

**OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT,
MENTAL HEALTH SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK.**

Tel. No.: 0671-2414359.

E- mail: “mhi.cuttack@gmail.com”

Mental Health Institute, Cuttack, Odisha, invites sealed tenders in two- bid system for CMC of the following item at the institute. Intending Manufacturers/ Authorized dealers/ Sales & Services are requested to quote their best offer alongwith the complete details of CMC for maintenance of DG Set as per the detailed tender terms & conditions.

SI.No.	Name of Department	Make	Capacity
1	Mental Health Institute, SCB Medical College & Hospital, Cuttack.	Jackson	500KVA

1. The sealed Tenders for CMC of DG Set in Mental Health Institute, Cuttack is invited by the Director-cum-Medical Superintendent from the Reputed Registered Manufacturers/ Authorized dealers/ Services on their letter pad.
2. The Bidders may download the Tender Documents directly from the WEBSITE available at www.mhicoecuttack.co.in from Dt. 15/11/2021 to 29/11/2021. The tender cost fee of Rs.500/-(Five hundred) only (non-refundable) by way of separate Demand Draft drawn in favour of the Director-cum-Medical Superintendent, Mental Health Institute, Cuttack payable at Cuttack should be enclosed along with the Bid. The Bidders should specifically super scribe. “ DOWNLOADED FROM THE WEBSITE” on the top left corner of the outer envelope containing the Bid. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website/ Office of the undersigned before last date of sale of tender document. The Director-cum-Medical Superintendent, Mental Health Institute, Cuttack shall have no responsibility for any delay/ omission on part of the bidder.
 - a. Tenderer which has been blacklisted either by the tender inviting authority or by any State Govt. or Central Govt. organization should not participate in the tender during the period of blacklisting.
 - b. The Bids shall be opened in presence of the tenderers or their authorized representatives. The representative to be present at the time of opening of tender should produce an authorization letter from the bidders. There is no bar for opening the tender by the competent authority even if the Bidder or his representative is not present.
 - c. The tender should be in “Two BID type”. All documents and information of the tenderer should be sealed in an envelope superscribed as “TECHNICAL BID” and the price of each items should be furnished in another sealed cover superscribed as “PRICE BID”. Both the envelopes should be sealed in another envelope superscribed as “TENDER FOR CMC OF DG SET OF MENTAL HEALTH INSTITUTE, CUTTACK”.

Terms & Conditions:

1. **Earnest Money Deposit:** The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs. 10,000/- (Rupees Ten Thousand Only) by way of demand draft only drawn in favour of the “The Director-cum-Medical Superintendent, Mental Health Institute, Cuttack”.
 - a. E.M.D. will be forfeited, if the bidder withdraws his participation after the opening of tender.
 - b. E.M.D. of unsuccessful bidder will be returned back after the closing of this tender process.
 - c. E.M.D. of successful bidder will be returned back after completion of the tender process.
 - d. No interest is payable on E.M.D.

The firms who are registered with National Small Industries Corporation (NSIC)/ OR Small Scale Industrial (SSI) are exempted to submit the EMD (Copy of registration must be provided along with the Technical Bid).

2. A technical personnel to be deputed at Mental Health Institute, Cuttack to attend the emergency maintenance of DG Set.
3. All requisite spare to be available with the technical personnel deployed at Mental Health Institute, Cuttack
4. This CMC includes Engine, AC alternator, AMF panel, Canopy Electrical Harness, Body welding, colouring and priming etc.
5. **Validity:** The quoted rates must be valid for a period for 02 years from the date of approval of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the Earnest Money / Performance Security deposit shall be forfeited without assigning any reason thereof.

6. **Inspecting, Testing and quality control:**

- i. Representative of the institute will inspect and test the ordered good and the related services to confirm their conformity to the contract specification and other quality control details incorporated.
- ii. The inspector shall have full and free access at any time during the execution of the contract to the supplier’s work for satisfying himself that the goods are being manufactured in accordance with the specification mentioned in the Contract. The decision of the purchaser/ inspection authority in this regard shall be final and binding on the Supplier.
- iii. The inspector shall have the right to put all the goods or materials forming part of the same or any part thereof to such tests as he may think fit and proper. The supplier shall not be entitled to object on any ground whatsoever to the method of testing adopted by the Inspector.

iv. Goods accepted by the purchaser O/O the Director-cum-Medical Superintendent, Mental Health Institute, Cuttack and or its inspector at initial inspection and in final inspection in terms of the contract should in no way dilute purchasers/ O/O the Director-cum-Medical Superintendent, Mental Health Institute, Cuttack's right to reject the same later. Further to above if on the goods being rejected by the inspector at the destination the supplier fails to make satisfactory supply within the stipulated period of delivery the purchaser shall be at liberty to :-

- a) To replace the rejected goods forthwith by the supplier but in any event not later than a period of 30 days from the date of rejection and the supplier shall bear all cost of such replacement, including freight, if any, on such replacing and replaced goods but without being entitled to any extra payment on that or any other account.
- b) The maintenance work should be made according to the norms of the pollution Control Board.

7. **Performance Security**: The supplier shall require to submit the performance security in the form of Fixed Deposit Receipt (FDR) issued by any Nationalized Bank for an amount which is equal to 10% of the CMC value and should be kept valid for a period of 2 and half years. If the successful bidder fails to furnish the full security deposit within 15 (fifteen) days after the issue of Letter of Award, his bid security (EMD) shall be forfeited unless time extension has been granted by O/O. Director-cum-Medical Superintendent, Mental Health Institute, Cuttack.

8. **Payment Term**:

- 50% payment of the total order value shall be released on half yearly basis after the successful Comprehensive Maintenance of the DG Set against the submission of the test report & on furnishing of performance security & execution of Contract Agreement.
- Balance 50% of the order value shall be released after six month after successful functioning / commissioning of the DG Set and basing upon the report of satisfactory functioning to be furnished by the user department.
- Payment for maintenance are make on half yearly basis.
- Payment will be released considering the availability of the funds.

9. Bidder shall submit a copy of the tender document and addenda thereto, if any, with each page of this document dully signed and stamped to confirm the acceptance of the entire terms and conditions as mentioned in the tender enquiry document.

10. After due evaluation of the Bid (s) the institute will award the contract to the lowest evaluated responsive tenderer.

11. Conditional bid will be treated as unresponsive and it may be rejected.

12. The institute reserves the right to accept in part or in full or reject any or more tender(s) without assigning any reasons or cancel the tendering process and reject all tender at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).

13. TENDER EVALUTION

Tender evaluation will be done in **two stages**:

- a. Technical Bid.
- b. Price Bid.

Each Bid to be submitted in separate sealed envelopes super-scribed as “Technical Bid ”and “ Price Bid ” respectively. All these 2nos. envelope should be put in another envelope marked as “Tender for CMC DG Set in O/O the Director-cum-Medical Superintendent, Mental Health Institute, SCBMCH, Cuttack” sealed with sealing wax.

14. OBJECTIVITIES:

- I. To ensure maximum availability and reliability of engine / generator.
- II. To maintain maximum output/fuel economy.
- III. To reduce operation and maintenance cost.
- IV. To avoid surprise breakdown by timely scheduled maintenance.
- V. To provide operation and maintenance guidelines to the operating personnel.
- VI. To keep stock in advance of spare parts required for management of break down.
- VII. To enhance reliability and minimum breakdown.
- VIII. Backup power at minimum cost.

15. Provision of Service:

- I. All the spare parts including Battery of the DG set will cover under CMC.
- II. No fuel cost will be included under CMC.
- III. The Provider will provide minimum 12 preventive maintenance within one year.

16. Technical Bid

The firm should submit the technical bid in a sealed cover separately super-scribed

Technical Bid for CMC of DG Set ” along with name and address of the Bidder.

Technical bid should contain.

- a. Original money receipt or Bank Draft amounting to Rs.500/- towards cost of tender paper.
- b. Bank Draft regarding E.M.D.
- c. Attested Xerox copy of the GSTIN Registration Certificate.
- d. Upto date GSTN Clearance Certificate.
- e. Attested Xerox copy of Income Tax return for the last three years.
- f. Attested Xerox copy of the PAN card.
- g. The name makes/ brands of the items, with name of manufacture & address must be enclosed.
- h. The bidder shall submit certified copies of turnover (Minimum 5.00 lakh per year under CMC) for last 3 preceding years.

- i. The bidder should have ISO certifying for quoted instruments and equipments.
- j. The manufacturer/ distributor/ dealer shall have submitted the list of reputed organization to which similar work have been done in the last preceding 3 years with documentary proof.
- k. Name, Address, phone & Fax No. of Service Centre at Cuttack/ Bhubaneswar or nearby.

17. Agreement

The agreement shall be affixed with a non- judicial stamp paper and signed by the Director-cum-Medical Superintendent, Mental Health Institute, Cuttack on behalf of Govt. of Odisha, H & FW Department, representatives from consignee Dept. and the vendor.

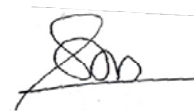
18. PRICE BID

Should be submitted in a separate sealed envelope super-scribed “Price Bid for CMC of DG set” along with name and address of the Bidder.

- A. Basic price should be quoted in Indian Currency.
- B. TAX structure mentioned separately.
- C. Rate should be quoted per unit cost.
- D. Percentage of GST should be indicated separately.
- E. Under taking to that the CMC will be provided on the same approved price if any machine comes under CMC other than the above list.

19. Applicable Law:

- Any disputes are subject to exclusive jurisdiction of Competent Court and Forum in Cuttack Odisha, india only.



Director-cum-Medical Superintendent,
Mental Health Institute, SCBMCH, Cuttack