

Tender for Printing of Stationary Items

Tender No. 07/H/Stationary/14-15

DOCUMENT STATING TERMS & CONDITIONS
FOR
Printing of Stationary Items
AT
B.P.S.GOV'T. MEDICAL COLLEGE FOR WOMEN,
KHANPUR KALAN

Tender for Printing of Stationary Items

Tender Enquiry No.

Dated:

(FOR OFFICE USE ONLY)

This Tender Form is sold to

M/s _____

On _____ printing of Stationary Items

Against Tender Enquiry No. _____

Vide Receipt No. _____

Dated _____

Signature and stamp of issuing authority

Cost of tender Set (also applicable for downloaded tender): Rs.1,000/- payable only by DD/Cash/Bankers Cheque/Pay Order(Non-Refundable) in favor of the DIRECTOR , B.P.S.GOV'T. MEDICAL COLLEGE FOR WOMEN, KHANPUR KALAN.

NOTICE INVITING TENDERS

1. Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat is hereby invites tenders from eligible bidders for the printing of Stationary Items on **turkey basis**.
2. **The** tender can be collected from the office of Director, BPS, Govt. Medical College for Women, Khanpur Kalan (Sonapat) on cash payment of **Rs.1,000/-** and the complete document along with earnest money to be deposited at the same office. Tenders not accompanied by the earnest money in the tender document will be straightway rejected.
3. **The schedule of major activities in this regard is as under :-**

Particulars of tender	Last Date of collection of tender	Last date for tender submission	Tender opening date	Venue for Tender
Printing of Stationary Items tender No. 07/H/Stationary items /14-15	13.11.2014 (3:00 p.m.)	14.11.2014 (3:00 p.m.)	17.11.2014 (2:00 p.m.)	Director, BPS, Govt. Medical College for Women, Khanpur Kalan (Sonapat).

4. All interested bidders are advised to attend the tender opening as per the above schedule, as some modifications in schedule of requirements or some other aspects related to above procurement can be conveyed.
5. **All requisite documents must be attached with the bid. No further opportunity will be given for submitting any document after the opening of bid and bids will be evaluated on the basis of documents submitted along with the bid.**
6. In case, the tender opening day is declared a holiday for Haryana Government offices then the next working day will be treated as receipt and opening day with the time and venue unchanged.
7. **Director, B P S Government Medical College for Women, Khanpur Kalan (Sonapat)** reserves the right to accept or reject any or all the bid(s) without assigning any reason.

Director

TENDER FORM

INSTRUCTIONS TO TENDERERS

1. Quotations must be enclosed in properly sealed envelope addressed **Director, B P S Government Medical College for Women, Khanpur Kalan (Sonapat)** by designation and not by name. The quotation must be superscribed "**Quotations against Tender Notice printing of stationary tender No. 07/H/Stationary Items/14-15 due on 14/11/2014 (3:00 p.m.) (as called for in tender notice)**" The quotations must reach in the office of Director, BPS, Govt. Medical College for Women, Khanpur Kalan (Sonapat) before the last date mentioned in the tender notice.
2. In the event of quotations being submitted by a firm, it must be signed separately by each member thereof or in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, or in the case of company the quotations should be executed in the manner laid down in the said Company's Articles of Association. The signatures of the quotations should be deemed to be authorized signatures.
3. All the columns of the quotations form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. Quotations shall always be both in the figures and words. The words "No quotations should be written across any or all the items in the schedule for which a tenderer does not wish to tender".
4. Any Omission in filling the columns of "Units" and "Rates" shall together debar a quotation from being considered.
5. All corrections must be signed by the tenderers.
6. The tenderers shall deposit earnest money as mentioned against the document in the form of call deposit receipt pledged to **Director, BPS, Govt. Medical College for Women, Khanpur Kalan**. The earnest money must accompany the tender form without which the offer will not be considered. The said amount will be regarded as forfeitable to Director, BPS, Govt. Medical College for Women, Khanpur Kalan if the successful tenderer fail to supply the goods within the time fixed by the authority.
7. The **Director, BPS, Govt. Medical College for Women, Khanpur Kalan** will have the right to reject all or any of the quotation without assigning reasons.
8. No tender will be considered unless and until all the documents are properly signed.
9. The quotations will be regarded as constituting an offer or offers open to acceptance in whole or in part at the discretion of **Director, BPS, Govt. Medical College for Women, Khanpur Kalan**.
10. In the event of tender being accepted the quotations will be converted into contract, which will be governed by the conditions in the document read with these instructions.

I/we hereby quote to supply the stationary items specified in the underwritten schedule in the manner in which and within the time specified as set forth in the supply order at the rates given in Schedule below. **The conditions on page 3 to 8 will be binding upon me/us** in the event of the acceptance of my/our tender. I/we herewith enclose deposit receipt for a sum of Rs 10000 as security money and should I/we fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 10 days of the acceptance my/our tender. I/we hereby agree that the above sum of security money shall be forfeited by the **Director, BPS, Govt. Medical College for Women, Khanpur Kalan**

Read and accepted.

Signature of the Tenderer

SCHEDULE 'A'**Printing of Stationary Items**

Sr. No.	Name of Items with Specification	Qty.	Rate	Total Amt.
1.	Medicine Issue Slip Book (200 leaves in each, White Color size 15x10 cm)	10000		
2	Operation List (200 leaves in each, Green color, size 34.5x21.5 cm)	200		
3	Admission Slip Book (200 leaves in each, White color size 17x10.5cm)	500		
4	Investigation Slip Book (200 leaves in each book, White color size 16.5x10.5cm)	2000		
5	Form Histopathology/Cytology Report (200 leaves in each Green color size A4)	200		
6	Form Hsto-pathological Examination (200 leaves in each, Green size A4)	200		
7	Dr. Call Book (200 leaves in each book, White color size 20x17 cm)	100		
8	Register Out Door Patient (300 leaves in each)	100		
9	Register Admission & Discharge (200 leaves in each) (cover should be done with Hard Gatta)	100		
10	Register In Door Patient (200 leaves in Each) (Cover should be done with Hard Gatta)	100		
11	Register Stock (200 leaves in each) (Cover should be done with Hard Gatta)	100		
12	Register Medico Legal Report (100 Leaves in each) (Cover should be done with hard Gatta)	100		

13	Register Daily Cash Book (200 leaves in each) (Cover should be done with Hard Gatta)	100		
14	Register Attendance (100 leaves in each) (Cover should be done with Hard Gatta)	200		
15	Indent Book (200 leaves in each with Book No. & Sr. No. per book 1 to 200)	200		
16	Folder in head cover (white A4)	1000		
17	Continuation Sheets (White , Legal page)	2000		
18	Form-F (White Legal Page)	2000		
19	ANC Register 500 pages (White Legal page)	10		

E. & O.E.

All rates for deliver forí í í í í í í í í í í í í í í

Date theí í í í í í í í í Day of í í í í í í í í í í í í í

Signatureí .

Addressí ..

N.B : Please do not forget to fill in the all the above columns.

SCHEDULE 'B'**Terms & Conditions of the Tender**

1. These rates is to valid **from 17.11.2014 to 16.11.2015** but in the event of any breach of the agreement at any time on the part of the contractor may be terminated summarily by the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat without compensation to the Contractor.
Any change in the constitution of the firm shall be notified forthwith by the supplier in writing to the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat and such change shall not relieve any former member of the firm from any liability under the contract.
No new partner/partners shall be accepted in to the firm by the supplier in respect of this supply unless he/they agree to abide by all its items, conditions and deposit with the officer sanctioning the supply a written agreement to this effect.
The supplier's receipt of acknowledgement or that of any partners subsequently accepted above shall bind of them and will be sufficient discharge for any of the purposes of the supply.
2. The supplier will supply nothing but genuine items described in column 2 of schedule A from time to time in such quantities as may be entered in the indents sent at the rates set forth in column 4 for schedule B for use in the institution.
3. The supplier shall be responsible for all complaints as regards the quality. In case of dispute regarding quality for items, the decision of the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat will be final and binding on the supplier.
4. The supplier will be responsible for damage or loss in transit and replace items broken or **lost within 14 days** from the notice thereof.
5. Unless when specially ordered otherwise in the order accompanying the indent all items must be dispatched **within 14 days** for the receipt of indent by the supplier.
6. The Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat or any other officer of person duly authorized in writing by the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat shall have the power to inspect the stores, before dispatch to reject the same, if he or they be not satisfied that the same is equal to the specification. The supplier shall not charge or be paid for supplied reject as above and claim nor be entitled to payment for any damage that rejected supplies may suffer from any harm whatsoever incidental to a full and proper examination. Government shall be under no liability whatever for rejected supplies and the same will be at the supplier's risk. Rejected supplies shall be removed by the supplier **within 14 days** after notice has been issued to him so such rejection, and failing such removal rejected items will be at supplier's risk and the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat may charge the contract rent for the space occupied by such rejected items.
7. Packing cases, containers, gunny packages etc. which may be used for purposes of packing etc. which are delivered with stores will not be returned or paid for unless specially stipulated and then also at supplier's expense.

8. Transportation

- i) With every dispatch of items, under this contract, invoices in triplicate will be prepared by the supplier to be sent to the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat & one copy will be returned with the quantities or number received duly noted thereon.
 - ii) The contractor shall dispatch items "Freight Paid" in all cases & **F.O.R.** destination.
9. In the event of withdrawal or discontinuance of any items and consequence ceasing of or reduction in demand, the contractor shall not be entitled to any compensation. The Director of BPS, Medical College for Women, Khanpur Kalan, Sonapat, will, however make all reasonable endeavours to give warning of any impending complete withdrawal or of any reduction seriously affecting quantities likely to be required under contract.

10. Penalty clause

- a) The time and date of delivery of dispatch stipulated in a supply order shall be deemed to be the essence of the contract and should supplier fail to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch stipulated in the supply order, the delayed consignment will be **subject to 2% penalty per consignment** per month recoverable on the value of stores supplied. In case of Non-supply by the contractor, recovery will be made from his pending bills or amount of Earnest Money deposited with. His security deposit will also be forfeited.
 - b) No recovery of penalty will be made if the indenting Officer accepts the delayed supplies by extending the delivery **period up to 2 weeks** by recording in writing that the exceptional circumstances were beyond the control of the supplier and there was no loss to Government.
 - c) Where the delay on the part of supplier is of **more than 2 weeks** the matter of extension of delivery period will be referred by the indenting Office to the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat with a certificate that there are genuine reasons for delay on the part of supplier and that no loss will result to the BPS Medical College for Women, Khanpur Kalan, Sonapat. In case extension in delivery period is allowed, the case will be decided on merits by the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat.
 - d) On the failure of the supplier to make supply with extended period or otherwise and the receipt of such information in the office of Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat risk purchase at the cost of suppliers will be made by the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat within 6 months of the expiry of the stipulated delivery period by inviting short term quotations from other known suppliers. The difference of excess cost thus incurred will be recovered from the suppliers from his pending bills, Earnest Money or security whichever is available. The procedure will be adopted after serving registered notice to supply **stores within 15 days**.
11. The contractor acknowledges that he had made himself fully acquainted with all conditions and circumstances under which the supplies required the contract will have to be made or furnished and with all the terms, clauses, conditions, and other details of the contract and the contractor shall not plead ignorance of any of those as excuse in case of complaint against or rejection of supplies tendered by him or with a view either asking for enhancement of any rates regarding the contract or for evading any of his obligations under the contract.
12. No payment will be made in **advance** for any supplies under this order.
13. Payment to the supplier will be given after complete delivery of order and after satisfactory report.
14. If the price of a contracted items is controlled by Government the payment will in no case be made at higher rate than the controlled rate.

ANNEXURE 'A'**CONDITIONS WITH TENDER FORM**

1. Trade discount should be quoted separately.
2. Offer with price variation clause will not be accepted.
3. Sales Tax, Inter State Tax or any other chargeable Excise Duty/Custom Duty must be specifically mentioned separately, otherwise offer will be considered inclusive of all such taxes.
4. Any tender which is not on the proper tender form and received late may not be considered.
5. No offer will be considered unless accompanied by prescribed earnest money, except in case of firms registered with the Director, Supplies and Disposal, Haryana.
6. The conditions of contract (Schedule -B) attached to the tender form be returned duly signed along- with the Schedule -A and in case of non compliance the tender may be ignored.
7. Tender which are not strictly according to the specifications laid down in the Schedule -A will not be considered. Unless a deviation from the specification/Delivery period given in Schedule -A is pointed out by the tenders specifically. It will be presumed that offer confirms to the specifications/delivery period as laid down in the Schedule -A
8. In case the date of opening falls on Holiday, Gazetted or subsequently declared the tender will be opened on the next working day following the close day.
9. Prices should be for supply of the material in safe conditions F.O.R. destination failing which offer may be ignored.
10. The Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat does not bind himself to accept the lowest tender and reserves to himself the right to reject any or all tenders without assigning any reasons.
11. All disputes will be settled within the Jurisdiction of the Director, BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat.
12. The quotations will be regarded as constituting an offers open to acceptance on whole or in parts or parts till the date as indicated in the Schedule -A
13. The offers should be typed or written in Ink. Offers in the pencil may be ignored.
14. Preference would be given to the Haryana Quality Marked goods and goods certified under ISI certification Marking Scheme.
15. The tenderer will give complete addresses of its sister concerns along with name of partners with their complete address (es) and extent of share.
16. It should also be ensured that the tender/quotations have been signed by an authorized person. His name, designation and address should be given in capital letters.

IMPORTANT INSTRUCTIONS OF TENDER NOTICE

1. Tenders received late will not be considered.
2. Rates quoted should be F.O.R. BPS Medical College for Women Khanpur Kalan, Sonapat.
3. **Earnest money of is Rs. 20,000/-** in the shape of **Demand Draft** in favor of the Director, BPS Medical College for Women Khanpur Kalan, Sonapat Payable at Gohana should be attached with the tender document.
4. Tenders not accompanied with requisite earnest money/tender fee will be rejected.
5. Earnest money already deposited against any previous tender will not be considered.
6. Quantity can be increased/decreased.
7. All cutting/over-writing in the tender should be attested by the tender with his signature.
8. Literature/Catalogue for all the quoted items/equipments should be attached with the tender.
9. **Delivery period:** Tenderers should quote earliest delivery period but not; exceeding **30 days**. If delivery period is given more than 30 days than rates can be ignored.
10. Conditional tenders will not be accepted and rates quoted should valid upto 180 days from the date of opening of Tender. Withdrawal of rate, amendments/modifications during the validity period of rates shall be considered as unfussiness like behavior which will result in forfeiture of earnest money and/or penal actions such debarring of firm for further business.

Note: If these conditions are not fulfilled their/your tender is likely to be ignored.