



**Bhubaneswar Municipal Corporation**

**Notice No- 9898 /2023-24**

**Dt: -22/02/2024.**

**TENDER FOR**

**Request for Proposal For Supply of Ultrasound Machine for use in BMC Hospital,  
Bhubaneswar**

Bhubaneswar Municipal Corporation (BMC) invites sealed proposals from intending agencies having the requisite qualification as per terms stipulated in the detailed RFP document for undertaking the work of supplying **Ultrasound machine for use in BMC Hospital**, Bhubaneswar. The detailed RFP document shall be made available on the website [bmc.gov.in](http://bmc.gov.in) from 22.02.2024 at 3:30 noon onwards. The pre-bid meeting is scheduled to be held on Dt 26.02.2024 at 12.30 PM in the Office chamber of Deputy Commissioner (Procurement) LG floor new BMC building. The last date of receipt of proposals is till 4:00 PM on 07.03.2024. For any clarification, an e-mail may be sent on [procurement@bmc.gov.in](mailto:procurement@bmc.gov.in)

**Sd/-**

Deputy Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

Memo No. 9899 /BMC, Dt. 22/02/2024

Copy to Dy. Commissioner (PR & Communication)/ Director, I & PR to publish the notice in 1 (one) English daily ie., Times of India, and 2 (two) Odia daily i.e., Samaj and Dharitri.

**Sd/-**

Deputy Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

Memo No. 9900 /BMC, Dt. 22/02/2024

Copy to DC (IT)/ IT PMU for uploading this notice on BMC website.

**Sd/-**

Deputy Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

Memo No. 9901 /BMC, Dt. 22/02/2024

Copy to C.A. to Additional Commissioner-II/CFO,BMC for kind information of Additional Commissioner - II, BMC & CFO,BMC.

**Sd/-**

Deputy Commissioner (Procurement)  
Bhubaneswar Municipal Corporation

**Request for Proposal**  
**For**  
**Supply of Ultrasound Machine for use in BMC Hospital,**  
**Bhubaneswar**



**RFP No: 9898      Date: 22/02/2024**

**BHUBANESWAR MUNICIPAL CORPORATION**

**BMC-ICOMC Tower, Unit-IX, Janpath  
Bhubaneswar-751007**

[www.bmc.gov.in](http://www.bmc.gov.in)

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**A. SCHEDULE OF EVENTS:**

<b>Sr. No.</b>	<b>Description</b>	<b>Date &amp; Time</b>
1	Issue of the Advertisement/RFP	22/02/2024
2	Availability of tender document for bidding in website: <a href="http://www.bmc.gov.in">www.bmc.gov.in</a>	23/02/2024 by 03:30 p.m.
3	Submission of Pre-bid queries latest by Bidders to Email id- <a href="mailto:pmubmc@gmail.com">pmubmc@gmail.com</a>	26/02/2024 by 11:00 a.m.
5	Pre-Bid meeting (In the 3 <sup>rd</sup> Floor, BMC)	26/02/2024 by 12:30 p.m.
6	Last date and time for submission of the proposal (by way of speed post/ Registered post/ Courier on or before the last date)	07/03/2024 by 04:00 p.m.
7	Date & Time of opening of the proposal	07/03/2024 by 5:00 p.m.
8	e-mail id for contact	<a href="mailto:pmubmc@gmail.com">pmubmc@gmail.com</a>

## **B. OBJECTIVES**

Bhubaneswar Municipal Corporation (BMC) was constituted in the year 1948 as a Notified Area Council, then as a Municipality in the year 1979 and finally as a corporation in the year 1994. BMC has undertaken pioneering work in various fields and perceives its role as principal provider of various municipal services to provide a better quality of life to the residents of Bhubaneswar. An area of 186 sq. K.M. is being covered by BMC which is divided into 3 Zones and further subdivided into 67 wards.

- 1) All information contained in this RFP subsequently provided is in good faith. This RFP is not an agreement or an offer by BMC to the prospective applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this RFP.
- 2) BMC accepts no liability of any nature whether resulting from negligence or otherwise caused arising from any applicant upon the statements contained in this RFP.
- 3) BMC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP, without assigning any reason or providing any notice and without accepting any liability for the same.
- 4) The issue of this RFP does not imply that BMC is bound to select an applicant or to appoint the selected applicant. BMC reserves the right to cancel this request for RFP and/ or invite afresh with or without amendments to this request for RFP, without liability or any obligation for such request for RFP and without assigning any reason. Information provided at this stage is merely indicative.
- 5) This RFP may not be appropriate for all persons, and it is not possible for the Client, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
- 6) The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the selection process.

### C. LETTER OF INVITATION

1.	The Commissioner, Bhubaneswar Municipal Corporation (BMC), Bhubaneswar, Government of Odisha invites technical and financial proposals from reputed implementing Agency/ Firms of Odisha for “ <b>Request for Proposal For Supply of Ultrasound Machine for use in BMC Hospital, Bhubaneswar</b> ” detailed in the scope of work in this RFP. The interested and eligible Agency/Firms with valid Registration Certificate as a Company, as detailed in RFP, may apply for the same in OFF-LINE mode. (For details visit <a href="https://www.bmc.gov.in">https://www.bmc.gov.in</a> ).	
2.	Nature of Works	Request for Proposal For Supply of Ultrasound Machine for use in BMC Hospital, Bhubaneswar
3.	Non-refundable Document fee/ Tender (Bid) Cost	Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favour of <b>Commissioner, Bhubaneswar Municipal Corporation</b> payable at <b>Bhubaneswar</b> for <b>Rs.7,080/-</b> (Rupee Seven Thousand Eighty Only) <b>is</b> to be furnished by the bidder along with the technical Bid. A bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST.
4	Earnest Money Deposit	EMD in shape of Demand Draft from any scheduled commercial bank in favour of <b>Commissioner, Bhubaneswar Municipal Corporation</b> payable at <b>Bhubaneswar</b> for <b>20,000/-</b> (Rupees Twenty Thousand Only) <b>is</b> to be furnished by the bidder along with the Technical Bid. Bid without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying with the BMC is allowed. Unsuccessful bidder's EMD will be discharged / returned within <b>90 days</b> from the date of execution of the agreement between BMC and the selected Agency. No interest will be paid on EMD.
5	Method of Selection	Least cost Selection (L1)
6	Tender Type	Open Online
7	Warranty period	Five Years (5)
8	Performance Bank Guarantee (PBG)/ Performance Security	3% of the Contract value
9	The bidders must participate in OFF-LINE bidding only. Further details can be seen from <a href="http://www.bmc.gov.in">http://www.bmc.gov.in</a> . Any addendum /corrigendum / cancellation of tender can also be seen in the said websites. If any query, then contact E-mail ID – <a href="mailto:pmubmc@gmail.com">pmubmc@gmail.com</a>	

By Order of Commissioner.

## **D. INTRODUCTION TO BIDDERS**

### **1. Introduction:**

The Commissioner of Bhubaneswar Municipal Corporation (BMC), under the aegis of the Government of Odisha, extends a cordial invitation to esteemed and proficient implementing agencies and firms within the state of Odisha. This Request for Proposal (RFP) marks a crucial initiative by BMC for the procurement of Ultrasound Machines to support essential operations under its purview. Recognizing the significance of advanced medical equipment in ensuring seamless healthcare services, BMC is keen to collaborate with reputable agencies that can provide technically sound and financially viable solutions. The purpose of this RFP is to solicit comprehensive technical and financial proposals from qualified entities, fostering a transparent and competitive procurement process. The successful bidder will play a pivotal role in contributing to the efficient functioning of Bhubaneswar Municipal Corporation's healthcare facilities, thereby enhancing the overall medical infrastructure in the vibrant city of Bhubaneswar. Interested agencies are encouraged to submit their proposals in accordance with the guidelines outlined in this document, demonstrating their commitment to excellence and innovation in meeting the specified requirements.

### **2. Vision Of BMC:**

The vision of Bhubaneswar Municipal Corporation (BMC) for medical infrastructure is to establish a state-of-the-art healthcare ecosystem that prioritizes accessibility, quality, and innovation. BMC envisions a future where the residents of Bhubaneswar have seamless access to advanced medical facilities and services, ensuring the well-being of the community. Our vision encompasses the integration of cutting-edge technologies, highly skilled healthcare professionals, and a patient-centric approach. We aspire to create medical facilities that not only meet the immediate healthcare needs of the population but also contribute to the overall health and wellness of the community. BMC aims to foster a collaborative environment, engaging with leading healthcare providers and agencies to continuously enhance and expand the medical infrastructure, making Bhubaneswar a hub for comprehensive and progressive healthcare solutions. Through this vision, BMC is committed to building a resilient and responsive healthcare system that addresses the diverse healthcare requirements of the vibrant city.

### **3. Project Overview:**

The Bhubaneswar Municipal Corporation (BMC) is undertaking a significant initiative to enhance its healthcare infrastructure through the procurement of advanced Ultrasound Machines. This project aims to equip BMC's medical facilities with cutting-edge diagnostic technology, reinforcing the commitment to provide high-quality healthcare services to the residents of Bhubaneswar. The Ultrasound Machine acquisition is a strategic investment to bolster the diagnostic capabilities of our healthcare facilities, allowing for accurate and timely medical assessments.

## **E. TERMS OF REFERENCE**

### **1. Eligibility Criteria**

- a. The bidder should be a legal entity such as Company/ Proprietorship Firm/ Partnership Firm/ Original Equipment Manufacturer (OEM)/ Bid specific dealers/Authorized Dealer/ Authorized Business Partner registered under relevant act(s)/ rules in India. (Copies of

Incorporation/Registration certificate to be enclosed).

- b. The bidder must have successfully executed a minimum of three work involving the supply of similar or higher rated to any Central/State Government hospitals, ULBS or any reputed private hospitals or diagnostics center during the last 5 years in India prior to the date of issuing this RFP. (Copies of Work Orders/Completion Certificates are to be submitted for verification).
- c. The bidder should have not been debarred/ blacklisted by any Central / State government department / public sector undertaking / other government entities or local body in last 05 years in India prior to the date of issue of this RFP. (Undertaking to be submitted on non-judicial stamp paper).
- d. If the bidder is a dealer, then the bidder shall submit the authorized dealer/ authorized business partner certificates of the Original Equipment Manufacturer (OEM) along with the technical bid documents. In case bidder is an Original Equipment Manufacturer (OEM) of the Ultrasound Machine and intended to supply under this tender then a certificate of registration under MSME/ NSIC/ DIC/ Registrar of Companies needs to be provided.
- e. The bidder through its authorized service center/ workshop/ office available within the jurisdiction of Bhubaneswar shall provide the required maintenance services and further the bidder shall submit the name and details of the service engineers (min. 2 nos.) working in the authorized service center or workshop. The bidder shall submit authorized service center certificate in this regard.
- f. Joint Venture/ Consortium not allowed.
- g. Conditional proposals submitted by the bidder shall be canceled.
- h. The bidder should have valid PAN Card and GST registration certificate.
- i. The bidder should have experience in AMC of similar rated ultrasound machine set.
- j. A copy of all work order/Experience certificate must be provided.

## **2. Financial Criteria:**

- a. The bidder should have minimum annual average turnover of Rs 100.00 Lakhs during the last 03 (three) Financial Years i.e. FY 2020-21, FY 2021-22 and FY 2022-23 (Turnover certificate duly certified by CA and copies of ITR, Balance Sheet and Profit & Loss Account Statement to be submitted).
- b. The bidder should have Valid PAN Card
- c. The bidder should have a Valid GST Certificate.

## **3. Scope of Work**

The scope of work for the purchase of an Ultrasound Machine involves a series of tasks and activities to ensure a smooth and successful procurement process. Here's an outline of the key components:

- a) Collaborate with healthcare professionals to identify and define the specific requirements for the ultrasound machine, considering factors such as imaging capabilities, portability, and compatibility with existing infrastructure.
- b) Technical Specifications: As per mentioned in the RFP.



- c) **Warranty Requirement:** Specify a minimum warranty period of **5 years** for the ultrasound machine. During this period, the vendor is responsible for addressing any malfunctions, defects, or issues without requiring BMC's intervention. This comprehensive warranty is intended to provide uninterrupted and hassle-free operation of the equipment.
- d) **Logistics and Delivery:** Coordinate the logistics of the ultrasound machine delivery, ensuring secure transportation and timely arrival at the designated healthcare facilities. Verify the integrity of the delivered equipment upon receipt.
- e) **Installation and Commissioning:** Oversee the installation and commissioning process, collaborating with the vendor to ensure that the ultrasound machine is correctly positioned, calibrated, and integrated with existing healthcare infrastructure.
- f) **Training Programs:** Develop and implement training programs for healthcare professionals, covering the operation, maintenance, and troubleshooting of the ultrasound machine. Ensure that staff members are proficient in utilizing the equipment for optimal patient care.
- g) **Quality Assurance and Testing:** Conduct comprehensive quality assurance tests to validate that the ultrasound machine meets the specified technical requirements and performance standards. Address any issues promptly and ensure compliance with regulatory guidelines.
- h) **Documentation and Compliance:** Ensure that all necessary documentation, including user manuals, certifications, and compliance records, is provided by the vendor. Maintain a comprehensive record of documentation to meet regulatory standards.
- i) **Post-Implementation Support:** Establish a framework for ongoing support, maintenance, and potential upgrades. During the warranty period, the vendor is expected to proactively manage and resolve any issues, ensuring the ultrasound machine's optimal performance without requiring BMC's direct involvement.
- j) **24/7 Emergency Support:** Establish a dedicated helpline or support system to address emergency situations promptly. Deploy rapid response teams to the site in the event of critical failures or emergencies.

#### **4. Technical Specifications of the Ultrasound Machine:**

The components of the Ultrasound Machine may adhere to the following technical specifications, ensuring a reliable and efficient system. However, the final specifications may vary as approved by the committee after the technical presentation.

##### **TECHNICAL SPECIFICATION FOR HIGH END PREMIUM COLOR DOPPLER SYSTEM FOR SHARED SERVICES**

<b>Feature</b>	<b>Specification</b>
Monitor Size	Not less than 21"
Touch Screen Size	More than 9.5"
Probe Port Connectors	More than 3
Scan Capability	3D/4D
Imaging Capability	B-Flow
Scan Range for Large Organs	Up to 60 cm in a stretch
Cross Beam Imaging	Available
Whizz Capability	Available
Breast Productivity	Available
Auto Bladder Capability	Available
Strain Elastography	Available
Cardiac Scanning Features	TVI, AMM, Auto EF, Stress Echo

Image Processing Capability	Post-patient scan raw data processing
Scan Follow Up Capability	Comparison with previous scans
Real-Time Automatic Doppler Calculations	Available
Online Scan Assistant	Available
Onboard Scan Coach	Available
DICOM Connectivity	DICOM 3.0
Frame Rate	More than 1400 F/S
Maximum Depth of Field	0-33 cm
Beamforming	Digital Quad
Frequency Range	1.7 – 18 MHz
Supported Probes	Volume Convex, TV/TR
Cardiac Probes Supported	Adult, Pediatric, Neonatal
UPS Backup	15 Minutes
Printer	B/W Thermal Printer
Certification	USFDA and CE Certified
Required Probes	Convex Probe: 2-5 MHz, TV Probe: 4-10 MHz
Latest state-of-the-art digital color Doppler with broadband beamforming for various applications including 3D/4D.	Available
USA FDA / European CE certified, launched in 2016 or later.	Available
Minimum 770,000 digital processing channels for high-resolution imaging.	Available
Imaging Modes: 2D, M-Mode, color flow imaging, pulse Doppler, Power Doppler, directional color flow mapping.	Available
Upgradable to 3D/4D Volume application.	Available
Simultaneous dual/duplex/triplex mode display.	Available
Tissue harmonic imaging available on various transducers.	Available
Advanced real-time compound imaging on linear, curved array Probes.	Available
Real-time fetal echocardiography with frame rate increasing technology.	Available
Upgradeable to Contrast Enhanced Ultrasound (CEUS).	Available
2D frame rate of 1800 fps or more.	Available
High dynamic range of 220 dB or more.	Available
256 Grey shades (8 bit) or more.	Available
One-touch image optimization in 2D mode.	Available
One-button automatic adjustment of Doppler settings.	Available
Pulsed wave Doppler available on all imaging transducers.	Available
Broadband/wideband high-density probes with frequency range from 1-20 MHz.	Available
Automatic Doppler analysis with multiple selectable parameters.	Available
Up to 500,000 images storing facility with cine loop review.	Available
In-built hard disk storage of at least 1TB and Solid State Device.	Available
Support for four or more transducers with universal ports.	Available

High-resolution LED display of 21 inches or more, with touch screen control panel of 10 inches or more.	Available
Height-adjustable control panel.	Available
Image enhancement options like speckle reduction, spatial compounding, filtered tissue harmonics.	Available
Comprehensive measurement package for easy workflow.	Available
Zoom facility (up to 8 times or more magnification) with pan capacity.	Available
CD-DVD and USB archival (DICOM and PC format) with at least 5 USB ports.	Available
Broadband probes including Convex Array Transducer and Endo cavity Transducer.	Available

**Note:** The final specifications may vary as approved by the committee after the technical presentation.

## **F. INFORMATION TO BIDDERS**

### **1. Cost of Document**

The bidder is required to submit document cost along with the proposal amounting to **Rs.7,080/-** (Rupee Seven Thousand Eighty Only) in the form of Demand Draft only drawn from any Scheduled Commercial Bank in India in favor of "**Commissioner, Bhubaneswar Municipal Corporation**" payable at Bhubaneswar.

Any proposal not accompanied by tender document cost shall be summarily rejected.

### **2. Earnest Money Deposit (EMD)**

EMD in shape of Demand Draft from any scheduled commercial bank in favour of **Commissioner, Bhubaneswar Municipal Corporation** payable at **Bhubaneswar** for **20,000/-** (Rupees Twenty Thousand Only) is to be furnished by the bidder along with the Technical Bid. Bid without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously lying with the BMC is allowed. Unsuccessful bidder's EMD will be discharged / returned within **90 days** from the date of execution of the agreement between BMC and the selected Agency. No interest will be paid on EMD.

### **3. Performance Security Deposit (PSD)**

The selected bidder, for due and faithful performance of its obligations under the contract, shall be required to provide a "Performance Security" for an amount equal to 3% of total contract value in the form of a 'Bank Guarantee' / 'Demand Draft' issued from any Scheduled Commercial Bank in India drawn in favour of "Commissioner, Bhubaneswar Municipal Corporation" payable at Bhubaneswar, to Bhubaneswar Municipal Corporation prior to signing of Agreement. The performance security shall remain valid till the end of the contract period and beyond 3 months from the contract's expiry period. No interest whatsoever should be paid on the amount of Performance Security deposited by the agency.

#### 4. Terms and Payment:

Payment for the Ultrasound Machine will be disbursed by the BMC to the selected agency ("L1" bidder) upon the satisfactory completion of the delivery process. The payment terms are outlined as follows:

**Initial Payment:** 95% of the total payment will be released after the successful delivery of the Ultrasound Machine to the BMC premises. This payment will be authorized following a thorough inspection of the Ultrasound Machine by the designated authority.

**Subsequent Payments:** The remaining 5% of the total payment will be withheld and disbursed after over the warranty period. At the end of the warranty period the withheld amount of 5% value will be released, contingent upon the satisfactory performance of the supplied equipment and adherence to the terms and conditions of the contract.

In the event of any non-compliance or failure to meet the specified standards, the corresponding 5% for that year may be subject to deduction or retained until satisfactory rectification.

TDS will be charged as per Income Tax rule.

This payment structure is designed to incentivize consistent excellence in service, maintenance, and support throughout the entire contract period.

#### 5. Bid Evaluation Criteria

Only those Bidders who meet the minimum eligibility criteria (Technical and financial) shall qualify for evaluation of their technical proposal. Bids of Bidders who do not meet below minimum eligibility criteria shall be rejected.

The General cum Technical evaluation will be carried out as specified below:

Sr. No.	Subject description	Requirements	Marks
A	<b>Desk evaluation</b>		<b>60</b>
1	Bidders Financial & Technical Eligibility:	Executed a minimum of three work involving the supply of similar or higher rated to any Central/State Government hospitals, ULBS or any reputed private hospitals or diagnostics centre during the last 5 years	20
		Should have minimum annual average turnover of Rs 100.00 Lakhs during the last 03 (three) Financial Years i.e. FY 2020-21, FY 2021-22 and FY 2022-23	40
B	<b>Presentation on proposal (each agency will get around 15 Mins)</b>		<b>40</b>
	Technical Approach, Methodology	Presentation and Technical Specifications of the Product	40
<b>TOTAL MARK</b>			<b>100</b>

- The Applicant must score **at least 75 marks** for being eligible for the next stage of bidding i.e. Opening of Financial Proposal.
- The Applicants unable to achieve a **score of 75 marks** shall be disqualified and their financial proposal shall not be opened.
- The Applicant meeting the minimum eligibility criteria shall be invited for presentation in date, time

- and venue to be scheduled by Bhubaneswar Municipal Corporation.
- d. Applicant not attending the presentation shall forfeit the entire 40 marks.
  - e. The representative of the Applicant must be physically present at the venue for presenting the proposal.
  - f. A Technical Evaluation Committee shall be formed by the Bhubaneswar Municipal Corporation for assessment of the presentation showcased by the Applicants and award marks individually. The marks shall then be averaged out to arrive at the final score on presentation.
  - g. The presentation shall be evaluated by the Committee on the following parameters:
    - a) Understanding of the product.
    - b) Considering the warranty of the product.
    - c) Proposal for sustainable Operation and Maintenance of the product.
    - d) Innovative practice suggested for the product.
    - e) Additional support proposed by the agency for smooth operation & Maintenance of the Product.
    - f) Assess the image quality and uses of the product.
    - g) Evaluate the further engineering support for the machine.

## **6. Arbitration:**

In case of any dispute arising out of or connected with or incidental to this contract. The dispute will be referred to an arbitrator appointed by the Commissioner BMC, Bhubaneswar. The decision of the arbitrator shall be final and binding on both parties. The arbitration proceedings will be conducted in accordance with the Arbitration and Reconciliation Act, 1996.

## **7. Pre-bid Meeting**

Interested agencies may send their queries to BMC in writing in [pmubmc@gmail.com](mailto:pmubmc@gmail.com) and the same should reach before 01 (one) day from the date of Pre-Bid Meeting as mentioned in the Schedule of RFP. The queries received after the prescribed date will not be entertained by BMC.

- a. The queries must be submitted in following format only:

RFP Name:

Subject: Request for Clarification

Queries Details:

Name and Address of the Organization submitting query:

Name and Position of Person submitting query:

Mobile:

- b. The responses to the queries will be uploaded on website [www.bmc.gov.in](http://www.bmc.gov.in) without identifying the source of queries. All the bidders are requested to be in touch with the BMC website.
- c. The bidder's designated representatives are invited to attend the Pre-Bid Meeting at their own cost, to be held on the specified date and place as mentioned below:

To,  
The Deputy Commissioner (Procurement),  
LG Floor,

## **8. Submission of RFP: Packing, Sealing and Marking of Proposals**

The bidders shall submit the hard copy of the proposal by way of speed post/ Registered post/ Courier on or before the last date and time of submission of proposal mentioned above. BMC shall not be responsible for delay in receipt of the proposal sent by post or courier. The Technical proposal shall be sealed in an outer cover clearly super scribed the subject matter as below:

**" Request for Proposal For Supply of Ultrasound Machine for use in BMC Hospital, Bhubaneswar."**

The bidder's name & address shall be mentioned in the left-hand bottom corner of the outer envelope.

The bidder proposal will consist of 02 (two) parts:

### **a) Envelope-1 shall contain:**

(i) Tender Document Cost (Non-refundable) of Rs.7,080/- (Rupee Seven Thousand Eighty Only) in the form of Demand Draft issued by any Scheduled Commercial Bank in India in favor of "Commissioner, Bhubaneswar Municipal Corporation", payable at Bhubaneswar. If the tender document cost is found proper, then only technical proposal will be entertained.

### **b) Envelope – 2 shall contain:**

"Technical Proposal" shall submit in the format, together with the documents specified below:

Annexure-I: Cover Letter  
Annexure-II: Information of Bidder  
Annexure-III: Average Annual Turnover  
Annexure-IV: Experience  
Annexure - V: Non-Black list  
Annexure - VI: Check list

### **c) Envelope – 3 shall contain:**

Annexure - VII: Financial Bid/ BOQ

The three envelopes containing the Tender Document Cost and EMD (Envelope 1), Technical Proposal (Envelope 2) & Financial Bid (Envelope 3) shall be put together in an outer envelope, i.e Envelope-4.

If the envelopes are not sealed and marked as instructed above, BMC assumes no responsibility for the misplace or premature opening of the contents of the Bid and consequent losses, if any, suffered by the Bidder.

The proposal should be sent to the following address:

**To,  
The Deputy Commissioner (Procurement),  
LG Floor,  
Bhubaneswar Municipal Corporation  
BMC-ICOMC Tower, Unit-IX**

Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

**The pages of each part of the bid documents/proposal shall be clearly numbered** and stamped and the contents duly indexed. The proposal should not include any loose papers other than tender document cost.

**9. Number of RFPs/ Single Application Eligibility:**

Each applicant is eligible to submit only one application. It is imperative that applicants carefully review and consolidate all relevant information and details into a single, comprehensive application. This policy ensures fairness in the application process, allowing each applicant an equal opportunity to present their qualifications and proposals. Multiple applications from the same applicant will not be considered, and only the first received application will be evaluated.

**10. RFP Submission Date**

RFP must reach BMC at the specified address, date, and time through Speed / Regd. Post / Courier/ hand delivery. If the specified date for the submission of RFP is declared as a holiday for BMC, Bhubaneswar, the RFP will be received up to the scheduled time on the next working day.

**11. Late Submission:**

Expressions of Interest (RFP) received after the deadline for submission prescribed by BMC will be regrettably rejected. It is imperative that all interested parties ensure their RFPs are submitted in a timely manner to be considered for evaluation. Submissions received beyond the specified deadline will not be entertained. This adherence to deadlines ensures a fair and systematic evaluation process for all participants.

**12. Modifications and Withdrawal of RFP**

Once an Expression of Interest (RFP) is received by BMC, Bhubaneswar, no modifications or withdrawals will be permitted. Bidders are advised to thoroughly review and finalize their submissions before the specified deadline. This policy ensures the integrity and consistency of the evaluation process, promoting a fair and transparent consideration of all received RFPs. Any requests for modifications or withdrawals after submission will not be entertained.

**13. Conclusion**

BMC eagerly anticipates expressions of interest from qualified and dedicated service providers eager to contribute to the enhancement of municipal operations and the maintenance of a clean, efficient urban environment through the provision and operation of specialized vehicles and equipment.

## **ANNEXURE- I**

### **Cover Letter/Letter of Application.**

(To be submitted and signed by the Bidder's authorized signatory)

To  
The Deputy Commissioner (Procurement),  
Bhubaneswar Municipal Corporation,  
Bhubaneswar.

**Subject: " Request for Proposal for Supply of Ultrasound Machine for use in BMC Hospital, Bhubaneswar."**

Dear Sir/Madam,

1. Being duly authorized to represent and act for and on behalf of (here in the applicant), and having studied and fully understood all the information provided in the bid document, the undersigned hereby apply as a bidder.
2. Our Proposals are as per the requisite formats along with the supporting documents, duly filled are submitted as specified.
3. Bhubaneswar Municipal Corporation and its authorized representatives are hereby authorized to conduct any inquiries / investigation to verify the statements, documents and information submitted in connection with the application and to seek clarification from our banker regarding any financial and technical aspects. This letter of application will also serve as authorization to any individual or authorized representative of any institution referred to the supporting information, to provide such information deemed necessary as requested by yourselves to verify statements and information provided in the application or with regard to the resources, experience and competence of the applicant.
4. This application is made with full understanding that:
  - (a) Bhubaneswar Municipal Corporation, Bhubaneswar reserves the right to reject or accept any Bid/Proposal, cancel the bidding process, and/or reject all Bids.
  - (b) Bhubaneswar Municipal Corporation, Bhubaneswar shall not be liable for any of the above actions and shall be under no obligation to inform the applicant of the same.
5. We, the undersigned declare the statements made and the information provided in the duly completed application forms uploaded, as complete, true and correct in every detail.
6. We hereby confirm that we have read, understood, and accepted all the detailed terms and conditions of this RFP Document and Project related Information as required for the Proposal. We have also visited the site/roads and areas for the assessment and have made our own due diligence and assessment regarding the Project.

Authorized signatory  
Name and seal of Bidder

Date:  
Place



## **Annexure II**

### **Information of Bidders**

1. Name of the Agency (In full): .....

2. Address: .....

3. Contact person Name and Number: .....

4. E-mail address: .....

5. Name & Contact Details of Authorized Person: .....

6. Year of establishment: .....

*(Enclose Certificate of Registration/Incorporation under relevant Acts)*

7. Place of business: .....

8. GST and PAN Details: .....

9. Details of Document Fee: .....

*(DD no. & Bank Name)*

10. Details of EMD Fee: .....

*(DD no. & Bank Name)*

**(Signature of Authorized Person with seal of applicant)**

Date:

Place:

### **Annexure III**

#### **AVERAGE ANNUAL TURNOVER STATEMENT** (on CA Letter Head)

The Average Annual Turnover statement of ..... <name of the organization>, at .....<address of the organization >, for the last three financial year are given below and certified that the statement is true and correct.

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover in lakhs (₹)</b>
1	2020-21	
2	2022-22	
3	2022-23	
	Average annual turnover statement	

Date:

Signature of Chartered Accountants

Place:

Seal:

**Annexure IV****Experience**

Sl. No.	Name of Client and Work Order No.	Year of Work Order	Value of the order
1			
2			
3			

**Detailed Project Experience**

Project Information	
Name of the project	
Client Name	
Name and contact details of the client	
Description of the project	
Scope of services	
Start date	
Completion date	
Duration of the project	
Other Relevant Information (if any)	

Please check (√) on the supporting documents enclosed:

- Work Order received from Client
- Agreement signed between Bidder and Client
- Client Certificate/ others (if any)

Date:

Signature of Chartered Accountants

Place:

Seal:

## **Annexure V**

### **NON – BLACKLIST**

We, .....<name of the Organization>, having our registered office at ..... , <HQ address of the Organization> hereby declare that we are submitting this proposal in reference to the Expression of Interest for Annual Rate Contract for Hiring of Various Vehicles & Machineries on Hourly Basis for work Under Bhubaneswar Municipal Corporation  
We declare that we have not been blacklisted by any Ministry / Department / industry Public Sector Undertaking or any other agency of the Central/State Government.

We declare that there are no proceedings, disputes or enquiries pending against us in connection with cheating, misappropriation of funds or exploitation of beneficiary.

We also acknowledge that in case of misrepresentation of the information, our proposal / contract shall be rejected / terminated at any stage by the client, which shall be binding on us. Any loss or damage to the client, on this count will be compensated by us.

Date:

Authorized Signature

Place:

Name and Title of Signatory

Seal:

**Annexure – VI:**

**Warranty Declaration**  
(On Letterhead of the Bidder)

Subject: Declaration of 5-Year Warranty for Ultrasound Machine

We are pleased to submit this declaration in response to your Request for Proposal (RFP) regarding the ultrasound machine. Our company will hereby guarantee a comprehensive 5-year warranty for the ultrasound machine specified in the RFP. This warranty covers any defects in materials and workmanship, ensuring optimal performance and reliability throughout the stated period. We stand behind the quality of our product and are committed to providing prompt and efficient support for any issues that may arise during the warranty period.

Sincerely,

For and on behalf of:\_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

**Annexure – VII:****Check List**

(To be fill on Bidders Letterhead)

SI No	Document to be Prepared	Yes/No
1	Annexure I	
2	Annexure II	
3	Annexure III	
4	Annexure IV	
5	Annexure V	
6	Annexure VI	
7	Annexure VII	
8	Annexure VIII (To be attach separately)	
9	Company establishment document	
10	Copy of work orders	
11	Pan/GST	
12	Last 3-year Balance sheet	
13	Authorised OEM Certificate	
14	Declaration of Technical Specifications	
15	Authorise Service Centre and Engineers Details	

For and on behalf of:\_\_\_\_\_

Declaration of 5 years warranty of the ultrasound machine for the RFP

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)

**Annexure – VIII:****Financial Bid**

(On Letterhead of the Bidder)  
To be attached separately

**BOQ****Tender Inviting Authority:** Bhubaneswar Municipal Corporation**Name of Work:** " Request for Proposal for Supply of Ultrasound Machine for use in BMC Hospital, Bhubaneswar."**Tender reference No:**

Name of the Bidder/ Bidding Firm / Company								
SI No	Item Description	Item Code/Make	Unit	Quantity	Estimated unit Rate	Taxes	Total Amount with Taxes	Total Amount in words
1	Ultrasound Machine as per RFP technical specifications		Nos	1				
5	GRAND TOTAL FIGURE							
6	Quoted Price in words:							

For and on behalf of: \_\_\_\_\_

(Bidder Stamp)

(Signature, name and designation of the authorized signatory)