

**Government of India
Ministry of Health and Family Welfare
PGIMER and Dr. RML Hospital, New Delhi.**

File No. 17-7/2011/GA/PGIMER

New Delhi, Dated the 14th October, 2014.

NOTICE INVITING TENDER

Subject: Supply of furniture Items to PGIMER and Dr. RML Hospital.

On behalf of President of India, Director, PGIMER and Dr. RML Hospital invites sealed Quotations for supply of furniture items to Post Graduate Institute of Medical Education and Research, Dr. RML Hospital, New Delhi from bonafide, reputed and experienced firms who have executed similar nature of work in Hospitals, Educational Institutes, Ministries/Departments, Semi-Government organizations including Public Sector Undertakings and satisfy all other terms and conditions mentioned in Annexure-I of the tender document.

2. The tender document is available at Room No. 301, Administrative Block, PGIMER building, Dr. RML Hospital on payment of Rs. 1000/- (Rupees One Thousand Only) non-refundable & non-transferable, in form of DEMAND DRAFT / PAY ORDER in favour of PAO, Dr. RML Hospital, New Delhi" on all working days between 10.00 A.M to 1.00 P.M. from 14th October, 2014 to 28th October 2014. Tender document can also be downloaded from the website of the Dr. RML Hospital, New Delhi at <http://rmlh/PGIMER.nic.in>. In such a case, Tender document fee i.e a sum of Rs. 1000/- (Rupees One Thousand Only) must be enclosed with the tender bid in similar way.

3. The tender should be submitted in the proforma given at **Annexure-II** along with EMD and other mandatory documents as mentioned in **Annexure -I** in a sealed cover. The cover duly super-scribed with the statement "Tender for Supply of Furniture Items" and TENDER No: 17-7/2011/GA/PGIMER must contain the address of the Bidder and shall be addressed to **The Director, Post Graduate Institute of Medical Education & Research and Dr. R.M.L. Hospital, New Delhi-110001**. It should be dropped in the Tender Box placed at the 1st Floor, Administrative Block, PGIMER on or before 28.10.2014 by 3.00 P.M. Bids received after the scheduled date and time shall not be considered. The bids will be opened on the same day at **3:30 P.M. at 405, Academic Block, PGIMER**.

4. The Bid must be accompanied with an Earnest Money Deposit of Rs. 75000/- (Rupees seventy five thousand Only) in the Form of Demand Draft/ Pay Order drawn on any Scheduled Bank in favour of "Pay and Accounts Officer, Dr. RML Hospital, New Delhi". Bids without will be rejected without consideration.

5. The terms and conditions are given in Annexure -I and format of Price Bid in annexure-II

Yours Sincerely,

(Praveen Kumar Sachan)
Dy. Controller of Examinations
Tel. Nos. 23404818, 23340948

Terms and Conditions

1) Parties:

The parties to the Contract are the Tendering Firm and the Post Graduate Institute of Medical Education and Research (PGIMER), Dr. RML Hospital, New Delhi.

2) Addresses:

For all purposes of the contract including arbitration thereunder, the address of the firm mentioned in the tender shall be final unless the firm notifies a change of address by a separate letter sent by Speed Post/ registered Post with acknowledgement due. The firm shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3) Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he/she signs as:

- i. A “sole proprietor” of the firm or constituted attorney of such sole proprietor;
- ii. A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- iii. Director or a principal officer duly authorized by the Board or Directors of the Company, if it is a company.
- iv. A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, PGIMER, Dr. RML Hospital, New Delhi shall, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- v. The tenderer should sign and affix his/her firm’s stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the tenderer will be deemed as a contract and a formal agreement will also be drawn regarding the contract.

4) Preparation and Submission of Tender:

4.1 The tender should be submitted in the proforma given at **Annexure-II** along with EMD and other mandatory documents as mentioned in **Annexure –I** in a sealed cover. The cover duly super-scribed with the statement “**Tender for Supply of Furniture Items**” and

Tender No: 17-7/2011/GA/PGIMER must contain the address of the Bidder and shall be addressed to **The Director, Post Graduate Institute of Medical Education& Research and Dr. R.M.L. Hospital, New Delhi-110001**. It should be dropped in the Tender box placed at the 1st Floor, Administrative Block, PGIMER on or before 28.10.2014 by 3.00 P.M. Bids received after the scheduled date and time shall not be considered. The bids will be opened on the same day at **3:30 P.M. at 405, Academic Block, PGIMER**. The tenderers or their authorized representatives may prefer remain present at the time of bid opening.

4.2 The Bid must be accompanied with an Earnest Money Deposit (EMD) amounting Rs. 75,000/- (Rupees Seventy Five Thousand Only) in the form of Demand Draft/ Pay Order drawn on any Scheduled Bank in favour of "Pay and Accounts Officer, Dr. RML Hospital, New Delhi" failing which the tender will be rejected without consideration. EMD will not be accepted in any other form. EMD if any deposited previously will not be considered for present tender. While the EMD of other vendors would be returned immediately after a decision on identification of a vendor, the EMD of the selected vendor shall be returned after the Vendor has supplied and installed the materials at the locations indicated in the Purchase Orders and after furnishing the Performance Security.

4.3 The bid should be accompanied with cost of bid document if downloaded from the web-site.

4.4 Each page of the Bid including annexures must bear signature of the tenderer and duly stamped. The tenderer should fill up the price schedule in clear and legible terms, without any overwriting or use of white fluid. The prices quoted should be written both in figures and words.

4.5 The bidder should attach the following documents with the tender/quotation otherwise the bid will be rejected out rightly-

- i. Proof of Registration with the Delhi Sales Tax /Delhi Value Added Tax
- ii. Photocopy of VAT Registration certificate / TIN No.
- iii. Proof of Income Tax Assessment / Return for previous three years.
- iv. Copy of PAN Card.

4.6 Bidding must be made against all the items mentioned in **Annexure-II**. Part bidding will not be accepted and such bids will be rejected summarily.

4.7 The quoted prices should be inclusive of all taxes and overheads such as transport cost, labour charges, packaging charges etc. The consolidated price quoted shall be firm and final. The only deviation to the preceding statement could be the levies revised upward or introduced by State or Central Government after the submission of the tender by the bidder, in which case the Bidder shall produce documentary evidence.

4.8 The detail specifications of furniture are available in **Annexure-II**.

5) **Validity:**

The bids shall be valid for a period of one year from the date of opening of the tenders.

6) Opening of Tender:

The bids will be opened on 28-10-2014 at 3.30 P.M. hours at 405, Academic Block, PGIMER and Dr. RML Hospital, New Delhi. The tenderer is at liberty to attend either himself or through their authorize representative at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and a proof of identification. Those who will qualify in Bid evaluation shall be intimated by speed post.

7) Criterion for Evaluation of Tenders:

A Committee constituted by the competent authority will evaluate the bids. The evaluation of the tenders will be done on the basis of fulfillment of eligibility conditions, on the basis of information furnished and the quoted total consolidated price. Any inferences drawn by the tenderers or their representatives during the opening of the Bid will be their own view and PGIMER will not be responsible and required to abide by the same.

8) Right of Acceptance:

8.1 Director, PGIMER and Dr. RML Hospital reserves all rights to reject any tender including of those bidders who fail to comply with the instructions at any stage without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Director, PGIMER in this regard shall be final and binding.

8.2 Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvas for the purchase order will prejudice the firm's quotation.

8.3 Successful bidder will be informed of the acceptance of his bid by speed post. PGIMER would enter into a rate agreement with the successful bidder firm which would be referred as the contractor and the Director, PGIMER for and on behalf of the President of India would be referred to as purchaser for the supply of items listed in the enclosed Annexure-1. The agreement shall be valid for a period of not less than one year.

9) Time Schedule for Completing of work:

The work must be completed within 30 (thirty) days of receipt of the Purchase Order.

10) Penalty:

In the event of the firm failing to:

- i. Observe or perform any of the conditions of the work order as set out herein; or
- ii. Execute the order in good condition to the satisfaction of PGIMER or by the time fixed by PGIMER.

(a) It shall be lawful for PGIMER, in its discretion, in the former event to remove or withhold any part of the order until such times as it may be satisfied that firm is able to do

and will duly observe the said conditions and in the latter event to reject or remove as the case may require any order executed otherwise than in a good condition and to the satisfaction of PGIMER and by the time fixed by it and in both or either of the events aforesaid to make such arrangements as it may think fit for the execution of the order so removed or order in lieu of that so rejected or removed as aforesaid on account and at the risk of the firm.

(b) Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, PGIMER may charge the amount of such excess cost to the firm and the same may at any time thereafter be deducted from any amount that may become due to the firm under this or any other contract or maybe demanded of him to be paid within seven days to the credit of the PGIMER.

(c) In the event of discovery of any error or defect due to the fault of the firm/vendor at any time after the delivery of goods ordered, the firm/vendor shall be bound if called upon to do so, to rectify such error or defect at his own cost to the satisfaction of and within the time fixed by PGIMER. In the event of the delivery of any defective work, which owing to urgency or for any other reason cannot be wholly rejected PGIMER shall have the power to deduct from any payment due to the firm such sum as it may deem expedient.

(d) In the event of work being wholly rejected, PGIMER may at its discretion either:

(i) Permit the firm/vendor to re-do the same within such time as it may specify at firms own cost of all sorts i.e. materials, labour, equipments, overheads, transportation etc;

or

(ii) Arrange to get the additional work done elsewhere and by any other person or from any other source than the firm/vendor in which case the amount of extra cost, if any, shall be recovered from the contractor in the manner provided in sub-clause(b) of this clause.

e) Failure to supply any item quoted, after receiving the order, will be treated as a disqualification for taking part in future tender.

f) If the tenderer failed to supply the items within 30 days of dispatch of supply order, damages for a sum equivalent to 0.5% of the contact value of order for each week of delay or part thereof upto a maximum of 10% will be deducted from the contract price and risk purchases will be made from the next lowest bidder at the cost of supplier without any notice. In the event of failure to supply the items within the delivery period, in addition to recovery already stated, different in amount will be charged from defaulter firm and to be deducted from the earnest money/bid security. However in case of non-supply, the earnest money/bid security will be forfeited. However Director, PGIMER has the discretion to extend the delivery period without penalty if satisfied by the reasons of delay.

g) In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by PGIMER in that event. The EMD of the tenderer will be forfeited.

11) Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party.

12) Right to Call upon Information Regarding Status of work:

Director, PGIMER shall have the right to call upon information regarding status of work at any point of time.

13) Tolerance Clause:

13.1 PGIMER, Dr. RML Hospital/the purchaser reserves the right to place the orders on the successful tenderer for any additional quantity at the same rates quoted by the bidder. At the option of the purchaser, the quantity can also be reduced when felt necessary.

13.2 The tenderers are bound to accept the orders for additional quantity under this clause if orders are issued at the time of placement of contract, or during the currency of the contract.

13.3 If different rates for specific items of stores or slab rates are quoted, the tenderer shall apply the additional quantity in respect of each specific item and each slab at the respective rates quoted by the firm for these items at these slabs.

13.4 The withdrawal of any slab rates after opening of tender will render entire tender invalid and invite action which may result banning of business dealing with firms/suppliers including in such practices, besides forfeiture of the Earnest Money Deposits.

14) Terms of Payment:

14.1 The manufacturer must submit pre-receipted Bill for payment after satisfactory supply and installation of the product at the location ordered.

14.2 Payment will be made within 30 days by Accounts Payee cheque/RTGS only after satisfactory supply, installation and commissioning of all the items in good condition and satisfactory acceptance against submission of bills in duplicate.

14.3 Director, PGIMER shall be at liberty to withhold any of the payments in full or in part subject to recovery of taxes including TDS as applicable and recovery of penalties mentioned in preceding para.

14.4 The term "payment" mentioned in this para includes all types of payments due to the firm/vendor arising on account of this contract.

14.5 At the time of payment of bills, the Income Tax, if any, shall be deducted at source as per Government Rules and guidelines as may be prevailing at the time of payment.

14.6 All bidders are requested to submit their bank details in duplicate on Letter Head to release payments through ECS/RTGS.

15) Other terms and conditions.

15.1 The vendor selected would be required to furnish a Performance Security equal to 10% of the cost of furniture in the form of Demand Draft/FDR/Bank Guarantee from any Scheduled Bank in favour of "Pay and Accounts Officer, Dr RML Hospital" payable at "New Delhi" and should be valid for a period of 2 (two) months beyond the date of expiry of Warranty Period of the items supplied.

15.2 The successful bidder (L-1) shall have to submit the sample of the each item given in Annexure-II along with various colour schemes. The work order to supply the items will only be issued if the samples provided by the successful bidder meet the specification given in Annexure-II. Inspection of the items supplied will be carried out on the basis of approved

samples. If the samples fail to meet the specification provided in Annexure-II the tender submitted by the bidder will be considered rejected and EMD of the bidder will be forfeited. In such condition offer will be given to the next lowest bidder.

15.3 Any violation of the terms and conditions or supply of inferior quality of material shall result in total rejection of the items apart from taking appropriate remedial action at the risk and cost of the bidder.

15.4 The items shown in the **Annexure-II** are 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 or can be totally cancelled after giving order by competent authority.

15.5 All items of furniture received shall be subject to inspection on receipt of the stores and 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 and binding on the supplier.

15.6 The bidder must give warranty of at least 12 months of the products supplied and should undertake to rectify/attend to the complaints within 2 days, excluding Sundays/Holidays during the warranty period.

15.7 Person/ Firms whose relatives are working with PGIMER and Dr. RML Hospital are not eligible to participate in the tender process.

All the tenderers should read and understand the terms and conditions of the contract as detailed out in the foregoing paragraphs before furnishing their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotations are accepted by PGIMER, Dr. RML Hospital.

Yours Sincerely,

(Praveen Kumar Sachan)
Dy. Controller of Examinations
Tel. Nos. 23404818, 23340948

Performa for Price Bid

The Director,
 Post Graduate Institute of Medical Education & Research,
 1st floor, Administrative Block,
 Dr. R.M.L. Hospital,
 New Delhi.

Subject: Award for supply of furniture Items to PGIMER, Dr. RML Hospital.

S.No.	Descriptions	Rate per unit inclusive of all taxes and other overheads
1	<p>WOODEN EXECUTIVE OFFICER TABLE WITH SIDE UNIT : Supply of Exclusive designed wooden officer table made of 19 mm thick commercial board/ teak board/18mm pre-laminated board with teak wood fancy beeding on visible edges and sleet molding on front panels, top with 1.00mm laminated/4mm teak ply with different shades natural teak, rose wood rust and white sidaar etc. as desired duly melamine/lacquer polish with inner coat of sealer including superior quality hardware fitting. The table will have a Glass top of 10mm thick on main desk/side unit. (Size : 60" X 36" X 30")</p>	
2	<p>VISITOR CHAIR (With Arm) :- Visitor chair latest model with CRC round/ capsule pipe frame of 16 SW gauge duly powder coated/ chrome plated and soft PU Arms with seat and back made of moulded polyurethane foam of superior quality /pin hole, rubber cushions with high density foam covering with Superior quality fabric/ leatherite.</p>	
3	<p>EXECUTIVE REVOLVING CHAIR: Supply of Ex. Revolving Chair (High Back) as per sample app. Having tiling mechanism with locking arrangement and Gas lift, Hydraulic Cylinder and wheel with 5 casters Roller wheel upholstered in superior quality cloth/leather foam having modular PU Arms. The tabular armrest supports hold together the seat and back. The centre pivot mechanism is desired revolving. Maximum tilt on pivot at centre, tilt tension adjustment. The Chair will have a five pronged wheel base duly powder coated / chrome plated in desired colour & shade.</p>	
4.	<p>COMPUTER TABLE :- Made of ISI mark commercial board (Green Board/Duro make or equivalent) of 19mm, 12 mm, 6mm with sliding key board tray, Powder coated frame, storage shelf for CVT etc. Pre-laminated ISI Mark Board on top. (size: 30" x 24" x 30" approx.)</p>	

-2-

5.	COMPUTER CHAIR Low back chair, without arms, PP Base, Gas Lift, PP back cover, PU Molded seat & back cushion, fabric tapestry (Revolving)	
6.	Steel office Almirah(Large) Four shelves, Welded Almirah made with 0.8mm thick CRCA steel epoxy powder coated, size: 916 mmW x 486 mm D x 1981 mm H. The almirah should have 4 nos adjustable full shelves. Should have hinged door arrangement and the lock should have 3 way locking mechanism. Should have screw type leveler for adjustment. or near equivalent. (standard make)	
7.	Steel office Almirah (Small) 3 shelves Welded Almirah made with 0.8mm thick CRCA steel epoxy powder coated, size: 916 mm W x 486 mm D x 1981 mm H. The almirah should have 3nos adjustable full shelves. Should have hinged door arrangement and the lock should have 3 way locking mechanism. Should have screw type leveler for adjustment. or near equivalent (Standard make)	
8.	Centre Table Made of all Teak wood frame (2 ½ " X 2") with glass Top (10 mm thick). Size: 36" x 18" x 18"	
9.	Library Almirah Steel Book case with four fixed shelves and transparent glass door with locks. Size 66" x 33" x 15" with 20/22 SW Gauze.	

Note:-

1. Rates are exclusive of Sales Tax / Vat (no transportation charges etc are payable)
2. Rate of Sales Tax/Vat, if applicable have been indicated.
3. Rates are valid during the currency of the contract.
4. All the works are of high standard and only genuine & good quality products are used.
5. All the items will have a minimum warranty of one year.

UNDERTAKING

I /we has/have read and understand the terms and conditions of the bid document and undertake to abide by it. I also undertake that none of my relative is working with PGIMER and Dr. RML Hospital in any capacity.

Date:
Place:

Name & Signature of the
Authorised Signatory of the firm
(With seal of the Agency affixed)