



INTEGRATED DISTRICT HEALTH SOCIETY, SOUTH EAST DISTRICT
OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER
DIRECTORATE OF HEALTH SERVICES:GOVT.OF NCT OF DELHI
District Programme Management Unit
Delhi Govt. Dispensary Building, 1st Floor, PVR Complex, Saket,
New Delhi - 110017

PHONE:011-26566591(CDMO),011-26566590(Nodal Officer, NRHM)
email id: cdmosoutheast@gmail.com, dpmusoutheast@gmail.com

F.NO.5SE(7)/DPMU/IDHS/SED/NPCB/2019-20

Date :

To,

The Integrated District Health Society, South East District invites proposal from vendors/agencies/companies/partnership firms and which meets all the minimum condition as per the eligibility criteria given in tender documents for screening of school children and supply of spectacles of South East District Government School under the National Programme of Control of Blindness (NPCB).

Detailed terms and conditions of tender comprising of Term of reference and general guidelines annexed with it and can be downloaded from the website of www.dshm.delhi.gov.in from 25.11.2019 onwards.
Important date for the selection process:-

1. Last date for submission of proposal - On or before 17.12.2019 till 3:00pm.
2. Date of opening of technical bid - On 18.12.2019 at 03:00pm
3. Date of opening of financial bid - On 18.12.2019 04:00pm

Any queries pertaining to the tender may please sent an email po3sed@gmail.com, nlepsoutheast@gmail.com, or also sent in physical form at above mentioned address.

Dr. Geeta
CDMO cum Mission Director
(South East)

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**INTEGRATED DISTRICT HEALTH SOCIETY
(SOUTH EAST DISTRICT)
DISPENSARY BUILDING, 1ST FLOOR, PVR COMPLEX,
SAKET, DELHI-17
GOVT. OF NCT OF DELHI**

F.NO. 5SE(7)/DPMU/IDHS SED/NPCB/2019-20/

Dated:

LIMITED TENDER INQUIRY

1. SEALED TENDER are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Vendors/ Agencies/ Companies located in Delhi/NCR Screening and providing spectacles for the School children in South East, District under IDHS South East for financial year 2019-20. Number of School children may increase as per requirement of the department. The time schedule is as under:-

A. Closing date & time for receipt of bids: on or before 17.12.2019 till 3:00 P.M

B. Date and time for opening of Technical Bids : At 3:00 PM on 18.12.2019

C. Date and time for opening of Financial Bids : At 4:00 PM on 18.12.2019.

Estimated cost of Tender: Approx 02.8 Lac

2. Note

In case the date specified for submission of bids falls on or is subsequently declared a holiday or closed day for this office, the bids will be received up to the appointed time i.e. 3:00 PM on the next working day of this office by Speed post or can be dropped in the drop box of above address

2.1 TWO BID SYSTEM: the bid should be submitted in a sealed cover in two parts as under:-

(a) **Technical Bid:** Envelop should be super-scribed "**Technical bid for Screening of school children and supply of Spectacles**" for the year 2019-20 and it should contain all technical detail as per given on clause 6 .EMD and other documents etc. as per the requirement of the bid enquiry.(As per Annexure I)

(b) **Financial Bid** : The sealed cover should contain the rates etc. and it should be super-scribed "**Financial bid for Screening of school children and supply of Spectacles**"(as per Annexure -III).

2.2 The technical bid and the financial bid should be sealed by the bidder in separate covers, duly super-scribed and both these sealed covers are to be put in a bigger cover, duly super-scribed as "**Bid for Screening of school children and supply of Spectacles**". The cover containing both the bids should be addressed and submitted to the **CDMO-Cum-Mission Director IDHS South East, First floor, Dispensary building, PVR complex, Delhi-17.**

2.3 The Technical Bids shall be opened at 3:00 PM on the date as indicated above in the presence of such of the bidders or their representative, who may wish to be present.

2.4 Financial Bid(s) of only those bidders (s) will be opened on the same date whose bids are considered technically acceptable after evaluation by the committee.

2.5 Hypothetical/Conditional/Incomplete bid will not be entertained.

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3.0 Late Bids: Bids received after the specified date and time, as indicated in Para -1 above for receipt of bids will not be considered.

4.0 Earnest Money Deposit (EMD)

4.1 EMD of Rs. 5,600/- (Five thousand and Six Hundred only), from any commercial bank, in the form of Demand Draft/Pay order/Bank Guarantee only, payable to the **IDHS SE NCD FLEXIBLE POOL SUB A/C NTPCB**, South East, Delhi must accompany the bid. Bids without EMD and in any other form than prescribed will not be considered.

4.2 The EMD should remain valid for the period of 30 days beyond the final tender validity period.

4.3 EMD of bidder will be forfeited, if any bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required performance security within the specified period, its EMD will be forfeited.

4.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder (s) will be returned after receipt of the **Performance Security** from him.

5.0 Performance Security:

5.1 The successful bidder irrespective of its registration status etc. will submit Rs. 14000/- (Rs. Fourteen thousand only) in the form of Pay order/Demand Draft/Bank Guarantee from a commercial bank in favor of **IDHS SE NCD FLEXIBLE POOL SUB A/C NTPCB**, South East within 10 days of award of contract.

5.2 Performance Security should remain valid for a period of 30 days beyond the date of completion of all contractual obligations of the supplier.

5.3 Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

5.4 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

5.5 The bidders should quote their unconditional unit rates strictly as per the Annexure-III cutting/ overwriting, if any, will not be accepted. Each page of the tender should be duly stamped and signed by the authorized signatory.

6. The Technical bid should contain following details:

6.1 The bidder can be a Proprietor firm, Trust, Society, Partnership Firm or Company registered under applicable law.

6.2 The bidder shall have minimum average annual turnover of Rs. 1,50,000/- (One Lac Fifty Thousand only) during last three financial year.

6.3 Copy of proof of previous contract with Government Sector/PSU/ or any other agency, if any, may be furnished with technical bid.

6.4 GST Registration and PAN number.(Self attested copies to be attached).

6.5 EMD of Rs. 5,600/-(Five thousand and Six Hundred only) in the form of Demand Draft/Pay order only, from a commercial bank in favor of **IDHS SE NCD FLEXIBLE POOL SUB A/C NTPCB**, South East.

6.5 The bidders should submit a declaration that terms and conditions of this tender is acceptable to him and that the agency has not been blacklisted by any Central/ State Government/ Public Sector undertaking or any other agency.

6.6 **Approximate Requirement of Spectacles' are 800.**

6.7 List of school is annexed as **annexure II**

7. OTHER TERMS & CONDITIONS

7.1 The Unit rates should be quoted in the prescribed format **at Annexure-III**

7.2 All liabilities, arising out of any legal dispute etc. shall be borne /paid by the Vendor/agency.

7.3 The bills for **Screening and supply of Spectacles** would be submitted quarterly. The payment shall be made on quarterly basis against a bill duly supported by the summary of the school children and duly signed by the concerned authorized officer/Principal of given school.

7.4 No advance payment, in any case, would be made to the firm.

7.5 The rates should be quoted inclusive of all expenses.

7.6 TDS and GST will be deducted as per Govt. norms.

7.7 In case of dispute of any kind in any respect whatsoever the decision of CDMO-Cum-Mission director IDHS South East shall be final and binding. Any relaxation in terms and conditions in the tender notice will be at the sole discretion of IDHS South East.

7.8 The L1 firm will be decided on sum total of service, material, applicable taxes and duties. The L1 will be determined on total cost basis.

7.9 The successful bidder will have to deposit with the IDHS South East a performance deposit of Rs.10000/-(ten thousand only) in the form of Pay order/Demand Draft in favor of CDMO-Cum-Mission Director IDHS South East, which shall remain valid for a period of thirty days beyond the date of completion of all contractual obligations. The performance security is refundable without any interest on termination of the contract after deducting any penalty /any liability of any kind imposed by IDHS South East on account of unsatisfactory services.

7.10 If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract or at any time repudiates the contract IDHS South East will have the right to forfeit the EMD or the performance security.

7.11 The IDHS South East reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intension to do so.

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7.12 Mission Director, Integrated District Health Society, South East, hold the rights to accept/ reject any or all the tender(s) in part or full without assigning any reason(s) thereof.

7.13 Preference may be given to the agency, at the discretion of tender committee, having experience to provide Screening services and supply of spectacles to Government Sector/PSU/ or any other agency, in case of tie up of financial bid.

7.14 All dispute arising due to contract, if any, will be settled in Court of Delhi only.

8. PENALTIES

8.1 The supply, if found not meeting the approved quality up to the mark as per approved sample or deficient due to any other reason shall be rejected at once without assigning any reason and will have to be removed/replaced immediately. The vendor will have to replace the supplies within period of 07 days, failing which risk purchases shall be made from open market for items not delivered within the stipulated period and the difference of cost shall be recovered from the defaulters. In case of failure to do so, the reject supply can be disposed of by the Department/Hospital and no claim for the same shall be entertained. Further a penalty of Rs. 50/- per poor quality spectacle supplied will be deducted from monthly bills/performance security.

8.2 The department will verify the refraction results and a penalty of Rs. 100/- per case will be deducted, if discrepancy noted.

8.3 In case of delay in supply after refraction a penalty of Rs. 50/- per spectacles will be levied.

9. TECHNICAL BID

1	Name of the Firm/company/Agency	
2	Address of firm/ company/ Agency	
3	Telephone No.	Office: Residence:
4	Year of Registration	
5	GST Registration No. and PAN No. (Self attested copies to be attached as proof)	
6A	Whether has any experience in screening and supplying spectacles to Government Sector/PSU/ or any other agency	Yes/NO
6B	If yes, self attested copies to be attached as proof	
7	Whether EMD of Rs. 5600/- enclosed in the form of Demand Draft/Pay Order/Bank Guarantee (No. and Date)	
8	Mobile No.	
9	Sample to be submitted as per specification(in Physical) a) Frame b) Lenses	
10	Name, Address & Telephone Number of the proprietor	
11	Qualification of Staff screening school children(attach Proof) a) Refractionist b) Optometrist c) Ophthalmologist	

UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of CDMO-Cum-Mission Director.
2. I/we undertake that I/we have understood "Parameters and Technical specifications for conducting the work" mentioned in tender document and shall conduct the work strictly as per these "Parameters and Technical specifications for conducting the Work"
3. I/we hereby certify that none of my relative(s) is/are employed in the CDMO-Cum-Mission Director, South East.
4. I/we further undertake that the information given in this bid are true and correct in all respect and we hold the responsibly for the same.
5. I/we certify that our agency has not been blacklisted by any Central/ State Government/ Public Sector undertaking or any other agency.

Date:

(Signature of the Authorized persons)

Place:

Name and Designation

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ANEXURE II

NAME OF SCHOOLS, ID & ADDRESS

S.NO	SCHOOL ID	SCHOOL NAME	ADDRESS
1	1925009	Sarvodaya Bal Vidyalaya No -1	Molarband (Via Badarpur) New Delhi
2	1925037	Govt. Sarvodaya Kanya Vidyalaya	Molarband, Badarpur, New Delhi
3	1925190	Govt. Girls Sec. School No. 3	Molarband, New Delhi
4	1925399	Govt. Boys Sr. Sec. School No. 3	Molarband, New Delhi
5	1925401	Govt. Girls Sec. School No. 1	Molarband, New Delhi
6	1925050	Govt. Boys Sec. School	Molarband, New Delhi
7	1925053	Govt. Girls Sr. Sec. School No. 2	Molarband, Badarpur, New Delhi
8	1925057	Govt. Boys Sr. Sec. School No. 2	Molarband, Badarpur, New Delhi
9	1925402	S.B.V. No.2	Molarband, Badarpur, New Delhi
10	1925400	Govt. Girls Sec. School No.4	Molarband, Badarpur, New Delhi

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Name of Firm/Vendor:

Annexure-III

Financial Bid

To,
The CDMO-Cum-Mission Director,
IDHS South East,
First Floor, Dispensary Building,
PVR Anupam Complex,
Delhi - 17

With reference to your bid enquiry dated..... 2019
we quote our rates (including all taxes) towards Screening and supply of Spectacles
as under: -

S. No.	Name of Item	Rate per unit(Including GST)
		In Rs. In Words

1. Certified that all terms and conditions of IDHS South East, Delhi is acceptable to us.
2. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.

Yours faithfully

(Signature of Bidder with stamps of the firm)

Dated.....

Telephone No.....

A
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**PROTOCOL FOR SCREENING & DISTRIBUTION OF SPECTACLES TO
SCHOOL CHILDREN FOR REFRACTORY ERRORS**

(Terms of Reference)

A. Roles and responsibilities

Nodal Teacher

1. Vendor to coordinate with nodal teacher 1-2 days prior to the commencement of the screening and fix dates for technical screening of school children.
2. Nodal Teacher is to arrange a meeting of 'Refractionist (vendor) with Principal/ HOS regarding the arrangements and essentialities required for the screening.
3. Nodal teacher is to inform the date, time and venue to the concerned class teacher a day prior to the commencement of the screening.
4. Ensure the availability of room and sitting arrangement with the help of Principal/ HOS.
5. Arrangement of the room for the screening according to the parameter (creation of make shift dark room of 20 feet/ 6 meter in length, proper ventilation, lighting, fan, power point functional, Snellen's chart should be fixed at eye level)
6. Sitting arrangement of room-2 table and 6 chairs required.
7. Nodal teacher will coordinate with class teacher to inform the students with Refractory Errors a day prior to the screening so that no student misses the school on that day.
8. S/he should assemble the students to the venue for the screening on time and maintain the discipline.
9. To inform the bespectacled students to wear spectacles on the day of screening.
10. Supervision and maintaining discipline are the primary responsibilities.
11. Maintain the list of absent children (those children absent on the day of screening) and ensure that those children get screened in next session.

Supplier

1. The supplier to coordinate with HOS/ Principal through the Refractionist (SHS) to ensure the creation of the make shift dark room for the screening.
2. The supplier to arrange teams comprising of an ophthalmic assistant/ optometrist and helper.
3. They will carry all logistics and equipments like trial set, retinoscope, torch, inch tape, illuminated snellen's chart.
4. All students are to be Screened by retinoscope also.
5. Documentation of technical screening of the student screened in their register.

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Signature

HOS/ Principal

Class Teacher

Nodal Teacher

Optometrist/OA(Supplier)

3. After a week, a follow up visit will be made by the optometrist of supplier to ensure acceptability and comfort of the student. If the students are comfortable with the spectacles provided then the distribution list is to be signed by the class teacher/ Nodal Teacher, & Principal/HOS. The Vendor with this list (in original), with a summary and a covering letter duly signed should reach CDMO office, NPCB Cell, DGD Building, 1st Floor, PVR Anupam, Saket, New Delhi -110017 for payment purpose within 15 days of final distribution of Spectacles.

Distribution List

Name Of District

Date:

Name Of School:

Mail Id:

Id No:

S.NO	Students Name	Students ID	Father's Name	Class & Section	Prescription	Spectacles received	Spectacles not meeting the specified requirement	Follow up

Signature

HOS/ Principal

Class Teacher

Nodal Teacher

District In charge

Optometrist/OA(Supplier)

NPCB

NPCB will be responsible for the release of the payment to the Vendor as per documents submitted. The payment would be made preferably within 30days of receipt of bills.

Warranty : Roles & Responsibilities

Supplier

Students who is provided spectacles by the supplier and covered under warranty, the supplier is expected to take care of it.

Replacement of spectacles within the 3 months Warranty period

Repair and replacement for any manufacturing/ fitting defects (eg. Loose hinges etc.) free of cost.

S.NO	Students Name	Students ID	Father's Name	Defect s in specta cles	Date of receiving of the spectacles	Date of reporting of the spectacles	Warranty report

Signature

HOS/ Principal/ Class Teacher

Nodal Teacher

Optometrist /OA (Supplier)

Monitoring:

The District In charge SHS is to facilitate, coordinate and monitor the teams for the screening, distribution of the spectacles, and follow up of the students provided with the corrected spectacles.

1. Dr. Poonam Kumar (Eye Specialist Pt. M. M.M. Hospital).

Pk
Dr. POONAM KUMAR
 Specialist (Ophthalmology)
 Govt. of NCT of Delhi
 Pt. Madan Mohan Malaviya Hospital

2. Dr. Stuti Singh (DPO -NPCB- SED).

Dr. Stuti Singh
 21/08/19

DR. STUTI SINGH
 DPO - NPCB
 South East District - DHS
 Govt. of NCT of Delhi

3. Dr. Seema Dua (Incharge SHS - SED).

Dr. Seema Dua
DR. SEEMA DUA
 District Incharge (South East)
 School Health Scheme
 Govt. of NCT Delhi

4. Dr. Mani (State member NPCB).

Mani
DR. MANIPADMA SMO o/o the SPO NPCB & VI

5. Mr. Rahmat Ali (DPM-IDHS -SED)

R. Ali
 21/08/19