

**GURU GOBIND SINGH MEDICAL COLLEGE & HOSPITAL,  
FARIDKOT - 151203**



**Tender No. GGSMCH/X-RAY FILMS /2015/2 due on 25.3.2015**

**TENDER DOCUMENT FOR PROCUREMENT OF  
NON-DIGITAL GREEN BASED X-RAY FILMS**

**IMPORTANT INSTRUCTIONS**

1. All the instructions contained in the Tender Form are important and require to be complied with.
2. Please ensure that Technical Bid, Price Bid and Earnest Money Deposit (EMD) is submitted in the office of the Principal, Guru Gobind Singh Medical College & Hospital, Faridkot on or before the last date & time of receipt of tender.
3. The Earnest Money Deposit (EMD) @ 2% of the quoted amount is acceptable only in the form of Demand Draft in favour of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot, from any commercial/nationalized bank, payable at Faridkot. The Earnest money in any other form will not be accepted and the tender shall be rejected straightway.

**CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER**

1.	Whether the Earnest Money Deposit (EMD) @ 2% of the quoted amount in the form of Demand Draft from any commercial/nationalized bank, drawn in the name of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot has been submitted?	Yes/No
2.	Whether the Technical bid and Price bid with EMD have been submitted?	Yes/No
3.	Whether a DD for Rs.2000/- on account of Tender Fee in the name of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot has been submitted?	Yes/No
4.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted?	Yes/No
5.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted?	Yes/No

6.	Details of registration as Company / Shop / Establishment attached.	Yes/No
7.	In case of Authorized Supplier/Agency, the Authorization Certificate as per the Format given at Annexure-‘V’ is attached.	Yes/No
8.	Copy of Certificate of Registration for service Tax/TIN/TAN/PAN attached.	Yes/No
9.	A certificate from C.A. regarding Annual Turnover of at least Rs.50.00 lacs with Balance Sheet for the last 3 (three) financial years i.e. 2011-12, 2012-13 & 2013-14 attached.	Yes/No
10.	Copy of the IT Returns for three financial years, 2011-12, 2012-13 & 2013-2014 attached.	Yes/No
11.	ISI/ISO/CE Certificate regarding Standard of Quality attached.	Yes/No

**Note:** Non compliance to any of the above conditions will render the offer/ tender to be rejected out-rightly and Price bid of the firm will not be opened.

Place: \_\_\_\_\_

Signature of Tenderer: \_\_\_\_\_

Dated: \_\_\_\_\_

Full name of the Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

**GURU GOBIND SINGH MEDICAL COLLEGE & HOSPITAL, FARIDKOT**

**TENDER DOCUMENT FOR PROCUREMENT OF  
NON-DIGITAL GREEN BASED X-RAY FILMS**

**INSTRUCTIONS/ GUIDELINES TO THE TENDERERS**

1. Attach a copy of the tender notice (**Annexure-I**).
2. Attach an affidavit regarding Non-Black listing as per proforma given at **Annexure-II** duly attested by an Executive Magistrate or a Notary Public, along with technical bid proforma at **Annexure-III**.
3. Attach a signed copy of the terms and conditions (**Annexure-IV**).

In addition to this, following documents are to be attached with Technical Bid:-

- i) A Demand Draft for Rs.2000/- on account of **Tender Fee** in the name of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot.
  - ii) Details of registration as Company / Shop / Establishment.
  - iii) In case of Authorized Supplier/Agency, the Authorization Certificate as per the Format given at **Annexure-‘V’**.
  - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN.
  - v) A certificate from C.A. regarding Annual Turnover with Balance Sheet for the last 3 (three) financial years i.e. 2011-12, 2012-13 & 2013-14.
  - vi) Copy of the IT Returns for three financial years, 2011-12, 2012-13 & 2013-2014.
  - vii) ISI/ISO/CE Certificate regarding Standard of Quality.
4. Price should be quoted only in proforma at **Annexure-‘VI’**.
  5. Please ensure that Technical Bid, Price Bid and Earnest Money Deposit (EMD) are submitted in three separate envelopes and these should be put in an outer envelope, super-scribing, as **TENDER DOCUMENT FOR SUPPLY OF NON-DIGITAL GREEN BASED X-RAY FILMS**, due on 25.3.2015 at 2:00 PM:-
    - (a) Earnest Money Deposit (**EMD**) @ 2% of quoted amount in **envelope No.1**
    - (b) **Technical Bid** i.e. Annexures I, II, III, IV & V with other documents as indicated in Clause 3 above, in **envelope No.2**
    - (c) **Price Bid** duly filled (Annexure-VI) in **envelope No.3**.

**Note:** Name of the firm, e-mail ID and Mobile Number must be indicated on the outer envelope.

6. The last date and time for receipt of tenders is 25.03.2015 at 2:00 P.M. Tenders which are received after 2:00 P.M., on the due date shall not be considered. The tender shall be opened on the same day i.e. 25.03.2015 at 03:00 PM.

7. The date & time for opening of Price bids of technically qualified bidders will be intimated later on.
8. Unsealed tender (s) will be rejected.
9. In the event of the date of receipt or opening of tender being declared a holiday for the Guru Gobind Singh Medical College & Hospital, Faridkot, the last date of receipt/opening of the tender shall be the next working day at the same time and venue. **The Price Bid shall be opened only in respect of those individual/ firms, who technically qualify. EMD will be opened with the Price Bid.**
10. The Earnest Money Deposit @ 2% of the quoted amount is acceptable in the form of Demand Draft in favour of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot, from any commercial/nationalized bank, payable at Faridkot. The Earnest money in any other form will not be accepted and the tender shall be rejected straightway.
11. Tenders without earnest money or short of it or not in the form specified above will not be entertained and shall be rejected straightway.
12. No tenderer shall be exempted from furnishing Earnest Money Deposit (EMD) under any circumstances.
13. Earnest Money/ Security Deposit and/or any other sum of the tenderer(s) lying with the Guru Gobind Singh Medical College & Hospital, Faridkot in connection with any other tender/case shall not be considered against this tender.
14. EMDs of unsuccessful tenderer(s) will be discharged within three months after the allotment of Rate Contract for supply of Non-digital Green Based X-ray films, with the successful bidder.
15. The tenderer should keep his/her offer valid for acceptance for a period of six months from the date of opening of price bid. (In case, the Tenderer is unable to keep his/her offer open for the above said period, his/her tender shall be treated as invalid.)
16. The tenderer will be responsible to ensure that the tender is deposited on or before the due date and time in the office of the Principal, Guru Gobind Singh Medical College & Hospital, Faridkot.
17. Each page of the tender document should be signed in full by the tenderer(s) and should bear the rubber stamp/seal of the firm affixed/ scanned, if applicable, on each page. Any cutting(s)/overwriting(s) etc. should also be initialed. In case of any infringement of these conditions, the tender is liable to be rejected.
18. Any conditional, telegraphic tenders, fax tenders, tenders without earnest money, and not in the prescribed form or in any deviation from the terms and conditions of the tender notice shall not be entertained and rejected outrightly.
19. The Contract for supply of Non-digital Green Based X-ray films shall be awarded initially for a period of one year which is extendable up to another one year subject to

satisfactory performance of the firm and timely supply of the material and fulfillment of all terms and conditions.

20. The tenderer(s) shall be at liberty to be present, in person or through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case the authorized representatives are to be present, they must furnish the authority letter from the tenderer, on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender.
21. The date & time for opening of Price bids of technically qualified bidders will be intimated later on.
22. In case of violation of any of the terms and conditions as mentioned above, EMD/ Security Deposit of the successful tenderer(s) shall be forfeited in full by the Principal & his/ her contract shall be cancelled.
23. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer with the official/authority to whom he will submit the tender or the tender accepting official/ authority before the finalization of tenders will render the tenderer liable for rejection.
24. The Principal reserves all the rights to accept or reject any tender without assigning any reason and also to impose/relax any term and condition of the tender.

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**Annexure-I****GURU GOBIND SINGH MEDICAL COLLEGE & HOSPITAL, FARIDKOT****PURCHASE BRANCH****Tender No. GGSMCH/X-RAY FILMS /2015/2 due on 25.3.2015****TENDER NOTICE**

Sealed tenders are invited from manufacturers or their authorized agents/distributors for signing **Rate Contract for supply of Non-digital Green Based X-ray films** of following sizes. The tender document containing detailed terms & conditions may be downloaded from the website of Baba Farid University of Health Sciences, Faridkot ([www.bfuhs.ac.in](http://www.bfuhs.ac.in)) and Guru Gobind Singh Medical College & Hospital, Faridkot ([www.ggsmch.org](http://www.ggsmch.org)).

**Approximate requirement of Green Based Non-digital X-ray Films per year**

<b>Sr. No.</b>	<b>Make and Size of Green Based Non-Digital X-ray Film</b>	<b>Approx. No. of packets required per year*</b>
1.	Green Based Films 12" x 15"	150 Packets containing 50 sheets each
2.	Green Based Films 10" x 12"	65 Packets containing 50 sheets each
3.	Green Based Films 8" x 10"	50 Packets containing 50 sheets each
4.	Green Based Films Developer	240 Liters

\* The quantity may increase /decrease as per actual requirement

**CONDITIONS:-**

1. The tenders must reach in the Office of the Principal, Guru Gobind Singh Medical College & Hospital, Faridkot on or before 25.03.2015 upto 2:00 PM along with a DD for Rs.2000/- on account of **Tender Fee** in the name of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot.
2. The tenders will be opened on 25.03.2015 at 3:00 PM in the office of the Principal, Guru Gobind Singh Medical College & Hospital, Faridkot in the presence of intending tenderer(s).
3. The date & time for opening of Price bids of technically qualified bidders will be intimated later on.
4. The Rate Contract shall be awarded to the bidder who will offer the lowest price.
5. The Contract for supply of Non-digital Green Based X-ray films shall be awarded initially for a period of one year which is extendable up to another one year subject to satisfactory performance of the firm and timely supply of the material and fulfillment of all terms and conditions.



6. The Earnest Money Deposit (EMD) @ 2% of the quoted amount shall be deposited along with the tender document in the shape Demand Draft from any commercial/nationalized bank in favour of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot
7. The Principal reserves all rights to accept or reject any or all the tenders without assigning any reason.

  
Principal

Dated: *Faridkot*  
Place: *27/2/15*

**Annexure-II**

(To be submitted in envelop no.2)

(To be furnished on non-judicial stamp paper worth Rs.15/- duly attested by Executive Magistrate or Notary Public).

**AFFIDAVIT**

I/We \_\_\_\_\_  
partner/sole proprietor (Strike out whichever is not applicable) of (Name & Address of Firm)  
\_\_\_\_\_ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ company is **not debarred or black- listed** by any department of Union/ State Government or any autonomous institute.
- b) That no partner or shareholder, directly or indirectly connected with the applicant, has been debarred or blacklisted by any department of Union Govt./State Govt./Autonomous Institute.
- c) And that the terms and conditions for supply of Non-digital Green Based X-ray films to GGSMCH, Faridkot, are acceptable to me/us. I/We will abide by them in letter and spirit.

Date:

Place:

DEPONENT

**VERIFICATION**

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

Date:

Place:

DEPONENT



**Annexure-III****TECHNICAL BID PROFORMA**

<b>Sr. No</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Whether the Earnest Money Deposit (EMD) @ 2% of the quoted amount in the form of Demand Draft from any commercial/nationalized bank, drawn in the name of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot has been submitted?	Yes/No
2.	Whether the Technical bid and Price bid with EMD have been submitted?	Yes/No
3.	Whether a DD for Rs.2000/- on account of Tender Fee in the name of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot has been submitted?	Yes/No
4.	Whether an affidavit on the non-judicial stamp paper, duly attested by the Executive Magistrate/Notary, regarding non-black listing/ non-prosecution of firm has been submitted?	Yes/No
5.	Whether each page of the tender document and other enclosures as well as cutting(s)/ overwriting(s) have been signed/ initialed by the tenderer and also the forwarding letter duly signed by the authorized signatory, has been submitted?	Yes/No
6.	Details of registration as Company / Shop / Establishment attached.	Yes/No
7.	In case of Authorized Supplier/Agency, the Authorization Certificate as per the Format given at Annexure-‘V’ is attached.	Yes/No
8.	Copy of Certificate of Registration for service Tax/TIN/TAN/PAN attached.	Yes/No
9.	A certificate from C.A. regarding Annual Turnover of at least Rs.50.00 lacs with Balance Sheet for the last 3 (three) financial years i.e. 2011-12, 2012-13 & 2013-14 attached.	Yes/No
10.	Copy of the IT Returns for three financial years, 2011-12, 2012-13 & 2013-2014 attached.	Yes/No
11.	ISI/ISO/CE Certificate regarding Standard of Quality attached.	Yes/No

Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Note:** The price bids of only technically qualified firms shall be opened on date and time to be notified in due course after the opening of the tenders.

**Annexure-IV****TERMS AND CONDITIONS FOR SIGNING RATE CONTRACT  
FOR SUPPLY OF NON-DIGITAL GREEN BASED X-RAY FILMS****1. SCOPE OF SUPPLY**

The Non-digital Green Based X-ray films of the following sizes are required :-

Sr. No.	Make and Size of Green Based Non-Digital X-ray Film	Approx. No. of packets required per year
1.	Green Based Films 12" x 15"	150 Packets containing 50 sheets each
2.	Green Based Films 10" x 12"	65 Packets containing 50 sheets each
3.	Green Based Films 8" x 10"	50 Packets containing 50 sheets each
4.	Green Based Films Developer	240 Liters

**2. ELIGIBILITY**

- i) The sole manufacturers of Non-digital green based X-ray films or their authorized agents/distributors may quote their rates.
- ii) In case of Authorized Supplier/Agency/Distributor, the Authorization Certificate as per the Format given at Annexure-‘V’ should be attached.
- iii) The firm should have been in existence for at-least three years and it should have annual turnover of at least Rs.50,00,000/- (Rupees fifty lacs only).

**3. CRITERIA FOR EVALUATION OF PRICE BID**

The Price Bids shall be evaluated on the basis of lowest bid criteria without compromising on the quality of material. Rates of all types of taxes as applicable during the contract period should be quoted clearly.

**4. PERIOD OF CONTRACT:**

The Rate Contract will be signed initially for period of one year which can be extended extendable up to another one year subject to satisfactory performance of the firm and timely supply of the material, on the same terms and conditions.

**4. SECURITY DEPOSIT:**

The successful bidder shall be required to deposit a security of an amount equal to 10% of the final bid in the shape of Demand Draft in favour of Principal, Guru Gobind Singh Medical College & Hospital, Faridkot drawn on any commercial/nationalized bank, payable at Faridkot, before signing of this agreement. The EMD will be refunded on receipt of Security Deposit.

5. The EMD will refunded to unsuccessful bidders within 3 months of the award of Rate Contract to the successful bidder.

6. Mere issuing of bid document shall not constitute that the bidders are automatically qualified.
7. The tenderer on whom Notification of Award is issued shall have to enter into Contract within 15 Days time from the Date of Notification of Award. The Contract shall be executed on Non-Judicial Stamp Paper worth of Rs. 100/-, cost of which shall be borne by the Tenderer.
8. The Bidder/Agency shall not engage any Sub Contractor or Transfer the Contract to any other person during the concurrency of this Annual Rate Contract.
9. In the event of any breach/violation or contravention of any terms and conditions contained therein by the Bidder/Contractor/Agency, the said Performance Security Deposit will be forfeited.

10. **PENALTY CLAUSE**

If the supply is not made within the stipulated period then late delivery charges @2% will be imposed on the total amount of Supply Order up to delay of 30 days and thereafter @ 4% for another 30 days after which Supply Order will be deemed cancelled & security/earnest money forfeited and company will be black-listed for future.

9. **ARBITRATION**

- i) In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and/or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course of or after its termination the parties will settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Principal, GGSMCH.
- ii) In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate arbitration proceedings for resolution of differences/disputes etc., mentioned above by appointing a sole arbitrator, who shall be the Registrar, BFUHS, Faridkot in which event the said proceeding shall be conducted in accordance with the provisions of the arbitration and conciliation.
- iii) The venue of such arbitration proceeding shall be at Faridkot and the court in Faridkot alone will have jurisdiction in respect of all proceedings connected there with.

Accepted

(Signature of Tenderer)  
With seal and full address

Dated:  
Place:

**Annexure- V**

**MANUFACTURER'S AUTHORIZATION LETTER**  
**(ON LETTER PAD)**

Reference No.....

Dated.....

To

The Principal,  
Guru Gobind Singh Medical College & Hospital,  
Faridkot

**Sub: Tender No. GGSMCH/X-RAY FILMS /2015/2 due on 25.3.2015 for supply of Non-digital green based X-ray Films at GGSMCH, Faridkot**

We..... an established and reputable Manufacturer of..... having factories at \_\_\_\_\_ and \_\_\_\_\_ do hereby agree to supply \_\_\_\_\_ confirming to the required specification and required quantity to M/s \_\_\_\_\_ (Bidder) as offered by them to Supply Non-digital green based X-ray films against the above stated Tender. This is also certified that M/s \_\_\_\_\_ is our authorized distributor / importer since \_\_\_\_\_ (month & year should filled), and his performance is satisfactory.

We hereby extend our full guarantee and warranty including ensuring the Supply of Standard X-Ray films till our Authorized Agency having the Concurrency of the Annual Rate Contract with GGSMCH Faridkot and if he fails to do the same, we shall take appropriate action against him and ensure to supply the required X-ray films as per requirement of GGSMCH Faridkot till the further arrangement done by the Institute (i.e. GGSMCH Faridkot) in approved rates against this invitation for Bid by the above firm and not hike the prices for the same.

Yours faithfully,

(name)

for and on behalf of M/s \_\_\_\_\_ (Name of manufacturers)

**Note: This letter should be signed by a person competent and having authority to sign on behalf of manufacturer, and should be on manufacturer's Letter Head and same will be kept in the Technical Bid Envelope.**

**Annexure- VI**

(To be submitted in envelope No.3)

**PRICE BID**

(To be utilized by the bidders for quoting their prices)

1. No bidder will be permitted to alter or modify their bids after expiry of the deadline for receipt of the bid.
2. The financial Bid will be valid for a period of 180 days from opening of the Financial bids

Sr. No.	Make and Size of Non-Digital X-ray Film	No. of packets required	Rate per packet	VAT/Tax, if applicable
1.	Green Based Films 12" x 15"	120 Packets containing 50 sheets each		
2.	Green Based Films 10" x 12"	50 Packets containing 50 sheets each		
3..	Green Based Films 8" x 10"	50 Packets containing 50 sheets each		
4.	Green Based X-ray film developer	Appox. 20 Liters per month		

Signature &amp; seal of bidder

Place:

Date :

**(This letter along with Earnest Money Deposit be submitted in the ENVELOPE NO.1)**

From:

M/s \_\_\_\_\_

\_\_\_\_\_

To

Principal  
Guru Gobind Singh Medical College & Hospital,  
Faridkot -151203.

**Sub: Tender for supply of Non-digital green based X-ray films (EMD)**

Sir/Madam,

Please find enclosed herewith Earnest Money Deposit (EMD) @ 2% of the quoted amount in the shape of Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ (Name of the Bank) drawn in favour of the Guru Gobind Singh Medical College & Hospital, Faridkot **[PLEASE DON'T MENTION THE AMOUNT]**.

It is certified that all documents/ pages of the tender documents have been signed and are being put in one big envelope containing three separate sealed packets/envelopes. The first envelope contains EMD in the shape of Demand Draft drawn in favour of the Principal, Guru Gobind Singh Medical College & Hospital, Faridkot. The 2<sup>nd</sup> envelope contains Technical bid along with tender documents complete with its Annexure I, II, III, IV & V. The 3<sup>rd</sup> envelope contains only Price Bid, which is duly signed. The terms and conditions mentioned in the tender documents are acceptable to me/us.

Thanking you.

Yours faithfully,

(SIGNATURE)

With seal & full address



**(This letter along with Technical bid and Tender documents  
to be submitted in the ENVELOPE NO.2)**

From:

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Principal  
Guru Gobind Singh Medical College & Hospital,  
Faridkot - 151203

**Sub: Tender for supply of Non-digital green based X-ray films (TECHNICAL BID)**

Sir/Madam,

With reference to your Tender Notice for procurement of **Non-digital green based X-ray films**, we enclose herewith our **Technical Bid** duly filled, along with tender documents Annexures I, II, III, IV & V.

It is certified that all documents /pages of the tender documents have been signed and are being put in one big envelope containing three separate sealed packets/ envelopes. The first envelope contains EMD in the shape of Demand draft drawn in favour of the Principal, Guru Gobind Singh Medical College & Hospital. The 2<sup>nd</sup> envelope contain Technical Bid along with tender documents complete with its annexure I, II, III, IV & V. The 3<sup>rd</sup> envelope contains only Price Bid, which is duly signed. The term and conditions mentioned in the tender documents are acceptable to me/us.

Thanking you.

Yours faithfully,

(Signature)

With seal and full address.

Enclosed:

1. Tender Notice.
2. Affidavit.
3. Annexure I, II, III, IV & V duly signed
4. Any other document.

**(This letter along with Price Bid be submitted in the ENVELOPE NO. 3)**

From:

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To

The Principal  
Guru Gobind Singh Medical college  
Faridkot - 151203

**Sub: Tender for supply of Non-digital green based X-ray films (PRICE BID)**

Sir/Madam

Please find enclosed herewith Price Bid duly filled and signed for **supply of Non-digital green based X-ray films**.

Thanking you.

Your faithfully,

(Signature)  
With seal and full address

Enclosed:

Price Bid (Annexure V)