

GENERAL INSTRUCTIONS

- Attach a copy of the tender notice
- Attach Affidavit as per proforma given duly attested by Executive Magistrate or a Notary Public
- Attach a signed copy of Terms and conditions
- Technical bid in Separate Cover.
- Price bid in Separate Cover.
- Tender must be accompanied with earnest money 2% of tendered amount in the shape of demand draft in favour of the Registrar, Baba Farid University of Health & Sciences, Faridkot
- Each page of the tender should be signed by the tenderer.
- The Vice-Chancellor reserves all the rights to accept or reject any tender without any reason and also to impose/relax any term and condition

SEE Next pages for

- 1) General Terms & Conditions (Machinery & Equipments) (page 2)**
- 2) format of Affidavit (page 3)**
- 3) Technical Bid and (page 4)**
- 4) Price Bid (page 5)**

TENDER INSTRUCTION DOCUMENT GENERAL TERMS & CONDITIONS (Machinery & Equipments)

Interested parties may please enclose brochures with complete specifications of models reflecting minimum price thereof. The user department shall scrutinize these offers and select machinery most appropriate to their requirement keeping in view the quality of product and pricing as well as reputation for service and maintenance as essential parameters:-

1. Rates should be quoted complete in all respects FOR destination Govt. Medical College, Amritsar & Govt. Medical College, Patiala including its/their installation.
2. This institution reserves the right to reject tenders without assigning any reason.
3. The conditions of contract should be returned to this office duly signed other-wise the tender will be ignored.
4. Any tender, which is not in the proper form or received late will not be entertained.
5. Tender without the earnest money i.e. 2% of the quoted amount will not be entertained.
6. Offers are to be submitted in duplicate along-with the tender form in- respect of each item. Offers received not in duplicate, will be ignored.
7. All the disputes will be settled within jurisdiction of Head Quarters of Patiala & Amritsar (Punjab).
8. Sales Tax, Inter- State Tax or any chargeable duty must be specified/mentioned failing which no sales tax or duty will be allowed at a subsequent stage.
9. The 80% payment will be made after delivery, Inspection and after successful installation of machinery at the destination and remaining 20% payment will be released after 60 days of successfully running of the machinery/instrument and satisfactory performance. The material will be accepted only if it is found as per approved specifications.
10. Tender should not quote their own mode of payment otherwise their offer is liable to be ignored.
11. All copies of documents attached with the tender (even Photostat copies) should be self attested.
12. The authorized dealer (supplier) manufacturers must indicate Trademark or name of manufacturer of the stores offered by them and in case they are offering the stores on behalf of their Principal supplier, they may submit authorization certificate to this effect.
13. Minimum delivery period must be quoted clearly in the offer.
14. The supply of equipments must meet CE/ISO/ISI standard in quality.
15. The Tender Biding Company will make arrangements for inspection of equipment by the Committee at their own expenses.
16. The tender should certify unequivocally that the articles or items offered conform strictly to the specifications given by him. Any accessories, as may be required, should form part of the machinery.
16. In-complete or conditional offers incorporating price variation will not be entertained.
17. Tenderer should certify in their offers that rates quoted by them are not higher than those quoted to DGS&D and any other State Govts.organisations.
18. Tenderer should indicate their sale-tax, vat No. Registration No. in their offers.
19. The supplier shall arrange to provide free sales service within the warranty period.
20. Price of AMC/CMC should be quoted.
21. The firm should have been in existence for at- least three years and it should have turn over of at least three crore in the last financial Year.
22. The firm should have service center either in Punjab, Chandigarh or Delhi.
23. The Quoting Firm or their Manufacturer should not have been black-listed or debarred by Govt. of India/ by other state Govt/Institute of India.
24. Only Manufacturer /Authorized dealer (Supplier) should quote the rates.
25. The Bidders are requested to bring the instrument for demonstration on the day of opening of Tender or when requested by the Tender Evaluation Committee.
26. Successful bidder will deposit 10% of the total value as security deposit before the supply order is placed and the amount will be released after expiry of Guarantee/Warranty period. The earnest money will be adjusted against the security amount.
27. **Tenderer can also quote the rates of imported manufacturer of Dental Equipments / Machinery.**

(Signature of Tenderer)

Date:
Place:

AFFIDAVIT

I _____, s/d/w of _____ resident
of _____, do hereby declare and solemnly affirm as under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous institute.
- That the terms & conditions for supplying the quoted machinery/equipments are acceptable to me. I will abide by terms in letter and spirit.

TECHNICAL BID

Name and Address of the applicant / firm with Telephone/ Fax No.....

Permanent address/ Head office.....

Correspondence address / Place of carrying business.....

Signature _____

(Name & Address) _____

Date & Place _____

PRICE BID

Name and Address of the applicant with Telephone/ Fax No.....

Sr. No. Part No. Description of machinery Price

Signature _____

(Name & Address) _____

Date & Place _____