

GOVT. OF INDIA
KALAWATI SARAN CHILDREN'S HOSPITAL
BANGLA SAHIB MARG, NEW DELHI-01
Phone no. 011-23344160 Extn.-407, Fax no. 23745627

No: KSCH/Purchase/50/19-20/

Dated:

LTD. TENDER NOTICE

Sealed Ltd. Tenders addressed to the Director, Kalawati Saran Children's Hospital, New Delhi are hereby invited in double bid system for Stamps, (Rubber & Perma Ink) display board (Normal & LED), Notice Board, Pin-up Board, Name Plate (Normal & Brass), Sign Board etc. (As per list enclosed in Annexure-I) in Kalawati Saran Children's Hospital, New Delhi (complete information available in the Tender Documents). Tender Forms/Documents with the Terms and Conditions and list of items along with the specifications can be downloaded from URL www.eprocure.gov.in. The bids is to be deposited separately (in double bid system) should be deposited in the Tender Box kept in front of the Purchase Section, Room No. 131, 1st Floor, Old Building, Kalawati Saran Children's Hospital, New Delhi, it will be opened on the same day at 11:30 AM. The brief summary of the important dates of the Tender are as under:

LTD. TENDER FOR	:	Stamps, (Rubber & Perma Ink) display board (Normal & LED), Notice Board, Pin-up Board, Name Plate (Normal & Brass), Sign Board etc. (In double Bid)
DATE & TIME OF CLOSING OF TENDER	:	28 th November, 2019 AT 11:00 AM
DATE & TIME OF OPENING OF TENDER	:	28 th November, 2019 AT 11:30 AM

The Director reserves the right to reject/accept any or all tender(s) without assigning any reason whatsoever. For any dispute or contradiction, arising under, out of or in connection with the Tender/Contract order shall be subject to exclusive jurisdiction of the Delhi Courts only)


(Addl. Medical Supdt.)
(Store & Procurement)

GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
KALAWATI SARAN CHILDREN'S HOSPITAL
NEW DELHI
PURCHASE SECTION

Limited Tender rate inquiry for making various kind of stamps, display board (Normal & LED), Notice Board, Pin-up Board, Name Plate (Normal & Brass), Sign Board etc. for Kalawati Saran Children's Hospital, New Delhi.

ADVERTISED TENDER ENQUIRY

IMPORTANT DATES

Date of Advertisement: _____

Last date & time of submission of Bids: _____

Time & Date of Opening of Technical Bids: _____ 11.30 am

Time & Date of Opening of Price bid: After technical evaluation

TENDER NO.

BRIEF DESCRIPTION OF ITEM (Group) :

TERMS & CONDITIONS

Tenders in sealed cover are invited for the supply of :

Serial NO.	Tender Name	Cost Tender documents (Non-refundable)	EMD
1.	Stamps, (Rubber & Perma Ink) display board (Normal & LED), Notice Board, Pin-up Board, Name Plate (Normal & Brass), Sign Board etc.	Rs.500/-	Rs.10,000/-

ELIGIBILITY CRITERIA

- i. a. EMD: Each Bidder should deposit Earnest money as mentioned above in the shape of Demand Draft only, drawn in favour of the Director, LHMC & KSCH, New Delhi payable at New Delhi and should be attached with the tender form, failing which the tender will be rejected. The Tender Number, due date and complete address of the firm should also be written on the back of the demand draft.
b. Performance security: EMD of successful bidder will be treated as performance security.
- ii. EXPERIENCE: The bidder should have not less than 2 year of working experience in any Central Govt./State Govt./Autonomous Body in concerned field..
- iii. ANNUAL TURNOVER: The manufacturing firm should have minimum annual turnover of Rs. 1-2lac. IT return of last 2 financial years is to be submitted.
- iv. As per the directions of Govt. of India for MSM units all the relevant exemption will be allowed.

SUBMISSION OF BIDS

The bidders shall submit their bids in two parts in separate sealed covers marked as ("Technical Bid") & ("Price Bid"). Both the sealed envelopes should also have the Tender No., Date of Opening, Group of items, Name & address of the bidder, marked on the sealed envelopes. Both the sealed envelopes should be put in an outer Main cover which should also be sealed and marked with Tender No., Date of Opening, Group of items, name & address of the bidder.

TECHNO-COMMERCIAL BID: All the documents as mentioned in the Eligibility Criteria, clause 24 (Check list) of the terms & conditions, any other document which does not give an indication of the price,

Amrit Gupta *[Signature]* *[Signature]* *[Signature]* *[Signature]* *[Signature]*

list of items quoted with specifications/ composition of the item, pack size etc. should be enclosed in the Techno-Commercial Bid. **The specification of the items must be filled in the format given below.** (THE COLUMN FOR PRICE SHOULD BE LEFT BLANK IN TECHNO-COMMERCIAL BID). If price is mentioned in the techno-commercial bid, the bid is likely to be rejected. The bid should be duly type written, free from erasing/over-writing/ cuttings.

S.No.	T.S.No.	Name of the item	Brand name, if any	Name of the Manufacturer	Rate per unit/ Unit size	Tax, if any CST/ VAT/ Excise	Net Rate
					Rates to be filled in price bid only	Rates to be filled in price bid only	Rates to be filled in price bid only

PRICE BID: List of items quoted with specifications of the item exactly as submitted in the Techno-commercial bid along with the price of the items should be enclosed in the Price Bid. It should be duly type written, free from erasing/ over writing / cuttings and submitted.

The rates will be valid for a period of two years from the date of award of notification. Validity of tender may be extended for further one year with mutual consent of both parties and with fall clause undertaking.

- It may be noted that when the main cover is opened on the date and time scheduled for bid opening, only the technical bids will be opened and read out in public.
- Bidders whose techno-commercial bids are found substantially responsive will be informed of the date and time of opening of their price bids. If some of the items of a bidder are technically approved, the price of other items which are not approved shall be ignored.
- The documents should be dropped in the tender box kept at the 1st floor, Room No.131, Administrative Block, Old Building, before the date and time of the tender opening.
- All the pages of tender documents should be properly numbered and total number of pages be indicated on the forwarding letter as per format attached.
- Demonstration of every item before opening of price bid of technically successful bidder.
- Samples in duplicate to be submitted in General Store two days before date of demonstration.

UNDERTAKING:

- Validity period of supply orders:** All deliveries should be made to the store on F.O.R. destination basis well within the stipulated time i.e. given at the time of supply order which is depend on ordered quantity failing which the firm will be liable for action as mentioned in Penalty clause of the tender.
- The firm is required to submit a certificate in the format as "I/we have read and understood all the terms and conditions governing the tender. I/ We agree to abide by all the terms and conditions of the tender enquiry".

BID OPENING:

- The tender opening committee (TOC) will open bids in the presence of bidder's representative, who choose to attend, at the time and date specified in the invitation for bids
- The bidder's representatives, who choose to attend the bid opening, shall bring with them a letter of authority from the bidder on the letter head for having been authorized to be present at the time of opening of the bid. In the absence of such a letter of authority, the representative will not be allowed to be present and/ or to attend the bid opening. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid of opening being declared a holiday for the purchaser the bids shall be opened at the appointed time and location on the next working day.

(Handwritten signatures and initials)

- iii. The TOC will examine the bids to determine whether they are complete, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are in order.

TECHNO-COMMERCIAL AND PRICE EVALUATION:

- i. The constituted committee, on behalf of the purchaser shall determine the substantial responsiveness of each bid in accordance with the terms and conditions of the bidding documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the tender documents.
- ii. The committee's determination as to the substantial responsiveness or otherwise on each bid or consideration of a minor informality or non-conformity or regularity is final and conclusive.
- iii. The price bid of only techno-commercially responsive bids/ items shall be opened.
- iv. Arithmetic errors, if any, shall be rectified on the following basis. In case of any discrepancy between unit price and quantity, the unit price will prevail and price will be corrected. If the supplier does not accept the correction of error, the bid will be rejected. If there is a discrepancy between the words and the figure, the amount in words shall prevail.
- The manufacturer should preferably participate in the tenders directly. If the bids are submitted through an authorized distributor, a valid certificate of authorization (as per Performa enclosed) valid for at least two years from the date of approval of tender for the items that the authorized distributor is quoting, all the certificates as required in the terms and conditions of tender should be from the manufacturer with their responsibility and liability. In case the name of the authorized distributor is changed by the manufacturer, acceptance of the new authorized distributor for supply of items shall be at sole discretion of the hospital authority and the onus of the responsibility would lie with the manufacturer.
- It will be a condition on the approval of the offer that the price charged for the item supplied to the hospital shall in no event exceed the lowest at which the tenderer sells the stores of identical description to any other Govt. institution. Violation of this clause will entail recovery/debarring the erring firm.

If at any stage during the tenure of the tender, the tenderer reduces the sales price lower than the price charged under the agreement, the tenderer will forthwith notify such reductions of the sale price to the Director of KSCH, New Delhi.

- i. The rates should be quoted strictly as per our specifications and per unit as mentioned in the list of items.

The quantity of requirement is only given at the time of order.

GST, if chargeable extra, where legally levied and intended to be claimed, should be distinctly shown along with the quoted price and no such claim if any, will be admitted at any later stage on any grounds. However, in the event of any revision in the existing rates of duties or introduction of any statutory duty and imposed by the Govt. from time to time, the same will be paid extra on production of satisfactory documentary proof. And the bidder to submit the proof of depositing GST.

The rates quoted should be inclusive of all freight charges, packing charges.

RISK PURCHASE:

- i. In case of default (quality, quantity, time & specifications etc.) the institute will have the right to procure the ordered item from the next bidder/ open market at the firm's risk and expenses of the supplier and the supplier shall upon demand, pay to the hospital all such extra charges as may be incurred or sustained in procuring.
- ii. Non-performance of contract provisions shall disqualify/ debar the tenderer for participating in the next tender of the Hospital.
- iii. All participating firms must submit an affidavit on non-judicial stamp paper stating that they or any of their firm have neither been blacklisted nor debarred from participating in future tenders by any State Govt./ Central Govt. organizations. If at any stage their claim turns out to be false the said firm will render itself liable for punitive action, as deemed

Amrit Gupta *[Signature]* *[Signature]* *[Signature]* *[Signature]* *[Signature]*

fit. The present tender in which they have quoted would be summarily rejected besides being debarred from participation in next tenders of the hospital.

THE FOLLOWING DOCUMENTS SHOULD BE ATTACHED WITH TENDER:

- i. Tender documents downloaded from internet
- ii. Earnest money deposit as Demand draft in favour of Director, KSCH payable at New Delhi.
- iii. Lowest Rate Certificate that rates quoted are not higher than quoted anywhere else in the country.
- iv. Two years working experience certificate in the concerned field
- v. Valid GST No.
- vi. Certificate to the effect that all the terms and conditions mentioned in the tender documents are acceptable.
- vii. Copy of IT returns for last 2 years.
- viii. Undertaking from the firm to supply the quoted items within the stipulated time period.
- ix. Affidavit on non-judicial stamp paper regarding the non blacklisting of the firm or any of its products by any Central/State Govt. organization.
- x. Undertaking to replace defective item(s), if any at the cost of supplier as per terms and conditions.
- xi. Alphabetical Index of product in the present tender together with page No.(s)
- xii. Quality Assurance Certificates as applicable for specific item.
- xiii. Warranty Certificate as applicable for specific item to be supplied with supply order.

PENALTY CLAUSE:

- i. If the firms fails to supply the items within the time mentioned in the supply order (unless permitted by the hospital only in case of a request from the firm mentioning reason acceptable to the hospital).
- ii. First delay of one week or part thereof @ 2% of the ordered value will be imposed.
- iii. Subsequent delay at the rate of 2% per week or part thereof (five week), subject to maximum of 10% will be imposed.
- iv. For non-supply, EMD will be forfeited. Penalty will deducted from the bill of erring firm.

The competent authority reserves the right to reject the tender at any stage if any discrepancy of deficiency is found in the tender process.

Each page of the terms and conditions to be signed by the authorized signatory with official seal of the firm and attached with the bids.

Tie breaker: In case of price tie, supply order will be executed equally to the successful bidder.

Name(s) and Signature (s) of the tenderer
(With stamp of the firm)

DR. SUNITA KHAMBRA
Consultant (SAG) Anaesthetist
Add. Medical Superintendent
Kalawati Saran Children's Hospital
New Delhi-110001

Aniket Gupta

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Sunita

Aniket Gupta

Sunita

Aniket Gupta

Format of Forwarding Letter

FORWARDING LETTER

(To be filled in by the tendering party in official letter head)

The Director,
Kalawati Saran Children's Hospital,
New Delhi 110001.

Tender Enquiry No. & date: _____
Date & Time of opening of tender: _____
Sir,

With reference to the above tender enquiry I/ we are submitting herewith our tender documents. The tender document is duly paginated and contains from page No.1 to _____.
A checklist chronologically indicating documents attached in original/ copies duly attested by Gazetted Officer as per clause 24 of tender document is also enclosed.

CHECK LIST

S.No.	Documents enclosed	Yes/ No	Page No.
1.	EMD of Rs. _____		
2.	Two years experience certificate issued by any Central Govt./ State Govt./ Autonomous Body.		
3.	Copy of up to date returns/acknowledgement from the department of trade & taxes with valid GST No.		
4.	Certificate to the effect that all the terms & conditions mentioned in the tender documents are acceptable.		
5.	Income Tax return of last two financial years		
6.	Undertaking from the firm to supply the quoted items within the stipulated time period.		
7.	Affidavit regarding the Non blacklisting of the firm or any of its products by any central/ state govt. organization and CBI Case pending or being contemplated against the firm.		
8.	Lowest Rate Certificate		
9.	Undertaking to replace the defective/ unconsumed items if any at the cost of supplier.		
10.	Quality Assurance Certificate as applicable group.		
11.	Pagination of tender documents		

Name (s) and Signature (s) of the tenderer
(with stamp of the firm)

Amrit Gupta
[Signature]
[Signature]
[Signature]
[Signature]

UNDERTAKING

(No conditional undertaking or any change in proforma will be accepted)

1. I, the undersigned, certify that I have gone through the terms & conditions mentioned above, and undertake to comply with them. The rates quoted by me are valid and binding on me acceptance for the year 2015-16. The tender could be extended for the six months.
2. I, the undersigned hereby bind myself to supply to the Govt. of India, KSCH, New Delhi during the year 2015-16. The articles shown in the appendix here to annexed at the rates specified against them.
3. That the articles shall be of the best quality and kind as per the requirement of the Institution. The decision of the Director, KSCH, New Delhi as regards the quality and kind of the articles shall be final and binding on me.
4. The Earnest Money deposited by me in the form of Demand Draft of a scheduled bank in favour of Director, KSCH, New Delhi payable at Delhi/ New Delhi is attached herewith and shall remain in the custody of the officer till the decision of the officer as to the acceptance of the tender is known. Once the tender is accepted the EMD can be taken as security deposit from which recoveries can be made in case of failure to supply or other penalty.
5. I agree that in the case of failure to supply the material for which a supply order will be placed upon me within the stipulated date of delivery, the institution can go for purchase of the same at my risk. (Risk purchase clause)
6. I will submit the sample as and when required within the stipulated period and in case I fail to do so, the institution shall forfeit the earnest money deposit by me.
7. The conditions herein contained shall form part of and shall be taken as if they are included in the agreement to be entered into or treated as agreement itself at the discretion of the Director, KSCH, New Delhi.
8. I shall execute an agreement on stamped paper of Rs.100/- (Rupees hundred only) in case my tender is accepted and if am asked to act so. An agreement will be executed by name within 7 days of the intimation of acceptance of rate for the tender. However, this to be treated as agreement otherwise.
9. The said officer shall be deemed if necessary to change any article on its being found to be inferior quality, it shall be replaced by me in time to avoid any inconvenience.

Name(s) and Signature (s) of the tenderer
(With stamp of the firm)

Anish Gupta

The block contains several handwritten signatures and initials. At the top right, there is a signature that appears to be 'Anish Gupta' with a horizontal line underneath. Below it, there are initials 'A.G.' and another signature. At the bottom, there is a large, stylized signature that looks like 'Anish Gupta' and another signature to its right.

S. No.	Name of Item	Quantity
1.	Rubber Stamp (Small, Medium & Big)	As and When Required
2.	Perma Ink Stamp (-do-)	-do-
3.	Display Board (Normal) (size given at the time of order)	-do-
4.	LED Display Board (--do--)	-do-
5.	Notice Board (size given at the time of order)	-do-
6.	Pin-up Board (-do-)	-do-
7.	Name Plate (Normal) (--do--)	-do-
8.	Name Plate (Brass) with fitting (--do--)	-do-
9.	Acrylic Attendant Pass (--do--)	-do-
10.	Acrylic Patient Waiting Area Pass (--do--)	-do-
11.	White Board (size given at the time of order)	-do-
12.	Name Plate Holders (--do--)	-do-
13.	Standee (--do--)	-do-
14.	Flex Board (--do--)	-do-
15.	Banner (--do--)	-do-
16.	Signage (--do--)	-do-
17.	Arrows Signs (--do--)	-do-
18.	Name badges (--do--)	-do-

19.

Mementos
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 Wooden
Metallic.

-do-

Anurag Gupta