

HEALTH & MEDICAL EDUCATION DEPARTMENT



PURCHASE COMMITTEE NO:2

(RATE CONTRACT COMMITTEE)

GOVT. MEDICAL COLLEGE JAMMU

TENDER DOCUMENT

Group No: XIV of 2011

NAME OF THE GROUP : **PRINTING OF DIARIES FOR ASHA.**
FOR THE YEAR : 2011-12

Last Date of Sale of Tender : 12-08-2011 upto 02:00 p.m.

Last Date of Submission of Tender : 16-08-2011 upto 02:00 p.m.

Date of Opening of Tender : 18-08-2011 at 11:00 a.m.

Or any date convenient to the Committee

Place of Enquiry & Sale of Tender:

Office of the Purchase Committee
Govt. Medical College
Jammu/Srinagar.

Place of Opening of Tender :

Office of the Purchase Committee No-II
Govt. Medical College
Jammu.

**PURCHASE COMMITTEE NO:2,
(RATE CONTRACT COMMITTEE)
HEALTH & MEDICAL EDUCATION DEPARTMENT
GOVT. MEDICAL COLLEGE JAMMU**

Group No: XIV of 2011

For and on behalf of the Governor of Jammu & Kashmir State, Sealed Tenders affixed with Rs.5/- revenue stamps are invited from the Original Manufactures/Firms who are registered with Health & Medical Education Department of J&K State for **Printing & Supply of ASHA Diaries for the year 2011-12.**

The detailed tender documents alongwith terms & conditions can be had on written request during all working days upto **12-08-2011** against the Non-refundable cash amount of Rs. 500/-in general and Rs.100/-for local SSI Unit holders from the office of the Purchase Committee, Govt. Medical College, Jammu/Srinagar. The intending tenderers may inspect the sample, size & Quality of Paper to be used in Diary in the Office Of Purchase Committee No-II, Govt. Medical College Jammu.

The details of the tender documents are also available on the website i.e **www.gmcahjammu.org** and such of the tenderer who are registered with the Health & Medical Education Department, J&K may download the tender document from the website, but in that case a draft of Rs. 500/- (Rupees five Hundred Only) payable to The Member Secretary Purchase Committee No-II, Govt. Medical College, Jammu as cost of tender should be enclosed otherwise the tender shall be rejected.

The tenders shall be submitted in a single big size envelope containing two separate envelopes, one for original and another for duplicate duly super-scribed with the “**name of Group**” addressed to the Chairman Purchase Committee No-II, Govt. Medical College, Jammu/Srinagar and should reach this office by or before **16-08-2011 upto 02.00 PM.**

The Sealed Tender should be handed over personally at the concerned offices and obtain the receipt or can be sent by a registered post at the Office of Purchase Committee, Govt. Medical College Jammu/Srinagar. Tenders received after due date shall not be entertained. The postal delay shall not be the responsibility of the department. The tenders thus received shall be opened on **18-08-2011** or any subsequent date convenient to committee, in the office of Purchase Committee No-II, Govt. Medical College, Jammu in presence of the tenderers or their authorized representatives who wish to be present on the occasion.

The Purchase Committee No-II, H&ME reserves the right to accept or reject any tender or any part of the tender without assigning any reasons thereof.

The intending tenderer(s) shall have to deposit an amount of Rs 50,000/-(Rupees Fifty Thousand only) and for SSI unit holders the same shall be Rs.5000/-(Rupees Five Thousand only) for aforesaid group as token Earnest Money in the shape of CDR/FDR from any Nationalized Bank or Jammu and Kashmir Bank Ltd pledged to the Member Secretary, Purchase Committee No-II, Health & Medical Education Department. The tender without earnest money deposit shall out rightly be rejected.

The rates should be quoted in both words and figures without cutting, tampering and transparent tape should be applied on quoted rates.

In the event of any of mentioned dates being declared as holidays/closed day for the purchase Organization, the tenders will be sold /receive/opened on the next working day at the appointed time. The tender documents are non-transferable.

Member Secretary
Purchase Committee No-II
Health & Medical Education Department
Govt. Medical College Jammu

No: GMC/PC-II/

Dated:

Copy for information and necessary action to the:-

1. Principal, Government Medical College, Jammu/Srinagar
2. Principal Government Dental College, Jammu/Srinagar
3. Director Health Services, Jammu/Kashmir
4. Director family Welfare, MCH & Immunization J&K Jammu
5. Director, Indian System of Medicines, J&K Jammu
6. Controller, Drug and Food Control Organization J&K Jammu
7. Mission Director NRHM, J&K for information. This is as per your letter No: NRHM/J&K/3015-17 dated 16-07-2011.
8. Joint Director Information Department Jammu for publication of Tender Notice in at least two leading papers
9. Purchase File.

**CHECK LIST FOR THE TENDERERS
TO BE ENCLOSED WITH TECHNICAL BID For
GROUP NO: XIV OF 2011
Printing & Supply of ASHA Diaries for the year 2011-12.**

S.NO.	DOCUMENTS	ANNEXURE NO.	PAGE NO.
1	Earnest Money in the shape of CDR worth Rs.50,000/- (Fifty Thousand)		
2.	Undertaking/ Letter of Acceptance		
3.	Non Blacklisting Declaration		
4.	Copy of manufacturing license (if any)		
5.	Valid sales tax/VAT clearance certificate		
6.	Income Tax clearance certificate / Copy of PAN Card as allotted by the Income Tax Department of Govt. of India.		
6.	Manufacturer's Authorization/ Authority Letters of the principles. (The letter of Authorization should be on the letter head of the manufacturing firm/authorized distributor and should be sealed & signed by a person competent).		
7.	In case of SSI unit, enclose Permanent Registration Certificate issued by Industries Department supported with a certificate that the unit is in existence from General Manger, DIC concerned.		
8	Copy of experience certificate in the field		
9.	Total No. of pages		

- The tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
- It is the responsibility of tenderer to go through the Tender Document to ensure furnishing all required documents in addition to above, if any.
- The tenderer should furnish all the relevant information mentioned in the checklist.
- All pages of the tenders should be page numbered and indexed with seal of the firm.
- Wherever necessary and applicable, the tenderers shall enclose certifies copy as documentary proof/evidence to substantiate the corresponding statement.
- In case a tenderer furnishes a wrong or evasive statement, his tender will be liable to be ignored/rejected.

With Seal & Signature

(Full name, designation & address of the Tender)

**PURCHASE COMMITTEE NO-II
(RATE CONTRACT COMMITTEE)
HEALTH & MEDICAL EDUCATION DEPARTMENT
GOVT MEDICAL COLLEGE,JAMMU**

TERMS & CONDITIONS OF TENDER AND CONTRACT

GROUP NO: XIV OF 2011, Printing & Supply of ASHA Diaries for the year 2011-12.

1. The tenderer should be registered supplier of the Health and Medical Education Department.
2. **The tender on the prescribed proforma shall be submitted** in a single big size envelop containing two small envelopes one each for original and duplicate with proper seal for each group separately. The Purchase Committee will not be held responsible for any postal delay. Tenders not accompanied with the following latest documents alongwith other requisite documents at the time of submission of tenders are liable to be rejected at the appropriate level of the competent authority:-
 - a) Earnest money deposits in the shape of CDR for Rs.50,000/- in case of General and Rs. 5000/- in case of SSI Units shall be accompanied with the tender document. Please note that the tender Number, its due date and complete address of the firms should also be written **on the back side of the CDR so as to ensure its safe** return to the unsuccessful or successful tenderers as the case may be.
 - b) **The authority letter of the Principles (Original manufactures/ registered/approved firms) where-ever applicable.** The Authority letters should be latest and provision of fake/false authority letters will be considered an offence and such supplier shall be blacklisted for providing any supplies in the Department of Health & Medical Education Department, J&K State.
 - c) Sales Tax (now called VAT) registration certificate.
 - d) Latest sales tax clearance certificates (now called VAT) valid at the time of opening of the tender issued by the sales tax authority under relevant sales tax act and the amendments made thereafter from time to time.
 - e) **Non- Blacklisting Declaration:** The tenderer shall furnish a non-black listing certificate that the firm has not been blacklisted in the past by any Govt./ Private institution. The tenderer has to give an affidavit on non-judicial stamp paper duly attested of Rs. 10/- that there is no vigilance/CBI case pending against the firm/ supplier and the firm has not been blacklisted in the past.
 - f) The SSI unit holders shall have to enclose a certificate to the effect that the Unit is existing on the date of issue of tender from General Manager, DIC concerned.
3. Only one Rate against one item will be Entertained and accounted for. If quoted more than one rate the highest rates quoted shall be reflected in the comparative statement for comparison.

4. No authority letter shall be accepted after the last date of filing the tender document. In case of any authority letter found forged/tampered, the firm is likely to face legal action against them under rules and forfeiture of their earnest money.
5. The tender documents should be page marked and bearing signature with seal on each and every page.
6. The rate quoted must be F.O.R. "Stores of the Govt. Medical College/Dental College/Health Services/State Health Society/ISM/Hospitals and any other Govt. institution dealing with patient care in Jammu/Kashmir Division
7. **The rates quoted should be inclusive of all taxes, duties, other charges etc. including entry tax, if any. No separate Tax/ Levies will be allowed.**
8. Rates Quotations should be typed/ printed and free from fluiding/cutting and overwriting. No hand written quotation will be accepted. All pages of the documents submitted should be numbered & total number of pages indicated in the index. Transparent tape/ lamination should be applied on the quoted rates.
9. Details of documents enclosed with the tender forms should be mentioned in Proper Index serial wise duly flagged on the front page of your quotation/ reference letter.
10.
 - i) The document submitted by the firm with the tender form will be opened in public in the presence of tenderers/ firms representatives and the officers opening the tender will sign the tenders price and other important features.
 - ii) The tenderer/ authorized representatives should point out to the Chairman, Purchase committee No-II, H&ME if any, at the time of opening tenders. Thereafter the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other. All the documents attached with the tender should be self attested by the authorized signatory of the firm with seal.
11. Rates should be quoted for the superior quality material only with Nomenclature/catalogue (name if any).
12. The Successful tenderer are bound to supply the material on the rates once quoted and once approved by the Purchase Committee. Any hike in price on later stage will not be paid if not levied by the J&K Govt.

However in the event of any revision in the existing rates of duties or introduction of any statutory duty and taxes imposed by the Government, the same will be paid extra on production of satisfactory documentary proof.
13. The tenderer whose tender is accepted shall arrange the supplies within a period of 30 days/ or as mentioned in the supply order, from the date of placement of order or as mutually agreed as per the nature of the supplies. If at any stage it is found that material supplied by the firms is not according to the approval issued by the Purchase Committee, the ACTION AS DEEMED FIT WILL BE TAKEN AGAINST THE FIRM.
14. If the delivery is not effected on due date, the Chairman/Member Secretary/Head of the Departments of the respective institutions will have the right to impose penalty of the total cost of the supply order as under :

- i) First extension for the month on part thereof : @ 2%
- ii) Second extension for an additional month : @ 3%

thereafter no extension shall be granted and the item shall be procured at the risk and cost of the defaulter

15. In case any Tenderer, charges higher rates for any item more than the MRP, the action like forfeitures of security money/blacklisting of firm shall be taken against the firm.
16. If at any stage during the tenure of the tender the successful tenderer reduces the price will forthwith notify such reductions of the sale price to the undersigned immediately.
17. The successful tenderer shall have to abide by the standard terms and conditions as laid down in the J&K book of Financial rules/ codes and the conditions as per the contract.
18. **Sample may be asked by the Purchase Committee at any given time for verification/taking decision.**
19. The approval thus issued shall remain valid for a minimum period of one year from the date of issue of the rate contract which may be extended for a period of 90 days or till such time new rate contract is available for the succeeding year, whichever is earlier.
20. The successful tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet approved item or any part thereof.
21. The successful tenderer shall have to execute an agreement in the prescribed form with the concerned purchasing officer.
22. The Purchase Committee shall also be competent to alter/ modify the specifications of any item/ items for purchasing in the best interest of the Department during the process of finalization of a contract viz. Placement of supplier order.
23. All terms and conditions of NIT shall conform part of the supply order/agreement.
24. All the stores supplied shall be of the best quality, specification, trade mark and in accordance with the approved standard, catalogue, samples if provided. In case of any articles supplied does not comply with the approved specification shall be liable to be rejected and replacement as a result of rejection of supplies, shall be entirely at the cost of tenderer.
25. The tenderer shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by rail, road or air and delivery of material in good condition to the consignee at the destination. In the event of any loss, damage, breakage, leakage or any shortage, the tenderer shall be liable to make good such loss and shortage found at the checking/ inspection/ verification of the materials by the consignee, no extra cost on such account shall be admissible.

26. In case of any dispute/ difference or doubts between the purchasing officer and the approved suppliers arises, the orders of the Chairman, Purchase Committee shall be final.
27. Legal proceedings that may arise at any time shall be subject to the jurisdiction of J&K Courts at Jammu/Srinagar only.
28. The supplies shall be accepted only in proper packing where-ever required in stores. The payment shall be made to the supplier after the receipt/ verification of materials in the departmental stores/ hospital as per order, through endorsed bills/ bank drafts etc. and the bank charges on account of remittance shall be made good from the payee. No advance payment shall be authorized unless required under specific terms & conditions. The Local sales tax/ surcharges shall be recoverable at source by the Drawing and Disbursing officer under rules and credited to the relevant Head of account in the treasury at the close of every contract/ financial year. No payment will be made on account of the part supply: payment will be made only after the supply is made in the quantity ordered.
29. Either of the sales tax (only one tax) shall be payable i.e. Central or State. The local sales tax/ surcharge shall be recoverable at source by the Drawing and disbursing officer under rules and credited to the relevant Head of the account in the treasury at the close of every contract of the financial year.
30. All other issues that may come up during the course of compilation of contract shall be decided by the Purchase Committee and orders shall be final and binding upon the purchase officer and the approved tenderer.
31. Any other condition that is not indicated here can be incorporated in the supply order or agreement before execution of a contract if need be.
32. No separate conditions will be accepted and the conditional tenders will be outrightly rejected.
33. Chairman/Member Secretary PC, H&ME are equally competent and reserve the right to consider, ignore, or reject any tender at any stage without assigning any reason what so-ever.
34. All the ingredients of the Checklist and instructions incorporated shall be treated as a part of conditions of the contract.

Signature with Seal
Of the tenderer
In acceptance

**UNDERTAKING/ LETTER OF ACCEPTANCE
IN RESPECT OF TERMS & CONDITIONS OF**

GROUP NO: XIV OF 2011, Printing & Supply of ASHA Diaries for the year 2011-12.

Sir,

1. I / we do agree for all clauses, terms and conditions of the tender documents.
2. I / we agree to abide the contract for a period of **one year** to provide the services from the date of award of the contract and ready to work on the same rates, if extended for a further period of three months or till new contract is finalized.
3. I / we declare that our financial position is sound and we are competent to execute the supplies as & when allotted.
4. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.

In acceptance
(Signature and seal of the tenderer
Or Authorized Signatory)

Specifications of ASHA DIARY
for the year 2011-12.

Size of Diary (Ready Size)	23cm length x 18cm width
Size of the Title (Ready Size)	24cm x 18.5cm
Title	Hard Machine Bound with Laminated Cover.
Inside Page of the Diary	a) 120 leaves simply ruled divided into two parts with one slogan on every foot page of the diary (slogan shall be Printed by the approved tenderer in consultation with the State Health Society) (Size, quality of Pages to be used can be inspected in the Office of Purchase Committee No-II)
	b) 20 glazed leaves (10 in the beginning and 10 in the back of the diary) matter to be printed is available in the Office of Purchase Committee No-II, however it can be modified / altered at the time of placement of orders)
Printing of Title	04 colour
Printing of Inside pages	02 colour
Approximate Quantity	10,000 Nos.

- ⇒ **Sample of Title (Hard Machine Bound with Laminated Cover), pages alongwith glazed leaves to be used in the diary should be provided with the tender, without which the tender is liable to be rejected.**
- ⇒ **Item shall be approved on sample basis, even if the approved sample does not happen to be the lowest.**