



**Government of Odisha
Social Security & Empowerment of PwDs Department
SIDR Building, Capital Hospital Campus,
Unit-6, Bhubaneswar-751001**

OPEN TENDER NOTICE

for Procurement of readymade items of Aids/Appliances

No. 1403

Date: 12.02.2019

SSEPD-DA-6-MISC-0005-2019

The Tender aims to approve successful bidder/bidders that will be responsible for supply of different **readymade items of Aids/Appliances under different schemes of SSEPD Deptt.** The details of scope of work, eligibility criteria and submission of details can be downloaded from website <http://www.ssepd.gov.in>

1. Availability of Tender document:
SSEPD web site www.ssepd.gov.in
2. Date of Issue of Tender Document:
up to 25/02/2019 (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/ hand in all working days up to 3:00 PM of 26/02/2019

This Tender does not entail any commitment on the part of SSEPD Deptt, Govt. of Odisha either financial or otherwise. SSEPD Deptt, Govt. of Odisha reserves the right to accept or reject any or all Tenders without incurring any obligation to inform the affected applicant/s of the grounds. The Tender Bids will be evaluated based on the information provided.

Director, SSEPD, Odisha



TENDER BID DOCUMENT

FOR

PROCUREMENT OF READYMADE AIDS/APPLIANCES
UNDER DIFFERENT SCHEMES OF SSEPD DEPTT.

GOVERNMENT OF ODISHA
SOCIAL SECURITY & EMPOWERMENT OF PWDS DEPARTMENT
SIDR BUILDING, CAPITAL HOSPITAL CAMPUS,
UNIT-6, BHUBANESWAR-751001

<http://www.ssepd.gov.in>

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TENDER DOCUMENT

IMPORTANT INFORMATION TO THE BIDDER

Sl. No.	Item	Description
1	Availability of Tender document	SSEPD web site www.ssepd.gov.in up to 25/02/2019 (within 11 AM to 5PM of all working days.)
2	Date and time for submission of the Tender documents by speed post/Registered post / courier/ hand	In all working days up to 3:00 PM of 26/02/2019
3	Earnest Money Deposit	Rs.50,000/- in shape of Demand Draft /Bank Guarantee drawn in any nationalized/scheduled bank favouring Director, SSEPD payable at Bhubaneswar
4	Pre-Bid Consultation Meet	4.00 PM on 20/02/2019
5	Date, time and venue of opening of a) Technical Bid b) Financial Bids of eligible Bidders c) Venue	4:00 PM of 26/02/2019 Will be communicated after evaluation of technical Bid SSEPD Department, SIDR Building, Unit-VI, Bhubaneswar.
6	Indenting Authority	Director, SSEPD
7	Expected date of completion of supply of all intended materials	Within 30 days from the date of receipt of work order.

OPEN TENDER FOR SUPPLY OF AIDS/APPLIANCES (READYMADE ITEMS)
UNDER DIFFERENT SCHEMES OF SSEPD DEPTT.

The Social Security & Empowerment of PwDs Department (SSEPD) invites bid from the Original Equipment Manufacturer (OEM) / OEM authorized vendors for supply of readymade items of Aids/Appliances under different schemes to Districts/DDRCs/SIDR/SIEP under two bid systems (Technical & Financial).

SCOPE OF WORK AND GENERAL INSTRUCTION FOR BIDDERS

1. Eligibility Criteria:

The bidder must have

- a) Minimum turnover of Rs. 50.00 lakh in any one year in last three financial years.
- b) Valid GST registration certificate.
- c) Registration certificate from competent Authority for manufacturing.
- d) BIS/ISO license of the aids/appliances to be supplied.
- e) Authorization certificate from the OEM in case of OEM authorized vendors.
- f) Supplied such items to Govt. Department /PSU/ Autonomous body etc.
- g) Three years' experience in the field of supply of such items.
- h) Certificate of after post/sale services availability.

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 readymade items of Aids/Appliances" & "Financial Bid for supply of readymade items of Aids/Appliances". Both sealed envelopes should be kept in a bigger sealed envelope super scribing "Tender for Supply of readymade items of Aids/Appliances".
- 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 (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.
- c) The Bid should be addressed to the Director, SSEPD Department, Govt. of Odisha, SIDR Building, Capital Hospital Campus, Unit- VI, Bhubaneswar- 751001.
- d) The Bid document shall be downloaded from SSEPD web site www.ssepd.gov.in within 11.00 AM to 5.00 P.M. of all working days up to 25/02/2019.

- e) A Pre-Bid consultation meet will be held on 20/02/2019 at 4.00 PM under the Chairmanship of Director, SSEPD and interested agencies may attend and share their views and comments if any.
- f) **Earnest Money Deposit (EMD):** The bidder has to submit EMD amounting to Rs.50,000/-. The EMD (refundable -without interest), in shape of Demand Draft/Bankers cheque/Bank Guarantee (Format C) from any Nationalized or Scheduled Bank drawn in favour of Director, SSEPD payable at Bhubaneswar, failing which the tender shall be rejected summarily. In case of bank guarantee, it should be valid up to at least 03 months from the date of publication of the Tender. The instrument in original should be necessarily accompanied with the Technical Bid. 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 receipt of Performance security.
- g) The interested Bidder are to enclose self-attested photocopies of the following valid documents in the Technical Bid envelope
- i. 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.
 - ii. Copy of PAN card.
 - iii. Copy of GST registration certificate.
 - iv. 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.
 - v. EMD as mentioned in para-02 (e) of the scope of work of the RFP document in shape of Demand draft/Bankers cheque/Bank Guarantee.
 - vi. RFP 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.
 - vii. Declaration as per format D.
 - viii. Registration certificate from competent Authority for manufacturing.
 - ix. BIS/ISO license of the Equipment to be supplied.
 - x. Authorization certificate in original from the OEM in case of OEM authorized venders.
 - xi. Purchase order/agreement/document in support of supplying to Govt. Department /PSD/ Autonomous body etc.
 - xii. 03 years of experience in the field of supply of Aids/appliances.
 - xiii. Certificate of post-sale services availability
 - xiv. Power of attorney in case of authorized signatory
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 26/02/2019 up to 3.00 PM addressed to Director, SSEPD Department, Govt. of Odisha, SIDR Building, Capital Hospital Campus, Unit- VI, Bhubaneswar- 751001 by registered Post/ Speed Post/ Courier/ hand. SSEPD Deptt. 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 4.00 PM on 26/02/2019 in the Chamber of Director, SSEPD, Bhubaneswar 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 SSEPD Deptt. are given below. The exact numbers of aids/appliances in each category will be determined as per actual requirement by DSSOs/DDRCs/SIDR/SIEP or any other agencies under SSEPD Deptt.

A. LOCOMOTOR DISABILITY:

1. Tricycle- Adult size
2. Tricycle- Child size
3. Folding Wheel Chair- Adult size
4. Folding Wheel Chair- Child size
5. Pair of Axillary Crutch – 40", 39" & 38"
6. Pair of Elbow Crutch- child & adult size
7. Folding Walker- Child & Adult size
8. Walker- Child & Adult size
9. Gaiter's splint
10. Knee Caps
11. Pair of Surgical Shoes
12. CP Chair

13. Corner Chair
14. Stand-in-Table- Child & Adult size
15. Rolator- Child & Adult size
16. Braces

B. SPEECH & HEARING DISABILITY:

1. Pocket Hearing Aids with S Cord- moderate
2. Pocket Hearing Aids with S Cord - strong
3. Pocket Hearing Aids with S Cord – Extra strong
4. Pocket Hearing Aids with V Cord- moderate
5. Pocket Hearing Aids with V Cord - strong
6. Pocket Hearing Aids with V Cord - Extra strong
7. Digital BTE Hearing Aids – moderate
8. Digital BTE Hearing Aids – strong
9. Digital BTE Hearing Aids – Extra strong
10. Solar Battery Charger

C. VISUAL DISABILITY:

1. Folding Cane
2. German Braille Slate
3. Digital Voice Recorder
4. Smart Cane
5. VI Educational Kit comprising of Braille Slate, Abacus, Talking Calculator, Talking Watch & Taylor's frame.
6. Low Vision Kit comprising of Video magnifier, magnifying glass with light & stand magnifier

D. INTELLECTUAL DISABILITY & AUTISM:

1. ADL Kit for 3-6 yrs.
2. Teaching Learning Kit – 3-6 yrs.
3. Teaching Learning Kit – 7-11 yrs.
4. Teaching Learning Kit – 12yrs.Above
5. Sensory Integration Kit- 0-3 yrs.
6. Sensory Integration Kit- 3-6 yrs.
7. Sensory Integration Kit- 6-12 yrs.

7. Warranty period should be for minimum of 02 years.
8. Evaluation of BID & award of Contract.
 - a) The Procurement Committee of SSEPD 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. The date of the Financial Bid opening will be communicated after completion of technical evaluation.
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 Director, SSEPD is final & binding to all the bidders in this regard.
11. Signing of Contract:
 - a) The Director, SSEPD/DSSOs of concerned districts/GM, SIDR/SIEP etc. will place order, sign the contract agreement. The successful bidder/s whose bid has been accepted will sign an agreement with the concerned within 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 30 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 Director, SSEPD/ DSSOs of concerned districts/GM, SIDR/SIEP 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. No advance payment shall be made or no payment shall be entertained on negotiation through Bank.

14. Liquidation Damages: The entire supply is to be completed within 60 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 SSEPD Deptt. 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 SSEPD Deptt. www.ssepd.gov.in
19. No advance payment will be made to the successful bidder.
20. All disputes relating to the contract is subject to the jurisdiction of the Court at Bhubaneswar.

APPLICATION-TECHNICAL BID
For Supply of Readymade items of Aids/Appliances

1. Name of Bidder:

2. Details of Earnest Money Deposit: 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: _____

Check List

Sl. No	Name of the document /papers	Status (Submitted/ not submitted)	Page no (if submitted)
1	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.		
2	Copy of PAN card.		
3	Copy of GST registration certificate.		
4	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.		
5	EMD as mentioned in para-02 (e) of the scope of work of the Tender document in shape of Demand draft/Bankers cheque/ Bank Guarantee		

6	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.		
7	Declaration as per format D.		
8	Registration certificate from competent Authority for manufacturing.		
9	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	Purchase order/agreement/ document in support of supplying aids/appl. to Govt. Department /PSU/ Autonomous body etc.		
12	03 years of experience in the field of supply of aids/appliances.		
13	Power of attorney in case of authorized signatory.		

Place:

Date:

BIDDER'S OFFICIAL SIGNATORY

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

APPLICATION - FINANCIAL BID
For Supply of Readymade Aids/Appliances

Name of Bidder: _____

(Separate pages may be used for different types of aids/appl.)

1. Aids/Appliances as per specification

(a) Rate per Piece	Rs.
(b) GST per piece	Rs.
Total (a + b)	Rs.

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:

Date:

BIDDER'S OFFICIAL SIGNATORY
Name & Designation **with** Rubber Stamp/
Official Seal **of the** Firm.

To

The Director, SSEPD, Odisha

Madam,

Whereas..... (hereinafter called "the Bidder"), has submitted their offer dated..... for supply of Readymade **Aids/appliances for PwDs** (herein after called the Tender) against purchaser's Tender enquiry No. _____ dated _____.

KNOW ALL MEAN by these presents that We..... of..... having our registered office at.....(hereinafter called the "Bank") are bound unto Director, SSEPD, Bhubaneswar, Odisha (hereinafter called "purchaser") in the sum of **Rs.50,000/-**. for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed, with the Common Seal of the said Bank this..... day of,..... ,2019

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the bidder withdraws or amends, impairs or derogates from the RFP in any respect within the period of validity of this Tender.
2. If the bidder having been notified of the acceptance of its bid by the Purchaser during the period of its validity :-
 - (a) if the bidder fails to furnish the performance security for the due performance of the contract
 - (b) Fails or refuses to accept/execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

The guarantee will remain in force up to **03 months** and any demand in respect thereof should reach the Bank not later than the above date.

Our _____ branch at _____ * {name and address of the _____"branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon un at our _____ *branch. A written claim or demand and received by us at our _____ * branch on or before dated _____ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)

**Seal, name, date & address of the
bank branch at the Bhubaneswar.**

Declaration

I, Shri _____ 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 Vehicle/Equipment.

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.**