

Purchase Committee

GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU

Name of the Group:

Supply of Animal Diet in Govt. Medical College
Jammu (For the Year: 16-17)

STANDARD BIDDING DOCUMENT

E-TENDER NOTICE 03 OF 2016

PURCHASE COMMITTEE
GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU

E-TENDER NOTICE 03 OF 2016

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 **SUPPLY OF ANIMAL DIET** in Govt. Medical College Jammu for the year 2016-17,

S. No.	Particulars of the tenders	Cost of tender fee	Earnest Money	Date of Opening of Bid
01	SUPPLY OF ANIMAL DIET in Govt. Medical College Jammu for the year 2016-17	Rs. 750/- only	Rs. 50,000.00 only	23-06-2016 at 1200hrs

- The tender document for the above job can be seen on the website www.jktenders.gov.in from 02-06-2016 (16:00 hrs.)
- The tender documents can be downloaded from the above website from 02-06-2016 (1700hrs) onwards.
- Pre-Bid meeting shall be held in the conference hall of the Principal, GMC Jammu on 11-06-2016 at 1200 hrs
- The bids shall be deposited in electronic format on website www.jktenders.gov.in from 13-06-2016 (1800 hrs) upto 21-06-2016 (1500hrs) only.
- The uploaded bids on the website will be opened on 23-06-2016 (1200hrs) 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 at "A". 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 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/-

Chairman

Purchase Committee

Govt. Medical College & Associated Hospitals,
Jammu

Dated: 31.05.2016

No: GMC/PC/ 1016-20

Copy to the:-

- Commissioner Secretary to Govt. Health & Medical Education Department, Civil Secretariat, Srinagar 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

PURCHASE COMMITTEE
GOVT. MEDICAL COLLEGE & ASSOCIATED HOSPITALS JAMMU

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For approval please.
[Signature]

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

Dated: 31-06-2016

No: GMC/PC/1016-20

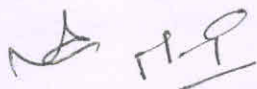
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- Commissioner Secretary to Govt. Health & Medical Education Department, Civil Secretariat, Srinagar for information
- Principal, Government Medical College, Jammu for inf. and necessary action.
- I/C Computer section GMC Jammu for information and with the request to place the tender documents on web site of Govt. Medical College Jammu
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Sd/-
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

3. Under Taking /Letter of Acceptance.
4. Scanned Copy of an affidavit on Rs.50/- stamp paper duly attested by 1st Class Judicial Magistrate with the effect that:-

- i) The documents/catalogues alongwith authority letter etc. enclosed with the Tender are genuine and have not been tampered or fabricated.
- ii) 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.
- iii) If any thing found wrong at any stage, I shall be responsible and deem to any legal action against me.

Scanned copies of below mentioned documents shall be loaded in My Document area for bidders.

- a) Sale Tax Clearance certificate for the year 2015-16.
- b) Pan Card of the Tenderer / Agency/ Organization.
- c) PAN Based copies of ITR for the preceding year

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. Original Turnover Certificate from Chartered Accountant
4. Annexure "A", "B"
5. All the above documents

Absence of any one mentioned above may lead to rejection of tender outrightly.

B) COVER 2nd : (Financial Cover)

1. Rates submitted by the bidders in the BOQ.
2. Detailed description of rates.

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

General Terms & Conditions of the contract:

1. 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.
2. The work allotted to the successful tenderer shall be for a period of one year extendable for 90 days or till such time new rate contract comes in force whichever is earlier.
3. The document submitted by the firm with the tender form will be opened in public in the presence of tenderers/ firms representatives
4. The tenderer/ authorized representatives should point out to the Chairman tender opening committee on date of opening of tenders embitterment if any in the Pre-bid meeting. Thereafter the tenderer/ authorized representative will have no legal right to confer or to represent on one ground or the other.
5. Material to be provided

S.No	Name of the Item	Unit
1.	Gram	Per Kg
2.	Green Vegetable Leaves	Per Kg
3.	Brawn	Per Kg
4.	Wheat Straw	Per Kg

6. The rates quoted should be inclusive of all taxes, freight, levis, FOR Stores/destination etc. as applicable.
7. 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 and once approved by the PPC.
8. 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.
9. The Principal Govt. Medical College Jammu, Chairman, Tender Committee is competent and reserve the right to consider, ignore, or reject any tender at any stage without assigning any reason what so-ever.
10. 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.

11. Any other condition that is not indicated here can be incorporated by the concerned Medical Superintendent in before execution of a contract if need be.
12. No separate conditions will be accepted and the conditional tenders will be outrightly rejected.
13. In case any reduction in the prices is ordered by Central / State / local Self Government during the course of the contract the same shall be recoverable from the supplier.
14. Such cases where any representation dispute / doubt is received by the Rate Contract Committee it shall be referred to the Administrative department for final disposal and decision thereof shall be final and binding upon the parties.
15. The successful tenderer shall have to abide by the terms & conditions as mentioned above as well as in the rate contract for which the contractor will have to execute an agreement with the department within 15 days from the date of final acceptance of the contract. In the event of failure to abide by the terms and conditions, the Principal, Govt. Medical College Jammu may without prejudice to any other remedy available with him under any law for the time being in force in the State impose all or any of the following Penalties on the contractor, in addition to the forfeiture of the Earnest Money Deposit in full or any part thereof :-

a. The termination of the contract within 15 days notice to the contractor under registered cover. The extra cost, if any, incurred shall be made good from the contractor, in retendering and making alternative arrangements.

b. Such penalties as deemed reasonable.

We do hereby agree abide by all the conditions mentioned (Sr. No. 1 to Sr. 14) in the tender document. We do hereby agree to abide by all the conditions mentioned in the tender documents



In Acceptance
Signature & Seal of the Tenderer

Annexure "A"

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

TENDER FORM FOR PROVIDING Animal Diet

1. Name, address of Firm/Agency/Company : _____
2. Telephone No : _____
3. Registration No : _____
4. Name, Designation, Address: : _____
: _____
: _____
: _____
5. PAN no. : _____
6. Sale Tax Registration No: _____
7. Details of Bid Security/Earnest Money deposit: _____
 - a. Amount : _____
 - b. Demand Draft No : _____
 - c. Date of issue : _____
 - d. Name of issuing Bank : _____

 - e. Any other information: _____

Declaration by the bidder

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.



(Signature of the bidder)

Annexure "B"
(TO BE TYPED ON A LETTER HEAD OF THE AGENCY)
UNDERTAKING

To

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

Subject: TENDER FORM FOR PROVIDING Animal Diet

Madam,

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 do hereby undertake the supply of Animal Diet to the Govt. Medical College Jammu if approved in our favour during the currency of the contract. We will supply best quality material.

11/9/20


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