

NATIONAL INSTITUTE OF TB AND RESPIRATORY DISEASES
SRI AUBORINDO MARG, NEW DELHI – 30

TENDER NOTICE

Ref. No. NITRD/Ten./2017-18/17

Sealed tenders in two separate bids **a) Technical bid, b) Financial bid** are invited from reputed Manufacturers/ authorized dealers/ firms/ Agency etc. for the following items/ services*. **The Tender document would be available from cashier on payment of Rs.500/- (non-refundable) in cash** for each item from **06.02.2018 to 26.02.2018** between **10.00 am to 3.00 pm** on all working days and **upto 12.00 noon on Saturdays**. Downloaded tender documents are accepted subject to payment of cost of tender document i.e. Rs.500.00 (non-refundable). The bidder may pay the cost of downloaded tender document by way of Crossed Demand Draft or by cash at the counter in the Accounts Section and proof of payment (receipt) to be enclosed with the tender document at the time of submission of the bids. The tender should be deposited in the Procurement Cell **by 10.30 am on 27.02.2018** along with requisite **EMD** as mentioned in tender document. The tenders will be **opened at 11.00 a.m. on 27.02.2018 in Room No. 215 of OPD Building**. One representative of the bidder in possession of admit card as in tender can attend the tender opening.

Sr. No.	Name of Items
1.	Portable Polysomnography System
2.	Office Stationary
3.	Biochemistry Kits
4.	Grocery Items
5.	Supply of Fruits
6.	Scanning and Digitisation of Official Records*.

The Information regarding this Tender Notice is also available on Institute's Web-site <http://www.nitrd.nic.in>.

(Director)

Note : - This tender document has contains 8 pages including tender notice.

National Institute of Tuberculosis and Respiratory Diseases
 (Autonomous Institute under the Ministry of Health and Family Welfare, Govt. of India)
 Sri Aurobindo Marg, (Near Qutub Minar) New Delhi – 110 030

INSTRUCTIONS TO TENDERERS REGARDING MODE OF BID AND EMD

1. **Bidders submitting tenders would be considered to have considered and accepted all the terms and conditions in the tender document. Any conditions given by the bidder would be taken as null and void.**
2. The tender will be on a **two bid system** comprising of :-
 - i. **Technical Bid** containing all the technical specifications and other tender requirement as per tender document **except** the proforma Invoice/Price.
 - ii. The tender will be on a two bid system 1) **Technical Bid** 2) **Financial Bid**. Technical bid is to be submitted in duplicate.
 - iii. **Financial bid** containing the Proforma Invoice and the other details of financial needs only.
 - (i) **EMD amount Rs.30000/-** should be enclosed for the tender to be considered for evaluation EMD should be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form. Tender without EMD would be rejected. EMD already lying with the National Institute of any previous tender/quotation etc. will not be considered for this tender. EMD to be drawn in favor of **DIRECTOR, NATIONAL INSTITUTE OF TB AND RESPIRATORY DISEASES.**
 - iv. **EMD will be forfeited :-**
 - (i) In case of non supply after placing of the order.
 - (ii) In case of willful suppression/ submission of wrong information.
 - v. **EMD, if submitted with validity of three (3) months would have to be revalidated as required for the bidder to be considered for the tender.**
3. Please ensure that the E.M.D., Technical Bid, Financial Bid is submitted in three different envelops and these should be put in an outer envelope super scribed with quotation no., Date of opening and item name. If exemption of E.M.D is claimed as per Govt. rules proof may given clearly.
4. Bidder must write the name of item quoted for and the tender number / date on the bid envelope without which the tender will be rejected. All clarifications will be asked by FAX and bidder should respond on **FAX No.011-26511793.**
5. **Bidder to provide Fax Number in case of any clarification is required as the normal response time in these cases would be of Five Days.**
6. **If any of the information is found to be incorrect at any stage, the contract/ tender may be cancelled with forfeiture of EMD and Penalty as decided by the Competent Authority.**
7. After Technical Evaluation Committee (TEC), Tender Opening Committee (TOC) opens the financial bids in presence of the firms' representative, then the Standing Purchase Committee (SPC)/ Higher Purchase Committee (HPC) decides the L1 acceptable firm.

Terms and Conditions:-

This tender is open for dealers for the as per the terms and conditions given below.

1. **The period of contract would be applicable for Three years. The validity of bid will be for one year. Agency is required to quote for 1st, 2nd and 3rd year separately. Conditional tenders are liable to be rejected. It shall be initially be for a period of one year, extendable to the second year and third year. The contract is only extendable by the NITRD subject to the satisfactory service and is entirely on the discretion of the Director, NITRD Delhi, The agency not be eligible for such extension as a matter of right whatsoever, and the decision of the Director, NITRD shall be final and binding.**
2. Tenderers should submit :
 - (i) Proof of purchase of Tender Form.
 - (ii) Copy of PAN No.
 - (iii) List of reputed institution with Address where the supply are or were made.
 - (iv) G.S.T. Registration Number.
 - (v) Affidavit that supplier is not black listed (Annex- 'B')
 - (vi) Bidder should be registered as per FSAAI guidelines (If registration not started till now, undertaking may be given on the affidavit that FSAAI has not started the registration).
 - (vii) ***Bidders are required to give the following details for payment through NEFT/ RTGS.***
 - i. Beneficiary Name***
 - ii. Beneficiary Address***
 - iii. Beneficiary Account Number.***
 - iv. Beneficiary Bank Name and Branch.***
 - v. Beneficiary IFSC Code.***

In case the above documents are not submitted at the time of tender opening as a part of the technical bid, it will not be asked separately and the tender will be rejected summarily. A checklist of above documents should be submitted in the following Performa.

3. Tenderers must give **rates** of the items **per kilogram, per liter or per piece**. Tenderers should quote their rate in words. Vague terms like cheapest or lowest market rates will not be accepted. No figures or words should be overwritten. Overwriting will disqualify the tenderer.
4. Rates should be inclusive of cartage to the Kitchen of Institute.
5. The details shown is an estimated requirement and cannot be guaranteed that the same will be ordered.
6. (a) Pre-receipted bills to be submitted on monthly basis for payment in the succeeding month in which supplies are made.
 (b) Payment will be made after satisfactory supply of the items certified by Department Incharge.
7. In the event of unsatisfactory service, the Director can terminate the contract after giving two weeks notice.

8. The Director reserves the right to accept, reject the offer or change the tender condition in part or in to without assigning any reason. The decision of the director shall be final in case of dispute arising under this contract.

SUPPLY:

9. All supplies must be to the satisfaction of the Director or his nominee, who will have the power to reject and return at the contractor's cost, supplies which are unsuitable.
10. All the supplies are to be made in presence of the person appointed by the Institute.
11. In case of unsatisfactory supply of items in quality and quantity, the concerned supplier will be warned by Institute and if supplier is given three such warnings the tenderer will be debarred from future supply and their current tender may be cancelled for the year with forfeiture of EMD. In case of non-supply, items will be purchased at the risk and cost of company.
12. It may be noted that the selected tenderer would be required to supply the required items to the department at his own cost. The firm should be in a position to supply required grocery and spices items on very short notice as and when required and within ten days from the date of issue of the order in normal course of delivery.
13. The owner of the firm should be available on his direct telephone (office as well as residence) and also on mobile phone.
14. The tender should be accompanied with the Earnest Money Deposit accordingly in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form in favour of **Director, National Institute of TB and Respiratory Diseases, New Delhi.**
15. The contract can be terminated by the department at any time without assigning any reason. If the work of the contractor is found to be unsatisfactory, it would be entrusted to any other party at the risk and expenses of the defaulting contractor. In this connection, decision of the Director shall be final and binding upon the contractor.
16. If the supplier fails to supply the required items in the stipulated time or if the quality of the materials is not as per the approved/ required norms, the department shall be free to make necessary procurements of various items from the market at the supplier's risk and cost which shall be recoverable from his pending bills or performance security besides resulting in cancellation of the contract.
17. The department shall be free to test the sample of various grocery and spices items supplied by the supplier from any independent source for which all required co-operation / documentation shall be submitted by the supplier.
18. The contract may be extended for Three years in case of services given by supplier is found satisfactory.
19. The firm blacklisted at any point of time by any Ministry/ Department, need not apply. In case, the fact is concealed and it will come to the notice of the Government during the period of contract, the contract shall be terminated straightway and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright.
20. The department reserves the right to reject the tender in whole or any part and decision of Head of the Department in the matter, will be final.

21. All matters/ disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or officer nominated by him, for the purpose.
22. The Annual turnover of the company must be more than Rs.40 Lakhs. Balance Sheets for the last three be submitted in support of the same.
23. Company must be at least 5-year experience in the same field/ Dietary Department of reputed Institutes / Hospitals.

24. Arbitration clause

In case of any dispute between the Institute and the firm, arising under the contract or in regard to the interpretation of the terms and conditions of the contract (except as to any matters the decision of which is specially provided for by these or special conditions), decision of the Director, National institute of TB and Respiratory diseases to act as sole arbitration in the dispute shall be final and binding on both the parties to his contract.

Subject to aforesaid, the arbitration and conciliation act, 1996 and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi/ Delhi in India.

DIRECTOR

TECHNICAL PROFORMAANNUAL CONTRACT FOR SUPPLY OF GROCERY AND SPICES ITEMS

1. Name of tenderer : _____
(IN BLOCK LETTERS)
2. Address : _____
3. Telephone Number : _____
4. Bank Draft No. and Date : _____
5. Amount of Draft : _____
6. Name of the Bank : _____
7. GST No. (copy to be enclosed) : _____
8. PAN No. (copy to be enclosed) : _____
9. Experience documents, if any : _____
10. FSAAI Registration Number : _____

I/we hereby declare and affirm that I/we have read and understood the terms and conditions of the contract carefully as stipulated in the tender notice No. _____ dated _____ and hereby accepts the terms and conditions in connections with supply of grocery and spices items to the department.

Signature of the Proprietor/
Authorized Signatory

ANNEXURE-A

GROCERY AND SPICES ITEMS
Approximately Yearly Requirement

Sl. No.	Item Name	Quantity (in Kg)	Total Rates (for 1 st year Inclusive of all taxes)	Total Rates (for 2 nd year Inclusive of all taxes)	Total Rates (for 3 rd year Inclusive of all taxes)
1.	Arhar (5kg/ 1kg. packing)	1200			
2.	Dal Chana (5kg./ 1kg. packing)	600			
3.	Urad Wash (5kg./ 1kg. packing)	700			
4.	Urad Chhilka (5kg./ 1kg. packing)	1450			
5.	Moong Wash (5kg./ 1kg. packing)	2050			
6.	Moong Chhilka (5kg./ 1kg. packing)	2200			
7.	Massor Whole Black (5kg./ 1kg. packing)	850			
8.	Massor Wash (Malka Red) (5kg./ 1kg. packing)	2050			
9.	Rajma Chitra (5kg./ 1kg. packing)	720			
10.	Kabuli Chana (5kg./ 1kg. packing)	840			
11.	Soya Vadi (1kg. packing)	120			
12.	Rice Basmati (5kg./ 1kg. packing)	3600			
13.	Mirch Whole (Sabut) (500 gms/ 100 gm. packing)	10			
14.	Haldi Powder (500 gms/ 100 gm. packing)	148			
15.	Mirch Powder (500 gms/ 100 gm. packing)	145			
16.	Sambhar Powder (100 gm. packing)	06			
17.	Mango Powder (100 gm. packing)	16			
18.	Garam Masala (100 gm. packing)	75			
19.	Rajma Masala (100 gm. packing)	06			
20.	Chana Masala (100 gm. packing)	06			
21.	Kastoori Methi (25 gm. packing)	20			
22.	Sarson (1 Kg. /500 gm. packing)	09			
23.	Jeera (1 Kg. /500 gm. packing)	45			
24.	Imli Seedless (1 Kg. packing)	120			
25.	Heeng (50 gm. packing)	24			
26.	Methi Dana (1 Kg. /500 gm. packing)	36			
27.	Sugar (5 Kg. /1 kg. packing)	2000			
28.	Besan (1 Kg. packing)	470			
29.	Refined Oil (15 Litre Tin)	2500 Litres			
30.	Salt (1 Kg. packing)	1500			
31.	Kashmiri Mirch (100 gm. Packing)	24			
32.	Kaju Whole (500 gm./ 1 kg. packing)	39			
33.	Kishmish (500 gm./ 1 kg. packing)	39			
34.	Ilaichi Small (100 gm. packing)	1.5			
35.	Ghee Vanaspati (1 kg. packing)	70			
36.	Sooji (1 kg. packing)	85			

- (1) Supplies are to be made at Main Kitchen of National Institute of Tuberculosis and Respiratory Diseases (NITRD), Sri Aurobindo Marg, New Delhi – 110030, during office hours (01:00 p.m. to 03:00 p.m.). This should be strictly adhered or supplier would be returned at supplier's cost.
- (2) Supply should reach the Institute within 10 days from the date of issue of supply order (as per demand by the Kitchen).
- (3) Payment will be made only after delivery of goods and satisfactory acceptance by the Kitchen.
- (4) The total monthly order should be dispatched in one lot as far as possible.
- (5) No cartage will be paid against total delivery.
- (6) Items/ goods will be received in good quality packing.

ANNEXURE –‘B’

I/we (Name) _____ partner /sole proprietor (strike out word which is not applicable) of (Firm)_____do hereby declare and solemnly affirm to the fact that the individual firm/companies are not black-listed by the Union or State Government or any partner or shareholder there of are not directly or indirectly connected with or has any subsisting inters in business of my/our firm.

DEPONENT

Address _____

I/we do hereby solemnly declare and affirm that the above declarations is true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Dated: DEPONENT

(Note: - To be furnished on non judicial stamp paper duly attested by the Oath Commissioner).