



**GURU GOBIND SINGH MEDICAL COLLEGE & HOSPITAL,  
FARIDKOT**

**TENDER FORM**

**( Tender Enquiry No. Diagnostic Lab Kits/2015/29 Due on 21.09.2015**

Issued to: M/s \_\_\_\_\_  
(Write here full name of firm with address)

**Name of Items for which Tender Quoted: Diagnostic lab Kits for open system machines with Free CMC for existing AU480 machine and its supportive machines/equipments.**

**INSTRUCTIONS TO THE TENDERERS**

1. The Tender Form along a copy of Tender Notice with all the Annexure/Certificates indicated from Clause 2 to 14 indicated below must be returned intact duly filled and signed and packing should be done as per Clause 10 of Terms & Conditions (Submission of Tender Form). **Infringement of this condition shall render the tender liable to rejection.**
2. Tenders must be submitted on the prescribed Tender Form (either Purchased from Principal, Guru Gobind Singh Medical College, Faridkot obtained by submission of a Demand Draft for **Rs.2000/-** for each item in favour of **“Principal, Guru Gobind Singh Medical College, Faridkot“** payable at Faridkot OR it may be downloaded from University website [www.bfuhs.ac.in](http://www.bfuhs.ac.in)) and college website [www.ggsmch.org](http://www.ggsmch.org) otherwise tender will be ignored straightway. In case Tender Form is downloaded from University Website it must be accompanied with Tender Fee of **Rs.2000/-** per tender per item in the shape of Demand Draft in favour of **“Principal, Guru Gobind Singh Medical College, Faridkot“** payable at Faridkot is attached.
3. The tender(s) should be accompanied by earnest money (E.M.D) of **Rs.50,000/-** in the shape of Demand Draft of any scheduled bank in favour of **“Principal, Guru Gobind Singh Medical College, Faridkot, payable at Faridkot.**
4. Compliance Statement must be attached (**Annexure –I**).
5. An affidavit as per specimen copy must attached (**Annexure – II**).
6. Only the Manufacturers or their authorized distributors/stockists must quote tender.
7. In case of supplier/distributor, Authority letter from Principle/manufacturer must be attached (**Annexure – III**).

8. In case the Bidder is authorized distributor/stockist, he will submit an undertaking/certificate issued by their Principle Manufacturer that in case dealership/distributorship is withdrawn during the rate contract then the Principle Manufacturer will be responsible supply of material till expiry of rate contract on the rates and other terms & conditions (**Annexure – IV**).
9. The supply of material must meet **CE /US-FDA/** certified standard in quality. (**Attach copy of certificate**)
10. The items coming under Drug Act should be quoted by the Companies/Firms having Valid Drug License and **certified copy of Valid Drug License must be attached.**
11. A certificate by **C.A.** regarding annual turn over along with Balance Sheet of last three years must be attached.
12. Tenderer should certify in their offers that rates quoted by them are not higher than those quoted to **DGS&D** and any other Central or State Govts. Organizations.
13. Tenderer should indicate their **Sale-Tax/VAT Registration No.** in their offers. The tenders received without sales tax number/VAT number and other documents called for, may render the tender invalid.
14. Rates to be quoted should be filled in the prescribed format (only) of Financial **Bid** as per **Annexure – V (EXCEL FORMAT).** (**hard copy as well in the form of CD**)
15. **The rates quoted should be inclusive of free CMC for existing AU480 and its supportive machines of open system.**
16. Minimum delivery period must be quoted clearly. The rates quoted should be **F.O.R.** destination i.e. **GGs Medical College & Hospital, Faridkot** and should also include packing and forwarding charges, taxes and other levies.
17. All copies of documents attached with the tender should be self attested.

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## TERMS & CONDITIONS

1. Tenders should be sealed with cello tape/sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway.
2. This institution reserves the right to reject tenders without assigning any reason and increase or decrease the quantity of the articles tendered.
3. Any tender, which is not in the proper form or received late will not be entertained.
4. If the supply is not made within the stipulated period then late delivery charges @**2%** will be imposed on the total amount of Supply Order up to delay of **30 days** and thereafter @ **4%** for another **30 days** after which Supply Order will be deemed cancelled & security/earnest money forfeited and company will be black-listed for future.
5. In-complete or conditional offers incorporating price variation will not be entertained.
6. The firm should have been in existence for at- least **three years** and it should have turn of **Rs.50,00,000/- per year.**
7. **Submission of Tenders:**
  - (1) **ENVELOPE NO. I**
    - a) The Tender Form along a copy of Tender Notice with all the Annexures/Certificates indicated from Clause 2 to 14 indicated in INSTRUCTIONS TO THE TENDERERS.
  - (2) **ENVELOPE NO.II – Earnest Money.**
  - (3) **ENVELOPE NO. III (PRICE BID)**

Rates quoted filled in the prescribed format of Financial **Bid** as per **Annexure – V** along with a copy in CD.
  - (4) **ENVELOPE NO. IV**
    - (i) Envelope IV should contain Envelope **No. I, II and II** separately sealed.
    - (ii) Envelope IV should bear “**Tender Enquiry No.Diagnostic Lab kits/ 2015/29** due on **21.09.2015** on the preface of the envelope.
8. The firm which will be awarded the rate contract will have to sign the following agreement on judicial paper of **Rs.30/-**
  - a. Earnest money will be adjusted against security deposit as mentioned in tender document.
  - b. The second party will make available material items for which order demand is placed by Principal Office from time to time or on daily basis.
  - c. The tenderer should have office gadgets like **Fax machine** and **E-mail ID**. The tenderer should have to provide their **fax number, e-mail ID** and contact person’s mobile and landline telephone numbers, so that he may be contact for supply of material and can be intimated him about the supply order. All the supply orders will be faxed and mailed to tenderer and they should keep their fax power on **24 hours** and keep checking their **e-mail**.
  - d. The bill must contain full nomenclature and batch number of the item otherwise the material will not be accepted and order will be cancelled. The bill should be typed. The material against **handwritten** bill will not be accepted.
  - e. The material will be accepted after the complete inspection by representative/Competent person of the concerned department.

- f. The material should be supplied within stipulated time from the date of supply order.
- g. In case of increase in frequency of persistence of fall on the part of the firm such kind of action, the disciplinary action as deemed fit will be taken against the supplier.
- h. The payment will be made on bill basis within 30 days after receipt of bill.
- i. The material will be supplied strictly as per requisition and no substitute will be accepted. Any loss in service will be recoverable from second party. These supplies will be treated as non-availability with the second party and recovery would be made, if 2<sup>nd</sup> party fails to deposit the difference, the recovery will be made from security deposit.
- j. The VAT would be paid as applicable. The VAT should be clearly mentioned in the Performa Invoice/Invoices; otherwise no extra Tax/Levies/Charges would be paid.
- k. That in case, change in prescription or purchase material could not be used the firm will be required to take back such material and refund the payment.
- l. If the terms and conditions of the tender under this undertaking/ agreement are not adhered to, the security deposit will be forfeited and rate contract will be cancelled. The firm may also be debarred /black listed in the case.
- m. The 2<sup>nd</sup> party at the costs as per rate list attached, shall provide and delivery to the, Principal, during the period under rate contract the article of the nature and specification as indicated in the annexed list subject to the conditions contained, therein which shall form part and parcel of this contract. The supply shall be affected as and when required and requisitioned during the contract period by Principal or his authorized officers.
- n. That the articles shall be the exact specified quality, kind description and specification as demand.
- o. The concerned dealing officer can reject any or all of the materials supplied without assigning any reason, if in his opinion the materials supplied do not comply with the specifications, quality etc, his decision shall be final and conclusive and the 2<sup>nd</sup> party shall not be competent to question such decision. In the event of the said articles being rejected or not being supplied in the aforesaid manner the said officer shall be at liberty to arrange to procure the same or such articles required in that behalf at the cost and risk of the 2<sup>nd</sup> party and the 2<sup>nd</sup> party shall on demand pay to the Principal, such charges/expenses as may be incurred due to non-supply of the material in time. The said officer also reserves the right to impose penalty as deemed fit, which would be considered as liquidated damages for non supply/inconvenience caused to the institute for no-supply, belated supplies/ rejections. The decision shall be binding on the 2<sup>nd</sup> party.
- p. On breach of any conditions of the agreement, 1<sup>st</sup> party shall be at liberty to terminate this contract without prejudice to the 1<sup>st</sup> party's right to make purchase at contract's risk and realize the liquidated damages as mentioned in Clause No. 'n' above for the breaches or failure committed upto such termination of the contract.
- q. If the 2<sup>nd</sup> party fails to render that timely service effect timely supplied to the satisfaction of the concerned officer, or if the contract is termination due to the fault of the 2<sup>nd</sup> party, a new rate contract would be entered into for the unexpired portion of the original contract and the 2<sup>nd</sup> party shall be liable to pay the 1<sup>st</sup> party as under :-
  - a. The extra expenses incurred in carrying on the services/supplies during the remaining unexpired period of this contract viz. during the period beginning from the date of such termination of this contract and the last date of this contracted period.
  - b. Incidental charges for affecting a new contract.

**N. B. This can, however, be waived off by the 1<sup>st</sup> party at his discretion under special conditions.**

- r. The terms and conditions attached to the tender shall be considered as part and parcel of this contract and will be considered to have been included in the contract for all purposes.
- s. The firm should not have been blacklisted in part from any other organization; if this information found false, action as deemed fit shall be taken against the firm.

Signature of Tenderer

Accepts all the terms & conditions of the Tender  
Under hand and seal of the authorized person

Date:

Place:

## ANNEXURE – I

## TECHNICAL BID COMPLIANCE STATEMENT

Sr. No.	Name of document	Submitted/Not submitted (Yes/No)
1.	The Tender Form along a copy of Tender Notice with all the Annexures/Certificates indicated from Clause 2 to 14 indicated in Instructions to Tenderer.	
2.	Tender Fee of <b>Rs.2000/-</b> per tender per item in the shape of <b>Demand Draft</b> in favour of “Principal, Guru Gobind Singh Medical College, Faridkot” payable at Faridkot is attached.	
3.	Earnest Money of <b>Rs.50,000/-</b> in the shape of <b>Demand Draft</b> of any scheduled bank in favour of Principal, Guru Gobind Singh Medical College, Faridkot, payable at Faridkot.	
4.	An affidavit as per specimen copy must attached ( <b>Annexure – II</b> ).	
5.	Authority letter from Principal Manufacturer <b>Annexure – III</b>	
6.	Undertaking/Certificate from Principal Manufacturer <b>Annexure – IV</b>	
7.	PRICE BID – As per <b>Annexure V(EXCEL sheet) with CD</b>	
8.	Certified copy of Valid Drug License( required for items under Drug Act)	
9.	Certificate regarding <b>CE/US- FDA</b> certified standard in quality.	
10.	A certificate by C.A. regarding annual turn over along with Balance Sheet of last three years must be attached.	
11.	Certificate that rates quoted are not higher than those quoted to <b>DGS&amp;D</b> and any other State Govts. Organizations.	
12.	Sale-Tax/VAT Registration No.	
13.	Contact person’s name Mobile/Landline Tel No.	
14.	Fax Number	
15.	E-mail ID	

**Signature of Tenderer**  
**Seal**

**ANNEXURE-II**

I \_\_\_\_\_ Son of Shri \_\_\_\_\_ resident  
of  
\_\_\_\_\_ District \_\_\_\_\_ Contractor/  
partner, or sole proprietor (Strike off word which is not applicable) of firm M/s.  
\_\_\_\_\_ do hereby solemnly affirm and  
declare that any individual/firm/companies blacklisted by the Union Govt. or State  
Government or U.T. Govt. or any partner/shareholder of the above said firm there of is/are  
not directly or indirectly connected with or has/have any subsisting interest in business of my  
firm/our above said firm.

**PLACE:**

**DEPONENT**

**DATED:**

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I do hereby solemnly declare and affirm that the above declaration is true and correct  
to the best of my knowledge and belief. No part of it is false and nothing has been concealed  
therein.

**PLACE:**

**DEPONENT**

**DATED:**

ANNEXURE – III

**MANUFACTURER’S/PRINCIPAL AUTHORIZATION FORM  
(Clause 7 of the Instructions to Bidder)**

TO

The Principal  
Guru Gobind Singh Medical College & Hospital  
Faridkot -151203

Ref. No.....

Dated:

**Sub: Authorization Certificate in favor of M/s..... for supply of Diagnostic lab Kits for Open System Machines.**

We, M/s....., who are established and reputable manufacturers of ..... having factory(ies) at ..... and ....., hereby authorize M/s.....(name and address) to bid, negotiate and conclude the Bid formalities with you against **Tender Enquiry No. Diagnostic Lab Kits/2015/29** due on **21.09.2015** for supply Lab Kits for open system machines with free CAMC at your institution.

No company or firm or individual other than M/s.....are authorized to bid, negotiate and conclude the tender formalities in regard to this business against this specific tender.

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

Yours faithfully,

(Name)

For and on behalf of M/s\_\_\_\_\_ (Name of manufacturer/Principle)



**ANNEXURE – IV**

**UNDERTAKING BY MANUFACTURER'S/PRINCIPLE'S  
(Clause 8 of the Instructions to Tenderer)**

TO

The Principal  
Guru Gobind Singh Medical College & Hospital  
Faridkot -151203

**Ref. No.**.....

**Dated:**

**Sub: Undertaking**

We, M/s....., who are established and reputable manufacturers of ..... have authorized M/s.....(name and address) to bid, negotiate and conclude the Tender formalities with you against Tender Enquiry No. Diagnostic Lab Kits/2015/29 due on .21.09.2015 for supply Lab kits for open system machines with free CMC for AU480 and its supportive machines/equipments at your institution.

Further, we undertake that in case dealership/distributorship is withdrawn after during the rate contract then we will be responsible for supply of material till expiry of rate contract on the rates and other terms & conditions.

Yours faithfully,

(Name)

For and on behalf of M/s\_\_\_\_\_ (name of manufacturer/Principle)