

## **Technical Bid:**

### **Should have following details:**

- (1) Name of Firm/Agency with Registration details of the Firm and nature of Business.....
- (2) Address.....
- (3) VAT No/CST.....
- (4) Income Tax (PAN NO.).....
- (5) Total turn over year wise in preceding last three years.
- (6) Whether own Medical Gas filling plant or authorized dealer with a Gas filling plant (Name, address and relevant concerned certificates must be attached.)
- (7) Name of Govt. Institution/Medical College, where gas filling work is being done indicating the period along with Satisfactory Performance Certificate.
- (8) We give priority to manufacturer or authorized dealer for tie up nearest medical gas filling plant from our Hospital
- (9) Experience of Gas supply & refilling (Minimum continuous Experience Two Years)
- (10) Labour employment licence No. (For mfg. Co.)
- (11) Licence issued by state Drug Controller under rule 70 in form 25
- (12) Licence issued by the chief controller of Explosive in Form E(Rules 50,51 & 54 of Explosive Act 1984)to fill compressed gas in cylinder (For mfg. Co.)
- (13) Service Tax No.
- (14) Earnest Money Rs. 5000/- (Five thousand) only- refundable in the form of Demand Draft in the name of the Director IGIMS, Payable at Patna.

## **Price Bid:**

- (1) Price of the each item separately must be quoted in per cu.m or per kg (F.O.R. Destinations) basis
- (2) Taxes if extra must be quoted with rate of tax applicable on the item
- (3) Validity period of the price must be quoted. (Minimum Validity: One year from date of award of contract. )

## TENDER FORMS & DOCUMENTS

		<b>Cost of Tender Document: Rs. 1000/-</b>
01	Date & time of receipt of Tender: <b>within 21 days form the date of publication of tender notice during office hour (9.00 AM to 4.00 P.M.; i.e. up to 12.06.2014).</b>	
02	Name & Address of Tenderer(s):	
03	Registration No of the following: a. BST & CST No/VAT No. ( Attached certificate) b. Sale Tax clearance certificate. Up to date c. DGS & D Registration Certificate, if rate quoted on DGS D Rate contract.	
04.	<b>Earnest Money:- Rs. 10, 000/( Rs. Ten Thousand Only)</b> in the form of Demand Draft in favour of <b>Director, I.G.I.M.S., Patna payable at Patna</b>	
05	Tenderer is not be allowed to mention any kinds of discount in quotation/terms and conditions. The Guarantee period is to be clearly mentioned & after sale services to be provided, if applicable.	
06.	General terms & conditions of contract are mentioned in Chapter 1.	
07.	This Tender document is <b><u>Non-transferable</u></b> .	
08.	Please mention Name of item .....” at the left top corner of envelope.	
	<b>Note: <i>Overwriting/Fluinding/Cutting in price will not be allowed. Rates/Prices must be mentioned both in figure and words.</i></b>	

## 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 only)** also in form of Demand Draft favoring Director IGIMS , Patna payable at Patna.
- 2 .Last date for submission of tender document is 12.06.2014 till 4.00 P.M. by Registered post/ Speed post or Currier
- 3
  - (i) A sum of Rs. 10, 000/-(Rs. Ten Thousand only) is to be deposited in the form of DD in favour of Director, I.G.I.M.S. - Patna payable at Patna as Earnest Money 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.
  - (ii) On placing order, the selected tenderer shall have to deposit Rs. 1, 00, 000/- (Rupees One Lakh Only) as **security** towards performance for executions of the order as per stipulated terms & conditions. No interest is payable on this deposit.
- 4 Destination of Delivery:-** Central Store Section, I.G.I.M.S., Sheikhpura , Patna
- 5 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.
- 6 Prices:** - As mentioned in supply order.
- 7 Taxes:** - Tenderer are required to mention the taxes to be applicable on the rates quoted by them clearly.
- 8 Payment:-** After receipt of goods and submission of satisfactory Inspection Report issued by concerned authorities.
- 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 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.
- 10 Validity of Price:-** Up to financial year 2014 - 15. Can be extended as per requirement.
- 11 Delivery Period:** As and when required.

- 12. Penalty Clause:-** If selected firm fails to supply the medical gases as per terms of the tender document, 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
- 13. 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.
- 14. 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.**
- 15. 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 instalment. 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
- 16. Replacement of defective / expired supplies:-** Shall be the responsibility of the firm on their cost, who has executed the supply.
- 17. 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.
- 18. 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.
- 19. Challan:**  
The suppliers should submit the challan in triplicate alongwith the supplies to the Central Store, IGIMS, Patna-14.
- 20.** The bills should be submitted to the office of the Officer under whose signature supply order has been issued .

- 21 **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."
- 22 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.
23. **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.
24. **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.
- 25 **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.
- 26 **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.
- 27 **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/authorized 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.
- 28 **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.
- 29 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.

- 30 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.
- 31 The Institute if so desire may ask any tenderer to furnish their turn- over of the quoted items for the previous two to three years with a list of users of those items

### IMPORTANT

The prices and taxes for rendering of bills and payment there against are prescribed in clauses 6,7 and 8 above. It is essential that the bills should be in accordance with these clauses: -

The bills should be prepared in triplicate.

It should be accompanied by the Inspection Note to be obtained from the department concerned of the Institute.

The Bills should be pre-receipted and affixed with Revenue stamps, where necessary.

In bills B.S.T. registration /VAT number must be mentioned on each copy of the bill. T

he bills should be supported by a certificate for Excise Duty as stated in the above clause.

32. **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.

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

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

35 Director reserves the right to accept or reject any or all the tenders without assigning any reason.

Sd/-  
Director,  
IGIMS, Patna.