

Submitted for approval.



Baba Farid University of Health Sciences, Faridkot

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Tender Form

Name of the Firm	_____
Address	_____

Earnest Money	: 2 % of the tendered amount.
Security Amount	: 10% of the tendered amount to be deposited by successful tenderer within 20 days from the date of issue of acceptance letter of tender to the firm.

Please quote rates for printing and supply or the following printing materials:-

Sr. No.	Particular	Specifications	Printing	Qty.
1.	Discharge Card	½ A4 size - card containing 4 pages	Both side printing	10000 pc
2.	Clip file for radiotherapy deptt	A4 size file	Both side printing	10000 pc
3.	Investigation Form	A4 size paper	Single side printing	1200 pad
4.	-do-	A4 size paper	Both side printing	1390 pad
5.	-do-	½ A4 size paper	Single side printing	3270 pad
6.	-do-	½ A4 size paper	Both side printing	
7.	-do-	Legal size paper	Single side printing	200 pad
8.	-do-	1/4 A4 size paper	Single side printing	2000 pad
9.	Bed Head ticket	A4 size file containing 10 pages	Both side printing	38000 pad
10.	Blood Group level sticker	Size 3.5"x5" (Colour-light yellow, light pink, light blue, white)	Single side printing	24750 pc
11.	Component group level sticker	Size 3.5"x5" (white paper with yellow, pink, blue printing)	Reversed print of group	16500 pc
12.	Performas of Genetic Laboratory	Legal Size paper containing 2 pages	Both side printing	250 p
13.	A4 Size Paper	Quantity 500 sheets per ream/pkt GSM : 75 gsm		4500 ream

- ❖ Paper should be of fine quality.
- ❖ For item S.No.1 to 12 weight of paper should be 60 GSM (white & colour)
- ❖ Each pad contains 100 pages.

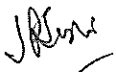
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Terms and Conditions are as follows:-

1. The Tenders should reach in the office of the Registrar, Baba Farid University of Health Sciences, Faridkot on or before 08/6/15 upto 12.00 PM and shall be opened on the same sat at 3.00 pm.
2. The envelope should bear the words "Tender for Printing Materials" on the top and should be sealed properly.
3. The Tenderers or their representatives are at liberty to be present at the time of opening of Tenders, if they desire/like so, at their own expenses.
4. The Tenders received after due date/time shall not be entertained and will be rejected.
5. Tenders must be submitted on the prescribed Tender Form which may be downloaded from University website (www.bfuhs.ac.in) otherwise tender will be rejected straightway. **The Tender Form downloaded from University Website must be accompanied with Tender Fee of Rs.2000/- per tender** in the shape of Demand Draft in favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at Faridkot. The Tender form without Tender fee shall be liable to be rejected.
6. The tender(s) should be accompanied by earnest money (**2% of the quoted amount**) in the shape of Demand Draft of any scheduled bank in favour of "Registrar, Baba Farid University of Health Sciences, Faridkot" payable at Faridkot. The Tenders without Earnest money shall not be accepted at all.
7. The Tenders without Tender Fee, EMD and conditional Tenders shall not be entertained.
8. The quoting firms should not have been black-listed or debarred by Govt. of India/by any state Govt/Institute of India. An affidavit as per specimen copy must be attached (**Annexure-1**).
9. The Technical bid (as per **Annexure-II**) should be filled in the prescribed format.
10. Rates to be quoted should be filled in the prescribed format of **Financial Bid** as per **Annexure-III**.
11. Only Reputed Printers, having their own Printing house/press, should quote the rates. The firm Proprietorship/ownership certificate should be enclosed.
12. Annual turnover minimum Rs.50,00,000/- for the last three financial years.
13. Tenderer should indicate their TIN Number/Sale-Tax Number/VAT Number/PAN Number/Firm Regd. Number., etc. in their offers, in the absence of which may render the tender invalid.
14. VAT, Inter State tax or any chargeable duty must be specified/mentioned, failing which no VAT or duty will be allowed at a subsequent stage.

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15. The rates shall be quoted by the firm separately for each item on the enclosed financial bid.
16. The rates quoted should be F.O.R. destination (Gen. Store, Guru Gobind Singh Medical Hospital, Faridkot) and should also include packing and carriage charges, taxes and other levies.
17. All rates should be valid for a period of one year.
18. Tenderer should not quote their own mode of payment otherwise their offer is liable to be ignored.
19. Proof must be get approved from GGSMH before printing.
20. The successful Tenderer(s) should get sample of performa from concerned department before initiating the printing process.
21. The quantity of material as mentioned above may be increased or decreased according to the requirement and order may be placed in piecemeal according to Hospital needs during the year. The order thus placed, if in piecemeal, is to be completed within 20 days.
22. All copies of documents attached with the tender should be self attested.
23. The successful bidder shall be strictly required to deposit performance Guarantee of the value equivalent to 10% of the total amount of the tender accepted in the shape of Bank Guarantee (validity two year) of any Nationalized Bank in favour of the Registrar, Baba Farid University of Health Sciences, Faridkot within 20 days from the issuance of acceptance letter. In case of any default in performance, the University can call upon the Bank to encash the Guarantee amount. The earnest money deposited will be returned on receipt of performance guarantee amount.
24. (i) If the successful bidder refuses or does not reposed to the order within stipulated period, the performance guarantee shall be forfeited and order may stand cancelled.
(ii) Even, If the Successful bidder is not able to execute the order fully or partially, the Performance Guarantee amount deposited by the firm shall be forfeited and order may stand cancelled/suitable penalty may be imposed as deemed fit by the competent authority of the University.
25. On genuine reason, the University reserves the right to extend the period for supply of material on the request of supplier. If the material is not supplied even after the grant of extended period, the order placed may be cancelled and the performance Guarantee amount shall be forfeited.
26. If the supply is not made within 30 days, even after granting extension of supply period, then late delivery charges @2% per month will be imposed on the amount of supply order.
27. The **Earnest Money** of unsuccessful bidders will be returned after the final approval of tenders received, by the competent authority.



28. If the date of opening of tenders happens to be a gazetted holiday the tender shall be opened on the next working day at the same time/place.
29. All corrections in the tenders should be properly initialed.
30. The tenderer must sign on all the pages of tender.
31. All the disputes regarding this tender are subjects to Faridkot jurisdiction only.
32. Tenders should be sealed with cello tape & sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway.
33. *In case, any of the tenderer wants to see the sample of performas, the same can be seen in the Gen. store, GGSMH on any working day from 9 a.m. to 5 p.m.*
34. SUBMISSION OF TENDERS : The technical and Financial bids should be sealed in separate envelopes with Tender Enquiry No., Type of bid, Due date and Bidder name clearly marked on them as under:-

A. ENVELOPE NO.1 (TECHNICAL BID)

This envelope should contain Tender form along with a copy of Tender notice, Tender fee draft, EMD(2%) amount draft and Technical bid (as per Annexure-II) along with certificates regarding (a) annual turnover of last 03 years of the firm duly attested by the Chartered Accountant (b) proprietorship/ownership of the firm (c) Registration of the firm (d) copies of PAN Number/TIN Number/VAT Number./SALES TAX Number etc.

B. ENVELOPE NO.II (FINANCIAL BID)

This envelope should contain only Financial bid (**annexure-III**)

C. ENVELOPE NO.III

This envelope should contain sealed Envelope-I, II as indicated in 33(A), 33(B) above.

ENVELOPE NO.III should be sealed and Tender Enquiry No., Type of bids, Due date and Bidder's name be clearly marked on the top of this envelope.

(Signature and stamp of the Tenderer)

Full Name: _____

Address: _____

Acceptance

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Opinion

Certificate

I _____ S/D/W of _____ Resident of
_____ District _____ Proprietor of firm M/s _____
_____ do hereby declare and solemnly

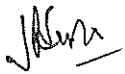
affirm as under:-

- That I/we have not been debarred or black listed by any department of Union/ State Government or any autonomous body/institute.
- That the terms & conditions, for supplying the material, are acceptable to me. I will abide by terms in letter and spirit.

(Signature of the Tenderer)

Accepts all the terms & conditions of the Tender
Under hand and seal of the authorized person

Date:
Place:



ANNEXURE-II

TECHNICAL BID

Name and Address of the applicant / firm with Telephone/ Fax No.....

Permanent address/ Head office.....

Correspondence address / Place of carrying business.....

Type of Printing machine installed.....

Signature _____

(Name & Address): _____

Date & Place: _____



FINANCIAL BID

Name and Address of the applicant (Proprietor)/firm _____

Permanent address/Head office _____

Correspondence address/Place of carrying business _____

We hereby quote for printing & Supply of printing items as under:

Sr. No.	Description of the material	Rate per item	Quoted Price (Rs.) (Incl. all taxes, expenses, freight, loading/unloading, packaging etc.
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Signature

(Name & Address of the Tenderer)

Date & Place: _____



CHECKLIST OF ENCLOSURE

1.	Tender Fee: Rs.2000/-	
2.	Earnest Money: 2% of the tender amount	
3.	Certificate Certifying that firm has not been blacklisted (Annexure-I)	
4.	Technical bid (Annexure-II)	
5.	Financial bid (Annexure-III)	
6.	Annual turnover minimum Rs.50,00,000/- for the last three financial years	
7.	Other requisite certificates	

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