

CHACHA NEHRU BAL CHIKITSALAYA
(An Autonomous Institute Under Govt. of NCT of Delhi)
GEETA COLONY: DELHI-110031.

Tender Document

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Dates of the tender:-

Last date and time for downloading of tender document: - 03-05-2016 at 1:00 P.M

Last date and time for online submission of bid: - 03-05-2016 at 1:00 P.M

Last date and time for the submission of EMD 03-05-2016 at 1:00 P.M

Date & Time for opening of Prequalification bid 03-05-2016 at 2:30 P.M

Notice Inviting Tender for Printing of Forms

Online tenders are invited on behalf of Director CNBC, Delhi under Two-Bid system from reputed firms / manufacturers or their authorized distributor for printing of various forms as per Annexure- II, for use in Chacha Nehru Bal Chikitsalaya ,Geeta Colony, Delhi only through e-tendering.

Last date for submission of tender is 03-05-2016 up to 1:00 P.M. and will be opened by the Tender Committee in the presence of tenderer's or their authorized representatives who wish to remain present on the same day at 2.30 P.M. in the Office of Purchase officer, Chacha Nehru Bal Chikitsalaya.

In case of any holiday on the day of opening, the tenders will be opened on the next working day at the same time as scheduled above.

Terms & conditions of tender are available on Delhi Govt. Web Site <https://govtprocurement.delhi.gov.in>. Earnest Money and undertaking in original along with sample of paper must be deposited by the tenderer in the office of purchase officer on or before 03-05-2016 up to 1:00 P.M.

1. Submission of Bids: -

The tender must be submitted in two parts

(A) Pre qualification

(B) Price bid as per Annexure II.

Eligibility criteria for Pre qualification bid:-

Online Bid Part (A) should contain scanned certified copies of the following documents

1. Copy of VAT Registration no.
2. Copy of PAN No.
3. Dully filled tender form as per as annexure I.
4. Undertaking on Rs 50/ stamp paper as per annexure III.
5. Earnest Money for the sum of Rs.5,000/- (Five Thousands only) in the form of Accounts Payee Demand draft, FDR, Banker's cheque or Bank Guarantee from any of Commercial banks in an acceptable form in name of Director, CNBC Society , Delhi.

2. Validity of Tender

Bid will remain in force for a period of 90 days from the last date of submission of the bid.

3. BID SECURITY (EMD)

- (a) The Bidder shall submit with his bid a Bid Security for the sum of Rs.5,000/- (Rs. Five thousand) in the form of Accounts Payee Demand draft, FDR, Banker's cheque or Bank Guarantee from any of Commercial banks in an acceptable form in name of Director, CNBC Society, Delhi.
- (b) The Bid security shall remain valid for a period of 45 days beyond the validity of period for the Tender.
- (c) Any bid not accompanied by an acceptable Bid security shall be rejected.
- (d) The Bid Security of the successful Bidder shall be returned on receipt of the Performance Guarantee.
- (e) The Bid Security of the unsuccessful Bidder shall be released after finalization of tender.
- (f) The EMD shall be for forfeited: -
 - (i) If the Bidder withdraws his tender during the period of Tender validity; or
 - (ii) If the successful Bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Guarantee within the time specified by the CNBC.

4. Exemption of EMD:

Tenderers registered with NSIC or central purchase organizations are exempted from submission of EMD. However, they have to submit a valid and latest 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).

5. Opening of price Bid:

Price bid of only those firms will be opened who qualify at prequalification stage. Information regarding opening of price bid will given later on.

Terms and Conditions

1. Tenders will be quoted only by the manufacturer or their authorized distributors or selling agent of a particular firm. Tenderer should submit a current authority letter in support of the same from the manufacturer concerned. The tenderer is responsible for the supply of stores. The tenderer should quote for items of standard quality and as per specification of the items.

2. Delivery of stores: - Full delivery should be made to the concerned store of this hospital on F.O.R destination basis within 30 days and 90 days for Indian or Imported items respectively from the date of dispatch of supply order. In case the supplies are not delivered within the stipulated deadline, the supplier shall have to obtain a prior extension citing reasons thereof. However the extension of date of delivery is admissible only with delayed supply penalty.

After the receipt of the consignment, the hospital authorities will examine the supply and if not found to be of standard quality, the consignment shall be rejected. The suppliers 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.

3. 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.

4. 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 GOVT. OF N.C.T. OF DELHI, NOT FOR SALE".

5) Payment: -Payment will be made after the receipt of complete stores, due Inspection and acceptance, successful installation report of the stores. No advance payment will be made.

6). Penalty clause:-

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 within 30 days and 90 days for Indian or Imported items respectively from the date of dispatch of supply order. The tenderer will be bound to supply the items with in stipulated period, failing which:-

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

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

7). 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.

8) PRICE BID (Annexure – II)

i. The Bidder must upload their financial bids in Indian Currency only (INR), as per **Annexure II.**

ii. TAXES:-

- a) The rates should be inclusive of freight charges, packing charges, and octroi etc.
- b) **The goods including for works contract shall be supplied by bidder or its authorized distributor in Delhi and against a sale INVOICE ISSUED FROM DELHI.THE DELIVERY OF Goods shall also be made from Delhi. The bidder dealer or its authorized distributor as the case may be, who supplies the goods should be registered with the Delhi vat department and carry a valid tax identification number issued by it. The bidder shall however be responsible for compliance with all conditions warranties/guarantees, irrespective of the fact that the goods are supplied by him directly or through its authorized distributor. Further, the quoted bid price in the tender shall be inclusive of all taxes and duties.**
- c) The tenderer shall have to submit a proof of depositing sales tax to the hospital authorities if asked for. 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 as and when directed.
- d) The cost of insurance of goods / articles shall be paid by the tenderer for imported as well as indigenous items.
- e) The prices quoted should be at par and conform to the prices quoted in other Govt. Hospitals / Institutions.

9) REJECTION OF PROPOSAL:

Hospital Authority reserves the right to accept or reject all or any of the proposals without assigning any reason whatsoever. It is not obligatory for the hospital to accept any proposal or to give any reasons for their decision.

Hospital reserves the right not to proceed with the bidding process at any time,

**Director
CNBC, Geeta Colony**

CHACHA NEHRU BAL CHIKITSALAYA
(An Autonomous Institute Under Govt. of NCT of Delhi)
GEETA COLONY: DELHI-110031.

TENDER FORM

1. Name of the tenderer:
2. Full postal address:
3. Telephone No.(Mobile & Landline):
* Email ID:
4. Whether the tendering firm is manufacturer of items or supplier.
5. Name of person who are responsible for conduct of business

Sl. No. Name Father's/ Husband's name Age Residential Address

6. Name of Govt. Hospitals/institutions to which the tenderer already supplied the items
7. Has the tenderer ever been black listed by any Govt. agency?
If yes, give details.
8. Are any cases pending in the court related to any supplies?
If yes, give details (attach separate sheet)
9. Registration No of Sales Tax/VAT with attested copy of Registration number
10. PAN NO.
11. Does the firm have the adequate facilities to check the quality?
12. Tenderer should enclose the required documents as per checklist enclosed here with.

I, _____ prop. /partner/Director of
M/s

_____ hereby declare that the information given in this form is true & correct to the best of my knowledge & belief.

I offer to supply the items mentioned in the schedule (enclosed in price bid) at the rates quoted therein.

Yours faithfully

Dated:
Signature _____

Name of tenderer _____

Address _____

Telephone No. _____

Note:- If information furnished in this form is found incorrect, the tender will be rejected and further, tenderer will be black listed.

***All individual correspondence will be made through email.**

CHACHA NEHRU BAL CHIKITSALAYA
(An Autonomous Institute Under Govt. of NCT of Delhi)
GEETA COLONY: DELHI-110031.

Price Bid

S. No.	Name of Items	Size	Paper Quality	Pages Printed	Qty (A)	Rate per Unit in INR (B)	Total Rate in INR C=AxB
1	Shishu Aahar Nirdesh	8.75" X 10.75" four color printing	80 GSM Art paper	sixteen Side	4000 booklet		
2	Madhumeha aahar pustika	8.75" X 10.75" four color printing	80 GSM Art paper	Fourteen Side	200 booklet		
3	Kuposhan aahar pustika	8.75" X 10.75" four color printing	80 GSM Art paper	Twelve Side	2000 booklet		
4	Neutropenic Diet	5.375" X 8.75" four color printing	80 GSM Art paper	Two Side	30 Pads (Pad of 100 sheets)		
5	High protein high calorie diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	30 Pads (Pad of 100 sheets)		
6	Santulit aahar	8.75" X 10.75" four color printing	80 GSM Art paper	Two Side	50 Pads (Pad of 100 sheets)		
7	Santulit aahar-School ke sath	8.75" X 10.75" four color printing	80 GSM Art paper	Two Side	50 Pads (Pad of 100 sheets)		
8	1000 Kcal diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	40 Pads (Pad of 100 sheets)		
9	1100 Kcal diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	30 Pads (Pad of 100 sheets)		
10	1200 Kcal diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	40 Pads (Pad of 100 sheets)		
11	1400 Kcal diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	40 Pads (Pad of 100 sheets)		
12	1600 Kcal diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	30 Pads (Pad of 100 sheets)		

13	1800 Kcal diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	30 Pads (Pad of 100 sheets)			
14	2000 Kcal diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	40 Pads (Pad of 100 sheets)			
15	Thalassemia major aahar nirdesh	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	10 Pads (Pad of 100 sheets)			
16	Dietary Sodium and potassium Restriction	5.375" X 8.75" four color printing	80 GSM Art paper	Two Side	20 Pads (Pad of 100 sheets)			
17	High Fiber Diet	8.75" X 10.75" four color printing	80 GSM Art paper	One Side	30 Pads (Pad of 100 sheets)			
18	1300-1400 Kcal 15-20 gm protein diet	8.75" X 10.75" blue color paper	70 GSM	One Side	40 Pads (Pad of 100 sheets)			
19	1500-1600 Kcal 20-25 gm protein diet	8.75" X 10.75" blue color paper	70 GSM	One Side	40 Pads (Pad of 100 sheets)			
20	1800-1900 Kcal 26-30 gm protein diet	8.75" X 10.75" blue color paper	70 GSM	One Side	40 Pads (Pad of 100 sheets)			
21	Kidney friendly recipes	8.75" X 10.75" four color printing	80 GSM Art paper	Fourteen Side	1500 booklet			
22	Gluten free recipes	8.75" X 10.75" four color printing	80 GSM Art paper	Thirty Side	1500 booklet			
23	Recipes for weight reduction	8.75" X 10.75" four color printing	80 GSM Art paper	Sixteen Side	1500 booklet			
24	Special Diet Sheet (CNBC-143)	8.75" X 10.75" White	70 GSM	One Side	30 Pads (Pad of 50 sheets)			
25	Nutritional Assessment (CNBC-146)	8.75" X 10.75" White	70 GSM	Two Side	30 Pads (Pad of 50 sheets)			
Grand Total i.e. 'D' = Sum total of 'C' 1 to 25								

- 1) The tenderer shall quote the rates clearly in both words & figures and avoid overwriting.
- 2) Rate quoted should be inclusive of all taxes.
- 3) Rate of each item should be quoted separately but for price bid evaluation grand total of all the items will be considered.

Name & Signature of the Tenderer with seal of firm

UNDERTAKING

To
The Director
Chacha Nehru Bal Chikitsalaya ,Geeta Colony,
Delhi-110031.

1. I -----Prop/Partner/Director/Authorized Signatory of
M/s-----

----- certify that I have gone through the terms and conditions mentioned in the tender and undertake to comply with them. The rates quoted by me are valid and binding on me.

2. I, the undersigned hereby bind myself to Lt. Governor, Delhi for supply of various items to **Chacha Nehru Bal Chikitsalaya ,Geeta Colony, Delhi.**

3. That the articles shall be of the best quality and kind and as per requirement of the institution. The decision of the medical Superintendent, Chacha Nehru Bal Chikitsalaya, Geeta Colony, Delhi. as regards to the quality and kind of articles shall be final and binding on me

4. Earnest Money deposited be me viz. _____ (Rs. _____) only, in the Name of "Director, **CNBC Geeta Colony Delhi.**" is attached herewith and shall remain in the custody of Medical Superintendent.

5. Should any delay occur on my part, I or my agent fails to supply the article at the appointed place and hour, the Director may purchase those from any other sources and deduct the amount if any, paid extra in connection therewith from my pending bills/ earnest money deposited by me.

6. The Director shall not be bound to take all or any of the article enumerated in the appendix in full / or even in part of the estimated quantity.

7. The conditions herein contained shall form part or and shall be taken as included in the agreement to be entered into or treated as agreement itself of the discretion of Director, **Chacha Nehru Bal Chikitsalaya ,Geeta Colony, Delhi.**

8. Should the said officer deem it necessary to change any article on its being found of inferior quality, it shall be replaced by me in time to prevent inconvenience.

9. I, hereby undertake to supply the items as per direction given in supply order within stipulated period positively.

10. It is verified that prices quoted by me/us are lowest hospital rates/ Institutional rates and are not higher than the M.R.P/ Prevailing market rate. If it is found false, the firm shall be penalized or blacklisted.

11. I/We declare that my/our firm has not been blacklisted /debarred by any of the Govt. Hospitals/Institutions and there is no vigilance / CBI case or court case pending against the firm / supplier.

12.I agree to accept the amount of the bill to be paid by the purchaser after completion of all codal formalities and should any amount of the bill found by the audit office or Govt. of Delhi to have been over-paid, the amount so found shall be refunded be me/us.

13. Certified that I/We have paid the Income Tax as assessed for the period ending.....

14. Certified that I/We have paid the Sales Tax as assessed for the period ending on.....

15. The firm will submit sample(s) as and when asked for and in the event of non-supply of samples by stipulated date the earnest money may be forfeited.

Signature of the tenderer

Stamp of the firm.

NOTE:

1. Undertaking as per above must be submitted only on non-judicial stamp papers of Rs.50/- along with the tender.