

ENQUIRY NO: TMH/SANGUR/SURG/DISP/ 2015-2016/LT1

Submission date: 29/07/2015 up to 2.00 p.m.

Tender Opening date: 29/07/2015 at 2.30 p.m.

TATA MEMORIAL HOSPITAL
TATA MEMORIAL CENTRE
DR ERNEST BORGES MARG
PAREL, MUMBAI 400 012
Tel : 022-24177000 extn 4101, 7255
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TMH/IMP/2015-16/PART I & PART II

08/07/2015

TENDER FORM

The Director, Tata Memorial Centre, Dr Ernest Borges Marg, Parel, Mumbai 400 012 invites sealed tenders for the supply, installation and commissioning of the equipment as per technical specifications mentioned in schedule A of the tender.

GENERAL TERMS

Please quote all the model including the state of the art equipment which meets the basic requirement.

1. Tender should be submitted or drop in the drop box available in the Dispensary Procurement Cell in two parts simultaneously in separate sealed covers super scribed as **“TMH/SANGURUR/SURG/DISP/ 2015-2016/LT1 FOR “General Surgical Instruments” (List of Instruments and Quantity as per enclosed sheet)”** PART I and PART II. Part I should contain the technical bid and Part II should contain the commercial Bid. Both the parts should be **received** on or before **29/07/2015 up to 2.00 p.m.** in the Dispensary Procurement Cell, Tata Memorial Hospital. Part I will be opened on **29/07/2015 at 2.30 p.m.** in the presence of the attending tenderers. Time and date of opening of the Part II (price bid) will be intimated only to the tenderers who are technically qualified after evaluation of Part I.

Only technically shortlisted and commercially lowest offers will be considered for financial negotiations.

2. **An Earnest Money Deposit of Rs.15000.00** is to be paid either **by cash or DD in favour of Tata Memorial Center at the cash counter** and the **photocopy** of the cash receipt should be enclosed in the **Part I** Technical Bid of the tender documents. The original money receipt must be kept with the vendor and to be shown at the time of tender submission. **The EMD Receipt number and date should be mentioned on the envelope.**

3. The bids received without paying EMD charges shall not be considered.

4. **Forfeiture of the E.M.D.**

If for any reason whatsoever any bidder withdraws his bid at any time prior to expiry of the validity period or after issue of the Letter of Intent/ Work Order, Purchase Order, refuses to execute the Work Order / Purchase order for faithful performance of the contract within the stipulated time, the amount of E.M.D. is liable to be forfeited by.

Refund of E.M.D.

The Original E.M.D. receipt along with written request letter needs to be submitted in the Dispensary Procurement cell for Refund of E.M.D.

a) EMD of the successful tenderer shall be refunded after the receipt of GRIN and the On receipt of acceptance and approval of the end user.

b) EMD furnished by all unsuccessful tenderers will be returned as early as possible after the expiry date of validity of their offer but not later than 30 days of award of the contract.

5. **Scope of work:**

Scope of supply should include supply, of the instruments at SANGRUR address: Homi Bhabha Cancer Hospital, Civil District Hospital campus, Sangrur, Punjab – 148001 at no extra cost to TMH.

6. The damages if occurred to the instruments during transit upto the site shall be taken care by the supplier himself.

7. If the Vendor Capability Performa provided and the documents required as mentioned are not submitted TMH reserves the right not to accept the offer.

8. The Director, TMH / TMC reserves the right of cancellation, adding, reducing or deferring the purchase without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the earnest money deposit without any payment of interest. The Director, TMC on enquiry will disclose the reasons for rejecting a tender or non issuing a tender document.

9. In the price bid tenderers should ensure to quote the prices in the prescribed form. **If a firm quotes “Nil” charges / consideration, the bid shall be treated as unresponsive and will not be considered. (as per Rule 160 (xiv) of General Financial Rules 2005 vide DAE letter No. 1/5(3)/2012-Budget/ 2483 dated February 20, 2014).**

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PART I – TECHNICAL BID

- 1 If the tenderer is not capable of quoting particular item Tenderer should clearly mention in the Technical bid in the compliance report. For the cases where the compliance report the tenderer not mentioned anything then management is free to presume that it is inclusive of the cost quoted by the tenderer.
- 2 Part I of the tender should contain two sets of complete specifications and a copy on a CD detailing component/specifications in prescribed format as mentioned in Annexure I. Product catalogue / literature/in original of the instruments offered and the authority to quote should also be provided.
- 3 The list of places and institutions where same model of the instruments quoted are installed must be provided with technical bid. An instrument performance certificate from users is desirable.
- 4 Tenderers must be willing to demonstrate instrument functioning to the users at the tenderers cost.
- 5 The vendor shall mention the make and model offered.
6. The bid should also include the following:
PAN No.
Income Tax details.
Profit & Loss a/c & Balance Sheet of the company for 03 years
Factory License / Shops & Establishment License.
Complete Literature of the Product offered.
Latest Letter of Authority from manufacturer if the supplier is dealer or agent of the firm.
Vendor Capability Proforma duly filled in.

PART II COMMERCIAL BID

1. The details of the price the equipment should be quoted in Part II of the tender in a separate sealed envelope in the following manner :
A) Basic unit Price , Taxes, Total Amount.
2. In the price bid tenderers should ensure to quote the prices in the prescribed form. **If a firm quotes “Nil” charges / consideration, the bid shall be treated as unresponsive and will not be considered. (as per Rule 160 (xiv) of General Financial Rules 2005 vide DAE letter No. 1/5(3)/2012-Budget/ 2483 dated February 20, 2014).**
3. **Validity:** Tender must remain valid for one year from the due date of the tender.
4. **Terms of Payment:** The mode of payment must be indicated clearly. The preferred mode of payment is payment within 30 days after GRIN and Acceptance of the instruments from the user.
5. **Warranty: 2 Years**
a) Warranty period : Vendors are required to specify the standard warranty offered. If the warranty offered is less than 2 yrs please specify the warranty period and the additional cost for warranty upto 2 yrs.

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6. The term FREE implies providing goods and services within the premises of Sangrur site (address given above) at no extra cost to TMC.
7. If unsigned, incomplete and conditional bids are forwarded, the Director, TMC reserves the right to reject the tender.
8. **Liquidated damages:** In event of failure to supply within the stipulated delivery period, the purchaser reserves the right to levy liquidated damages @ 2% per month or part thereof for the delayed supplies.

Authorised Signatory

I/We have read the Terms and conditions and the same are acceptable to me/us.

(Tender's Signature)

TENDERER'S FULL NAME & ADDRESS:

NAME: _____

ADDRESS: _____

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**TATA MEMORIAL HOSPITAL
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TENDER FORM**

Application

Ref: Tender No:

Date:

1 Name of the Item / Work	
2. Due Date of the submission of the tender.	
3. Receipt No. for EMD Amount and Date	
4. Name / Title of the Bidder	
5. Full Address (recent)	
	E-Mail (recent)
	Tel. No & Mobile No. (recent)
Fax (recent)	
6. Name of the person authorized to deal / undertake business for and on behalf of the bidder	
	Tel. No & Mobile No. (Recent)
	Fax (Recent)
	E-Mail (Recent)
7. Legal entity of the bidder whether Firm / Society / Company / Other entity	

a. Registration No.	b. Authority with whom registered
c. Licence No. granted by _____ for _____	
8. Main business of the bidder whether Manufacturer, Business Distributor, Wholesale Dealer, Retail trader or Service Agent	
9. Authorized Area of operation in India	
10. Name of the Principal Organization / Company for and on behalf working in India	
11. Origin of the Principal Organization / Company	
12. Address of the Principal Organization / Company	_____ _____ _____ Tel. No. & Mobile No. _____ Fax _____ E-Mail _____
13. Name & Address of the Bankers of the bidders.	
14. Authority / Delegation / Licence No. & Date granted by the principal to the representative bidder	
15. PAN No.	

TAN No.	
16. Registration No. granted by Central Excise Commissioner for Service tax	
17. CST No. / VAT No. / ST No.	
18. Central Excise License No.	
19. Import / Export Code No.	
License No. for import	
20. No. of manpower employed by the bidder	a. Scientific b. Technical
	c. Administrative d. Finance
21. Support facility equipment No.	
22. Experience of the bidder in dealing with the tendered item. Tenderer must have similar job done in the line of business / experience with 3 to 5 years will be considered	
23. Whether supply of any item / service to TMC in past; if yes indicate the Purchase Order No. & Date	
24. Any other relevant information for submission	

Certified that the above information is correct & true to the best of my knowledge and belief. Nothing has been concealed and fabricated and in case any information is found incorrect. I, the under signatory will be personally responsible.

Signature
Name of authorized person for bidder with seal

**TATA MEMORIAL HOSPITAL
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COMMERCIAL OFFER / PRICE BID

Name of the equipment:

Total cost of ownership for a period of Two years.

Following points shall be considered for arriving at the lowest quoted bidder amongst the technically acceptable offers. :

- 1) The total cost of equipment shall be calculated as under:
CIF Value (converted in INR with exchange rate at the beginning of the month of opening of financial bids) / Cost after tax without octroi in case of INR quote+ Warranty.

3) Bidders are advised to submit price bid in the enclosed prescribed format.

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COMMERCIAL OFFER / PRICE BID

Name of the equipment:

Name of the item/equipment/ service (complete in all respect i.e. Basic equipment with necessary accessories and consumables):_____

Sr. No.	Particulars	Amount
1.	Basic cost of the instruments	
2.	Add Taxes	
3.	Grand Total Cost	
4.	Specify other charges, if any	

Certified that the above information is correct & true to the best of my knowledge and belief. In case any information is legal suppressed, and /or found false and incorrect, the under signatory will be personally responsible for the consequences, and that the tender is liable to be rejected summarily without assigning any reason.

Signature

Name of authorized person for bidder with seal

Date: