



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, DEOGARH  
DISTRICT PROGRAMME MANAGEMENT UNIT (DPMU)  
(Department of Health & Family Welfare, Govt. of Odisha)  
DISTRICT HEAD QUARTER HOSPITAL, AT/PO/DIST. - DEOGARH, 768 108  
☐ (06641) 226103, Fax : (06641) 226103, E-mail : nhmdeogarh@gmail.com



ZILLA SWASTHYA SAMITI, DEOGARH  
(Dept. of Health & FW, Govt. of Odisha.)



NO. 6708

Dt. 20.12.18

(Tender Call Notice)

Sealed Tenders are invited from manufacturer/Importer/registered firms/dealers/agencies for procurement of **FURNITURE & FIXTURES**. The tender documents shall have to submit in one envelope containing two separate envelopes, one for technical bid & another for financial bid through speed post/register post/courier only on or before 09.01.2019 by 1.00 PM to the office of CDM & PHO, DHH, Deogarh. The quotation will open on the same day at 3.00PM in the presence of bidders or their authorized representatives. The tender paper along with terms and conditions will be available in the website [www.deogarh.nic.in](http://www.deogarh.nic.in). All applications must accompany with Rs. 500/- in shape DD towards tender paper cost in favour of "ZSS/ Non- NRHM Funds Account, Deogarh Payable at Deogarh" which is non-refundable. The authority reserves right to accept or reject any or all the tender without assigning any reason thereof. The envelope containing the tender document must be clearly super scribed as "Tender for procurement of **FURNITURE & FIXTURES**."

Sd/-

CDM & PHO cum- District Mission Director, Deogarh

no 11/14

**TERMS, CONDITIONS & SPECIFICATION FOR  
SUPPLY OF FURNITURE & FIXTURES**

Name of the District / Health Institution: Deogarh  
(HEALTH & F.W. DEPTT., GOVT. OF ORISSA)

**Bid Reference No. -C.D.M. & P.H.O. DEOGARH( 6708/ 20.12.2018)**

**TENDER DOCUMENT  
FOR SUPPLY OF FURNITURE & FIXTURES**

Bid document may be downloaded from Web site-www.deogarh.nic.in

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : Dt. 09.01.2019 Upto 1 P.M  
DATE & TIME OF OPENING OF TECHNICAL BID : Dt 09.01.2019 at 3 P.M.  
DATE OF OPENING OF FINANCIAL BID : Dt. 10.01.2019 at 3 P.M.

PLACE OF OPENING OF BID DOCUMENTS  
AND

ADDRESS FOR COMMUNICATION

: O/o CDM & PHO, Deogarh District Head  
Quarter Hospital, At/Po/Dist -  
Deogarh, PIN - 768108

AND  
RECEIPT OF BID DOCUMENTS.

Tel: 06641-226103

Email id: nhmdeogarh@gmail.com

**OFFICE OF THE CDM & PHO: DEOGARH**

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20/12/18

## TERMS AND CONDITIONS FOR SUPPLY OF FURNITURE & FIXTURES

- 1.1 Sealed tenders will be received upto 1 P.M. of dt. 09.01.2019, in the office of the C.D.M. & P.H.O Deogarh for the procurement of **FURNITURE & FIXTURES**. Any tender received after the due date & time will be rejected. **The tenders will be received through Regd. Post / Courier services / Speed Post only.**
- 1.2 The bidder(s) are to submit their tender documents in one envelope containing two separate envelopes, one for technical bid & another for financial bid, which should be super scribed as "**Tender for procurement of FURNITURE & FIXTURES**" to the O/o CDM & PHO, District Head Quarter Hospital, At/Po/Dist – Deogarh, PIN – 768108 Trough Speed Post / Regd Post/ Courier only" by 09.01.2019, 1.00PM.
- 1.3 The Sealed envelope containing the tender document submitted by the bidders will be opened in the, office of the C.D.M. & P.H.O, Deogarh at 1 P.M on dt. 09.01.2019 under the chairmanship of CDM & PHO, Deogarh and in the presence of the bidders or their authorized representatives.
- 1.4 The C.D.M. & P.H.O Deogarh will be at liberty to terminate the contract either wholly or in part without assigning any reasons thereof. The bidders will not be entitled to any compensation whatsoever for such termination.
- 1.5 The supply should be completed within 15 days from the date of issue of purchase order unless otherwise specified. If no supply is received even after 15 days from the date of issue of the purchase orders from the C.D.M. & P.H.O Deogarh, such orders will stand cancelled automatically without further notice.
- 1.6 In the event of any dispute arising out of the tender, such disputes would be subject to Deogarh jurisdiction.
- 1.7 If the approved supplier fails to execute the supply within the stipulated time, the C.D.M. & P.H.O Deogarh is empowered to purchase the same items from L<sub>2</sub> or L<sub>3</sub> bidder, if they agree with the L<sub>1</sub> rate.
- 1.8 The C.D.M. & P.H.O Deogarh 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.
- 1.9 No advance payments towards cost of the furniture & fixture will be made to the bidder.
- 1.10 The C.D.M. & P.H.O may allow extension for a maximum period of 2 (two) weeks (14 days), after the stipulated date of supply (i.e. 14 days) with a penalty of 0.5% which will be deducted from the purchase order value as "Liquidated Damage".
- 1.11 The successful supplier shall replace any part or whole system as may be necessary in the event of damage during transit or found damaged on arrival or during installation of the system or if found not in conformity to the specifications at his / their own cost.

### ELIGIBILITY CRITERIA

- 2.1 Manufacturing units / Importers/authorized dealer/Agency/Firms are eligible to participate in the tender provided, they have
  - (i) Valid manufacturing license / Import License/dealer License etc.
  - (ii) Manufacturing 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.
  - (iii) Certificate duly filled by the Auditor / Chartered Accountant (as per **Annexure -IV**) that the annual turnover of the tendering firm is Rs. 20 (Twenty) lakhs or more in each financial year for last preceding 3 (three) financial years.

**The following documents should be enclosed in Technical Bid by the bidder. All the photocopies are to be self attested.**

### TECHNICAL BID:

- 3.1 Earnest Money Deposit of Rs. 5,000/- (Five thousand only) and tender paper cost (Non-refundable) of Rs. 500/- (Five hundred only) to be submitted in shape of two separate Demand Draft in favour of "ZSS/ Non- NRHM Funds Account, Deogarh Payable at Deogarh".

20/10/18

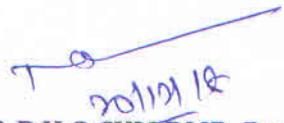
- 3.2 Copy of Valid Manufacturing License of the tender items of the manufacturer / Import License by the Importer and dealer License by the distributors and firms.
- 3.3 Copy of GST registration certificate.
- 3.4 Copy of PAN of the organisation.
- 3.5 The Original Tender Book with Conditions and the schedules signed by the bidder at the bottom of each page with his official seal duly affixed.
- 3.6 The declaration form in **Annexure - I** duly signed by the bidder before Notary Public / Executive Magistrate.
- 3.7 Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor / Agency/ Firm whose office is in Orissa (**Annexure - VI**).
- 3.8 Certificate duly filled by the Auditor / Chartered Accountant (as per **Annexure -IV**) that the annual turnover of the tendering firm is Rs. 20 (Twenty) lakhs or more in each financial year for last preceding 3 (three) financial years.
- 3.9 Checklist with detail of the documents enclosed in **technical bid** (as per **Annexure - VII**) with page number. The document should be serially arranged as per this **Annexure - VII** and should be securely tied and bound.

#### **Financial BID**

- 4.0 Financial Bid will be opened only of the bidders who qualify in Technical Bid as per tender specification.
- 4.1 The Financial bid to be submitted in the prescribed form (as per **Annexure - II**). The price of the item should be quoted exclusive of taxes and including of insurance, packing, forwarding, freight (door delivery), installation, warranty but exclusive of CMC. The rate should be quoted both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.
- 4.2 The Shipping address for the items procured is 5 MO (I/C) PHC (i.e- Kundeigola, Reamal, Kansar, Laimura, Kandhal, .) & the billing address is O/o CDM&PHO, District Head Quarter Hospital, At/Po/Dist – Deogarh, PIN – 768108.

#### **EARNEST MONEY DEPOSIT**

- 6.1 The Earnest Money Deposit shall be Rs. 5,000.00 (Five thousand) only. The Earnest Money Deposit will be submitted in the shape of demand Draft only in favour of ZSS Non- NRHM Funds Account, Deogarh, from any Nationalized Bank payable at Deogarh.
- 6.2 The EMD of the unsuccessful bidders will be returned back without interest after publication of the approved list and EMD of successful tenderer will be returned after successful installation and commissioning of items.
- 6.3 The EMD will be forfeited if the tenderer withdraws the tender or doesn't accept the approved list or doesn't supply the items within the stipulated time period.
- 6.4 No claims shall be made against the C.D.M. & P.H.O, Deogarh in respect of interest on earnest money deposit or security deposit or any delayed payment or any other deposit.

  
C.D.M. & P.H.O CUM DMD, Deogarh

**DECLARATION FORM**

I / We .....having my / our  
.....office at.....do  
declare that I / We have carefully read all the terms & conditions of tender of the  
\_\_\_\_\_, Odisha for the supply of **FURNITURE & FIXTURES**. 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 paper Reference  
no.....

I/We do hereby declare I/We have not been de-recognised / black listed by any  
State Govt. / Union Territory / Govt. of India / Govt. organisation / Govt. Health  
Institutions for supply of Not of Standard Quality (NSQ) items / part-supply / non-  
supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money  
Deposit and blacklist me/us for a period of 5 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.

I / We further declare that I / We possess valid manufacturing license /  
authorized distributor/dealer bearing No. ....Valid upto .....

I / We..... do hereby declare that I /  
we will supply the \_\_\_\_\_ as per the terms, conditions & specifications of the  
tender document.

Signature of the bidder :

Date :

Name & Address of the Firm:

**Affidavit before Executive Magistrate / Notary Public.**

*[Handwritten signature]*  
20/12/18

MODEL TENDER FORMAT (FINANCIAL BID)

ANNEXURE-II

Sl. No. of the Item	FURNITURE & FIXTURES (Annex-III-B)	Name of the Company/ Brand	Price which (Exclusive all taxes), & including customs duty, packing, insurance, forwarding with 2 (two) years onsite warranty. Cost in Rs. (both in words & figures)	Taxes (if any)	Total Cost
(1)	(2)	(3)	(4)	(5)	6=(4+5)

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SCHEDULE OF REQUIREMENTS WITH  
TECHNICAL SPECIFICATIONS FOR FURNITURE  
& FIXTURES

Sl.No	Name of the Item	Size / Specification	Approximate quantity required
1	2	3	4
1	FURNITURE & FIXTURES	ANNEXURE - III B	(As per the requirement)

- N.B:
1. Rates should be quoted both in figures & words and if there is any discrepancy, the quoted rates in words will be taken for evaluation.
  2. The quantity of requirement may increase or decrease as per the requirement.

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**TECHNICAL SPECIFICATIONS****Name of the Items:- FURNITURE & FIXTURES**

Sl.No.	Name of the item	Specification	Quantity Required
1.	Chairs for patient waiting area	The chair should be heavy duty construction of three seated capacity. The frame structure shall be constructed with durable steel able to resist to rust. All joints shall be welded and all exposed surfaces shall be best raight and true to line and curve. The entire structure shall be coated with a layer of anti-corrosion paint follow by another 2 finishing coats either powder coating or nylon polyester coating to withstand periodic cleaning and typical abuse. Color: Black and Silver Size:(L)1700mm*W550mm*480mm Approximate10mm+/- Material: Metal	5
2	Steel Almirah	<ul style="list-style-type: none"> <li>Product Size: 900 mm (W) x 480mm (D) x 1900 mm (H)Height (Approximate20mm+/-)</li> <li>Construction &amp; Material: Minimum 0.8 mm thick CRCA for Shelf &amp; 0.9 mm thick CRCA for all other components.</li> <li>Locking: 2 way locking mechanism with shooting bolt provided chrome plated with Handle</li> <li>Shelving: Minimum 4noswith uniformly distributed load capacity per full shelf is 40-50 Kg maximum Finished with Epoxy Polyester Powder coated.</li> </ul>	5
3	Bed sight Screen (Screen Separators with stand)	<ul style="list-style-type: none"> <li>3 folding partitions - 6 feet high and 6 feet long when opened</li> <li>Tubular frame (CRCA tubular) mounted on 5cms high quality corrosion free castors with fine quality curtains.</li> <li>Pre-Treated and Epoxy Powder coated.</li> </ul>	5
4	I/V Stand	Overall approx. size: height – 150cm-230 cm (with telescopic adjustable height) Main Frame: Strong & Sturdy stainless steel tubular construction mounted on four pronged tubular/rectangular base fitted with five swivel rust proof castors of 50mm diameter. Stainless steel rod with double hooks All the Stainless Steel should be of 304 grade Should be pre-treated and epoxy coated finish.	5
5	Examination Table	<u>Technical Specification</u> <ul style="list-style-type: none"> <li>Overall approx size: 1820 mm L x 570mm W x 820mm H (L x W x H) <math>\pm 20</math>mm</li> <li>Two section with two fold Cushion top of 3"mm thickness made of 40density PU foam.</li> <li>Tubular construction, machine pressed double bend mild steel</li> </ul>	5

*Handwritten signature/initials*

		<p>sheet</p> <ul style="list-style-type: none"> <li>• Headrest adjusted on ratchet</li> <li>• Legs fixed with rubber feet.</li> <li>• Pre-treated and epoxy powder coated</li> <li>• Patient load bearing capacity of 120 kgs minimum.</li> </ul> <p><b>Foot Step</b></p> <p>The step stools shall have a maximum load capacity of 150 kg.</p> <p>Stainless steel frame shall be made of square /round steel tubing 20 x 20 mm.</p> <p>Should be double-step type with step heights of are 200 and 400 mm (+/-10mm) respectively.</p> <p>It should be provided with slip-resistant steps are made of black moulded polyurethane (PU) coated foam plates of minimum 15mm thickness.</p> <p>Overall dimension: 590x410x200/400 mm.</p>	
7	Chair	Revolving chair with cushion	5
8	Chair	S type chair with cushion	5

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ANNUAL TURN OVER STATEMENT

The Annual Turnover of the tendering firm  
M/s \_\_\_\_\_ for the  
last three years are given below and certified that the statement is true and correct.

<u>Sl.No.</u>	<u>Year</u>	<u>Turnover in Lakhs / Crores (Rs)</u>
1.	2015 - 2016	-
2.	2016 - 2017	-
3.	2017 - 2018	-

Date:

Place:

Signature of Auditor/  
Chartered Accountant  
(Name in Capital)  
Registration No.  
Seal

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**DELIVERY OF DOCUMENT :**

Four (4) copies of the Supplier invoice / bills showing purchase order number, good's description, quantity, unit price, total amount with stock entry certificate by the consignee.

**PACKAGING :**

The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination. The packaging shall be sufficient to withstand without limitation rough handling during transit and exposure to extreme temperature, salt and precipitation during transit and upon storage. All primary packaging containers which come in contact with the item should strictly protect the quality and integrity of the Instruments & Equipments. Packing case size and weights should be taken into consideration, incase of remoteness of final destination and the absence of heavy handling facilities at all points in transit.

The packaging marking shall show the description of quantity of contents, the name of the consignee and address, the gross weight of the packages, the name of the supplier with a distinctive number of mark sufficient for purposes of identification. Each package shall contain:

- i. a packaging note quoting the name of the purchaser
- ii. the number and date of order
- iii. nomenclature of the goods
- iv. schedule of parts for each complete equipment giving part number with reference to assembly.
- v. Name & address of the consignee
- vi. Name & address of the supplier.

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**DETAILS OF THE BIDDERS & LOCAL CONTACT PERSON**

	<b>Corporate Office</b> (The address in which the purchase orders and payment details will be communicated)	<b>Local Contact Person / Branch</b> Office / Zonal Office / Service Centre if any, in Orissa
Name & Full Address		
Telephone Nos., landline		
Mobile		
Fax		
E – Mail		
Date of Inception		
Manufacturing/ Distributor/Dealer License Nos. & Date		

**Signature of the Bidder :  
With seal**

**Date:**

**Official Seal:**

*Handwritten signature/initials*

## CHECK LIST

Please put ✓ "in the respective box

DOCUMENTS : SUBMITTED OR NOT

## TECHNICAL BID

1	Cost of Tender Paper (Rs. 500/-)	DD No				Date	
2	Earnest Money Deposit in shape of Demand Draft for Instrument & equipments. Rs.5,000/- (Five thousand only)	DD No				Date	
3	Copy of Valid Manufacturing License of the tender item of the Manufacturer / Import License /dealer License by the Importer.	Yes		No		Page No	
4	Copy of GST certificate	Yes		No		Page No	
5	Copy of PAN of the organisation	Yes		No		Page No	
6	The declaration form in <b>Annexure - I</b> duly signed by the bidder before Notary Public / Executive Magistrate.	Yes		No		Page No	
7	Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor / Firms / Agency Whose office is in Orissa ( <b>Annexure - VI</b> ).	Yes		No		Page No	
8	Certificate duly signed by the Auditor / Chartered Accountant (as per <b>Annexure -IV</b> ) that the annual turnover of the tendering firm is Rs.20 (Twenty) lacs or more in each financial year for last preceding 3 (three) financial years.	Yes		No		Page No	

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MANUFACTURER'S AUTHORISATION FORMAT

To

The C.D.M. & P.H.O Deogarh,  
Dist. Headquarter Hospital  
Deogarh

Ref: Tender No. \_\_\_\_\_ Dated \_\_\_\_\_ for \_\_\_\_\_.

Dear Sir,

We \_\_\_\_\_ who are established and reputed  
manufacturer's of \_\_\_\_\_ (name and description of items offered) having  
factories at \_\_\_\_\_ (Address of Factory) do hereby authorize M/s \_\_\_\_\_  
\_\_\_\_\_ (Name and address of Distributor / Agent) to submit a bid.

We also extend our full guarantee for the items quoted by M/s \_\_\_\_\_  
\_\_\_\_\_ as per the terms and conditions in your tender

Under reference above.

Yours faithfully,

Name of the Manufacturer  
(Signature with seal)

**Note: This letter of authority should be on the letter head of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included in the bid submitted by the bidder if the bidder is not the manufacturer.**

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UNDERTAKING

(to be submitted on Rs.50/- stamp paper)

Tender ref. No. \_\_\_\_\_ Due for opening on \_\_\_\_\_

Name of the equipment:

Date of Installation:

Name of the Consignee:

Name of the purchaser:

Sir,

I / we \_\_\_\_\_ hereby  
declare that

1. I / we am / are the manufacturers / authorized agents / distributors of \_\_\_\_\_
2. I / we do accept / agree for the all clauses including the warranty 2 years by 3 years CMC) and payment terms and conditions of this tender.
3. I / we do hereby confirm that the prices / rates quoted are fixed and are at par with the prices quoted by me / us to any other Govt. of India / Govt. of Orissa Hospitals / Medical Institutions. I / we also offer to supply the stores at the prices and rates not exceeding those mentioned in the price bid.
4. I / we agree to abide by my / our offer for a period of 365 days from the date of approval of the tender.
5. I / we have necessary infrastructure for the maintenance of the equipment and will provide all the accessories / spares as and when required.
6. I / we also declare that in case of change of Indian Agent or for any other change, merger, dissolution solvency etc. in the organization of our foreign principles, we would take care of the Guarantee / warranty / maintenance of the machinery / equipment and have provided written confirmation for the same.
7. I / we shall provide assistance to the consignee in clearance and delivery of store at consignee's stores / premises.

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8. The demurrage / storage charges, if any, payable to the customs department, due to non-receipt of required documents in time by the hospital / delay due to incorrect entries, mistakes to the documents etc. shall be borne by me / us.
9. I / we have carefully read and understood all the terms and conditions of the tender and shall abide by them.
10. I / we undertake to get the equipment's repaired within 48 hours of receiving of the complaint from the indenting hospital / consignee failing which a penalty @ 1% of the cost may be recovered from the performance security before releasing the same to us after 5 years.



Signature of the witness  
Name & address

Signature of the Tenderer  
Name & address

Dated  
Seal of the firm.

**N.B:**



1. To be attested by Notary Public
2. Only to be submitted by the approved supplier / tenderer to the consignee and a copy to the purchaser before release of payment.

*Handwritten signature and date:*  
28/12/18