

Notice Inviting Tender

For Annual Rate Contract for Supply of Printing and Stationery Items

to

Indira Gandhi Institute of Medical Sciences-Patna



Tender No.: 13 / 2024-25 / IGIMS / Store

Last Date of submission: 05/22/2024 upto 4P.M.



**INDIRAGANDHIINSTITUTE OF MEDICAL SCIENCES,
SHEIKHPURA, PATNA – 800 014 (Bihar, India)
Tel.: 0612-2297631, 2297099; Fax: 0612-2297225; Website: www.igims.org;
E-Mail: director@igims.org / bme@igims.org**

Background:

Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna - 800 014 is the premiere medical institute of the state of Bihar - established by the act of Assembly and functioning under Department of Health, Government of Bihar. Various facilities are being developed at this Institute to cater to needs of patients belonging to the state of Bihar and neighboring states.

Indira Gandhi Institute of Medical Sciences, Patna (IGIMS) invites tender **for supply of Printing and Stationery Items** as per specifications given in the Annexure attached to the Tender form. All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the Institute website (<http://www.igims.org>) of the Institute.

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.

Terms and Conditions:

1. The technical and financial bids should be quoted separately and put in different sealed envelopes marked “**Technical bid**” or “**Financial bid**” as applicable. These separate bids envelopes are to be put in an outer envelope which should also be sealed.
2. The Vendors who have earlier supplied the printing and stationery items to reputed Govt. / Pvt. Institutions/Organizations and other Medical/Scientific Institute of National Repute may only tender. The details of such institutions and the cost with name of items may also be supplied with the bids.
3. The technical and financial bids should be submitted in original. The financial bid should include the cost of items and its accessories. If there is any separate cost for assemblers, transportation etc. that should also be quoted.
4. Each individual sealed envelope as well as the outer envelope should be marked with the following reference on the top left hand corner: “**Tender Notice No.: 13/2024-25/IGIMS/Store Item Name: Annual rate contract for supply of Printing and Stationery Items**”
5. The printed literature and catalogue/brochure giving full technical details should be included with the technical bid to verify the specifications quoted in the tender. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance.
6. The rates should be quoted in figures (typed or printed) and cutting should be avoided. The final amount should be in figures as well as in words. If there are cuttings, they should be duly initialed, failing which the bids are liable to be rejected.
7. Any bids received after 4:00 P.M. on 05.11.2024 shall not be considered
8. The Technical Bids will be opened on 06.11.2024 at 03:30 P.M. The date & time for opening of Financial Bids will be informed later to the technically qualified bidders.

9. While mentioning rates, the firm shall give an undertaking to the effect that “the terms/conditions mentioned in the enquiry letter/Tender Notice against which the rates are being given are acceptable to the firm.” In case the firms do not give this undertaking, their rates will not be considered.

10. All tender documents should have to be sent through courier, speed post or registered post only. All tender documents received after the specified date and time shall not be considered.

The postal address for submitting the tenders is:

**The Director,
Indira Gandhi Institute of Medical Sciences,
Sheikhpura,
Patna-800014 (Bihar)**

11. In the event of any dispute or difference(s) between the vendee Institute (IGIMS, Patna) and the vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to “The Director, IGIMS, Patna”, whom may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties.

12. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.

13. All disputes shall be subject to Patna (Bihar) Jurisdiction only.

14. All tenders in which any of the prescribed conditions is not fulfilled or any condition is put forth by the tenderer shall be summarily rejected.

15. IGIMS, Patna reserves the right to cancel the tender at any point of time without assigning any reason.

16. 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.

Note: Price bids of only those bidders will be opened whose technical bids are found suitable by the committee appointed for the purpose. Date and time of opening of price bids will be decided after technical bids have been evaluated by the committee. Information in this regard will be intimated to the technically qualified bidders. In exceptional situation, an authorized committee may negotiate price with the qualified bidder quoting the lowest price before awarding the contract.

17. Clarifications:

In case the bidders require any clarification regarding the tender documents, they are requested to contact our office (e-mail: storeofficer@igims.org) on or before 20.10.2024.

18. **Tender Cost:**

A Demand draft of Rs. 2,500/- (Rupees Two Thousand Five Hundred only) towards non-refundable tender fee, drawn in favour 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.

19. Earnest Money Deposit (EMD):

- i. A refundable amount of ₹50,000/-00 (Rs. Fifty Thousand 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 favour 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. The bidders should enclose a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. Failure to deposit Earnest Money will lead to rejection of tender. The bidders should submit separate EMD. In the event of the award to a bidder, EMD of that bidder will be forfeited.

- 20.** The bidder must be able to provide the product/items within the specified time period (i.e. within 30 days from the date of issue of Supply Order) as prescribed in the Purchase Order. Furthermore on completion of the stipulated time period, Purchase Order may be cancelled if failing above condition as per terms & conditions of Institute norms. On non-compliance, Supply Order will be cancelled and security deposits will be forfeited. Apart from above, firm will be blacklisted for any further participation in any tender of the Institute and legal action will be initiated for recovery of losses.

21. QUALIFICATION CRITERIA

- a. Only manufacturer(s) or authorized distributor is eligible to bid. Authorization letter from Manufacturer in favour of authorized Agent to bid/negotiate/conclude the order against this tender must be enclosed with technical bid.
- b. The average annual turnover of the bidder in the last three financial years shall not be less than Rs. 25,00,000/- (Rs. Twenty Five Lacs Only). A turnover certificate to this effect duly certified by a chartered accountant is to be submitted along with the tender.
- c. The tenderer should have a market standing for the last Three years. Documentary proof for the same in the form of supply orders from any Central/State Government Departments or Central/State PSU's or local bodies or reputed Private Institutions is to be submitted along with the tender.
- d. The tenderer should not have been debarred or blacklisted by any Central/State Government Departments of India. Provide these self-attested declarations as per **Annexure H**.
- e. Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature mentioning all the relevant features, must be enclosed with the technical bid.
- f. The tenderer shall submit the copy of the tender document and addendum thereto, if any, with each page should be signed and stamped to confirm the acceptance of the entire terms & conditions of the tender.

Note: The bid will be summarily rejected in case any or all of the following;

- a. The bid with conditional and ambiguous clauses.
- b. The bid without EMD..

The tender of any tenderer, who has not complied with one or more of the conditions of pre-qualification criteria and/or fails to submit the required documents in prescribed format as mentioned / or required / or conditional tender are liable to be summarily rejected.

22. Documents with Technical bid and Financial bid

Following documents and forms are to be included in the technical bid and Financial bid respectively. The technical bid (Cover A) shall consist of the following.

A. For manufacturer

The following documents are to be submitted.

1. Bid form as per Annexure -B
2. Valid manufacturing license (Self-attested Copy)
3. Self-attested copy of PAN Card
4. Copy of the Memorandum of Association/Articles of Association / Partnership deed etc. and certificates of incorporation/ registration of the organization with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the Managing Director / Partner/ Proprietor.
5. GST Registration certificate (Self-attested Copy)
6. Documentary proof establishing market standing for last two year in the form of supply orders from any Central/State Government Departments or Central/State PSU's or local bodies or reputed Private Institutions
7. Documentary proof for establishing the average annual turnover of the tenderer in the last three years (2021 – 22, 2022-23 and 2023-24) is not less than Rs.25,00,000/-00 (Rs. Twenty Five Lacs only) duly certified by a chartered accountant.
8. Power of attorney for signatory of bid in Rs 200/- stamp paper duly notarized.
9. DD for EMD.
10. Copy of Recent Non conviction certificate.
11. Duly signed and sealed bid document by the bidder/authorized signatory of the bidding form in all pages.
12. Duly filled checklist
13. In case of imported products, copy of Import license and relevant documents.

B. For Distributor/Importer/Marketer

The following documents are to be submitted.

1. Bid form as per Annexure B.
2. In case of distributors quoting the tender, along with their certificate of registration details, place of registration, principal place of business; they would also be furnishing duly attested copy of factory license of the principal manufacturer's and other relevant documents.
3. Copy of the Memorandum of Association/Articles of Association / Partnership deed etc. and certificates of incorporation/ registration of the organization with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the Managing Director/Partner/Proprietor.
4. GST Registration certificate (Self-attested Copy)

5. Self-attested Copy of PAN Card
6. List of all quoted products to IGIMS, Patna.
7. Authorization letter from manufacturer (Self-attested Copy).
8. Documentary proof for establishing the average annual turnover of the tenderer in- (2021-22, 2022-23 and 2023-24) is not less than Rs. 25,00,000/- (Rs. Twenty Five Lacs Only) duly certified by a chartered accountant. (From the manufacturer in case of Distributor)
9. Documentary proof for establishing the average annual turnover of the tenderer in the last three years is not less than Rs. 25,00,000/- (Rs. Twenty Five Lacs Only) certified by a chartered accountant.
10. Copy of Last Two years P & L account and balance sheet duly certified by a Chartered Accountant of the authorized distributor along with the principal manufacturer.
11. Power of attorney for signatory of bid in Rs 200/- stamp paper duly notarized.
12. Duly signed and sealed bid document by the bidder/authorized signatory of the bidding form in all pages.
13. DD for EMD.
14. Duly filled checklist
15. In case of imported products, copy of Import license and relevant documents.
16. Copy of Recent Non conviction certificate

23. Prices:

- a. The Prices quoted should be inclusive of all taxes or duties, packing, forwarding, freight, insurance, delivery and commissioning etc. at destination site (IGIMS, Patna). The rates shall be firm and final. Nothing extra shall be paid on any account. In the price bid/financial bid, the vendor should clearly mention the final price breakup i.e. Ex-work price/FC A price, FOB price, CIP/CIF price & FOR IGIMS, Patna Campus price, as applicable in their bid.

24. Validity:

The bid should be valid for acceptance upto a period of 180 Days. The Bidders should be ready to extend the validity, if required without any additional financial implications.

25. Terms of Payment: Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

- a. 100% payment of the contract price shall be paid on receipt of goods in good condition at the consignee premises and Certification of goods to be issued by the consignees subject to recoveries, if any, either on account of defects/ deficiencies not attended by the supplier or otherwise and upon the submission of the following documents:
- b. Four copies of suppliers invoice showing contract number, goods description, quantity, unit price, total amount with revenue stamp.

- c. Two copies of packing list identifying contents of each package.
- d. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the supplier rates as notified from time to time.
- e. No payment shall be made for rejected stores. Rejected items must be removed by the supplier within two weeks of the date of issue of rejection advice at their own cost & replace immediately. In case these are not removed these will be auctioned at the risk and responsibility of the suppliers without notice.

26. GST

GST rates applicable on your quoted item may please be informed. Please confirm if there is any (Upward/Reduction) in your Basic Price structure and you are also requested to pass the Input Credit as per the following Anti Profit Earning Clause of GST. **“Upon Implementation of GST, any reduction in the rate of tax on supply of goods or service or the benefit of input tax credit shall be passed on to I.G.I.M.S. – Patna by way of commensurate reduction in the prices”.**

Fall Clause:

- i. Prices charged for supplies under Rate Contract by the supplier should in no event exceed the lowest prices at which he bids to sell or sells the stores of identical description to any other State Government/DGS&D/Public Undertaking during the period of the contract.
- ii. If at any time during the period of contract, the prices of tendered items is reduced or brought down by any law or Act of the Central or State government, the supplier shall be bound to inform Purchasing Authority immediately about such reduction in the contracted prices, in case the supplier fails to notify or fails to agree for such reduction of rates, the Purchasing authority will revise the rates on lower side. If there is a price increase for any product after quoting the rates, the bidder will have to supply the item as per quoted rates. This office will not accept any higher rates afterwards.
- iii. If at any time during the period of contract, the supplier quotes the sale price of such goods to any other State Govt/DGS&D and Public Undertakings at a price lower than the price chargeable under the rate contract he shall forthwith notify such reduction to Purchasing Authority and the prices payable under the rate contract for the equipment's supplied from the date of coming into force of such price stands correspondingly reduced as per above stipulation.

27. Tender expenses and documents: All costs incurred by the bidder in the preparation of the tender shall be at the entire expense of the bidder.

28. Tender Evaluation Criteria: The technical bids will be opened and evaluated by a duly constituted committee. After evaluation of the technical bid, the financial bid for only those offers which have qualified in the evaluation of technical bid will be opened.

29. Return of EMD:

- The earnest money of unsuccessful bidders will be returned to them without any interest within 15 working days after awarding the contract.

- The earnest money of the successful bidder will be returned to them without any interest within 15 Days after supply of material.

- 30. Manual and documentation:** All the manuals necessary for operating will have to be provided along with the item.
- 31.** The IGIMS, Patna reserves the right to cancel the tender at any stage (point of time) without assigning any reason.
- 32.** Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.
- 33. Risk Purchase & Recovery of sums due:**
- a. Failure or delay in supply of any or all items as per Requisition / Purchase Order, Specification or Brand prescribed in the tender, shall be treated as 'non-compliance' or 'breach of contract' and the order in part of full be arranged from alternative source(s) at the discretion of the hospital authority and the difference in price has to be recovered from the tenderer as mentioned elsewhere.
 - b. The amount will be recovered from any of his subsequent/pending bills or security Deposit.
 - c. In case the sum of the above is insufficient to cover the full amount recoverable, the contractor shall pay to the purchaser, on demand the remaining balance due.
- 34. Communication of Acceptance:** IGIMS, Patna reserves all right to reject any tender including of those tenderers who fails to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of this Institute in this regard will be final and binding.
- 35. Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified IGIMS, Patna shall have the power to terminate the contract without any prior notice.
- 36. Force Majeure:** If, at any time during the subsistence of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, act of public enemy, civil commotion, sabotage, fire, floods, exception, or act of God (hereinafter referred to as events) provided notice of happening of any such eventuality is given by party to other within 10 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance and deliveries have been so resumed or not shall be final and conclusive.

Further, that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days, IGIMS, Patna party may, at least option to terminate the contract.

- 37. Breach of Terms and Conditions:** In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the contract without assigning any reasons thereof and nothing will be payable by IGIMS, Patna. In that event the security deposit shall also stand forfeited.
- 38. Subletting of contract:** The firm shall not assign or sublet the contract or any part of it to any other person or party without having first obtained permission in writing of IGIMS, Patna, which will be at liberty to refuse if it thinks fit. The tender is not transferable.
- 39. Right to call upon information regarding status of contract:** The IGIMS, Patna will have the right to call upon information regarding status of contract at any point of time.
- 40. Arbitration:**
If any difference arises concerning this agreement, its interpretation on payment to be made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Director, IGIMS, Patna to settle the dispute by Sole Arbitrator. Sole arbitrator will be appointed by the Director, IGIMS, Patna. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.
- 41. Legal Jurisdiction:**
The agreement shall be deemed to have been concluded in Patna (Bihar) and all obligations hereunder shall be deemed to be located at Patna, Bihar and Court within Patna, Bihar will have Jurisdiction to the exclusion of other courts.
- 42. The period of rate Contract is for Two year which may be extended for another one year with mutual concerns.**
- 43.** False declaration will be in breach of the code of integrity under Rule 175 (1) (i) (b) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other action as may be permissible under law.
- 44. L1 shall be decided on lowest total amount including taxes.**

Sd/-
Director,
I.G.I.M.S.–Patna.

BIDPARTICULARS

1. NameoftheSupplier :

2. AddressoftheSupplier :

3. Availabilityofsamplepaper/items: Yes/No

4. Tendercostenclosed: : Yes/No ifyes

D.D.No._____Bank_____Amount_____

5. EMDenclosed : Yes/No if(Yes)

D.D.No._____Bank_____

6. NameandaddressoftheOfficer/contactpersontowhomallreferencesshallbe made regarding this tenderenquiry.

Name :

Address :

TelephoneNo. :

FaxNo. :

MobileNo :

E-Mail :

Web :

BIDFORM

TENDERNo.:

**To: The Director
I.G.I.M.S.–Patna.**

Subject: Annual Rate Contract for the supply of Printing and Stationery items to IGIMS, Sheikhpura, Patna (Bihar).

TENDERNo.:

Dear Sir,

Having examined the Tender Documents, including Addenda Nos. [insert numbers], the receipt of which is hereby acknowledged, we, the undersigned, offer our services to Supply of Printing and Stationery items for IGIMS, Patna in full conformity with the Tender Documents for the total amount against the product as indicated in the price Schedule.

We undertake that in case our bid is accepted, we shall commence work and shall make all reasonable endeavors to achieve contract acceptance.

We agree to abide by this bid, which, in accordance with consists of this letter, the Price Schedule, letter of authorization, documents establishing conformity, list of deviations, and Attachments through [specify: the number of attachments] to this Bid Form, upto Two Years from the date of opening of financial bids and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

We declare that the above quoted price for product is firm and shall not be subject to any variation for the entire period of the assignment.

We further declare that the above quoted prices include all taxes as on the date of bid submission, duties and levies payable by us under aforesaid assignment.

We declare that price/rate offered is for Printing and Stationery items and all other related activities.

We have given detail of deviations and exclusions (clause wise) taken with reference to tender documents provisions, along with justification for the services not covered in our offer.

We agree to all terms and conditions of the tender enquiry document.

The costs of withdrawal of these deviations/exclusions are enclosed with the Price Schedule. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive. Dated this [insert: number] day of [insert: month], [insert: year].

Signature.....
Name.....
Designation and Seal..
In the capacity of [insert: title or position]
Duly authorized to sign this bid for and on behalf of [insert: name of Bidder]

Technical Compliance Sheet

Ref:-Tender Notice No.:

SPECIFICATION OF PRINTING ITEMS

Sl.No	Name of the Item
1.	Printing of various forms, Size ¼, Single Side printing, B & W Printing, GSM (80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand)—Quote separate price of each GSM paper.
2.	Printing of various forms, Size ¼, double Side printing, B & W Printing, GSM /80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
3.	Printing of various forms, Size ¼, Single Side printing, Colour Printing, GSM (80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
4.	Printing of various forms, Size ¼, double Side printing, Colour Printing, GSM (80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
5.	Printing of various forms, Size 1/8 , Single Side printing, B & W Printing, GSM (80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
6.	Printing of various forms, Size 1/8, double Side printing, B & W Printing, GSM (80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
7.	Printing of various forms, Size 1/8, Single Side printing, Colour Printing, GSM (80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
8.	Printing of various forms, Size 1/8, double Side printing, Colour Printing, GSM (80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
9.	Printing of booklet, Size-1/4 with cover page), GSM(80/85/90/95)-inner paper, B&W print,(Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
10.	Printing on pulp board paper, size 9x12 cm, Bothside printing, B & W Printing, GSM (80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand) —Quote separate price of each GSM paper.
11.	Register Printing, Size- 8 ½ "X13 ½ " ledger type , GSM (90/95/100/110)hard board binding , cover page screen printing , per page numbering with index(Enclose Sample Paper with Paper Brand))—Quote separate price of each GSM paper.
12.	Register Printing, Size- 15"X20" ledger type , GSM (90/95/100/110)hard board binding , cover page screen printing , per page numbering with index(Enclose Sample Paper with Paper Brand))—Quote separate price of each GSM paper.
13.	Register Printing, Size-18"X22" ledger type, GSM(90/95/100/110), hard board binding, cover page screen printing, per page numbering with index(Enclose Sample Paper with Paper Brand))—Quote separate price of each GSM paper.
14.	X-ray Envelope (Best Quality with Printing on cover) Size-8"x10", 10"x12", 15"x12", 14"x17" (Enclose Sample Paper with Paper Brand) (GSM must be mentioned and —Quote separate price of each GSM paper.

15.	C.T.ScanEnvelope(BestQualitywithPrintingoncover)Size-14"x17"EncloseSamplePaperwithPaperBrand)GSMmustbementioned)—Quote separate price of each GSM paper.
16	PrintingonPaperSize-1/8,Size-1/4DoubleFoldbothsideprinting-,B&WPrinting,GSM (/80/85/90/) pad binding of 100 pc. (Enclose Sample Paper with Paper Brand))—Quote separate price of each GSM paper.
17	PrintingofCertificate,Size-1/4,Screen-PrintingafterComputerComposingfor100pcs.-(Enclose Sample Paper with Paper Brand, GSM must be mentioned)—Quote separate price of each GSM paper.
18	Best Quality Note Sheet (IGIMS Printed)— 8 1/2 " x 13" ,(Enclose Sample Paper with Paper Brand) GSM must be mentioned)—Quote separate price of each GSM paper.
19	Institute Pad – A/4 size, (Enclose Sample Paper with Paper Brand) GSM must be mentioned)— Quote separate price of each GSM paper.
20	ClipFileBestQuality(IGIMS.Printed)Extrathick-(EncloseSamplewithPaperBrand)
21	FlyLeafBestQuality(IGIMS,Printer)pastinginner&upper-(EncloseSamplewithPaperBrand)
22	PrintingofEchoFormataspersample-(EncloseSamplePaperwithPaperBrand)GSM mustbe mentioned
23	PrintingofICUMasterchartaspersample -(EncloseSamplePaperwithPaperBrand)GSM mustbe mentioned
24	A,B,O,ABBloodbagStickersaspersample-(EncloseSamplePaperwithPaperBrand)GSMmustbe mentioned)— Quote separate price of each GSM paper.
25	A,B,O,ABPlatelet/Plasma,Platelet,FFPCConcentrate -EncloseSamplePaperwithBrand,GSM mustbe mentioned
26	Answer sheet, Size 1/4, double Side printing, B & W Printing, GSM (80/85/90/) (Enclose Sample Paper with Paper Brand))—Quote separate price of each GSM paper.
27	PrintingofServiceBookaspersample.(EncloseSamplePaperwithPaperBrand)GSMmustbe mentioned)— Quote separate price of each GSM paper.
28	PrintingofLogBookaspersample.(EncloseSamplePaperwithPaperBrand)GSMmustbementioned
29	OPDFileCoverforSCIaspersample((EncloseSamplePaperwithPaperBrand)GSMmustbe mentioned)— Quote separate price of each GSM paper.
30	Case Sheetfor SCI as per sample (Enclose Sample Paper with Paper Brand)GSM must be mentioned)— Quote separate price of each GSM paper.

- NOTE:-Without submission of sample with technical bids, quoted item's will not be accepted for technical evaluation and summarily rejected. Copies of samples can be seen in the Central Store of this Institute.

Stationery items

Sl.No.	Name of Items
1	Pencil(Blue)Carbon-Kores-(SAPPHIRE)100Sheet
2	GuardFile
3	RegisterPlain&Ruled-General-Size:1Qr.,(Milan/Munaf)
	RegisterPlain&Ruled-General-Size:2Qr.,(Milan/Munaf)
	RegisterPlain&Ruled-General-Size:4Qr.,(Milan/Munaf)
	RegisterPlain&Ruled-General-Size:6Qr.,(Milan/Munaf)
4	StaplerNo.10Max/Kangaroo
5	StaplerNo.24/6Max/Kangaroo(Small)
6	StaplerNo.24/6Max/Kangaroo(Big)
7	StaplerNo.23/17Max/Kangaroo)
8	StaplePinforaboveMachineNo.10,24/06,23/17
9	ScalePlastic(Kores/camel)12"
10	Plainpaper:FullScapeSize(EachQuire)
11	Ruledpaper:FullScapeSize(EachQuire)
12	InkPad(Kores/Camel) Small
13	InkPad(Kores/Camel) Medium
14	InkPad(Kores/Camel) Big
15	Gum-300ml-Bottle(Kores)
16	PaperPin(100gm.GrossWt.)
17	CoverFile(BestQuality)
18	GlassMarkingPencil
19	StamppadInk(BestQuality)
20	PunchingMachine(DoubleHole)
21	PunchingMachine(SingleHole)
22	Peon Book
23	ShorthandBook
24	SignaturePad
25	DispatchRegister:4Qr.,(Milan/Munaf)
26	DispatchRegister:6Qr.,(Milan/Munaf)
27	DispatchRegister:8Qr.,(Milan/Munaf)
28	DispatchRegister:10Qr.,(Milan/Munaf)
29	IssueRegister:4Qr.,(Milan/Munaf)
30	IssueRegister:6Qr.,(Milan/Munaf)
31	IssueRegister:8Qr.,(Milan/Munaf)

32	IssueRegister:10Qr.,(Milan/Munaf)
33	ReceiptRegister:4Qr.,(Milan/Munaf)
34	ReceiptRegister:6Qr.,(Milan/Munaf)
35	ReceiptRegister:8Qr.,(Milan/Munaf)
36	ReceiptRegister:10Qr.,(Milan/Munaf)
37	StockRegister:4Qr.,(Milan/Munaf)
38	StockRegister:6Qr.,(Milan/Munaf)
39	StockRegister:8Qr.,(Milan/Munaf)
40	StockRegister:10Qr.,(Milan/Munaf)
41	Xeroxpaper-A-4,Spectrum-75GSM
42	Xeroxpaper-LegalSize,Spectrum-75GSM
43	XeroxPaper-A-3,Spectrum-75GSM
44	AttendanceRegister-12page,Ashoka
45	AttendanceRegister-01Qr.,Ashoka
46	StudentAttendanceRegister,Ashoka
47	GemClip-Nickel&PlasticCoated100Pcs.(BestQuality)
48	ClothEnvelop10"X14"
49	ClothEnvelop10"X12"
50	ClothEnvelop08"X10"
58	CelloTaps(1/2X9Mt)
59	CelloTaps,size3"
60	2"x45Meter
61	1.5"x45Meter
62	BestQualityTagBunch:100pc.(EnclosedSample)

Sd/-
Director,
IGIMS,Patna

COMPLIANCE STATEMENT

**INDIRA GANDHI INSTITUTE FOF MEDICAL SCIENCES,
SHEIKHPURA, PATNA (BIHAR)**

Ref:-TenderNoticeNo.:

S.NO.	Checklist of documents/ Undertakings?	YES/NO (Mention page no. of Technical Bid, where supporting documents are attached.)	Remarks (Give explanation if answer is No)
1	Is Tender fees attached?		
2	Is EMD attached?(if applicable)		
3	Is the bidder original equipment Manufacturer (OEM) / authorized dealer?		
4	If authorized dealer, recent dated Certificate to this effect from OEM, attached or not?		
5	Validity of 180 days or not?		
6	Undertaking from bidder regarding acceptance of tender terms & conditions		
7	Attach GST Certificate		
8	Attach PAN Card		
9	Attach Income Tax Return of bidder for the last three successive years		
10	Attach Affidavit to the effect that the Company / firm has not been blacklisted / de-registered / de-barred by any Govt. Institutions / Hospitals.		
11	Attach an Affidavit that the quoted rate is not higher than MRP		
12	Attach an Affidavit from bidder that the quoted rate in this financial bid is not more than the rate quoted in any other government Institutions / Organizations.		
13	Whether list of reputed users (along with telephone numbers of contact persons) for the past three years specific to the instrument attached.		

14	Does the instrument / item complies with all the required specifications. Attach a separate sheet showing compliance with the specifications and explanations thereto if the equipments varies from therequested specifications		
15	All documents and pages must be attested with signature and seal.		
16	List of Institutions/ Hospitals where supply has been made in last three years.		

Bill of Quantity

SN	Description of Items	Name of Paper / Brand	Rate	(Taxes) GST	Rate with GST
		A	B	C	D
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

FOR PERFORMANCE GUARANTEE BOND

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of Two Hundred)

(TO BE ESTABLISHED THROUGH ANY OF THE SCHEDULED BANK (WHETHER SITUATED AT PATNA OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT PATNA. BONDS ISSUED BY CO- OPERATIVE BANKS ARE NOT ACCEPTED)

To,
The Director
Indira Gandhi Institute of Medical Sciences, Sheikhpura,
Patna-800014.

LETTER OF GUARANTEE

WHEREAS Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna-800014 have invited Tenders vide Tender No.....Dt.....for printing and stationery AND WHERE AS the said tender document requires the supplier/firm (seller) whose tender is accepted for the supply of instrument/machinery, etc. in response there to shall establish an irrevocable Performance Guarantee Bond in favour of "IGIMS, Patna" in the form of Bank Guarantee for Rs.....which will be valid for entire contract period from the date of award of order. Performance Guarantee Bond is to be submitted within 15 (Fifteen) days from the date of Acceptance of the Purchase Order.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said supplier/firm (seller) failing to abide by any of the conditions referred to in tender document/purchase order. This Bank shall pay to Indira Gandhi Institute of Medical Sciences, Patna on demand and without protest or demur.....(Rupees).

This Bank further agrees that the decision of Indira Gandhi Institute of Medical Sciences, Patna (Buyer) as to whether the said supplier/firm (Seller) has committed a breach of any of the conditions referred in tender document/purchase order shall be final and binding.

We,..... (name of the Bank & branch) hereby further agree that the Guarantee herein contained shall not be affected by any change in the constitution of the supplier/firm (Seller) and/or Indira Gandhi Institute of Medical Sciences, Patna (Buyer).

Notwithstanding anything contained herein:

- a. Our liability under this Bank Guarantee shall not exceed (Indian Rupees only).
b. This Bank Guarantee shall be valid upto (date) and
c. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Indira Gandhi Institute of Medical Sciences, Patna serve upon us a written claim or demand on or before (Date)

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at situated at (Address of local branch). Yourstruly,

Signature and seal of the Guarantor
Name of the Bank:.....
Complete Postal Address:.....

MANUFACTURER'S/PRINCIPAL'S AUTHORIZATION FORM

To
The Director
Indira Gandhi Institute of Medical Sciences, Sheikhpura,
Patna-800014.

Dear Sir,

TENDER: _____.

we, _____, who are established and reputable manufacturers of _____, having
_____ factories at _____ and _____, hereby authorize Messrs. (Authorized Dealer/Sole Distributor/Supplier)
(name and address _____ of agents) to bid, negotiate and conclude the
contract with you against Tender No. _____ for the above goods manufactured by us. No company or firm or
individual other than Messrs. _____ are authorized to
bid, negotiate and conclude the contract in regard to this business against this speci-
fic tender.

We hereby extend our full guarantee and warranty as per the conditions of tender
for the goods bided for supply against this tender by the above firm.

The authorization is valid upto _____

Yours faithfully,

(Name)

For and on behalf of M/s. _____ (Name
of manufacturers)/Principal

SELF-DECLARATION

To,

**The Director,
I.G.I.M.S.–Patna.**

Sub.: Annual Rate Contract for the supply of Printing and Stationery Items to IGIMS, Sheikhpura, Patna (Bihar).

Ref.: Tender Notice No.:.....

Dear Sir,

We certify that we have not been de-registered or debarred or blacklisted or banned/suspended for business for any product or constituent of the product we have quoted, by State Government or Government of India till the due date of submission of BID as specified in the subject BID. If we, at a later date, are found guilty of suppressing facts in this regard, such action on our part shall be considered a fraudulent practice in accordance with the Instructions to Bidders and the Purchaser shall be entitled to reject our BID and forfeit the BID Security for the product quoted, submitted by us against this Tender.

We have also noted that after submission of BID and before award contract, if we are de-registered or debarred or blacklisted by State Government or Government of India/Drug Controller, our BID will be considered as Non-responsive.

Date:

Signature:

Place:

Name:

Designation:

Seal:

Remarks:

- **Technical Bid should contain** Annexure – A (Bid Particulars), Annexure – B (Bid Form), Annexure – C (Technical Compliance Sheet), Annexure–D(Compliance Statement), Annexure–F, Annexure–G and Annexure–H with all supporting documents.
- **Financial Bid should contain** only price in the format as per Annexure–E(BOQ).

Sd/-
Director,
I.G.I.M.S.–Patna.
