

ANNUAL TENDER: 2014-15



TENDER No.: 01 / 2014 - 2015 / IGIMS / Store.

GROUP: J

Air Conditioner & Voltage Stabilizer

INDEX

Sr. No.	Description	Page No.
01.	INSTRUCTION TO BIDDER	3-6
02.	CONDITION OF THE CONTRACT	7-10
03.	SCHEDULE OF THE REQUIREMENT AND OTHER DETAILS.	11-12

IMPORTANT DATES

Last date for submission of Bidding Document	18.06.2014 Till 3.30 P.M.
---	----------------------------------

CHAPTER – 1

INSTRUCTION TO BIDDER

INSTRUCTION TO BIDDER

TENDER FORMS & DOCUMENTS

01.	Late Date & time of receipt of Tender is 18.06.2014 Till 3.30.P.M.	Cost of Tender Document: Rs. 1, 000/-
02.	Name & Address of tenderer(s):	
03.	Registration No of the following: - a. Shop & Establishment/Registration No.(Desirable) b. BST & CST No/VAT No. (Attached certificate) c. Sale Tax clearance certificate. Up to date d. DGS & D Registration Certificate, if rate quoted on DGS D Rate contract. Note: - Tenderer must be registered with Bihar Sales Tax department.	
04.	Earnest Money:- Rs.10, 000/(Rs. Ten Thousand for each Group) in favour of Director, I.G.I.M.S., Patna payable at Patna in way of Demand Draft. No.....dated.....and Amount.....	
05.	Period of validity of quoted price:- One Year W. e. f. 01.04.2014.	
06.	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.- 12 given below only. Other wise his tender will stand cancelled and no further correspondence will be entertained in this regard.	
07.	Clearly mention the Guarantee period & after sale services to be provided, if applicable.	
08.	General terms & conditions & tender document are mentioned in Chapter 2.	
09.	This Tender document is Non-transferable .	
10.	Please mention “ Name of Group” at the left top corner of envelope.	
11.	Separate Tender Document is required for each group.	
12.	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 / Fluiding / Cutting in price will not be allowed. Rates/Prices must be mentioned both in figure and words.	

Name of the Item	Packing size	Offer price per Unit with specification.	CST	Surcharge	BST	VAT	TOT	Net Unit Price	Is it DGS & D rate / Approved r Hospital / General Market rate
1	2	3	4	5	6	7	8	9	10

Signature of tenderer with date

INSTRUCTION TO BIDDER

1.
 - a. The tender duly filled in shall be submitted in two sealed covers separately for technical and price bids respectively. Such covers shall be super scribed as “**Tender Notice No.:** (here mention the tender notice no. as specified) **TECHNICAL BID** for supply of (here mention the name of the Group” **or** “**Tender Notice No.:** (here mention the tender no as specified) **PRICE BID** for supply of (here mention the name of the Items)” as the case may be.
 - b. Both the sealed covers shall be put in another sealed (third) bigger cover which should also be super scribed as “**Tender Notice No.:**..... (**here mention the tender no as specified**) **TENDER for supply of** (here mention the name of the Items)”.
2. The “**Bidding Document**” can be downloaded from institute website www.igims.org only.
3. Last date for submission of bidding document 18.06.2014 till 3.30 P.M. by registered post / speed post/ Courier only. Bidders are requested to send the bid well in advance so as to ensure that bid reaches in time. Institute will not be responsible for any postal delay. Bids received after due date and time shall be summarily rejected.
4. Earnest Money 10,000/- (Rs. Ten thousand) only for each Group is required to be submitted along with tender by Demand Draft only along with the tender favoring Director, I.G.I.M.S. – Patna (payable at Patna). No interest is payable on EMD/ Bid security.
5. Non- submission of sufficient EMD along with the Technical Bid shall be one of the primary reasons for rejection of the offer in the first round.
6. **Part Supply** :- No part supply or wrong supply will be accepted, However in the interest of the patient care, part Supply may be accepted with the approval of the competent authority but payment will be released only after full supply.
7. Following certificates are required with the **Technical Bid**:

Sl. No	Require Certificate	Attached at Page No.:..... of Technical Bid
1	Name and full address of the Bidder with Office telephone Number.	
2	Status of the Bidder whether manufacturer or authorized dealer/ agent/stockiest etc.	
3	Authorization letter of company (if authorized agency) in favour of bidder valid for not less than three prospective years.	
4	VAT Registration No. of bidder, if applicable.	
5	Sales Tax Clearance Certificate	
6	Pan Card of the bidder	
7	Income Tax return of bidder for the last three successive	

	years up to financial year 2013-14.	
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 by them.	
10	An affidavit that Quoted rate is not higher than MRP.	
11	All documents must be attested by the bidder with signature, date seal.	
12	Technical specification of the items quoted in the light of the specification given in the bidding document (submit a check list).	
13	List of Institutions/Hospitals where supply has been made in the last three years.	
14	Sample of the Items (Must for the clothes of all types, Cotton, Gauge, Disposable Syringe, etc where ever applicable as mentioned in the document)	
15	Total turnover year wise in the preceding last three years. Manufacturers/Supplier having large turnover shall be preferred. (Attach audited Balance sheet & P/L A/C).	

PRICE BID:

- (1) Price of all the items quoted should be mentioned separately for each item. The price should be per unit basis.
- (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 tax at the prevailing should be clearly quoted. Simply **writing tax as applicable** shall not be sufficient and accepted & bid will be rejected.

CHAPTER – 2

CONDITIONS OF THE CONTRACT

CONDITIONS OF THE CONTRACT

01. **Destination of Delivery:** Central Store Section, I.G.I.M.S., Sheikhpura , Patna
02. **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.
03. **Prices:** As mention in supply orders.
04. **Taxes:** Inclusive / Exclusive .If taxes are extra please specifying the rate of tax applicable on the items.
05. **Payment:-** After receipt of goods and submission of satisfactory Inspection Report issued by officials as authorized by the competent authority.
06. **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 validity period of the quotation. However, where the firm has quoted on price list basis the institute may accept the increased price applicable at the time of actual supply on production of valid and current price list.
07. **Validity of Price:** One Year form the date of Opening (Extendable as per requirement).
08. **Delivery Period: 30** days from the date of issuance of supply order. However, shorter delivery period will be preferred.
09. **Penalty Clause:** If the firm supplies after expiry of 30 days and within 45 days of the order a penalty of 2% of the total ordered value will be imposed/charged. If the firms fail to supply the ordered goods even after 45 days, the following action shall be taken against them.
 - a. Cancellation of the supply order.
 - b. Forfeiture of EMD.
 - c. Black listing of firm for any future participation.
 - d. Legal action, if necessary. Legal jurisdiction court of Judicature at Patna
10. **Supply:** Normally Stores pertaining to the Supply Order should be dispatched in one lot. Part supply may be allowed upon written request by the supplier and permission granted by the officials authorized by the Institute. However, payment shall be made only after full ordered quantity of the ordered items.
11. **Delivery Extension:** Under special circumstances if valid reason for extension to the satisfaction of the Institute is provided, the Institute may consider giving further extension **of time without penalty.**
12. **Payment:** 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 supplier has been asked to supply in installment. Or in any other special circumstance by order of competent authority. In such a situation payment may be released upon part supply after completing established procedures
13. **Replacement of defective / expired supplies:** Shall be the responsibility of the firm on their cost, who has executed the supply.

14. **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 Institute. Supplier having expiry date more than one year shall be preferred.
15. **Discrepancy or Omission:**
The payments are made strictly on the basis of the supply order and firms are advised not to deviate from supply orders instruction in all respect. 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 making actual supply and submission of the bill.
16. **Challan:**
The suppliers should submit the challan in triplicate alongwith the supplies to the Central Store, IGIMS, Patna-14.
17. The bills should be submitted to the office of the Officer under whose signature supply order has been issued.
18. **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.”**
19. The Institute is not covered under Form ‘B’ and as such Sales Tax as stipulated may be billed at the rates applicable at the time of supply.
20. **Items available in different packing, 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/quantity.
21. **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 alongwith corresponding rates.
22. **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.
23. **Stamping / Numbering of Items:**
For items having longer life e.g. furnitures, fans, almirah and certain linen, manufacturer / supplier may be required to put a number s / stamping with paint or any other suitable materials at the discretion of the institute. Tenders should mention the separate rates for this work.
24. **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 I.G.I.M.S. store and not at dispatched.
25. **Warranty / Guarantee on the items to be supplied:**
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 weight age. 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.

26 **D. G. S. & d. Rate Contract:**

Manufacturers/dealer/supplier having D.G.S. & D. Rate Contract should attach necessary certificate with validity alongwith rate and specification for relevant items.

27. 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.

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.

28. The Institute if so desire may ask any tenderer to furnish their turn- over of the quoted items for previous two to three years with a list of users of those items

IMPORTANT

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. / VAT registration number must be mentioned on each copy of the bill.
5. The bills should be supported by a certificate for Excise Duty as stated in the above clause.

29. **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.

30. **Replacement:** Replacement of defective supplies shall be the responsibility of supplier at their on cost.

31. Special Clause may be added if necessary in the Supply Order.

32. If manufacturer shall submit their quotation directly and authorizes any local agent / distributor to supply and raise the invoice for payment on the rates quoted by them, after approval of the rate/quotation by the competent authority of the institute, their authorized agent/ distributors can supply the items and raise the bill for payment. However, responsibility shall be of manufacturer. A proper authorization certificate in favour of local agent / distributors is to be submitted by the manufacturer along with their bid.

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

CHAPTER – 3

SCHEDULE OF THE REQUIREMENTS AND OTHER DETAILS

Item Description

GROUP-“J” **Air Conditioner and Voltage Stabilizer**

“LIST OF ITEMS”

1. Air conditioner
 - 1 **1.5 Ton Window type one star rating**
 - 2 **2.0 Ton Window Type one star rating**
 - 3 **1 Ton, 1.5 Ton split type Five star rating**
 - 4 **2.0 Ton split Type Five star rating**
 - 5 **2.5 Ton Split Type) Five star rating**
 - 6 **3.0 Ton Multi split Type Five star rating**
2. Original catalogue confirming the claimed technical specification must be attached with offer
2. Refrigerator with specification 165 lit,190ltr, 230 lit,280 lit, 300ltr, 340 ltr.650ltr Etc.
3. Water cooler with specification
Running water filter/Purifier with specification
4. UPS online/off line 30 minute back up with capacity up to 3 kva
cell batress for ups – 12v /7-AH dry rechargeable
5. Stabiliser Wall maunted & floor mounted- 2 KVA,5 KVA,10 KVA pawner range
110-280 V
