



**Short Tender No. 25 /2013-2014/Furniture IGIMS/Store**

**INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,SHEIKHPURA, PATNA- 14**

## INDEX

Sl. No	Description	Page No
01	Instruction to Bidder	
02	Condition of the Contract	
03	Schedule of the requirement & other details	

## IMPORTANT DATES

Lat date for submission of bidding documents	Within 30 days from the date of Publication of this advt. up to 4.00..PM by Regd. Post/ Speed post/ Currier only
Date of opening of bidding documents	.....

# **CHAPTER-1**

# **INSTRUCTION TO BIDDER**

**TENDER FORMS & DOCUMENTS**

Tender to be submitted in two bid forms (Technical and Commercial bids in separate sealed envelop)

1;- Last date of submission of tender documents within 30 days from the publication of this advt. till 4.00 PM through Regd. Post/ Speed post/ Courier only.

2. Name & Address of tenderer(s):
3. Registration No of the following: -  
 Technical:-
  - a. BST & CST No/VAT No. (Attach certificate)
  - b. Sale Tax clearance certificate.Up to date
  - c. DGS & D Registration Certificate if rate quoted on DGS D Rate contract
6. Earnest Money:- Rs.5000/( Rs.five thousand) in favour of Director IGIMS, Patna payable at Patna in way of Demand Draft. No.....dated.....and Amount.....
7. Period of validity of quoted price minimum :- One Year from the date of submission of tender
8. Tenderer will not be allowed to mention any kinds of discount in quotation/terms and conditions . He will quote the rate only as per column in Sl.No 15 given below only. Other wise his tender will stand cancelled and no further correspondence will be entertained in this regard.
9. Guarantee period & after sale services if applicable:
10. General terms & conditions & tender document are enclosed.
11. This Tender document is Non-transferable.
12. Mention "Name of Group Itemwise..... " at the left top corner of envelope. (Technical and Price bid in separate envelope) otherwise tender will be summarially rejected.
13. Separate tender document is required for each group.
14. The quotation for items in the Tender Notice should be in the following format otherwise tender shall not be considered and rejected outright.

Note: *Overwriting/Fluinding/Cutting in price will not be allowed.*  
*Rates/Prices must be mentioned both in figure and words.*

15

Name of the Item	Packing size	Offer price per Unit specification.	CST	Surcharge	BST	VAT	TOT	Net Unit Price	Is it DGS & D rate/ Approved rate for Hospital/GeneralMarket rate
1	2	3	4	5	6	7	8		

*Signature of tenderer with date*

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Note: *Overwriting/Fluinding/Cutting in price will not be allowed.*

**Technical Bid:-**

**Check list**

S; no	Require Certificate	Page no. must be mark		
1	Name and full address of the Bidder with Office telephone Number			
2	Status of the Bidder whether manufacturer or authorized agent etc.			
3	Authorization letter of company (if authorized agency) in favour of bidder valid for not less than three prospective years.			
4	Vat Registration certificate of bidder if applicable			
5	Sales tax clearance certificate			
6	Pan card of the bidder			
7	Income tax return of bidder for the current Assessment year (2012-13).			
8	An affidavit from bidder that the company/firm has not been blacklisted /De-registered/ De- Barred by any govt. Institutions / organization			
9	An affidavit from bidder that the quoted rate in this financial bid is not more than the rate quoted in any other government, organization/Institution enclosed in financial bid.			
10	. All documents attested by the bidder with seal.			
11	Technical specification of the items quoted in the light of the specification given in the tender (submit a check list) along with catalogue if any.			
12	An affidavit that Quoted rate is not higher than MRP			

**PRICE BID**

- (1) Price of all the items quoted should be mentioned separately for each item. The price should be per unit, .
- (ii) Standardization certificate for the items used shall have to be submitted if required.
- (iii) All taxes applicable must be quoted wherever applicable. The exact amount of the taxes should be clearly quoted simply writing tax as applicable shall not be sufficient.

## CHAPTER – 2

### CONDITION OF THE CONTRACT

**“GENERAL TERMS AND CONDITIONS FOR SUPPLY”  
CONDITIONS OF THE CONTRACT**

1. If Downloaded bidding documents is submitted, the firm have to submit cost of the tender documents Rs.1000/-(one thousand) non refundable also in form of Demand Draft favoring Director IGIMS , Patna payable at patna.
2. Last date of submission of tender documents within 30 days from the publication of this adv. Till 4.00 PM through Regd. Post/ Speed post/ Currier .
- 3 .A sum of Rs. 5000/-( five Thousand) only for each group is to be deposited in the form of DD in favour of Director IGIMS payable at patna as security deposit along with tender . Tender received after due date and time will not be considered. Delay of Postal dak will not be the responsibility of IGIMS, Patna
04. . Destination of delivery:- central store IGIMS Sheikhpura , Patna
05. Acknowledgement and discrepancies:  
On receipt of the supply orders any discrepancies should be pointed out within 10 days of the issue of the order. In case no intimation to the contrary is received from the firm within 10 days, it will be assumed that order has been accepted in full even though it may have been placed after the lapse of the validity period of the quotation.
- 06 Prices:- As mentioned in supply orders.
- 07 Taxes :- Inclusive / Exclusive .If taxes are extra please specify the rate of tax applicable on the items.
8. Payment:- After receipt of goods and satisfactory inspection report.
- 9 Price variation clause:- The institute shall accept the price rates as mentioned in the quotation only. The claim for price increase over the quoted price shall not be accepted by the institute within the mentioned validity period of the Price in the quotation. Any offer having less than one year validity of offered Price shall be rejected at the outset.
- 10 Validity of price;- Minimum one year from the date of submission of tender
- 11 Delivery period: - Twenty one days from the date of issuance of supply order. If the firm supplies after expiry of 21 days and within 30 days of the order a penalty of 2% of the total ordered value will be imposed/charged. Another delay of 15 days shall attract a penalty of 4% of total ordered value. If the firms fails to supply the ordered goods even after that, the following action shall be taken against them.
  - a. Cancellation of the supply order.
  - b. Forfeiture of security money.
  - c. Black listing of firm for any future participation in tender of the Institute.
  - d. Legal action, if necessary.
12. Supply: - Stores pertaining to the Supply Order should be dispatched in one lot. Part supply may be allowed upon written request by the supplier mentioning the reason of part supply and after permission granted by competent authority but payment shall be made only after full supply order is executed.
- 13 . DELIVERY EXTENSION: Under special circumstances if valid reason is submitted by the firm ( i.e Flood, Natural Calamities, Non production of items due to strike of employees etc) for extension to the satisfaction of the Institute, the Institute may consider giving further extension of time without penalty.
14. REPLACEMENT OF DEFECTIVE / EXPIRED SUPPLIES:- Shall be the sole responsibility of The firm on their cost.who has executed the supply.
15. Expiry date of item supplied:- No supply of items having expiry date less than one year on the date of supply shall be accepted by the store. Supplier having expiry date more than one year shall be preferred.



16. DISCREPENCY OR OMISSION

The payments are made strictly on the basis of the supply order and firms are advised not to change anything. In the event of there being any discrepancy, the matter should first be referred to the institute for necessary amendment in the supply order before actual supply and submission of the bill.

14. CHALLAN

The suppliers should submit the challan in triplicate alongwith the supplies to the Central Store, IGIMS, Patna-14.

15. The bills should be submitted to the office of the Officer under whose signature supply order has been issued.

16. EXCISE SURCHARGE

Following certificate should also be endorsed on each copy of the bill at the time of charging the Excise Duty, if admissible. "It is certified that the Excise Duty included in the bill is in accordance with the Excise Duty Rules and that the stores on which the Excise Duty has been charged are not exempted from the Excise Duty under the rules framed by the Government of India for this purpose and the Excise Duty so charged /collected has been remitted accordingly to provision of the relevant rules."

17. The Institute is not covered under form 'B' and as such Sales Tax as stipulated may be billed at the rates applicable.

18. Payment will normally be made when the full supplies is made against a supply order ,except when part supply has been allowed in supply order or when suppliers has been asked to supply in installment. In such a situation payment may be released upon part supply after completing established procedure

19. ITEMS AVAILABLE IN DIFFERENTPACKING, SIZE/QUANTITIES:

For the items available in different packing sizes/quantities the gross rate as well as unit price (In terms of relevant net quantity) should be mentioned for each packing size/quantit

20. ITEMS WITH DIFFERENT NET AND GROSS WEIGHT:

For items with different net weight and gross weight, e.g., COTTON ROLL- for each packing size, both net as well as gross weight must be mentioned along with corresponding rates.

21. ITEMS WITH DIFFERENT SPECIFICATION FOR SAME ITEM:

For items with different specifications, if mentioned in tender paper separate rate with details specification must be mentioned

22. STAMPING/NUMBERING OF ITEMS:

For items having longer life e.g. furniture's, fans, almira and certain linen, manufacturer / supplier may be required to put a numbers / stamping with paint or any other suitable materials at the discretion of the Institute. Tenders must mention the separate rates for this work.

23. ITEMS WITH CERTAIN SPECIFIED HALF LIFE

For items with specified half-life e.g. radioisotopes half-life of the items quoted must be mentioned. Unless otherwise, the quantity in such cases accepted for payment will be the quantity received at IGIMS, Store and not at dispatched.

24. WARRANTY/GUARANTEE ON THE ITEMS SUPPLIED/

A wherever applicable, supplier is required to mention warrantee/guarantee available on specified items (with duration of warrantee/guarantee applicable). Manufacturer/authorised dealer/supplier offering warrantee/guarantee on item supplied will be given due weightage. In case where warranty/guarantee is mentioned on the packing material/item itself /catalogue of the manufacturer , it will be applicable and it will be mandatory for the supplier to extend the same to the Institute.

25. D.G.S. & D. RATE CONTRACT

Manufacturers/Dealer/Supplier having DGS & D rate contract should attach necessary certificate with validity alongwith rate and specification for relevant items.

26. .A- Supplier is required to give under taking to the effect that they have not supplied the Items quoted to any Govt. / Semi Govt.institution/organization at prices lower than the price being

quoted. Further, in case of price going down in future, it will pass on the benefit to IGIMS, Patna.

B. Tenderer must submit a certificate that the quoted price is not higher than the MRP or market price of the same make of the quoted items.

### IMPORTANT

27. The procedures for rendering of bills are prescribed in clauses 7,8 and 9 above. It is essential that the bills should be in accordance with these clauses: -

1. The bills should be prepared in triplicate.
2. It should be accompanied by the Inspection Note to be obtained from the department concerned of the Institute.
3. The Bills should be pre-receipted and affixed with Revenue stamps, where necessary.
4. In bills B.S.T. registration number must be mentioned on each copy of the bill.
5. f the bill.
6. The bills should be supported by a certificate for Excise Duty as stated in the above clause.

28. **POSTAGE AND FREIGHT**

Where payable in terms of supply order and is claimed in the bills, the original receipt granted by the post office and/ or the Railways should be attached with the bill.

29. Replacement: Replacement of defective supplies shall be the sole responsibility of supplier at their own cost .
30. Special Clause may be added if necessary in the Supply Order.

Sd/-  
Store Officer  
IGIMS, Patna

## Hospital Furniture Items & Office Furniture

### Patient Stool Revolving S. S.

#### Description :

- S.S. Tubular four legs fitted on PVC stumps.
- S.S. Foot ring supports
- 18" to 27" adjustable height S.S. Top through screw
- Sample for approval

### Strip Chair

One seater Desk

Frame made of 18 G

One seater desk top & backrest the panels should be made from 18mm thick prelaminated board with 1 mm thick PVC edge bending on all side

Dimensions: 600mm (W)x720mm (D) x650 mm (H) Understructure to be made up of 25.4x25.4x1.25mm thick power coated tubes at base which are welded to the desk and seat supports that are made of 1.0 mm thick powder coated MS" c" action, the tube are closed with plastic caps.

Storage should be made of 0.8 mm thick powder coated ms sheet below desk

Hooks to be provided at the either side of the desk

- **Sample submit for approval**

#### **1. ICU bed:**

ICU bed with adjustable backrest, upper leg, height and Trendelenburg / Reverse Trendelenburg positions on separate crank mechanism, provided at foot end of bed. Main bed-frame made of high quality rectangular steel tube with anti-bacterial Epoxy powder coating.

Polymer molded head and foot board.

Dimensions :

(i) Overall approx dimension : 2160 to 2180 mm L x 1010 to 1020 mm W

(ii) Bed frame approx. dimension : 2070 to 2095 mm L x 920 to 960 mm W

(iii) Minimum height 490 mm approx without mattress.

(iv) Maximum height 700 mm approx. without mattress.

125 mm dia castor wheels, high grade synthetic, 2 with brakes and 2 without brakes.

Four corner side buffers

Pre-treated and Powder coated finish.

Optional Accessories :

X-ray permeable backrest with Cassette holder

Four section PU foam mattress,

Oxygen cylinder cage,

SS telescopic IV pole,

SS lifting pole,

Urine bag holder,

Chart holder,

Collapsible railing with stainless steel tubes.

Supplied in KDC

## **B. Electrically Operated ICU BED:**

ICU bed (5 function) with electrically operated remote controlled back rest tilting 0-80°, knee rest tilting 0-35° trendelenburg tilting 0-20°, Reverse trendelenburg tilting 0-20°. Bed has a special function by which both back rest & knee rest is operated together to make chair position of the bed. Size : L 2140 mm x W 940 mm x H 480-730 mm (Adjustable Height) All Functions controlled with Actuator, 220-240V AC, 50 Hz (110 V on request) . Removable & interchangeable high quality beautiful ABS engineering plastic head panel and foot panel. Head panel and foot panel equipped with safety lock and roller bumpers Epoxy coated mild steel frame work and 4 section perforated top. Bed fitted with 4 section swing away side railings Built-in emergency battery backup maintain all functions during electricity failure. 125mm dia noiseless castors with simultaneous braking system which locks/unlocks 2 castors with single pedal press. Provision for I.V Rod on both sides of the bed. Trolley base of bed is covered with fiber sheet cover for minimum espouse of trolley metal parts.

## **2. Basic Fowler Bed:**

Hospital bed with facility to raise back and upper leg sections, operated by crank mechanism, provided at foot end of bed.

Main bed-frame made of high quality rectangular steel tube with anti-bacterial Epoxy powder coating.

Polymer molded head and foot board.

Dimensions :

(v) Overall approx dimension : 2160 to 2180 mm L x 1010 to 1020 mm W

(vi) Bed frame approx. dimension : 2070 to 2095 mm L x 920 to 960 mm W

(vii) Minimum height 490 mm approx without mattress.

(viii) Maximum height 700 mm approx. without mattress.

(ix) 125 dia castor wheels, high grade synthetic, 2 with brakes and 2 without brakes.

Perforated sheet top made of high quality steel with anti-bacterial Epoxy powder coating.

Four corner side buffers.

Pre-treated and Powder coated finish.

Provision for Mosquito-net poles.

Optional Accessories :

Collapsible railing with stainless steel tubes.

125 mm dia castor wheels, high grade synthetic, 2 with brakes and 2 without brakes.

Supplied in KDC

## **3. Basic Hospital bed:**

Basic back adjustable bed with stainless steel laminated head and foot board.

Main bed-frame made of high quality rectangular steel tube with anti-bacterial Epoxy powder coating.

Polymer molded head and foot board.

Dimensions :

(x) Overall approx dimension : 2160 to 2180 mm L x 1010 to 1020 mm W

(xi) Bed frame approx. dimension : 2070 to 2095 mm L x 920 to 960 mm W

(xii) Maximum height 700 mm approx. without mattress.

Perforated sheet top made of high quality steel with anti-bacterial Epoxy powder coating.

Pre-treated and Powder coated finish.

Provision for Mosquito-net poles.

Supplied in KDC

#### **4. Bed-side Locker**

All Stainless Steel

Approx dimension : 400 mm square x 820 mm H

Made from machine pressed CRCA steel sheets enclosed on three sides having one box and one

drawer; fitted with stainless steel top with raised edge on three sides.

Mounted on four swivel synthetic body castors, 50 mm wheel dia without brake, buffers on rear

Pre-treated and powder coated finish.

#### **5. Stainless steel Dressing Trolley**

Overall approx dimension: 1010 mm L x 510 mm W x 900 mm H

Approx shelf dimension : 750 mm L x 500 mm W

Stainless steel tubular frame mounted on four 125 dia castor wheels with synthetic body, , two

with brakes and two without brakes, Two SS shelves with protective railings on all four sides.

Stainless steel bowl and bucket.

Supplied in SKD condition.

#### **6 . Stainless steel Instrument Trolley**

Overall approx dimension: 680 mm L x 450 mm W x 900 mm H

Stainless steel tubular frame mounted on four 125 dia castor wheels with synthetic body, , two

with brakes and two without brakes, Two SS shelves with protective railings on three sides.

Optional : Stainless steel bowl and tray.

Supplied in SKD condition.

#### **7. Patient carrying Trolley**

Overall size : 2150 mm x 710 mm

Mattress size : 1900 mm x 550 mm two section top

Telescopic IV pole

Stainless steel side rails

Backrest adjustable on ratchet

Mounted on four swivel castors of 150 mm dia, two with brakes.

Oxygen cylinder holder.

Pre-treated and powder coated finish.

#### **B. Emergency & recovery trolley**

Emergency recovery trolley Size 210 L x cms Height 65x95 cms. Emergency recovery trolley made of heavy duty ERW Steel Tube SS swing away railing, SS telescopic saline rod, Storage tray and oxygen cylinder cage

Emergency Recovery trolley are removable X-ray translucent top and provided with a tray for holding x-ray cassettes underneath entire length of stretcher.

Height adjustment by hydraulic system, trendelentburg and reverse tendelentburg by pressure cylinder

Fitted with 15 cm dia PU castors two with brakes and rubber buffers on all side.

## **8. Instrument and Medicine Cabinet**

Overall approx size : 1800 mm x 800 mm x 400 mm

Mild steel construction

Divided into two sections : both with two sliding glass doors and two SS/ glass shelves.

Pre-treated and powder coated finish.

## **9. Crash Cart**

Overall approx size : 940 mm x 500 mm x 1540 mm H

Mild steel tubular frame

Six coloured removable bins and two polysterene lockable storage units with three drawers each.

Mounted on four swivel castors of 125 mm dia, two with brakes.

Corner rubber buffers

Wooden laminated shelves

Supplied in SKD condition.

### **STEEL ALMIRAH**

#### **SPECIFICATIONS AND ALLIED TECHNICAL DETAILS AND**

##### **Sr.No. Description of Furniture Item with Technical Detail**

1.

##### **STEEL ALMIRAH OFFICE (BIG SIZE)**

Office Steel Almirah all made of 20/22 gauge CRC Sheet of size 78"x36"x19" complete with five compartments. Brass Lock with handle (Godrej type locking system). Powder coated (Best quality). Size / Dimension are approximate.

2.

##### **STEEL ALMIRAH WITH GLASS DOOR (BIG SIZE)**

Library Steel Almirah all made of 20/22 gauge CRC Sheet of size 78"x36"x19" complete with five compartments. Brass Lock with handle (Godrej type locking system) with Glass Door (3.8 mm). Powder coated (Best quality). Size / Dimension are approximate.

1	Office Chairs (Revolving with Arms Mid Back)	<b>Specification</b> Supplying and placing chair of seat size approx. 49.5 cm (W) x 44.0 cm (D) and back size approx. 49.5cm (W) x 47.5 cm (H) made up of at least 1.2 cm thick hot pressed plywood. Upholstered with fabric and moulded polyurethane foam with PVC lipping all around. The back foam shall be designed with contoured lumbar support for extra comfort.
2	Computer Chairs (Revolving with out Arms, Mid Back)	<b>Specification</b> Supplying and placing computer chair of size approx 65cm (W) X 65cm (D) X 68cm to 89.5cm (H). SEAT BACK ASSEMBLY, The seat should be made up of at least 1.2 cm thick hot pressed plywood and back injection molded from black co-polymer polypropylene are upholstered with fabric and molded polyurethane foam together with covers. The back foam should be designed with contoured lumber support for extra comfort. The

		upholstered seat should be covered on the underside with polypropylenes non-woven fabric: and the upholstered back should be covered with back cover injection moulded in Co-polymer. ADJUSTABLE BACK MECHANISM: The adjustable back mechanism should be designed with these features: 360° revolving type. Provision for backrest tube approx (3.5 cm* 1.5 cm* 16BG). Back height adjustment 9.0 cm
3	Office Tables	<p><b>Specification</b></p> <p>Supplying and placing office table of size approx.4 x 2 with 3 drawers on one side of overall size approx 355 W x 430 H x 560 D mm. The drawers shall have single locking system. All the steel components shall be made of prime quality of steel duly pretreated for corrosion resistance followed by powder coating and oven baked for scratch resistance. The table top shall be made of pre laminated board having thickness of at least 18mm.Tabular understructure made up of at least 16 gauge MS steel.</p>
4	Steel Cup Board	<p><b>Specification</b></p> <p>Supplying and placing steel cup board of size approx.78"-H, 36"-W, 19"-D which shall be made from prime quality of steel. Panels and front frame shall be at least 0.9 mm thick and shelf and Back panel shall be at least 0.8 mm thick. The front shall be provided with chrome finished handle cum cam lock having 3 Way locking mechanism with shooting bolt mechanism. Four adjustable shelves shall be provided for making 5 compartments shall be mounted with UDL capacity of 80 Kg. maximum for each shelf. Door shall be full height steel hinged door.</p>
5	File Racks with six shelves	<p><b>Specification</b></p> <p>Supplying and placing of file racks of size approx.H- 6 W-3 , D-15".The thickness of the angles when made from sheet steel shall be at least 1.6/1.8 mm.</p>
6	Moulded chair	Injection Moulded Plastic Dining Chair – without Arm Size : 480mm x 415mm x 910mm
7	<u>EXECUTIVE TABLE</u>	Desk Size L-1800mm, D-900mm H-760mm and side return L-900mm D-400mm H-660mm. Table with writing surface pad and wire manager. Movable pedestal with 2 drawer one interchangeable side funner size 900Lx400Dx600H, with key board, CPU & storage. Table top 50mm, Leg 30mm front modesty closed.

