

# BHOPAL MEMORIAL HOSPITAL & RESEARCH CENTRE

Under Department of Health Research, Ministry of Health & Family Welfare,

Government of India

Raisen Bye Pass Road, BHOPAL – 462 038 (M. P.)

Ph. No. 2742212-16

Website: [www.bmhrc.org](http://www.bmhrc.org).

## NOTICE INVITING TENDER

Sealed Two bids limited tender is invited on behalf of Director, BMHRC for stationary item for **One year** rate contract as under:

Sr. No.	Tender No.	Estimated Cost (Rs.)	EMD Cost (Rs.)	Sale of tender Document	Last date & Time for submission of tender	Bid opening Date & Time.
1.	BMHRC/PUR/TWO BID/LT/STATIONARY 16-17/006/R/5 <sup>th</sup> call	Approx 6.00 Lakh/Annum	12000/-	08.02.2017 to 28.02.2017 at 10.00 AM	28.02.2017 at 11.00 AM	28.02.2017 at 12.00 NOON

Details Specifications Terms & conditions are given in Tender document, which can be obtained from the Department of Purchase BMHRC, Bhopal against payment of non-refundable tender fee of **Rs.200**. The Tender document can also be downloaded from the official website of BMHRC [www.bmhrc.org](http://www.bmhrc.org) and tender document charges of **Rs.200** should be sent along with Earnest Money otherwise application shall not be considered.

**Director, BMHRC reserves the right to reject any or all tender without assigning any reason(s) there of.**

**Note:** All subsequent corrigendum / Amendment shall be published on website and not in press. Hence participants are advised to always be touch with our said website until the tender/bid is finally opened.

**(Director)**

**Format of forwarding letter**

**FORWARDING LETTER**

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

The Director,  
BMHRC, Bhopal- 462 038

**Tender No:- BMHRC/PUR/TWO BID/LT/Stationary/16-17/006/R/5<sup>th</sup> call**

Dear Sir,

With reference to the above Tender Enquiry I/We are submitting herewith our tender documents. The tender document is duly paginated and contains page No 1 to .....

1. I/We, the undersigned, hereby submit my/our tender for the Registration of firm/company for the supply of stationary items on **One year** rate contract basis and can be extendable on same terms & condition for further period of one year depending upon the performance of the agency.
2. I/We is/are enclosing, herewith, Demand draft, D.D.No. ----- Dated ----- for **Rs.12000/- (Rs. Twelve Thousand only)** drawn in favour of the "DIRECTOR, BMHRC, BHOPAL" towards EMD/BID Security and shall remain in the custody of the BMHRC till decision to the acceptance of the tender. Once the tender is decided, the performance security @ 5% of the contract value will be furnished by the undersigned (approved firm).
3. I/We, hereby, agree to all the terms and conditions (attached), stipulated by the BMHRC in this connection including penalty etc.
4. I/We agree that in case of failure to supply the material for which a Purchase order will be placed upon me/us within the stipulated date of delivery, the institution can go to market for local purchase of the same at my/our risk and cost limited to the amount of performance security..
5. Vigilance enquiry Declaration.

**Seal & Signed of the Bidder**

**Tender No:- BMHRC/PUR/TWO BID/LT/Stationary/16-17/006/R/5<sup>th</sup> call**

1. Tender should invariably be submitted in two bid system containing two parts as detailed below:

**Part-i:** Techno-commercial bid in one sealed cover (T)

**Part-ii:** Price bid/financial bid in one sealed cover (P)

Both the sealed envelopes should then be put in outer cover indicating thereon

**i. Reference No. Of the Tender:** **BMHRC/PUR/TWO BID/LT/Stationary/16-17/006/R/5<sup>th</sup> call**

**ii. Tender regarding:**

**a. Due date for submission of the tender: 28.02.17 at 11.00 am**

**b. Due date for opening of the tender 28.02.17 at 12.00 noon**

**iii. Name of the firm with Address:**

Please note that prices should not be indicated in the techno-commercial bid. The pre - qualification documents including cost of tender document EMD / Bid security as required in the tender document, technical literature of quoted product should invariable be accompanied with the techno- commercial bid.

**NOTE: Tenders submitted without following two - bid system procedure as mentioned above would be summarily rejected.**

**(The pre-qualification documents including EMD/Bid security as required in the tender document, technical literature of quoted product should invariable be accompanied with the techno-commercial bid otherwise tender will be rejected.)**

2. **The pre-qualification documents including EMD/BID security as required in the tender document should invariably be accompanied with the bid otherwise tender will be rejected.**
3. The bidders may obtain tender document from the Department of Purchase BMHRC, Bhopal against payment of non refundable tender fee of **Rs.200** on above scheduled date & time or download the tender documents directly from the website available at [www.bmhrc.org](http://www.bmhrc.org), [www.eprocure.gov.in](http://www.eprocure.gov.in). In such case, the bidder are required to submit the tender fee of **Rs. 200.00** (non-refundable and non-transferable) by way of separate demand draft drawn in favour of Director, BMHRC, payable at Bhopal and the same should essentially be enclosed along with the techno commercial bid.
4. Offer will be valid for six month from the opening of the tenders quoted. The tender rates should be kept open /valid for a period of one year from the date of signing the agreement.
5. In case of default, institute will have the right to procure the ordered item from open market /another party at vendor's risk and expenses. Liability of the vendor will be limited to the amount of Performance Guarantee.
6. Handwritten quotations shall be accepted at the bidder's risk. In case of any discrepancy in the figures, the rate mentioned in words will only be considered.
7. Tender should be accompanied with an EMD/BID security amounting to **Rs.12000/-** by way of demand draft of any commercial bank drawn in favour of "**Director, BMHRC, Bhopal**", failing which the tender shall not be considered. The amount of bid security will be returned to all unsuccessful bidder. The submitted EMD amount of successful bidder will be adjusted against performance security.
8. During the finalization of tender of required vendor have to submit the samples of the quoted items.

9. The Successful bidder shall furnish the performance security within 30 days of signing the rate contract for due performance. The performance security should be for an amount of 5% of the contract value in form of Demand Draft / Bank guarantee from any commercial Bank in favor of Director, BMHRC, and it shall be valid for 15 months from the date of issue of Rate contract. The Performance Security shall be released on satisfactory completion of all contractual obligations. No interest shall be payable on the performance security. **Failure to furnish performance security in time would entail forfeiture of earnest money deposited by the firm & the cancellation of the contract.** In case of non supply of material within the due date i.e. within the date of delivery, the Director BMHRC, Bhopal will have the right to impose penalty like forfeiture of performance security and removal of the name from the list of the contractor and **Liability of the vendor will be limited to amount of performance guarantee on risk purchase.**
10. **The Director, BMHRC, Bhopal shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.**
11. No payment shall be made for rejected material. The bidders have to remove rejected material within one week of the date of rejection at their own cost. In case these are not removed, these will be disposed off in a manner as deemed fit by the authorities at the risk and responsibility of the supplier without any further notice.
12. The firm should have not been blacklisted during last three years by any government/ Private institution and there should be no Vigilance/CBI case pending against the firm supplier.
13. The court of BHOPAL will have the jurisdiction to trial any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside Bhopal has the jurisdiction in the matter.
14. The quantity shown in the tender can be increased or decreased to any extent depending upon the actual requirement.
15. **Selection will be made purely on the basis of lowest quoted for the items confirming to the specifications as described in the Annexure 1 (Price Bid).**
16. **Exemption from payment of EMD & Tender Fees-** Firms registered with the Central Purchase Organization (e.g. DGS&D) and NSIC and exempted from payment of EMD & tender fee with these organizations, are also allowed for exemption from payment of EMD if the product being quoted is actually manufactured by them and the product is registered with these agencies. Firms registered with these agencies, which are selling products of other companies and not manufacturing the products being quoted by them are not allowed exemption from payment of EMD exemption. To avail EMD exemption, the firms should submit a legible photocopy of valid registration certificate of the product manufactured and registered with DGS & D / NSIC in a separate envelop along with envelop of technical bid.
17. In case of MSE (Micro & Small industries, manufacturer the price preference of L-1+15% will be made available during award of the tender.
18. Small scale industries are exempted from providing the minimum turnover & experience criteria as per guidelines laid down by Govt. of India for SSI units to ensure that there is no discrimination against them.
19. The price charged for the Stores, under the reference by the supplier shall in no case exceed the MRP/ lowest price at which the supplier charged the Store of same identical description to any other person /organization, Institution during the period of contract. If at any time, during the said period the supplier reduced the said prices of such/Stores/equipment or sales such stores to any other person/organization/Institution at price lower than the chargeable, he shall forthwith notify such reduction in sale price to the Director, BHOPAL MEMORIAL HOSPITAL & RESEARCH CENTRE, BHOPAL and the price payable for the Stores supplied after the date of coming into force of such reduction or sale shall stand correspondingly be reduced.
20. The Vendor should enclose the copy of Vat Registration.
21. **Payment** to the supplier Company/agency shall be made with in 90 days after receipt of materials.
22. **The Director has full power to terminate the rate contract at any time during the period of contract without assigning any reason.**

### 23. Arbitration Clause:

- i. Arbitration The COMPANY and CUSTOMER shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with contract.
- ii. Deputy Director Finance is authorized to sign the agreement on behalf of BMHRC after approval and in event of any disagreement of dispute remaining unresolved, the same shall be referred to the Director BMHRC for arbitration who will act as arbitrator or will appoint an arbitrator whose decision shall be final and binding on all parties.
- iii. Venue of Arbitration shall be BMHRC at Bhopal

24. **Force Majeure:** Any failure of omission or commission to carry out the provisions of this contract by the successful Bidder shall not give rise to any claim by any party, one against the other if such failure of omission or commission arises from an act of God which shall include an acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulations of the Government, lockout and strikes, riots, embargoes or from any political or other reasons beyond the successful Bidder control including war(whether declared or not), civil war or state of insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majeure conditions.

25. In case of non supply of material within the due date i.e. within the date of delivery, the Director BMHRC, Bhopal will have the right to impose penalty like forfeiture of performance security and removal of the name from the list of the contractor and **Liability of the vendor will be limited to amount of performance guarantee of risk purchase.**

#### **LD Should be deducted as under**

- (A) Delivery period of the item shall be 30 days the receipt of purchase order
- (B) 7 days will be given to the supplier since purchase order are posted or sent through courier.
- (C) 2% LD will be imposed if delivery is between 38 to 50 days
- (D) 1% additionally LD will be imposed for every additional delay of 15 days
- (E) The maximum LD amount will not be more than 5% in any cases.
- (F) In case of staggered deliveries the second supply will come under LD preview immediately after schedule date.

## **Check List of Certificates/Documents required to be submitted in the Techno-Commercial Bid**

The bidder are advised to submit the following certificates under the category of “Vital documents” invariably along-with **Techno-Commercial Bid**. If these documents are not submitted/conditions not fulfilled, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

- **Tender form** including seal & signature of the bidder.
- Tenderer should have three years experience of supply of stationary items in Central Govt./State Govt./Semi Govt./Public Sector enterprises
- Tenderer should have annual turnover of at least Rs.500000/-(Five Lakh) for the last financial year (attach proof)
- Tenderer should have PAN no. in his or in the name of firm (attach attested photocopy)
- **EMD** (Clause No-7)
- **Non-black listing**/non-debarring declaration (clause No-12)
- **Fall Clause** (Clause No-19)
- **Vat registration** (Clause No-20)

## TECHNICAL BID (Annexure-I)

**Limited Tender No. BMHRC/PUR/TWO BID/LT/Stationary/16-17/006/R/5<sup>th</sup> call**  
**Sub: Purchase of Stationary items**

S.No	Item Description	Annual QTY	Make	Mention company name which is you are quoted in tender
1	Paper A4 75 GSM	3300 Rim	JK Copier/Century	
2	Paper Photo Glossy A4	2450 Nos	Desmat/Oddy	
3	Paper A4 Yellow Colour	30 Rim	Desmat/Oddy	
4	Punching Machine Small	70 Nos	Kangaro	
5	Stepler Pin Big 24x6	50 Pkt	Kangaro	
6	Stepler Pin Small no.10	220 Pkt	Kangaro	
7	Stepler Small No.10	30 Nos	Kangaro	
8	Stepler Big HP-45	06 Nos	Kangaro	
9	Self Adhesive Label A4 ST-40, size 52.5x29.7mm	20 Pkt	Desmat/Oddy	
10	Self Adhesive Label A4 ST-1A4100, 199.6x289mm	20 Pkt	Desmat/Oddy	
11	Box File	400 Nos	Kiran/Aditya	
12	Carbon Paper Small Size	2400 Nos	Kangaro/Ashoka	
13	Correction Fluid 15 MI	180 Nos	Kores	
14	Gum Bottle 150 MI	60 Nos	Mohini/Kores	
15	All Pin	5 Pkt	Bell Pins/Laser	
16	Cello Tape ½ inch 40 Mtr	190 Nos		
17	Pencil	360 Nos	Natraj/Apsara	
18	Glass Marking Pencil Red	20 Nos	Natraj/Apsara	
19	Glass Marking Pencil White	20 Nos	Natraj/Apsara	
20	Rubber	150 Nos	Natraj/Apsara	
21	Clip U	70 Nos	Oddy/Cores	
22	Foldar Plastic full size L shape	1500 Nos	Good quality	
23	Marker Pen	400 Nos	Reynolds/Faber Castle	
24	Marker Pen White Board	300 Nos	Cemeline/Faber Castle	
25	Pad Ink 60 MI	24 Nos	Mohini/Ashoka	
26	Fluorescent Marker Pen	20 Nos	Faber Castle/Reynolds	
27	Scale Plastic 12 inch	12 Nos	Natraj/Cello	
28	Writing Pad	210 Nos	Desmat/Oddy	
29	Plastic File Cover A4	80 Nos	Cobra File/Claro	
30	Tag 8"	60 Pkt	Veer	
31	Computer Paper 10x12x1000 sheets	75 Rim	BPL	

32	Register 3 QR	50 Nos	Arihant	
33	Register 4 QR	400 Nos	Arihant	
34	Register 5 QR	800 Nos	Arihant	
35	Register Attendance 9x12",36 Pages	70 Nos	Good paper Quality	
36	Stock Register 5 QR	30 Nos	Vidhya	

**NOTE:** 1. Bidder must insure himself before quoting the price that item quoted is confirming to specification completely.

**Seal & Signed of the Bidder**

**FINANCIAL BID (ANNEXURE-II)**

**Limited Tender No. BMHRC/PUR/TWO BID/LT/Stationary/16-17/006/R/5<sup>th</sup> call  
Sub: Purchase of Stationary items**

S.No	Item Description	Annual Qty	Company	MRP	Rate Per Unit	VAT %	Rate per Unit i/c VAT
1	Paper A4 75 GSM	3300 Rim					
2	Paper Photo Glossy A4	2450 Nos					
3	Paper A4 Yellow Colour	30 Rim					
4	Punching Machine Small	70 Nos					
5	Stepler Pin Big 24x6	50 Pkt					
6	Stepler Pin Small no.10	220 Pkt					
7	Stepler Small No.10	30 Nos					
8	Stepler Big HP-45	06 Nos					
9	Self Adhesive Label A4 ST-40, size52.5x29.7mm	20 Pkt					
10	Self Adhesive Label A4 ST-1A4100,199.6x289mm	20 Pkt					
11	Box File	400 Nos					
12	Carbon Paper Small Size	2400 Nos					
13	Correction Fluid 15 ml	180 Nos					
14	Gum Bottle 150 MI	60 Nos					
15	All Pin	5 Pkt					
16	Cello Tape ½ inch 40 Mtr	190 Nos					
17	Pencil	360 Nos					
18	Glass Marking Pencil Red	20 Nos					
19	Glass Marking Pencil White	20 Nos					
20	Rubber	150 Nos					
21	Clip U	70 Nos					
22	Foldar Plastic full size L shape	1500 Nos					
23	Marker Pen	400 Nos					
24	Marker Pen White Board	300 Nos					
25	Pad Ink 60 MI	24 Nos					
26	Fluorescent Marker Pen	20 Nos					
27	Scale Plastic 12 inch	12 Nos					
28	Writing Pad	210 Nos					
29	Plastic File Cover A4	80 Nos					
30	Tag 8"	60 Pkt					
31	Computer Paper 10x12x1000 sheets	75 Rim					
32	Register 3 QR	50 Nos					
33	Register 4 QR	400 Nos					

34	Register 5 QR	800 Nos					
35	Register Attendance 9x12",36 Pages	70 Nos					
36	Stock Register 5 QR	30 Nos					

- Note:** 1. Name and description of item is self explanatory regarding specification.  
2. Bidder must insure himself before quoting the price that item quoted is confirming to specification completely.

**Seal & Signed of the Bidder**