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**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL  
(SOCIAL SECURITY SECTION)**

No. 2485 /SS Dt. 06/06/2025

**Procurement of Raw Materials and Components for Fabrication of  
Prosthesis/ Orthosis at District Disability Rehabilitation Center, Dhenkanal**

Sealed tenders are invited from the Original Equipment Manufacturer (OEM) / OEM authorized vendors for supply of raw materials and component for fabrication of prosthesis/orthosis at District Disability Rehabilitation Center of Dhenkanal District under two bid systems (Technical & Financial). The detailed specification for supply of raw materials and components is enclosed in "Annexure-A"

The interested vendor may download the bid document from the official website:  
<https://dhenkanal.odisha.gov.in>.

The Tender Papers complete in all respect along with other required documents should reach at the O/o the DSSO, Dhenkanal on or before 1.00 P.M of dt. 01/07/2025 by Registered/Speed Post/Courier only.

Memo No. 2486 /SS Dt. 06/06/2025

  
Collector, Dhenkanal  
COLLECTOR  
DHENKANAL

Copy forwarded to the Advertising Manager, "The Samaj" and "The Sambad" for information with a request to get the Tender Notice published immediately i.e. on or before 09/06/2025 in their News Paper and submit the bill to DSSO, Dhenkanal as per I & P.R Deptt approved rate for release of payment.

Memo No. 2487 /SS Dt. 06/06/2025

  
Collector, Dhenkanal  
COLLECTOR  
DHENKANAL

Copy forwarded to District-e-Governance Manager, Dhenkanal for information and necessary action with an instruction to get the above tender notice & tender document available in the official website of NIC, Dhenkanal for wide publicity.

Memo No. 2488 /SS Dt. 06/06/2025

  
Collector, Dhenkanal  
COLLECTOR  
DHENKANAL

Copy forwarded the Notice Board of Collector, Dhenkanal/ CDO-cum-EO, ZillaParisad / All Sub-Collectors of Dhenkanal District for information with a request to display the tender notice in the Notice Board of their respective office.

  
Collector, Dhenkanal

COLLECTOR  
DHENKANAL

Memo No. 2489 /SS Dt. 06/06/2025

Copy forwarded to all Block Development Officers, Dhenkanal District/ All Child Development Project Officers, Dhenkanal/ Executive Officer of Dhenkanal Municipality, Bhuban NAC/ Kamakhyanagar NAC & Hindol NAC/ all District Level Officers of Dhenkanal District for information with an instruction to display the Tender Notice in Notice Board of their respective offices.



Collector, Dhenkanal  
COLLECTOR  
DHENKANAL

Memo No. 2490 /SS Dt. 06/06/2025

Copy forwarded to Director, Deptt. of Social Security & Empowerment of Persons with Disabilities, Odisha for kind information.



Collector, Dhenkanal  
COLLECTOR  
DHENKANAL

# Annexure -A'

## LIST OF RAW MATERIALS FOR MANUFACTURING OF ORTHOSIS 2023-24

SL.NO	NAME OF RAW MATERIALS	SPECIFICATIONS	UNIT	REQUIRMENT
1	Ethaflax	Colour - Pink/blue/Skin Size - 1000x2000mm Extra soft	Sheet	0
		i) 2mm		20
		ii) 4mm		20
		iii) 6mm		20
2	Polyfoam (Pe-lite)	Colour - Skin	Sheet	0
		3mm		15
		4mm		15
		6mm		15
3	Polypropylene Sheet	3mm	Sheet	7
		4mm		7
		5mm		7
		6mm		7
4	Plastozote	Colour - Skin Size - 1000*500mm	Sheet	0
		15mm		10
		27mm		10
5	POP POWDER	25KG BAG (WHITE)	-	30
6	Surform Blade (Half Round)	Stanley	-	5
7	Surform Blade (Round)	Stanley	-	5
8	Surform Blade (Flat)	Stanley	-	5
9	Spatula	-	-	5
10	Rivet (AL)	5/32" x 1" Flat head	Kg	2
11	Rivet (AL)	3/16" x 1" Flat head	Kg	2
12	Rivet (CU)	3/16" x 1" Flat head	Kg	2
13	Rivet (CU)	5/32" x 1" Flat head	Kg	2
14	D-RING with Plastic buckle	1"	Pkt	2
		1.5"		2
		2"		2
15	Press button	Big size	Pkt	4
		Small size		4
16	Adhesive	Dendrite (505,555)	Ltr	5
17	ThInner	-	Ltr	5
18	French chalk powder	-	Kg	5
19	Teflon Sheet	-	Mtr	4
20	Velcro Hook & Loop	Durable, Premium Qty Colour- Black/Skin	Roll	0
		1" x 20 mtr		4
		1.5" x 20mtr		4
		2" x 20mtr		4
21	Leather cowhide	Italian tanned	Sqr ft	10
22	Leather softy	Italian tanned		10
23	Rexine	Colour - Skin	Meter	10

12/11/23

24	Sole	<b>NBR</b>	Sheet	10
		High cross bottom		
		4' x 2'		
25	Sole	<b>MCR</b>	Sheet	10
		4' x 2' x 12mm		
		Extra soft		
		Colour Brown		
26	Sole	<b>Raja</b>	Sheet	10
		High cross bottom		
		4' x 2'		
27	Moulded AFO LT&RT (Size 0)	Articulated	Nos	10
28	Moulded AFO LT&RT (Size 1)	Articulated	Nos	10
29	Moulded AFO LT&RT (Size 2)	Articulated	Nos	10
30	Moulded AFO LT&RT (Size 3)	Articulated	Nos	10
31	Moulded AFO LT&RT (Size 4)	Articulated	Nos	10
32	Moulded AFO LT&RT (Size 5)	Articulated	Nos	10
33	Moulded AFO LT&RT (Size 6)	Articulated	Nos	10
34	Moulded AFO LT&RT (Size 7)	Articulated	Nos	10
35	Moulded AFO LT&RT (Size 8)	Articulated	Nos	10
36	Moulded AFO LT&RT (Size 9)	Articulated	Nos	10
37	Moulded Thigh Shell (Size 13)	Articulated	Nos	10
38	Moulded Thigh Shell (Size 14)	Articulated	Nos	10
39	Moulded Thigh Shell (Size 15)	Articulated	Nos	10
40	Moulded Thigh Shell (Size 16)	Articulated	Nos	10
41	Moulded Thigh Shell (Size 17)	Articulated	Nos	10
42	Moulded Thigh Shell (Size 18)	Articulated	Nos	10
43	Moulded Thigh Shell (Size 19)	Articulated	Nos	10

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## LIST OF RAW MATERIALS FOR MANUFACTURING OF PROSTHESIS

SL.NO	NAME OF RAW MATERIALS	SPECIFICATIONS	UNIT	REQUIRMENT
1	Resin with Hardner	Acrylic	Ltr	10
2	Pigment Paste	Colour Cinnamon Premier Quality	gm	0.5
3	PVA Sleeve A.E.		No	20
4	PVA Sleeve B.E.		No	20
5	Stockineste (Cotton)) Skin Colour	30mm×10mtr	Rolls	10
		60mm×10mtr		10
		80mm ×10mtr		10
		100mm × 10mtr		10
		120mm × 10mtr		10
6	Stockineste (Perlan)	30mm×10mtr	Rolls	5
		60mm×10mtr		5
		80mm ×10mtr		15
		100mm × 10mtr		15
		120mm × 10mtr		15
7	POP Bandage	10cm	DOZEN	25
		15cm		25
8	Sports shoe	lancer (No.6 to No 11) Male & Female	Pcs	50
9	Prosthetic Feet	Premier Quality (No.6 to No 10)	Pcs	50
10	B.K Foam Cover	Pre shaped	No	30
		Made up of High Performance polymer		
		Water proof		
		Durable		
11	A.K Foam Cover	Pre shaped no grinding required	No	25
		Made up of High Performance polymer with fabric liner		
		Water proof		
		Durable		
12	Kit Endosketal A.K with single axis friction Knee Joint	Alluminium alloy wt Limit 100Kg	Kit	10
13	Kit Endosketal A.K with Manual lock Knee mech.	Alluminium alloy wt Limit 100Kg knee Flex 135°	Kit	10
14	B. K. standard Kit	Aluminium wt. limit 100kg	Kit	30
15	Orthoprime Drapping Sheet for liner Socket (PRC)	6mm thickness	Nos	4
		Primer Quality 1220mm × 2000mm		4
		1000mm × 2000mm		4
16	Single axis foot sizes (23cm, 24cm,25cm, 26cm) 2 from each size	With CE/ISI Mark	Nos	8
		Primer Quality Asthetically design and Pleasant looking cover		

17	Female double adopter	35mm, SS	Nos	4
		45mm, SS		4
		60mm, SS		4
		75mm, SS		4
		90mm, SS		4
18	Male pyramid socket adopter	SS	Nos	4
19	4 Hole male pyramid adopter	SS	Nos	4
20	4 Hole Female pyramid adopter	SS	Nos	4
21	Shift adopter	SS	Nos	4
22	3 Prongsocket Female adopter, rotabler	SS	Nos	4
23	AK/BK pyramidal receiver socket adopted for drapping	With CE/ISI Mark	Nos	5
		SS		
		Economic		
		Wt limit 100kg		
24	Shifting adopter (movable) both side pyramidal receiver	SS	Nos	5
		Export		
		Wt limit 100kg		
25	Four bar polycentric knee with Mechanical swing phase control, geometric stability & proximal single bolt mechanisms	High grade Aluminium Alloy	Nos	5
26	Suction valve set ( Cap+ Tube+ Ring)		Nos	10
27	A.K TES Belt (S, M,L, XL, Lt 4 Rt)	Premier quality	Nos	20
		High Strangth neoprene material		
		Comfort and anatomical fitness to be assured		
28	B.K Suspension sleeve (S, M,L, XL)	Premier Quality	Nos	30
		High Strength		
		Neoprene Material		
		Comfort and Shape to be assumed		
29	Carboon Fiber Sleeves (S,M,L,XL) 2 Per each	Inner Diameter 6mm to 100mm , Density/80kg/m3-200/m3	Nos	8
30	Lock tight		Bottles	2
31	Vaselin	Ordinary quality	Kg	4
32	Transfer paper containing butter flies birds, fishes, cats etc	24" x 1mtr	No	20
		Premier quality		
33	Cosmetic Socks (AK)	Premier Quality	Pairs	20
34	Cosmetic Socks (BK)	Premier Quality	Pairs	20
35	Stump Socks (BK)	Premier Quality	Nos	20
36	Oprime PP sheet (PRC)	16mm x 3.3' x 6.6'	Sheet	5

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KITS FOR ORTHOSIS

SL NO	DESCRIPTION	SPECIFICATIONS	REQUIREMENT	REQUIRMENT
1	AFO KIT (ALUMINIUM)	(AL-SIZE II)	10	10
		(AL-SIZE III)	10	10
2	KAFO KIT (ALUMINIUM)	(AL-SIZE I)	10	10
		(AL-SIZE II)	10	10
		(AL-SIZE III)	10	10
3	HKAFO KIT (ALUMINIUM)	(AL-SIZE II)	10	10
		(AL-SIZE III)	10	10
4	KNEE CAP (LEATHER)	Small	20	20
		MEDIUM	31	20
		LARGE	30	20
5	TAMARACK ANKEL JOINT	MEDIUM	20	10
		LARGE	21	10
6	D.B SPLINT	Adjustable Metalic bar	20	10
7	TURN & BUCKLE	Adjustable Metalic bar	10	10
8	OA KNEE ORTHOSIS	ADULT (SIZE III)	25	25
9	PATELLAR ORTHOSIS	ADULT (SIZE III)	10	10
10	KNEE HYPEREXTENSION BRACE	ADULT (SIZE III)	5	5
11	LUMBO-SACRAL BELT	ADULT (SIZE III)	55	55
12	CHEST BINDER		5	5
13	TAYLOR BRACE		5	5
14	MCR SHOE	SIZE 6-10 (EACH)	30	30

*Handwritten signature*

## SAMPLE OF ITEMS TO BE SUBMITTED

SL NO.	NAME OF RAW MATERIAL	SPECIFICATION
1	Ethaflex	6mm
2	Polyfoam (pe-lite)	6mm
3	Plastozote	15mm
4	Rivet (AL)	5/32"x1" Flat head
5	Rivet (CU)	5/32"x1" Flat head
6	Velcro Hook & Loop	1.5"
7	Leather Cowhide	
8	Leather Softy	
9	Sole (MCR)	
10	Moulded AFO LT&RT (size 3)	Articulated
11	Moulded Thigh Shell	
12	PVA Sleeve A.E.	
13	PVA Sleeve B.E.	
14	Stockineste (cotton) Skin	
15	Stockineste (Perlan)	
16	Prosthetic Feet	Premier Quality
17	B.K Foam Cover	Pre shaped
18	A.K Foam Cover	Pre Shaped no grinding required
19	Endoskeletal A.K with single axis friction knee joint	Alluminium Alloy with wt limit 100kg
20	Endoskeletal A.K with manual lock knee mech.	Alluminium Alloy with wt limit 100kg knee fraction 135°
21	B.K Standard Kit	Alluminium Alloy with wt limit 100kg
22	Single axis foot	Premier Quality
23	Shifting adopter(movable)	
24	Four Bar Polycentric Knee with Mech. Swing phase control	High Grade Aluminum alloy
25	Suction Valve Set (Cap+Tube+Ring)	
26	A.K TES Belt	Premier Quality & High Strength neoprene material
27	B.K Suspension Sleeve	Premier Quality & High Strength neoprene material
28	Carbon Fiber Sleeves	
29	Stump Socks (BK)	Premier Quality
30	KAFO KIT (ALUMINIUM)	(AL-SIZE II)
31	TAMARACK ANKEL JOINT	MEDIUM,LARGE
32	KNEE HYPEREXTENSION BRACE	
33	LUMBO-SACRAL BELT	
34	MCR SHOE	SIZE 8

*Abhijeet Abhinandan*  
 Abhijeet Abhinandan  
 Senior P & O, DDRC, Dhenkanal



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL  
(SOCIAL SECURITY SECTION)**

**Section-I**

**NOTICE INVITING TENDERS (NIT)**

**Bid reference No:** 2484 **Dt:** 06.06.2025

1. Sealed tender are invited from the Original Equipment Manufacturer (OEM) / OEM authorized vendors for supply of raw materials and component for fabrication of prosthesis/orthosis at District Disability Rehabilitation Cente in Dhenkanal District under two bid systems (Technical & Financial) as per the following schedule.
2. This document contains 8 sections as follows:
  - a. Section I: Notice Inviting Tender
  - b. Section II: Instructions to Bidders
  - c. Section III: Procedure for evaluation of Bids
  - d. Section IV: Job Descriptions
  - e. Section V: Eligibility Criteria
  - f. Section VI: Terms and Conditions
  - g. Section VII: Appendices (1 to 4 and A to H)
3. Schedule of events

Sl No	Description	Schedule
1	Date of availability of Bids	
2	URL of website for downloading of Bid Documents	<a href="https://dhenkanal.odisha.gov.in/">https://dhenkanal.odisha.gov.in/</a>
3	Cost of the Bid Documents	11,200/-
4	Closing Date and Time of Receipt of Bid <ol style="list-style-type: none"><li>a) Time</li><li>b) Date</li></ol>	01 PM 01/07/2025
5	Time, Date and Venue of Opening of Technical Bid <ol style="list-style-type: none"><li>a) Time</li><li>b) Date</li><li>c) Venue</li></ol>	04 PM 01/07/2025 Office Chamber of Collector, Dhenkanal
6	Time, Date and Venue of Opening of Financial Bid	To be intimated to technically qualified bidders on a later date.

4. The bid document may be downloaded from the official website: <https://dhenkanal.odisha.gov.in>. The bidder downloading the bid document from the website will be required to deposit Rs.11,200/- (non-refundable) in the form of Demand Draft drawn in favour of "District Social Security Officer, Dhenkanal" while submitting the bid. Bid without the fee of Rs. 11,200/- is liable for rejection.
5. Bidders shall ensure that their bids are completed in all respects, shall be submitted by Registered Post/ Speed Post at District Social Security Office, Dhenkanal, Kunjakanta, Near Municipality Office, Dhenkanal.
6. In the event of any of the above-mentioned dates being declared a holiday/ closed day for the bid inviting authority, the bids will be received/opened on the next working day at the same time.
7. The bid documents are not transferable.
8. All subsequent addendums/corrigendum to the tender shall be hosted in the portal <https://dhenkanal.odisha.gov.in>
9. All bids must be accompanied by Earnest Money Deposit EMD amount to Rs. 70,000/- (Rupees Seventy Thousand) only in the form of Demand Draft favoring "District Social Security Officer, Dhenkanal". Earnest Money Deposit in any other form will not be accepted. Earnest Money Deposit will not earn any interest. Bids without EMD shall be rejected. However, the registered MSME/start-ups bidder agency is exempted from EMD as per FDOM No. 21926 dated 12.08.2015 and Ministry of Finance, Govt. of India OM No. F.20/2/2014-PPD(Pt) Dtd 25.07.2017 and copies of required documents should be submitted for claiming exemption.



Collector, Dhenkanal

 **COLLECTOR  
DHENKANAL**

## Section-II

### INSTRUCTIONS TO BIDDER

#### 1. General Instructions:

- a. The bidder should prepare and submit its offer as per instructions given in this section.
- b. The bids shall be complete with all documents. Those submitted by fax or by email with attachments shall not be considered.
- c. The bids which are for only a portion of the materials/ components shall not be accepted. (The bid should be for all the materials/components)
- d. The bids (technical and financial) shall be submitted (with a covering letter as per Appendix- B) before the last date of submission. Late bids shall not be considered.
- e. The prices quoted shall be firm and shall include all applicable taxes and duties. This shall be quoted in the format as per attached "Appendix-H" only.

#### 2. Earnest Money Deposit (EMD) :

- a. The bid shall be accompanied by Earnest Money Deposit (EMD) of Rs 70,000/- (Rupees Seventy Thousand) as specified in the Notice Inviting Tender in the shape of Demand Draft from any scheduled bank in favour of "District Social Security Officer, Dhenkanal"
- b. However, the registered MSME/start-ups bidder agency is exempted from EMD as per FDOM No. 21926 dated 12.08.2015 and Ministry of Finance, Govt. of India OM No. F.20/2/2014-PPD(Pt) dtd. 25.07.2017 and copies of required documents should be submitted for claiming exemption.
- c. The EMD of unsuccessful bidder will be returned to them without any interest, after the conclusion of the resultant contract. The EMD of the successful bidder will be returned without any interest, after completion of the terms of contract.
- d. EMD of a bidder may be forfeited without prejudice to other rights of the procurer, if the bidder withdraws from the Bid in any respect within the period of validity of its Bid or if it comes to notice that the information/ documents furnished in its Bid is incorrect, false, misleading or forged. In addition to the aforesaid grounds.

### 3. Preparation of Bid:

The bids shall be made in **Two Separate Sealed Envelopes** as follows:

- I. The first envelope shall be marked in bold letter as "**TECHNICAL BID**" which shall be sent with forwarding letter "Appendix-B" and shall include the following:
  - a. Check List as per Annexure-A
  - b. Tender document cost in the shape of Demand Draft drawn in favour of "District Social Security Officer, Dhenkanal".
  - c. Original Bid document duly stamped and signed by the authorized personnel in each page confirming the performing the assignment.
  - d. Particulars of the bidder as per "Appendix-C"
  - e. Turnover certificate as per "Appendix-D" and copy of the Income Tax Returns acknowledgement for last three financial years.
  - f. Copy of the certificate of registration, GST with the appropriate authority.
  - g. The bidder shall provide copies of work order in public sector in last three years per proforma given in "Appendix-E".
  - h. A duly notarized declaration from the bidder in the format given in the "Appendix-F" and "Appendix-G" to the effect that the firm has neither been declared as defaulter or black-listed by any competent authority of a Government Department under Government of India or Government of any State and list of litigation.
- II. The second envelope shall contain the financial proposal and shall be marked in bold letters as "**FINANCIAL BIDS**". Prices shall be inclusive of all taxes & duties and quoted in the proforma enclosed at "Appendix-H" as per the scope of the work to be rendered.
- III. Both the envelopes (Technical Bid & Financial Bid) shall be put in another outer third envelope and shall be sealed and superscripted with "Supply of raw materials and component for fabrication of prosthesis/orthosis at District Disability Rehabilitation Center, Bid Reference No. & Due Date."
- IV. The Bid should be addressed to Collector, Dhenkanal.

### 4. Bid & Contract Validity Period

The bids shall remain valid for a period of 90 days from the last date of submission of bids, for the purpose of finalization. The prices quoted shall remain firm and valid for the entire duration of the contract, starting from the date of award of the contract.

## 5. Bid Submission

The two envelopes containing both technical and the financial bid shall be put in an outer envelope, which shall be sealed and superscripted with "Bid Name & Reference No ..... due for opening on ....."

The offer shall not contain any interlineations or overwriting. In case of discrepancy in the quoted price, the price written in words will be taken as valid.

## 6. Opening of Bids

- a) The technical bid will be opened at the time & date specified in the schedule of events in Section-I.
- b) The bidders or their authorized representative (must carry a valid authorization letter from their company along with an official photo ID proof) has to remain present during the technical bid opening and evaluation failing which decision shall be taken ex parte by the committee.
- c) The sample box will be opened in presence of:
  - a. committee members
  - b. Bidder or their authorized representative
  - c. Technical experts from DDRC
- d) Each item from the sample item box will be check against the submitted signed checklist
- e) If any item is found missing as per the provided checklist, the bid will be disqualified from further technical evaluation.
- f) After the evaluation of sample items, all items will be packed back into the box, and the box will be sealed in the presence of all participants.
- g) The sealing process will be documented and signed by all parties present.
- h) The Procurement Committee's decision will be final regarding technical evaluation.
- i) Bidders who fail in the technical evaluation due to non-compliance or missing items will not proceed to the financial bid round.

## Section-III

### EVALUATION OF BIDS

**1. Security of Bids:**

The bids will be scrutinized by the evaluation committee appointed by the authority to determine whether they are complete and meet the essential and important requirements, conditions and whether the bidder is eligible and qualified as per criteria laid down in the bid document. The bids, which do not meet the aforesaid requirements, are liable to be treated as non-responsive and may be ignored. The decision of the procurer as to whether the bidder is eligible and qualified or not and whether the bid is responsive or not shall be final and binding on the bidders. Financial bids of only those bidders, who qualify on technical bid, will be considered and opened.

**2. Infirmary/ Non-Conformity:**

The procurer may waive minor infirmity and/or non-conformity in a bid, provided it does not constitute any material deviation. The decision of the procurer as to whether the deviation is material or not, shall be final and binding on the bidders.

**3. Bid Clarification:**

Wherever necessary, the procurer may at its discretion, seek clarification from the bidders seeking response by a specified date. If no response is received by this date, the procurer shall evaluate the offer as per available information in the bid.

**4. Bid Evaluation:**

a) The technical bids shall be evaluated based on the eligibility criteria, documents furnished in the bid in support of that including the requirement/terms & conditions of the bid and clarification received from the bidders.

**b) Sample Item Evaluation: -**

- i. Each bidder or their authorized representative (1 per bidder allowed only) has to remain present during the sample item evaluation, failing which decision shall be taken ex parte by the committee.
- ii. Representatives must carry a valid authorization letter from their company along with an official photo ID proof.
- iii. The sample items will be verified against the signed checklist attached on the box.
- iv. If any item is found missing as per the provided checklist, the bidder will be disqualified from further technical evaluation.
- v. After the evaluation, all items will be placed back into the box, and the box will be sealed in the presence of all participants.
- vi. The sealing process will be documented and signed by the parties concerned.

- c) The technical bids which do not meet the aforesaid eligibility/ requirements of the bid are liable to be treated as non-responsive.
- d) Financial bids of only those bidders who qualify in their technical bid, will be opened and evaluated.
- e) Any bid with incomplete information is liable for rejection.

**5. Selection Process:**

- a) The selection should be done on Least Cost basis in the financial price quote.
- b) The Lowest (L-1) Bidder should be selected for supply of raw materials and component for fabrication of prosthesis/orthosis at District Disability Rehabilitation Center, Dhenkanal.
- c) The bidders shall have to quote the cost in the format of Price Bid "Appendix-H" up to maximum two decimal digits after the decimal point.
- d) The technically qualified bidder with the lowest quoted cost shall be selected.
- e) 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 will be final & binding to all the bidders in this regard.

## Section-IV

### SCOPE OF THE WORK

The selected agency shall be responsible for supply of raw materials and components for fabrication of prosthesis/orthosis at the District Disability Rehabilitation Center, Dhenkanal.

**a) List of raw materials, components and quantities:**

The detailed list of raw materials with their specifications and quantities required at are annexed at Annexure-1.

**b) Delivery of Goods:**

- I. The selected agency should deliver the goods at District Disability Rehabilitation Center (DDRC), Dhenkanal within 15 days of issue of supply order.
- II. The items supplied must be in good condition and of same quantity as per specifications mentioned in the tender call notice.
- III. The District administration will have no liability regarding transportation, loading and unloading of items for supply to the designated place in good condition.
- IV. The defective or damaged items if any will be replaced by the selected agency.
- V. Any damaged/ bad quality items detected during receipt will not be accepted.
- VI. Senior P & O of DDRC, Dhenkanal should verify and receive the supplied items.

**c) Payment Process:**

- I. The payment will be made by District Social Security Officer, Dhenkanal after its certification, stock entries from Senior P & O of DDRC, Dhenkanal
- II. Payment will be made only after complete supply of entire items.
- III. Payment will be made within 20 days from the date of receipt of the bills and required documents subject to availability of funds
- IV. No interest will be paid for any delayed payment.

## Section-V

### ELIGIBILITY CRITERIA

1. The Bidder shall be a sole provider (Company/Society/Trust) and Consortium of companies is not allowed. The bidder should be registered in India with relevant act, such as a Company (Companies Act 2013) / Partnership Firm (Indian Partnership Act 1932/Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust Act 1882) and its amendments thereof.
2. Must have a PAN/TAN under Income Tax Act and GST and should furnish the copy of certificates and returns filed before competent authorities.
3. The bidder shall have an average annual turnover of Rs. one crore or more in last three financial years. Information on audited annual turnover shall have to be furnished as per the format "Appendix-D" duly supported by audited accounts statements.
4. The bidder is required to furnish the audited balance sheet, turnover certificates of the last three financial years duly signed by a Chartered accountant.
5. The bidder shall have executed minimum three assignments in public sector. In support of this, a statement regarding successfully completed assignments during last three years should be submitted as per proforma in "Appendix-E".
6. Bidder Should not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt. /Central Govt. Organization. Bidder who has been blacklisted / debarred/banned by any State Government/Central Govt. Organization / State Medical Corporations will not be eligible to participate in the tender during the blacklisting/debarred period. (Declaration as per "Appendix-F")
7. The bidder shall declare all ongoing litigations it is involved in with any government agency/state/central department as per "Appendix-G".

## Section-VI

### TERMS & CONDITIONS

#### General Terms:

#### 1. Submission of Bids:

The tender complete in all respect should reach the office of the DSSO, Dhenkanal through Regd. Post/ Speed Post/ Courier only.

#### 2. Pricing:

- a) The price quoted must be inclusive of all applicable taxes (GST), duties, transportation charges and any incidental costs.
- b) The quoted price shall be considered final, and no revision will be allowed post submission.

#### 3. Delivery of Goods

- a. The selected agency should deliver the goods as per the detailed specification and quantity specified in Annexure-A at District Disability Rehabilitation Center (DDRC), Dhenkanal within 15 days of issue of supply order.
- b. The items supplied must be in good condition and of same quantity as per specifications mentioned in the tender call notice.
- c. The District administration will have no liability regarding transportation, loading and unloading of items for supply to the designated place in good condition.
- d. The defective or damaged items if any will be replaced by the selected agency.
- e. Any damaged/ bad quality items detected during receipt will not be accepted.
- f. Senior P & O of DDRC, Dhenkanal should verify and receive the supplied items.

#### 4. Quality Compliance:

- a. Items supplied must meet acceptable quality standards.
- b. Any item found non-compliant or of inferior quality is liable for immediate replacement.

## 5. Eligibility Criteria:

- a. The Bidder shall be a sole provider (Company/Society/Trust) and Consortium of companies is not allowed. The bidder should be registered in India with relevant act, such as a Company (Companies Act 2013) / Partnership Firm (Indian Partnership Act 1932/Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust Act 1882) and its amendments thereof
- b. Must have a PAN/TAN under Income Tax Act and GST and should furnish the copy of certificates and returns filed before competent authorities.
- c. The bidder shall have an average annual turnover of Rs. 01 (one crore) or more in the last three financial years. Information on audited annual turnover shall have to be furnished as per the format "Appendix-D" duly supported by audited accounts statements.
- d. The bidder is required to furnish the audited balance sheet, turnover certificates of the last three financial years duly signed by a Chartered accountant
- e. bidder shall have executed minimum three assignments in public sector. In support of this, a statement regarding successfully completed assignments during last three years should be submitted as per proforma in "Appendix-E".
- f. Bidder Should not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt. /Central Govt. Organization. Bidder who has been blacklisted / debarred/banned by any State Government/Central Govt. Organization / State Medical Corporations will not be eligible to participate in the tender during the blacklisting/debarred period. (Declaration as per "Appendix-F")
- g. The bidder shall declare all ongoing litigations it is involved in with any government agency/state/central department as per "Appendix-G".

**6. Sample Submission:**

- a. The bidder must deliver **sample items** enclosed in **Annexure-B**, at the DDRC, Dhenkanal before the opening of the technical bid for verification of the same by the purchase committee.
- b. All expenses related to sample items submission and retrieval shall be borne by the bidder.
- c. The required sample items need to be in sealed package/ box with a check list of contents signed by the bidder.

**7. Warranty:**

Each product must be supplied with a minimum warranty, in line with prevailing market norms applicable to its category, covering manufacturing defects and technical failures.

**8. Signing of Contract:**

- a. The procurer shall issue the Notice for Award of Contract to the successful bidder within the bid validity period. And the successful bidder will be required to sign and submit the contract unconditionally within 15 days of receipt of such communication.
- b. Failure by the bidder to comply with the requirement of above mentioned clause, the offer shall be rejected and the bidder shall no claim further.
- c. The DSSO, Dhenkanal on behalf of the Collector, Dhenkanal will place sign the contract and will place order.

**9. Termination of Contract:**

The Collector, Dhenkanal, may terminate the contract if the successful bidder withdraws its bid after its acceptance or fails to fulfil any other contractual obligations. In that event, the procurer will have the right to procure the goods from next eligible bidder and the extra expenditure on this account shall be recoverable from the defaulter. The earnest money deposited by the defaulter shall also be recovered to pay the balance amount of extra expenditure incurred by the procurer. Prior to the termination, the agency will be served notice of termination explaining the reasons and will be given an opportunity to rectify the services within 15 days failing which the contract will be terminated.

**10. Payment Terms:**

- a. The payment will be made by District Social Security Officer, Dhenkanal after its certification, stock entries from Senior P & O of DDRC, Dhenkanal
- b. Payment will be made only after complete supply of entire items.
- c. Payment will be made within 20 days from the date of receipt of the bills and required documents subject to availability of funds
- d. No advance payment or no interest will be paid for any delayed payment.

**11. Liquidation Damages:**

The entire supply is to be completed within 15 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 the orders of the appropriate authority. 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 Government Authorities for blacklisting the firm.

**12. Right to Reject:**

The undersigned reserves the right to **cancel, reject, or withdraw the tender** without assigning any reason and shall not bear any liability arising from such a decision.

**13. Jurisdiction:**

All disputes relating to the contract is subject to the jurisdiction of the Court at Dhenkanal.

**Other Terms & Conditions**

14. The agency will be obliged with the provisions of a Contract Agreement and terms and conditions therein. It could be cancelled at any time after providing an opportunity of hearing by the Authority, in case the Empanel agency does not follow the rules regulations and terms and condition of the contract.
15. The agency shall abide by all the guidelines issued by the Authority and statutory bodies. In case of violation the contract could be terminated after providing an opportunity Of hearing to the service provider, at one month's notice.
16. The Authority shall receive Bids pursuant to this tender document in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by the Authority and all Bids shall be prepared and submitted in accordance with such terms on or before the date specified in the tender for submission of Bids.
17. Under no circumstances the successful tender shall appoint any sub-contractor or sub-lease the contract.

## CHECK LIST

(To be submitted in Technical Bid Envelop)

The documents have to be arranged serially as per the order mentioned in checklist for ease of scrutiny

SL No	Item	Whether Included Yes/No	Page No.
1	Format (Check List)		
2	Bid Document Cost of Rs. 11,200/- as DD		
3	The Earnest Money Deposit(s) of Rs. 70,000/- as DD		
4	Appendix-B (Forwarding Letter for Technical Bid)		
5	Appendix-C (Particulars of the Bidder)		
6	Copy of the Registration Certificate of the Firm		
7	Copy of PAN		
8	Copy of the GST registration certificate & returns		
9	Copy of ISO certification if any		
10	Appendix-D (Turnover certificate)		
11	Copies of the annual audited statement for 2022-23, 2023-24, 2024-25		
12	Copies of the Income Tax Return for past three financial years		
13	Appendix-E (Assignments of successfully completed contracts during the last three years)		
14	Copies of the Contract / Work Order in support of the information provided in Appendix-E		
15	Appendix-F & G (Declaration Affidavit on Stamp Paper)		

Signature of the bidder .....

**Forwarding Letter for Technical Bid**

(To be submitted by the bidder in their letterhead in technical bid envelop)

Date:.....

To

The District Social Security Officer,  
Dhenkanal

Sub: Bid for supply of raw materials under Bid No .....

Sir,

We are submitting, herewith our bid for empanelment as supplier for supply of raw materials, components, tools for fabrication of Prosthesis/Orthosis .

We are enclosing and Bank Draft ....., Dated ..... (Amount.....) towards bid document cost/fee and Bank Draft No..... Dated ,..... (Amount..... ) towards Earnest Money Deposit (EMD), drawn on..... Bank in favour of .....

We agree to accept all the terms and condition stipulated in your Bid enquiry.

We agree to keep our offer valid for the period stipulated in your bid document.

Enclosures:

- 1.
- 2
- 3.
- 4
- 5

Signature of the bidder .....

Seal of the Bidder

## PARTICULARS OF THE BIDDER

(To be submitted in Technical Bid Envelop)

1. Name:
2. Registered Address
3. Communication Address
4. Phone (Land Line / Mobile)
5. email id
6. Type of Organization Partnership/Company/Trust/Not for Profit Organization
7. Registration Nos.
  - a. Registration no. of the firm
  - b. GST
  - c. PAN No.
 (pl. furnish the photocopies of the above certificates in the technical bid envelop)
8. Copy of Income Tax Return for past three financial years
9. Bank Details of the Bidder

The bidder shall have to furnish the Bank Details as mentioned Payment for services if any (if selected)	a. Name of the Bank :
	b. Name of the Account & Full address of the Branch
	c. Account no. of the bidder:
	d. IFS Code of the Bank:

Signature of Authorized Signatory

Name &amp; Designation:

Date:

Place:

Seal

**Audited Annual Turn Over Statement**

(In the letterhead of the Chartered Accountant)

The audited Annual Turnover for the last 03 (three) financial years of M/s \_\_\_\_\_ are given below and certified that the statement is true and correct.

SL No	Financial Year	Turnover in lakhs (Rs.) both in figures & words
1	2022-2023	
2	2023-2024	
3	2024-2025	

Date:

Signature of Auditor/Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.:

NB: The annual turnover statement should also be supported by copies of audited annual statement of the last three financial years / Annual Report and the turnover figures mentioned above should be highlighted there.

**ASSIGNMENT OF SUCCESSFULLY  
COMPLETED CONTRACT DURING LAST THREE YEARS**

(To be submitted in Technical Bid Envelop)

Details of No. of Service in Own/PPP mode Undertaken during the last three years

SI No	Assignment Contract No. & date	Name Of the Organization	Description of works provided	Contract Price of assignment (Rs.)	Date of completion of contract

\* Attach Photocopies of the contract/work order of the assignments mentioned above

Attach the user's certificates regarding satisfactory completion of assignments as mentioned on operation & management.

Signature of Authorized Signatory

Name & Designation:

Date:

Place

Seal

**Declaration by Bidder**

(To be submitted in Technical Bid Envelop)

I / We.....agree that we shall keep our price valid for a period of two year from the date of approval. I/We will abide by all the terms & conditions set forth in the Bid documents 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.

Signature of the Bidder:

Date

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public in Rs.100.00 stamp paper.

**Declaration by Bidder**

(To be submitted in Technical Bid Envelop)

I/We do hereby declare I/We have been involved in following litigations with any government agency/state/central department:

SI. No.	Court	Case No.	O.P. No. 1	Subject of the dispute	Present Status

Signature of the Bidder:

Date:

Name &amp; Address of the Firm:

Affidavit before Executive Magistrate / Notary Public in Rs.100.00 stamp paper.

**FINANCIAL BID**

(To be submitted in Financial Bid Envelop)

1. Name of the Bidder:.....  
Quote for Cost per unit (items should confirm the specifications provided at Appendix- 1. If any items found not conforming with the specification than the financial bid/contract as the case may be cancelled at any time).
2. The quoted cost should be including GST, forwarding, packing, transport, service and any other charges.

**PRICE BID**

Sl No	Name of Raw Materials	Specification	Unit	Quantities	Quoted cost in Rs. (including GST, forwarding, packing, transport, service and any other charges)