

HEALTH & MEDICAL EDUCATION DEPARTMENT



PURCHASE COMMITTEE NO:2

(RATE CONTRACT COMMITTEE)

GOVT. MEDICAL COLLEGE JAMMU

TENDER DOCUMENT

Tender Notice NO. 11 OF 2010

NAME OF THE GROUP: **DRESSING MATERIAL**

FOR THE YEAR : 2010-11

Last Date of Sale of Tender : 11-12-2010

Last Date of Submission of Tender : 13-12-2010

Date of Opening of Tender : 17-12-2010

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.

CHECK LIST FOR THE TENDERERS
UNDER GROUP : DRESSING MATERIAL
FOR THE YEAR 2010-11

S.NO.	DOCUMENTS	ANNEXURE NO.	PAGE NO.
1	Earnest Money in the shape of CDR/FDR worth Rs.50,000/- (Fifty thousand) in General and Rs. 5000/- in case of SSI units.		
2.	Undertaking/ Letter of Acceptance		
3.	Non Blacklisting Declaration		
4.	Valid sales tax/VAT clearance certificate		
5.	Copy of valid Drug Manufacturing License and list of products being manufactured duly authenticated by the competent authority where-ever applicable.		
6.	Copy of PAN Card		
7.	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 competent person).		
8.	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.		
9	Price Schedule Rates must be quoted in accordance with the Price Schedule.		
	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.
- Wherever necessary and applicable, the tenderers shall enclose certified 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)

**UNDERTAKING/ LETTER OF ACCEPTANCE IN RESPECT OF
TERMS & CONDITIONS FOR THE YEAR 2010-11**

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)

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

GROUP : (DRESSING MATERIAL)
FOR THE YEAR : 2010-11
COST OF TENDER DOCUMENTS : Rs. 500/-
FOR Local SSI UNITS : Rs. 100/-

S.No	Name of the Item	Unit	Rates to be offered in Words & Figures.
1.	Cotton Absorbent I.P. 500 Gms Net in Polythene pack(SB)		
2.	Bandage Cloth Than F-II Specification Size : 90cm x 18 Meters(SB)		
3.	Gauge Cloth Than F-II Specification Size : 90 cm x 18 Meters(SB)		
4.	Bandage Rolled F-II Specification Size : 15 cm x 5 Meters(SB)		
5.	Bandage Rolled F-II Specification Size : 7.5cm x 5 Meters(SB)		
6.	Plaster Of Paris Bandage Size: 15cm x 2.7 Meters(SB)		
7.	Plaster Of Paris Bandage Size : 7.5 cm x 2.7 Meters(SB)		
8.	Adhesive Plaster Size : 10cm x 10 meters (SB)		
9.	Adhesive Plater Size :7.5cm x 10 Meters(SB)		
10.	Plaster of Paris Powder I.P (SB)		
11.	Gelatin Sponge Haemostatic		

1. All the items are on Sample Basis.
2. The intending tenderers have to submit samples, in triplicate, for each item in the office of **Purchase Committee No-II, Govt. Medical College Jammu**, before the last date of receipt of tenders.

SIGNATURE & SEAL OF THE TENDERER

PURCHASE COMMITTEE NO. 2
GOVT. MEDICAL COLLEGE JAMMU
HEALTH & MEDICAL EDUCATION DEPARTMENT

GROUP: DRESSING MATERIAL FOR THE YEAR 2010-11.

1. The Tenderer should be a registered supplier of Health & Medical Education Department.
2. The Tenderer shall carefully examine the conditions i.e specification, make and trade name etc to be supplied where-ever applicable (In case of any doubts the tenderer shall before signing the contract refer to the Officer In-charge and get clarifications).
3. The Tender on the prescribed Performa shall be submitted in a single big size envelope containing two separate envelopes one for Original and another for duplicate Bid super scribed as tender for "DRESSING MATERIAL" properly sealed. The Purchase Committee will not be held responsible for any postal delay. Tenders not accompanied with the following latest documents along with other requisite documents at the time of submission of tenders shall be rejected by the competent authority:-
 - a) Earnest Money Deposits in the shape of Call Deposit Receipt (CDR/FDR) for Rs.50,000/- (Rupees Fifty Thousand only) in general and Rs. 5000/- in case of Local SSI units shall be accompanied with the Tender documents. Please note that the Tender Notice No. its due date and complete address of the firms should also be written on the back side of the Call Deposit Receipt so as to ensure its safe return to the unsuccessful or successful tenderer(s) as the case may be.
 - b) Latest Original Authority from the Principal manufacturer(s). Fake and false authority letter(s) will be considered an offence and stern disciplinary action shall be taken against such firms/suppliers and shall be blacklisted.
 - c) Copy of valid Drug Manufacturing License and list of products being manufactured duly authenticated by the competent authority where-ever applicable.
 - d) Latest Sales Tax clearance certificate of the proceeding year (PAN of the firm) duly authenticated by Authorized signatory.
 - e) An Affidavit on Rs.10/- Stamp paper stating that no criminal/IT/ST/Blacklisting case is pending against the firm.
 - f) The Local SSI Unit holders shall have to enclose a certificate to the effect that the unit is existing as on the date of issue of Tender from the concerned General Manager, DIC.
4. All the quoted rates must be F.O.R. Medical College/Health Services Stores / Hospitals in Jammu/Kashmir Division. The rates quoted should be inclusive of all taxes, duties and other charges etc including Entry Tax, if any.
5. No conditional Tender shall be accepted, the committee reserves right to accept reject any tender/Quotation without assigning any reason thereof.
6. All Terms & condition of tender Notice shall also form part of supply order and agreement.
7. Successful Tenderer shall have to execute the supplies in full from the date of placement of supply order within the prescribed date and shall also have to abide by the standard Terms and conditions as laid down in J&K Financial Rules/Codes and the conditions as per the contract.
8. The Successful Tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet the approved items or part thereof to any other party. Suitable penalty upto 10% of the total value of the contract shall be imposed for any deviation from contractual obligation on merits of each case which can be recovered from earnest money/Security Deposits and it can even debarring/blacklisting suppliers/Firms/Dealers.
9. If in case the tenderer fails to supply the material within delivery period, according to the specifications of the sample approved, the order will be liable to be treated as cancelled and earnest money shall be forfeited.

10. The Security deposit shall be in the shape of CDR (Call Deposit Receipt)/FDR from any Nationalized Bank or J&K Bank Ltd. No interest will be paid for any deposits by the Department.
11. The successful Tenderer shall have to execute an agreement on non-judicial stamp paper of Rs.50/- in the prescribed form incorporated Terms and conditions of the contract with Purchasing Officer duly attested by the Notary. The cost of stamps shall be borne by the supplier.
12. No representation regarding increase/decrease /withdrawals of rates once quoted in the tender shall be considered and no price escalation claim shall be entertained at any stage. Any false representation/allegation on the department (if proved false), strict action as deemed fit by the Purchase Committee shall be taken against the firm.
13. The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of the transport by sea, Rail and 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 found at the checking/inspection/verification of the material by the consignee. The supplier shall responsible for the same.
14. Only one Rate against one item will be Entertained and accounted for. If quoted more than one rate the highest rate quoted shall be considered and reflected in the comparative statement for comparison.
15. The samples for each quoted items should be deposited by the tenderer in triplicate before the time of submission of tenders in the office of Purchase Committee No-II. No sample shall be entertained after the last date of receipt of tender. The sample of each item should be tagged properly with the Sr. No. of the tender list/group and name of the supplier. The rates of sample based items, if quoted without sample will not be considered.
16. The samples of the first five lowest quoters for each item(s) shall be send to Controller Drug, J&K after proper coding & sealing of samples for testing to ascertain the quality as per tendered specifications and the recommendations as such received shall be kept before the purchase committee for final decision.
17. Please quote your rates in the following format (no columns shall be left blank) for the purchase of articles

Item Sl. No. as per tender list	Name / description of the item with specification	Accounting unit with pack size	Brandname if any (where applicable)	Tax (if any) to be included in the final rates	Rates quoted both in words and figures	Delivery period
						4-6 weeks

18. The purchasing Officer or his duly authorized representative shall have at all reasonable time access to the supply premises and shall have powers at all reasonable time to inspect and examine the material and workmanship of the goods.
19. 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 months : @ 3%
20. The quality of stores shall be binding upon the Tenderer(s) and in case of any articles supplied is not being approved and those shall be liable to be rejected and destroyed. Any expenses as a result of rejection of supplies shall be entirely at the cost of Tenderer.
21. In case the goods are not of approved quality and make they shall be rejected and will have to be replaced within a reasonable time by the suppliers without extra cost. The rejected supply shall have to be lifted by the supplier immediately at his own cost.

22. If approved suppliers fail either to supply the goods of the prescribed specification or to deliver the goods within the specified period, the Purchasing Officer shall be at liberty to arrange supplies either through re-tender or otherwise after giving notice to the approved supplier, the Earnest Money Deposits and other deposits if any available with the Department shall be retained to make good any loss or extra cost incurred by the Department in procurement to those supplies besides blacklisting the defaulters.
23. The Tenderer whose Tender is accepted shall arrange the supplies within stipulated time as mentioned in the supply order. The quantities indicated in the Tender or the supply order can be increased or decreased as per the requirement of the Department.
24. The tenderer should collect their unapproved samples at his own risk and cost within a period of one month from the date of issue of rate contract, failing which the same shall be considered as confiscated and treated as Government property.
25. In case any tenderer, if charges higher rates for any item(Items) more than the MRP, the action like forfeitures of Earnest Money/Security Deposits/Bank Gurantee and removal of name from the list of the supplier and legal action shall be taken against the firm.
26. In case of any dispute/differences or doubts between the Purchasing officer and the approved supplier, the orders of the Chairman, Purchase Committee, shall be final.
27. Jurisdiction for any legal proceedings shall be J&K Courts at Jammu / Srinagar only.
28. The contract fixed shall be valid for a period of 12 months from the date of issuance of approved Rate Contract or till such time the new Rate contract for succeeding year is finalized.
29. The acceptance of supplies made by the supplier shall be subject to verification and examination as to the specification and standard by the competent Authority.
30. The payment shall be made to the supplier after receipt/verification of materials in the Departmental stores/Hospitals through 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 and conditions
31. The supplies meant for Jammu/Kashmir Division in the Health & Medical Education Department shall have to be marked as “HOSPITAL SUPPLY–NOT FOR SALE”
32. The supplies made on sample basis shall conform strictly to the approved samples as per the NIT/Supply order. The successful tenderer should strictly adhere to supply the material as per the samples approved by the Purchase Committee No-II, J&K.
33. In case there is any increase /Decrease in the levy /Tax imposed on by the Central/State or Local Self Government after the Date of opening of Tenders the same shall be allowed subject to production of orders/Documents from the Purchase committee No-II on case to case basis and recoveries/due accounted for, if any.
34. Any other issues that may come up during the course of completion of contract shall be decided by the Purchase committee No-II and their order shall be final ad binding upon the Purchase Officer and approved Tenderer.
35. Any other condition i.e. not indicated here can be incorporated in the Supply Order or agreement before execution of contract if need arises.
36. Chairman/Member Secretary, PC-II are equally competent and reserve the right to consider, ignore or reject any tender at any state without assigning any reason what so-ever.
37. No conditional tender shall be accepted, the committee reserves the right to accept or reject any tender/quotation without assigning any reason thereof.

**SINGNATURE AND SEAL OF THE TENDERER
IN ACCEPTANCE**

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

TENDER NOTICE 11 OF 2010

For and on behalf of the Governor of Jammu & Kashmir State, Sealed Tenders affixed with Rs.5/- revenue stamps are invited for supply of items pertaining in the following Group **for the year 2010-11**, as per detail given in the Tender documents, Tender Form, Terms & Conditions of Tender Notice, for use in various Institutions/Hospitals of Health & Medical Education Department of Jammu/Kashmir Division from the Original Manufacturers/Firms who are already registered with Health & Medical Education Department of J&K State.

I. DRESSING MATERIAL

These tender documents can be had on written request during all working days upto **11-12-2010** against the Non-refundable cash amount of Rs. 500/-in general and Rs.100/-for local SSI Unit holders from the office of the Principal, Govt. Medical College, Jammu/Srinagar.

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 Principal, Govt. Medical College, Jammu as cost of tender should be enclosed otherwise the tender is likely to be rejected. The samples should be submitted in the office of the Purchase Committee No-II, Govt. Medical College Jammu.

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 Principal, Govt. Medical College, Jammu/Srinagar and should reach this office by or before **13-12-2010 upto 4:00 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 Principal 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 **17-12-2010** 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 against each item of the tender 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

Dated:

No: GMC/PC-II/

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. Joint Director Information Department Jammu for publication of Tender Notice in at least two leading papers for wider publicity and send the cutting for confirmation please.
8. Purchase File.