



**OFFICE OF THE COLLECTOR DISTRICT & MAGISTRATE, SUBARNAPUR  
(Social Security Section)**

BIDDING DOCUMENT

FOR

**RFP FOR SUPPLY OF AIDS/APPLIANCES (READYMADE ITEMS)**

**UNDER BBSA SCHEME OF SSEPD DEPTT.**

BID REFERENCE NO.:----- 107 ----- DATE: 21/01/2026

WEBSITE: (<https://subarnapur.odisha.gov.in/>).

E-MAIL: [dssso-subarnapur@gov.in](mailto:dssso-subarnapur@gov.in)

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**Section-I**

**NOTICE INVITING TENDERS (NIT)**

Bid Reference No.:

**107**

Date: **21/01/2026**

1. Collector **Subarnapur** invites sealed tenders from the Original Equipment Manufacturer (OEM) / OEM authorized vendors for supply of readymade items of Aids/Appliances under BBSA schemes to District under two bid systems (Technical & Financial) as per the following schedule.
2. This document contains eight sections as follows:
  - Section I: Notice Inviting Tender
  - Section II: Instruction to Bidder
  - Section III: Procedure for evaluations of bids
  - Section IV: Job description
  - Section V: Eligibility Criteria
  - Section VI: Terms and Conditions
  - Section VII: Appendices
3. Schedule of Events

Sl.	Description	Schedule
1	Date of availability of Bid Document	21.01.2026 to 11.02.2026
2	URL of website for downloading of Bid Document	<a href="https://Subarnapur.odisha.gov.in">https://Subarnapur.odisha.gov.in</a>
3	Cost of the Bid Document	2000/-
4	Closing Date and Time of Receipt of Bid	11.02.2026 up to 5:00 PM
5	Time, Date and Venue of Opening of Technical Bid	12.02.2026 at 10.00 AM in Mini Conference Hall, Collectorate, Subarnapur
6	Time, Date and Venue of demonstration/ presentation & Evaluation of Technical Bid	12.02.2026 at 12.00 Noon in Mini Conference Hall, Collectorate, Subarnapur
7	Time, Date and Venue of Opening of Financial Bid	16.02.2026 at 4.00 PM

4. The bid document may be downloaded from the official website: (<https://subarnapur.odisha.gov.in/>). The bidder downloading the bid document from the website will be required to deposit Rs. 2,000/- (Rupees Two Thousand) only (non-refundable) in the form of Demand Draft drawn in favour of "**District Social Security Officer, Subarnapur**" payable at Sonapur, while submitting the bid. Bid without the fee of Rs.2,000/- will not be accepted.
5. Bidders shall ensure that their bids complete in all respects, shall be submitted by Registered Post/Speed Post/Courier at **SSEPD Section, Collectorate, Subarnapur (Sonapur), Odisha, PIN-767017** on or before the closing date and time indicated in the Para 3 above. The bids sent by Registered Post/Speed Post/Courier must reach the above said address on before the closing date & time indicated in Para 3 above, failing which the bid will be treated as late bid and will not be considered.
6. In the event of any of the above-mentioned dates being declared a holiday/closed day for the bid inviting authority, the bids will be received/opened on the next working day at the same time.
7. The bid documents are not transferable.
8. All subsequent addendums / corrigendum to the tender shall be hosted in the portal (<https://subarnapur.odisha.gov.in/>).
9. All bids must be accompanied by Earnest Money Deposit (EMD) amount to Rs 15,000/- (Rupees Fifteen Thousand) only in the form of Demand Draft favouring " **District Social Security Officer, Subarnapur**", payable at **Sonapur**. Earnest Money Deposit in any other form will not be accepted Earnest Money Deposit will not earn any interest. Bids without EMD shall be rejected. However, the registered MSME/start-ups bidder agency is exempted from EMD as per FDOM No. 21926 dated 12.08.2015 and Ministry of Finance, Govt. of India OM No. F.20/2/2014-PPD(Pt) dtd. 25.07.2017 and copies of required documents should be submitted for claiming exemption.

Collector, Subarnapur  
COLLECTOR  
SUBARNAPUR

## Section II

### INSTRUCTIONS TO BIDDER

1. General Instructions
  - a. The bidder should prepare and submit its offer as per instructions given in this section.
  - b. The bids shall be complete with all documents. Those submitted by fax or by email with attachments shall not be considered.
  - c. The bids, which are for only a portion of the materials/components, shall not be accepted.
  - d. The bids (technical and financial) shall be submitted (with a covering letter as per Appendix- B) before the last date of submission. Late bids shall not be considered.
  - e. The prices quoted shall be firm and shall include all applicable taxes and duties.
  
2. Earnest Money Deposit (EMD)
  - a. The bid shall be accompanied by Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand) as specified in the Notice Inviting Tender (NIT) in the shape of Demand Draft from any Scheduled Bank in favour of **District Social Security Officer, Subarnapur** "payable at Sonepur.
  - b. The registered MSME/start-ups bidder agency is exempted from EMD as per FDOM No. 21926 dated 12.08.2015 and Ministry of Finance, Govt. of India OM No. F.20/2/2014-PPD(Pt) dtd. 25.07.2017 and copies of required documents should be submitted for claiming exemption. However, they cannot bid to for any product they do not manufacture in Odisha.
  - c. The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant contract. The EMD of the successful bidder will be returned without any interest, after completion of the terms of contract.
  - d. EMD of a bidder may be forfeited without prejudice to other rights of the procurer, if the bidder withdraws from the Bid in any respect within the period of validity of its Bid or if it comes to notice that the information/documents furnished in its Bid is incorrect, false, misleading or forged. In addition to the aforesaid grounds.
  
3. Preparation of Bid

The bids shall be made in TWO SEPARATE SEALED ENVELOPES as follows.

- I. The first envelope shall be marked in bold letter as "TECHNICAL BID" which shall include the following:
  - 1) Check List as per Appendix -A
  - 2) Tender document cost in the shape of Demand Draft drawn in favour of District Social Security Officer, Subarnapur) "payable at Sonepur..
  - 3) EMD in the shape of Demand Draft drawn in favour of " District Social Security Officer, Subarnapur) "payable at Sonepur or exemption claim.

- 4) Original Bid document duly stamped and signed by the authorized personnel in each page confirming the performing the assignment.
- 5) Particulars of the bidder as per Appendix "C"
- 6) Turnover certificate as per Appendix "C" and copy of the Income Tax Returns acknowledgement for last three financial years.
- 7) Copy of the certificate of registration, GST with the appropriate authority.
- 8) The bidder shall provide copies of work order in public sector in last three years per proforma given in "Appendix D".
- 9) A duly notarized declaration from the bidder in the format given in the Appendix "E" to the effect that the firm has neither been declared as defaulter or black-listed by any competent authority of a Government Department under Government of India or Government of any State and list of litigations.

II. The second envelope shall contain the financial proposal and shall be marked in bold letters as "FINANCIAL BID". Prices shall be inclusive of all taxes & duties and quoted in the proforma enclosed at Appendix "F" as per scope of work to be rendered.

III. Both the envelopes (Technical Bid & Financial Bid) shall be put in another outer third envelope and shall be sealed and superscripted with "**Supply of readymade items of Aids/Appliances under different schemes**", Bid Reference No. & due date.

#### 4. Bid & Contract Validity Period

The bids shall remain valid for 90 days from the date of submission of bid for the purpose of finalization of bid and the prices quoted shall remain valid for the duration of the contract.

#### 5. Bid Submission

The two envelopes containing both technical and the financial bid shall be put in an Outer envelope, which shall be sealed and superscripted with "BID Name & Reference No..... due for opening on ....."

The offer shall not contain any interlineations or overwriting. In case of discrepancy in the quoted prices, the price written in words will be taken as valid.

#### 6. Opening of Bids:

The technical bid will be opened at the time & date specified in the schedule of events in Section-1. The bidders or their authorized representative may attend the bid opening if they so desire.

Section - 111

**EVALUATION OF BIDS**

1. Scrutiny of Bids

The bids will be scrutinized by the evaluation committee appointed by the authority to determine whether they are complete and meet the essential and important requirements, conditions and whether the bidder is eligible and qualified as per criteria laid down in the bid document. The bids, which do not meet the aforesaid requirements, are liable to be treated as non-responsive and may be ignored. The decision of the procurer as to whether the bidder is eligible and qualified or not and whether the bid is responsive or not shall be final and binding on the bidders. Financial bids of only those bidders, who qualify on technical bid, will be considered and opened

2. Infirmary/Non-Conformity

The procurer may waive minor infirmity and/or non-conformity in a bid, provided it does not constitute any material deviation. The decision of the procurer as to whether the deviation is material or not, shall be final and binding on the bidders.

3. Bid Clarification

Wherever necessary, the procurer may at its discretion, seek clarification from the bidders seeking response by a specified date. If no response is received by this date, the procurer shall evaluate the offer as per available information in the bid.

4. Bid Evaluation

The technical bids shall be evaluated based on the eligibility criteria, documents furnished in the bid in support of that including the requirement/terms & conditions of the bid and clarification received from the bidders. The agency will be required for demonstration and presentation of their product before the evaluation committee. The technical specifications of product shall be verified and examined by the evaluation committee. The technical bids which do not meet the aforesaid eligibility/ requirements of the bid are liable to be treated as non-responsive. Financial bids of only those bidders, who qualify in their technical bid, will be opened and evaluated.

## 5. Selection Process

The selection should be done on Least Cost basis in the financial price quote. The bidders shall have to quote the cost in the format of Price Bid -Appendix "F" up to maximum two decimal digits after the decimal point. The technically qualified bidder with the lowest quoted cost per Centre shall be selected.

### Section-IV

#### SCOPE OF THE WORK

The selected agency shall be responsible for supply of readymade items of Aids/Appliances under BBSA schemes to the Districts/Blocks of the District.

**a) List of aids/appliances and quantities:**

The detailed list of **aids/appliances** with their specifications and quantities required are annexed at Annexure-1. It must be noted that the quantities are not binding, and may be reduced based on the demand from the Block/ DDRC. The Collector reserves the right to order less number of items that is listed in Annexure-1.

**b) Delivery of goods:**

The selected agency should deliver the goods to DSSO/authorities at the designated destinations within 15 days of issue of supply order(s) at the locations mentioned in the supply order(s).

**c) Payment Authority:**

The Bills will be paid by District Social Security Officer, Subarnapur after its certification, stock entries.

### Section-V

#### ELIGIBILITY CRITERIA

1. The Bidder shall be a sole provider (Company/Society/Trust) and Consortium of companies is not allowed. The bidder should be registered in India with relevant act, such as a Company (Companies Act 2013) / Partnership Firm (Indian Partnership Act 1932/Limited Liability Partnership Act 2008), Society (Societies Registration Act 1860) or a Trust (Indian Trust Act 1882) and its amendments thereof.
2. Must have a PAN/TAN under Income Tax Act and GST and should furnish the copy

- of certificates and returns filed before competent authorities.
3. The bidder shall have an average annual turnover of one crore or more in last three financial years. Information on audited annual turnover shall have to be furnished as per the format "Appendix C" duly supported by audited accounts statements.
  4. The bidder is required to furnish the audited balance sheet, turnover certificates of the last three financial years duly signed by a Chartered accountant.
  5. The bidder shall have executed minimum three assignments in public sector. In support of this, a statement regarding successfully completed assignments during last three years should be submitted as per proforma in Appendix 'D'.
  6. Bidder Should not have any track record of contract termination of the previous assignments or any adverse report of performance or blacklisted by any state Govt./ Central Govt. Organization. Bidder who has been blacklisted/ debarred/banned by any State Government/Central Govt. Organization / State Medical Corporations will not be eligible to participate in the tender during the blacklisting/debarred period. (Declaration as per Appendix "E ")
  7. The bidder shall declare all on-going litigations it is involved in with any government agency/state/central department as per Appendix "F".

#### Section-VI

### TERMS AND CONDITIONS

1. By the mere fact of participating in this tender, and quoting the prices, the bidder is deemed to have agreed to all the terms & conditions of this tender, the bidder cannot subsequently dispute any terms or conditions of this tender, nor on the prices the quoted in any court of law. Any person not agreeing to the terms and prices they quoted in any court of law. Any persons not agreeing to the terms & conditions in this tender is free to dispute it, and need not participate in this tender. All such Bids will be summarily rejected, no bidder can participate under protest.
2. **Signing of Contract:**  
The procurer shall issue the Notice for Award of Contract to the successful bidder within the bid validity period. And the successful bidder will be required to sign and submit the contract unconditionally within 15 days of receipt of such communication.
3. **Modification to Contract**  
The contract when executed by the parties shall constitute the entire contract between the parties in connection with the jobs/ services and shall be binding upon the parties. Modification, if any, to the contract shall be in writing and with the consent of the parties.
4. **Income Tax Deduction at Source**  
Income tax deduction at source shall be made at the prescribed rates from the bidder's bills. The deducted amount will be reflected in the requisite Form, which will be issued at

the end of the financial year.

5. Periodicity of Payment

The selected agency will raise its invoice on completion of supply of goods during this period duly accompanied by evidences. The invoice should be checked & countersigned by **DSSO, Subarnapur**. The payment will be made by **DSSO, Subarnapur** within 30 days of submission of invoice through ECS for all invoices raised. The payment will be subject to deduction of TDS as per Income Tax Rules and other statutory deductions as per applicable laws.

6. Termination of Contract:

The **Collector, Subarnapur** may terminate the contract, if the successful bidder withdraws its bid after its acceptance or fails to fulfil any other contractual obligations. In that event, the procurer will have the right to procure the goods from next eligible bidder and the extra expenditure on this account shall be recoverable from the defaulter. The earnest money deposited by the defaulter shall also be recovered to pay the balance amount of extra expenditure incurred by the procurer.

Prior to the termination, the agency will be served notice of termination explaining the reasons and will be given an opportunity to rectify the services within 15 days failing which the contract will be terminated.

7. Arbitration:

- a) If dispute or difference of any kind shall arise between the **Collector, Subarnapur** and the agency in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
  
- b) If the parties fail to resolve their dispute or difference by such mutual consultations within thirty days of commencement of consultations, then either **Collector, Subarnapur** or the agency may give notice to the other party of its intention to commence arbitration, as hereinafter provided. The applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In that event, the dispute or difference shall be referred to the sole arbitration of an officer to be appointed by both the parties as the arbitrator. If the arbitrator to whom the matter is initially referred is transferred or vacates his office, or is unable to act for any reason, he/she shall be replaced by another person appointed by to act as Arbitrator Such person shall be entitled to proceed with the matter from the stage at which it was left by his predecessor The award of the provision that the Arbitrator shall give reasoned award in case the amount of claim in reference exceeds Rupees One Lakh (Rs.1,00,000/-).

- c) Work under the contract shall, notwithstanding the existence of any such dispute or difference, continue during arbitration proceedings and no payment due or payable by the Collector, Subarnapur/DSSO, Subarnapur or the agency shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration.
  - d) Reference to arbitration shall be a condition precedent to any other action at law.
  - e) Venue of Arbitration: The venue of arbitration shall be Sonepur.
8. Applicable Law and Jurisdiction of Court;  
The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. The Civil Court located at Sonepur and High Court of Odisha to decide any dispute arising out of in respect of the contract. It is specifically agreed that no other Court shall have jurisdiction in the matter.
9. Other Terms & Conditions
- a) The agency will be obliged with the provisions of a Contract Agreement and terms and conditions therein. It could be cancelled at any time after providing an opportunity of hearing by the Authority, in case the Empanel agency does not follow the rules, regulations and terms and condition of the contract.
  - b) The agency shall abide by all the guidelines issued by the Authority and statutory bodies. In case of violation, the contract could be terminated after providing an opportunity of hearing to the service provider, at one month's notice.
  - c) The Authority shall receive Bids pursuant to this tender document in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by the Authority and all Bids shall be prepared and submitted in accordance with such terms on or before the date specified in the tender for submission of Bids.
  - d) This tender does not entail any commitment on the part of district authorities either financial or otherwise. It reserves the right to accept or reject any or all bids without incurring any obligation to inform the affected applicant/s of the grounds. The bids will be evaluated based on the information provided.

## SECTION VII

### (Appendix, Check List of Technical Bid Envelop & Contract Form)

## Annexure-I

## LIST OF AIDS/APPLIANCES WITH TECHNICAL SPECIFICATIONS, ESTIMATED QUANTITIES

Sl. No.	Items	Specifications	Quantity
1	Blind Kit	good quality, durable material	30
2	Blind Stick	Lightweight Blind Stick made of aluminum with reflective tape.	30
3	Braille Slate	Standard Braille slate with stylus, durable plastic/metal body	40
4	German Braille Slate	Precise dot alignment, durable plastic/metal body	20
5	Folding Cane	Light Weight Folding Aluminum Reflective Marking With Hand Strap White Cane	30
6	Magnifying Glasses	Optical magnifier for low vision, scratch-resistant lens	30
7	Cervical Collar Hard	Hard cervical collar made of molded plastic with soft foam lining, adjustable.	100
8	Cock-Up-Splint	Made of lightweight aluminum/plastic with foam padding, adjustable straps	20
9	Elbow Crutches Adult	Lightweight aluminum elbow crutches ergonomic hand grip, Adjustable height and arm length	20
10	Elbow Crutches Child	Aluminum elbow crutches, ergonomic hand grip, Adjustable height and arm length, suitable for children	20
11	Knee Cap	Elastic knee cap made of breathable fabric, medium compression; washable and stretchable	200
12	Wrist Band/Immobilizer	Wrist immobilizer made of elastic/foam fabric with Velcro fastening, breathable and washable	50
13	Posture Correction Belt	Adjustable posture correction belt made of breathable elastic material, shoulder and back support	20
14	Pair of Auxiliary Crutches(Child Size)	Adjustable aluminum auxiliary crutches for children, padded hand grip and underarm support	20
15	Tripod	Adjustable tripod walking stick with three-leg base with anti-skid rubber tips	20
16	Quadripod	Adjustable quadripod walking stick with four-leg base with anti-skid rubber tips	20
17	Aluminium Stick	Lightweight aluminum walking stick, height adjustable, anti-skid rubber tip	20
18	Walker (Child Size)	Lightweight aluminum walker suitable for children, height adjustable rubber tips or wheels	20
19	Battery for Digital Hearing Aids	long shelf life batteries compatible with programmable digital hearing aids	400
<b>Total</b>			<b>1100</b>

## CHECK LIST

(To be submitted in Technical Bid Envelop)

The documents have to be arranged serially as per the order mentioned in checklist for ease of scrutiny.

SL No	Item	Whether Included Yes/No	Page No.
1	Format (Check List)		
2	Bid Document Cost of Rs. <b>2,000/- as DD</b>		
3	The Earnest Money Deposit(s) of Rs. 15,000/- as DD		
4	Appendix-B (Particulars of the Bidder)		
5	Copy of the Registration Certificate of the Firm		
6	Copy of PAN		
7	Copy of the GST registration certificate & returns		
8	Copy of ISO certification if any		
9	Appendix-C (Turnover certificate)		
10	Copies of the annual audited statement for <b>2022-23, 2023-24, 2024-25</b>		
11	Copies of the Income Tax Return for past three financial years		
12	Appendix-D (Assignments of successfully completed contracts during the last three years)		
13	Copies of the Contract/ Work Order in support of the information provided in Appendix-D		
14	Appendix-E (Declaration Affidavit on Stamp Paper)		

Signature of the bidder.....

**PARTICULARS OF THE BIDDER**

(To be submitted in Technical Bid Envelop)

1. Name:
2. Registered Address
3. Communication Address
4. Phone (Land Line/ Mobile)
5. email id
6. Type of Organization Partnership/Company/Trust/Not for Profit Organization
7. Registration Nos.
  - a. Registration no. of the firm
  - b. GST
  - c. PAN No.

(pl. furnish the photocopies of the above certificates in the technical bid envelop)

8. Copy of Income Tax Return for past three financial years
9. Bank Details of the Bidder

The bidder shall have to furnish the Bank Details as mentioned Payment for services if any (if selected)	<ol style="list-style-type: none"> <li>a. Name of the Bank : &amp; Full address of the Branch</li> <li>b. Name of the Account holder</li> <li>c. Account no. of the bidder:</li> <li>d. IFS Code of the Bank:</li> </ol>
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Signature of Authorized

Signatory Name &amp;

Designation:

Date:

Place:

Seal

**APPENDIX-C**

**Audited Annual Turnover Statement**

{In the letterhead of the Chartered Accountant}

The audited Annual Turnover for the last 3(three) financial years of M/s \_\_\_\_\_ are given below and certified that the statement is true and correct.

SL No	Financial Year	Turnover in Crores (Rs.) both in figures & words
1	2022-2023	
2	2023-2024	
3	2024-2025	

Date:

Signature of Auditor/Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.:

**NB:** The annual turnover statement should also be supported by copies of audited annual statement of the last three financial years/ Annual Report and the turnover figures mentioned above should be highlighted there.

**ASSIGNMENT OF SUCCESSFULLY  
COMPLETED CONTRACT DURING LAST THREE YEARS**

(To be submitted in Technical Bid Envelop)

Details of No. of Service in Own/PPP mode Undertaken during the last three years

<b>Sl.</b>	<b>Assignment Contract No. &amp; date</b>	<b>Name of the Organization</b>	<b>Description of works provided</b>	<b>Contract Price of assignment (Rs.)</b>	<b>Date of completion of contract</b>

\*Attach Photocopies of the contract/work order of the assignments mentioned above

Attach the users' certificates regarding satisfactory completion of assignments as mentioned on operation & management.

Signature of Authorized Signatory

Name & Designation:

Date:

Place:

Seal

## Declaration by Bidder

(To be submitted in Technical Bid Envelop)

1. I / We..... agree that we shall keep our price valid for a period of two year from the date of approval. I/We will abide by all the terms & conditions set forth in the Bid documents No ...../
2. I/We do hereby declare I/We have not been de-recognized/black listed by any State Govt./Union Territory/Govt. of India/Govt. Organisation/Govt. Health Institutions.
3. I/We do hereby declare I/We have been involved in following litigations with any government agency/state/central department:

SI. No.	Court	Case No.	O.P. No. 1	Subject of the dispute	Present status

Signature of the Bidder:

Date:

Name &amp; Address of the Firm:

Affidavit before Executive Magistrate/ Notary Public in Rs.100.00 stamp paper.

**FINANCIAL BID**

(To be submitted in Financial Bid Envelop)

1. Name of the Bidder: .....
2. Quote for Cost per unit (items should confirm the specifications provided at Appendix-
  1. If any items found not conforming with the specification than the financial bid/contract as the case may be cancelled at any time).
3. The quoted cost should be including GST, forwarding, packing, transport, service and any other charges.

**PRICE BID**

SI No.	Item	Quoted Rate of one piece	Quantity	Total Quoted cost in Rs. (including GST, forwarding, packing, transport, service and any other charges)
1	Blind Kit		30	
2	Blind Stick		30	
3	Braile Slate		40	
4	German Braile Slate		20	
5	Folding Cane		30	
6	Magnifying Glasses		30	
7	Cervical Collar Hard		100	
8	Cock-UP-Splint		20	
9	Elbow Crutches Adult		20	
10	Elbow Crutches Child		20	
11	Knee Cap		200	
12	Wrist Band/Immobilizer		50	
13	Posture Correction Belt		20	
14	Pair of Auxillary Crutches(Child Size)		20	
15	Tripod		20	
16	Quadripod		20	
17	Alluminium Stick		20	
18	Walker (Child Size)		20	
19	Battery for Digital Hearing Aids		400	
		TOTAL		

(Rupees in word.....)

Authorized Signature