

INSTRUCTION TO BIDDER

- 1- Submersible Pump Sets are to be purchased against this quotations. Bids are to be submitted in two parts as under:
 - a- Technical Bid consisting of all technical details along with commercial terms and conditions;
 - and
 - b- Financial Bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and **both these sealed covers** are to be put in a **bigger cover** which should also be sealed and duly super scribed. The technical bids are to be opened first by the “Technical Evaluation Committee” of the Institute. At the second stage, financial bids of only the technically acceptable offers will be opened by the “Price Evaluation Committee” for further evaluation.
- 2- Quantity of items may increase or decrease.
- 3- Bidding document containing details of terms and conditions, specifications of the Pump Motor & its accessories etc. may be seen & down loaded from Institute website www.igims.org. The cost of bidding document shall be Rs. 1000/- (Rupees One Thousand) only which will be payable along with quotation tech. bid in the shape of draft in favour of Director, IGIMS, Patna. If the cost of bidding document is not submitted by the bidders, his offer shall be outright rejected.
- 4- Last date for submission of rate quotations – Fifteen days from publication of this Notice through Registered Post/Speed Post/ Courier. Bidder(s) and requested to send the bid well in advance so as to ensure that bid reaches in time to DIRECTOR, IGIMS, PATNA. Institute will not be responsible for any postal delay. Bids received after due date and time to shall be summarily rejected.
- 5- Time, Date & Place of opening the received quotations – next day of last date for receiving the Quotation in the office chamber of Medical Superintendent, IGIMS, Patna in presence of quotationers or their representative.
- 6- Earnest Money @ 2% of the cost of Pump Motor & its accessories is required to be submitted along with other (Tech.Bid) by D.D. in favour of Director, IGIMS, Patna from any schedule Indian Bank (valid up to six month from the date of technical bids opening) along with the tender favoring Director, IGIMS – Patna. No interest is payable on EMD/Bid Security. Quotationer may quote more than one/several models. In such a situation EMD will be payable on the basis of highest price model.
- 7- EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of final bid validity and latest on or before the 30th day after the award of the contract.
- 8- EMD must be submitted in separate sealed Envelope and endorsement of the same with DD Number, date and its validity period be made with technical bids stating the same has been complied with technical bid. If same is later found not enclosed tender/quotation will be cancelled.

- 9- The Director reserves the right to accept or reject any or all the quotations without assigning any reason.
- 10- Bidder(s) should mentioned the DGS & D registration, if registered, and attach photocopy of DGS & D registration certificate photocopy of Income Tax and Sales Tax clearance certificate should be enclosed.
- 11- For Imported Good, Indian Agency Commission must be declared in financial bid.
- 12- The Bidder's shall have to submit the following documents (Certified by Notary) with technical bid.
 - a- User List (List of Govt./Semi Govt.,Reputed Pvt. Hospital) where quoted items has been supplied and installed with the date of supply & installation.
 - b- Supply Order (Minimum three No. or more issued by Govt./Semi Govt./Reputed Pvt. Institutions/Organization for the quoted items.

CONDITIONS OF THE CONTRACT

01- Duty Free Clearance, Transportation, Forwarding & Handling Charges :-

Clearance charges at point of Entry / Air Port and on ward transportation charges with Insurance up to IGIMS – Patna will be born by supplier's Indian Agent for which this Institute will not pay the charges.

02- Demurrage, Taxes & Octroi :-

No demurrage charge will be paid by the Institute in case of delay on the part of supplier. However, this Institute will provide all necessary documents required for clearance / transportation of the goods and for exemption of the taxes/octroi for which supplier/Indian agent will have to intimate furnish his requisition of document required, if any, well in advance. Octroi will be payable by supplier/Indian agent, if required.

03- Warranty Period :-

Warranty period should not be less than 12 months

During the warrantee period of the machine within 48 hours of the supplier will attend the complaint of Institute within 48 hours of the receipt of the information (by telephone, fax, e-main etc.) otherwise Institute will recover the losses incurred on account of breakdown of equipment. A part from above service Engineer will have to provide four nos. of maintenance visits per year during warranty period for usual maintenance and supervision.

04- Delivery period/Liquidated Damage :-

Good should be delivered within one month after receipt of supply order. If the delivery is not effected by the due date, the Director, IGIMS – Patna shall have the right to charge liquidated damage on supplier/his Indian agent as under: -

I Cancellation – If delivery is not done within one month Institute shall have the right of cancellation of supply order at its discretion.

05- Payment :-

100% payment will be done on satisfactory completion of supply or installation work after deduction of security and all applicable taxes.

06- Validity of Price :-

Minimum up to one year from date of tender/quotation submission.

07- Part Supply :-

No part supply/wrong supply or short supply will be accepted by the Institute. The Director, IGIMS, Patna will be the final authority and will have the right to reject full or any part of supply, which is contradictory to the terms and conditions agreed at the time of placement of order. In case of rejection of any supplied items due to nonconformity in quantity and/or quality, Institute will have right to charge liquidated damages, as it deems fit.

08- Packing & Marking : -

Goods must be securely and adequately packed and protected in order to prevent damage, otherwise all losses and/or damage resulting from inadequate packing and/or inadequate protection or inadequate marking.

09- Insurance: - Insurance up to Patna will be borne / arranged by principal supplier/his Indian agent. If required.

**Sd/-
Director
I.G.I.M.S. - Patna.**