TENDER DOCUMENT

FOR

SUPPLY & INSTALLATION OF VARIOUS ITEMS FOR UNIVERSITY HEALTH CENTRE

Purchase Section

University of Kashmir
Hazratbal, Srinagar,
J&K-190006

Cost of Tender Document: Rs 1000/-
Total number of pages: 13

University of Kashmir
Hazratbal, Srinagar, J&K

Tender Notice

The University of Kashmir invites sealed tenders affixed with revenue stamp of Rupees Ten only (Rs 10/-) in two bid system from reputed manufacturers/authorized dealers for supply & installation of following Items for University Health Centre.

- Medical Equipments
- Hospital Furniture & Furnishing
- Batteries

The tender document can be obtained from Purchases Section of University on any working day on payment of Rupees One Thousand Only (non-refundable) in the shape of demand draft pledged to Registrar, University of Kashmir, Hazratbal, Srinagar or can be downloaded from the University website www.kashmiruniversity.net. The tender document downloaded from the website must be accompanied with demand draft of Rupees One Thousand only (Rs 1000.00)

Sealed Tender- Technical Bid and Financial Bid - be sealed in two separate envelopes (envelope containing Technical bid be marked as **"Envelope-A"** and envelope containing Financial bid be marked as **"Envelope-B**), these two envelopes be sealed in a third large envelope and should reach office of Registrar, University of Kashmir, Hazratbal, Srinagar, J&K-190006 by or before **19th November, 2016** upto **2 PM** alongwith CDR amounting 2% of the cost of items. Tender incomplete in any respect will not be accepted.

Sd/-
Joint Registrar
(Purchases)

No: F(Purchase-Items-UHC) Pur/KU/16
Dated: 02.11.2016

General Terms & Conditions for Tender/Bid

1. Eligibility For Work:

(a) The bidder shall be registered company/firm (Proprietorship or authorized dealer)
(b) The bidder shall have valid trade license for sale/ Supply of the item in question.
(c) The bidder shall have updated VAT clearance certificate.
(d) The bidder shall not be black listed by any Govt./Semi Govt./Private Institution. A self certificate in this regard shall be enclosed.
(e) The bidder shall be free from the encumbrance and there shall not be any vigilance case/ CBI case/ Court Case pending against him. A self certificate in this regard shall be enclosed.
(f) The company should be registered with the Sales Tax and other required statutory registrations as are mandatory.

2. Instruction to Tenderer:-

A) **Submission of Bid:-** The tenderer is required to submit the tender in the form as defined below:-

The **Envelope-A** shall contain **Technical Bid** and shall have the following documents/certificates attached to it:

(a) Duly filled in tender application form.
(b) EMD amounting 2% of the cost of item (s) in the form of fixed cash deposit receipt (CDR) drawn in favour of Registrar, University of Kashmir, Hazratbal, Srinagar, J&K.
(c) Experience certificates, award letters and performance certificates (if any) of last three years issued by officers the State/Central Government be attached with the technical bid.
(d) The firm participating in the tender must have PAN No., TIN No., updated VAT clearance certificate. The documentary proof of firm having PAN No., TIN No., Registration Certificate, updated VAT clearance certificate be attached with the technical bid.

(e) Last three years turnover statement of the firm be enclosed with the Technical Bid.
(f) Catalogue of the item to be supplied be attached and all other documents as mentioned in tender document.

The **Envelope-B** shall contain the **Financial Bid (**See **Annexure –C).** The tenderer must clearly mention the price of the item both in words as well as in figures. **The price quoted must be inclusive of all taxes, VAT etc. The price quoted shall include installation/delivery of items at Main campus of University of Kashmir, Hazratbal,**

Srinagar, J&K. The price quoted must be taped with a transparent tape and financial bid must be dully stamped & signed by the authorized representative of the firm.

Both the sealed envelopes i.e **Envelope-A** and **Envelope-B** shall carry the signature of the authorized person, name and address of the tenderer/firm and both the sealed envelopes shall be kept in third big envelope and **"Tender for Supply Items for UHC"** should be super-scribed on the top of the envelope as well as name and address of sender/firm on the bottom of envelope. The sealed envelope containing the technical and Financial bids addressed to Registrar, University of Kashmir must reach his office by or before the date mentioned in the tender notice.

B) All entries in the Tender shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.

C) Tender incomplete in any form will be rejected out rightly. Conditional Tenders will not be accepted.

D) No Tenderer will be allowed to withdraw the Bid after submission of the tender within the bid validity period, otherwise the EMD submitted by the tendering firm would stand forfeited.

E) Each page of the technical & financial bid must be signed by the authorized representative. The financial bid & technical bid received without the signature of authorized person/representative will **not** be entertained and will be rejected summarily.

F) The rates quoted in financial bid shall be in Indian currency and must be mentioned both in words as well as in figures (**refer Annexure -C).**

G) Opening of Bid:

(a) The Technical Bids will be opened in the office of the Registrar, University of Kashmir, Srinagar in presence of such tenderer or their authorized representatives who may wish to be present at the time of opening of technical bid. The date of opening of technical bid will be notified separately.

(b) The Technical bid will be evaluated by a Committee and will shortlist the eligible technically qualified bidder as per terms & conditions of tender document. The financial bid of only technically qualified bidder shall be opened later on. The date & time of opening of financial bid shall be communicated to all technically qualified bidders.

(c) The financial bid shall be opened in presence of technically qualified bidder or their authorized representative who wish to be present on the date & time of opening of financial bid.

H) **Right of Acceptance/Rejection:-** The Vice Chancellor, University of Kashmir, Srinagar reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

I) **Validity of tender:-** The rate quoted in the financial bid for same quality and specification shall be valid for **One Year** from the date of issuance of supply order to the successful tenderer and is extendable for further period of one year on the same rates, terms and conditions with mutual consent of both the parties. The warranty period of the item shall be the period defined by the tenderer which shall commence from the date of successful installation of the item. **Each item should carry minimum warranty of One year.**

J) **Acceptance of Bid:-** The successful bidder shall give its acceptance within two days from the date of finalization of tender & is required to enter into an agreement with University of Kashmir. In case, successful bidder fails to give acceptance within stipulated time, the award of contract will be deemed to be canceled and EMD amount will be forfeited**.**

K) **Signing of Tender:-**

(a) The tender is liable to be rejected if complete information is not given therein or if the particulars are not clearly mentioned.

(b) Individuals signing tender or other documents connected with the contract must specify:

(i) Whether signing as a Sole Proprietor of the firm or his Attorney?

(ii) Whether signing as a Registered Active Partner of the firm or his Attorney?

(iii) Whether signing as authorized dealer.

N) **SECURITY DEPOSIT/PERFORMANCE SECURITY:** On acceptance of the tender, within the period specified by the University of Kashmir, the successful tenderer /firm/agency shall deposit a sum equivalent to **10% (Ten Percent)** of the bill value, rounded off to the nearest rupee, as security deposit, for due compliance & fulfillment of the terms and conditions of the contract. This has to be in the form of bank draft, drawn in any of the nationalized banks in favour of **"Registrar, University of Kashmir"** payable at **Srinagar, J&K** (cheque /Cash will not be accepted) for this purpose. On due performance and successful completion of the contract in all respect including warranty period, the security money deposit shall be returned to the firm without any interest on presentation of an absolute 'No Demand Certificate'. If the firm/agency fails in fulfilling the terms and conditions mentioned in this tender document, such failure will constitute a breach of the contract. Also non-performance/unsatisfactory performance or violation of terms and condition of the contract will make the firm liable for forfeiture of security deposit. The decision of the Vice Chancellor, University of Kashmir shall be final and binding on this count.

O) **DELIVERY TERMS:**

(a) Time and date of delivery: The essence of contract: - The time for and the date of delivery of the stores/date of execution of work shall be deemed to be the essence

of contract and delivery/execution must be completed not later than the date(s) specified in the supply order, which is usually 20 to 30 days from the date of issuance of work/supply order. The delivery of the stores/execution of work/providing the services etc. are required within a period as specified in the purchase order and at the place mentioned therein. However, the time allowed for execution of order shall be governed by the stipulated time mentioned on the purchase order.

(b) The tenderer shall deliver the stores/execute the work at the destination/space defined in the purchase/supply order.

(c) When a purchase/supply order is placed to the successful tenderer, he shall have to acknowledge the receipt of the said order within **one day** from the date of issue.

(d) In case the University of Kashmir does not receive supply of the item(s) by due date, the supply order shall stand **CANCELLED**, unless extension is sought and granted by the competent authority for the late supply. Under such circumstances the CDR will be forfeited and action under rules will be taken against the default firm.

P) PAYMENT TERMS:-

100% Payment will be made only after supply, inspection, complete installation and satisfactory demonstration of performance of the items subject to deposition of a sum equivalent to **10% (Ten Percent)** of the bill value as mentioned above under Security Deposit / the Performance Security Clause. The security deposit will be released after warranty period is over.

Q) OTHER TERMS:-

(a) **Responsibility for executing Contract:** The firm/agency is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the tender document.

(b) The firm shall not sublet/ transfer or assign the contract to any other firm/agency.

(c) The University of Kashmir will not be responsible for any damage, theft etc of the item which may occur due to natural calamity like fire, earth quake etc before installation of the item at the specified location.

(d) Tender application/declaration form be printed on the letter head of the firm and dully signed by the authorized representative of the firm.

(e) All documents attached with the technical bid must be in the name of the firm who will be participating in the tendering process and duly signed/attested by the authorized representative of the firm.

(f) The authorized dealer should be enlisted on the website of the concerned Principal Manufacturer & firm should also necessarily have a proper functional service centre in Srinagar or in Jammu.

(g) The University of Kashmir will be at liberty to negotiate rates viz-a-viz institutional discount.

(h) No advance payment shall be made.

(i) Only those firms shall submit offers who have a satisfactory track record of sale to be supported with proper documentary evidence.

(j) In case offers are submitted by the authorized dealer, business partner, they shall have to enclose with the offer an authority letter & dealership certificate from the Principal Manufacturer indicating therein that they are authorized to quote the items on approved rates.

(k) The dispute, if any will be subject to the jurisdiction of Srinagar Courts only.

(l) The supplies shall be subjected to third party inspection to ascertain the quality of the product.

(m) All the supplies shall be at the risk & responsibility of supplier till it is properly installed and handedover to the University.

(n) The items/supplies have to be delivered at Main Campus, University of Kashmir, Hazratbal, Srinagar, J&K-190006.

(o) If the supplier fails to supply the material within the due date as mentioned in the supply order, a penalty of Rs 1000/- day shall be imposed on the supplier.

(p) If item supplied is found of the substandard quality by the inspection team/third party or not as per specifications The CDR will be forfeited and no payment shall be made.

(q) The tenderer will be required to provide the sample of the item before finalization of the allotment, if the need arises.

(r) Each page of financial bid must be signed and stamped by the tenderer.

(s) The quantity of items mentioned in the financial bid is tentative. However actual quantity will vary as per the requirement.

(t) The University of Kashmir reserves the right to accept or reject any tender without assigning any reason.

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Annexure-A

Tender Application/Declaration Form

(To be printed on the letter head of the Firm)

1. Name of the Firm: ……

a) Full Postal Address:……..

b) Mobile No. .....

c) Telephone No. .....

d) Fax No.....

e) E.mail Id:…….

2. Date of Establishment of Firm.....

3. Registration No. of Firm:…….....

5. Is your firm participating as Principal Manufacturer or Authorized dealer:.....

6. Give details of any Government contracts executed during the last twelve months (attach separate sheet, if necessary):……

7. Any other information which you consider necessary to furnish: ……

8. The total number of pages attached with Technical bid are…….

9. The warranty period (if any) of the item in question is…….years/months

UNDERTAKING

a) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms & conditions mentioned in the tender document.
b) The rates quoted by me are valid and binding upon me for the entire period of contract. It is also certified that Item quoted is of Standard Quality and workmanship.
c) The earnest money of Rs…….has been deposited by me and is enclosed herewith vide CDR No……. dated…… drawn on bank……Branch……...
d) I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period, if I qualify in the tendering process.

e) I give the rights to University of Kashmir to forfeit the earnest money deposited by me if any delay occurs on my part or if I fail to comply to the terms & conditions mentioned in the tender document.
f) I hereby undertake to deposit the performance security deposit (10% of the total amount of supply order), if supply order is issued in my favour.
g) There is no vigilance/CBI case or court case pending against my firm **nor** is my firm blacklisted by any agency/department.

Signature of the tenderer (authorized person can only sign):-……

Full Name & Address of Firm:……..……..

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Annexure-B

Check List of Documents to be attached with Technical Bid

S.No.	Name of Document	Attached or Not (Please mention Yes or No against each column	Page Number (Each document attached must be page numbered)	Remarks
(i)	Dully filled in Tender Application Form			
(ii)	Cost of tender document amounting Rupees One thousand only (Rs 1000/=). The bank slip or DD should be attached.			
(iii)	CDR amount 2% of the cost of items.			
(iv)	Attested copy updated VAT clearance certificate of firm be attached.			
(v)	Attested copy of Registration certificate of the firm.			
(vi)	Dully attested copies of PAN & TIN number of the firm be attached.			
(vii)	Attested copy of Dealership certificate, if authorized dealer.			
(viii)	Catalogue of the material to be supplied.			

Note: All the relevant documents as mentioned in tender document must be attached with technical bid.

Signature of authorized person:……

Date:……..

Annexure-C

Financial Bid

S. No.	Name of the Items	Brand/ Manufacturer	Specifications	Quantity	Price per unit to be quoted by tenderer both in words & figures (Rs)
(A). Medical Equipments:					
01.	**ECG Machine**	BPL or Equivalent Brand	**Portable 12 Channel ECG Recorder Specifications (9108)** Electrocardiograph should have capability of recording 12-lead ECG in A4 format and should have the following features: • Simultaneous acquisition of up to 12 leads • Facility for recording in Manual or Auto mode or Rhythm or RR Mode • Arrhythmia triggered printing mode • Sensitivity : 2.5,5,10,20 mm/mV & AGC • Recording speeds of 12.5, 25 and 50 mm/sec • Frequency Response: 0.05 Hz to 150 Hz • Sampling frequency : 1000 Hz • User selectable filter: AC Filter, EMG filter- 25 or 35 or 45 Hz or OFF, Anti-Drift filter • Print formats : Manual : 3/6/12& AUTO: 3X4 with Rhythm; 3X4 with 3 Rhythm; 6X2 with Rhythm; 12X1 • At least 210 mm width for the thermal printer • Alphanumeric key pad for data input • Printer must compatible with roll or Z fold ECG paper • Save ECG in PDF format directly to USB Drive • Light weight – Less than < 5.5 Kg with Battery • Battery operation – Lithium Ion Battery - minimum 200 Mts continuous back-up with fully charged battery • Easy to carry handle • >5.5" Foldable Display to Preview signal quality prior to printing thereby saving time and paper • Capability to generate any number of ECG copies possible for distribution • Automatic measurement and interpretations of ECG data. • Facility to store at least 100 ECG data • DF protection • Pace Maker detection • PC interface facility and optional PC interface	01 (one)	

			software (Optional ECG data transfer feature) • External storing and retrieving facility through USB storage device • RS232/Ethernet Port • Direct External PC printer interface facility • Standard accessories must be provided along with the machine Power Cable – 1 no; 10 Lead Patient Cable – 1no; Suction Electrodes – 6 nos; Clip-on electrodes – 4 nos; ECG Gel – 1 bottle; Thermal recording Paper – 1no;User Manual-1no • Product should be FDA/ CE certified		
02.	**Oxygen Concentrator**	BPL or Equivalent Brand	**OXYGEN CONCENTRATOR OG 4203 – Standard Specs:** The portable O2 concentrator with Nebulizer having strong and durable construction with ABS plastic body required with following specifications: • Flow range : 0 to 5ltrs/min • Should provide Oxygen level indicators • Two outlets with 2 humidifier bottles • Maximum pressure : At least 9 PSI • Noise level : <50 db • Filters : Necessary bacterial Filters 2 sets to be supplied • Nebulizer flow ranger : > 0.2 Ltrs / minute • Masks : Necessary mask suitable to Adult & Paediatric application • Power supply : 230 + 10 % 5A • Should have 4 castor wheels for easy mobility with 2 breaks • The machines should have CE / FDA Certification.	01 (One)	
03.	**Nebulizer**	BPL or Equivalent Brand	**Nebulizer:** Weight 3.3lbs Size 4.2″x 6.5″ x 6.5″ Electrical rating/ power 120v/60Hz, 1.7 Amp Nebulization Capacity 8ml MMAD (80%) less than 5microns Treatment time 5-7 minutes Maximum pressure 44 psi Maximum flow rate 9.4 LPM Operating flow rate 7LPM @ 10 psi Mode of operation intermittent (30min. on/ 30 min. off)	01 (one)	
04.	**Lead Protective Sheet**	Branded only	Lead Protective Sheet with 1mm thickness, as per requirement		
(B). Hospital Furniture & Furnishing:					
01.	**Beds for Patients**	Branded only	Hospital semi fowler bed (ABS Panels) Description: 1. Frame work made of rectangular M.s. Tube. 2. 2 Section top made of perforated M.S.sheet.	10 (Ten)	

			3. Back rest section, maneuvered by screw handle from foot end. 4. ABS molded. Head and foot pannels. 5. Four locations for I.V rod. 6. Overall size: 198Lx 90wx60h cms. 7. Finish: Epoxy powder coated.		
02.	**Bed side Locker**	Branded only	Bed side locker: Description: 1. Overall size: 16″l x 14″ Wx 30″H 2. M.S Tubular Frame with M.S. cupboard 3. Stainless steel top. 4. Epoxy powder coated	10 (Ten)	
03.	**Folding stretcher**	Branded only	Folding Stretcher double fold. Description 1. Product Size: 210x53cm 2. M.S. Tubular or Alluminum.	01 (One)	
04.	**Bed side Screen**	Branded only	Bed side screen: Description: 1. Overall size 66″x96″. 2. 3 or 4 folds. 3. M.S. Tubular construction. 4. Legs with 50mm dia. Casturs. 5. With spring wire for curtain cloth. 6. Epoxy powder coated.	02 (two)	
05.	**Bed sheets.**	Branded only	Bed sheet dusooti 100% cotton size 150X 250 cms white / green / sky blue / stripped.	24 (twenty Four)	
06.	**Pillow covers**.	Branded only	Pillow cover 100% cotton size 51 x71 cms dusooti white /green	12 (Twelve)	
07.	**Hospital Blanket**	Branded only	Hospital Blanket wool 80% other 20% size 60" x 90" /weight 2200+/- 5%	24 (Twenty Four)	
08.	**Blanket cover**	Branded only	Blanket cover casment cloth green 100% cotton size 65"× 95"	24 (twenty Four)	
09.	**Pillow**	Branded only	Pillow fiber fill size 16"×24 &17"×27"	12 (Twelve)	
10.	**Mattress**	Branded only	Mattress made of PU foam size 35"×72"×4" / 36"×78"×4" 32 Density	12 (twelve)	
(C) Batteries:					
01.	**Batteries**	Exide or Equivalent brand	INVA Master 10000 Tubular Inverter battery (150 AH-12V)	04 (Four)	

Signature of Tenderer with stamp of the firm (authorized person can sign only):……..

Name & Address of the Firm:……