



GOVERNMENT MEDICAL COLLEGE SAGAR



Medical Education Department, Government of Madhya Pradesh

OFFICE OF THE DEAN

BUNDELKHAND MEDICAL COLLEGE, SAGAR

TENDER FORM

FOR

Medical Books

Tender form Pries Rs.2000/-

(Rs :- Two thousand only)

Last Date for Sale of Tender Form (in person)	21-09-2015
Tenders to be submitted up to on	28-09-2015
Tenders will be opened on	28-09-2015
EMD for Books	1,00,000/-

To,

**The Dean
Bundelkhand Medical College,
Shivaji ward Sagar (M.P.)**

Subject: Tender submission for -----

We, the undersigned being a bidder for ----- undertake to abide by the terms and conditions as have been specified in the tender form. In the event of acceptance of our bid offer, we shall enter into an agreement with you at approved rates.

Yours faithfully,

Authorized Signatory

(Full Name & Address of Authorized signatory under official seal)

Date:-----

Date:-----

Phone No.:-----

Fax No.:-----

Mobile No.:-----

E-Mail : -----

Enclosure:

GENERAL INSTRUCTIONS

TENDER PROCEDURE

1. Tender forms will be available in our Office by paying in person Rs 2000/- (Rs:-Two thousand only) in DD/Banker cheque/cash in favour of Dean &CEO, Bundelkhand Medical College Sagar ,(Non refundable), Payable at Sagar.
2. No relaxation from EMD.
3. Each bid must be submitted in the following manner:

Envelope-A

Containin EMD's of Rs 1,00,000/- (Rs:- One Lakh)

For Books in the form of F.D. for one and half year, issued by nationalized/scheduled bank guaranteed by RBI in favour of Dean, Bundelkhand Medical College Sagar (Refundable)

Envelop-B-

- i. Original tender application signed by authorized signatory on each page under official seal together with:
 - a. Certificate of good financial standing and practices issue by your bankers,
 - b. Current Sales Tax Clearance Certificate issued by the competent authority,
 - c. Registration of the Company/Firm issued by the Competent Authority, and self attested photocopy of authorization for Books.
 - d. Affidavit concerning no black listing, least price offer, no pending case against the firm by any Govt., by any Investigating agency, CBI or Economic Offense Department etc.
 - e. Containing EMD's of Rs : 1,00,000/- (Rs:- One lakh) for Books in the form of F.D. for one and half year, issued by nationalized/scheduled bank guaranteed by RBI in favour of **Dean, Bundelkhand Medical college Sagar** (refundable)
4. While submitted the bid please enclose the authorized distributor certificate from the publisher of the books.
 - i. Envelope C:

Separate financial bid for Medical Books with two additional self certified copies of each.

Important: All envelopes must be wax sealed using sealing wax and official seal.

5. **Marking of Envelopes:**

Envelope A: must be marked "EMD for tender relating to the supply of Medical Books" in separate sealed envelopes.

Envelope B: must be marked for tender relating to the supply of medical books' in separate sealed envelopes.

Envelope C: Must be marked "financial bid for tender relating to supply of Medical Books" in separate sealed envelopes.

The bid must be submitted as per lit attached for books

6. **Submission of Tender:**

Tenders complete in all respect have to be submitted in the office of the Dean, Bundelkhand Medical College Sagar on or before 28-09-2015 up to 12.00PM.

7. **Opening of tender**

The opening of the tender will be sequential procedure, as under:-

Envelopes will be opened on 28-09-2015 of 2:00 pm in the **Dean's Conference Hall at Bundelkand Medical College, Sagar** in presence of authorized representatives of the bidders, if they are present.

BUNDELKHAND MEDICAL COLLEGE (AUTONOMOUS SOCIETY), SAGAR

GENERAL TERMS & CONDITIONS

- 1 **Acceptance of Contract:** - Any clause, conditions or items in this which is repugnant to or inconsistent with the terms and conditions of the tender enquiry, contract and its annexure shall be void and of no force and effect.
- 2 **Submission of Tender:** - See general Instructions. Bidders are again reminded to ensure marking and wax sealing of each and every envelope.
- 3 **Address:** - The bidder must mention their full address, such as number street, colony, town, country with pin code etc. which should be easily verifiable. Vague addresses are liable to be rejected.
- 4 **Authorized Representative:** - Only one authorized representative of the bidder will be allowed to be present at the time of opening of envelop A and B.
- 5 **Authorized Person:** - After receiving letter of acceptance, the authorized signatory shall inform in writing, under his official seal, the name and designation of the person together with attested signatures of the person who shall be authorized to deal with all matters including signing of contract & who shall be directly responsible for the successful completion of contract.
- 6 **Cost of tender form:** - Will not be refunded in any case. EMD in the form of FD for one and half year issued by scheduled bank authorized by RBI, in the name of the bidder and pledged in favors of Dean, Bundelkhand Medical College, Sagar is a must. Tender form will not be accepted who Downloaded after the last date of sale of tender form.
- 7 **EMD:-** All bidders have to deposit a refundable EMD of Rs:- 1,00,000/- (Rs:- One lack only) for Books, in the form of F.D. for one and half year issued by a scheduled bank guaranteed by RBI in favor of Dean, Bundelkhand medical College, Sagar.
- 8 Conditional tenders are liable to be rejected.

- 9 Tenders once submitted cannot be withdrawn. Earnest money of bidder who withdraws from his offer, for whatever reason, will be forfeited.
- 10 Bidders offering bid for chosen discount and price (amount and currency) their bid shall remain undisputed for all future actions of the College in this regard. The bidder will have to stick to the percentage of discount and nature of currency mentioned in the bid.

In the event of bid found to be lowest and the orders placed the same must be complied with in 01 months. This period will not extended under any condition, whatsoever. Bidders who fail to supply the desired books with in stipulated time shall be deemed to do so deliberately. In such event, the order will be placed to the next lower bidder, whose discount is otherwise higher and such difference will be debited from the security deposit amount from defaulting bidder and the money remaining un-recovered, will be recovered from the defaulting bidder as public revenue. Simultaneously, he will be black listed to participate in the future tender process and the Government will informed of such black listing.

- 11 Canvassing for the support, in any form, for the acceptance of any tender is strictly prohibited. Any bidder doing so will render himself liable to penalties which may include removal of his name from the register of approval suppliers or penal action u/s 8 of M.P. *Vinirdishtta Bharashta Acharan Adhinium 1982.*
- 12 The accepting authority reserves the right to accept/reject any tender without assigning any reason thereof.
- 13 Price once agreed shall be freezed for a period of one year from the date of agreement on price.
- 14 Tax Levied in India should be mentioned separately in the bill but it should not be charged separately because it is included in your quoted prise.
- 15 Submit price proof of desired books G.O.C. circular with financial bid.
- 16 Once the tender is accepted and the contract has been signed, this will remain undisputed till the currency to the contract.
- 17 **Refund of EMD:-**
- a. EMD of unsuccessful bidders will be refunded the signing of contract with the successful bidder.

- b. EMD of successful bidder will be retained till the currency of the contract.
- 18 The supplier will be responsible for proper packaging of books. In the event of loss, damage, breakage, leakage, fire, theft or any other shortage etc. or due to any cause whatsoever, the supplier shall be responsible to make good such losses/shortages noticed till the stage of handing over of the books.
- 19 All cutting and overwriting must be properly attested by the bidder; otherwise the tender will be rejected.
- 20 Incomplete & illegible tenders are liable to be rejected and no correspondence there of will be entertained in this respect.
- 21 **Lowest Price Quote & Counter Offer:** - Lowest price quote does not necessarily mean issuance of purchase order. The Dean may ask the lowest bidder to discuss counter offer by appearing before him or before any such committee appointed specifically for this purpose. The procedure of counter offer can be exercised only in the case of lowest price quote. Boudoirs quoting higher prices cannot enjoy this facility.
- 22 **Signing of Contract:** - On receipt of final letter for the acceptance of tender, the bidder has to enter in to a contract on non judicial stamp paper of requisite amount within 15 days of receipt of such letter.
- 23 It must be ensured that Books should reach the college one month after its receipt from original publisher. If it does not happen then supplier agreed to pay penalty @ of 0.2% per day of delay on Published price of that particular issue. This penalty should be deducted from the EMD.
- 24 Inviting this tender does not mean commitment to make purchases for all or any item purchased in this tender.
- 25 Quoting discount on foreign books. The bidder must ensure that the quoted discount absorbs money exchange rate fluctuation to the extent of 10%. The increase in prices by the publisher shall be accepted subject to the production of price change letter issued by the publisher in favor of the bidder.

26 While submitting the financial bid. You have to mention that **desired Book available online free with print or not.**

ADVANCE:

Giving advance is not a policy of this institution. However, this facility can be extended upto the value of purchase order only subject to the production of 100% order size bank guarantee issued by a Nationalized Bank in favour of Dean, Bundelkhand Medical College, Sagar as the case may be for a period of one and half years.(Only for Books)

PAYMENT:

1. Payment will be made in Indian currency.
2. Payment will be made after due verification by the library.
3. No other payment term will be acceptable to us.
4. Payment will be made directly to the supplier by E-Payment (or Demand Draft for which Bank commission will be deducted).

DISPUTE:

All disputes, questions interpretation etc. arising out this tender subsequent procedure and the contract agreement between aforesaid parties shall be referred to the arbitrators. One arbitrator proposed by the Dean, Bundelkhand Medical College, Sagar and other by the supplier. If they fail to agree, the matter referred to an umpire proposed by the arbitrator. Normally the decision of the umpire will be accepted.

JURISDICTION:

Sagar shall be the Jurisdiction for all legal matters in this regard at the cost and expenses of the supplier firm.

TERMS AND CONDITION FOR PURCHASE OF BOOKS

1. Books, which are available online with print copy, you have to make IP authentication or make first user name password for the same & give us the subscription number.
2. Delivery of the Books will be on destination with no packing and postal charges.
3. Conversion rate of foreign currency is in Indian Rupees as per GOC.
4. On receipt of the payment, you will please send receipt in duplicate (One stamped and on unstamped) towards the bills. It may please be noted that in delay in transmission of receipt is not permissible and therefore you will please not it a point to furnish the same with in a fortnight latest.
5. Books must start form the date as per our order regularly.
6. You will be fully responsible to replace the missing issues against demanded books.
7. The order of books will be given in two parts on successful supply of books 1st part i.e. at least 80% book, 2nd part of order will be issued. If supply of books/year books of 1st part is not satisfactory, the second part of order will not given.
8. Books should be provided within 20 days of order. If any delay of more than 20 days will fine 0.2% of total amount of bill.
9. Rate of books given in publisher's Catalogue must be provided for every supplied title as price proof.

DEAN
Bundelkhand Medical College
Sagar

SAMPLE AFFIDAVIT

(On Non-Judicial stamp paper, duly notarized)

I-----Designation-----of-----
-----official address -----
-----residential address-----solemnly declare that:

1. Our company/firm -----has not been black listed anywhere in India or abroad.
2. We have not quoted prices less then these (mentioned herein) in any Govt. /Semi Govt./L.U.N./Co-operative body in M.P. in this financial year.
3. No vigilance/CBI/Investigation agency/Govt./Economic Offense case is pending against our Company.

Witnesses:

Signature

Signature

1. Name: -----
Address:-----

Signature, Name & Official
Seal of Authorized signatory

2. Name-----
Address:-----

Designation:-----
Official Add.:-----

Resi. Add.:-----

DECLARATION

I-----Designation-----of-----
-----being authorized signatory solemnly affirm that I
have carefully read all terms & conditions (General & Specific both) as laid down in the form for
the supply of Books to Medical Medical College Sagar and accept them.

Date -----

Witnesses:

Signature

Signature

1. Name: -----

Address:-----

-----Signature name & official
seal of authorized signatory

2- Name-----

Address:-----

-----Name & full address of
Co. /Firm

