

KOLKATA PORT TRUST HALDIA DOCK COMPLEX

Tender Notice

Tender No. HDC/MM/DRESSING/LT-18/34/28 for supply and delivery of Dressing Items on Biennial Rate Contract basis to Haldia Dock Complex .

Last date & time of submission of tender is up to 15.00 Hrs. on 18.08.2016.

No on-line tender is acceptable. For details of tender, please visit HDC's website i.e. haldiadock.gov.in or KoPT's website i.e. kolkataporttrust.gov.in

कोलकाता पोर्ट ट्रस्ट
KOLKATA PORT TRUST
हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
सामग्री प्रबंधन प्रभाग



Jawahar Tower, 2nd Floor, P.O: Haldia Township,
Dist.-East Midnapore, PIN-721607, India
Tele Fax No. (03224) 263255, Ph-264496, 263266, 264416,
Email ID. emusingh72@gmail.com

जवाहर टॉवर, 2 तल, पी.ओ.हल्दिया टाउनशिप,
जिला: पूर्व मिदनापुर, पिन 721 607

MATERIALS MANAGEMENT DIVISION

M/s. _____

Dear Sirs,

SUB : Tender for supply and delivery of Dressing Items on Biennial Rate Contract basis to Haldia Dock Complex in two part bid system i.e. Part I: Techno-Commercial Bid and Part II: Price Bid.

Ref : Tender No. HDC/MM/DRESSING/LT-18/ 34/28

Sealed offers are invited on behalf of Haldia Dock Complex, Kolkata Port Trust for the subject work at Haldia Dock Complex in accordance with the attached Terms and conditions of Tender and Bill of Quantities with detailed specifications from Manufacturers/ Distributor/ Dealers / Stockiest / Suppliers.

You are requested to submit your sealed offer duly superscribed with Enquiry Reference and as mentioned below:

Envelope 1: TECHNICAL AND COMMERCIAL OFFER (Part -I of the Bid) WITHOUT PRICE QUOTATION (Part -II of the Bid) i.e. **enclosed herewith as Annexure-A & B** duly marked as "TECHNO-COMMERCIAL BID", the name of the work and the bid number in block capital letters across the top. Also, any additional documents containing technical/commercial information etc. that the Bidder may wish to furnish.

Envelope 2: Price Bill of Quantities. (Part -II of the Bid) i.e. **enclosed herewith as Annexure-C** duly marked as "PRICE BID", the name of the work and the bid number in block capital letters across the top.

Also, Write the full name, the postal address and the telephone nos./ fax nos./e-mail address of the Bidder on the lower left portion of the envelope 1 & 2.

Note: Price bid will be opened of only those bidders whose Part-I (techno-Commercial offer) is in order. No deviation of terms and condition (Annexure-"A" & "B") are allowed.

Last date and time for receipt of Bid	☞	3.00 P.M. on 18.08.2016
Date and time for opening of Bid	☞	3.30 P.M. on 18.08.2016
Tender to be submitted at the Address	☞	Office of the Manager (M.M), Materials Management Division, Jawahar Tower (2nd Floor), P.O.Haldia Township, Dist. Midnapore (E), Pin- 721607, West Bengal, India.

You may depute your representative to attend the Tender Opening on the aforesaid time and date.

In case there is an unscheduled Holiday/Bundh/Strike on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same. In this regard, decision of the undersigned will be final.

Thanking You,

Yours faithfully,

Emanuel Singh,
Asst. Manager (MM)
For Manager(MM)

Enclosures : -

1. Terms and Conditions of Tender & Declaration by the Tenderer ☞ ANNEXURE -A (to be submitted in Envelope-1)
2. Un-priced Bill of Quantities ☞ ANNEXURE -B (to be submitted in Envelope-1)
3. Priced Bill of Quantities ☞ ANNEXURE -C (to be submitted in Envelope-2)

TERMS AND CONDITIONS FOR TENDER No.: HDC/MM/DRESSING/LT-18/ 34/28

01. **SCOPE OF WORK :-**
The work comprises supply and delivery of Dressing Items mentioned in the Bill of Quantities of HDC's Port Hospital at Haldia, as per part orders issued from time to time during the period of the contract.
02. **PERIOD OF CONTRACT :-**
The Rate Contract would normally be for a period of **two years** and shall be valid for all part orders to be placed by HDC within this period. The contract period may be extended for 3 months, if considered necessary by Manager (M.M).
03. **QUANTITY: -**
The quantities of the item(s) as mentioned in the Bill of Quantities are only indicative. Procurement will be made as per our time-to-time actual requirement by placing part orders as per Terms and Conditions of Biennial Contract. The Trustees' reserves the right to place no order in case of no requirement during the period of contract including extended period, if any.
04. **PRICE :-**
Tenderer should quote **HOSPITAL PRICE** on F.O.R. Port Hospital (Haldia Dock Complex), Haldia Township, Haldia basis i.e. free delivery up to HDC's Port Hospital. The Price shall remain firm and fixed during the period of the contract including extended period, if any.
05. **PRICE FALL CLAUSE :-**In case of downwards revision of price, the Manufacturer/Principal shall forthwith send intimation to the Manager (MM) / M.S. Port Hospital, HDC mentioning the revised price, Date of revision and the Batch Number and lower price will be applicable. No upward price revision is applicable.
06. **PRICE EVALUATION:-**Evaluation will be made on the **lowest rate (L1) basis**, quoted against individual items among the techno-commercially qualified bids and accepted samples. In case bidders quote the same rate originally, the work will be split equally .
07. **TAXES: -**
VAT will be paid extra as applicable on quoted rate and prevailing rate in % to be mentioned. Please note that we do not issue any Declaration Form for concessional Sales Tax/VAT i.e. **full Sales Tax/VAT** will be applicable.
08.
 - i. Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate.
 - ii. Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement Policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.
When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1 +15% in comparison with L1 price on non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.
 - iii. If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
 - iv. Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.

Signature of the Tenderer

TERMS AND CONDITIONS FOR TENDER No.: HDC/MM/DRESSING/LT-18/ 34/28**09. DELIVERY: -**

- a) Dressing Items will have to be supplied immediately on the placement of part order and not later than **30 days** from the issue of respective part order.
- b) Delivery to be made at the General Stores, Port Hospital, Haldia Township, Haldia on working days i.e. other than Port Holidays & Sundays between 10.00 A.M. to 12.00 Noon and 2.00 P.M. to 4.00 P.M.
- c) Supply from fresh batch with long expiry date will be accepted and those having short expiry date may be rejected at the discretion of Medical Superintendent, Port Hospital, Haldia Dock Complex. In any case, Dressing Items having less than 3/4th of the shelf-life will not be accepted unless permitted by the M.S. Port Hospital.
- d) If Dressing Items are found substandard/ defective/ damage they are to be replaced free of cost by supplier or else cost of the items will be deducted from bill on pro-rata basis.
- e) The Dressing Items may be supplied directly by the Company/Manufacturer or their authorized distributor / dealer for which letter of authorization will have to be sent indicating the name and address of the authorized distributor/dealer. The Company as well as the principal shall, however, remain responsible for all the terms and conditions of the tender and the materials supplied by them / or their authorized distributor/dealer.

10. ORDER CANCELLATION: -

If the supplier fails to deliver materials within the stipulated time, HDC,KoPT reserves the right to cancel the order.

11. PAYMENT: -

Within 30 (thirty) days from the date of submission of the clear bill accompanied by receipted challan and other documents required for processing the bill (in four sets). Payment will be made through Bank NEFT/ RTGS System for which supplier should furnish their banker's name, address and account number, IFS Code etc.

12. VALIDITY OF OFFER: -

Period of validity of offer shall be **120 days** from the date of opening of Tender.

13. ACCEPTANCE OF TENDER: -

The Trustees are not bound to accept lowest or any tender and reserves the right to accept a tender is full or in part and / or reject any tender in full or in part without assigning any reason thereof.

14. SAMPLE :-

- 14.1 Samples for each items to be submitted free of charges by the tenderer along with the tender. The Trustees will not be answerable for loss or damage thereof due to any reason whatever nor will pay for samples damaged or destroyed in test. All samples should be sealed and affixed with label showing tender no., item no.,description, make/brand of items, name and address of the firm for proper identification.
- 14.2 Sample selection will be carried out by the committee of Doctors of Port Hospital of HDC in presence of all participating bidders considering quality and suitability of items for treatment purpose. Decision of sample selection committee for selection of sample would be final and binding upon bidders. Price would be considered for selected sample only subject to fulfillment of terms and conditions of tender.

Signature of the Tenderer

TERMS AND CONDITIONS FOR TENDER No.: HDC/MM/DRESSING/LT-18/ 34/28

DECLARATION BY THE TENDERER: -

I / We have carefully read and understood the terms and conditions and specifications of materials and other details set out in the enclosed Annexures. I/We confirm that all laid down terms and conditions have been accepted by me/us and I/We agree that I /We shall be bound by the said terms and conditions.

I/We also hereby confirm that I/We am/are not blacklisted or debarred from participating tender, by any Govt. Agency.

Date : _____

Signature of the Tenderer

Name of the Tenderer : _____

Address : _____

Phone No. : _____

FAX No. : _____

E. Mail No. : _____

**ANNEXURE-B
(PART-I)**

(To be submitted in Envelope-1)

**UNPRICED BILL OF QUANTITIES
(Part-I)**

**Tender for procurement of Dressing & surgical items on Biennial rate Contract Basis
for 2016 – 2018**

Tender No.: HDC/MM/DRESSING/LT-18/ 34/28

**IMPORTANT:a) This Unpriced Bill of Quantities must be submitted
with the Techno-Commercial Bid**

b) Do not mention any rates or amounts in this part.

Sl. No.	Descriptin Of Articles	Size/ Form	Unit	Estimated Qty.Per Year.	If your offer exactly match to our specification, write 'YES' with other details given below (Please note that no other specification would be accepted)		
					Yes/ No	MAKE / BRAND NAME	Pack Size
1	ABSORBENT COTTON GAUGE	400 gm pkt. 90 cm X 20 mts.	Mtr.	140			
2	ROLLER BANDAGE	2.5 cm x 5 mts.	no.	80			
3	ROLLER BANDAGE	5 cms x 5 mts.	no.	500			
4	ROLLER BANDAGE	7.5 cmX5 mts.	no.	650			
5	ROLLER BANDAGE	10 cmX5 mts.	no.	850			
6	ROLLER BANDAGE	15 cmX5 mts.	no.	550			
7	ABSORBENT COTTON	400/500 gms. PKT	Pkt	120			

Note: Sample must be submitted for item sl. nos. 1 to 7

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES (↓):-

SL. NO.	TARIFF HEAD	WHETHER APPLICABLE	APPLICABLE RATE (%)	Whether INCLUSIVE / EXCLUSIVE
1.	Excise Duty			
2.	Sales Tax (CST/WBST/VAT)			
3.	OTHER DUTIES (IF ANY)			

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name:-----

Phone:

Address:.....

Fax:.....

.....

E-mail:

.....

PRICED BILL OF QUANTITIES (Part-II)

Tender for procurement of Dressing Items on Biennial rate Contract Basis for 2016 – 2018

Tender No.: HDC/MM/DRESSING/LT-18/ 34/28

IMPORTANT:a) This Priced Bill of Quantities must be submitted in a separate sealed cover Marked " PRICED BID".

b) **Do not mention terms & condition in this part.**

SL. NO.	DESCRIPTIN OF ARTICLES	SIZE/FORM	UNIT	Estimated Qty.Per Year.	MAKE / BRAND NAME	PACK SIZE	RATE F.O.R. UPTO HALDIA (IN RS.) PER UNIT TO BE QUOTED	MRP
1	ABSORBENT COTTON GAUGE	400 gm pkt. 90 cm X 20 mts.	Mtr.	140				
2	ROLLER BANDAGE	2.5 cm x 5 mts.	no.	80				
3	ROLLER BANDAGE	5 cms x 5 mts.	no.	500				
4	ROLLER BANDAGE	7.5 cmX5 mts.	no.	650				
5	ROLLER BANDAGE	10 cmX5 mts.	no.	850				
6	ROLLER BANDAGE	15 cmX5 mts.	no.	550				
7	ABSORBENT COTTON	400/500 gms. PKT	Pkt	120				

Note: Sample must be submitted for item sl. nos. 1 to 7

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES (↓):-

SL. NO.	TARIFF HEAD	WHETHER APPLICABLE	APPLICABLE RATE (%)	Whether INCLUSIVE / EXCLUSIVE
1.	Excise Duty			
2.	Sales Tax (CST/WBST/VAT)			
3.	OTHER DUTIES (IF ANY)			

Date :-----

Place :-----

Phone:

Fax:.....

Signature of Tenderer with Office Seal

Name:-----

Address:.....

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