

TENDER DOCUMENT FOR SUPPLY OF PROSTHETIC, ORTHOTIC AND MOBILITY AIDS
IMPORTANT INFORMATION TO THE BIDDER

SI No.	Item	Description
1	Availability of Tender document:	Dhenkanal District website http://dhenkanal.nic.in
2.	Date of Issue of Tender Document:	up to 12.03.2019 (within 11 AM to 5 PM of all working days.)
3	Date and time for submission of the Tender documents:	By speed post/ Registered post / courier in all working days up to 2.00 PM of 13.03.2019
4.	Earnest Money Deposit	Rs.25,000/- in shape of TDR/FDR duly pledged in favour of DSSO, Dhenkanal /Demand Draft drawn in any Nationalized Bank favouring DSSO, Dhenkanal payable at Dhenkanal.
5	Date, time and venue of opening of a) Technical Bid b) Financial Bids of eligible Bidders c) Venue	 4.00 P.M on Dt.13.03.2019. 5.00 P.M on Dt.13.03.2019 Office Chamber of Collector, Dhenkanal.
6	Indenting Authority	District Social Security Officer, Dhenkanal (Authorized representative of Collector, Dhenkanal)
7	Address for Communication & Receipt of Bid Documents.	District Social Security Officer, Dhenkanal. At-Kunjakanta, PO/Dist: Dhenkanal. Odisha Pin- 759001
8	Expected date of completion of supply of all intended materials	Within 45 days from the date of receipt of work order

OPEN TENDER FOR SUPPLY OF PROSTHETIC, ORTHOTIC AND MOBILITY AIDS TO DHENKANAL DISTRICT UNDER BBSA PROGRAMME DURING 2018-2019.

Sealed tenders are invited from the Original Equipment Manufacturer (OEM) / OEM authorized vendors for supply of Prosthetic, Orthotic and Mobility Aids under BBSA programme in Dhenkanal District for the year 2018-2019 under two bid systems (Technical & Financial).

The Bidders shall collect the Tender Documents from office of DSSO, Dhenkanal on payment of a tender document cost fee of Rs. 2000/- either by cash or DD in favor of DSSO, Dhenkanal. The cost of Tender Document is non-refundable. In case the tender document is down loaded, the bidder has to deposit the cost of tender paper of Rs.2000/- in shape of Bank Draft in favour of District Social Security Officer, Dhenkanal payable at Dhenkanal.

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria:

Manufacturing units/Authorized Distributer/Suppliers (Bidders) must have the following eligibility criteria to participate in the tender .

- (i) Valid Registration Certificate/ manufacturing License from Competent Authority for manufacturing.
- (ii) Minimum turn over of Rs.50.00 Lakh or more in any one of last three (3) financial years.
- (iii) Bidder must have registered under GST Act & have valid GST registration certificate.
- (iv) BIS/ISO License of the aids and appliances to be supplied.
- (v) Authorization Certificate from the OEM in case of OEM authorized vendors.
- (vi) Must have supplied such items to Govt.Departments/PSU/ Autonomous bodies. At least 3 camps (Purchase order copy to be attached)
- (vii) Three years experience in the filed of supply of such items.
- (viii) Certificate of after post/sale services availability.
- (ix) 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.
- (x) Must have valid PANCard .
- (xi) Preference may be given to the bidder who has valid approval from Central/ State/ALIMCO as a fabricating agency for the prosthetic and orthotics appliances.

2. Application Procedure:

- a) The Bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes super scribing "Technical Bid for supply of Prosthetic, Orthotic and Mobility Aids " &"Financial Bid for supply of Prosthetic, Orthotic and Mobility Aids ". Both sealed envelopes should be kept in a bigger sealed envelope super scribing "Tender for Supply of Prosthetic, Orthotic and Mobility Aids under BBSA programme to Dhenkanal District for the year 2018-2019.".

- b) Technical & Financial Bid: The Bidder has to fill up the Technical bid Form (Format-A) & submit it with a separate envelope with all self-attested documents as mentioned in para-2 (e) & (f) The technical Bid should be serially page marked. Similarly, the Financial Bid form has to be filled up as per prescribed form (Format B) and to be submitted in separate sealed envelope. The cost should be inclusive of all taxes, all charges, levies, cost of packing, transportation cost, delivery at point, cost of accessories, controls, programming, customized modifications etc. except GST. GST is to be quoted separately in the Financial Bid form. 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.
- c) The Bid should be addressed to the Collector, Dhenkanal.
- d) The Bid document can be obtained from the office of the DSSO, Dhenkanal on payment of Rs.2000/- (Rupees two thousands) only towards tender paper cost. The bid document can also be downloaded from Dhenkanal District website <http://dhenkanal.nic.in> . In case of down loaded bid document, the bidder has to submit the cost of bid document of Rs.2000/- in shape of Bank Draf in favour of DSSO, Dhenkanal, payable at Dhenkanal along with the Technical Bid.
- e) Earnest Money Deposit (EMD): **The bidder has to submit EMD amounting to Rs.25,000/- in shape of TDR/FDR duly pledged in favour of DSSO, Dhenkanal /Demand Draft drawn in any nationalized bank favouring DSSO, Dhenkanal payable at Dhenkanal failing which the tender shall be summarily rejected.** In case of EMD submitted in terms of Demand Draft no interest on EMD amount shall be paid at the time of refund of E.M.D. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder fails to execute the agreement within specified period. The EMD of successful bidder shall be refunded after successfully supply of purchase orders
- f) The Bidder has to fill up the Technical bid Form (Format-A) & submit it with a separate envelope with all self-attested photocopies of the following documents. The document should be **serially arranged** as per this Check list(**Annexure - I**) and should be securely tied and bound.
- f.i Details name, address, telephone no. Fax, e-mail of the manufacturer / authorized distributor/Suppliers.
- f.ii Tender document fee of Rs.2000/-in shape of Demand Draft.
- f.iii. Registration certificate/ any such equivalent certificate in support of formation / recognition of the bidder/ bidder's organization obtained from the Government Authority. In case of sole proprietor/individual, document showing its constitution as per law.
- f.iv. Copy of valid PAN card.
- f.v. Copy of GST registration certificate.

- f.vi. Copy of the Audited Statement of accounts duly certified by CA (Balance Sheet, Profit Loss A/C or Income Expenditure A/c etc. as applicable) for the last three Financial year.
 - f.vii. EMD as mentioned in para-02 (e) of the scope of work of the RFP document in shape of TDR/FDR duly pledged in favour of DSSO, Dhenkanal / Demand draft in favour of DSSO, Dhenkanal
 - f.viii. Tender Document duly signed and sealed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid.
 - f.ix. Declaration as per format C.
 - f.x. Registration certificate from competent Authority for manufacturing.
 - f.xi. BIS/ISO license of the Equipment to be supplied.
 - f.xii. Authorization certificate in original from the OEM in case of OEM authorized venders.
 - f.xiii. Purchase order/agreement/document in support of supplying to Govt. Department /PSD/ Autonomous body etc.
 - f.xiv. 03 years of experience in the field of supply of Aids/appliances.
 - f.v. Certificate of post-sale services availability.
 - f.xvi. Power of attorney in case of authorized signatory
 - f.xvii. Copy of Valid Fabricating Agency License of the manufacturer (from Central/State/ALIMCO if any).
3. The successful bidder has to produce valid GST Clearance Certificate & Income Tax Return for the last three Financial Year before signing the contract.
4. The Bidder who meets the qualitative requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- 5. Submission & opening of Tender Bid:**
- a) The interested Bidders may submit the Bid document complete in all respects along with EMD and other requisite documents on or before 13.02.2019 by 2.00 PM addressed to Collector, Dhenkanal (District Social Security Section)At-Kunjkanta, PO/Dist: Dhenkanal by registered Post/ Speed Post/ Courier. Collector, Dhenkanal shall not held responsible for any postal delay.
 - b) The Authority may, at its discretion extend the dateline for submission of bids by amending the bid documents in which case all rights and obligations rest on the authority.
 - c) Late Bidders: Any bid received by the authority after the prescribed time and dateline for submission of bids will not be opened and considered. Thus the same is deemed to be rejected.
 - d) The Technical bids shall be opened at 4.00P.M on dt.13.02.2019 in the Chamber of Collector, Dhenkanal in the presence of the authorized representatives of the bidders, if any, who wish to be present on the spot at that time.
 - e) The Financial Bid of only those bidders will be opened whose Technical bids are found in order. The Financial BID will be opened after technical evaluation.

6. Requirement & Specifications:

The list of items and its specifications required to be procured by Collector, Dhenkanal. are given below. The exact numbers of aids/appliances in each category will be determined as per actual requirement identified in different BBSA Camps.

SI No.	PRODUCT	DESCRIPTION	
1	Knee Gaiter	Metal bar with soft cushion and quality fabrics	
2	Oa Knee Brace	Polycentric/sa knee joint with customised thigh and calf plastic shell, leather knee strap. Pelite padding with quality velcro and strap	
3	Afo Articulated	Customised pp afo with ankle joint/dorsiflexion assist joint	
4	Ankle Foot Orthosis (Afo)	Customised pp afo	
5	Knee Ankle Foot Orthosis (Kafo)	Customised kafo pp with droplock knee joint, ankle joint, leather knee cap, pelite padding with quality velcro and strap	
6	Cockup Splint	Customised pp handsplint with pelite padding and quality velcro+strap	
7	Pair Of Surgical Shoes	Leather shoes with appropriate shoe raise	
8	Spinal Brace	Customised pp spinal brace with quality cushion padding + fabric with cushion anterior belt	
9	Ls Belt/Traction	Quality fabric with cushion, aluminium strip and quality velcro and strap	
10	Chairback Brace	Metal spinal frame with quality cushion, velcro and straps	
11	Four Poster Collar	Metallic four post+ quality cushion and strap	
12	Silicon Insole	Silicon	
13	Arch Support	Pelite/plastazote arch support	
14	Femur Fracture Brace	Customised pp with knee joint	
15	Forearm Fracture Brace	Customised pp forearm shell	
16	Symes Prosthesis/ Partial Foot	Polyester resin/ pp socket with quality foot/silicon or mcr filler	
17	B.K. Prosthesis (Hitech)	Pp socket, endoskeletal machining component (ce/iso), sach foot, cosmetic cover, suspension, pelite liner, stump socks	
18	A.K. Prosthesis (Hitech)	Pp socket, endoskeletal machining component (ce/iso), four bar polycentric knee joint, sach foot, cosmetic cover, suspension, pelite liner, stump socks	
19	K.D. Prosthesis	Pp socket, endoskeletal machining component (ce/iso), four bar polycentric k.d. joint, sach foot, cosmetic cover, suspension, pelite liner, stump socks	
20	B.E. Prosthesis	Alimco be components	
21	A.E. Prosthesis	Alimco ae components	
22	E.D. Prosthesis	Alimco ed components	

7. Warranty period should be for minimum of 02 years.

8. Evaluation of BID & award of Contract.

- a) The Procurement Committee will evaluate the Technical BID & Financial BID. The technical bid of the bidders will be evaluated. Firstly, the document/papers asked in the technical bid will be evaluated. There after the technically qualified bidders will be short listed. Financial Bid of the bidder/s submitted all the required document/papers will only be considered for opening.
- b) Opening of Financial Bid: The names of the technically qualified bidders after evaluation will be declared in the meeting .Financial Bid of only technically qualified bidders will be opened in the meeting. The rate quoted by the bidders will be declared in the meeting..

9. Acceptance or Rejection of the Bids:

- a) Authority reserves the right to accept or reject any bid and to reject all bids at any time without assigning any reason thereof.
- b) Any bid with incomplete information is liable for rejection.

10. Award of Contract:

- a) The contract will be awarded to the Bidder / Bidders substantially responsive to the Bid document & who has/have offered the lowest evaluated cost.
- b) If a special situation arises, where the lowest evaluated responsive bidder is not in a position to supply the full quantity required, the remaining quantity as far as possible be ordered on the next higher responsive bidder (s) at the rate offered by the lowest evaluated responsive bidder, after obtaining specific approval from the competent Authority on the specific recommendation of the Procurement Committee. Decisions of the Collector, Dhenkanal is final & binding to all the bidders in this regard.

11. Signing of Contract:

- a) The DSSO, Dhenkanal on behalf of Collector, Dhenkanal will place order, sign the contract agreement. The successful bidder/s whose bid has been accepted will sign an agreement 07 (seven) days of issue of the purchase order.
- b) Failure by the bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the bidder shall have no claim further.

12. Delivery Schedule:

The materials are required to be supplied within 45 days from the date of receipt of purchase order. The items so supplied shall be test checked at the time of delivery.

13. Release of payment.

The payment will be released by the DSSO, Dhenkanal after approval of Collector, Dhenkanal within 30 days after receipt of the required reports / Papers/ documents as under

- (i) satisfactory completion of the supply
- (ii) receipt of receive & stock entry certificate
- (iii) required random post-delivery inspection (PDI) report and
- (iv) on fulfillment of all other conditions of the agreement.
- (v) No advance payment shall be made or no interest for delayed payment shall be made.

14. Liquidation Damages:

The entire supply is to be completed within 45 days from the date of receipt of the purchase order. If the selected bidder fails to supply the materials within the stipulated days without any valid reasons, liquidation damages @ 0.5 % per week or part thereof up to 10% of the contract value shall be imposed for the delayed period under orders of the appropriate Authority. If the successful bidder supplies the materials whose quality does not commensurate with the specification mentioned in the Bid penalty as deemed proper will be imposed. The Authority reserves the right to forfeit the EMD & debar the bidder from participating in any other bids of Dhenkanal District. In such cases, the Authority may write to appropriate Govt. Authorities for blacklisting the firm.

15. Bid validity period:

The bid validity period is 90 days from the date of opening of the bid. Accordingly the bidder shall submit the Bid.

16. Regular monitoring & supervision through after sales service has to be ensured by the selected bidder.
17. The Authority reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
18. Corrigendum/Addendum, if any, will be uploaded in the website of <http://dhenkanal.nic.in>
19. All disputes relating to the contract is subject to the jurisdiction of the Court at Dhenkanal.

**Sd/-
Collector, Dhenkanal.**

Signature of the Tenderer

Format-A

**APPLICATION:
TECHNICAL BID FOR SUPPLY OF PROSTHETIC, ORTHOTIC AND MOBILITY AIDS.**

1. Name of Bidder:

2. Details of Earnest Money Deposit:

TDR/FDR/DD No. _____ date _____ of Rs. _____ drawn on Bank _____

3. Name of Proprietor/ Partner / Director:

4. Full Address of Registered Office:

Telephone No. : _____
Fax No. : _____
E-Mail Address : _____

5. Full Address of Operating / Branch Office:

Telephone No. : _____
Fax No. : _____
E-Mail Address : _____

6. Name & Telephone No. of Authorized Officer/ Person to liaise: _____

**Signature of the Tenderer :
with seal**

Check List (Annexure-I)

Sl. No	Name of the document /papers	Status (Submitted/ not submitted)	Page no (if submitted)
1.	Details name, address, telephone no. Fax, e-mail of the manufacturer / authorized distributor/Suppliers as per Format-A..		
2.	Tender document fee of Rs.2000/-		
3.	Tender Document duly signed and sealed by the authorized person of the bidder in each page as a token of acceptance of all terms and conditions of the Bid.		
4	Registration certificate from competent Authority for manufacturing. / any such equivalent certificate in support of formation / recognition of the bidder / bidder's organization for manufacturing obtained from the Government Authority.		
5	Copy of PAN card.		
6	Copy of GST registration certificate.		
7	Copy of the Audited Statement of accounts duly certified by CA (Balance Sheet, Profit Loss A/c or Income Expenditure A/c etc.) for the last three Financial year.		
8	EMD of Rs.25,000/- in shape of TDR/FDR duly pledged in favour of DSSO, Dhenkanal /Demand Draft drawn in any Nationalized Bank favouring DSSO, Dhenkanal payable at Dhenkanal.		
9	Declaration as per format C.		
10.	BIS/ISO license of the aids/appliances to be supplied.		
10	Authorization certificate in original from the OEM in case of OEM authorized venders.		
11	03 years of experience in the field of supply of aids/ appliances Purchase order/agreement/ document in support of supplying aids/appl. to Govt. Department /PSU/ Autonomous body etc.		
12	Affidavit regarding non-blacklisted of the bidder by any State/Central Govt.org.		
13	Power of attorney in case of authorized signatory.		
14	Certificate of post-sale services availability.		
15.	Declaration as per Format-C.		

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

**Name &Designation with
Rubber Stamp/ Official Seal of the Firm**

Format-B
APPLICATION:
FINANCIAL BID FOR SUPPLY OF PROSTHETIC, ORTHOTIC AND MOBILITY AIDS.

Name of Bidder: _____

(Rate should be quoted for different types of aids/appl as per specification.)

1. Aids/Appliances as per specification

(a) Rate per Piece Rs.

(b) GST per piece Rs.

Total (a + b) Rs.

Sl No.	Name of the Item	Description/ Specification	Name of the Manufactured Firm	Rate quoted per piece	G.S.T per piece	Total

The rate mentioned at (a) above is inclusive of all taxes, all charges, levies, cost of packing, transportation cost, delivery at point, cost of accessories, modifications etc. except GST. GST is quoted separately.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

**Name & Designation with
Rubber Stamp/ Official Seal of the Firm.**

**Format-C
Declaration**

- I, Shri/Smt. _____ Son/ Daughter/ Wife of Shri _____ Proprietor / Director/ Authorized Signatory of the bidder, mentioned above, am competent to sign this declaration and execute this RFP document;
2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by them,
 3. The information / documents/papers furnished along with the above application are true and authentic to the best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my RFP at any stage besides liabilities towards prosecution under appropriate law.
 4. Certified that my firm has well established mechanism for supply & delivery of Prosthetic, Orthotic and Mobility Aids.
 6. Certified that the entire supply will be completed within the time line given in the Bid document.
 7. I also certify that our firm has not been black listed by any Central / State Government / PSUs / Boards / Corporations / Autonomous Body under administrative control of Central or State Govt. etc.
 8. This is also certified that neither myself nor my organization will be indulging in any corrupt practices so far as this bidding is concerned.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

**Name & Designation with
Rubber Stamp/ Official Seal of the Firm.**