

L.R.S. INSTITUTE OF TB AND RESPIRATORY DISEASES
SRI AUBORINDO MARG, NEW DELHI – 30

TENDER NOTICE

Ref. No. LRS/Ten./2011-12/15

Sealed tenders in two separate bids **a) Technical bid, b) Financial bid** are invited from reputed Manufacturers/authorised dealers/firms/agencies etc. for the following items. The Tender document (copy downloaded from website would not be valid) would be available from Cashier in Account Section of this Institute on payment of **Rs.500/-** (non refundable) in cash for each item /services from **22.12.2011 to 11.01.2012 for Sr. No. 1 to 10 and upto 12.01.2012 for Sr. No. 11 to 17** between 10.00 am to 3.00 pm on all working days and upto 12.00 noon on Saturdays. The tender should reach the **Procurement Cell by 10.30 am on the date of opening of tender** along with requisite **EMD** as mentioned in tender document. The tenders will be **opened at 11.00 am as per dates given below in Room No. 215 (IInd Floor) of OPD Building**. One representative of the bidder in possession of admit card as in tender can attend the tender opening.

Sr. No.	Name of Items	Date of Opening
1.	Deep Freezer (-20° C)	12.01.2012
2.	Binocular Microscope	-Do-
3.	BOD Incubator (Medium Size)	-Do-
4.	Gel Documentation System	-Do-
5.	Ultra Pure Water Purification System	-Do-
6.	Thermal Cycler (PCR Machine)	-Do-
7.	Syringe Infusion Pump	-Do-
8.	Cryosurgery Unit with Essential Accessories	-Do-
9.	Portable Spirometer	-Do-
10.	Nitric Oxide Analyzer	-Do-
11.	Research Microscope with Trinocular Tube and Polariser.	13.01.2012
12.	Fixed Bedside Patient Monitor and Central Nursing Station	-Do-
13.	UPS	-Do-
14.	Mattresses	-Do-
15.	Pest Control Services	-Do-
16.	Operation of Canteen and Juice Shop	-Do-
17.	Drugs & Surgical Items	-Do-

The undersigned reserves the right of rejecting or accepting any tender without assigning any reason at any stage. The Information regarding this Tender Notice is also available on Institute's Web-site <http://www.lrsitbrd.nic.in>

(Director)

NOTE : This tender document contains 8 pages, including tender notice.

Check List*

A checklist of documents should be submitted in the following Performa.

Sr. No.	Name of Document	Tender Clause	Page No.	Remarks (For Official Use Only)
1	copy of PAN card	5 (i)		
2	Last VAT deposit receipt	5 (ii)		
3	TIN/Sales Tax/Registration No.	5 (iii)		
4.	License to Sale and License to Manufacturer	5 (iv)		
5	WHO-GMP/ISO series certificate /other equivalent certification	5 (v)		
6	Authority Letter(if applicable)	5 (vi)		
7	AFFIDAVIT of bidder	5 (vii)		
8	AFFIDAVIT of Manufacturer	5 (vii)		
9	Sample Required			

All the document of the check- list to be placed the proper page No. mentioned.

Note:Tender should be typed, properly signed on all pages. All pages to be numbered. Remarks column should be kept empty for official use

Authorized Signature

(Name with rubber stamp)

*Checklist is just for reference and not exhaustive. All documents as given in tender conditions are to be submitted.

E-mail : lrsinstitute@eth.net

Web Site : www.lrsitbrd.nic.in

Lala Ram Sarup Institute of Tuberculosis and Respiratory Diseases
 Sri Aurobindo Marg, (Near Qutub Minar) New Delhi – 110 030
 (Autonomous Institute under the Ministry of Health and Family Welfare, Govt. of India)

INSTRUCTIONS TO TENDERERS REGARDING MODE OF BID AND EMD

1. **Bidders submitting tenders would be considered to have considered and accepted all the terms and conditions in the tender document. Any conditions given by the bidder would be taken as null and void.**
2. The tender may be deposited at the tender box in the procurement cell. In case the quotation is sent by courier/post it would be the responsibility of the bidder that it reaches the institute diary by the due date. The offers submitted through Telex/Telegram/Fax/Email or any manner other than specified above will not be considered.
3. The tender will be on a **two bid system** comprising of :-
 - i. The tender will be on a two bid system 1) **Technical Bid** 2) **Financial Bid**. Technical bid is to be submitted in duplicate.
 - ii. **Technical Bid** containing all the technical specifications and other tender requirement as per tender document **except** the proforma Invoice/Price.
 - iii. **Financial bid** containing the Proforma Invoice and the other details of financial needs only.
 - iv. Please ensure that the E.M.D. (as per instructions given below), Technical Bid, Financial Bid is submitted in three different envelopes and these should be put in an outer envelope super scribed with tender no. Date of opening and item name. If EMD is not submitted then the technical bid will not be considered and tender quotation **WILL BE SUMMARILY REJECTED**. If exemption of E.M.D is claimed as per Govt. rules proof may given clearly in favor of the firm and must be enclosed in the envelop for EMD. EMD will be forfeited if the bidder has misrepresented/ not supply the item. **Name of bidder, item quoted for, date of opening of tender to be written on back of EMD. EMD will be released directly by Procurement Cell after the order is placed to the successful bidder.**
4. Bidder must write the name of item quoted for and the tender number / date on the bid envelope without which the tender will be rejected.
5. If any of the information is found to be incorrect, the contract/ tender may be cancelled with forfeiture of EMD and penalty as decided by the Competent Authority.

Specifications And Demand of The Item (S)

Item No.	Item Name	Quantity (in pcs.)	Specification /company	EMD (in Rs.)
ST-11-12/106	Incise Drape (Minimum Dimension /size 48x45 cm/18 7/8"x 17 5/8")	400 Pcs	Vygon, Medikit, Surgeons, HMD	3000

Terms & Conditions:-

1. This tender is open to the manufacturers or their authorized dealers of the items in the schedule attached as per the terms and conditions given below.
2. **Earnest money** is to be deposited, in shape of demand draft drawn in favor of Director, LRS INSTITUTE OF TB & RESPIRATORY DISEASES, NEW DELHI-110030. **Any EMD previously deposited with the institute cannot be considered for this tender.**
3. The validity of bid will be 120 days from date of opening and the rates will be valid till 31st March, 2012 subject to the terms and conditions mentioned below.
4. **Any supplier, giving supply of the item to the institute, if applies in this tender, should clearly state if he is willing to supply the item at last tender rate or not failing which it will be presumed that the old rates are acceptable for the current tender.**
5. Tenderer should submit:-
 - i) Copy of PAN card.
 - ii) Last VAT deposit receipt.
 - iii) TIN number / Sale Tax Registration No.
 - iv) Reference of license to sale by bidder AND license to manufacture by manufacturer of concerned item with validity period of license.
 - v) WHO- GMP/ ISO series / equivalent certification.
 - vi) If an authorized dealer is submitting the tender; he should also furnish a certificate from manufacture/supplier, regarding such authorization.
 - vii) Affidavit that the manufacturer and the bidder has not been blacklisted for quoting and supplying for the item by any govt. organization. (self attested Xerox copy may be given provided it is not older than one month (As per Annexure –II)

Note: In case the above documents are not submitted at the time of tender opening as a part of the technical bid, it will not be asked for separately and tender will be rejected summarily.

6. No figures or words should be overwritten.
7. **Financial bid of the item applied should invariably be in the format as per annexure – I.**
8. Taxes (VAT/Central), excise duty and other taxes applicable, if extra to be charged should be distinctly shown along with the price quoted. Where this is not done, no claim for increase such taxes will be entertained at any later stage in any case.
9. Sample of items/Brochures should be submitted along with tender (wherever applicable) with a list of sample supplied.

10. All supply orders will be sent by speed post. **Supply of items should be maximum within 6(six) weeks** from the date of issue of the supply order. Tenders asking for delivery period of more than six weeks may be summarily rejected.

11. **Delivery Terms:**

The date of delivery indicated in the supply order must be adhered to, strictly, otherwise liquidated damages as below will be imposed:-

In case of **non-supplying of the item** after placing the order, the **EMD will be forfeited** and firm may be debarred from further supply to this Institute for a period decided by Director

or

Institute may purchase the item from open market and the difference in cost will be charged from the supplier from his E.M.D. (s) or pending bills with the Institute. The decision of the director would be final in this regard.

In case of **delay in supply**, penalty will be imposed @ 2% of order cost per week to the maximum of 10%.(part week would be counted as one week i.e. 8-14 days means 2 weeks ;15 -21 days means 3 weeks etc. final and binding in this regard.

If an Extension is asked for it will be at the discretion of the Institute, however penalty as per delay in supply will be applicable. Extension would not exceed more than 5 weeks.

12. No payment shall be made for rejected Stores. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replace immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the supplier's without any further notice.

13. **Part supply** may not be accepted. In case, it is accepted by the Institute, Bidder should ensure that the full supply is made as per clause 11 failing which penalty would be enforced as above on the entire supply order.

14. Institute reserves the right to get delivery in a single lot or in a phased manner as per schedule in the supply order.

15. Drug Supply should be accompanied with the quality certificate from competent authorities, if applicable. **(Form 39)**. Supply can be subjected to chemical analysis if and whenever required. If found dissatisfactory, all the supply will be rejected. In such a case, the cost of testing along with the loss incurred by the Institute will be recovered from the supplier/manufacturer. Further, the firm may be debarred from supply to the institute for a period as decided by the Director, LRS Institute of TB & Respiratory Diseases.

16. Firm should submit a certificate that it is not supplying the item at a rate lower than what it has quoted in this tender to any other Govt./Semi Govt./Autonomous organization. If the firm is found supplying same item at lower rate to any other institution than lower rate will be applicable.

17. **Shelf life of Drugs, I/v, Surgical disposables etc., should be minimum 3/4 months of total expiry at the time of delivery to stores.**
18. No request for change of manufacturer/company for the item will be accepted for an item once it has been finalized in tender.
19. Goods supplied by courier/transport will be accepted only in the presence of the supplier's representative.
20. The quantity demanded is an estimated requirement and cannot be guaranteed that the same will be ordered.
21. Bidder must write the name of item quoted for and the tender number/date on the bid envelope without which the tender will be rejected.
22. The Director reserves the right to accept, reject the offer or change the tender condition in part or in to without assigning any reason.
23. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
24. **All the firms should preferably give their local address and fax number for correspondence.**

(DIRECTOR)

Annexure – 'I'**As per Tender Clause (7)**

Item No.	Item Name	Specification	Unit Price as per packing in tender	VAT/C.S.T.	Excise	Net unit Price as per packing

ANNEXURE –'II'**As per Tender Clause 5 (vii)**

I/we (Name) _____ partner /sole proprietor (strike out word which is not applicable) of (Firm)_____do hereby declare and solemnly affirm to the fact that the individual firm/companies are not black-listed by the Union or State Government or any partner or shareholder there of are not directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT

Address _____

I/we do hereby solemnly declare and affirm that the above declarations is true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

DEPONENT

Dated: