

Bidding document for-

Group A: Rate Contract for supply of different Masks used for Immobilization during Radiotherapy treatment at State Cancer Institute.

BIDDING DOCUMENT

TENDER NOTICE No: 14/ 2024- 2025/ IGIMS/ Store



TENDER NOTICE No: 14/ 2024- 2025/ IGIMS/ Store

Issued to:

Cost of Document: **Rs.2500/-**

Paid By: Cash: Receipt No.:

Demand Draft: No.:

Issuing Bank:

(Authorized Signatory)



INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,
SHEIKHPURA, PATNA -800014 (Bihar, India)

Sr. No. of Tender: _____

FILE NO. : Tender No.: _____

Tender form issued in favour of: _____

Dear Sir,

1. I/We hereby submit our tender for the _____

2. I/We are enclosing herewith the Demand Draft No..... dated.....
for Rs. /- drawn in favour of **Director I.G.I.M.S. - Patna (payable at Patna)** towards
EMD / Bid Security.

**(EMD AND COST OF BIDDING DOCUMENTS MUST BE SUBMITTED IN SEPRATE
ENVELOP.TENDERS NOT ACCOMPANIED WITH EMD / BIDSECURITY
ALONGWITH THE TECHNO-COMMERCIAL BID SHALL BE SUMMARILY
REJECTED).**
3. I/We have gone through all terms and conditions of the tender documents before submitting the
same.
4. I/We hereby agree to all the terms and conditions, stipulated by the I.G.I.M.S. - Patna including
delivery, warranty, penalty etc. Quotations for each group are being submitted under separate
covers, and sheets and shall be considered on their face value.
5. I/We have noted that overwritten entries shall be deleted unless duly cut & rewritten and initialled.
6. Tenders are duly signed and stamped.(No thumb impression should be affixed)
7. I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen days) from the date
of issue of the letter of acceptance, failing which our/my EMD/Bid deposited may be forfeited and
our/my name may be removed from the list of suppliers.
8. **I/we have quoted the price in Indian Rupee only.**

Yours faithfully,

(Signature of Bidder with full name and address)

**Rate Contract for supply of different Masks used for Immobilization during
Radiotherapy treatment at State Cancer Institute**

Sealed Tenders in two Bid System (Technical and Price) are invited for manufacturers or their authorized dealer for the rate contract towards **Rate Contract for supply of different Masks used for Immobilization during Radiotherapy treatment at State Cancer Institute** to Indira Gandhi Institute of Medical Science, Sheikhpura, Patna (Bihar).

The bidders are requested to read the tender document carefully and ensure compliance with all specifications/ instructions herein. Non-compliance with specifications/ instructions in this document may disqualify the bidders from the tender exercise. The Director, Indira Gandhi Institute of Medical Sciences, Patna reserves the right to select the item (in single or multiple units) or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Items name with specification:

Sl. No.	Item Description	Thickness	Qty.
1.	Paediatric Head Mask- 3 Clamp	2.8 mm to 3.2 mm (Lock Border Cast)	50
2.	Neck & Shoulder Mask- 4 Clamp	2.8 mm to 3.2 mm (Lock Border Cast)	200
3.	Head, Neck & Shoulder Mask- 5 Clamp	2.8 mm to 3.2 mm (Lock Border Cast)	100
4.	Breast Mask- 2 Clamp	2.8 mm to 3.2 mm (Lock Border Cast)	300
5.	Chest & Pelvis Mask- 4 Clamp	2.8 mm to 3.2 mm (Lock Border Cast)	200
6.	Paediatric Chest & Pelvis Mask- 4 Clamp	2.8 mm to 3.2 mm (Lock Border Cast)	100
7.	Hip & Pelvis Mask- 6 Clamp	2.8 mm to 3.2 mm (Lock Border Cast)	100
8.	Paediatric Hip & Pelvis Mask- 6 Clamp	2.8 mm to 3.2 mm (Lock Border Cast)	100

Interested bidders are requested to quote their most competitive prices and submit sealed quotation bearing this tender reference and submit on **25/ 10/ 2024** or before **4:00 PM.** at the office of “The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar). Any bids received after **4:00 P.M.** on **25/ 10/ 2024** shall not be considered.

The Technical Bids will be opened on **28/ 10/ 2024** at **3:00 PM.** at Conference Hall, Administrative Block of the Institute. The bidders or their authorized representatives may also be present during the opening of the Technical Bid, if they desire so, at their own expenses. The date & time for opening of Financial Bids will be informed later on to the technically qualified bidders.

The quotation should be accompanied by attested copies of the following: MARKED AS COVER A: TECHNICAL BID

- (i) **Average Annual Turnover:** of the bidder in the last three financial years 2021-2022, 2022 -2023 & 2023-2024 shall not be less than Rs 50 Lakhs. Annual turnover statement from sales of items for the last three financial years 2021-2022, 2022 -2023 & 2023-2024 certified by the Auditor/Chartered Accountant should be submitted.
- (ii) **Attested/ notarized copy of valid GMP, ISO 13485 & ISO 9001:2008 or 9001:2015 and IS No-13422-92** certificate of the manufacture must be submitted with the tender.
- (iii) **EXECUTION OF SIMILAR CONTRACTS** : Details of supplies (Quoted items) made during the past 3 financial years 2020-2021, 2021-2022 & 2022 -2023 with summary of Purchase orders (minimum 3) for the quoted items to Govt. Institutions/ Govt. PSUs or to programs sponsored by WHO, UNICEF, UNOPS, RITES etc must be submitted by the Bidder.
- (iv) **GST REGISTRATION NUMBER:** Attested/notarized photocopy of GST Registration number must be submitted with the Bid document.
- (v) **Permanent Account Number:** Attested/notarized photocopy of PAN Card of the Bidder issued by Income Tax Department need to be submitted.
- (vi) **NON-CONVICTION CERTIFICATE & BLCKLISTING** : Attested/notarized copy of Non-conviction Certificate issued by the Competent Authority of the concerned state certifying that the firm has not been convicted in the last three years i.e. 2021-2022, 2022 -2023 & 2023-2024.
(Bids for any items for which the Bidder has been blacklisted or debarred by any State/UT Government / Central Government / its Procurement Agencies due to quality failure or fraudulent/ illegal practices of the drugs supplied will not be considered.)
- (vii) **ROAD PERMITS/WAY BILLS:** Tender Inviting Authority will not take any responsibility for supplying Road Permits/Way bills. It will be the responsibility of supplier to arrange for Road Permits for dispatch of consignments to Assam.

- (viii) **FIRM DELIVERY SCHEDULE & SUPPLY CONDITIONS & PENALTIES:** Supply shall commence within 7 days from the date of order and supply of ordered quantity shall be completed within 30 days from the date of issuing the order.
In case if MRP is encrypted on the body of the items to be supplied, the successful bidder should ensure omission/strikeout of the same prior to commencement of supply.
In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be penal deduction @ 1 % of the value of delayed goods per day of delay or part thereof subject to a maximum of 10 % of the total order value.
Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 3 years, in addition to forfeiture of Security Deposit.
- (ix) **Tender Cost:** A Demand draft of Rs. 2500/- (Rupees: Twenty Five Thousand only) towards non-refundable tender fee, drawn in favor of “The Director, IGIMS, Patna” payable at Patna (Bihar) should accompany the Technical bid documents. In the absence of tender cost, the tender will not be accepted.
- (x) **Earnest Money Deposit (EMD):** A refundable amount of Rs. 2,00,000/- (Rs. Two Lakh Only) as earnest money deposit (EMD) in the shape of DD from a scheduled bank in India (valid for a minimum period of 3 months from the date of submission of tender) should accompany the bid documents. The DD drawn in favor of “The Director, IGIMS, Patna” payable at Patna (Bihar) should accompany the bid documents. The EMD should be kept in a separate sealed envelope, should be marked clearly and put in the outer envelope that contains the technical and financial bid envelopes. Failure to deposit Earnest Money will lead to rejection of tender. In the event of the awardees bidder backing out, EMD of that bidder will be forfeited.
- (xi) **Samples of each quoted items** are to be made available for technical evaluation attached with technical bid for evaluation.
- (xii) **PAYMENT PROVISIONS:** Payment will be made within 30 days from receipt and acceptance of materials at destination against submission of bill & receipted challan (in triplicate) with stock entry details.
- (xiii) **The period of rate Contract is valid for one year extendable up to another year.**

The quotation should be accompanied by signed & sealed copy of Price Bid: MARKED AS COVER B: Price BID:

The two separately sealed covers {Technical bid (Cover “A”) and Price Bid (Cover “B”)} shall be placed together inside another cover which shall be sealed and super scribed as “ Tender For Rate Contract for supply of different Masks used for Immobilization during Radiotherapy treatment at State Cancer Institute” and addressed to “The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar)” will be received up to **25/ 10/ 2024** on or before **4.00 P.M.** to The Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna – 800014 (Bihar).

Format for Financial Bid

(To be submitted on the letterhead of the company / firm failing which offer will be rejected)

SN	Description of Items	Brand/ Make	Qty.	Unit Rate	Taxes (GST)	Unit Rate with taxes
A	B	C	D	E	F	(E+F)

- The Institute reserves the right to accept in part or in full or reject any or more Tender/offer without assigning any reasons or cancel the tendering process and reject all Tender at any time prior to award of contract, without accepting any liability, whatsoever.
- L1 shall be decided on lowest total amount including taxes.
- All disputes shall be subject to Patna (Bihar) Jurisdiction only.

Sd/-
Director,
I.G.I.M.S. – Patna