



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



Tender No.7654/CDM&PHO, PURI Date: 06.11.2021

SHORT TENDER CALL NOTICE

Sealed Tenders are invited from registered agencies/Individuals for Pest Control & Anti-Termite measures/AMC or CMC of ACs/Supply of spare parts of AC & DG set 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 17.11.2021 through post or courier and super scribed as "BID DOCUMENTS FOR TENDER CALL NOTICE NO. 7654/RKS. The bids will be opened on 18.11.2021 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 17.11.2021 and super scribed as "**BID DOCUMENTS FOR TENDER CALL NOTICE NO. 7654/ RKS**".

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 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 48 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 7654/RKS**”. 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/latest quarter is 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 (as applicable).
5. Copy of audited balance sheet for the year 2017-2018, 2018-2019 & 2019-2020 (as applicable).
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 as mentioned for specific category of items.
7. The bidder should submit the performance security 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), as applicable	(Draft to be submitted in Original)
10	Tender Cost (Rs. 1000/-) Demand Draft number and date of the Security	(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 ELIGIBILITY AND RELATING TO THEIR GST TERMS AND CONDITIONS)

Sl.	Particulars of Items
1	Pest Control management (per sq ft)
	Anti-termite treatment (per Sq ft)
2	Spare parts of AC, other electronic appliances such DG, Fridge
3	CMC of AC (including all spare parts & charges) per AC
4	AMC of AC (excluding spare parts & charges) per AC
5	Wall Painting & Fine Art
6	Supply of Furniture

1. 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. In case of bidders bidding for pest control or termite treatment measures need to submit the audited Profit & Loss & Balance sheet for the financial year 2019-20 and its IT return.
8. 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.
9. Income Tax, as applicable, shall be deducted by DHH, PURI from the bill unless exempted by the Income tax Department.
10. Any non-performance, damage/theft caused by the workmen of the service provider shall be recovered from the monthly bills of the service provider.
11. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm.
12. 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

2. 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	Nitrogen cylinder for checking leakage		
3	Condenser of AC	S	
4	Compressor of AC	i	
5	Spare parts of AC	g	
6	Spare part for DG sets	n	
7	Spare part for Refrigerator	a	
8	Spare part for washing machine	t	
9	Any other specific category of items may be added by adding rows and columns as required in this format	u S	

Signature with Seal

3. 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

4. ANNUAL 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. (Financial Bid A)
3. The spares for the repair and maintenance shall be provided by the agency and the bill shall be submitted to the concerned department. The bill shall be paid by the concerned department based on certification of the bill. (Financial Bid B)
4. As it is the annual maintenance contract as the contract will not include the replacement of all spares, the list of spare parts along with its cost shall be submitted to the department.
5. The repair & maintenance work will be done at the location where the AC is installed.
6. The repair & maintenance contract work should with immediate effect after placing order.
7. The AMC will cover regular services once in a quarter and also whenever required or given call.
8. The agency shall submit quarterly report on functional status of each AC with proper maintenance record in a certified register/individual AC repair-maintenance log book.
9. 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.
10. It is compulsory for the Bidders bidding for AMC of AC to submit Financial Bid B of annual maintenance contract of air conditioner
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 A

SL	PARTICULARS	RATE per AC
1	AMC 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

FINANCIAL BID B

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	Nitrogen cylinder for checking leakage		
3	Condenser of AC		
4	Compressor of AC		
5	Spare parts of AC		
6	Spare part for DG sets		
7	Spare part for Refrigerator		
8	Spare part for washing machine		
9	Any other specific category of items may be added by adding rows and columns as required in this format		

Signature with Seal

5. WALL PAINTING & FINE ART

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/latest quarter is 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. 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 as mentioned for specific category of items.

Sl. No	Name of the Work	Specification	Unit cost including tax (Per Square feet).
1	Wall Painting	<ul style="list-style-type: none">• Multi-color Enamel Paint with water Proof.• One year Warranty	
2	Fine Art	<ul style="list-style-type: none">• Multicolor Enamel Paint with water Proof.• One year Warranty	

Signature with Seal

6. Supply of Furniture

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/latest quarter is 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. 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 as mentioned for specific category of items.

Sl.	Name of the Items	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	Chairs	<ul style="list-style-type: none"> • Including all Iron, wooden and Plastic normal & Executive Chairs 		
2	Table	<ul style="list-style-type: none"> • Including all Iron, wooden and Plastic Table 		
3	Almirah	<ul style="list-style-type: none"> • Including all Iron, wooden and Plastic Almirah. 		
4	Rack	<ul style="list-style-type: none"> • Including all Iron, wooden and Plastic Rack 		
5	Any other Iron, wooden and Plastic items other than above.	<ul style="list-style-type: none"> • Including all Iron, wooden and Plastic items 		

Signature with Seal