

OFFICE OF THE DIRECTOR-CUM-MEDICAL SUPERINTENDENT,  
MENTAL HEALTH INSTITUTE, S.C.B. MEDICAL COLLEGE HOSPITAL, CUTTACK.  
Telephone: 0671 – 2414359, Email – [mhi.cuttack@gmail.com](mailto:mhi.cuttack@gmail.com)

TENDER BOOK

Date of Sale of Tender Documents	-	24/02/2024 at 11.00 AM
Last Date of receipt of the Tender Document	-	02/03/2024 up to 3.00 P.M.
Date of Opening of Technical BID Document	-	02/03/2024 at 4.00 PM

DATE & TIME OF OPENING OF THE COMMERCIAL: SHALL BE INTIMATED  
BID DOCUMENT SEPARATELY.

Place of Receipt of Tender Documents/  
Address for communication and place  
of opening of Bids.

Office of the Director-cum-Medical Superintendent,  
Mental Health Institute, S.C.B. Medical College  
Hospital, Cuttack.

General Terms & Conditions for Supply Instrument & Equipment to Mental Health Institute,  
Cuttack, Odisha.

**SHORT TERMS AND CONDITIONS**

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1. The Manufacturers / Suppliers / Authorized Distributor / Dealers are eligible to participate in this Tender.
2. The Bids shall be opened in presence of the tenderers or their authorized representatives. The representatives 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.
3. An index/Check list to be attached as the 1<sup>st</sup> page of the Technical Bid indicating the list of all documents enclosed with the tender.
4. The tenderer must be enclosed the copy of the money receipt in support of purchase of tender papers or a bank draft amounting to **Rs.1,000/-** in favour of the “The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack”, when the tender form will be downloaded from the website at the time of submission of tender paper.
5. The tender should be in “Two BID type”. All documents should be sealed in an envelope superscribed as “TECHNICAL BID” and the price of each item should furnish in another sealed cover superscribed as “PRICE BID”. Both the envelopes should be enclosed in another sealed envelopes superscribed as “TENDER FOR SUPPLY OF INSTRUMENTS & EQUIPMENTS TO MENTAL HEALTH INSTITUTE, CUTTACK.”
6. The tender documents will be received only through Speed Post or Regd. Post/Courier. The authority will not responsible for the postal delay.
7. The E.M.D. of Rs.30,000/- must be deposited in shape of Bank Draft in favour of “ The Director-cum-Medical Superintendent, Mental Health Institute, SCB Medical College Hospital, Cuttack” from any Nationalized Bank payable at Cuttack.
8. The following documents duly signed by the Bidder should be furnished in the envelope in superscribed as (TECHNICAL BID).
  - 8.1 Original money receipt for purchase of BID or Bank Draft.
  - 8.2 Bank Draft regarding E.M.D.
  - 8.3 Attested Xerox copy of the GST Registration Certificate.
  - 8.4 Attested Xerox copy of Income Tax Return last of 3 years with PAN Card.
  - 8.5 Letter of authorization certificate from the manufacturer in case of authorized distributor/dealer.
  - 8.6 Detailed Name, address and Phone number/Fax number of Bidder.
  - 8.7 Other relevant documents if any desired to be submitted by the bidder.

9. The following information should be furnished in the Price Bid.
  - a. Basic price of each item should be quoted in Indian Currency.
  - b. Percentage of GST should be indicated.
10. If any information/ documents furnished by the tenderer are found to be incorrect or misleading at any stage, the tender will be rejected & E.M.D. will be forfeited.
11. The authority/Committee reserves the full right to accept in full or reject any or all the tender without arising any reasons thereof.
12. Payment will be made only after obtaining stock entry certificate from the HOD of the concerned department.
13. E.M.D. of unsuccessful tenderer will be returned back after finalization of the tender.
14. E.M.D. of successful tenderer will be returned back only after receipt of Performance Security.
15. E.M.D. will be forfeited, if the bidder withdraws his participation after the opening of tender.
16. The successful tenderer shall be required to pay a security deposit equal to the amount of 5% of the contract value of the item in shape of Bank Guaranty in favor of the Director-cum-Medical Superintendent, Mental Health Institute, Cuttack from any Nationalized Bank within 21 days from the date of issue of the purchase order.
17. The performance security should be in form of a conditional Bank Guaranty valid for 12 months.
18. No interest is payable on E.M.D./Bid security.
19. The successful tenderer shall execute an agreement in an authentic non-judicial stamp paper (paid by the tenderer) with the Director-cum-Medical Superintendent, Mental Health Institute, Cuttack regarding supply/payment etc. within 15 days from the date of receipt of the supply order.
20. The items should be delivered to Mental Health Institute, Cuttack within one month from the date of issue of the order.
21. The authority shall not be responsible to any damage during the transportation.
22. The rate of items so quoted by the tenderer shall be valid for one year from the date of approval of the tender.
23. It is the responsibility of the suppliers for successful installation & demonstration at their own cost.
24. In the event of any dispute arises out of this tender / supply / payment and any similar matter will be within the jurisdiction of Cuttack.
25. List of the Instruments & Equipments.

Sl. No.	INSTRUMENTS & EQUIPMENTS LIST.
1.	Comprehensive Trail-making Test Second Edition - (Cecil R. Reynolds)
2.	Million Clinical Multiaxial Inventory – IV (MCMI- IV) - (Theodore Millon, Seth Grossman, Carrie Millon).
3.	Million Adolescent Clinical Inventory – II (MACI – II) - (Theodore Millon, Robert Tringone, Carrie Millon, Seth Grossman)
4.	Million Pre-adolescent Clinical Inventory (M-PACI) - (Theodore Millon, Robert Tringone, Carrie Millon, Seth Grossman)
5.	Childhood Trauma Questionnaire: A retrospective self-report - (Bernstein & Fink, 1997).
6.	ASEBA CBCL (Age range 6-18 years) - (Thomas M. Achenbach & Leslie A. Rescorla)
7.	Temperament and Character Inventory-Revised - (Cloninger, Svrakic, Bayón, & Przybeck).
8.	PGI Children’s Memory Scale - (Adarsh Kohli, Samita Sharma and Dwarka Pershad)
9.	Body Image Scale (Taani & Behmani) (Hindi Language)
10.	Sack’s sentence completion test - (Joseph M. Sacks and Sidney Levy)
11.	Rosenzweig Picture-Frustration Indian Adaptation (Adult Form) - (Udai Pareek)
12.	Brainwave – R : Cognitive strategies and techniques for Brain Injury Rehabilitation (Kit B. Malia, Kristin C. Bewick, Michael J. Raymond and Thomas L. Bennett)
13.	Stanford-Binet Intelligence Scales- Fifth Edition (SB-5) - (Gale H. Roid)
14.	Cognitive Distortion Scale (John Briere)
15.	Symptoms Checklist – 90 – Revised.(SCL – 90 – R)
16.	Happiness Scale (H-Scale) - (DR. R.L. Bharadwaj & DR. Poonam R. Das)
17.	Maslach Burnout Scale - (Christina Maslach, Susan E. Jackson, Michael P. Leiter, Wilmar B. Schaufeli, & Richard L. Schwab)
18.	House-Tree-Person and Draw-A-Person as a measure of Abuse in Children - A quantitative scoring system - (Valerie Van Hutton)
19.	Online Addiction Scale - (Dr. Khan Zeenat Muzaffar)
20.	The Resilience Scale - (Sakshi Seth Grover)
21.	Comprehensive Marital Adjustment Inventory - (O. P. Mishra and Prof. S. K. Srivastava)
22.	Stress Profile (20-70 years) - Kenneth M. Nowack
23.	Stress Coping Technique Questionnaire (Dr. Vijaya Lakshmi and Dr. Shruti Narayan)
24.	Psychological Well-Being Scale - (D. S. Sisodia and Pooja Choudhary)
25.	Pamtrons Digital Biofeedback
26.	Muse/Brainbit Neurofeedback
27.	SD Digital audio-voice recorder (32GB-48GB) (2 pieces)