



BABA FARID UNIVERSITY OF HEALTH SCIENCES, FARIDKOT

(Established by Govt. of Punjab vide Punjab Act No 18 of 1998)

University Procurement & Facility Department

**E-TENDER NOTICE FOR SIGNING OF A RATE CONTRACT FOR SUPPLY OF BED SHEETS,
BLANKETS (RED) AND MATTRESS FOR GURU GOBIND SINGH HOSPITAL, FARIDKOT**

Tender Notification No :	To be generated automatically by the E-procurement portal of the Govt. of Punjab.
Nature of work :	E-tenders are hereby invited for Signing of a rate contract for supply of Bed Sheets, Blankets (Red) and Mattress for Guru Gobind Singh Hospital, Faridkot.
Cost of the tender document:-	Rs. 590/- only (500 + 90 (18% GST)) (Rs. Five Hundred Ninety Only) {Non refundable, under any circumstances}.
Tender Processing fee:-	To be charged by Govt. of Punjab as per their norms. (Non- refundable).
EMD Amount :	Rs. 50,000/- only (Rupees Fifty Thousand Only) <i>{Refundable to the Non-successful bidders, without any type of interest or other charges}.</i> <i>However, It will be converted in Performance security in case of successful tenderer and will be returned after successful completion of the contract period.</i> <u>The Earnest Money Deposit must be submitted in the shape of Online Payment in favor of Registrar, Baba Farid University of Health Sciences, Faridkot on or before due date (Refundable to the Non-successful bidders, without any type of interest or other charges). In case of successful bidder, it will be returned without any type of charges / interest, after receipt of performance security as per tender terms and conditions.</u> <ul style="list-style-type: none">• <u><i>It may be clearly noted that No firm will be exempted from the payment / deposit of Earnest Money Deposit.</i></u>
Performance Security:-	The EMD deposited by the successful bidder (if applicable) will be converted against the Performance Security and will be returned to the bidder after successful completion of the work, without any type of interest.
Date of start of downloading of tender documents:-	immediate from the website of the Punjab Government i.e. https://eproc.punjab.gov.in
Website for downloading of the tender document:-	From the above website However, the details may also be obtained from the University website i.e. www.bfuhs.ac.in



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Last date for downloading of the tender document:-	<u>16.12.2020 up to 12.30 pm</u>		
Last date & Time for submission of the tender documents:-	<u>16.12.2020 up to 1.30 pm (through online mode only)</u>		
Date of opening of the Tender documents (Technical Bids):-	<u>16.12.2020 (at 2.30 p.m.)</u> on the e- procurement portal of the Govt. of Punjab. However the bidders or their authorized agents/ representatives may attend the tender opening process at the University Procurement & Facility Department, BFUHS, Faridkot on the prescribed time and date.		
Date of opening of the Tender documents (Financial Bids):-	<u>Only Technically qualified bidders</u> on the e- procurement portal of the Govt. of Punjab. Or any other date and time that will be decided by the University authorities. However the bidders or their authorized agents/ representatives may attend the tender opening process at the University Procurement & Facility Department, BFUHS, Faridkot on the prescribed time and date.		
Address for the submission :	The Registrar, Baba Farid University of Health Sciences, Sadiq Road, Faridkot (Punjab) PIN-151203.		
Who can be contacted for obtaining more information about the tender.	<u>Sr. No.</u>	<u>Nature of Information</u>	<u>Name of the concerned Official with contact No:-</u>
	1	About the tenders and allied information:-	Incharge University Procurement & Facility Department, Baba Farid University of Health Sciences, Faridkot. 01639-250267, 256232, 256236, Email id:- upfdbfuhs@gmail.com (on all working days from 9.00 a.m. to 5.00 p.m.)



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SCOPE OF SUPPLY

E-tenders are invited from renowned parties for signing of a rate contract for supply of Bed Sheets, Blankets (Red) and Mattress for Guru Gobind Singh Hospital, Faridkot:-

Sr. No.	Name of item	Quantity	Specifications
1	Bed Sheet	4805	<ul style="list-style-type: none">• Size 100" x 70"• Colour: White• Cotton Stuff• Good Quality
2	Blankets (Red)	538	<ul style="list-style-type: none">• Colour: Red• Stuff woolen• Size 95" x 62"• Good Quality
3	Hospital Mattress	402	<ul style="list-style-type: none">• Mattress (40PC)- Body mattress 54" x 30", Thickness 4", Cover Rexin.• Mattress (362 PC)- size 77" x 35", Foam Thickness 4", Cover Rexin.

Note:-

- A) The Initial quantity of the above three items are mentioned against them. However, the demand may increase or decrease, without any notice.
- B) The L1 Bidder may be called by the University for Negotiation of their rates.



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INSTRUCTIONS/ GUIDELINES TO THE TENDERERS

1. Please download the Tender document from the website of the e-procurement of the Govt. of Punjab. Please sign on all the pages of the tender document along with a stamp/ seal. Then a scanned copy of the same may be uploaded on the website at the time of submission of the tender document.
2. upload an affidavit regarding Non-Black listing as per proforma given at (Annexure-II) on Non-Judicial Papers of appropriate value, duly attested by an Executive Magistrate or a Notary Public may also be uploaded on the website.
3. Upload Technical Bid Proforma (Annexure-III).
4. Upload a signed copy of the terms and conditions (Annexure-IV).
5. Detail of Bank Account for refund of EMD (Annexure – V)
6. In addition to this, following documents are to be attached with Technical Bid:-
 - i) Tender Fee : The tender document fee of **Rs. 590/- only** (Rs. Five Hundred Ninety Only) may be submitted through online mode only. The Tender document fee will not be accepted through any other mode. It is pertinent to mention here that the Tender document fee once deposited will be Non-refundable under any circumstances.
 - ii) **Earnest Money Deposit (EMD) of Rs. 50,000/-** (Rs. Fifty Thousand Only) The Earnest Money Deposit must be submitted in the shape of Online Payment in favor of Registrar, Baba Farid University of Health Sciences, Faridkot on or before due date (Refundable to the Non-successful bidders, without any type of interest or other charges). In case of successful bidder, it will be returned without any type of charges / interest, after receipt of performance security as per tender terms and conditions.
 - iii) Details of registration as Company / Shop / Establishment. The supporting document should be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
 - iv) Copy of Certificate of Registration for service Tax/TIN/TAN/PAN/VAT (as applicable). The supporting document should be uploaded on the e- procurement website of the Govt. of Punjab along with the tender document.
7. Attach a signed copy of the Acceptance of Tender/ Conditions Forms (Annexure-VI). The said copy must be signed and duly stamped. A scanned copy of the same may be uploaded on the e-procurement website of the Govt. of Punjab along with the tender document.
8. Amount of the Price of the item should be quoted only in proforma at Annexure-‘VII’.
9. It should be clearly noted that this tender will be accepted though e-tender mode only. The tenders submitted through offline mode will not be accepted under any circumstances.



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TERMS AND CONDITIONS:-

1. The tender must be uploaded on or before the last date/ time of the submission of tender.
2. The Tender processing fee/ Tender Fee and EMD should be submitted through Net Banking/Credit card/Online mode only and as per Punjab Govt.
3. In case of violation of any of the terms and conditions as mentioned above, Earnest Money/Security Deposit of the successful tendere(s) shall be forfeited and the tender shall be cancelled.
4. The **tenders will be opened online** on the same day at 3.00 PM on the e- procurement portal of the Govt. of Punjab in, Baba Farid University of Health Sciences, Faridkot on the website i.e. <https://eproc.punjab.gov.in> at the, Baba Farid University of Health Sciences, Faridkot. The bidder(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 bidder (s), on whose behalf they are representing otherwise they will not be allowed to participate in the process of opening of tender.
5. **The Price bids of technically qualified bidders will be opened of technically qualified bidders** on the website i.e. <https://eproc.punjab.gov.in> at, Baba Farid University of Health Sciences, Faridkot.
6. The Registrar reserves all rights to accept or reject any or all the tenders without assigning any reason.

Registrar



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ELIGIBILITY

1. This institution reserves the right to reject tenders without assigning any reason and increase or decrease the quantity of the articles tendered.
2. **Penalty Clause**

A time period of 30 days will be given by the University to supply the material, depending upon the nature of item. 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/Rate Contract will be deemed cancelled & security/earnest mondy forfeited and company will be black-listed for future. However, the University can grant 15 days relaxation in the delivery period, based on the written request of the tenderer, if the University observes that the tenderer has valid reasons for non-supply of material within the stipulated time/ period..
3. The Price Bids of technically qualified bidders 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 should be quoted clearly.
4. The Payment of bills will be paid after receipt and inspection/verification of the material through Account Payee Cheques/ NEFT/RTGS, in the favour of the seller/ dealer only. The payment will not be made to any third party under any circumstances.
5. In-complete or conditional offers incorporating price variation will not be entertained.



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Annexure-II

(To be furnished on non-judicial stamp papers
worth Rs.50/- only duly attested by Executive Magistrate or Notary Public).

AFFIDAVIT

I/We _____

partner/sole proprietor (Strike out which is not applicable) of (Name & Address of Firm) _____

_____ do hereby declare and solemnly affirm:-

- a) That the individual/firm/ companies are **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) That the terms and conditions for supply of **“Supply of Bed Sheets, Blanket (Red) and Mattress for Guru Gobind Singh Hospital, Faridkot** are acceptable to me/us. I/We will abide by them in letter and spirit.
- d) That I will supply and install the required material within the stipulated delivery period of the tender document/ supply order/ Purchase Order.

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



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Annexure-III

TECHNICAL BID

- 1 Name of the applicant (tenderer/ bidder). _____
- 2 Constitutional status of the tenderer/ bidder.
i.e. Proprietor/ Partnership firm/
Pvt. Limited Company/ Public
Limited Company/ Co-op Society
etc. _____
- 3 Address of the tenderer/
bidder

- 4 Name of the Dealing Person :-

- 6 Position of the dealing person in
the tenderer firm/ company/
society :-

- 7 E mail id:-

- 8 Fax No:-

- 9 Mobile No:-

- 10 PAN Number

- 11 GST No.



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CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER

Sr. No.	Particulars	Remarks
1.	Copy of Tender Notice attached – Annexure – I (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
2.	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? – Annexure –II (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
3.	Technical Bid Proforma attached – Annexure – III (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
4.	Signed copy of terms & conditions attached – Annexure – IV (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
5.	Bank Details (Annexure – V) for refund of EMD attached (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
6.	Signed copy of an acceptance of tender/ conditions (Annexure – VI) (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
7.	Whether the fee of Rs. 590/- on account of Tender Fee has been submitted through online mode or not?	Yes/No
8.	Earnest Money Rs. 50,000/- as per list in favor of Registrar Baba Farid University of Health Sciences, Faridkot through online mode only.	Yes/No
9.	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? (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
10.	Copy of Certificate of Registration for GST/VAT/ TIN/TAN/PAN attached. (Duly signed and stamped scanned copy uploaded on the e-procurement portal or not?)	Yes/No
11.	Whether the Bidder has attached his audited balance sheets for the last 03 financial years or not?	Yes/ No
12.	Whether the Bidder has attached the copies of last three years ITR's or not?	Yes/ No



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

Dated:-_____.

Place:-_____.

Signature_____

Name:-_____

Address:- _____

Contract No:-_____

E-mail id:-_____

With Seal



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Annexure-IV

TERMS AND CONDITONS



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Annexure- V

Details about Bank Account of the firm who has deposited EMD

Name of the firm: M/s _____

Sr. No.	Particulars	Detail
1.	Account No.	_____
2.	Name of Bank	_____
3.	Branch Name	_____
4.	IFSC Code of Bank	_____
5.	Name of Operator	_____

Dated:-_____.

Place:-_____.

Signature_____

Name:-_____

Address:- _____

Contract No:-_____

E-mail id:-_____

With Seal



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Annexure- VI

TENDER/CONDITIONS ACCEPTANCE LETTER

Date:.....

To

The Registrar
Baba Farid University of Health
Science, Sadiq Road,
Faridkot.

Subject: Acceptance of Terms & Conditions of Tender.

Dear Sir,

1. I/ We have downloaded the tender document(s) for the above mentioned 'Tender/Work' from the designated website.
2. I / We hereby certify that I / we have read entire terms and conditions of the tender documents. (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirely.
5. In case any provisions of this tender are found violated, your organization shall be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely and we shall not have any claim/right against organization in satisfaction of this condition.

Yours Faithfully,

Signatures :- _____

Name:- _____

Address: - _____



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Financial Bid

To be filled on the e-procurement portal of the Govt of Punjab only.

The rates quoted by the bidder must include all charges , however the GST will be paid extra, by the University, as per govt rates (if applicable).