

By speed post

**GOVERNMENT OF INDIA  
PGIMER, DR. R.M.L. HOSPITAL, NEW DELHI**

No.11/1-2012/GA/PGIMER/(Part File) 63-69/2012 Dated 5-1-2015

[Please quote this reference at the top of sealed envelop]

**LIMITED TENDER** for the procurement of Stationery & Electrical Items (as per list attached)

Date of Closing the Tender: **22.01.2016**

Time of Closing the Tender: **2.00 PM**

Date of Opening the Tender: **22.01.2016**

Time of Opening the Tender: **2.30 PM**

[Single Bid]

**Sub: Conclusion rate agreement for the supply of items, mentioned in the enclosed schedule required for the use of PGIMER, Dr. RML Hospital, New Delhi.**

It is proposed to enter into a rate agreement between your firm herein after referred to as contractor and the Director, PGIMER, Dr. RML Hospital for and on behalf of the President of India, herein after referred to as purchaser for the supply of items listed in the enclosed schedule.

1. The agreement shall be valid for one year from the date of opening of tender. However Director, PGIMER reserves the right at his discretion to increase or decrease the validity period after due date of expiry, depending on essentiality of the item and position of new tender.
2. If the tenderer failed to supply the items within 30 days of dispatch of supply order for Indian Items and 90 days for Imported items, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages a sum equivalent to **0.5 percent** of the deliver price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance, up to a maximum deduction of **10 (ten) percent** of the delayed goods or services contract price. Once the maximum is reached the purchaser may consider termination of the contract. **Risk purchase** will be made form any other sources and difference of amount will be recovered form the defaulter firm. However Director, PGIMER has the discretion to extend the delivery period without penalty if satisfied by reason of delay.
3. It will be the condition that the prices charged for the stores supplied to the hospital shall in no event exceed the lowest, at which the contractor sells the stores to any other person/institution. If any time during the contract period the contractor reduce the sale price entered into the rate agreement, he will notify such reduction to the Director.
4. **Rates should be quoted on F.O.R. (PGIMER, Dr. R.M.L. Hospital) basis, as the case may be, both in words and figures without cutting or overwriting.**
5. The Earnest Money (Bid Security) amounting to **Rs. 10,000/- (Rupees Ten Thousand only)** in the shape of **BANK DRAFT (valid for Three months)** payable at New Delhi in favour of **Pay & Accounts Officer, Dr. R.M.L. Hospital, New Delhi**, should be deposited along with tender, failing which the tender will be rejected. No other form of earnest money will be considered.
6. Tender without earnest money will not be considered. Earnest money if any previously deposited will not be considered for present tender.
7. All bidders are requested to submit their bank details in duplicate on letter head to release payment through ECS.
8. The quantity shown in the schedule is an estimated requirement and there is no guarantee that the order for the same will be placed, it may change as per requirement of the PGIMER.

P.T.O.

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9. No figures or words should be overwritten. In-correct words/figures should be scored off and re-written under your initials.
10. **Excise duty, Sales Tax and other taxes, where legally livable should be distinctly shown along with price quoted, in case it is not done, no claim regarding excise duty/sales tax etc. will be entertained in future.** In case there is a revision in the existing rate of duty by the Government, the same will be paid subject to production of satisfactory documentary proof.
11. Quotations should be as per Sl. No. of tender and strictly according to specifications mentioned in them in the enclosed schedule.
12. Samples must be submitted one day before the opening of tender in Deputy C.O.E. Office of PGIMER. Samples submitted to be marked seriatim as per tender list along with mark of identification of the participating firm. Failure to do so shall render the quotations liable to be ignored. Approved samples shall be retained for comparison with the supplies made. Such approved samples may be returned or adjusted as considered by the purchaser.
13. Decision of the Director PGIMER will be final & binding to all concerned.
14. All the damages in transit or manufacturing defect etc. detected at the time of supply shall be at the risk & cost of contractor.
15. All samples/supplies rejected shall be removed by the supplier or through his authorized representatives within a period of **15 days** from the date of submission/intimation. If the goods are not collected within the stipulated period it will be disposed off in any manner as deemed fit by the purchaser.
16. The Director, PGIMER, Dr. R.M.L. Hospital reserves the right at his discretion to accept or reject any tender at any stage in part or full without assigning any reason whatsoever.
17. All stores received shall be subject to inspection on receipt of the stores & the purchaser shall have full discretion to accept or reject, either the entire supply or any part thereof and his decision in this regard shall be final & binding on the supplier.
18. **This form together with the schedule shall be deposited in the tender box lying near Director Office, PGIMER, 1<sup>st</sup> Floor, Admn. Block in the envelop duly sealed, page Number should be marked on each page of bid.**
19. The tenderer should strictly quote appropriate product of a single manufacturer. Offer of multiple manufacturer against a particular item will not be considered.
20. Tenderer should submit an undertaking that all the terms and condition as mentioned in this tender are acceptable to them, along with tender documents.
21. The Director, PGIMER reserves the right to impose any penalty deemed appropriate if supplied material is found defective and not as per samples submitted, including not placing any further orders for the concerned item.
22. Failure to supply any item quoted, after receiving the order, will be treated as a disqualification for taking part in future tender.
23. Outstation bidders should ensure that their quotations must be **deposited in the tender box lying near Director Office, PGIMER, 1<sup>st</sup> Floor, Admn. Block** before opening of bid.
24. This being abridged tender document, bidders are advised to refer to the general instructions available at DGS&D Manual in their website i.e. [www.dgsnd.gov.in](http://www.dgsnd.gov.in), before submission of tender.

*Bachan*  
5/11/2016  
Dy. Controller of Examination  
For: Director

To

List attached

