

**(GOVT. OF NCT OF DELHI)
OFFICE OF THE MEDICAL SUPERINTENDENT
CHACHA NEHRU BAL CHIKITSALAYA ,GEETA COLONY, DELHI-31.
(Under Maulana Azad Medical College)**

TENDER DOCUMENT

Ph: 22041715, 22042749

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COST OF THE TENDER FORM: RS. 500/-(Rs. Five hundred only)

NAME OF THE GROUP:

GROUP NO.:-

DUE ON:-

I) SEALED TENDERS

Sealed Tenders are invited on behalf of Dean, Maulana Azad Medical College from reputed firms / manufacturers or their authorized distributor for the supply of items as per the list enclosed herewith (Annexure – V) for use in Chacha Nehru Bal Chikitsalaya ,Geeta Colony, Delhi. The firms must apply separately for each group with earnest money as mentioned.

1. ISSUE OF TENDERS:-Tenders documents will be available for sale from 07-08-06 to 06-09-06 between 10.00 hrs to 13.00 hrs on all working days at Purchase Section, Administrative Block, Chacha Nehru Bal Chikitsalaya ,Geeta Colony, Delhi.

2. CLOSING DATE:-The sealed tenders, complete in all respects, signed with stamp of the firm on each page, should be dropped in the prescribed tenders box placed in the, Purchase Section ,Administrative Block, Chacha Nehru Bal Chikitsalaya ,Geeta Colony, Delhi, as per schedule. Delayed and late tenders i.e. the tenders received after the due date and time will not be accepted.

3. OPENING OF TENDERS: - Tender Boxes will be sealed and opened as per schedule given below:

<u>BOX NO.</u>	<u>Groups</u> <u>No.</u>	<u>Last date of Submission of</u> <u>Tender (up to 1.00 P.M.)</u>	<u>Date of Opening</u> <u>of Tender (2.00 P.M.)</u>
Box No. 01	1,3,4,5	06-09-06	06-09-06
Box No. 02	6,8,9,10	07-09-06	07-09-06
Box No. 03	18	08-09-06	08-09-06

4. VALIDITY OF TENDERS:-The validity of tenders will be for a period of one year from the date of award of rate contract of tenders.

II) IMPORTANT INSTRUCTIONS TO BE NOTED CAREFULLY BY THE TENDERERS

1. EARNEST MONEY DEPOSIT (EMD) : Fixed Deposit Receipt(FDR) issued by Nationalized Bank in favour of "DEAN , Maulana Azad Medical College New Delhi". for a period of 18 months from the date of submission of the tender which is extendable till the validity of approved tender i.e. till the finalization of the next tender are as per group shown below:

Rs. 40,000/-(Rs. Forty thousand only) for group nos.1,3,9

Rs. 25,000/-(Rs. Twenty five thousand only) for group nos.,4,5,6,8,10,18

EMD by cheque/DD or in any other form is not acceptable. EMD of the successful tenderer shall be retained by the Hospital as security deposit and shall be released after the completion of comprehensive warranty period in case of supply of equipment or after expiry of the validity of the tenderer in case of consumable items.

2. PERMANENT ACCOUNT NO. : Submit certified copy of PAN NO.

3. SALES TAX /VAT registration number: Submit certified copy of SALES TAX /VAT registration number

4. **ANNUAL TURNOVER** : Minimum Annual turnover should be Rs. Fifty Lacs in the last financial year , in case of items covered under drugs & cosmetic act duly certified by chartered accountant.
5. **UNDERTAKING** : Submit undertaking in the prescribed proforma (Annexure II) on non-judicial Stamp paper of Rs.100/- (One Hundred only)
6. **PRE-QUALIFICATION CHECK LIST**: Submit the pre qualification check list in the prescribed proforma. (Annexure – I)
7. **LIST OF THE ITEMS QUOTED AS PER THE TECHNICAL BID** : Submit the complete list of items quoted in the prescribed proforma (Annexure–III)
8. **PRICE BID** : Submit the price bid in the prescribed proforma. (Annexure – IV)
9. **PERFORMANCE CERTIFICATE** : Submit performance certificate on similar contracts from at least one Govt. Hospitals for the last two years.
10. **EXCLUSIVE RIGHT: Medical Superintendent ,Chacha Nehru Bal Chikitsalaya , Delhi** reserves the full and exclusive right to accept or reject any or all tenders without assigning any reason.

III) PROCEDURE FOR SUBMITTING TENDERS

1. **SUBMISSION OF TENDER** :- The tender shall be submitted in three parts :- viz.

- i) Pre-qualification bid
- ii) Technical Bid and
- iii) Price Bid

Each to be submitted in separate envelops marked as “PRE QUALIFICATION BID, TECHNICAL BID and PRICE BID.” All these three envelops should be kept in another envelope and sealed.

2. **PREQUALIFICATION BID** : - Should be covered in a separate sealed envelope super scribing the wording “Pre qualification Bids, Group No. , Name of the group, Time and date of opening, name and address of the tenderer. Pre qualification bid shall be opened in the presence of tenderers/ their authorized representatives as per schedule on the opening date of the Tender Box .

DOCUMENTS TO BE ATTACHED WITH PREQUALIFICATION BID:-

- (a) E.M.D.
- (b) PAN NO.
- (c) Certified copy of SALES TAX /VAT registration number
- (d) Annual turnover of last financial year wherever applicable.
- (e) Undertaking.

The tenderers found qualified in pre- qualification bid will be informed.

Tenders found deficient in any of the above codal formalities shall be rejected out rightly.

The Hospital committee shall further process tender of those firms who have completed all the codal formalities for technical evaluation.

3. **TECHNICAL BID** :- should be covered in a separate sealed envelope super scribing the wording “Technical Bid, Group No. , Name of the group, Time and date of opening, Name and address of the tenderer”. Technical bids of the successful bidders shall be sent for technical evaluation to the hospital technical committee(s) .

DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:-

- a. List of the items quoted by the tenderer as per performa for technical bid (annexure III).
- b. Technical Literature / Catalogues for each item quoted – put Code no. of items as per tender list on each catalogue / literature document.
- c. Valid drug license wherever applicable.
- d. WHO GMP / DGQA, AHQ Certificates, wherever applicable.
- e. Performance certificate.
- f. Current Authorization letters.
- g. Contract copies (Between the manufacturer and tenderer) if any.

h. Latest valid ISI/BIS certificate wherever applicable (not required for items covered under Drugs and Cosmetic Act.)

PLEASE NOTE THAT NO PRICES SHALL BE INDICATED IN TECHNICAL BID AND PRE-QUALIFICATION BID OTHERWISE THE BID SHALL BE DISQUALIFIED.

The list of successful bidders after technical evaluation shall be displayed on the notice board of the hospital . The bidders shall be given 7 day's time for representation if any. The hospital purchase committee shall take up the representation as per the merit.

4. PRICE BID :- Should be covered in a separate sealed envelope super scribing the wording “Price Bid, Group No. ,name of the group, Time and date of opening and name and address of the tenderer “. The tenderer should submit their price bid in the prescribed proforma (Annexure IV).Finally all the tenderers whose technical bid have been approved by the hospital purchase committee shall be invited for opening of the price bids.

IV) TECHNICAL BID (Annexure – III)

1. The items / equipment offered shall have to meet the specifications. Tenderer should submit the technical bid in prescribed proforma (Annexure – III).Type written in the given format separately. This should be clearly marked and should be enclosed in respective envelope.

2. The tenderer should submit their quotation only for those items for which they can provide catalogues / technical literature etc. Failure to submit catalogues /technical literature for any item quoted by the tenderer,the quotation will be summarily rejected and may attract a penalty of forfeiture of their EMD . The tenderers /bidders should strictly refrain from offering item(s) with specification other than as asked for in the tender document. In the event of a tenderer /bidder offering any item(s) in deviation /contrary to the laid down specifications the Procurement Committee will be the competent authority to cancel such an offer without any intimation to the tenderer/bidder. Final decision of technical evaluation lies with Technical Committee constituted for this purpose.

3. SAMPLES :-Tenderers should submit the samples in the respective stores for technical evaluation whenever asked for within the specified period. *In case of equipments/furniture items, catalogues with detailed specification are acceptable. However at the time of approval of tender the technical committee can ask for samples / demonstration. The firm should quote the rates only for those items for which they can submit the samples. If the rates are quoted and samples/catalogue are not submitted, the earnest money may be forfeited without any notice.*

a)The samples for consumable and non-consumable items should be submitted in the separate containers/envelops with seal on the top of it. The details of items should also be pasted on it,otherwise the samples will not be considered.

b) The batch number, manufacturing dates, expiry date of the perishable item will also be mentioned on the samples supplied.

c)The rejected samples will have to be removed by the concerned firm within the stipulated period (2 weeks) from the date of finalization of Rate Contract. The **Medical Superintendent ,Chacha Nehru Bal Chikitsalaya** , has the right to dispose off the rejected samples after the expiry of the stipulated period and the hospital will not be responsible in any manner for the losses incurred to the tenderer by doing so. All rejected stocks shall in any event remain and will always be at the risk of the supplier.

4. Tenders will be quoted only by the actual manufacturer or their authorized distributors or selling agent of a particular firm, he should submit a current authority letter in support of the same from the actual manufacturer concerned. The quotee is responsible for the supply of stores. If the Principal manufacturer withdraws its distribution ship from the tenderer during validity

period of approved rates, Dean, has full right to cancel the eligibility of the tenderer and accept the candidature of new coming authorized distributor. New coming firm will have to deposit the EMD.

5. The tenderer should quote for items of standard quality and as per specification of the items. The model of the equipment offered should not be obsolete or likely to be out of production in near future. For drugs and other items covered by the drugs & cosmetics Act, 1940, quotations of only those items conforming to either GMP / Standard approved AHQ, are acceptable.

6. The criteria for technical evaluation shall be based on the following parameters :-

i. Samples along with catalogues / literatures for all items and / or

ii. Catalogues for *equipments/furniture items*.

7. Each sample / Catalogue / Literature should be correctly tagged / labelled with the details of the item code no. , name of the item, name of the tenderer etc.

8. Untagged / Unlabeled samples / catalogues / literature shall be rejected out rightly.

9. The Catalogue / Literature should be annexed to the tender documents in order of the tender code no. In case one item is quoted against more than one tender serial numbers, the relevant catalogue / literature or its authenticated photocopy should be annexed separately for each quotation at appropriate tender code number, failing which the quotation may be rejected. Additional / Separate sheet on prescribed pattern are allowed.

10. Guarantee / Warranty: -

i. The tenderer will have to certify and guarantee(on site) that their equipment would continue to conforming to the description and quality of the item and function/ work satisfactorily for a period of 2 years for equipment costing up to 2 lacs.

ii. In case of equipments costing more than 2 lacs, the tenderer will give a guarantee/warranty(on site) for trouble free functioning of 36 months including spares.

They will maintain the equipment/ machine to the satisfaction of the hospital during the period and replace spares parts free of cost as the case may be. The tenderer should submit bank guarantee for 10% of the cost of the equipment indemnifying the hospital against all losses incurred by the hospital during the guarantee period i.e. three years from the date of installation.

iii. The tenderer should clearly indicate the guaranty / warranty status of each item i.e. Main equipment, standard accessories, optional etc. (consumables /non- consumable items etc.)

iv. The tenderer should indicate the life period of the main equipment, standard accessories, optional (consumables and non- consumables etc.)

v. A.M.C. :-

a) For each equipment, the firm shall quote for AMC charges for the next 3-5 years after expiry of the comprehensive warranty period.

b) The firm should ensure that the spares / consumables are made available for the next five years after expiry of the comprehensive warranty period.

11. Delivery of stores: -

i. Full delivery should be made to the concerned store of this hospital on F.O.R destination basis within 30 days from the date of dispatch of supply order (in case of imported items within 90 days).Part supply will not be accepted . However in case due to any reason part supply has been made , payment will be made after the completion of complete supply.

ii. In case the supplies are not delivered within the stipulated deadline, the supplier shall have to obtain a prior extension. However the extension of date of delivery is admissible only with delayed supply penalty.

iii. In case of drug items, after the receipt of the consignment, the hospital authorities will draw a sample out of each consignment and will send it for testing at one of the Govt. approved testing laboratories located in Delhi. If the sample/samples is/are found not of standard quality, the

consignment shall be rejected. Where there are visible and obvious defect in the consignment, it shall be rejected. **If the product is found to be not of standard quality, the total cost of test will be recovered from the supplier.** The supplier will however, further have to replace the entire quantity or make full payment of entire consignment against the particular invoice irrespective of the fact that part of the supplied stores may have been consumed. All rejected stores shall in any event remain and will always be at the risk of the tenderer immediately on such rejection.

12. Packing of stores: -(i)Tenderer should supply the store with proper packing and marking of transit so as to be received at the destination free from any loss or damage. The stores supplied by the tenderer should strictly conform to the labeling provisions laid down under the Drugs &Cosmetic Rules 1945.

(ii)Firms have to supply the sterility certificate for sterilized consumable items manufactured in India from the concerned department.

(iii) **The Stainless Steel Items should remain rust free through out their life period.**

Epoxy coating should last for minimum of five years. It shall be the responsibility of the vendor to repaint the item in case of rusting/loss of paint during this period

13. Marking of stores: - Each store (the unit packs, inter packs as well as final packs etc.) should be marked with the words “FOR SUPPLY TO CNBC ,GOVT. OF N.C.T. OF DELHI, NOT FOR SALE” in red colour.

14. Payment: -Payment will be made after the receipt of complete stores, due inspection and acceptance, of the stores. No advance payment will be made.

15. Penalty clause:-

a The date of delivery of stores stipulated in the supply order shall be deemed to be the essence of the contract and delivery must be completed not later than the date(s) as specified in the order and shall be with in 30 days (in case of imported items with in 90 days) from the actual date of dispatch of the supply order .

b. The tenderer will be bound to supply the items with in stipulated period , failing which :-

i. For delayed supply:-a penalty of 2% of the value of orders per week will be imposed subject to a maximum of 10% of value of orders after obtaining prior extension from the hospital.

ii. For non- supply: -EMD of the firm shall be forfeited.

16. RISK PURCHASE:-

In case the tenderer fails to deliver the particular item or items with in scheduled time, the hospital reserves the right to procure the item from the next approved bidder / open market/other hospital Rate Contract and the loss to the govt. on account of excess expenditure incurred will be charged from the approved firm.

17. For item with shelf life period:-

In case of items having shelf life period, tenderer has to furnish the undertaking to the effect that in case the goods supplied by the firm are not consumed within shelf life period, the same will be replaced immediately by the supplier on receipt of communication from the hospital in this regard. In case replacement is not possible, for any reason, any amount equivalent to the value of unconsumed stores will be remitted to the hospital / will be deducted from the pending / future bills.

V) PRICE BID (Annexure – IV)

1. The prices should be indicated in words and figures without any overwriting/ erasing. Type written in the given format should be submitted separately. This should be clearly marked and should be enclosed in respective envelope.

2. TAXES:-

a) The rates should be inclusive of freight charges, packing charges, and octroi etc.

b) The rates quoted should be exclusive of sales tax/VAT.

c) The rates of sales tax (state / Central) chargeable may, however, be given separately.

d) Price quotations like “Tax included / Inclusive of tax / tax paid” etc. are not acceptable. In all such cases, the tenderer should indicate the quantum of (percentage of) ‘tax included’ or ‘Tax

paid' as per the case.

e) The rate of sales tax being charged by sales tax deptt. should be specifically mentioned against each item. If not specifically mentioned, no sales tax will be payable. Firms registered with Delhi Sales tax should charge DST only. No form D or C shall be issued to the firms registered with Delhi Sales tax.

f) The tenderer should also submit a proof of depositing sales tax to the hospital authorities along with the bills of the supplies. In case sales tax is not being paid at the time of billing, supplier will have to furnish a certificate on the body of the bill that the sale tax charged from the hospital will be deposited with the sales tax department as applicable under rules and copy of the challan will be provided to the hospital after depositing the same immediately.

3. The cost of insurance of goods / articles shall be paid by the tenderer for imported as well as indigenous items.

4. While quoting the rates, code no. of the tender list must be indicated and the quotation should be in the prescribed proforma for Price Bid (Annexure IV). The prices quoted should be at par and conform to the prices quoted in other Govt. Hospitals / Institutions and no item be quoted with price more than the M.R.P.

5. Tenderer will quote firm rates. No condition like discounts in price free goods/incentives will be accepted towards finalization of the tenders. Rates should be according to a unit e.g. cost per test, cost per tablet/cap/ml/piece etc. and not in any other form. Quoting of rates in variation to the prescribed unit will authorize the Purchase Committee to cancel the quotation without any information to the tenderer.

6. Tenderer should clearly indicate the prices for main equipment, accessories (standard and desirable) and optional items separately.

7. Tenderers should clearly mention the nature of each item quoted (like non-consumable, consumables etc.) along with the main equipment.

8. If form –D is required the same will be provided by the Hospital. The custom duty exemption certificate (CDEC) and Not manufactured in India Certificate (NMIC) will be provided by the hospital for imported goods/stores, wherever applicable.

9. The tenderer is bound to supply the stores during the validity of the tender at the approved rates. The rates quoted should be certifying as the lowest quoted for any govt. or Pvt. Hospital in India. If the rate of any item is reduced due to any reasons during the validity of the tender, the tenderer should intimate the hospital of reduced rates immediately and should charge reduced rates instead of rate quoted. The tenderer should quote the rates (even in r/o foreign make items) in Indian Rupees only and thus it shall be binding on the part of the approved supplier firm to supply the stores on F.O.R basis at Chacha Nehru Bal Chikitsalaya , at the approved rates throughout the validity period of the tender.

10. Additional / Separate sheet on prescribed pattern are allowed.

VI) GENERAL TERMS AND CONDITIONS

1. Covering letter should clearly indicate the list of enclosures.

2. The tender should be typed and the prices be quoted in words as well as in figures without any overwriting or erasing failing which such tenders will be rejected .

3. Each page of the tender should be numbered and signed by the tenderer with the seal of the firm.

4. Telegraphic / Telex /fax quotations are not acceptable and will be ignored.

5. (i) The items/medicine as per the list will be purchased only when these items are not available through CPA/DGS&D or any other agencies approved by the govt. of Delhi in this regard

(ii). Mere approval of the tenders shall not be liable for the hospital to necessarily procure the items. The quantities mentioned against the said items are liable to be increased or decreased as per the requirements/exigencies. No commitment is being given that any quantity will be ordered for.

- (iii) Pharmaceuticals specifications i.e. IP/BP/USP etc. should be clearly mentioned against each drug/constituent of the drug quoted as per the provision of Drug & Cosmetic Act.

6. E.M.D. (REFUNDABLE) :-

- i) Each tender must be accompanied by EMD in the form of FDR in favour of "**Dean, Maulana Azad Medical College, New Delhi.**"(Refundable) from a Nationalized Bank. EMD by cheque / D.D. or in any other form is not acceptable.
- ii) EMD shall be retained as security deposit.
- iii) Exemption: Tenderers registered with NSIC are exempted from submission of EMD. However, they have to submit a valid and latest NSIC Exemption Certificate along with the tender. Exemption of EMD is also applicable to Govt. of India/State Government departments and public sector undertakings (Central/State).
- iv) EMD shall be released after expiry of the validity of tender subject to compliance to all other Tender terms & conditions.
- v) EMD is liable to forfeited if the tenderer withdraws or transfers to others or impairs or derogates the bid in any respect.
- vi) Details of the tenderer should be written on the back side of the F.D.R.
- vii) Security Deposit/EMD is liable to be forfeited if the tenderer fails to supply the stores and fails to provide comprehensive warranty as per the terms and conditions during the contract period.

7. Certified copy of SALES TAX /VAT registration number:

The tenderers must attach attested photocopies of certified copy of SALES TAX /VAT registration number. Failure to submit the same will render the tender invalid automatically.

8. UNDERTAKING

The undertaking (Annexure-II) duly signed by the tenderer must be enclosed with the Pre qualification Bid of tender form, failing which the tender shall not be considered.

10. DISPUTES AND ARBITRATION

All disputes or differences arising during the execution of the contract shall be resolved by mutual discussion failing which the matter will be referred to the Secretary (Law Justice and Legislative affairs) Govt. of NCT of Delhi or his nominee for arbitration whose decision shall be binding on the contracting parties.

11. LAWS GOVERNING THE CONTRACT

- (i) This contract shall be governed by the laws of India.
- (ii) The Courts of Delhi shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

12. After the opening of the tenders, there will be no correspondence between the firm and Hospital till the tenders are finalized.

13. This tender document is not transferable.

(DR. K. K KALRA)
MEDICAL SUPERINTENDENT

Signature of the tenderer (s) _____
Name (s) of the tenderer (s) _____
Address of the tenderer (s) _____

Tenderer's Stamp _____