

Administration of
Dadra & Nagar Haveli, U.T.,
Office of the Medical Superintendent
Shri Vinoba Bhave Civil Hospital

No. MS/VBCH/IHMS/2011-12/Comp./06/51

Silvassa.

Date: 02/02/2012

Limited Tender Inquiry

The Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Dadra & Nagar Haveli, Silvassa on behalf of President of India, invites sealed tender for supply of below material from the reputed suppliers/dealers/firms/agencies, so as to reach on or before **20/02/2012** upto 15.00 hours by Post/Courier or deposit in to the tender box kept in the office of the undersigned.

Sr. No.	Particulars	EMD	Tender Fees
01.	Purchase of “Computer Materials” Under National Rural Health Mission for Shri Vinoba Bhave Civil Hospital, Silvassa	Rs.7,400/-	Rs..500/- Non – Refundable

The blank forms with detailed scheduled of specification and condition can be obtained from the office of the undersigned during all working days/hours from **02/02/2012** to **18/02/2012** on payment of Tender Fees (Non – Refundable).

The complete form for the items along with EMD in form of Fix Deposit Receipt/Account Payee Demand Draft/Banker’s Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Silvassa in favour of the undersigned should be attached with the Sealed Tender. The EMD and tender fees should not be forward by Cash. The Sealed Tender should be properly covered in respect of each item subscribing the name of items on envelope. The Tenders will be opened on the same day in presence of the tenderers, if possible. The offers received without obtaining tender documents or without EMD and tender fees shall not be entertained.

The Tender Notice can be downloaded from the website www.dnh.nic.in. The tender fee is to be enclosed with the tender document; tender document without tender fee will be rejected.

Right to reject any or all Tender without assigning any reason is reserved.

Sd
Medical Superintendent
Shri Vinoba Bhave Civil Hospital,
Dadra & Nagar Haveli,
SILVASSA.

Copy to :-

- 1] All Heads of Office, Dadra & Nagar Haveli, Silvassa for information & n.a.
- 2] CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper
- 3] NIC, Dadra & Nagar Haveli, Silvassa with a request to publish in Website.
- 4] Account Section, Shri Vinoba Bhave Civil Hospital, Silvassa for information

Sd
Medical Superintendent
Shri Vinoba Bhave Civil Hospital,
Dadra & Nagar Haveli,
SILVASSA.

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI,
OFFICE OF THE MEDICAL SUPERINTENDENT,
SHRI VINOBA BHAVE CIVIL HOSPITAL,
SILVASSA

Terms and Conditions for the “**Purchase of “Computer Materials”**”
under National Rural Health Mission for Shri Vinoba Bhave Civil
Hospital, Dadra & Nagar Haveli, Silvassa.

❖ **Instructions to Bidders** :

- 1) The rate should be quoted in the prescribed form given by the department; **the rate should be valid upto One Year from the date of tenderization.**
- 2) All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the supplier.
- 3) Where specifications/make/manufacture is not specified by this office, the rates should be quoted only for the 1st class and standard quality only.
- 4) The tenderer should specify the name of the manufacturer and complete specification for the items quoted by him along with catalogue of the item to be submitted in the Technical Bid.
- 5) The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
- 6) The Tenderer should enclose along with tender an amount of **`.7,400/-** as Earnest Money Deposit in form of Fix Deposit Receipt/Account Payee Demand Draft/Banker’s Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Silvassa in favour of **Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Silvassa.** The EMD should not be forward by Cash. Tender received without Earnest Money Deposit will be summarily rejected.
- 7) (a) The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.
(b) Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.
(c) However in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the supplier will be recovered from the bill(s) for such articles.

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- 8) The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer(s) as per condition No.07 above.
- 9) The tender should be neatly typed or hand written only on letter head carries the name of supplier and the signature of the tenderer. No overwriting, correction or erasures will be considered.
- 10) All bills should be in **TRIPLICATE** and should invariably mention the number and date of supply order.
- 11) All bills for amount above `5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding `5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- 12) Each bill in which Sales Tax is charged must contain the following certificates on the body of the bill: "CERTIFIED" that the goods on which Sales Tax has been charged have not been exempted under the Central Sale Tax Act or the Rules made there under and the amount charged on account of Sales Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under".
- 13) The Tenders shall be submitted in two-bid system, each of which is to be submitted in separate envelope. The first envelope should contain Technical Bid and super scribing on the envelope as "**Sealed Cover No.1 - Purchase of "Computer Materials"**". The **EMD** and **Tender Fees** should be enclosed with **TECHNICAL BID** only. The second envelope should contain Financial Bid and super scribing on the envelope as "**Sealed Cover No.2 - Financial Bid for "Purchase of "Computer Materials"**". The last date of submission will be **20/02/2012** upto 15.00 hours.
- 14) The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer. The Tender Opening Committee will first open the technical bid consisting of Terms & Conditions; EMD the technical specification along with the list of manufacturing company given by the department of materials etc, the Committee will open the financial bid only of those firms who have qualified for technical bid as per specifications given by the department. The financial bid will be opened after the report received from the Technical Committee.
- 15) The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

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- 16) If the tenderer whose tender is accepted, fails to execute the supply order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Government.
- 17) In case, the supplier does not execute the supply order placed with him, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
- 18) No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- 19) The tender will be accepted during working hours upto **20/02/2012** at 15.00 hours and will open on the same day if possible in the office of the Medical Superintendent, Shri Vinoba Bhave Civil Hospital, Silvassa in the presence of the Tender Opening Committee and tenderer(s) or their representative(s) if present.
- 20) The rate should be quoted for the materials of IS or ISO specification if any.

❖ **Conditions of Contract :**

- 1) The rate(s) quoted should be strictly for free delivery at FOR Silvassa and will be valid and operative for supply orders issued within one year from the date of invitation of tenders.
- 2) Orders once placed should be delivered within the given time period and item should be door delivered.
- 3) No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
- 4) The rates should be quoted only for the items specified in the list of requirement and should be for the items of given special make/manufacture.
- 5) Rates quoted for items other than the required specification/make/manufacture will not be considered.
- 6) The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above `200/-) drawn on any branch of State of India or its subsidiary Commercial Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.

- 7) Only on satisfactory completion of the supply order for and on payment of all bills of the supplier, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- 8) The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.
- 9) Railway Receipt or other transport document should be drawn in the favour of Officer Inviting tender.
- 10) Railway Receipt or other transport document should not be send by VPP or through any Bank as this being a Government Office it is not possible to clear cash demands of Post Office/Bank for delivery of RR or other transport documents unless we have agreed to it as special arrangement.
- 11) The supplies, materials etc. of inferior quality standard or of different specifications, brand, manufacturer etc other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any materials etc will be sent to the supplier within 10 days from the date of receipt of the stores and the same will be returned to the supplier at his own cost and risk, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimation of the non-acceptance. However, if no communication is received within 15 days from the date of communication the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.
- 12) In case of failure to replace the accepted and rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the suppliers Security Deposit/Earnest Money or payment due of any bill(s) to the extend required.
- 13) In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the name articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former suppliers Security Deposit/Earnest Money or bills payable. The suppliers shall have no right to dispute with such procedure.

- 14) Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply order up to 5% of the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
- 15) Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
- 16) If at any time after the order for supply of materials the Tender Inviting Officer shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Tender Inviting Officer shall give notice in writing of the fact to the supplier(s) who shall have to claim to any payment of compensation what so ever on account of any profit or advantage which the supplier(s) might have derived from the supply of articles in full, but which did not derive in consequence of the full quantity of articles not having been purchased, nor shall have any claim for compensation by reasons of any alterations having been made in the original instructions which shall invoice any curtailment of the supply originally contemplated.
- 17) The Earnest Money(s)/Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required by these conditions.
- 18) The tenders/offers received do not confirm with the terms and conditions of this office will be summarily rejected. If any firm desires to consider exemption from payment of Earnest Money Deposit, certified copies of its Registration with D.G.S. & D. should be attached to their tenders.
- 19) The items as mentioned in the list are the approximate estimates invited and actual purchase may more. Accordingly the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
- 20) Supplier may ensure the goods at his own cost to safeguard the delivery of such goods dispatched by him to the consignee; the department will not be responsible for the damages or pilferage of goods during transit.
- 21) The tenderer should attached copies of certificate of **experience in the field of supply of Computer materials, valid license/authorization letter of the manufacture specifying the authority to sell the product (with name) in U.T. & of D.N.&H., proof of fulfilling the norms of IS/ISO/WHO/GMP specification if any, copy of dealership letter, licence for import, PAN No., Catalog of the item quoted etc.** with his/their tender. It may please be noted that the tender received without document referred above shall not be considered.

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- 22) The manufacturing units who are placed in Silvassa are exempted for Earnest Money Deposit.
- 23) Rates should be quoted in the forms issued from the department and as per the requirement asked for.
- 24) Rates quoted are for Rogi Kalyan Samiti, Shri Vinoba Bhave Civil Hospital, Silvassa.
- 25) The tender fee must be enclosed in demand draft in favour of undersigned with the tender documents.
- 26) The tendered quantity is tentative and the actual purchase can be **20% less or more** than the quantity put to tender for all items and the tenderer is bond to supply such requirement without any demur.

Signature & Designation of
Tender Inviting Officer...

Sd
Medical Superintendent
Shri Vinoba Bhave Civil Hospital,
Dadra & Nagar Haveli,
Silvassa

The above terms and conditions are accepted and are binding to me/us.

Place:
Dated:

Signature of tenderer
Name of tenderer with seal of the firm

NOTE: Please return One Copy of these terms and conditions duly signed with seal of firm along with the tender.

❖ Schedule of Requirements, Specifications and Allied Technical Details and Price Schedules :

**Requirement of Computer Materials
for the Year 2011-2012 for Shri Vinoba Bhave Civil Hospital, Silvassa.**

Sr. No.	Particulars	Mfg. Company	Unit/ Rate	Quantity Required	Rate
1.	Mouse (ps2)	HP/ Compaq/ Dell/iBall	1 No	05 Nos.	
2.	Key Board (ps2)	HP/ Compaq/ Dell/iBall	1 No	05 Nos.	
3.	LCD Monitor (18.5")	LG, Samsung, HP, Lenovo	1 No	03 Nos.	
4.	Crimping Tool	D-Link	1 No	01 No.	
5.	Toner Cartridge -12A	HP	1 No	10 Nos.	
6.	Toner Cartridge – 88A	HP	1 No	10 Nos.	
7.	Toner Cartridge – 44A	HP	1 No	02 Nos.	
8.	<u>Laserjet Printer :</u> Speed 14 A4 Pages per minute / 15 Letter Size per minute, with 150 sheets universal tray. Connectivity : Hi-Speed USB 2.0 port. First page out : 8 Seconds. (Warranty should be for 1 year)	HP	1 No	02 Nos.	
9.	<u>Laserjet Printer :</u> Print speed black : Up to 14 ppm Duty Cycle upto : 5000 Pages First Page out (Black) : Less than 10 Sec Print Technology : Laser Paper Tray : 1(plus single – sheet priority input slot) Input capacity, standard : upto 150 sheets Media size standard : Letter, Legal, executive, postcards, envelopes (No 10 Monarch) Connectivity : High Speed USB 2.0 port Minimum system requirements : Windows 2000, Windows XP Home or Windows XP Professional, 90 MHz Pentium, 120 MB free hard disk space (10 MB minimum install), 1 GHz processor, 512 MB RAM (Windows Vista(TM) Ready, check User's Guide for minimum hard drive space), CD-ROM drive, USB port (compatible with USB 2.0 specifications) (Warranty should be for 1 year)	HP	1 No	04 No.	

Sr. No.	Particulars	Mfg. Company	Unit/ Rate	Quantity Required	Rate
10.	Network Rack System	Spider	1 No	06 Nos.	
11.	<u>Computer System :</u> Intel Core I5 Processor 3.06 GHZ with Intel Original Mother Board 55 TC, 2 GB DDR III Ram, 500 GB SATA Hard Disc Drive, USB Key Board, USB Optical Mouse, Full ATX Cabinet with ATX SMPS, 18.5" TFT LCD Monitor (Warranty should be for 1 year)	HP/ Compaq/ Lenova/ Dell/ IBM	1 No	03 Nos	

Note : The Rates quoted should be inclusive of all taxes.

Signature of Suppliers/Dealers
With Rubber Stamp

Sd
 Medical Superintendent
 Shri Vinoba Bhave Civil Hospital,
 Dadra & Nagar Haveli,
 Silvassa.