

GOVT. MEDICAL COLLEGE JAMMU



Purchase Committee

GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU

NOTICE INVITING TENDERS

For

**Service, Maintenance/Running Contract of
INCINERATORS for the year 2015-16**

E-Tender Notice NO. 12 OF 2015

This Document Contains:-

- ➔ Notice Inviting Tenders
- ➔ SBD
- ➔ Annexure
- ➔ List of installations

PURCHASE COMMITTEE
GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU
E-TENDER NOTICE 12 OF 2015

For and on behalf of the Governor of Jammu & Kashmir State, online tenders are invited from the **firms dealing in the who are registered with Health & Medical Education Department** of J&K State, for the **following job** as per detailed specifications given in the Tender documents for the year 2015-16.

S. No.	Particulars of the tenders	Cost of tender fee	Earnest Money	Date of Opening of Bid
01	Service, Maintenance/Running Contract of INCINERATORS for the year 2015-16	Rs. 750/-	Rs. 50,000.00	28-04-2015 at 11:00 hrs

1. The tender document for the above job can be seen on the website **www.jktenders.gov.in** from **26-03-2015 (16:00 hrs.)**
2. The tender documents can be downloaded from the above website from **26-03-2015 (1700hrs)** onwards.
3. The bids shall be deposited in electronic format on website **www.jktenders.gov.in** from **27-03-2015 (1400 hrs) upto 27-04-2015 (1400hrs) only.**
4. The uploaded bids on the website will be opened on **28-04-2015 (1100hrs)** in conference hall, Principal Govt. Medical College Jammu in presence of bidders who wish to attend. In case of holiday on the date of opening of bid, bids will be opened on the next working day at the same time and venue .
5. Cost of tender document (in shape of DD) & earnest money (**in shape of CDR/FDR**) in original favouring **Member Secretary, Purchase Committee** Govt. Medical College & Associated Hospitals Jammu should reach in office of **Member Secretary Purchase Committee, Govt. Medical College Jammu** through speed post/Regd. Post/Courier /by hand before due time of submission of bid alongwith other documents. Purchase Committee shall not be responsible for any delay due to any reason.
6. Original copy affidavit on Rs.50/- stamp paper duly attested by 1st **Class Magistrate** with the effect that:-
 - a. The documents/catalogues etc enclosed with the Tender are genuine and have not been tampered or fabricated.
 - b. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
 - c. If anything found wrong at any stage, I shall be responsible and deem to any legal action against me.
7. Complete bidding process will be on line .(Price bid not to be submitted in physical form)

Sd/-
Chairman
Purchase Committee
Govt. Medical College & Associated
Hospitals, Jammu

No: GMC/PC/2080-83

Dated:26- 03-2015

Copy to the:-

1. Commissioner Secretary to Govt. Health & Medical Education Department, Civil Secretariat, Jammu for information
2. Principal, Government Medical College, Jammu for inf. and necessary action.
3. **Executive Engineer, Hospital Mechanical & Central Heating Division, GMC Jammu for information and necessary action.**
4. **Joint Director Information Department Jammu for publication of Tender Notice in at least two leading papers of National level and State level respectively with largest circulation. The cuttings may be sent to this office for confirmation.**

Sd/-
Member Secretary
Purchase Committee
Govt. Medical College & Associated
Hospitals, Jammu Hospitals, Jammu

Instruction to bidders regarding e-tendering process:-

1. The interested bidder can download the NIT/bidding document from the website <http://jktenders.gov.in>
2. To participate in bidding process, bidders have to get (DSC) "Digital Signature Certificate" as per Information Technology Act-2000, to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mentioned digital certificate from any approved vendors. The Bidders, who already possess valid (DSC) Digital Signature Certificates, need not to procure new Digital Signature Certificate.
3. The bidders have to submit their bids online in electronic format with Digital Signature. The bids cannot be uploaded without Digital Signature. No Proposal will be accepted in physical form.
4. Bids will be opened online as per time schedule mentioned in the NIT.
5. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been attached with bid.
6. The department will not be responsible for delay in online submission of bids whatsoever reasons may be
7. All the required information for bid must be filled and submitted online
8. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender documents The original instruments in respect of cost of documents, EMD and relevant documents be submitted to the Tender Inviting Authority by Registered post/courier as per time schedule specified.
9. The details of cost of documents, EMD specified in the tender documents should be the same, as submitted online (scanned copies) otherwise bid will not be accepted.
10. Bidders can contact the undersigned for any guidance for getting DSC or any other relevant details in respect of e-tendering process.
11. Bidders are advised to use "My Documents" area in their user on <http://jktenders.gov.in> , e-tendering portal to store important documents like Balance sheet, VAT Certificate, Sales Tax Clearance Certificate, IT certificate and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. Bidders are advised not to make any change in BOQ (Bill of Quantities) contents or its name. In no case they should attempt to create similar BOQ manually. The BOQ downloaded should be used for filling the rate as per the Proforma provided and it should be saved with the same as it contains. **Complete description of rates should also be mentioned in the "Description of rates" provided in Cover -II**
13. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
14. The guidelines for submission of bid online can be downloaded from the website <http://jktenders.gov.in>

INSTRUCTIONS FOR BIDDERS

1. The tenderer should be registered supplier of the Health and Medical Education Department.
2. Tenders to be submitted under two cover system

A) COVER 1st (Technical Cover)

1. Scanned copy of tender fees
2. Scanned copy of EMD.

CDR/FDR Format:

Received from M/s...ABC...pledged to the Member Secretary, Purchase Committee, Govt. Medical College, Jammu

3. Scanned Copy of an affidavit on Rs.50/- stamp paper duly attested by **1st Class Magistrate** with the effect that:-
 - a. The documents/catalogues alongwith authority letter etc enclosed with the Tender are genuine and have not been tampered or fabricated.
 - b. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
 - c. If any thing found wrong at any stage, I / we shall be responsible and deem to any legal action against me.
4. Experience Certificate from competent authority

Scanned copies of below mentioned documents shall be attached from My Document area for bidders.

1. Sales Tax / VAT registration certificate
2. Latest "Sales Tax/VAT Clearance Certificate" issued by competent authority
3. Copy of Registration with ESI /EPF/ITR/Labour Department

Original of below Mentioned Documents have to be submitted with the office of the Member Secretary Purchase Committee Medical College & Associated Hospitals, Jammu before last date of submission of tender.

- i. Tender Fee and EMD
- ii. Affidavit
- iii. self attested copies of all documents asked in the technical bid.

B) COVER 2nd: (Financial Cover)

1. Rates to be submitted by the bidders in the BOQ1 only.
2. Detailed description of rates.

Financial bids (Price bid) of only those tenderers shall be opened who qualifies in Technical bids on the basis of Technical Evaluation report submitted by the experts of respective discipline.

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DETAIL OF INSTALLATIONS

Pyrolytic incinerator P4 200	<i>Installed at GMC Jammu</i>	One
BD 100	<i>Installed at SMGS Hospital Jammu</i>	Two

TERMS & CONDITIONS OF TENDER

Tender Notice No: 12 of 2015

1. The tenderer should be registered to the Health and Medical Education Department, Jammu & Kashmir.
2. It will be the responsibility of the tenderer to mention any special offers clearly in the technical bid only.
3. **It will be mandatory to provide detailed Description of rates in Cover 2 as per proforma enclosed. No representation shall be considered after opening of financial bids.**
4. The approved contractor shall carefully examine the terms & conditions. In case of any doubts, he shall before signing the contract refer to the Officer-in-charge and get clarifications. After signing the documents no communications regarding change in terms & conditions shall be entertained.
5. The original documents as asked in Technical Bids should reach this office by or before the last date of submission of tender documents. Price bids should be offered on line only.
6. The technical bids should be page marked and bearing signature with seal on each and every page.
7. 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.
8. The technical documents submitted by the firm with the tender form will be opened in public in the presence of tenderers/firms representatives
9. The tenderer/ authorized representatives should point out to the Chairman tender opening committee on date of opening of tenders embitterment 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.
10. All the documents attached with the tender should be self attested by the authorized signatory of the firm with seal.
11. No conditional tender shall be accepted. The committee reserves right to accept or reject any tender/ quotation without assigning any reasons thereof. The successful tenderer are bound to stick on the rates once quoted by them.
12. 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.
13. The Principal Govt. Medical College Jammu, Chairman of the Committee is competent and reserves the right to consider, ignore, or reject any tender at any stage without assigning any reason what so-ever.
14. The successful tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet approved contract or any part thereof to other party. Suitable penalty up-to 10% of the total value of a contract shall be imposed for any deviation from contractual obligation on merits of each case, which can be forfeiture of Earnest money/ CDR /Security deposits/ with holding of other deposits in Health and Medical Education Department as a whole or even debarring/black listing of the suppliers/ firms/ dealers. The earnest money shall be forfeited if the contractor

withdraw their tender or revise the prices of their offer within validity period/ comply the work order placed on them within the validity period of the offer.

15. Any loss sustained by the department as a result of re-tendering the contract or allotting the same to 2nd lowest tenderer due to backing out by the successful tenderer shall be recovered from the defaulting tenderer out of his earnest money / Security deposit or from any of his pending bills with department , as the case may be. Even if the second lowest tenderer agreed to carry the contract at the rate of first lowest, the earnest money deposit of the first lowest tenderer will be forfeited and he shall have no claim for the same and also shall have no right to raise this issue in any court of law in any matter. The same procedure will be adopted in case of second lowest on his default and likewise for 3rd lowest.
16. The earnest money shall be refunded in favour of unsuccessful tenderer after finalization of tender where it shall be retained in case of successful tenderers and treated as security deposit to be refunded after the successful completion of the contract.
17. The Principal Govt. Medical College / Medical Superintendent of the concerned hospital or his authorized representatives have assess at all the time to make full inspection etc. so as to ensure the satisfactory functioning of the contractor.
18. The successful tenderer shall have to abide by the terms and conditions of the NIT and the approval of the contract for which an agreement shall have to be executed on a NON JUDICIAL Stamp Paper with the concerned authorities before the allotment of the contract. The cost of the stamp duty shall be borne by the tenderer. The successful tenderer shall have to execute an agreement in the prescribed form.
19. In case of any dispute/ difference or doubts, the orders of the Chairman, Tender Committee, Jammu shall be final.
20. The firm shall have to submit proof of **previous Experience in the respective field**. Only the tenders with satisfactory performance shall be entertained. The staff engaged by the Tenderer should have the complete working knowledge of the plant.
21. The approved Tenderer will have to run the plant only in one shift of eight hours duration. He will have to get the Scavenging work done in the plant once everyday. He will have to provide Total Operational staff strength for each plant, per shift comprising of operator and the Safaiwalas. He will have to ensure that sorting/ segregation of garbage in the shoot before feeding into the Incinerator is done besides dashing and carrying away the ash upto disposable yard.
22. All the terms and conditions of the tenders should be carefully studied for the sake of submitting complete and comprehensive tender, failing to comply with any of the terms and conditions may lead to rejection of tender, even if it is competitive offer.
23. Legal proceedings that may arise at any time shall be subject to the jurisdiction of J&K Courts at Jammu only.
24. The payment shall be made on monthly basis.
25. The contract fixed shall be valid for a period of **twelve months** from the date of issue of approved rate contract extendable for a period of 90 days from the date of issue of Rate Contract or till such time the new rate contract for succeeding year is available.
26. All other issues that may come up during the course of compilation of contract shall be decided by the Tender Committee, Jammu and orders shall be final.
27. The firm shall have to submit proof of **Previous Experience in the respective field**. Only the tenders with satisfactory performance shall be entertained. Certificate of having sufficient knowledge and experience of running the plant/s and its / their handling. Moreover the staff engaged for running the plant/s should also have the complete knowledge to handle the plants.
28. The approved contractor shall maintain a complaint register which will be made available to authorised officer /s as and when asked for.
29. Daily roaster of the staff detailed on duty shall be submitted to the hospital authorities for 'On the spot' inspection.

30. The approved contractor will be responsible for the safety and custody of the equipment of each plant and any loss arising thereof shall be made good by him.
31. Any Complaint with regard to maintenance / service or any default/ negligence / misconduct is reported during the currency of the contract the action as warranted under the terms & conditions of the contract shall be taken against the approved contract.
32. The approved contractors shall have to provide technical services through the skilled and trained engineers / mechanics round the clock for ensuring the perfect functioning of all the plants installed in the Institution.
33. The approved contractor shall have to carry out the routine service/ maintenance the plant/s as and when required by the Institution and keep it/ them in working order which includes thorough cleaning of dust and other particles these being arch enemies of working of instrument and equipment; proper adjustment on the basis of standard 'specifications' thus ensuring satisfactory performance.
34. Maintenance/ servicing charges as per the approved rates will be paid by the department for each plant depending upon their functioning - if a plant will be having down time for 5-8 days 25%, if 9 to 16 days 50%, if 17 to 22 days 75%, and if 23 to 30 days 100% deduction will be made from the maintenance charges.
35. The approved tenderer will attend to any number of breakdown calls without extra payment and the call will be attended immediately.
36. In case of replacing of spare parts the approved tenderer will hand over the worn out parts to the concerned authorities of the Hospital. The payment for services rendered shall be made to the approved Contractors by the concerned Medical Superintendent on presentation of the bill in triplicate.
37. It will be the responsibility of the approved contractor to adhere to the rules & regulations of the Pollution Control Board and operate the plant as per their guidelines issued from time to time.
38. Principal, GMC Jammu reserves the right to terminate the contract at one month's notice.

Sig. & Seal of the Tenderer
alongwith Full address

Annexure "A"

(TO BE TYPED ON A LETTER HEAD OF THE TENDERER)

UNDERTAKING

To

The Principal,
Govt. Medical College
& Associated Hospitals,
Jammu.

Sub: Tender for Equipments for _____.
Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I / we agree to abide by the tendered terms & conditions
4. I / we declare that our financial position is sound and we are competent to execute the supplies as & when allotted.
5. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.
6. We will execute the supplies strictly in accordance with the approved specifications, if approved in our favour

(Signature of the Bidder)
Name and address of the Bidder

Annexure "E"
CHECKLIST FOR THE TENDERERS

S. No	Particulars	Annexed at Page No. (in manual envelop)
1.	TENDER FEE	
2.	EMD.	
3.	Affidavit on Rs.50/- stamp paper duly attested by 1st Class Magistrate	
4.	Sales Tax / VAT registration certificate of the tenderer	
5.	Original Annexure "B UNDERTAKING (TO BE TYPED ON A LETTER HEAD OF THE TENDERER)	
6.	VAT Clearance Certificate issued by competent authority of the tenderer	
7.	Registration with ESI	
8.	Registration with EPF	
9.	Registration with Labour Department	
10.	Experience certificate issued by the competent authority	
11.	Copy of ITRs for the preceding year	

