

## PURCHASE COMMITTEE

GOVT. MEDICAL COLLEGE &amp; ASSOCIATED HOSPITALS JAMMU

For and on behalf of the Governor of Jammu & Kashmir, e-Tenders are invited from the **reputed and registered Tour Operators / Travel Agents for Conduct of Tour** for the Students of the Govt. Medical College Jammu during the year 2019 spread over the year 2020.

S. No.	Particulars of the Tour	Cost of tender fee	Earnest Money	Date of Opening of Bid
01	Jammu --> Delhi --> Mumbai --> Goa and back to Jammu	Rs. 750/-	Rs. 50,000.00 (Rs. Fifty thousand only)	19-10-2019 1100 hrs

- The tender document for the above job can be seen on the website [www.jktenders.gov.in](http://www.jktenders.gov.in) from 28-09-2019 (16:00 hrs.)
- The tender documents can be downloaded from the above website from 28-09-2019 (1600 hrs) onwards.
- Pre-Bid meeting shall be held in the conference hall of the **Principal, GMC Jammu** on 05-10-2019 at 1200 hrs
- The bids shall be deposited in electronic format on website [www.jktenders.gov.in](http://www.jktenders.gov.in) from 09-10-2019 (1500hrs) upto 17-10-2019 (1600hrs) only.
- The uploaded bids on the website will be opened on 19-10-2019 (1100hrs) in the 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. 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.
  - We will abide by all labour laws in force
- 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: 28 09-2019

No: GMC/PC/2019-20/1923  
Copy to the:-

- Financial Commissioner to Govt. Health & Medical Education Department, for information.
- Principal, Government Medical College, Jammu for inf. and necessary action.
- Prof. & Head, Department of Physiology (Officer Incharge Central Library) Govt. Medical College Jammu for information. This is as per your letter No: GMC/LIB/2019/09 dated 19-01-2019 and letter No: GMC/Lib/2019/48 dated 09-04-2019.
- Medical Superintendent, CDH/GMCH/SMGH/SSH Jammu for information and necessary action.
- 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.**
- 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.

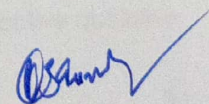
*[Signature]*  
Member Secretary  
Purchase Committee

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. Applicants/Interested bidders are encouraged to inform themselves fully about the tender and for this the 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, IT certificate, and other related documents etc., and attach these certificates as Non Statutory documents while submitting their bids.
12. To qualify for award of the contract, the prospective tenderers should have a turn over for similar job not less than Rs 50.00 Lacs per year for the last three years.
13. 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.
14. Bidders are advised to scan their documents at 100 DPI (Dots per Inch) resolutions with Black and White, PDF Scan properly.
15. 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. Those tenderers who are interested to get their firms registered may get themselves registered only upto the Pre-bid meeting date and time. Thereafter no fresh registration shall be done.
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...ABC...pledged to the Member Secretary, Rate Contract 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:-

- i. The documents/catalogues 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 anything found wrong at any stage, I shall be responsible and deem to any legal action against me.
- iv. We will abide by all labour laws in force.

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

- a) Certificate of Registration for GST.
- b) Certificate of Registration with Tourism Department.
- c) Certificate of Registration with Labour Department.
- d) Certificate of Satisfactory Conduct of Tours from atleast three Govt. Colleges/ University during the last two years.
- e) Pan Card of the Tenderer / Agency/ Organization.
- f) **Annual Turnover Certificate from Chartered Accountant.**

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

1. Tender Fee and EMD
2. Affidavit
3. Original Turnover Certificate from Chartered Accountant
4. Check List"

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

##### B) COVER 2nd : (Financial Cover) / Financial Bid

1. Rates submitted by the bidders in the BOQ.

Detailed description of rates, if required to be submitted by the bidder, can be uploaded as an extra Excel sheet in BOQ.

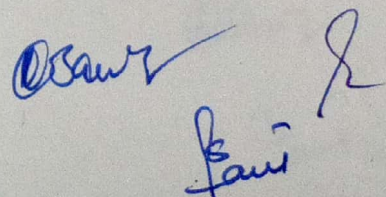
Note: Financial bids (Price bid) of only those tenderers shall be opened who qualifies in Technical specification Compliance Statement on the basis of Technical Evaluation report submitted by the experts of respective discipline



Terms & Conditions:-

***The College intends to take students on a conducted tour of Jammu-Delhi-Mumbai-Goa tentatively in the month of April –May 2020 October /November 2019 and in subsequent months as per the requisition. Hence tenders are invited with following terms & conditions from the eligible registered Tour Operators within the State of J&K.***

1. The Bidder must be registered with J&K tourism Department and must have experience of conducting tours of Govt. Colleges/ University. Proof to be attached.
2. The bidder must submit the separate rate for travel by A.C. III tier and Sleeper class as well.
3. All the hotels must be centrally located and with proper security. The hotel should not be less than 3 star. Accommodation arrangement for the tour should be made in A/C hotel on four students sharing basis. The details of the Hotel Accommodation to be provided along with name of the Hotel tentatively used by them during the tour shall be supplied.
4. The rooms should be spacious enough to accommodate four students.
5. The tentative number of days of hotel stay must be mentioned clearly.
6. Food should be hygienic and freshly cooked. Sweet dish must be served every day.
7. Bus Journey, wherever required, should be in Delux AC buses.
8. The bidder will manage loading and unloading of luggage of students and staff during the tour at no extra payment. However porter charges at the railway station shall be borne by the students
9. Any birthday of students/faculty member/staff accompanying the tour, if falls during the tour, must be celebrated free of charges.
10. Rates coated must include all entry tickets. In no case student will be charged extra for site seen etc.
11. In No case tour operator shall sublet the tour to any other firm or individual and the proprietor/ tour agent must accompany the tour. A female agent will accompany the tour to facilitate female students.
12. In case of decrease in the number of days in the tour the payment will be made on pro-rata basis.
13. Allotment of tour will be on the soul discretion of the Principal GMC Jammu
14. Tender without CDR of Rs. 50,000 will be rejected out rightly.
15. The payment will be made as under:
  - a. 25% at the allotment of the tour for making arrangement.
  - b. 25% seven days before the start of the tour on production of travel tickets.
  - c. 20% during the tour.
  - d. 30% after successful completion of the tour (based on the report submitted by the tour Incharge.
16. The Tour firm will not ask any student to certify their conduct or will not get any Performa filled by the student regarding the conduct of the tour.
17. No such document shall be considered for evaluating the conduct of the tour operator by the committee
18. Any misconduct by the tour firm proprietor/ agent/supporting staff with the college official and or students shall lead to disqualification of the firm from future assignment and legal action may be taken against the firm.





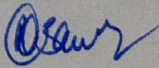

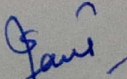
19. The tour firm will submit a list of cooks/ helper and other accompanying staff along with their ID proof and their contacts details.
20. Rates coated must be inclusive of all taxes and charges.
21. In case of tie against the rates coated by the firms, the firm with more experience and more satisfactory performance certificates shall be considered.
22. In case the L1 does not agree to conduct the tour due to any reason then L2 will be negotiated to conduct the tour on the rates coated by the L1. In case of failure of negotiation L3 will be given chance and so on. The CDR of the defaulter shall be confiscated without any notice.
23. Apart from site scenes visit to the following places must be included in the tour, no extra payment shall be made.
  - a. Mumbai- Essell World, water kingdom, Elephanta caves, Taraporewala aquarium etc.
  - b. Goa- Beaches, Ferry ride etc.
24. The tour agent will discuss and finalize the itinerary with the tour committee of the college before booking of the tickets.
25. The Convener of the Committee Principal Govt. Medical College Jammu along with two other Committee Member/Faculty member may join the tour in between for inspection.
26. The rates shall be valid for the 1 year.
27. No change in rates shall be allowed after finalization of the contract unless it is due to change in Government Taxation states.
28. All the pages attached with the tender should be page marked and bearing signatures of the bidder with seal.
29. The committee shall be right to reject any tender without any reason.

ACCEPTANCE BY THE TOUR OPERATOR

\_\*\_

I, \_\_\_\_\_ S/O \_\_\_\_\_ R/O \_\_\_\_\_  
\_\_\_\_\_ Prop. of M/s \_\_\_\_\_  
\_\_\_\_\_ do hereby certify that I have read  
all the terms & conditions of the tender document and all are acceptable to me/us.

Signature  
Stamp.



**CHECK LIST FOR THE TENDERERS.**

	PARTICULARS		ANNEXED AT PAGE NO.
1.	REGISTRATION WITH LABOUR DEPARTMENT		
2.	NAME OF THE FIRM / COMPANY		Copy of Form O/C issued by the Labour Deptt.
3.	Name of the Authorised Person		Provide Copy of the Aadhar Card
4.	Phone No (Office) and Mobile: e-mail Correspondence Address	(O) (M)	
5.	Registration of the firm with J&K Tourism Department		Provide Copy issued by the competent authority
6.	Experience of the Bidder		
7.	PAN Card No:		Provide copy
8.	GSTIN		Provide copy
9.	Terms & Conditions duly accepted by the firm		
10.	Bank Draft and EMD Details		Attach original
11.	Affidavit duly attested		Attach original
12.	Name of the Bank		
13.	Branch		
14.	Account No: of the Firm		
15.	IFSC Code		
16.	Details of tours conducted during the last Two years		Provide copy.

*(Signature)*  
*(Signature)*

GOVT. MEDICAL COLLEGE JAMMU

\_\*\_

**College Tour (2019)**

Jammu --> Delhi --> Mumbai --> Goa

and back to Jammu

**Consent Form**

S.No.		
1	Name of the Student	
2	Father's / Guardian's Name	
	Correspondence Address	
3	Batch	
4	Contact No:	

Signature of the Student

I hereby consent to send my daughter / son to accompany the College Tour on my own risk and responsibility.

Signature of the Parent/ Guardian.

Contact No: \_\_\_\_\_

*[Handwritten signatures]*