

OFFICE OF THE PRINCIPAL, DR.RADHAKRISHNAN GOVERNMENT MEDICAL COLLEGE, HAMIRPUR (HP)

No.HFW-HMR-GMC-Acctts/Store/Tender/2018-19/-

Dated, Hamirpur the _____


LIMITED TENDER NOTICE

Properly sealed limited tenders are invited for the printing of Library stationary, & supply of Stationery and General items for Dr.Radhakrishnan Government Medical College, Hamirpur, so as to reach in this office on or before 17th October, 2018 up-to 1-00PM, thereafter no tender shall be entertained. The offer will be opened on same day at 3-00PM in the presence of the prospective tenderers who may wish to remain present.

Tender document containing specifications and terms & conditions can be purchased from the office of the undersigned on any working day between 10AM to 5PM upto 16th October, 2018 at the cost of Rs.200/-only which is non-refundable. The tenders sent by post or courier will be entertained only, if these are actually received by the specific date & time.

The tender must be accompanied with an earnest amount **Rs.3,000/- (Rupees Three Thousand only) in the shape of DD/Banker Cheque and payable to the Principal Dr. RKGMC Hamirpur.** Tender without earnest money or short or not in form specified above will be rejected straightway.


In case any date mentioned above happens to be holiday, the next working day will be considered as the due date.


Additional Director (Admn.),
Dr. RKGMC, Hamirpur-HP

No. HFW-HMR-GMC-Acctts/Store/Tender/2018-19/-~~884~~-55
Copy forwarded for information and necessary action to:-

Dated, Hamirpur 01 October, 2018.

1. All the vendors dealing in the field in Hamirpur through email or by post whose address available in this office. List enclosed.
2. The Director Medical Education & Research, Himachal Pradesh, Shimla-171009.
3. Notice Boards Medical college, Hamirpur and also scanned copy to be uploaded on College website.


Additional Director (Admn.),
Dr. RKGMC, Hamirpur-HP

DR. RADHAKRISHNAN GOVERNMENT MEDICAL COLLEGE,
HAMIRPUR (HP).

LIMITED TENDER DOCUMENT

M/S _____

Receipt No. _____

Date: - _____

**FOR THE PRINTING OF LIBRARY STATIONERY, SUPPLY OF STATIONERY & GENERAL
ITEMS FOR DR. RKGMC-HAMIRPUR**

**LAST DATE FOR RECEIPT OF BID
UPTO 1 PM ON 17th October, 2018
BID OPENING ON 17th October, 2018 AT 3:00 PM**


**Additional Director (Admn.),
Dr. RKGMC, Hamirpur-HP**

TEL No. 01972-222999

COST OF TENDER DOCUMENT

AT COUNTER RS.200/-

BY POST RS. 250/-

Instructions alongwith Terms and Conditions:-

1. Tender must be enclosed in a properly sealed envelope addressed to the Principal Dr. RKGMC, Hamirpur HP. The tenders not received as per prescribed procedure will be rejected straightway. The envelope must be superscribed as "Tenders for the printing of Library stationery items and can be submitted by post or personally in the o/o Principal Dr. RKGMC, Hamirpur on or before 17th October, 2018 upto 1-00PM. For any query regarding tenderer may contact Principal, Dr.RKGMC, Hamirpur, HP personally on phone No.01972-222999.
2. Each & every page of tender document should be duly signed by the tenderer otherwise tender will be rejected straightway.
3. All the columns of tender document shall be duly, properly and exhaustively filled in. The rates shall not be overwritten and in case of correction should be duly attested by the tenderer. Any omission in filling the column of rates may result in rejection of tender straightway and will not be considered under any circumstances.
4. Samples must be produced of all items quoted in the tender document on or before opening date.
5. Earnest money for Rs. 1000/- (Rs. ten thousand only) in the shape of FDR duly pledged in the name of Principal, Dr.RKGMC, Hamirpur-HP should be enclosed with the tender.
6. The firm should be duly registered in Himachal Pradesh. The tender must be accompanied with G.S.T Number, Income tax clearance certificate, Pan Card and Sales Tax clearance certificate of taxes upto 31 March of preceding year.
7. The rates quoted should be F.O.R. destination Principal Dr. RKGMC, Hamirpur-HP
8. GST/excise duty or other charges should be indicated separately otherwise rates will be deemed to be inclusive of such taxes and no future increase will be allowed.
9. The standard products with requisite quality standard and certification in India will be given preference and the tenderer will have to produce authorization certificate from manufacturer or all India distributor. The tenderer may inspect the samples of the printing material in the office of the Principal, Govt. Medical College Hamirpur.
10. The bidder will submit following undertakings & documents duly attached with technical bid.
 - i. Undertaking on stamp paper that he will not try to gratify any person of the department.
 - ii. Undertaking on stamp paper that his firm has not been blacklisted by any HP state Govt. Deptt. /Central Govt Deptt.
 - iii. Bench price for the items supplied in any Govt. Deptt.
 - iv. Experience to supply the quoted items to HP state Govt. Office/ Central Govt/public sector undertakings etc.
 - v. Undertaking on stamp paper to the effect that the rates quoted are as per prevailing market rates and nowhere in HP/India supplied the items at rates less than quoted rates.
11. All photocopies of documents attached with the tender should be duly attested from a Gazetted officer/self-attested. The original catalogues/samples etc., should be enclosed with bid
11. Inspection of premises of the firm may be carried out to ensure genuineness of the firm.
12. The tender shall be opened in the presence of tenderers or their authorized representatives.
13. The tenderers who do not fulfill the above mentioned conditions, their tender will be straight way rejected.

14. The financial bids of those bidders will only be opened whose technical bids are recommended by technical committee. The L1 bidder will be decided on the basis of lowest rates quoted.
15. The samples of printing of Library stationery items can be inspected on any working day (10 am to 5 pm) from the office of the undersigned.
16. The contract period of the tender is one year from the date of award of tender. In the event of tender being accepted the tender will be converted in to a contract and will be governed by the conditions of contract. The contract will last for one year but in the event of any breach of agreement at any time on the part of contractor, the contract can be terminated summarily by the Principal, Dr. RKGMC, Hamirpur-HP or otherwise without assigning any reasons and without compensation to the contractor.
17. The contractor will supply nothing but genuine articles described in the schedule as per specifications. The articles will be of the good quality equal and answerable in every respect to the specifications given. The contractor will be answerable for all complaints as regards quality.
18. Performance security will be obtained from the successful tenderer on the award of contract @ 10% of the value of the contract, in the shape of FDR duly pledged, from a commercial Bank. The performance security shall remain valid for a period of 60 days from the date of completion of contract.
19. 100% payment will be released within 21 days against physical delivery of inspected/accepted articles duly sported with satisfactory inspection note and receipt of goods in good condition by consignee's site/destination.
20. The contractor must supply all the articles within 15 days of receipt of supply order.
21. The items supplied should be as per samples approved. The committee of this office will inspect all the items w.r.t specifications and quality standard as quoted in the tender.
22. Any dispute emerging from contract shall be subject to the jurisdiction of court at Hamirpur H.P. only.

I/We hereby undertake to supply the goods/material at the quoted rates specified in the schedule and within the time specified in the conditions of the contract. The terms and conditions given in the contract will be binding upon me/us in the event of acceptance of my/our tender.

Read and accepted

Signature of tenderer

CHECK List duly filled in to be attached with the Technical Bid

Sr.No	Particulars	
1.	Undertaking for Non gratification	Yes/No
2.	Non-blacklisting certificate on stamp paper	Yes/No
3.	Undertaking on stamp paper to the effect that rates quoted are as prevailing market rates and items has been nowhere supplied less than quoted rates	Yes/No
4.	Whether a list of institution/organizations where your firm has supplied this item recently, is attached alongwith satisfactory performance certificate from those institution/ organizations.	Yes/No
5.	Whether the prices has been quoted on the prescribed proforma.	Yes/No
6.	Whether all the undertakings as required in the tender document are enclosed	Yes/No
7.	Whether EMD as asked has been attached	Yes/No
8.	Whether Tender Document duly signed by the authorized signatory attached	Yes/No
9.	Whether the samples/original catalogues of the material are attached.	Yes/No

Authorized Signatory:
Name of the firm/bidder:



To be enclosed with Techno-Commercial Bid

BIDDER PARTICULARS

Bidder Serial Number Allotted on Tender Document: _____

- 1. Name of the Bidder :
- 2. Address of the Bidder :
- 3. Name of the Manufacturer (s) :
- 4. Address(es) of the Manufacturer :
- 5. Name and address of the person :

To whom all references shall be made regarding this tender inquiry.

Telephone :

Telex :

Fax :

e-mail address :

Witness :

- Signature
- Name
- Address
- Designation
- Company
- Date
- Company Seal



ANNEXURE-C
PRICE BID PROFORMA for LIBRARY STATIONERY PRINTING

Sr. No.	Name of Item	Cost price of item	Detail of Taxes				Total price quoted of item quoted
			Custom duty	GST	Service tax	Other(s) tax, if any	
1.	Slip with paste (Category 1)						
2.	Library Card (Category 2)						
3.	Date slip(Category 3)						
4.	Membership Form (Category 4)						
5.	Book Card with printed envelop (Category 5)						
6.	File Cover with the name of Medical College & Logo						
7.	Stock Register 100 pages						
8.	Stock Register 200 pages						

It is certified that the cost of items shown above, has included all taxes/duties etc. and nothing above shall be charged over and above this cost.

Authorized Signatory:
Name of the firm/bidder:



ANNEXURE-D

PRICE BID PROFORMA for STATIONERY & GENERAL ITEMS

Sr. No.	Detail/specification of stationery item	Specification	Rate(s) quoted
1.	Photocopier paper pkt	A-4 size	
2.	Typing paper-pkt	A-4 size	
3.	Paper sheet	A3-size	
4.	Chart papers	Per chart	
5.	Noting Sheet	Each Packet	
6.	Photocopier pkt.	Legal size	
7.	File Board	Ordinary	
8.	File Cover	With clip	
9.	--do--	Without clip	
10.	--do--	Ordinary	
11.	-do--	With rings	
12.	Register-ruled	1 quire	
13.	--do-	2 quire	
14.	--do-	3 quire	
15.	Stock register	Small size	
16.	--do--	Medium size	
17.	Stock Register	Large size	
18.	Cash Book	Medium size	
19.	Ledger	Small size	
20.	Ledger	Medium size	
21.	Paper Pin	Each packet	
22.	Tag-small	Each bundle	
23.	Tag-large	Each bundle	
24.	Stamp Pad	Each	
25.	Dumper	Each	
26.	Poker	Each	
27.	H.B Pencil	Each packet	
28.	Sharper	Each packet	
29.	Eraser	Each packet	
30.	Pin cushion	Each	
31.	Gum bottle	Small	
32.	White Board Marker (temporary)	Blue / Black per packet	

33.	Duster Chalk/ dusting brush	Each
34.	Duster White Board	Each
35.	Carbon	Each pkt.
36.	Ball Pen	Blue (per packet)
37.	Ball Pen	Red (per packet)
38.	Gel/Pilot Pen	Green & blue each
39.	Sketch pen	Per packet
40.	Caryon box	Each box
41.	Coloured sticky notes	Each packet
42.	Slip Pad	Small size
43.	Slip pad	Medium size
44.	Photostat charges	Per page
45.	Pen stand	Each
46.	Scale-large(Metal)	Each
47.	Computer paper---part-II—10x12 size	Each pkt.
48.	Table glass	Per square
49.	File flapper	Each packet
50.	Paper weight	Each
51.	Stappler Machine	Medium size each
52.	Stappler Machine	Large size each
53.	Stappler pin (Medium & large)	Each packet
54.	Dak Pad	Standard size
55.	Torch Cell	Each Pair
56.	Pencil Cell	Each
57.	Medium Size Cell	Each
58.	Soap-lifeboy/Dettol	Each piece
59.	Washing Powder	Each pkt .
60.	Hand Wash	Each
61.	Handwash Refiller	
62.	Diary	Small size
63.	Diary	Medium size
64.	Diary	Executive
65.	Attendance register	Each
66.	Calculator	100 check
67.	Permanent Marker	Each
68.	Highlighter	Each

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69.	File bags with buttons	Each	
70.	Towels	Small size	
71.	Towels	Medium size	
72.	Towels	Large size	
73.	Dusting Cloth	Per meter	
74.	Glass	Per dozen	
75.	Tea Cups (set of 6) Good quality	Each set	
76.	Glass steel	Per piece	
77.	Jug	Plastic per piece	
78.	Jug	Metallic per piece	
79.	Thermos (Hot & Cold) 1 Liters	Metallic per piece	
80.	Thermos (Hot & Cold) 2 Liters	Metallic per piece	
81.	Tray (Medium) good quality	Plastic per piece	
82.	Tray (Medium) good quality	Metallic per piece	
83.	Chalk	White dust free per packet	
84.	Chalk	Coloured dust free per packet	
85.	Accession Register (Library)	Per Register	
86.	Borrower's Register (Library)	Per Register	
87.	Circulation Register (Library)	Per Register	
88.	File Punch Single (heavy)	Per piece	

It is certified that the cost of items shown above, has included all taxes/duties etc. and nothing above shall be charged over and above this cost.



Authorized Signatory:
Name of the firm/bidder: