



## TERMS, CONDITIONS & SPECIFICATION FOR



Supply of "Tickler Bag" under NHM of Balangir District for the Year 2023-24

Name of the District / Health Institution: **CDM & PHO, BALANGIR**  
(HEALTH & F.W. DEPTT., GOVT. OF ODISHA)

**Bid Reference – CDM&PHO BALANGIR /002/2023-24/NHM**

### SECTION-I

#### DATE & TIME OF TENDER SUBMISSION & FINALISATION

RFP No. 924

Date: 21/06/2023

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR SUPPLY OF "TICKLER BAG" UNDER NATIONAL HEALTH MISSION.(NHM).

|   |   |  |
|---|---|--|
| 1 | Period Availability of RFP Document   | From: 22.06.2023 to 05.07.2023<br>(Downloadable from website: <a href="http://www.balangir.nic.in">www.balangir.nic.in</a> )   |
| 2 | Pre-bid Conference<br>(To resolve all the issues, clarification regarding the bid of interested bidder) | <b>Date: - 28.06.2023, Time: 4.30 P.M</b><br>At Office Chamber of CDM & PHO, Balangir  |
| 3 | Last date for submission of Tender & address  | <b>Date: -05.07.2023 Time: 5.00 PM</b><br><b>Address: CDM &amp; PHO, At/ Po/ Dist.: - Balangir, Pin-767001</b><br>(Through Speed Post / Registered post / Courier only)                            |
| 4 | Date, time and place of opening of Tender (Technical & Financial Bid)                                   | <b>Date: 07.07.2023, Time-4.00 PM.</b><br><i>Place of Tender Opening: O/O CDM &amp; PHO, Balangir</i><br>(Bidders / authorised representative may remain present at the time of opening of tender) |

*Handwritten signature and date: 21/6/23*

## SALE OF TENDER / BID DOCUMENT

The Bidders have to download the Tender Documents directly from the Website available at [www.balangir.nic.in](http://www.balangir.nic.in). The Tender cost fee of Rs.1000/- (One Thousand) Non-refundable by way of separate Demand Draft drawn in favour of "ZSS MISCELLANEOUS BALANGIR" payable at Balangir should be enclosed along-with the Technical Bid (Cover-A). The Bidders should specifically super scribe, "Tickler Bag under NHM of Balangir District for the Year 2023-24" on the top left corner of the outer envelope containing Technical Bid (Cover-A) and Price Bid (Cover-B) separately. The Technical Bid (Cover-A) & Financial Bid (Cover-B) should be enclosed by an outer Cover. 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 DPMU, NHM, O/O- CDM & PHO, Balangir before last date of submission of tender document and the CDM & PHO, Balangir shall have no responsibility for any delay / omission on part of the bidder.

*Tender Paper Cost:*

Rs.1000  
(Non-refundable)

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

Handwritten signature and date: 21/6/2022

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

|    |                     |   |
|----|---------------------|---|
| 1. | Mode of Procurement | Through Open Tender   |
| 2. | Purchaser           | CDM & PHO, BALANGIR   |
| 3. | Consignee           | Central Store, District Head Quarter Hospital, Balangir   |
| 4. | Delivery Period     | Within <b>30 days</b> from issue of Purchase Order.   |
| 5. | Mode of Delivery    | By Air / Road / Rail  |
| 6. | EMD                 | Rs. 5,000/- (Rupees Five Thousand) only per tender. The Earnest Money Deposit should be in the shape of demand Draft/Banker's Cheque only in favor of " <b>ZSS MISCELLANEOUS BALANGIR</b> " payable at Balangir. EMD exemption is not permitted except to local SSI units registered in Odisha only. The certificate of EMD exemption to be produced. |

  
27/10/2018

**TERMS AND CONDITIONS FOR SUPPLY OF "TICKLER BAG" UNDER NHM OF  
BALANGIR DISTRICT FOR THE YEAR 2023-24**

- Purchase of Tender Document: Tender document is to be obtained by downloading from the website [www.balangir.nic.in](http://www.balangir.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 envelopes 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 OF "TICKLER BAG" UNDER NATIONAL HEALTH MISSION (NHM)**".
- The tender should reach to the undersigned on or before date **05.07.2023 at 5.00 PM** through postal (speed post/registered post) service/ Courier Services only in the address **Office of the Chief District Medical & Public Health officer, Balangir, At/Po/Dist.- Balangir, Odisha Pin-767001**.
- The tenderer or their duly authorized representatives are requested to be present during the opening of the tenders.

**TENDER FEE**

Tender document fee of Rs.1,000/- (Nonrefundable) in shape of Demand Draft in favour of "**ZSS MISCELLANEOUS BALANGIR**" from any Nationalized / Scheduled Bank payable at Balangir.

**EMD MONEY: -**

Earnest Money Deposit of Rs. 5,000/- (Rupees five thousand only) (Refundable) in shape of Demand Draft in favour of "**ZSS MISCELLANEOUS BALANGIR**" from any Nationalized / Scheduled Bank payable at Balangir.

- 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/executes the order.
- 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.

  
27/03

**ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS:**

- The C.D.M & P.H.O, Balangir, 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, Balangir, 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, Balangir, Odisha, such orders will stand cancelled automatically without further notice. The EMD of the approved firm shall be forfeited.
- If the approved supplier fails to execute the supply within the stipulated time, the C.D.M & P.H.O, Balangir, Odisha is empowered to purchase the same items from the L<sub>2</sub> or L<sub>3</sub> supplier.

**DELIVERY:-**

The approved supplier will deliver the items to the Central Store, DHH/BBMCH Balangir, PIN: 767001.

**LIQUIDATED DAMAGE :-**

- The C.D.M & P.H.O, Balangir 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 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 & PHO, Balangir 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.
- No claims shall be made against the C.D.M & P.H.O, Balangir in respect of interest on earnest money deposit or security deposit or any delayed payment or any other deposit.
- Online payment will be released to the supplier through PFMS.



## ELIGIBILITY CRITERIA

Following documents should be submitted along with Technical Bid. Non submission of any of the document will be treated as disqualification of Technical Bid.

1. Tender fee of Rs.1,000/- (non-refundable) should be submitted issued from a Nationalised Bank in favour of "ZSS MISCELLANEOUS BALANGIR" payable at Balangir.
2. EMD money of Rs.5,000/- in shape of demand draft should be submitted issued from a Nationalised Bank in favour of "ZSS MISCELLANEOUS BALANGIR" payable at Balangir which will be refund after the validity of Tender.
3. Copy of valid GSTN registration certificate & GST return for the last quarter of f.y 2022-23 should be submitted with the Tender Document.
4. Copy of valid PAN should be submitted with the Tender Document.
5. Copy of Registration certificate of the Firm if applicable with the Tender Document.

## Other Term & Conditions

1. The undersigned/Committee is not bound to accept the lowest tender rate considering the technical and quality aspect.
2. The goods should be supplied to the FOR destination and no extra charge for freight should be claimed.
3. The rates should be mentioned including tax.
4. The tender will not be entertained if received after due date & time fixed for.
5. If any information or documents furnished by the tender are found to be incorrect or misleading at any stage the tender will be rejected.
6. All the documents should be attested by the bidder or their authorized signatory in each page with seal.
7. The approved rate will be valid for one year from the date of finalisation of the tender.
8. All legal disputes are subject to the jurisdiction of Balangir Courts.

A handwritten signature in blue ink, followed by the date "21/01/2023" written in blue ink.

**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)



**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<br>(in capital letters)   |  |
| 4  | Telephone number & e-mail Id of authorized signatory / organization  |  |
| 5  | GSTIN Registration No. & GST return (June-21)  |  |
| 6  | PAN No.  |  |
| 7  | Draft number and date of the Tender Document Cost of Rs. 1,000/- (Non-Refundable)  |  |
| 8  | Draft No. & date of EMD of Rs 5,000/-  |  |
| 9  | Declaration of the organization does not have any legal suit / criminal case pending. (in Affidavit)   |  |
| 10 | Whether all documents are submitted and signed by the supplier/their authorized signatory of the organization in each page with seal (Yes/ No) |  |

**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 :

  
21/6/2022

**TECHNICAL SPECIFICATION:**

| SL NO | NAME OF THE ITEMS | SPECIFICATION/STRENGTH   |
|-------|-------------------|--|
| 1     | Tickler Bag       | <p>Sturdy Wooden Made</p> <p><u>Total Size of the Tickler Bag:</u><br/>                     Height – 4 ft<br/>                     Width – 2 ft 6 inches</p> <p><b>Number Box in each Tickler Bag – 15 nos (12 boxes indicate each month, 1 box for "drop out", 1 box for "deceased" and 1 box for "leftout")</b></p> <p><u>Box Specification for 14 nos of box excluding left out:</u><br/>                     Width – 6 inches<br/>                     Height – 7 inches<br/>                     Depth – 3 inches</p> <p><u>Box Specification for left out box:</u><br/>                     Width – 14 inches<br/>                     Height – 7 inches<br/>                     Depth – 3 inches</p> |

**Sample Tickler Bag**



(Width – 6 inches, Height – 7 inches & Depth – 3 inches)

(Width – 14 inches, Height – 7 inches & Depth – 3 inches)

*[Handwritten Signature]*  
28/6/2020

FINANCIAL BID

| Name of the Item | Unit Cost (in Rs.) (including GST) |
|------------------|------------------------------------|
| Tickler Bag      |                                    |

Signature of Bidder  
(With Seal)

  
27/6/2022