

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, CUTTACK

NOTICE INVITING TENDER FOR PROVIDING DISINFECTION/SANITISATION SPRAY SERVICE

Advertisement No. 5301

Date 16/04/2020

Sealed tenders are invited from interested Agencies for Providing Disinfection/Sanitisation Spray Service to different Health Institution of Cuttack District as well as O/o - CDM & PHO, Cuttack. The tender document with all information relating to the tender process such as cost of tender paper, EMD, Eligibility Criteria, Terms & Conditions, etc. are available on the website www.cuttack.nic.in, which may be downloaded for use. Interested parties may submit their tenders super-scribing as "Tender for Providing Sanitisation Spray Service in reference to Advertisement No. 5301 dt. 16.04.2020" to the undersigned, which should reach on or before 2 P.M. of 21.04.2020 positively and the same will be opened at 3.30 P.M. on the same day by a Committee in presence of bidders. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

SBC
16.4.20

CDM & PHO cum District Mission Director
Cuttack

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, CUTTACK TERMS AND CONDITIONS FOR PROVIDING SANITISATION SPRAY SERVICE

1. **Sale of tender paper:** The prospective bidders may download the complete set of the tender documents directly from the website www.cuttack.nic.in and submit the same to O/o -Chief District Medical & Public Health Officer along with the cost of the tender paper of Rs.2,240/- (Rupees Two Thousand Two Hundred Forty) only (including GST) (non-refundable) in shape of Demand Draft/ Pay Order/A/c Payee cheque from any Nationalized/ Scheduled Bank in favour of Chief District Medical & Public Health Officer, Cuttack payable at Cuttack. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Drafts/ Pay Orders/ A/c Payee cheque. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the Office notice board of O/O Chief District Medical & Public Health Officer, Cuttack or download from the above mentioned websites before last date & time of submitting the tender document.
2. The tender should reach the office of the Office of Chief District Medical & Public Health Officer by 2 P.M. of 21.04.2020 and the tenders will be opened at 3.30 P.M. on the same day. In case this date happens to be a holiday for the office for any reason, the tender will be received and opened on the immediate next working day at the same designated time & place or as decided by the authority.
3. Bidders may be present in person or through their representative (s) during the opening of tender at 3.30 P.M. on 21.04.2020.
4. Tender shall remain valid for a period of 1 year after the last date of submission specified in the tender.
5. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.
6. **Bid Price:**
 - a) The tender shall be submitted in two bid system i.e. Technical Bid (Cover A) & Financial Bid (Cover B). The Financial Bid shall contain only the Price Bid and the Technical Bid shall contain all other documents as per the tender terms along with EMD & Tender paper cost except Price Format. The Technical Bid & Financial Bid should be covered in two separate envelopes clearly writing on the top of the envelop as Technical Bid & Financial Bid respectively and these two bids shall be covered in a Big envelop writing on the top of that "Tender for Providing Sanitisation Spray Service in reference to Advertisement No.-----dt.-----".
 - b) The quoted rates shall include all duties and taxes.
7. **EMD:**

The bidder shall furnish EMD of Rs. 10,000/- (Rupees Ten Thousand) only in shape of Demand Draft/ Pay Order/ A/c Payee cheque in favour of Chief District Medical & Public Health Officer, Cuttack payable at Cuttack. Any bid not secured with EMD will be rejected. The above EMD will be forfeited if (i) a bidder withdraws its bid during the period of bid validity or (ii) the successful bidder fails to submit the Performance Security.
8. **Scope of Work:**

The scope of work is as follows -

Sanitisation Spray:

 - i. The Disinfection/Sanitisation Spray should cover all the places like space under the tables, chairs, almirahs, 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 chemicals to control the infection of COVID-19.

9. The Chemicals, etc. used for Disinfection/Sanitisation Spray should not create adverse impacts on human health.
10. Staff deployed by the agency should be trained in Sanitisation Spray work, and 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. O/O-CDM & PHO, Cuttack shall not provide any personnel for the work.
11. None of the deployed Staff should enter or remain in the O/O-CDM & PHO, Cuttack premise beyond the specified time limits unless and absolutely necessary.
12. Service should be provided by the tenderer directly. Any attempt to sublet the work to any other party shall not be entertained.
13. The Agency is to be liable for any damage caused to the O/O-CDM & PHO, Cuttack or its premises or any part thereof or to any fixtures or fittings thereof or any property of the O/O-CDM & PHO, Cuttack and therein by any act, omission, default or negligence of the Agency or its Staff.
14. Authorized Persons of O/O-CDM & PHO, Cuttack shall monitor the work of the agency at regular intervals.
15. 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 obligations including registration certificates, receipts licenses, clearance certificates etc. As may be required by O/O-CDM & PHO, Cuttack from time to time.
16. The Agency shall be solely responsible for compliance of all statutory provisions like payment of minimum wages to the personnel deployed, ESI, Insurance, PF, etc. O/O-CDM & PHO, Cuttack 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.
17. 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 for any accident caused to them and O/O-CDM & PHO, Cuttack shall not be liable to bear any expense in this regard.
18. O/O-CDM & PHO, Cuttack 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 O/O-CDM & PHO, Cuttack shall be made a party to it in case of any dispute arising out of such non-compliance.
19. Income Tax, as applicable, shall be deducted by O/O-CDM & PHO, Cuttack from the bill unless exempted by the Income tax Department.
20. Any non- performance, damage/ theft caused by the workmen of the service provider shall be recovered from the monthly bills of the service provider.
21. Notwithstanding the above, O/O-CDM & PHO, Cuttack reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issue of Work Order.
22. Performance Security:
 - a) The successful Bidder will submit Performance Security for Rs.15,000/- (Rupees Fifteen Thousand) only in shape of Account payee Demand Draft/Pay Order/A/C Payee Cheque from any Nationalized/ Scheduled Bank in favour of "CDM&PHO, CUTTACK.", payable at Cuttack.

b) The EMD of all the Bidders shall be returned immediately after the successful Bidder submits the performance security as per the Order. If the successful Bidder fails to submit the Performance Security, the EMD of that Bidder will be forfeited, Order will be cancelled and the Bidder will be debarred from O/O-CDM & PHO, Cuttack for three years.

c) The Performance Security of the successful Bidder will be returned to the Bidder without interest only after successful completion of the work as per order.

23. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm.

24. Eligibility Criteria

The Bidders must fulfil the following eligibility criteria to participate in the tendering process –

a) Must have either its registered office or operating office in Odisha. (Self- Attested copy of documentary evidence in this respect to be enclosed.)

b) Must have appropriate Govt. License for Sanitisation Spray/ Pesticides / Insecticides/ Chemicals for the purpose of Sanitisation Spray. (Self-attested copy of License to be furnished.)

c) Must have provided Sanitisation Spray/ Pesticides / Insecticides/ Chemicals Services to at least two Government/ semi-Government/ Public Sector Undertaking/ Corporate Clients during last three Financial Years i.e. 2017-18, 2018-19 & 2019-20. (Self-attested copies of Work Orders/ Completion Certificates from the Employers to be furnished.)

d) Must have successfully completed Sanitisation Spray/ Pesticides / Insecticides/ Chemicals Services of one work of at least Rs.2 Lakh in any of the last three Financial Years i.e. 2017-18, 2018-19 & 2019-20. (Self-attested copies of Completion Certificate from the Employer to be furnished.)

e) Must have provided Sanitisation Spray/ Pesticides / Insecticides/ Chemicals Services in a minimum area of 2 lacs sq. ft. In any of the last three Financial Years i.e. 2017-18, 2018-19 & 2019-20 . (Self attested copies of Work Orders/ Completion Certificates from the Employers to be furnished.)

f) Must have minimum Annual Turnover of Rs.10 Lakh during each of the last 3 Financial Years i.e. 2016-17, 2017-18 & 2018-19. (Self-attested copy of Annual Turnover Statement (original) certified by a Chartered Accountant (provisional turn over shall not be considered) as in Annexure III to be furnished.)

Apart from above, the Bidders shall also furnish the following documents-

- Self-attested copy of Registration Certificate of Firm
- Self-attested copy of PAN Card
- Self-attested copy of GST Registration Certificate.
- Required Tender Paper Cost
- Required EMD
- Undertaking that the firm has not been blacklisted by any Govt. Organization.

25. Evaluation and Selection

a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.

b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.

c) Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the address given below – O/O-CDM & PHO Cuttack .Date of Opening of Financial Bids shall be communicated to the technically qualified bidders.

SBM
Chief District Medical & Health Officer
Cum-District Mission Director, Cuttack

26. Award of Contract

- A. The contract shall be awarded to the bidder whose bid will be determined to be substantially responsive and who has offered the lowest evaluated bid price.
- B. In case two or more technically qualified Firms quote the same lowest price, the Firm having the highest average annual turnover during the last 3 Financial Years i.e. 2016-17, 2017-18 & 2018-19 among the lowest bidders shall be awarded the contract.
- C. The contract shall be for one years from the date of signing of contract.
- D. Any effort by a bidder to influence O/O-CDM & PHO, Cuttack in its decision on bid evaluation or placement of Work Order may result in rejection of the bidder's offer.

27. Payment

Payment shall be made on completion of the work and after submission of bills in triplicate, duly counter-signed by the respective Hospital In-Charge.

28. Arbitration

O/O-CDM & PHO, Cuttack and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to CDM & PHO cum District Mission Director, O/O-CDM & PHO, Cuttack whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Cuttack.

29. Legal Jurisdiction

All legal disputes are subject to the Cuttack jurisdiction only.

SBC
Chief District Medical & PHO
Cum-District Mission Director, Cuttack

FORMATS - Part 1

(To be submitted in Technical Bid Envelop)

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

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	Registration no (Attach photocopy of registration certificate of the Firm / Registration certificate issued from DIC in case of DIC registered firm)	
7	GST clearance certificate (Photocopy of Up to date VAT Clearance certificate)	
8	PAN (Photocopy of PAN)	
10	Draft/Cheque/Payorder number and date of the EMD & Tender cost	
11	Undertaking that the firm has not been blacklisted by any Govt. Organization	
12	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
12	Must have minimum Annual Turnover of Rs.10 Lakh during each of the last 3 Financial Years i.e. 2016-17, 2017-18 & 2018-19. (Self-attested copy of Annual Turnover Statement (original) certified by a Chartered Accountant (Yes/No)	
13	Must have successfully completed Sanitisation Spray/ Pesticides / Insecticides/ Chemicals Services of one work of at least Rs.2 Lakh in any of the last three Financial Years i.e. 2017-18, 2018-19 & 2019-20. (Self-attested copies of Completion Certificate from the Employer to be furnished).(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 Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Signature of the authorized signatory)

Place :

Date :

SDC
Chief District Medical & PHO
Cum-District Mission Director, Cuttack

TENDER FORM Part -2

(To be submitted in Financial Bid envelop)

Price Bid

Sl. No	Name of the Item	Specification	* QUOTED RATE (Rs.) (PER SQFT) Inclusive of taxes
1	Disinfection/Sanitisation Spray	Bacilloid Extra (Ethylenedioxy) Dimethanol-14.1 gms, Glutaraldehyde-5.0 gms II Avert Plus(Stabilised Sodium Hypochlorite Cleaner)	

* I. **TAX**

Pl. Mention the % of tax if any included in the above quoted price: _ %

(It is compulsory to indicate the % of tax in the relevant space mentioned above)

(Signature of the authorized signatory)

Place :

Date :


Chief District Medical & PHO
Cum-District Mission Director, Cuttack