

**OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH  
OFFICER, PURI**

Tender No. 4845

Dt. 17.08.2019

Sealed Tenders are invited from registered agencies/Individuals for Calibration of Equipments and Instruments. The details term and conditions are available in the district website [www.puri.nic.in](http://www.puri.nic.in). Interested bidders can attend the **pre-bid meeting** on **22.08.2019** for clarifications if any. The bidding documents complete in all respect should reach the District Programme Management Unit, O/O- CDM&PHO, DHH, Puri on or before 05.09.2019 through post or courier and super scribed as **“BID DOCUMENTS FOR TENDER CALL NOTICE NO.4845 CALIBRATION OF EQUIPMENTS AND INSTRUMENTS. The bids will be opened on 06.09.2019 at 11 A.M.**

The authority reserves the right to cancel or accept any Quotation fully or partially without assigning any reason there-of.

Sd/-

**(Chief District Medical &  
Public Health Officer, Puri)**

## Calibration of Equipments and Instruments

### (1) Terms and conditions along with the format for participating in the Tender Notice

#### Date of Opening of Tender:

Srl. No.	Type of Work	Date of Opening	Place of Opening	Time of Opening.
1	Calibration of equipment/ instruments		Office of the Chief District Medical & Public Health Officer , Puri	

- Bidder will have to submit the Self attested Xerox copy of GST, PAN in Technical Bid.
- The tender paper shall be submitted in two bid system i.e. Technical bid & price bid. The bidders are to submit their tender in separate sealed covered envelope super scribing Cover-A (Technical bid) and Cover-B (Price bid) and both the sealed covers should be put in third outer cover which should be super scribed as " TENDER FOR CALIBRATION OF EQUIPMENT & INSTRUMENT"
- Document pertaining to be registered/ certified by NABL
- NABL certificate of the technician coming for the calibration
- All the payments are to be made through PFMS only if order of this office is available duly countersigned by CDM & PHO / Wing officer.
- The Purchase committee reserves all the right to cancel fully or partly the tender without assigning any reason thereof.
- The tender shall remain valid for a period of one year from the date of publication approved list or publication of next approved list whichever is earlier and in no account any increase in price will be entertained till completion of tender period.
- The tender must be accompanied by EMD of 10 % of the total quoted amount and Rs. 1000/- towards Tender Cost in Technical bid by way of Demand Draft, drawn on any Nationalized / Scheduled Bank in favor of **ROGI KALYAN SAMITI, DHH, PURI**, A/C payable at Puri, Account No. **917010026751614** . Tenders not accompanied by earnest money shall not be considered. EMD of unsuccessful bidders shall be returned without interest on finalization of bid. EMD of successful bidders will be retained & will be refunded on successful completion of the job without interest.
- The Price should be quoted excluding GST and including of freight, transportation and other charges if any.

- Bidders can add any number of rows and columns to the format as per the requirement for better clarity.
- Bidders are requested to fill up the price bid column which is applicable for them, other price bid column they may ignore.
- All legal disputes are subject to the Jurisdiction on Puri courts only.
- The financial bid shall be opened whose technical bid are found to be qualified.

**Cover-A (Technical Bid) contains the following.**

- GST Registration Certificate
- EMD of 10 % of the total quoted amount and Tender Cost Rs.1000/-
- Copy of PAN card
- Valid certificate of registration from NABL/ other national Quality standards
- Latest GST return file copy

**(2) Obligation of Calibration Agency:**

Following tasks are expected to be completed by the selected agencies for calibration of hospital equipments in the District.

- Tentative list equipments which may be subjected to calibration is given below -

SL. No.	Instrument for Calibration	SL. No.	Instrument for Calibration
1	AUDIOMETER	29	MICROPIPETTE
2	AUTO ANALYZER	30	MICROSCOPE
3	AUTOCLAVE (HORIZONTAL)	31	MORTUARY
4	BACTERIOLOGICAL INCUBATER	32	MRI
5	BACTERIOLOGICAL INCUBATOR	33	MULTIPARA MONITOR
6	BILIRUBUN METER	34	NEBULIZER
7	BINOCULAR MICROSCOPE	35	OXYGEN CONCENTRATOR
8	BLOOD BANK REFRIGERATOR	36	OXYGEN CYLINDER WITH FLOWMETER
9	BLOOD COLLECTION MONITOR	37	PH METER
10	BOYLE'S APPARATUS	38	PHOTOELECTRIC CALORIMETER
11	BOYLES APPARATUS	39	PHOTOTHERAPY LIGHT (SINGLE/ DOUBLE SURFACE)
12	BP APPARATUS (MERCURY/DIAL)	40	PRESSURE GAUZE
13	CAUTERY	41	PULSE-OXY METER
14	CBC 3 PART	42	QBC MACHINE
15	CBC 5 PART	43	RADIANT WARMER

SL. No.	Instrument for Calibration	SL. No.	Instrument for Calibration
16	CENTRIFUGE MACHINE	44	SEMI AUTO ANALYZER
17	COLORIMETER	45	SHADOW LESS OT LIGHT
18	CT SCAN	46	SIGMOD SCOPE
19	DEEP FRIDGE	47	SPOT LIGHT
20	DIGITAL THERMOMETER	48	SUCTION APPARATUS
21	ECG MACHINE	49	SYRINGE PUMP
22	ELISHA READER	50	TEMPERATURE INDICATOR OF WALK-IN ROOM
23	FETAL DOPPLER	51	TUBE SEALER
24	FETAL MONITOR	52	TYMPANO-METER
25	FOOT OPERATED SUCTION MACHINE	53	WEIGHING MACHINE(DIGITAL/MANUAL)
26	ILR	54	WET(HIT MEASUREMENT)MACHINE
27	INCUBATOR	55	X RAY MACHINE (300MA, 100MA, DENTAL X-RAY)
28	MEASURING CYLINDER	56	Any other equipment matching the above listed items

- ✓ As far as possible, calibration is expected to be undertaken at the facility. Calibrating agency is expected to issue a certificate of calibration to facility in charge/ DMO (MS) cum Superintendent. Each equipment would have an identification number for the traceability.
- ✓ If equipment is required to be taken to the agency's laboratory for testing and calibration, arrangement of such transportation, including freight and transit and its delivery to the hospital/ health facility in working condition without abuse, misuse, damage or change in dimensional or functional characteristic of equipment after the calibration, would be responsibility of the calibrating agency, which is expected to take all actions for the safety of transportation, as deemed necessary.
- ✓ The calibration agency is expected to maintain an effective system for calibration of all equipment, ensuring that calibration brings about accuracy and consistency in the results.
- ✓ The calibration agency will also check the un-serviceable equipment to help the hospitals in identifying those equipment, which are BER (BEYOND ECONOMIC Calibration/ REPAIR), which will be cross verified by alternative credible source and if found to be incorrect then authority may cancel the contract.
- ✓ During their visit to the hospitals, the calibration agency will impart training to key hospital personnel (identified by DMO (MS) cum Sup./ MO I/C) on calibration of low-cost equipment such as BP Instruments, Thermometer, etc. DMO (MS) cum Sup.

would provide logistic support for such training and would also ensure that such personnel are available in one batch for the proposed training during the visit of Calibration Agency's experts.

- ✓ Calibration agency shall be liable for any delay in meeting its obligations under this Contract. In the event of any delays, which are beyond control of the agency, the period of contract may be extended, at sole discretion of CDM & PHO Puri , without any financial implication on the part of the society.
- ✓ The bidder must specify the instrument wise Parameter for calibration.
- ✓ The bidder should specify the name of machine to be used for calibrating against each instrument.
- ✓ Engineer must be certified to calibrate Bio-medical equipment. Certificate must be produced.
- ✓ The bidder must produce the details of engineer & team. Name, qualification, designation and certificate of all engineers must be submitted by the bidder. The bidder must submit the high resolution photocopy of qualification, training received or accredited for calibrating.
- ✓ During the calibration process, if any instrument/equipment identified without line listing the items, it may be included in the calibration list, the agency will provide the cost as per the rate prescribed by the bidder.
- ✓ The selected bidder shall take the remedial measures for error free of instrument & equipment during the year. Any error found during the period of one year from the date of calibration the agency has to do the calibration again without any extra cost.
- ✓ The bidder will get the tender; the agency will provide the certificate.
- ✓ **Standards for calibration:** The Equipment provided by the facilities shall be calibrated according to the standards, acceptable for NABL certification. Agency shall state in the report calibration methodology, which was adopted for the Equipment tested as a justification of rate coated.
- ✓ **Traceability:** All the equipments shall be calibrated using the standards, whose accuracy is traceable to national / international standards and norms excepts where the standards have been derived from accepted values of physical constants or derived by ratio type of self calibration. All standards used in calibration system will be supported by certificates, reports or data sheets attesting to date, accuracy and conditions under which result are obtained.
- ✓ **Labeling:** All the equipments shall be labeled to indicate the last date of calibration and name of the agency undertaking this task. The calibration agency shall provide the dates of next due date for calibration of the equipments.
- ✓ **Records:** The calibration agency shall develop a comprehensive and complete set of records that document accuracy, calibration method and precision. Set of such Records shall be provided by calibration agency to the Hospital before release of the payment and the hospital will acknowledge receipt of the records in writing.
- ✓ Calibration agency will notify the District and the hospital about any fault and/or

defective working condition found in the equipment during calibration. The agency will inform the hospital about defect in writing and it would be the responsibility of the facility to get it repaired.

- ✓ The agency shall be responsible to the Customer for any loss or damages, whether direct or consequential arising during calibration process done by the agency.
- ✓ The equipment and instrument available in the FRU CHC and other CHCs are also to be included for calibration.

(3)

**TECHNICAL BID FOR OFFICE OF THE CDMPHO, PURI**

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

**TENDER FORMAT: PART-1**

**( To be submitted in Technical Bid Envelop)**

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

1.	Name of the Agency/Individual	
2.	Address of the Agency/Individual	
3.	Name of the 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	(Photocopy to be attached)
7.	GST Clearance certificate (Photocopy of Up to date GST Clearance certificate)	(Photocopy to be attached)
8.	PAN (Photocopy of PAN)	(Photocopy to be attached)
9.	Demand Draft number and date of the EMD & Tender cost	(Draft to be submitted in Original)
10.	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 my /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**

2- Financial Bid Format:-

Sl. No.	Name of the Instrument for Calibration	Rate per unit in Rs. (Excluding of Tax but including all other charges)	GST Amount	Total Amount in Rs.	Cost of travelling to CHCs per Kms is the distance is more than the distance covered to reach DHH, Puri from the head office of the agency	Details methodology to be undertaken during calibration to justify your rate coated

Date-  
Place-

Signature with Seal

**DECLARATION**

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Place  
Date

Signature with Seal