11.30 A.M.</b> <b>Place of Tender Opening: Conference hall of CDM &amp; PHO, Sundargarh</b> <b>(Bidders / authorised representative may remain present at the time of opening of tender)</b>

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**SECTION-II**

**TERMS & CONDITION FOR SUPPLY OF FORMS/ FORMATS, REGISTER & FLEX PRINT FOR DIFFERENT PROGRAMME UNDER NATIONAL HEALTH MISSION (NHM)**

- Purchase of Tender Document: Tender document obtained by downloading from the website www.sunderagarh.nic.in.
- The bidders downloading the tender document & required to submit the tender fee through Demand Draft along with their tender bid, failing which the tender bid shall be not be considered for qualifying in technical bid
- The bidder(s) are to submit their tenders in separate sealed covered envelops for technical bid and price 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 THE SUPPLY FORMS/ FORMATS, REGISTER & FLEX PRINT FOR DIFFERENT PROGRAMME UNDER NATIONAL HEALTH MISSION (NHM)**", Sundargarh.
- The tender should reach to the undersigned on or before Date **11.12.2023** at 5 PM through postal (speed post/registered post) service/ Courier Services only in the address **Office of the Chief District Medical & Public Health officer, Sundargarh, At/Po/Dist-Sundargarh, Odisha Pin-770001.**
- The tenderer or their duly authorized representatives are requested to be present during the opening of the tenders.
- The bidder must enclose sample copy of format for quality checking of paper and printing quality without sample, bid shall be rejected.

**TENDER FEE**

**Tender document fee of Rs.2500/- (Non refundable) in shape of Demand Draft in favour of ZSS, Non NRHM, Sundargarh from any Nationalised / Scheduled Bank payable at Sundargarh.**

**EMD MONEY:-**

**Earnest Money Deposit of Rs. 25,000/- (Rupees twenty five thousand only) (Refundable) in shape of Demand Draft in favour of ZSS Non NRHM, Sundargarh from any Nationalised / Scheduled Bank payable at Sundargarh.**

- The EMD of successful bidder is liable to be forfeited if the tendered, revokes any terms of the tender within the validity period.
- EMDs given by unsuccessful bidders will be refunded after opening of financial bid.
- EMD of the successful bidder will be forfeited in case the successful bidder fails to accept/execute the order.

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- EMD of successful bidder will be returned after successful completion of terms & condition of supply certificate of all items.
- EMD shall not carry any interest.

**ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS:**

- The C.D.M & P.H.O, Sundargarh, Odisha reserves the right to reject the tenders or to accept the tenders for the supply of the item tendered without assigning any reason thereof.
- The C.D.M & P.H.O, Sundargarh, 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.
- 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 60 days with liquidated damage from the date of issue of the purchase orders from the C.D.M & P.H.O, Sundargarh, Odisha, such orders will stand cancelled automatically without further notice. Penalties shall also thereafter be applied to the tenderer.
- The approved firm shall also suffer forfeiture of the EMD and Security Deposit.
- If the approved supplier fails to execute the supply within the stipulated time, the C.D.M & P.H.O, Sundargarh, Odisha is empowered to purchase the same items from L<sub>2</sub> or L<sub>3</sub> tenderer if they match the L<sub>1</sub> rate.
- The C.D.M & P.H.O, Sundargarh, Odisha or his authorised representative (s) has the right to inspect the factory of those company who have quoted for the tender, before accepting the rate quoted by them or before releasing any purchase order (s) or at any point of time during the validity period of tender and has also the right to reject the tender or terminate / cancel the orders issued or not to reorder based on the facts brought out during such inspections.

**DELIVERY:-**

The items will be delivered to the office of the consignee i.e. CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, SUNDARGARH/ DIFFERENT HEALTH INSTITUTION IN THE DISTRICT.

**LIQUIDATED DAMAGE :-**

- The C.D.M & P.H.O, Sundargarh may allow extension for a maximum period of 2 (two) weeks (14 days), after the stipulated date of supply (i.e. 45 days) with a penalty



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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.

- If the supplier fails to complete the supply within the extended period, i.e. 30 days after being allowed by the C.D.M & P.H.O, no further purchase order will be placed to the firm for the said item and the concerned firm will be blacklisted for three (3) years from the date of issue of letter for the said item.

**TERMS OF PAYMENT :**

- No advance payments towards cost of material will be made to the tenderer.
- 100% payment will be made after successful supply of the items to the supplying firm.
- A certificate shall be issued that the quality of material has been supplied as per approved sample.
- No claims shall be made against the C.D.M & P.H.O, Sundargarh in respect of interest on earnest money deposit or security deposit or any delayed payment or any other deposit.
- Payments in shape of Draft / Pay Order will preferably be dispatched to the supplier by Registered post with A.D or e-payment / on-line transfer or may be handed over to the authorized person of the supplier.

**ELIGIBILITY CRITERIA**

Copy of

1. Tender fee of Rs.2,500/- (non-refundable) should be submitted issued from a Nationalised Bank in favour of ZSS, Non NRHM, Sundargarh payable at Sundargarh.
2. EMD money of Rs.25,000/- in shape of demand draft should be submitted issued from a Nationalised Bank in favour of ZSS, Non NRHM Sundargarh payable at Sundargarh which will be refund after the validity of Tender.
3. Copy of valid GSTN registration certificate & GST return (October-23) should be submitted with the Tender Document.
4. The proof of average annual turnover of the bidder shall be Rs.25,00,000/- or more in the last 3 financial year i.e. 2020-21,2021-22 & 2022-23.

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5. Copy of Income Tax return Certificate of Firm for Last three Years (2019-20, 2020-21 & 2021-22).
6. Turnover certificate from the year 2020-21, 2021-22 & 2022-23 from Chartered Accountant.
7. Copy of PAN should be submitted with the Tender Document.
8. Copy of Registration certificate of the Firm with the Tender Document.
9. Relevant Experience Details in supplying the printing material in Govt. office & submit minimum 10 nos. Photocopies of work orders / contracts executed in support of the information furnished with the tender during 2020-21, 2021-22 & 2022-23.
10. Declaration of the organization does not have any legal suit / criminal case pending/ blacklisted. (in Affidavit)

**Other Term & Conditions**

1. The firm will have to submit an **undertaking the following-**
    - a) Our organization has not been blacklisted by any Government Organization.
    - b) Our organization does not have any legal suit / criminal case pending against it for violation of GST/VAT/ST/CST Act or any other law.
    - c) The CDM&PHO-Cum-DMD, NHM, Sundargarh will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.
    - d) Our organization agrees to abide by all terms & conditions of tender.
- Our organization will quote prices inclusive of all taxes
2. Liquidated damage will be charged @ 0.5% per week beyond 30 days & up to 60 days subject to maximum 4% total from the date of issue of the purchase order. Once the delivery period exceeds beyond the extended period with LD, purchase may be considered termination of the contract/Purchase Order.
  3. The undersigned/Committee is not bound to accept the lowest tender rate considering the technical and quality aspect.
  4. The goods should be supplied to the FOR destination and no charge for freight should be claimed.
  5. The rates should be mentioned as rate with GSTN and all other taxes cost in the prescribed Performa separately.



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6. The bidder must submit the financial bid & Technical bid as per prescribe format given in the tender, otherwise the bid should be rejected.
7. The tender will not be entertained after due date & time fixed for.
8. If any information or documents furnished by the tender are found to be incorrect or misleading at any stage the tender will be rejected.
9. All the documents should be attested by the authorized signatory of the organization in **each page with seal.**
10. The approved rate will be valid for one year from the date of finalisation of the tender.
11. All legal disputes are subject to the jurisdiction of Sundargarh Courts.



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**Format for Affidavit certifying that Entity / Promoter(s) /Director(s)/Partners of Entity are not  
blacklisted**

**(On a Stamp Paper of relevant value)**

Affidavit

I, M/s.....(the name of the agency with address of the registered office) hereby certify and confirm that we or any of our promoter(s) / Director(s) are not barred by Department of Health & FW, Govt. of Odisha / or any other entity of GoO or blacklisted by any State Government or Central Government / Department / Organization in India from participating in Tenders as on the (Date of Signing of this proposal).

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

Dated this .....Day of ..... , 2023

Authorized Signatory/Signature [In full and initials]:

Name and Title of Signatory:

(Organization Seal)

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*Annexure I*

**TENDER FORMAT**

**(Technical Bid) – Cover A to be furnished in Cover A-Technical Bid)**

1	Name of the Organization	
2	Address of the Organization	
3	Name of authorized signatory (in capital letters)	
4	Telephone number & e-mail Id of authorized signatory / organization	
5	GSTIN Registration No. & GST return (June-21)	(Photo copy to be attached)
6	PAN No.	(Photo copy to be attached)
7	Draft number and date of the Tender Document Cost of Rs. 2,500/- (Non-Refundable)	(Draft to be submitted)
8	Draft No. & date of EMD of Rs 25,000/-	(Draft to be submitted)
9	Copy of Income tax return (Last three financial years) i.e 2019-20, 2020-21 & 2021-22.	(Photo copy to be attached)
10	Average turnover of last 3years (2020-21,2021-22,2022-23)	Certificate from Chartered Accountant
11	Declaration of the organization does not have any legal suit / criminal case pending. (in Affidavit)	(Undertaking)
12	The bidder should have experience of satisfactory supply of tendered item during the last 3 years– 2020-21, 2021-22, 2022-23 (put together) (10 nos)	(Photo copy experience to be attached.)
13	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (Yes/ No)	
14	Whether sample copy of items enclosed with bid (Yes/No)	

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**DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place :

Date :

