

**TENDER DOCUMENT FOR SUPPLY OF
DEIC AIDS & APLIANCES (ORTHOISIS & PROSTHESIS)
FOR THE YEAR
2019-20**

CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,
SUBARNAPUR
(HEALTH & F.W. DEPTT., GOVT. OF ORISSA)

Bid Reference No. – CDM & PHO/Subarnapur (1410) 2019-20

DATE OF COMMENCEMENT OF THE BID DOCUMENT: 06.03.20

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 18.03.20, 12 Noon

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 18.03.20, 3 PM

DATE OF OPENING OF COVER-B (Price Bid) : 18.03.20, 3 PM

PLACE OF OPENING OF BID DOCUMENTS

AND

ADDRESS FOR COMMUNICATION

Office Chamber, CDM&PHO, Subarnapur

: O/o Chief District Medical &

Public Health Officer, Subarnapur

Pin Code - 767017

AND

RECEIPT OF BID DOCUMENTS

Tel: 9437206265

Email: nbsksubarnapur@gmail.com

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


6.3.20

**Chief Dist. Medical
& Public Health Officer
Subarnapur**

NOTICE INVITING BID DOCUMENT

Sealed tenders are invited from different bidders having valid GST registration, TIN certificates & PAN Card for supply of DEIC Aids & Appliances (Orthosis & Prosthesis) as per the specification given by Chief District Medical & Public Health Officer, Subarnapur.

The Bidders download the Tender Documents directly from the WEBSITE available at www.subarnapur.nic.in. The Tender cost fee of **Rs.1000/- (One thousand) only** the **EMD cost for the tender will be Rs 5000/- (Five thousand) only** by **Demand Draft drawn in favors C.D.M.& P.H.O., Subarnapur** should be enclosed along-with the Technical Bid. The Bidders should specifically super scribe, **"DOWNLOADED FROM THE WEBSITE"** on the top left corner of the outer envelope containing Technical Bid and Price Bid separately. The Tender cost fee and the EMD amount should be submitted separately in shape of demand drafts in the technical bid. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website, the C.D.M.&P.H.O, Subarnapur shall have no responsibility for any delay / omission on part of the bidder.

The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.

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SECTION -I

TERMS AND CONDITIONS FOR SUPPLY OF DEIC AIDS & APLIANCES (ORTHOSIS & PROSTHESIS) FOR THE YEAR 2019-20

- 1.1 Sealed tenders will be received by dt.18.03.2020 upto 12 Noon by the C.D.M.&P.H.O., Subarnapur in the office of the Chief District Medical & Public Health Officer, Subarnapur for purchase of DEIC Aids & appliances (Orthosis & Prosthesis). Any tender received after the due date & time will be rejected / returned to the sender unopened. **The tenders will be received through Regd. Post / Courier services / Speed Post only.**
- The bidder(s) are to submit their tenders in separate sealed covered envelops for technical bid and commercial bid by super scribing Cover "A" (Technical Bid) & Cover "B" (Price Bid) and both the sealed covers should be put into a third outer Cover, which should be super scribed as "TENDER FOR SUPPLY OF DEIC AIDS & Appliances" to the Office of the C.D.M.&P.H.O, Subarnapur, Orissa" & Tender Reference No. C.D.M.&P.H.O, Subarnapur (1410) 2019- 2020'**
- 1.2 The Sealed tenders "Cover A" (Technical Bid) submitted by the tenderers will be opened by the C.D.M.&P.H.O., Subarnapur in the office chamber of the C.D.M.&P.H.O., Subarnapur at 3.00 PM dt.18.03.2020 The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like.
- 1.3 The undersigned shall have the right for rejecting all or any of the tender without assigning any reason thereof.

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ELIGIBILITY CRITERIA

- 2.1 Manufacturing units/Authorized Distributer/Suppliers are eligible to participate in the tender provided, they have
- (i) Valid manufacturing license of the manufacturer or duly acknowledge renewal application with old license issued by the state licensing authority/central licensing approving authority.
 - (ii) Manufacturer's Authorization Certificate in case of Authorized distributor / Supplier.
 - (iii) Bidder must be registered under GST Act.
 - (iv) Bidder/Manufacturing/Supplier unit who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting

The following documents should be enclosed in Cover "A" (Technical Bid) by the tenderer. All the photocopies are to be self-attested.

TECHNICAL BID :

- 3.1 Checklist with detail of the documents enclosed in **Cover "A"** (as per **Annexure - I**) with page number. The document should be *serially arranged* as per this **Annexure - I** and should be securely tied and bound.
- 3.2 List of Item (s) Quoted with name of the Manufacture. (**Annexure - II**)
- 3.3 Tender document fee of Rs.1000/- in shape of Demand Draft.
- 3.4 Earnest Money Deposit of Rs.5,000/- in shape of Demand Draft.
- 3.5 Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor/Suppliers (**Annexure - III**).
- 3.6 The declaration form in **Annexure - IV** duly signed by the tenderer before Notary Public / Executive Magistrate.
- 3.7 Manufacturer's Authorization Format in **Annexure -V** (In case the bidder is not the manufacturer)
- 3.8 Copy of Audited statement of the Supplier of last 3 (three) financial years.
- 3.9 Performance Statement (**Annexure - VI**) during the last two years towards proof of supply to any Govt. organization / Corporate Hospitals. The copy of Purchase orders and certificate from the user should be furnished in support of the information provided in the performance statement alongwith 4 copies of Purchase order amounting to atleast Rs.2.00 lakhs in support of above statement.
- 3.10 Copy of Valid Manufacturing License of the manufacturer (As mention in clause no 2.1(i))
- 3.11 Copy of valid GST registration certificate and GSTR-3B form.
- 3.12 Copy of valid PAN certificate.
- 3.13 The Original Tender Book with Conditions and the schedules signed by the tenderer at the bottom of each page with his official seal duly affixed.
- 3.14 Necessary supportive documents should be submitted in the technical bid as per the specification provided in the list (Section II).

N.B: Valid means the certificate should be valid on or beyond the date of opening of tender (Cover-A).

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COVER – B (PRICE BID)

4. The tender format giving the quoted rate for supply of DEIC Aids & Appliances (Orthosis & Prosthesis) should be sent in a separate sealed cover hereafter called **Cover "B" (Price Bid)**.
Cover –B (Price Bid) will be opened only of the tenderers who qualify in Technical Bid (Cover – A) and product is as per tender specification.
- 4.1 The price of the items should be quoted inclusive FOR destination and Installation cost. The GST and entry tax charges (if any) should be quoted in a separate column. The rate should be quoted for *each item* both in figures and words. **In case of difference in words and figures, words will be taken into consideration for evaluation.**
- 4.2 The Cover "B" of successful tenderers who qualifies in their technical bid, will be opened at the office chamber of the C.D.M.&P.H.O., Subarnapur by the C.D.M.&P.H.O., Subarnapur in the presence of the tenderers or their authorized representatives which will be notified later.

EARNEST MONEY DEPOSIT

- 5.1 The Earnest Money Deposit referred to at will be submitted in the shape of demand Draft only in favor of C.D.M.&P.H.O., Subarnapur, from any Nationalized / Scheduled Bank payable at Subarnapur Town, Subarnapur.
- 5.2 The EMD of the unsuccessful tenderers will be returned back without interest, and EMD of successful tendered will be returned after successfully supply of purchase orders.

TENDER CONDITIONS:

- 6.1 *The List of the Aids & Appliances (Orthosis & Prosthesis) are mentioned in Section II.*
- 6.2 Tenders should be typewritten or computerized and every correction in the tender should invariably be attested with signature by the tenderer with date before submission, failing which the tender will be ineligible for further consideration. Rates inclusive F.O.R. destination (*door delivery basis*). GST & Entry Tax (if) *should be mentioned in separate columns*. The rates quoted should be in **Indian Rupees only**.
- 6.3 If there is difference between figures & words, words will be taken into consideration.
- 6.4 In the event of the date being declared as a holiday by Govt. of Odisha, the due date of submission of bids and opening of bids will be the following working day at the appointed place & time.
- 6.5 To ensure sustained supply without any interruption the tender inviting authority reserves the right to split orders for supplying the requirements among more than one tenderer if the lowest eligible bidder fails to supply in scheduled time and L₂ & L₃ firms agree to match the L₁ rate.
- 6.6 The rate quoted and accepted will be binding on the tenderer for a period of **two year** from the date of placement of purchase order. It may extend for **another one year** based on the last year performance of the agency and on no account any increase in the price will be entertained till the completion of this tender period.

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- 6.7 No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rate quoted by him. Clerical error / typographical error, etc. committed by the tenderers in the tender forms shall not be considered after opening of tenders..
- 6.8 If at any time during the period of contract, the price of tendered item is reduced or brought down by any law or act of the Central or State Government or the tenderer, the tenderer shall be morally and statutorily bound to inform the C.D.M.&P.H.O., Subarnapur, immediately about such reduction in the contracted price. The C.D.M.&P.H.O., Subarnapur, Orissa is empowered to unilaterally effect such reduction in rate in case the tenderer fails to notify or fails to agree for such reduction of rate.
- 6.9 Bidders qualifying technical bid should produce sample of all type of items / brochures/operating manuals before opening of Price bid as desired by the CDM&PHO, Subarnapur.
- 6.10 Approved rate with terms, conditions & the quoted price of the tender shall remain valid for a period of 24 months from the date of issue of the purchase order or till issue of next tender for these items whichever is earlier.
- 6.11 If any information or documents furnished by the tenderer with the tender papers are found to be misleading or incorrect at any stage the tender of the relevant items in the approved list shall be cancelled and steps will be taken to blacklist the said firm.
- 6.12 Both Cover-A and Cover-B should have an **index and page number** of all the documents submitted inside that cover.
- 6.13 The Tax will be charged as per the guidelines given by the Finance Dept., Govt. of Orissa from time to time. In case of Entry Tax the supplier has to deposit the original receipt to claim it, if finished goods are brought from outside the State. The GST & entry tax components should be shown **separately** in the Price Schedule.
- 6.14 In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court Dist. Subarnapur Town, Subarnapur or High Court of Orissa

ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS:

- 7.1 The C.D.M.&P.H.O., Subarnapur Orissa reserves the right to reject the tenders or to accept the tenders for the supply of the item tendered without assigning any reason thereof.
- 7.2 The C.D.M.&P.H.O., Subarnapur Orissa will be at liberty to terminate the contract either wholly or in part without assigning any reasons thereof. The tenderers will not be entitled to any compensation whatsoever for such termination.
- 7.3 The supply should be completed within 30 days from the date of issue of purchase order unless otherwise specified. If no supply is received even after 30 days or 45 days with liquidated damage from the date of issue of the purchase orders from the C.D.M.&P.H.O., Subarnapur such orders will stand

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- cancelled automatically without further notice. The approved firm shall also suffer forfeiture of the EMD.
- 7.4 If the approved supplier fails to execute the supply within the stipulated time, the C.D.M.&P.H.O., Subarnapur is empowered to purchase the same items from L₂ or L₃ tenderer if they match the L₁ rate.
- 7.5 Rates should be quoted against each item per No. or quantity as per our specifications where applicable. Bidders should ensure that rate quoted is below the "**Maximum Retail Price**" (MRP) of item/items(Rate inclusive of Tax).
- 7.6 Full particulars of stores offered (Brand name / warranty/Model No.if any) would be mentioned where ever necessary.
- 7.7 The acceptance of stores is subject to the approval of our technical experts and unapproved or rejected store shall have to be replaced within a reasonable time at the suppliers cost. The supplier shall have to replace the whole/part/parts of the stores at his cost within a reasonable time in case of damage or shortage if found unsuitable otherwise.
- 7.8 The installation of the items at the site will be responsibility of the successful bidder.
- 7.9 **Warranty / Guarantee:** Full replacement warranty of minimum 1 years (or) as per the OEM's terms and conditions. In case of these costs extra, the same should be clearly mentioned in the quotation.
- 7.10 **Delivery Period:** The offer goods are to be delivered within a reasonable time at our Office but not later than one month from the date of receipt of supply order unless otherwise stated.
- 7.11 **On Site Acceptance Test (OSA):** The complete installation and integration of the server will be carried out by the seller in compliance with Specifications to be demonstrated by the seller to the purchaser before final acceptance of the system.

LIQUIDATED DAMAGE :

- 8.1 The C.D.M.&P.H.O, Subarnapur may allow extension for a maximum period of 2 (two) weeks (15 days), after the stipulated date of supply (i.e. 30 days) with a penalty of 0.5% which will be deducted from the purchase order value as "Liquidated Damage", for each week (7 days) upto a maximum 2% on the value of the goods.
- 8.2 If the supplier fails to complete the supply within the extended period, i.e 45 days after being allowed by the C.D.M.&P.H.O., Subarnapur, no further purchase order will be placed to the firm for the said item and the concerned firm will be blacklisted for two (2) years from the date of issue of letter for the said item.

TERMS OF PAYMENT:

- 9.1 No advance payments towards cost of DEIC Aids & Appliances (Orthosis & Prosthesis) will be made to the tenderer.
- 9.2 The quality of the products to be verified by a Technical Committee (DEIC members) prior to release the payments.
- 9.2 No claims shall be made against the C.D.M.&P.H.O, Subarnapur Dist-Subarnapur, Orissa in respect of interest on earnest money deposit or any delayed payment.
- 9.3 Payments in shape of PFMS or e-transfer to the Supplier.

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SECTION -II

Prosthetics & Orthotic Aids for children identified for Therapeutic Intervention

Sl. No.	Name of Orthosis/Prosthesis	Specification	Price CHILD	Price CHILD	Price CHILD
			(0-6) Years	(7-12) Years	above 12 years
1	Arch Support (Unilateral) with shoes	MCR/PELITE MADE OF ARCH WITH GOOD QUALITY SHOE			
2	Arch Support (Bilateral) with shoes	MCR/PELITE MADE OF ARCH WITH GOOD QUALITY SHOE			
3	Medial/Lateral wedge in shoes	GOOD QUALITY INSLOE WITH SHOE			
4	CTEV SHOES LEATHER	GOOD QUALITY INSLOE WITH SHOE			
5	CTEV D.B. SPLINT WITH SHOES	D.B SPLINT FITTED WITH LEATHER SHOES			
6	CTEV SPLINT (UNILATERAL) WITH SANDLE	POLYPROPELENE CTEV SPLINT WITH ALL ADJUSTABLE STARP AND SANDLE			
7	AFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET AND SHOULD HAVE FLEXIBILITY WITH SHOE/SANDLE			
8	B/L AFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET AND SHOULD HAVE FLEXIBILITY WITH SHOE/SANDLE			
9	SMO/UCBL POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET AND SHOULD HAVE FLEXIBILITY WITH SHOE/SANDLE			
10	B/L SMO/UCBL POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET AND SHOULD HAVE FLEXIBILITY WITH SHOE/SANDLE			
11	KAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT AND SHOE/SANDLE			
12	B/L KAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT AND SHOE/SANDLE			
13	HKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT, HIP JOINT AND SHOE/SANDLE			
14	BILATERAL HKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT, HIP JOINT AND SHOE/SANDLE			


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15	BILATERAL THKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT, HIP JOINT AND SHOE/SANDLE			
16	B/L CTHKAFO POLYPROPELENE CUSTOMISED WITH SHOE/SANDLE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT, HIP JOINT AND SHOE/SANDLE			
17	KNEE ORTHOSIS POLYPROPELENE WITH OR WITHOUT KNE JOINT	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT			
18	SWASH BRACE	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT AND HIP JOINT			
19	COCKUP SPLINT	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT			
20	CUSTOMISED CERVICAL ORTHOSIS	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT AND SOFT PADDING			
21	FINGER/TOES SPLINT	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT			
22	ELBOW GAITER	MADE OUT OF PRC SHEET WITH PROPER REINFORCEMENT			
23	COSMETIC FINGER	MADE OUT OF MEDICAL GRADE SILICON			
24	BELOW KNEE PROSTHESIS	ENDOSKELETAL CE/ISO COMPONENTS WITH PP SOCKET, ADAPTER, PYLON, SACH FOOT WITH OTHER ACCESSORIES			
25	ABOVE KNEE PROSTHESIS	ENDOSKELETAL CE/ISO COMPONENTS WITH PP SOCKET, 4 -BAR KNEE JOINT, ADAPTER, PYLON, SACH FOOT WITH OTHER ACCESSORIES			
26	HIP DISART PROSTHESIS	ENDOSKELETAL CE/ISO COMPONENTS WITH PP SOCKET, 4 -BAR KNEE AND HIP JOINT, ADAPTER, PYLON, SACH FOOT WITH OTHER ACCESSORIES			
27	BELOW ELBOW PROSTHESIS	COSMETIC / MECHANICAL PROSTHESIS			
28	ABOVE ELBOW PROSTHESIS	COSMETIC / MECHANICAL PROSTHESIS			

N.B. Rate should be quoted separately for different Age Groups as mentioned below.

1) Child (0-6 Yrs)

2) Child (7-12 Yrs)

3) Above 12 Yrs of Age

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SECTION –III

ANNEXURES

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CHECK LIST
(To be submitted in **Technical Bid**)

Note : The documents has to be arranged serially as per the order mentioned in the check list

Please ~~use~~ put in the respective box

COVER – A (TECHNICAL BID)

DOCUMENTS : SUBMITTED OR NOT

1. List of Item (s) – Annexure II	Page No.		Yes		No	
2. Tender document Fee	Page No.		Yes		No	
3. Earnest Money Deposit	Page No.		Yes		No	
4. Details of Manufacturing Unit / contract person Liaisoning agent (Annexure III)	Page No.		Yes		No	
5. Declaration form (Annexure -IV) signed by the Tenderer & affidavit before Notary Public / Executive Magistrate	Page No.		Yes		No	
6. Manufacturer's Authorization Format (Annexure – V)	Page No.		Yes		No	
7. Last three years Audited Statement of the Supplier	Page No.		Yes		No.	
8. Performance Statement (With list of Items) during last two year (Annexure -VI)	Page No.		Yes		No	
9. GST Copy	Page No.		Yes		No	
10. Copy of Manufacturing License	Page No.		Yes		No	
11. Photocopy of PAN	Page No.		Yes		No	
12. Copy of original Tender , duly signed by the Tenderer	Page No.		Yes		No.	

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ANNEXURE – III
(Refer Clause No. 3.5)

(To be submitted in Cover A -Technical Bid)

DETAILS OF THE TENDERER & LOCAL CONTACT PERSON

	Corporate Office (The address in which the purchase orders and payment details will be communicated)	Local Contact Person / Branch Office / Zonal Office .
Name & Full Address		
Telephone Nos., landline		
Mobile		
Fax		
E – Mail		

**Signature of the Tenderer :
with seal**

Date :

Official Seal :

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(To be submitted in Cover A -Technical Bid)
DECLARATION FORM

I / Wehaving My / our
.....office
at.....do declare that I / We have carefully read all the
terms & conditions of tender of the _____, Orissa for the supply of DEIC Aids &
Appliances(Orhosis & Prosthesis). The approved rate will remain valid for a period of one year from
the date of approval. I will abide with **all the terms & conditions** set forth in the **Tender Reference no.**

I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. / Union
Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for supply of Not of Standard
Quality (NSQ) items / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist
me/us for a period of 2 years if, any information furnished by us proved to be false at the time of inspection /
verification and not complying with the Tender terms & conditions.

Signature of the bidder :

Seal

Date :

Name & Address of the Firm:

Affidavit before Executive Magistrate / Notary Public.

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(To be submitted in Cover A -Technical Bid)

MANUFACTURER’S AUTHORISATION FORMAT

To

The C.D.M.&P.H.O Subarnapur
Deptt. of Health & Family Welfare
Govt. of Orissa.

Ref: Tender No. _____ Dated _____ for _____.

Dear Sir,

We, _____ are the manufacturers of _____
_____ (name/type of Items having factories at _____)

1. Messrs _____ (name and address of the agent) is our authorized agent for sale and of _____ (name of DEIC Aids & Appliances (Orthosis & Prosthesis).
2. We confirm that Messrs. _____ (name of the above agent) is authorized to submit a tender, and enter into a contract with for the above items manufactured by us.
3. We will provide test reports of supply items, if required by the purchaser.

Yours faithfully,

(Signature with date, name and designation)

For and on behalf of Messrs _____
(Name & address of the manufacturers)

Seal

Note :

1. This letter should be on the *letterhead* of the *manufacturer* and should be signed by a person having the power of attorney to legally bind the manufacturer.
2. Original letter shall be attached to the technical bid.

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(To be submitted in **Cover A - Technical Bid**)

Annexure VI (Refer Clause no. 3.9)

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last **two years**)

Tender Reference No. : _____
Name of Tenderer : _____
Name of Manufacturer : _____

Sl.	Order placed by (Address of purchaser) (attach documentary proof)*	Order no. & Date	Item Name	Manufacturer	Qty	Value of Contract (Rs.)

Signature and seal of the Tenderer

* The documentary proof will be copies of the purchase order – minimum 4 different Purchase order amounting more than Rs.2.00 lakhs (during the last 2 years).

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(PRICE SCHEDULE)

SI No	Name of the Items	Specification/ Strength	Name of the Manufa cture	Rate	GST	Total Price

Signature of the bidder
Name :
Seal

Date :
Place :

Rates should be quoted both in figures & words and if there is any discrepancy, the quoted rates in words will be taken for evaluation

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