



Letter No. 5738/Estt.(BBMC&H)/24

Balangir

Dt. 13/09/24

Tender Call Notice for Supply of Consumable items for the Central Registration Counter, BBMC&H/DHH, Balangir

Sealed tenders are invited from interested / bona fide/ reputed firms/ agencies having adequate experience in taking up the works of supply of A4 Paper, New Cartridges, Refilling of Cartridges. The detailed quality, specifications and terms and conditions are available in the website i.e. www.bbmchbalangir.nic.in & <https://balangir.odisha.gov.in> which may be downloaded for use. Interested parties may submit their tender super-scribing "Tender for Supply of Consumable items for Central Registration Counter BBMC&H/DHH, Balangir" to the undersigned through Speed post/ Registered post / courier only which should reach on or before **05.30 P.M.** of **Dt.04.10.2024** positively. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.

M.Pand
13-09-24
Superintendent,
Bhima Bhoi Medical College & Hospital, Balangir
Balangir - 767001



“Terms & conditions for rate contract towards Supply of Central Registration Counter Consumable items to BBMC&H, Balangir”

- Availability of Tender document in website for downloading :13.09.2024
- Date & time of Pre-Bid Meeting :20.09.2024 & 11.30 A.M.
- Last date & time of submission of Tender :04.10.2024 & 05.30 P.M.
- Date & Time of opening of Technical & Financial Bid :05.10.2024 & 11.00 A.M.
- Place of Opening of Tender/Bid : Office of the Superintendent,
BBMC&H, Balangir

Address for communication:

Superintendent, Bhima Bhoi Medical College & Hospital, Balangir
At- Sudpada, District- Balangir
Email: gmchospitalbalangir1@gmail.com

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13.09.24*

Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001



Terms and Conditions

1. Sale of Tender papers/bid documents:

The prospective bidders may download the complete sets of tender documents directly from the website available at www.bbmchbalangir.nic.in & www.balangir.odisha.gov.in and submit the same to Superintendent, BBMC&H, Balangir office along with the Tender paper cost (Application Fees) is Rs.1000/- (Rupees One Thousand) in shape of Demand Draft (Non-refundable) and EMD amount Rs.20,000/- (Rupees Twenty Thousand) only in shape of Demand Draft drawn for in any Bank regulated under RBI norms in favour of Superintendent, Bhima Bhoi Medical College & Hospital, Balangir payable at Balangir. The cost of Tender paper and EMD amount should be submitted separately in separate Demand Draft. In case of any Bid amendment and clarification responsibility lies with the bidders to collect the same from the office notice board of Superintendent, BBMC&H, Balangir before last date of submitting the tender document.

2. Terms & Conditions:

- The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid, Financial Bid will contains only the price bid and schedule of requirement as per Annexure-II and Technical Bid contains all other documents as per the tender terms and conditions i.e. Tender paper cost and all other documents as per eligibility criteria except price format. The Technical Bid & price/Financial bid will be covered in two separate envelopes clearly written on the top of the envelope as Technical Bid for Supply of Consumable items for Central Registration Counter, BBMC&H/DHH, Balangir & Financial Bid for supply of Consumable items for Central Registration Counter, BBMC&H/DHH, Balangir and these two bids will be covered in a big envelope writing in the top that "Tender for supply of Consumable items for Central Registration Counter BBMC&H/DHH, Balangir with reference to advertisement No. & date.
- The Bid shall be for the full quantities of all items as per specification in Annexure-I (Form-A). The format of price Bid is specified in Annexure-II (Form-B) which should be used at the time of submission of Bid/Tender.
- The Bid price shall be exclusive of all the taxes and the bidder's cost towards transaction insurance, packing & transportation and delivery at the O/o Superintendent, BBMC&H, Balangir including other ancillary cost involved during supply of the materials. The price bid must be submitted in proper format given at Annexure-II.

3. Bid Security:

The bidders have to submit the "Bid Security declaration" as per the Format at Annexure-IV in his own letter head.

4. Performance security:

- The successful bidder will submit the performance security up to a fixed amount of Rs.20,000/- (Rupees Twenty Thousand) only in shape of Demand Draft, Account payee Demand Draft from any nationalized banks in favour of "Superintendent, BBMC&H, Balangir" payable at Balangir.
- The performance security of the successful agency will be returned without interest only after successful completion of the work as per the order along with financial invoice payment.

5. Pre Bid Meeting:

A pre-bid meeting will be held on dt. **20.09.2024** time **11.30 A.M.** in the O/o. Superintendent, BBMC&H, Balangir. Interested parties shall attend the meeting to get their doubts clarified, if any. In case of representative attending the meeting, he must bring the authorization letter to attend the meeting along with their doubt in written form is required to participate in the discussion. If any decision is taken in the pre-bid meeting for modification or changes to tender terms and conditions, the same will be floated on

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Superintendent

Bhima Bhoi Medical College & Hospital
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the website of Bhima Bhoi Medical College web portal. The bidders should submit their bids accordingly.

Eligibility criteria: Bidders shall furnish the following documents in Bid:

- (a) Technical Bid as per Annexure-I
 - (b) The quotation should be as per price format at Annexure-II
 - (c) Undertaking / Declaration Form as per Annexure-III (Bidders/firms own letter head)
 - (d) Bid Security Declaration Format as per Annexure-IV (Bidders/firms own letter head)
 - (e) Required Tender Paper Cost/ Bid processing fees in shape of DD
 - (f) EMD Money in shape of DD
 - (g) Self-attested copy of PAN Card.
 - (h) Self-attested copy of valid GST Registration Certificate.
 - (i) Self-attested copy of up to date GST return Certificate of Last F.Y.-2023-24
 - (j) Last Financial Year IT returns copy Last F.Y.-2023-24.
 - (k) Annual Turnover of the Last F.Y.-2023-24 duly certified by the Chartered Accountant
6. The bidder will submit all the above required documents along with tender paper cost in the technical bid: otherwise the technical bid will be rejected if any of the above conditions are not complied with.

7. Selection Criteria: -

- 7.1. The lowest price quoted for each category (Stationary items and Computer Consumables) shall be selected as L1 separately for each category and the bidder quoting such price will be awarded contract for supply of items.
 - 7.2. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
 - 7.3. Price Negotiation will be done with the L-1 bidder before the signing of the Contract/ Agreement.
8. Each Bidder shall submit only one price Bid for each item, alternative offer will be rejected.
 9. Notwithstanding the above, the purchase committee reserves the right to accept or reject any Bid and to cancel the Bidding process and reject all quotations at any time prior to the issue of purchase order.
 10. The delivery should be completed within 05 days from the date of receipt of supply order.
 11. The supply of consumables items should be completed within the allowed time as per order. Any delay by the supplier in the delivery of the items shall render the supplier liable to be charged liquidated damages @ 0.5% per week or part thereof, subject to maximum of 10% of purchase order value which will be deducted from the total payment due.
 12. The payment will be made after delivery and stock entry certificate duly signed by I/c Counter Manager & Hospital Manager of the Central Registration Counter.
 13. The tender documents should be numbered and arranged as per the check list specified at Annexure-VI
 14. If the selected firm fails to execute the order, the performance security will be forfeited and the firm will be debarred from supply of materials to the BBMC&H, Balangir for **three years**.
 15. Any legal dispute arising out of this, the matter will be confined to jurisdiction of Balangir district only.
 16. Bidders / their representative may remain present during the opening of tender at time **11.00 A.M.** on Date **05.10.2024**. In case the day will be a Govt. Holiday the tender will be opened in the next working day at time 11.30 A.M. at mentioned venue. No request for change of time, date or venue will be entertained on any ground from bidders. Even if no bidder or their representative remain present in the scheduled time, the Bid will be opened & no complain / objection will be entertained.

Superintendent
Bhima Bhoi Medical College & Hospital, Balangir

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Superintendent
Bhima Bhoi Medical College & Hospital
Balangir - 767001



ANNEXURE-I

FORM -A: Technical Bid

| Sl. No. | Name of document | Submitted (Yes / No) | Page No. |
|---------|---|----------------------|----------|
| 1 | Tender Paper Cost Fees (in shape of Demand Draft) | | |
| 2 | EMD Money (in shape of Demand Draft) | | |
| 3 | Self-attested copy of GST Registration Certificate | | |
| 4 | Self-attested copy of PAN Card | | |
| 5 | Self-attested copy of up to date GST Return Certificate of Last F.Y-2023-24 | | |
| 6 | Copy of Income Tax Return of last Financial Year (2023-24) | | |
| 7 | Bid security declaration as per Annexure- IV (letter head of the bidders/firms) | | |
| 8 | Undertaking Annexure-III (letter head of the bidders/firms) | | |
| 9 | Annual Turn Over of the Last F.Y. -2023-24 duly certified by the Chartered Accountant with the UDIN No. | | |

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Bhima Bhoi Medical College & Hospital
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Annexure-II

FORM-A: FINANCIAL BID

Supply of Consumables items for Central Registration Counter BBMC&H/DHH, Balangir

| STATIONARY ITEM-I | SPECIFICATIONS | Rate per Each Unit | Price per unit excluding GST | Price per unit including GST |
|------------------------------------|--|----------------------------------|------------------------------|------------------------------|
| 1 | Supply of A4 Paper Size : 21.0 x 29.7 CM (GSM:70, Quantity-500 Sheets per Packet) | Per Pkt. | | |
| COMPUTER CONSUMBLES ITEM-II | SPECIFICATIONS | Rate per Each Unit | | |
| 2 | Supply of New Cartridge | HP Model:110A Laser Cartridge | 01 Quantity | |
| | | HP Model: 12A Laser Cartridge | 01 Quantity | |
| | | HP Model: 88A Laser Cartridge | 01 Quantity | |
| 3 | Refilling Of Cartridge | HP Model: 110A/12A/88A Cartridge | 01 Quantity | |

Date:

Place:

Signature of the Bidder
Name & Business address:

I understand and agree that:

- The quantity for supply of above items may vary as it is directly related to the number of patients got registered.
- We are agreed to supply the above items in accordance with the specification for total cost as mentioned above within a period of 07 days from the receipt of final proof.

Date:

Place:

Signature of the chief
Executive of the Agency

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13-09-24

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ANNEXURE- III

(To be submitted in Technical Bid)

UNDERTAKING / DECLARATION FORM

I / We having my / our
 office at Do declare
 that I/We have carefully read all the terms & conditions of tender of the Superintendent, Bhima Bhoi Medical
 College & Hospital, Balangir for Supply of Consumables items for Central Registration Counter. The approved
 rate will remain valid for a period of one year from the date of approval. I will abide with all the terms &
 conditions set forth in the Tender reference No. _____ date _____/ _____/ 2024.

**I do hereby declare I/We have not been de-recognized/ black listed by any state Govt. / Union
 Territory/ Govt. of India/ Govt. organization / Govt. Health Institutions for supply of inferior quality
 materials/ non-supply.**

I/We agree that the Tender Inviting Authority can forfeit the Earnest money deposit and or
 performance security Deposit and blacklist me/us for a period of 3 years if, any information furnished by us
 proved to be false at the time of inspection / verification and not complying with the tender terms & conditions.

I/ We do hereby declare that I/
 we will Supply of Consumables items for Central Registration Counter, BBMC&H/DHH, Balangir as per the
 specifications as well as Terms & conditions of the above Tender document.

Date:

Seal with signature of the bidder

Place

M.Pandey
 13-09-24

Superintendent
 Bhima Bhoi Medical College & Hospital
 Balangir - 767001



Bid Security Declaration Format

(On Letter Head of the Bidder)

This is to inform you that M/S. _____ (Agency name) shall not withdraw or modify its bid till the validity period of 90 days as mentioned in tender notice advertisement No. _____ dated _____. We may debar from being considered/ to participate in future for a period of 3 years at "Superintendent, Bhima Bhoi Medical College & Hospital, Balangir" from the date of debarred notice in the following circumstances: (a) If withdraw the bid during the bid validity period of 90 days. (b). If do not respond to request for clarification of the bid submitted by us. (c) if fail to cooperate in bid evaluation process and in case being successful bidder, if fails to sign the agreement in time to furnished performance security/ guarantee.

Name of the Authorized signatory: - _____

Designation: _____

Official seal: _____

Seal & signature of the Bidder

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13.09.24

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