



**OFFICE OF THE CHIEF DISTRICT MEDICAL &
PUBLIC HEALTH OFFICER, PURI
ROGI KALYAN SAMITI, DHH, PURI**



Tender No. 2480/CDM&PHO, PURI Date: 19.04.2021



TENDER CALL NOTICE

Sealed Tenders are invited from registered agencies/Individuals for empanelment and Supply of different materials/ services including supply of manpower to the office of the undersigned. The details term and conditions are available in the district website www.puri.nic.in. The bidding documents complete in all respect should reach the Office of Chief District Medical & Public Health Officer, Rogi Kalyan Samiti, DHH, Puri on or before 20.05.2021 through post or courier and super scribed as "BID DOCUMENTS FOR TENDER CALL NOTICE NO.2480. The bids will be opened on 21.05.2021 at 11 A.M. The authority reserves the right to cancel or accept any Quotation fully or partially without assigning any reason there-of.

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Dr. Sujata Mishra

Chief District Medical & Public Health Officer, Puri

GENERAL INFORMATIONS:

The bidding documents complete in all respect should reach at Office of the Chief District Medical & Public Health Officer, Rogi Kalyan Samiti, DHH, Puri on or before 20.05.2021 and super scribed as "**BID DOCUMENTS FOR TENDER CALL NOTICE NO. 2480**".

1. Those bidders who have not submitted required documents with technical bid they are automatically disqualified and cannot claim in future.
2. The Tender will be valid up to one year from the date of approval and the rate will be valid as mentioned in the financial bid.
3. The CDM & PHO-cum-District Mission Director, Puri reserves all the right to consider/reject any such proposal without assigning any reason thereof.
4. The bidder will supply the materials as per requirement & the payment will be made within 15-30 days of receipt of proper bill.
5. The bidder having experience for supply of Materials to any Government Organization may be given preference.

6. The bidders must have to supply within 24 Hrs from receiving the Order or as required by the authority.
7. The contract would be initially for 1 year which may be extended based on satisfactory performance up to one more year if the authority pleases.
8. No price escalation will be entertained during the tenure.
9. The Performance security will be forfeited if the bidder will not supply the Materials in time as per the supply order.
10. **Instruction for submission of Tender:** The tender will be in two parts i.e. **Technical Bid (Cover-A)** and **Price Bid (Cover-B)**. The bidders should submit their **technical** and **price** bid **separately** in **two envelopes** and these two envelopes should be put into **another cover envelope** superscripted as **“Tender in reference to adv. no 2480”**. The Technical & Price Bid envelopes should be clearly marked as Technical Bid & Price Bid on the top of the relevant envelopes. The tenders should be addressed to: **“ROGI KALYAN SAMITI, DHH, PURI”, Office of the Chief District Medical & Public Health Officer, Puri- 752001, Odisha.**

The last date & time of submission of tender is as mentioned in the Advertisement and the tender shall be opened as per schedule in presence of the bidders or their authorized representative.

11. Those Bidders who will qualify in the technical bid, their Financial Bid (Cover B) shall only be opened.
12. That the bidder agrees to abide by all terms & conditions of tender.
13. If any information or documents furnished by the bidder is found to be incorrect or misleading at any stage, the tender will be rejected and performance security will be forfeited.
14. The blacklisted Agencies/Individuals either by the Tender inviting authority or by any state Govt. or Central Govt. organization are not eligible to participate in the tender for that item during the period of blacklisting.
15. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the Agencies/Individuals. In such case, CDM & PHO, Puri shall have the liberty to purchase those items

from other sources and the excess amount which CDM & PHO, Puri may have to incur on account of purchase of the items from other sources shall be recovered from the successful bidder by forfeiting the Performance Security deposited by the successful bidder.

16. The bidder shall submit the original tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
17. In case the L1 agency is not capable of supplying the items within 3 days then the L2 agency may be placed order for supply of items at L1 rate & penalty will be imposed to the L1 agency as deemed appropriate.
18. Since the model code of conduct is in force the procedures i.e. opening & finalization will be done subsequent to the withdrawal of code of conduct.
19. In case of items with MRP the supplier has to mention the MRP for each item in the bill in order to assess the discount given.
20. In case of items without MRP the supplier has to mention the market operating price in place of MRP for each item in the bill in order to assess the discount given.
21. The discount to be quoted by the agency should not be less than the previous year's discount; in such a situation the decision of the authority will be final.
22. The authority reserves the right to procure the items if available in GEM/ EPM rate contract, etc.
23. Order may be placed depending up on the actual requirement of quantity/ size and the billing can be done proportionately as per the rate quoted.

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DOCUMENTS FOR ELIGIBILITY AND SUBMISSION WITH TECHNICAL BID

The agency must submit the following documents in order to qualify in the technical bid.

1. The Bidder will have to submit the Self attested Xerox copy of GST certificate, PAN in Technical Bid.
2. Copy of GSTIN return file for last quarter is preferably required.
3. The bidder should give Bank account details and Bank Account in favour of the agency name or at par in the name mentioned in GST certificate.
4. Copy of income tax return file for the financial year 2017-2018, 2018-2019 & 2019-2020
5. Copy of audited balance sheet for the year 2017-2018, 2018-2019 & 2019-2020
6. Demand Draft of **Rs.1000/- (Non-refundable)** towards tender cost in favor of the ROGI KALYAN SAMITI, DHH, PURI, from any nationalized Bank, payable at Puri.
7. The bidder should submit the performance security of Rs. 10,000/- in shape of DD in favour of Rogi Kalyan Samiti, DHH, Puri payable at Puri.
8. The DDs must be given in original and put in the technical bid envelope. (Xerox copy will lead to rejection of Bid).
9. All the above documents must be kept inside the technical bid envelope. In case any of the documents is not found then the bidder will not qualify for opening of financial bid.

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TECHNICAL BID FOR OFFICE OF THE CDM & PHO, PURI

(To be submitted in Technical Bid Envelop)

(The documents are to be arranged serially as per the order mentioned below)

TENDER FORMAT:Part-I

1	Name of the Agency/Individual	
2	Address of the Agency/Individual	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Agency/Individual(Mobile Number)	
6	GST Registration no	(Photo copy to be attached)
7	GST clearance certificate (Photocopy of Up todate GST Clearance certificate)	(Photo copy to be attached)
8	PAN (Photocopy of PAN)	(Photo copy to be attached)
9	Demand Draft number and date of the Security Deposit (EMD), (Rs.10,000/-)	(Draft to be submitted in Original)
10	Tender Cost (Rs. 1000/-) Demand Draft number and date of the	(Draft to be submitted in Original)
11	Affidavit of declaration certified by Notary that the Agency/Individual does not have any legal suit / criminal case pending against it for violation of GST act or any other law and agrees to abide by all terms & conditions of the tender. (Yes/ No)	Affidavit in original stamp paper certified by Notary
12	Whether all documents are submitted and signed by the authorized signatory of the Agency/Individual in each page with seal (Yes/ No)	

DECLARATION

I /we hereby certify that the terms and conditions, specification, etc given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by/our knowledge. I /we understand that in case of any deviation/ forged information in the above statement at any stage, our Agency will be blacklisted and will not have any dealing with your organization in future.

Place:-

Date:-

Signature with Seal

LIST OF ITEMS COVERED IN THIS TENDER

(INTERESTED PARTIES CAN PARTICIPATE AS PER THEIR DISCRETION AND RELATING TO THEIR GST TERMS AND CONDITIONS)

Sl.	Particulars of Items
1	Electrical accessories with fittings materials including battery of different types
2	plumbing materials with fittings items
3	Office stationeries and consumable
4	Janitorial items
5	Electrical home appliances (Cooler, LED TV, Fridge, Washing Machine, Air conditioner, water purifier, geyser, etc
6	Electronic items such as Projector, web cam, speaker, public addressing system
7	Biometric machine with face detection, finger print, bar coded I-card reader for attendance
8	Home Decorates (Screen, blinds, towel etc)
9	Supply of Computer & its Accessories, Laptop
10	Refilling of Printer cartridges and replacement of drum
11	Plastic Chairs, stools, stands etc, furniture
12	Supply of Gardening instruments and consumables items
13	Supplying of biomedical waste & general waste management items and consumables
14	Sun Board Vinyl pasting Signage (per Sq ft) Thickness-3MMSun Board, printing process-Eco Solvent Vinyl print.
	ACP sheet with vinyl sticker
	Glow Sign Board 26 gauze powder coated sheet with LED light (branded) (per Sq Ft)
	LED Sign Board (per Sq ft)
	Optic Fibre board per running ft
	Wall Painting Color used in -Multicolour Enamel paint with water proof (per Sq ft)
	Sticker per sq inches (paper / plastic coated)
	Certificates, Placard, I-cards with belt/neck strap (per card)per pc
	Retro-sticker per sq ft
Pest Control management (per sq ft)	
15	Anti-termite treatment (per Sq ft)
16	Supply of new fire extinguisher (per cylinder and as per type)
17	Refilling of fire extinguishers of different type (type of extinguisher given in separate sheet under terms & conditions (per cylinder)
18	spare parts of AC, other electronic appliances such DG, Fridge
19	Mattress repair with Rixin covering per mattress including all charges
20	CMC of Air condition repair and maintenance (including all spare parts & charges) per AC

<u>SL</u>	<u>EMPANELMENT OF SERVICES</u>
1	Carpentry Work
2	AC Repair Services
3	Fabrication Services
4	Computer Services
5	Repair of stretchers
6	Repair of wheel chair
7	Minor civil repair

**1. SUPPLY OF ELECTRICAL ACCESORIES WITH FITTINGS
MATERIALS INCLUDING BATTERY OF DIFFERENT TYPES**

TERMS OF REFERENCE

Terms and Conditions :

1. The list of electrical accessories with fitting materials including battery of different power and capacity/ brands of the items/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.

2. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl .	Particulars of Items	Agree to supply at discount of----- ---- %(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of--- --- % (in Percentage) on MOP
1	Electrical accessories with fittings materials		
2	Battery for DG set (applicable for all power & capacity		
3	Battery for lift (applicable for all power & capacity		
4	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

2. SUPPLY OF PLUMBING MATERIALS WITH FITTING ITEMS

TERMS OF REFERENCE

Terms and Conditions :

1. The list of plumbing materials with fitting items / brands of the items/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Agree to supply at discount of-----%(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of---- -- % (in Percentage) on MOP
1	plumbing materials with fittings items		
2	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

3. SUPPLY OF OFFICE STATIONARY ITEMS & CONSUMABLES

TERMS OF REFERENCE

Terms and Conditions:

1. The list of office stationary and consumables/ brands of the items/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Agree to supply at discount of-----%(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of----- % (in Percentage) on MOP
1	Office stationary and consumables		
2	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

4. SUPPLY OF JANITORIAL ITEMS

TERMS OF REFERENCE

Terms and Conditions:

1. The list of janitorial items/ brands of the items/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Agree to supply at discount of----- %(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of---- -- % (in Percentage) on MOP
1.	Janitorial items		
2.	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

5. SUPPLY OF ELECTRICAL HOME APPLIANCES

TERMS OF REFERENCE

Terms and Conditions:

1. The list of electrical home appliances such as (Cooler, LED TV, Fridge, Washing Machine, Air conditioner, water purifier, geyser, etc / brands of the items/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items supplied shall be provided with warranty cards as applicable and in case any defect seen in the item the agency shall replace the item within seven days.
3. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Agree to supply at discount of----- %(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of----- % (in Percentage) on MOP
1	Electrical Home Appliances		
2	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

6. SUPPLY OF ELECTRONIC ITEMS

TERMS OF REFERENCE

Terms and Conditions :

1. The list of electronic items such as Projector, web cam, speaker, public addressing system / brands of the items/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items supplied shall be provided with warranty cards as applicable and in case any defect seen in the item the agency shall replace the item within seven days.
3. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Agree to supply at discount of-----%(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of----- % (in Percentage) on MOP
		Installation charges, other incidental charges & Accessories as per requirement will be paid extra)	
1	Electronic Items such as Projector, web cam, speaker, public addressing system		
2	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with seal

7. SUPPLY OF BIOMETRIC MACHINE

TERMS OF REFERENCE

Terms and Conditions:

1. The type of bio-metric machine i.e. face detecting, finger print detecting or bar coded identity card reader / brands of the machine/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The cost of the machine should include installation charges and other incidental expenses if any, along with the applicable taxes.
3. The items supplied shall be provided with warranty cards/ warranty period as applicable and in case any defect seen in the item the agency shall replace the item within seven days.
4. After installation if any problem in the functioning of the machine the agency will attend the call as and when required and no charges shall paid for the service provided within the warranty period.
5. The agency shall prepare the entire data base of the persons who are required to give mechanical attendance.
6. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

sl	Name of the item	cost per machine for 100 users	cost per machine for 200 users	cost per machine for 500 users
1	Face detection biometrics			
2	Finger Print biometrics			
3	Bar coded I card reader			
4	Any other specific category of Machine may be added by adding rows and columns as required in this format			

Signature with Seal

8. SUPPLY & INSTALLATION OF HOME DECOR ITEMS

TERMS OF REFERENCE

Terms and Conditions:

1. The Home Decor items / Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items such as door / window curtain, blinds, etc shall be supplied and installed by the agency and in case any defect seen in the item the agency shall replace the item within seven days.
3. The bidders are required to display the samples of Quality-I, Quality-II, Quality-III at the time of opening of the bid with their firm tag on packets.
4. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Quality-I Agree to supply at cost (in Rs.) per sq ft	Quality-II Agree to supply at cost (in Rs.) per sq ft	Quality-III Agree to supply at cost (in Rs.) per sq ft
1	Door curtain of standard height per running ft			
2	Roller blinds for windows per running ft			
3	Horizontal blind for windows per sq ft			
4	Vertical blinds per sq ft			
5	Any other specific category of items may be added by adding rows and columns as required in this format			

Signature with Seal

9. SUPPLY OF COMPUTER & ACCESSORIES

TERMS OF REFERENCE

Terms and Conditions :

1. The computer & accessories or any other items / brand of the items/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items supplied shall be provided with warranty cards/ warranty period as applicable and in case any defect seen in the item the agency shall replace the item within seven days.
3. The agency shall provide free service within the warranty period as and when required.
4. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Agree to supply at discount of----- ---- %(in percentage) on Printed MRP of the Items
1	Computer & accessories	
2	Web cam	
3	Speakers	
4	Hands free/Head-Phone	
5	Any other specific category of items may be added by adding rows and columns as required in this format	

Signature with Seal

10. REFILLING OF PRINTER CARTRIDGES AND REPAIR OF PRINTER

TERMS OF REFERENCE

Terms and Conditions:

1. The work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The repair will be done within 24 hrs of placing order. If there is delay in repair, a stand-by printer shall be provided by the agency till the proper functioning of the printer.
3. The payment of the refilling shall be done month-wise with proper certification form the respective department in-charge or authorized signatory.
4. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Agree to supply at discount of----- %(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of----- % (in Percentage) on MOP
1	Refilling of cartridges		
2	Cost of spare part to be used during repair		
		(Rate to be quoted will be per unit)	
3	Repairing charges of printer		
4	Repairing charges of computer		
5	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

11. SUPPLY OF PLASTIC CHAIRS, STOOLS, PLASTIC STANDS, FURNITURE

TERMS OF REFERENCE**Terms and Conditions:**

1. The plastic chairs, stools, plastic stands, furniture or any other items / brands of the items/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items shall be supplied within 5 days of placing order.
3. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl .	Particulars of Items	Write the Brand/ Company	Agree to supply at discount of----- %(in percentage) on Printed MRP of the Items
1	Plastic chairs	Brand-I	
		Brand-II	
		Brand-III	
2	Plastic stool	Brand-I	
		Brand-II	
		Brand-III	
3	Plastic stand	Brand-I	
		Brand-II	
		Brand-III	
4	Plastic chair with cushion	Brand-I	
		Brand-II	
		Brand-III	
5	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

12. SUPPLY OF GARDENING INSTRUMENTS AND CONSUMABLES

TERMS OF REFERENCE

Terms and Conditions:

1. The supply of gardening instrument and consumables/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items shall be supplied within 5 days of placing order.
3. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Agree to supply at discount of----- ---- %(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of----- % (in Percentage) on MOP
1	Gardening instruments		
2	Other consumable items like Fertilizer, Pesticide, etc		
3	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

**13. SUPPLY OF BIOMEDICAL WASTE MANAGEMENT & GENERAL
WASTE MANAGEMENT ITEMS AND CONSUMABLES**

TERMS OF REFERENCE

Terms and Conditions :

1. The supply of biomedical waste management & general waste management items and consumables / Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items shall be supplied within 5 days of placing order. If any defect seen in the items or quality of item the agency will have to replace the items.
3. The colour coded bags should be bio-degradable and the agency should submit the biodegradable certification of the color coded polythene.
4. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items (capacity as per requirement)	Agree to supply at discount of----- %(in percentage) on Printed MRP of the Items	In case of No MRP Items , Agree to supply at discount of-- ---- % (in Percentage) on MOP
1	BMWM colour coded bins (foot operated)		
2	General waste management colour coded bins (foot operated)		
		Rate per kg up to 10 kg order	Rate per kg for more than 10kg order
3	Colour coded biodegradable bags as per guideline of BMWM i.e. more than or equal to 50 micron		
4	Black bags which is biodegradable i.e. more than or equal to 50 micron		
5	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

14. SIGNAGES OF VARIOUS MATERIALS

1. The making and supply of signage / Material of signage/ Quantity of Items / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items shall be supplied within 3-5 days of placing order as per order & nature of work. If any defect seen in the items or quality of item the agency will replace the items.
3. If the work done will be of poor quality and any deviation found then penalty will be imposed on the agency as deemed proper.
4. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items	Unit	Rate (in Rs. As applicable per unit including all charges)
1	Sun Board Vinyl pasting Signage (per Sq ft) Thickness-3MM Sun Board, printing process-Eco Solvent Vinyl print.	Per sq ft	
2	ACP sheet with vinyl sticker	Per sq ft	
3	Glow Sign Board 26 gauze powder coated sheet with LED light (branded) (per Sq Ft)	Per sq ft	
4	LED Sign Board (per Sq ft)	Per sq ft	
5	Optic Fibre board per running ft with all fittings and fixing.	Per running ft	
6	Wall Painting- Multi-colour Enamel paint with water proof including background (per Sq ft) fine art	Per sq ft	
7	Wall Painting- Multi-colour Enamel paint with water proof including background (per Sq ft)	Per sq ft	
8	Self adhesive Sticker for being fixed on walls and per sq ft (paper / plastic coated)	Per sq ft	
9	Certificates, Placard, I-cards with belt/neck strap (per card) per pc sample required	Per piece	
10	Retro-sticker per sq ft (premium quality) Sample should be produced	Per sq ft	
11	Any other specific category of items may be added by adding rows and columns as required in this format	As applicable	

Signature with Seal

15. PEST CONTROL MEASURES

TERMS AND CONDITIONS FOR PROVIDING PEST CONTROL SERVICE

1. Scope of Work:

The scope of work is as follows-

A) General Pest Control:

- i) Eradication of Cockroaches, Mosquitoes, Flies, Lizards, Termite, Bugs, etc. through the use of permitted insecticides as per Government of India and WHO norms.
- ii) The Pest control should cover all the places like space under the tables, chairs, almirah, on and around the pile of files, wooden furniture, false ceiling, staircases, lift lobby, all toilets drain ducts, stores and any hidden space under the furniture and no space should be left unattended. Spraying of larvicide to control mosquito breeding at open drains, stagnated water, dustbins, garbage area, receiving area entry point's front and rear area of the plant under the bushes damp area along the walls, etc.

B) Rodent Control:

- i) This service will be carried out for controlling rat problem inside as well as outside the premises and safeguarding the important files, papers, Boxes, carpets, electrical and Telephone wiring, wooden ceiling, panelling, cardboards, raw materials, etc. From rodents damage.
- ii) This service will be provided in the entire office area inside the building area including office cabins, rooms, toilets, corridors, false ceilings, etc. and outside the building premises.
- iii) Rats and rodent shall be controlled by-
 - a. Placing a glue mat or rat trap
 - b. Placing ultra sound devices as may be required in multiple numbers on all floors or
 - c. Doing permitted spray or putting herbal/ chemical tablets, etc. to keep rats and rodents away from the building or force rats. Rodents to move outside from the building or
 - d. Combinations of any of the above.

It would be endeavour of the agency that by using chemicals, rats/ rodents should not die inside the building or above the false ceiling. If so happens, it would be located and sanitized by the agency.

C) Termite Control:

- i) The Pest Control for termites and white ants should cover all the places like under the tables, chairs, almirah, on and around the pile of files, on wooden furniture, on false ceiling, on all staircases, on lift lobby, on all toilets drains ducts, in all stores and any hidden space under the furniture and should leave no space unattended.
 - ii) The pesticides, etc. used for pest/rodent control should not create adverse impact on human health.
 - iii) The site Wise area to be covered will be as per actual.
2. Staff deployed by the agency should be trained in pest control work, should be of good conduct, should be physically fit for the work and should not be suffering from any chronic or contagious diseases for carrying out the maintenance works. OSMC shall not provide any personnel for the work.
 3. Authorized Persons of DHH, PURI shall monitor the work of the agency or at regular intervals.
 4. The Agency shall bear all taxes, rates, charges, levies or claims, whatsoever, as may be imposed by the State/Central Government or any local body or authority. The agency shall furnish such proof of payment of compliance or the obligation including registration certificates, receipts licenses, clearance certificates etc
 5. The Agency shall be solely responsible for compliance of all statutory provision like payment of minimum wages to the personnel deployed, ESI, Insurance, PF, etc. DHH, PURI shall have no liability in this regard. Any revisions or amendments made to these laws/Acts by the State/Central Government will be automatically applicable for compliance by the Principal Employer and the Service Provider without any Separate sanction for the same.
 6. The Agency is responsible for compliance to the provisions of various labour and industrial laws relating to the personnel deployed by it for the purpose or any accident caused to them and DHH, PURI shall not be liable to bear any expenses in this regard.
 7. DHH, PURI shall not be held responsible for any statutory non-compliance on the part of the Agency with respect to the Labour Laws including PF, ESI, Workman Compensation, Insurance, Minimum Wages Act, Labour Safety, etc. or

otherwise. And in no circumstances, the DHH, PURI shall be made a party to it in case of any dispute arising out of such non-compliance.

8. Income Tax, as applicable, shall be deducted by DHH, PURI from the bill unless exempted by the Income tax Department.
9. Any non-performance, damage/theft caused by the workmen of the service provider shall be recovered from the monthly bills of the service provider.
10. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm.
11. Legal Jurisdiction: All legal disputes are subject to the jurisdiction on Puri courts only.

FINANCIAL BID FOR PEST CONTROL

Sl.	Particulars of Items	Rate (Rs.) per sq ft	Validity period of service
1	General pest control		
2	Rodent control		
3	Termite treatment		
5	Any other services available may be added by adding rows and columns as required in this format		

Signature with Seal

16. SUPPLY OF NEW FIRE EXTINGUISHERS

TERMS OF REFERENCE

Terms and Conditions:

1. The type of fire extinguisher may be provided / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The items shall be supplied within 7 days of placing order. If any defect seen in the items provided or quality of cylinder the agency will replace the cylinder.
3. The agency should put the sticker for validity of the fire extinguishers.
4. The agency shall provide the guarantee certificate.
5. If the supplier fails to deliver the material within the delivery schedule, specified in the contract, the purchaser shall recover from the supplier, liquidated damages@ half percent (0.5%)of the contract price of the undelivered portion for each calendar week of delay or part thereof' For this purpose the date of receipt of challan by the consignee shall be reckoned as the date of delivery. The total amount of liquidated damage shall not exceed five percent (5%) of the order. However, the LD recovery is subjected to force majeure condition'
6. **Force majeure:**
The contractor shall not liable for any liquidated damages for delay or for failure to perform the contract for reasons of force majeure, such as act of Gods, acts of public enemy, Acts of Govt. Fire, Floods, Epidemics, Quarantine restrictions, strikes, Freight embargoes etc. provided the contractor /firm/owner/agency shall from the beginning of such delay, notify the costumer to write the cause of delay. The costumer shall verify the facts and may not levy LD'
7. **Rectification/Replacement:**
If any fault/ damage noticed during Guarantee and warrantee period, then the firm has to replace faulty/ damage material/ rectify the same as the case may be free of cost.
8. **Delivery of materials & Completion of Work:**
The delivery of material / work should be completed in all respects within stipulated period of 45 days from the date of issue of work order.
9. **Packing, Forwarding & Dispatch of Material:** The material should be Packed properly to prevent damage, pilferage etc. during transit. The material shall be dispatched directly to the consignee by road transport/ railways at the supplier's risk to be delivered at the said destination.
10. **The Warrantee / Guarantee period** shall be mentioned which will be valid from the date of supply. The materials supplied should be as per specification. Any

deviation from the specification will not be accepted. All materials/ tools/ spares/accessories required to be supplied shall be as per specification. Any damage/ deviation from the specification need to be replaced with materials as per specification. The firm shall submit guarantee certificate along with the invoice for payment.

- 11.** The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

SL	PARTICULARS OF EXTINGUISHER	UNIT RATE
1	ABC Dry Powder (Stored Pressure) 2 kg capacity	
2	ABC Dry Powder (Stored Pressure) 4 kg capacity	
3	ABC Dry Powder (Stored Pressure) 6 kg capacity	
4	2 kg CO ₂ (Wheel) Type Fire Extinguisher	
5	4.5 kg CO ₂ (Wheel) Type Fire Extinguisher	
6	Mechanical Foam Stored Pressure Type 9 ltr capacity	
7	Water (Stored pressure) Type 9ltr capacity	
8	Any other variety/capacity available may be added by adding rows and columns as required in this format	

Signature with Seal

17. REPAIR & REFILLING OF FIRE EXTINGUISHERS OF DIFFERENT TYPE

TERMS OF REFERENCE**Terms and Conditions:**

1. The fire extinguisher to be repaired or refilled / Type of cylinders / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The repaired or refilled shall be done within 5 days of placing order. If any defect seen in the items provided or quality of work the agency will replace the cylinder.
3. The agency should put the sticker for validity of the fire extinguishers.
4. The agency shall provide the guarantee certificate for the cylinders.
5. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

SL	PARTICULARS OF EXTINGUISHER	UNIT RATE
1	Refilling of ABC type 9/10kg Cap. Fire Extinguisher	
2	Refilling of ABC type 5kg Cap. Fire Extinguisher	
3	Refilling of CO ₂ type 4.5kg Cap. Fire Extinguisher	
4	Refilling of CO ₂ type 2kg Cap. Fire Extinguisher	
5	Refilling of DCP type 5kg Cap. Fire Extinguisher	
6	Refilling of Water CO ₂ type 9 ltr Fire Extinguisher	
7	Any other variety/capacity available may be added by adding rows and columns as required in this format	

Signature with Seal

18. SPARE PARTS OF AC, AND OTHER ELECTRICAL APPLIANCES

TERMS OF REFERENCE

Terms and Conditions :

1. The list of spare parts of air-conditioner, DG set, fridge, washing machine and other electrical appliances / brand of the spare parts/ Quantity of spare parts / work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

Sl.	Particulars of Items (Mention the rates of MRP & non-MRP as applicable)	Agree to supply at discount of----- %(in percentage) on Printed MRP of the spare parts	In case of No MRP Items , Agree to supply at discount of----- % (in Percentage) on MOP of the spare parts
1	Gas filling per kg	Not Applicable	
2	Condenser of AC		
3	Compressor of AC	S	
4	Spare part for DG sets	i	
5	Spare part for Refrigerator	g	
6	Spare part for washing machine	n	
7	Any other specific category of items may be added by adding rows and columns as required in this format	a	
		t	
		u	
		S	

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19. MATTRESS REPAIR WITH REXIN COVERING

TERMS OF REFERENCE

Terms and Conditions:

1. The mattress repair with rexin covering / Type of material / quantity of work/ work order may change as per need. So the bills are to be produced as per actual work done/quantity supplied.
2. The price to be quoted shall be per mattress and inclusive of all charges and taxes.
3. The repair work will be done at the location where the mattresses to be repaired are available.
4. The repair work should start within 5 days of placing order. If any defect seen in the items provided or quality of work the agency will re-do the work.
5. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

SL	PARTICULARS OF EXTINGUISHER	UNIT RATE	Warranty period
1	Mattress repair with Rexin covering (per mattress) with zip facility for opening the cover of size 6.5 ft (length) x3 ft Breadth x 3 inch (height)		
2	Any other repair work that can be provided may be added by adding rows and columns as required in this format		

Signature with Seal

20. COMPREHENSIVE MAINTENANCE CONTRACT OF AIR CONDITIONER

TERMS OF REFERENCE

Terms and Conditions:

1. For the repair and maintenance work of air conditioners work order may change as per need and department-wise. So the bills are to be produced half yearly as per actual work done/number of air conditioners.
2. The price to be quoted shall be per AC and inclusive of all charges and taxes and cost of spare parts as it is the comprehensive maintenance contract which will include the replacement of spares.
3. The repair & maintenance work will be done at the location where the AC is installed.
4. The repair & maintenance contract work should with immediate effect after placing order.
5. The CMC will cover regular services once in a quarter and also whenever required or given call.
6. The agency shall submit quarterly report on functional status of each AC with proper maintenance record in a certified register.
7. In case of any reporting of non-functioning of any AC for 5 days or more than that then penalty shall be imposed to the agency i.e. deduction 3 % of the total CMC charges.
8. The EMD will be forfeited if the selected party fails to execute the assignment after being selected or fails to comply with work assigned in time, or any deviation is made from defined norms or specifications.

FINANCIAL BID

SL	PARTICULARS OF EXTINGUISHER	RATE per AC
1	Comprehensive maintenance contract charges (inclusive of all taxes) more than 100 ACs	
2	Any other repair & maintenance work that can be provided may be added by adding rows and columns as required in this format	

Signature with Seal

EMPANELMENT OF SERVICES

(For contingent works on day to day basis as & when required)

TERMS OF REFERENCE

Terms and Conditions:

1. Agencies applying for empanelment of the given services will have to produce copy of –
 - a) GSTIN
 - b) PAN
 - c) Bank Account details in the name of the agency/proprietor
 - d) Tender cost amounting Rs. 500/- & EMD of Rs.1000/- in form of DD as mentioned in general information above.
2. For individuals above clause will not be applicable. They can submit their bio-data giving their detail contact address along with mobile number. They are required to submit the following documents-
 - a) Requisite certificate in favour of the service for which she/he is interested to work.
 - b) Facsimile copy of Aadhar card and PAN card if available.
 - c) Declaration of Fitness for rendering the service for which she/he is interested to work.
3. If the agency or individual is found guilty of any misconduct or any criminal record during the tender period will be de-empanelled immediately and appropriate action will be initiated.

FINANCIAL BID

<u>Sl</u>	<u>EMPANELMENT OF SERVICES</u>	<u>Charges per person per day</u>
1	Carpentry Work	
2	AC Repair Services	
3	Fabrication Services	
4	Computer Services	
5	Repair of stretchers	
6	Repair of wheel chair	
7	Minor civil repair	

Signature with Seal