



REQUEST FOR QUOTATION (RFQ)

FOR

**SUPPLY OF 01 UNIT SPORTS WHEELCHAIRS UNDER DISTRICT MINERAL
FOUNDATION (DMF), KEONJHAR**

Issuer:

District Social Security Officer

Collectorate Campus, Keonjhar,

Odisha – 758001,

Email: dssokeonjhar@gmail.com

Address for Communication & Submission of Documents

District Social Security Officer

Collectorate Campus, Keonjhar,

Odisha – 758001Keonjhar,

Email: dssokeonjhar@gmail.com

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SECTION – 1

Letter of Invitation

The District Social Security Officer (DSSO), Keonjhar invites sealed proposals from eligible agencies/firms/manufacturers/suppliers for **“Supply of 01 Unit of Sports Wheelchairs under DMF, Keonjhar”**.

Interested bidders fulfilling the eligibility criteria may submit their Technical and Financial Proposals in separate sealed covers through Registered Post/Speed Post/Courier or any other similar mode only.

The detailed scope of work, eligibility criteria, technical specifications, timelines and terms & conditions are provided in this RFP document.

The authority reserves the right to accept or reject any or all proposals without assigning any reason thereof.

**District Social Security Officer,
Keonjhar**

SECTION – 2

Data Sheet

| Sl. No. | Particulars | Details |
|----------------|-----------------------------|--------------------------------------------------|
| 1 | Name of the Client | District Social Security Officer, Keonjhar |
| 2 | Method of Selection | Two Cover System (Technical & Financial Bid) |
| 3 | Date of Issue of RFP | 20.05.2026 |
| 4 | Last Date of Submission | 30.05.2026 till 01:00 PM |
| 5 | Opening of Technical Bid | 01.06.2026 at 11.30 PM |
| 6 | Opening of Financial Bid | To be intimated to technically qualified bidders |
| 7 | Bid Processing Fee | Rs. 5,000/- (Non-refundable) |
| 8 | Earnest Money Deposit (EMD) | Rs. 25,000/- |
| 9 | Performance Security | 3% of Contract Value |
| 10 | Mode of Submission | Registered Post / Speed Post |
| 11 | Address for Submission | District Social Security Officer, Keonjhar |

SECTION – 3

Scope of Work

The selected bidder shall undertake the following activities:

1. Supply of Sports Wheelchairs as per approved specifications.
2. Delivery at designated locations within Keonjhar district.
3. Demonstration and orientation to users/beneficiaries.
4. Submission of warranty documents and user manuals.
5. After-sales service and warranty support during warranty period.
6. Replacement/repair of defective items during warranty period.

Deliverables & Timeline

| Sl. No. | Deliverable | Timeline |
|---------|-------------------------------------------------|-----------------------------|
| 1 | Submission of sample/specification confirmation | Within 7 days of work order |
| 2 | Supply & Delivery of Sports Wheelchairs | Within 30 days |
| 3 | Demonstration & Orientation | Along with delivery |
| 4 | Submission of Warranty Documents | At the time of delivery |

Payment Terms

| Sl. No. | Milestone | Payment |
|---------|--------------------------------------------------------------|---------|
| 1 | Supply & successful delivery of Sports Wheelchairs | 90% |
| 2 | Acceptance, demonstration & submission of warranty documents | 10% |

Notes:

1. Payment shall be released on pro-rata basis for accepted quantities.
2. Applicable GST/TDS shall be deducted as per Government norms.
3. No advance payment shall be made.

Performance Security

The successful bidder shall furnish Performance Security amounting to 3% of the contract value in the form of Bank Guarantee/DD from a scheduled commercial bank.

General Terms & Conditions

1. The authority reserves the right to cancel/reject any bid without assigning reason.
2. Conditional bids shall be rejected.
3. The bidder shall comply with all applicable Government rules and regulations.
4. Delayed delivery shall attract penalty @1% per week subject to maximum 10% of contract value.
5. Subletting/sub-contracting shall not be allowed.
6. All disputes shall be subject to jurisdiction of Keonjhar only.

SECTION – 4







Indicative Technical Specifications

The Sports Wheelchair should preferably conform to the following minimum specifications:

Includes a range of frame colour options, 24" to 27" wheels, and a seat width from 33-47cm.

The bidder may quote equivalent or higher specifications.

| | |
|-----------------|--------------------|
| Seat Width | 33-47cm |
| Seat Depth | 32-42cm |
| Wheel Size | 24", 25", 26", 27" |
| Backrest Height | 20-44cm |
| Camber | 16° / 18° / 20° |

| Sample Picture | | |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|  |  |  |
|  Vinyl Coated |  Aluminium |  Titanium |

Comprehensive Scope for Supply and Operationalization of Sports Wheelchair

1. Measurement and assessment of the beneficiary/user for customization of seat width, wheel size, frame configuration, and other ergonomic requirements prior to supply.
2. Coordination with the purchaser/user institution for finalization of wheelchair specifications and fitment requirements.
3. Supply, installation, fitting, and commissioning of the sports wheelchair at the designated location.
4. Adjustment and calibration of components including seating position, wheel alignment, footrest, and balance settings for optimum usability and safety.
5. Conduct of basic orientation/training to the user and concerned personnel regarding operation, handling, safety precautions, and routine maintenance of the wheelchair.
6. Rectification of minor fitment or alignment issues identified during installation/commissioning without any additional cost.
7. The bidder/agency shall undertake all allied activities necessary for proper installation, fitment, customization, and commissioning of the sports wheelchair.
8. No separate payment shall be made for the above activities, and the cost thereof shall be deemed to be included in the quoted unit price of the sports wheelchair.

SECTION – 5

Eligibility Criteria

| Sl. No. | Basic Requirement | Specific Requirement | Documents Required |
|----------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1 | Legal Entity | Registered under any if the following: Company/Firm/LLP/Proprietorship/Society/Trust | Registration Certificate, PAN, GST |
| 2 | Experience | Experience in supply of wheelchairs/assistive devices/medical equipment/sports equipment to Govt./PSU/Private organizations | Work Orders/Completion Certificates |
| 3 | Financial Capacity | Average annual turnover of Rs. 10 Lakhs during last 3 FYs | Audited Financial Statements/CA Certificate |
| 4 | Operation | Agency should be operational for minimum 1 year | Registration & ITR |
| 5 | Blacklisting | Agency should not be blacklisted | Self-Declaration |
| 6 | Authorization | OEM Authorization, if applicable | Authorization Certificate |
| 7 | EMD & Tender Fee | Submission of required fee | Original Instruments |

SECTION – 6

Documents to be Submitted

The bidder shall submit the following documents:

1. Covering Letter (TECH-1)
2. Bid Processing Fee
3. EMD
4. Registration Certificate
5. PAN & GST
6. Audited Financial Statements
7. Bidder Details (TECH-2)
8. Financial Details (TECH-3)
9. Power of Attorney (if applicable)
10. Past Experience Details (TECH-4)
11. Blacklisting Declaration
12. OEM Authorization Certificate (if applicable)
13. Financial Proposal (FIN-1 & FIN-2)

SECTION – 7

Evaluation Methodology

A. Preliminary Evaluation

Documents submitted by bidders shall be verified.

B. Technical Evaluation

The Technical Evaluation Committee may assess:

- Compliance with technical specifications
- Past supply experience
- Warranty and support mechanism
- Delivery capability

C. Financial Evaluation

Financial bids of technically qualified bidders shall be opened.

Selection shall be based on:

Least Cost Selection (L1)

The bidder quoting the lowest evaluated price shall be considered for award of contract.

TECH -1
COVERING LETTER
(ON BIDDER'S LETTER HEAD)

[Location, Date]

To

District Social Security Officer
Collectorate Campus, Keonjhar,
Odisha – 758001Keonjhar,
Email: dssokeonjhar@gmail.com

Subject: Procurement & Supply of Sports Wheelchairs under DMF, Keonjhar, Odisha

Dear Madam/Sir,

I, the undersigned, offer to provide the services for the proposed project in respect to your Request for Proposal No. _____, Dated: _____. I hereby submit the proposal which includes this technical proposal sealed under a separate envelope. I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal. If negotiations are held during the period of validity of the proposal, I undertake to negotiate based on the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs. In case any provisions of this RFP/ ToR including of our technical & financial proposal is found to be deviated, then your department shall have rights to reject our proposal including forfeiture of the Earnest Money Deposit absolutely. I confirm that I have the authority to submit the proposal and to clarify any details on its behalf.

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized *Signatory with Date and Seal:*

Name and Designation: _____

Address of Bidder: _____

TECH -2

Bidder's Organization (General Details)

| Sl. No. | Description | Full Details |
|---------|----------------------------------------------------------------------------------------------------------------------------|--------------|
| 1 | Name of the Bidder / Vendor | |
| 2 | Address for communication: Tel: Fax: Email Id: | |
| 3 | Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id: | |
| 4 | Registration / Incorporation Details Registration No: Date & Year. : | |
| 5 | Local office in Odisha If yes, please furnish contact details | Yes / No |
| 6 | Bid Processing Fee Details Amount: DD / No.: Date: Name of the Bank: | |
| 7 | EMD Details Amount: TDR/FD/Postal Deposit No.: Date: Name of the Bank: | |
| 8 | PAN Number | |
| 9 | Goods and Services Tax Identification Number (GSTIN) | |
| 10 | ISO/ISI number | |
| 11 | Willing to carry out projects as per the scope of work of the RFP | YES |
| 12 | Willing to accept all the terms and conditions as specified in the RFP | YES |

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH - 3

Bidder Organization (Financial Details)

| Financial Information in INR | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------|---------|---------|
| Details | FY | FY_____ | FY_____ | Average |
| Turnover (in Rs.) | | | | |
| <p><i>Supporting Documents:</i></p> <p>Audited certified financial statements for the last <Nos> FYs (to be decided accordingly) (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form)</p> <p><i>Filled in information in this format must have to be jointly sealed and certified by a Chartered Accountant (CA) in practice and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></p> | | | | |

Signature and Seal of the Company Auditor with Date

Authorized Signatory [In full initials with Date and Seal]: ____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

TECH - 4

(BIDDER'S PAST EXPERIENCE DETAILS)

Table -1 (List of <Nos> completed/ongoing project only of similar nature during last 5 years)**

| | |
|-----------------------------------------------------------------------|--|
| Assignment Name: | |
| Area of operation: | |
| Name of Client: | |
| Address of Client: | |
| Project Start Date: | |
| Project Completion Date: | |
| Professionals provided by your firm/entity: | |
| Narrative Description of Project (in 100 words): | |
| Description of Actual Services Provided by Your Staff (in 100 words): | |
| Nature of supporting document provided | |

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

FIN 1: Covering Letter (Financial Bid)

(On Bidder's Letter Head)

[Location, Date]

To,

**The District Social Security Officer
Keonjhar, Odisha,
PIN- 758001
Sub: Submission of Financial Bid**

Dear Madam/Sir,

We, the undersigned, offer to provide services for the assignment '**Procurement & Supply of Sports Wheelchairs under DMF, Keonjhar, Odisha**' in accordance with your Request for Proposal (RFP) dated _____ and our Technical Proposal.

I, the undersigned, offer to provide the complete setup of services for [Insert title of project] in accordance with your Request for Proposal No..... Dated..... Our attached Financial Proposal is for the sum of Rs..... [Insert amount(s) in words and figures*].

The above quoted amount is exclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <Nos.> days. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act, 1988".

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

Name of the Agency with full Address: _____

*Amount must match with the one indicated in Fin-2.

FIN 2: Summary of Financial Proposal

(on Bidders Letterhead)

(To be sealed, signed and stamped in separate envelope)

Name of the Bidder:

| Sl. No. | Description of Item | Price Quoted Including All Charges (Excluding GST) | |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------|
| | | Rupees in Figure | Rupees in Words |
| | Undertaking of entire scope of work as per the Term of Reference (Section-3) of RFP: (Price Quoted including all Charges and excluding GST) | | |
| 1. | Sports Wheelchair with complete accessories (01 unit) | | |
| | Total | | |

Note:

The quoted rate shall be inclusive of salary, wages, TA/DA, logistic, etc. to personnel deployed for the assignment by the agency / bidder and training to be impacted by the bidder/ agency to DSSO. We fully accept the proposed cost with reference to the RFP. The proposed cost shall be binding upon us subject to the modification resulting from contract negotiations, if any, up to expiry of the validity period of the Proposal. GST shall be paid extra as applicable from time to time.

Authorized Signatory [*In full and initials*]: _____

Name and Designation with Date and Seal: _____

ANNEXURE-I

BID SUBMISSION CHECKLIST

| Sl. No | Description | Submitted (Yes/No) | Page No. |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------|
| TECHNICAL PROPOSAL (ORIGINAL + 1 COPY) | | | |
| 1 | Filled in Bid Submission Check List (ANNEXURE-I) in Original. | | |
| 2 | Covering letter (TECH- 1) on bidder's letterhead requesting to participate in the selection process. | | |
| 3 | Bid Processing Fee & Earnest Money Deposit (EMD) as applicable. | | |
| 4 | Copy of Certificate of Incorporation/ Registration/Deed. | | |
| 5 | Copy of PAN/TAN. | | |
| 6 | Copy of Goods and Services Tax Identification Number (GSTIN) in Form GST REG-06. | | |
| 7 | Copies of Audited financial statements by the CA for the last three financial Years FY (i.e., 2022-23, 2023-24 & 2024-25) | | |
| 8 | General Details of the Bidder (TECH – 2). | | |
| 9 | Financial Details of the Bidder (TECH – 3) along with all the supportive documents as applicable duly signed as per the instruction. | | |
| 10 | Proof of manufacturing (for OEMs) - Authorization Certificate | | |
| 11 | List of completed projects of similar nature (Past Experience Details, TECH – 4) along with copies of contracts / work orders / completion certificate from previous Clients. | | |
| FINANICAL PROPOSAL (ORIGINAL + 1 COPY) | | | |
| 12 | Covering Letter (FIN-1) | | |
| 13 | Summary of Financial Proposal (FIN-2) | | |

Undertaking:

- *All the information has been submitted as per the prescribed format and procedure.*
- *Each part has been separately bound with no loose sheets and each page of all the two parts are page numbered along with Index Page.*
- *All pages of the proposal have been sealed and signed by the authorized representative.*

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

ANNEXURE-II

PERFORMANCE BANK GUARANTEE FORMAT

To,

The District Social Security Officer
Collectorate Campus, Keonjhar,
Odisha – 758001Keonjhar,
Email: dssokeonjhar@gmail.com

WHEREAS (Name and address of the Consultant) (hereinafter called “the Consultant”) has undertaken, in pursuance of RFP no..... dated to undertake the service (description of services) (herein after called “the contract”). AND WHEREAS it has been stipulated by (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a nationalized/scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of, Our branch at (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our branch a written claim or demand and received by us at our branch on or before Dt otherwise, bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank & Branch

****End of Document****