



Purchase Committee

GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU

Name of the Group: SUPPLY OF MEDICINAL GASES FOR THE YEAR
2015-16

STANDARD BIDDING DOCUMENT

E-TENDER NOTICE 08 OF 2015

PURCHASE COMMITTEE
GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU

E-TENDER NOTICE 08 OF 2015

For and on behalf of the Governor of Jammu & Kashmir State, online tenders are invited from the Firms who are registered with Health & Medical Education Department of J&K State for the supply of Medicinal Gases for the year 2015-16 in various Associated Hospitals of Govt. Medical College Jammu per the details given in the tender documents

S. No.	Particulars of the tenders	Cost of tender fee	Earnest Money	Date of Opening of Bid
01	Supply of Medicinal Gases for the year 2015-16	Rs. 750/- for general tenderers Rs. 200/- for local SSI Units of the State	Rs. 50,000.00 for general tenderers Rs. 5000/- for local SSI Units of the State	04-04-2015 at 1200hrs

- The tender document for the above job can be seen on the website www.jktenders.gov.in from **10-03-2015 (16:00 hrs.)**
- The tender documents can be downloaded from the above website from **10-03-2015 (1700hrs)** onwards.
- Pre-Bid meeting shall be held in the conference hall of the **Principal, GMC Jammu** on **16-03-2015 at 1200 hrs**
- The bids shall be deposited in electronic format on website www.jktenders.gov.in from **17-03-2015 (1800 hrs) upto 01-04-2015 (1600hrs) only.**
- The uploaded bids on the website will be opened on **04-04-2015 (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 .
- 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 before due time of submission of bid alongwith other documents. Rate Contract Committee shall not be responsible for any delay due to any reason.
- Original copy affidavit on Rs.50/- stamp paper duly attested by **1st Class Judicial Magistrate** with the effect that:-
 - The documents/catalogues alongwith authority letter etc enclosed with the Tender are genuine and have not been tampered or fabricated.
 - 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.
 - If any thing found wrong at any stage, I shall be responsible and deem to any legal action against me.
- Complete bidding process will be on line .(Price bid not to be submitted in physical form)

Sd/-
Chairperson
Purchase Committee
Govt. Medical College & Associated
Hospitals, Jammu
Dated:10-03- -2015

No: GMC/PC/4015

Copy to the:-

- Commissioner Secretary to Govt. Health & Medical Education Department, Civil Secretariat, Jammu for information
- Principal, Government Medical College, Jammu for inf. and necessary action.
- I/C Computer section GMC Jammu for information and with the request to place the tender documents on web site of Govt. Medical College Jammu
- Joint Director Information Department Jammu for publication of Tender Notice in at least two leading National Papers preferably "THE HINDU" and "Times of India" and two local papers preferably "Daily Excelsior" and "Greater Kashmir". The cuttings may be sent to this office for confirmation.**

Member Secretary
Purchase Committee Medical College
& Associated 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 NIC/Govt. 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 rates inclusive of all taxes and it should be saved with the same as it contains.
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>.

ADDITIONAL INSTRUCTIONS FOR BIDDERS

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

A) COVER 1st (Technical Cover) Should contain.

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

CDR/FDR Format:

***Received from M/s.....pledged to the Member Secretary,
Rate Contract Committee, Govt. Medical College, Jammu***

1. Copy of Valid Drug Manufacturing License, of the original manufacturer and the list of products being manufactured, duly authenticated by the competent authority.
2. PAN based latest Income Tax returns the preceding year of the tenderer.
3. An affidavit on Rs.50/- stamp paper duly attested by **Judicial Magistrate 1st Class** with the effect that:
 - a) The documents/catalogues etc enclosed with the Technical bid are genuine and have not been tampered or fabricated.
 - b) No criminal/Blacklist case is pending against the firm in any investigating agency or subjudice in the court of Law.
 - c) If any thing is found adverse in respect of documentation or otherwise, legal action warranted under law shall be initiated against the tenderer(s) submitting the tender.

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

- i) Valid Drug manufacturing License.
- ii) Copy of valid Licence to fill compressed Gas in cylinders
- iii) Sales Tax / VAT registration certificate
- iv) Latest "Sales Tax/VAT Clearance Certificate" issued by competent authority of the tenderer as well as nominated Dealer if any.
- v) Under Taking /Letter of Acceptance.

Original of below Mentioned Documents have to be submitted with the office of the Member Secretary Purchase Committee Medical College & Associated Hospitals, Jammu

1. Tender Fee and EMD
2. Affidavit
3. Other documents as per NIT and Terms & conditions

B) COVER 2nd: (Financial Cover)

1. Rates submitted by the bidders in the BOQ.
2. Detailed terms & conditions and 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 and no representation shall be considered after opening of the Financial Bids.

Terms & conditions

1. The tenderer should be registered to the Health and Medical Education Department, Jammu & Kashmir.
2. The 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.
3. The tenderer shall submit the "**Technical Bid**" superscribed as technical bid for "**Supply of Medicinal Gases**"
4. The Committee will not be held responsible for any kind of postal delay, if the technical bid is sent by post. Technical bid not accompanied with the following latest documents along with other requisite documents at the time of its submission shall be rejected at the appropriate level by the competent authority.
 - a) Earnest money deposits in the shape of FDR/CDR for Rs.50,000/-.(Fifty thousand only) for NON SSI units and Rs. 5000/- for SSI Units of J&K State from Nationalized/Scheduled/Reputed Bank pledged in the Name of Member Secretary Purchase Committee Govt. Medical College Jammu. Please note that the tender Number, its due date and complete address of the firms should also be written **on the back side of the CDR/FDR so as to ensure its safe** return to the unsuccessful or successful tenderers as the case may be..
 - b) Latest Sales tax clearance certificates valid at the time of opening of the tender issued by the sales tax authority under relevant sales tax act and the amendments made thereafter from time to time.
 - c) **Non- Blacklisting Declaration**: An affidavit on Rs.50/- stamp paper duly attested by **1st Class Judicial Magistrate**.
 - d) Copy of Valid Drug Manufacturing License, of the original manufacturer and the list of products being manufactured, duly authenticated by the competent authority.
 - e) Copy of valid Licence to fill compressed Gas in cylinders
 - f) PAN based latest Income Tax returns the preceding year of the tenderer.
 - g) Valid Drug manufacturing License.
 - h) Sales Tax / VAT registration certificate
 - i) The local Small Scale Industrial Unit holders of J&K State shall have to enclose a certificate that the Unit is existing as on the date from the Concerned General Manager, District Industries Centre with manufacturing product list duly authenticated by concerned authorities along with the production capacity certificate per annum of each section of Tablets, injectables, syrups, powders, capsules, ointment, creams etc.
5. Tenderers are at liberty to approach Medical Superintendents of the Associated Hospitals, Jammu for enquiry regarding tentative quantity of a particular item. However, this quantity may vary depending upon the funds position/actual requirement.

6. On receipt of the sealed technical bid, which should also be uploaded, the same will be opened in the first instance by the Purchase Committee, Govt. Medical College & Associated Hospitals, Jammu in presence of the tenderers or their authorized representative who wish to be present on the occasion. The Price Bid in E-Tendering mode of those firms whose who qualifies in the Technical Bid by the Committee shall be opened subsequently.
7. The rates quoted must be F.O.R. "Stores of Associated Hospitals, Govt. Medical College Jammu"
8. The rates quoted should be inclusive of all taxes, duties, other charges including entry tax, if any. No separate Tax/ Levies will be allowed.
9. The tenderer/authorized representatives should point out to the Member Secretary / Chairman the committee, grievance if any, during or upto the date of Pre-bid meeting notified in the NIT. 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 technical bid should be signed, page marked and sealed by the bidder.
11. No representation regarding increase/decrease/altering/withdrawal of rates already quoted in the tender shall be considered after the last date of receipt of tenders and no price escalation claim will be entertained at any stage.
12. No conditional tender shall be accepted. The committee reserves the right to accept or reject any tender/ quotation without assigning any reason(s) thereof.
13. **Successful tenderer(s) shall have to make supplies in full within 30 days from the date of placement of supply order but in emergency the delivery period may be reduced upto 15 days and firm will be bound to supply the items within Date of Delivery (DOD) period.**
14. If the delivery is not effected by the due date, the Head of the Departments/Purchasing officer of the respective institutions will have the right to impose penalty of the total cost of the supply order as under :-
 - A) **First Extension upto 15 days or part @2% of the ordered value thereof**
 - B) **Second Extension from 15 to 30 days @3% of the ordered value**
 - C) **In case of delay beyond 30 days @7.5% of the ordered value**
 - D) **In case of default the Purchasing authority will have the right to procure the ordered item from the open market/another source, at the approved/ordered firm's risk and expenses under risk Purchase clause.**
15. In case any Tenderer/approved firm, charges more/higher rates for any item (items) than the MRP, the action like forfeitures of earnest money/security money/ performance bank guarantee and removal of name from the list of the suppliers shall be taken against the firm.

16. The Approved firms are bound to supply on the rates once approved by the Purchase Committee. Any hike in tax on later stage will not be paid if not levied by the J&K Govt. However in the event of any revision in the existing rates of duties or introduction of any new statutory duty and tax by the Government, the same will be paid extra on production of satisfactory documentary proof.
17. **The Gases shall be of the best quality and kind. The test report of the supplied batch of the Gas must be on prescribed Form (Report of Analysis) or from the in House Test Laboratories approved by National Accreditation Board for Testing and Calibration of Laboratories(NABL).**
18. **Further testing shall be got done by the Purchase officer from the State Govt. Drug & Food testing Laboratory for its efficacy and other standards by the Drug Controller authorities.**
19. If in any case it is noticed that any manufacturer, firm, authorized dealer, approved supplier or any other agency is supplying item of similar nature & specification at lower cost than that of approved firm, the firm shall have to make the supplies at such lower rates. Excess amount paid for supplies already made shall be recovered in lump sum.
20. If at any stage during the tenure of the tender the successful tenderer reduces the sales price lower than the quoted rates under agreement such reductions of the sale price will be brought to the notice of convener of the Purchase Committee immediately.
21. The successful tenderer shall have to abide by the standard terms and conditions as laid down in the J&K financial rules/ codes and the conditions as per the Rate Contract.
22. The rate contract shall remain valid for a period of one year from the date of its issuance and can be extended for a period of 90 days or till such time the new rate contract is issued, whichever is earlier.
23. The approved firm should ensure immediate supplies, once supply order is placed with them and they are bound to supply material strictly as per the terms & conditions approved by the Committee. If at any stage it is found that material supplied by the firms is not according to the approval of Purchase Committee, the ACTION WARRANTED UNDER RULES / AS DEEMED FIT WILL BE TAKEN AGAINST THE FIRM after rejecting the supplies.
24. The successful tenderer who fails to supply material according to the specifications of the material as specified in supply order and as per the sample approved by the COMMITTEE, if any, the earnest money shall be forfeited and the firm will be debarred for participating in tendering in future.
25. The successful tenderer shall have to execute an agreement in the prescribed form with the purchase officer concerned.
26. The "**Member Secretary**" shall also be competent to alter/ modify the specifications of any item/ items for purchasing in the best interest of the Department, during the process of finalization of a contract/ Placement of supplier order.
27. In case of any batch supplied, not being approved, same shall be liable to be rejected or replaced and any expenses as a result of rejection or replacement of supplies shall be entirely at the cost of tenderer.
28. In case of any dispute/ difference or doubts between the purchasing officer and the approved suppliers arises, the orders of the "**Chairman of the committee**" shall be final.
29. Legal proceedings that may arise at any time shall be limited to the jurisdiction of Hon'ble Courts at Jammu/Srinagar only.
30. Either of the sales tax (only one tax) shall be payable i.e. Central or State.

31. Any other condition that is not indicated here can be incorporated in the supply order or agreement before execution of a contract if need be.
32. No separate conditions will be accepted and the conditional tenders will be out-rightly rejected.
33. "**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.
34. All the ingredients of the Checklist and General instructions incorporated shall be treated as a part of conditions of the contract.

UNDERTAKING/ LETTER OF ACCEPTANCE

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 which may be extended by the committee till new rate contract is finalized.
3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.
4. I / we declare that our financial position is sound and we are competent to execute the contract.
5. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.

In acceptance
(Name of the signature of the tenderer
Or Authorized Signatory