

TENDER FOR
SUPPLY OF "MEDICAL GAS CYLINDER"

At

All India Institute of Medical Sciences, Raipur

No.	DME Stage	Start Date & Time
1.	NIT No.	ADMIN/Tender/Medical Gas Cylinder/1/2014
2.	NIT Issue Date	12-11-2014
3.	Last Date of Submission	21-11-2014 at 3:00 PM
4.	Venue	Administrative Officer, AIIMS Raipur-492099



आरोग्यम् सुखं सम्पदा

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File No. Admin/Tender/Medical Gas Cylinder/1/2014

Date: 10.11.2014

TENDER FOR SUPPLY OF MEDICAL GAS CYLINDER

Date and time of submitting of tender: 21.11.2014 upto 3.00 PM Date and time of opening of tender: 21.11.2014 at 3.30 PM.

To,

M/S-----

SUBJECT: Invitation of sealed Bid for procurement of MEDICAL GAS Cylinder of different capacity (oxygen, nitrous oxide etc.) for AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur.

Sir,

(To be returned duly completed latest by 21.11.2014 till 3.00 P.M. otherwise tender shall not be accepted)

Administrative Officer, AIIMS, RAIPUR Tatibandh, G.E. Road, Raipur, invites sealed tender in TWO BID SYSTEM under open tender on the enclosed prescribed proforma for procurement of MEDICAL GAS Cylinder of different capacity (oxygen, nitrous oxide) for AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur, as per Specification, Terms & Conditions. The rates shall remain effective for the period of one year, currency of which shall start from the date of award of the contract.

S.No.	Name of Rate Contract	Duration	EMD Amount	Tender Cost
1.	MEDICAL GAS Cylinder of different capacity (oxygen, nitrous oxide etc.)	ONE YEAR 2014-2015 (Can be Extended as per requirement)	Rs.25000/- (TWENTY FIVE THOUSAND ONLY) in form of DD in favour of AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur.	Rs. 1000/- (One Thousand Only) in form of DD in favour of AIIMS, RAIPUR Tatibandh, G.E. Road, Raipur.

(Without EMD & Tender cost the tender will not be accepted & separate D.D. for both should be produced.)

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PROCEDURE FOR SUBMISSION OF TENDERS

A. Technical Bid

B. Price Bid

Both the covers should be duly sealed, superscribed and addressed to the Administrative Officer. Above referred envelopes should be placed in a big envelope which will form the main cover. This main cover must be superscribed **“Tender for MEDICAL GAS Cylinder”**

Tender should be submitted in sealed envelope & super scribed as **“Tender for procurement of MEDICAL GAS Cylinder of different capacity (oxygen, nitrous oxide etc.) for AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur”** in the tender box placed in the chamber of Administrative Officer on date 21.11.2014 up to 3.00 p.m. In case the tender is sent by postage it must be reach in the office of ADMINISTRATIVE OFFICER'S by dated 21.11.2014 up to 3.00 p.m. Proof of postage will not be considered as a claim for timely submission of tender. The tender shall be opened on 21.11.2014 at 3.30 p.m. in Administrative Officer's room in presence of tenderers or their authorised representatives, who wish to be present. **In case 21.11.2014 is declared holiday, bids will be opened on next working day at the same time & venue.**

Administrative Officer reserves the right to accept or reject or cancel the tender(s)/Tender process or relax any condition at any stage without assigning any reason(s) thereof what so ever and his decision shall be final on this count.

Enclosures:

Administrative Officer

Annexure Details:

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Signature of Bidder _____

ANNEXURE-I

TERMS & CONDITIONS:

- (1) Tender is required to be **submitted in two bid**, sealed by the bidder in an envelope duly **superscribed "Tender for procurement of MEDICAL GAS Cylinder of different capacity (oxygen, nitrous oxide etc.) for AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur,"** also mentioning the name of tenderer.
- (2) Tenderers should return all original tender documents, duly filled, serially numbered and signed on each and every page of the tender documents by authorized Bidder/signatory and with full validity as per tender enquiry, failing which, such tenders shall be liable to be rejected.
- (3) **Covering letter** should clearly indicate the list of enclosures. **The detail of enclosures should be numbered and total number of pages should be mentioned on the forwarding (covering) letter.**
- (4) Tenderer must be **manufacturer or authorized distributor** of medical gases cylinders and should have valid manufacturing license issued from the state Drug Controller as per the provisions of the Drug & Cosmetic Act 1940 and Rules there under (**attested copies of the licenses** must accompany the tender) or Tenderer has to submit **manufacturer's authorization certificate** on letter head as per **Annexure-IV** in case Bid is submitted by authorized agents **"To be made part of tender Bid"**.
- (5) Tenderer should have a **valuing certificate issued from Department of explosive** for examination and testing of cylinders (**Attested copies of above certificate must be produced at the time of supply of the cylinders to the consignee site**).
- (6) **TENDER COST :Tender cost of Rs.1000/-(One Thousand only) in form of Demand draft in favour of "AIIMS, RAIPUR Tatibandh, G.E. Road, Raipur,** which is nonrefundable.
- (7) **EMD:** must be deposited by the tenderer by enclosing Demand Draft only in favour of AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur, along with tender which shall be refunded to Bidder's without any interest after finalization of tender. Withdrawal of the tender at any stage after submission shall forfeit refund of earnest money. **Tender without EMD will not be entertained and no communication shall be entertained.**
- (8) **Security Deposit:** Within eight days from date of the issue of notification of award by the purchaser, the supplier, shall furnish performance security to the purchaser for an amount equivalent to **10% of the total cost of the equipment through Demand Draft only in favour of Administrative Officer, AIIMS, RAIPUR Tatibandh, G.E. Road, Raipur, which shall be released after fulfillment of all contractual obligations without any interest.** Unsatisfactory performance or violation of terms & conditions of the contract will make the contractor liable for forfeiture of security deposit. The decision of Administrative Officer will be final in this count.
- (9) **Quotation rates:-**rate should be quoted as **lump-sum price F.O.R. destination in Indian Rupees both in the words & figures per cylinder** inclusive of cost of the equipment/Instruments freight, Insurance, transit, packaging, forwarding, sale tax, excise duty etc. as well as charges for installation and commissioning with all the men and material required for the same. All inclusive lump-sum prices need to be accompanied by a statement indicating a clear "Break up" of lump-sum price in its various components constituting it along with values / amount indicating against each of such component adding to arrive at all inclusive lump-sum price. No other charges in additional will be payable on any account over and above the lump-sum price quoted. Price variation clause will not be acceptable. **The rates quoted in ambiguous terms such as**

“freight on actual basis “ or “ Taxes as applicable extra” or packaging , forwarding extra will render the Bid liable for rejection irrespective of its gradation in respect of lump-sum prices quoted. Bidders in their own interest shall ascertain the eligibility of whatsoever concession and exemption applicable to the Hospital and shall advise the purchaser and quote accordingly. CST/ST/VAT may be claimed as per rules. There should not be any revision of rate during contract period except change in taxes, whenever notified by Govt. The rates should be quoted in the prescribed proforma only as per Annexure- VI.

- (10) **Supply & installation:** shall be made by the successful tenderer within two weeks (twelve days) from the date of placement of supply order at consignee site between office hours only; Monday to Friday 9.00Am to 4.00PM & on Saturday 9.00AM to 12.00 noon. If the successful tenderer fails to execute the supply order& installation within the stipulated period (two weeks from the date of issue of supply order), penalty of 2% of the value of the order calculated at the contract rate per week or a part of a week will be levied for late supply & installation for twelve days. The maximum penalty for late supply & installation shall not exceed 10% of the total value of the order/orders and if the order is not supplied & installed even after twelve days then the items/goods will be procured from next higher bidder and the difference will be recovered from subsequent bills/security money deposit. The cutoff date of delivery & installation period shall be counted from the date of actual dispatch of supply orders to date of supplies at F.O.R. Destination & installation.

The items supplied having shelf life should not have passed more than half of shelf life from the date of manufacturing at the time of supply. The items must be supplied as quoted in the tender firmly, failure to which risk purchase shall be done as per supply rule. Any variation from sample will not be accepted for supplied items against supply order. The cylinder should be empty at the time of supply. Certificate of explosive department should be produced at the time of supply of cylinder.

- (11) **All the cylinders of Medical gases should have :**

- a) Valve protection caps.
- b) Valve with nickel plating only. c) History card of the cylinder.

- (12) All cylinders supplied by the firm must strictly be made with all regulatory requirements including filling norm as per Medical Gas Cylinder Rules 1981 or any applicable rules.

- (13) All cylinders should be **properly painted as per their respective colour code**. The cylinder no., name of the company and name of Medical Gas Cylinder for contents should be clearly indicated on the neck of the cylinder. **Incomplete / conditional tenders will not be accepted.**

- (14) **The firm should be responsible if any mishap takes place on account of nonconformities of safety standard and rules and pecuniary loss, if any incurred would also be borne by the supplier.**

- (15) **Warranty/Guarantee:** The warranty/Guarantee of the supplied item should be **one year**, will start from the date of complete supply as per supply order.

- (16) The **supplied item should be of “ISI marked”.**

- (17) No figures or words should be overwritten .Incorrect figures or words should be struck out and rewritten under your initials.

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- (18) **In case of any disputes** at any time during tender procedure and/or contract period, the same shall be referred to any arbitrator appointed by the Administrative Officer and the decision of the arbitrator will be final and binding to both the parties. The venue of Arbitrator will be at Raipur.
- (19) **Period of contract:** The contract will be valid for one year from the date of finalization of the tender but the contract period can be extended by the Administrative Officer on the same rate and terms & conditions on mutual agreement. Administrative Officer reserves the right to terminate the contract at any stage if the supplies and /or services are found unsatisfactory.
- (20) **Name, Designation and Specimen Signature** of the person/representative authorized by the competent authority of the firm to deal with the tender /sign the tender document must be enclosed along with the tender(As in ANNEXURE-V)
- (21) **Tenderer has to submit a signed undertaking on stamp paper of Rs. 100/-(One hundred only) along with tender as per enclosed Annexure-III "To be made part of Bid."(Essential)** failing which, the tender shall not be considered.
- (22) **Payment** shall be released through RTGS / NEFT after satisfactory supply, inspection and installation of the equipment. Name of bank, name of branch, A/c No. and IFSC number must be submitted.
- (23) **The documents should be submitted as per annexures given in the tender, the tender may be rejected if any deviation/discrepancy is found.**
- (24) Administrative Officer reserves the right to accept or reject or cancel the tender(s)/Tender process or relax any condition at any stage without assigning any reason(s) thereof what so ever and his decision shall be final on this count.

Administrative Officer

Annexure-II

CHECK LIST

The Bidder should ensure that the following informations / documents are enclosed along with the Bidding documents:

BID I

- (I) EMD of Rs.25000/-(TWENTY FIVE THOUSAND only) & Tender cost of Rs.1000/- (One Thousand only) (YES/NO)
- (II) Original Tender Documents duly filled ,signed & stamped on each page (YES/NO)
- (III) Annexure I & II duly filled and signed with seal. (YES/NO)
- (IV) A signed undertaking on stamped paper of Rs.100/-(Rupees One hundred only along with tender (As per Annexure III) (YES/NO)
- (V) Manufacturer's Authorization Certificate (As per Annexure IV) in case Bid is submitted by Agents / valid manufacturing license (if Bid is submitted by manufacturer). (YES/NO)
- (VI) Valuing Certificate issued from Department of Explosive (YES/NO)

BID II

- (I) DETAILS OF MANUFACTURING UNIT / AUTHORIZED DISTRIBUTORS (as per Annexure-V) (YES/NO)

Annexure-III

To,

Administrative Officer,
AIIMS, RAIPUR, Tatibandh, G.E. Road,
Raipur - **492009**

UNDERTAKING

Date of Opening:

Name of Item:

Respected Madam/Sir,

1. The undersigned certifies that I /we have gone through the terms and conditions mentioned in the tender document including annexure and undertake to comply with them. The rates quoted by me/us are valid and binding on me/us for acceptance for the period of one year from date of finalization of tender.
2. It is certified that rate quoted are the lowest quoted for any institution /Hospital in India.
3. Earnest Money deposited by me/us viz. Rs 25000/-(TWENTY FIVE THOUSAND only)....in the form Demand Draft in Favour of AIIMS, Tatibandh, G.E. Road, Raipur, is attached herewith and shall remain in custody of the Administrative Officer, AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur, as per sl. no. 7 of Terms & Conditions.
4. I/We give the rights to Administrative Officer , AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur, to forfeit the Earnest Money deposited by me/us if any delay occur on my/agent's part or fails to supply the article at the appointed place and time and of the desired specification.
5. I/We undertake that I/We will keep the equipment/Instruments in functioning state throughout the warranty period.
6. I/We undertake that I/We will supply a new & fresh piece of ordered item and the rejected supply, if any will be taken back and replaced by the firm at its own cost within the specified period and without causing any interruption to the Hospital services.
7. Certificate of explosive department should be produced at the time of supply of cylinder.
8. There is no vigilance/CBI case or court case pending against the firm/supplier.
9. I/We declare that my/our firm has not been blacklisted/debarred by any of the Govt. Hospitals/Institutions/any Govt. /Govt. Undertaking.
10. I/We undertake that if the rates of any item are lowered due to any reason, I/We will charge the lower rates.
11. I/We hereby undertake to supply the items as per directions given in supply order within the stipulated period.
12. I/We understand that ADMINISTRATIVE OFFICER'S, AIIMS, RAIPUR, Tatibandh, G.E. Road, Raipur, has the right to accept or reject any or all the tenders without assigning any reasons (s) thereof.
13. I/We shall not sublet/transfer/assign the contract or a part of it to any other firm at any time of contract.
14. If above information is found incorrect/false at any time the tender is liable to be rejected.

Annexure-IV

AUTHORISATION CERTIFICATE

To,
Administrative Officer,
AIIMS, Tatibandh, G.E. Road, Raipur-
492009.

Respected sir/madam,

Authority letter against Tender enquiry No..... due on.....Name of item
quoted.....We,
....., who are established and reputed manufacturer
of.....having factory at.....and hereby authorize
M/s.....(Name & Address of Agent) to Bid, Negotiate and conclude the
contract with your Institution against above tender for the above goods manufactured by us.

Yours Faithfully

(Signature & Name of Manufacturer) (With
Address & Seal)

(NOTE: These letter of Authorization should be on the letter head of the manufacturing concern and should be signed by a person competent and having the Authorization to issue said certificate on behalf of the manufacturing firm. The said certificate should also bear the signature of the participating tenderer as a witness.)

Annexure-V

DETAILS OF MANUFACTURING UNIT / AUTHORIZED DISTRIBUTORS

Name of the Tenderer & Full Address:

(Whether manufacturer / authorized distributor) PAN number

Name of bank _____ name of branch _____

A/c No. _____ and IFSC number _____

(RTGS detail for payment)

Phone Nos. /Mobile no. Fax No. _____

E-mail Address _____

Date of Inception _____

Item Manufacturing / Distribution License No & Date (if any) : _____

Issued by _____

Valid upto _____

CST / VAT Registration No. _____

Details of Name & Address of premises Where items are actually manufactured. /Stored.

Signature of the Authorized Signatory
Name & Designation of Authorized Signatory

Annexure-VI

Financial Bid

<u>PROFORMA FOR QUOTING RATES FOR</u>	Description of item	Number	Make/ Brand/ Model	Cost/unit price	Taxes	Other Charges, if any	Total Unit price	Total price
1	OXYGEN CYLINDER Type A	16						
2	OXYGEN CYLINDER Type B	16						
3	OXYGEN CYLINDER JUMBO (BULK)	16						
4	NITROUS OXIDE CYLINDER TYPE A	8						
5	NITROUS OXIDE CYLINDER JUMBO (BULK)	6						

(NOTE: All entries and rates in the tender to be made by computer typing only. Handmade entries will not be entertained and tender is liable to be rejected.):