



GOVERNMENT OF KARNATAKA



SDS TRC AND RAJIV GANDHI INSTITUTE OF CHEST DISEASES

**(An Autonomous Institute of Government of Karnataka)
Someshwaranagar 1st Main Road, DRC Post, Near NIMHANS,**

BANGALORE-560 029

Phone: 080- 26088669

E-mail: director.rgicd@gmail.com, sdstbrgicd@gmail.com

ITB No. SDS/STN/06/2021-22 Dated 05-01-2022

TENDER FOR PRINTING & SUPPLY OF -STATIONERY ITEMS

CHECK LIST

Name of the Tenderer :

1.	Name of Tenderer		
2.	EMD Details	Yes	No
3.	Status/ Profile of the Company/Viz, Staff strength Equipment available	Yes	No
4.	GST Registration Certificate	Yes	No
5.	Latest I.T. Returns	Yes	No
6.	Annual Turnover Statement for last 3 years 30 Lakhs above Certified by Chartered Accountant	Yes	No
7.	Balance Sheet and Profit & Loss Account	Yes	No
8.	Bidders PAN Card	Yes	No
9.	Performance Statement and performance satisfactory certificates for the last 3 years.	Yes	No
10.	Certificate issued by this institute supplied earlier	Yes	No
11.	Tender offer form.	Yes	No
12.	Declaration Form	Yes	No
13.	Shops and establishment certificate issued by the labour department	Yes	No

SECOND COVER – FINANCIAL BID

1.	Price Schedule
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Signature of the Tenderer,
Authorised Signatory,
Name
Designation
Seal.....

**SDS TRC & RAJIV GANDHI INSTITUTE OF CHEST DISEASES
BANGALORE-560029**

ANNEXURE-I

E-PROCUREMENT FOR PRINTING AND SUPPLY OF STATIONERY ITEMS

TENDER REFERENCE	:	SDS/STN/06/2021-22 Dated: 05/01/2022
TENDER DOCUMENT AVAILABLE ON E-PROCUREMENT PORTAL	:	07/01/2022
TIME AND DATE OF PRE-BID MEETING	:	24/01/2022 (Friday @ 11.30am)
LAST DATE FOR SUBMISSION OF SAMPLES	:	24/01/2022 (Friday up to 4.00pm)
LAST DATE AND TIME FOR UPLOAD OF TENDERS	:	07/02/2022 (Monday up to 05.00pm)
TIME AND DATE OF OPENING OF TENDERS TECHNICAL BID	:	09/02/2022 (Wednesday @ 11.00am)
DATE OF OPENING OF TENDERS FINANCIAL BID (COVER-II)	:	11/02/2022 (Friday @ 11.00am)
PLACE OF OPENING OF TENDERS	:	SDS TRC & RGICD BANGALORE.
ADDRESS FOR COMMUNICATION	:	Director SDS TRC & RGICD, Someshwara Nagara 1 st Main Road, Dharmaram College Post (Near NIMHANS) Bangalore-560029

* Should be the same as for the deadline for receipt of tenders or promptly thereafter.

SECTION-I

TENDERS FOR PRINTING AND SUPPLY OF OUT PATIENT CASE FILES

INVITATION FOR TENDERERS

01	The Director, SDS TRC & RGICD, Bangalore -29, hereby invites Tender from the eligible tenderer for “PRINTING AND SUPPLY OF OUT PATIENT CASE FILES”
02	The tenderers are advised to note the qualification criteria specified in Section-II to qualify for award of the contract.
03	Tenders of only those tenderers who fulfill the Terms and Conditions will be considered for evaluation.
04	Eligible Tenderers Interested may obtain further information from the Office of the Director, SDS TRC & RGICD, Bangalore-560 029.
05	Tender documents (and additional copies) may be downloaded in the e-portal in the mentioned web link https://eproc.karnataka.gov.in/
06	The bid document is meant for the information & guidance of the bidder and as such it shall not be enclosed along with the bid to be submitted.
07	Study the bid form carefully & upload in <u>e-procurement portal</u> .
08	The Earnest Money shall be paid within the due date. The mode of payment of EMD shall be payable through any of the four e-payment modes i.e., Credit card, Debit card of the Axis bank, NEFT, OTC mentioned in the e-procurement portal. For payment of EMD through e-procurement.
09	Tender Processing Fee are as per the e-procurement portal
10	Other details can be seen in the tender documents.
11	The Tenderer should submit one set of spirally bind (serial wise) hard copy of all the documents which they have uploaded in the e-portal to this office in a sealed cover on or before the date of opening of Technical BID.
12	Also tenderer has to submit the D.D. for Rs.2,000-00 as tender document fee (non-refundable) in favour of the Director, SDS TRC & RGICD, BENGALURU-560029 on any one of the Nationalized/Scheduled Banks within the prescribed date and scanned copy of DD has to be uploaded in the e-procurement portal and hard copy of the D.D. to be submitted on or before 22-10-2019 i.e the date of opening of Technical bids (If the tenderer fails to submit the same, their tenders will be rejected).

LIST OF STATIONERY ITEMS

SLNO	NAME OF THE ITEMS	APPROXIMATE QUANTITY OF THE ITEM PA	DESCRIPTION OF THE ITEM	E.M.D. (RS)
1	2	3	4	5
01	Out Patient Case Files	50,000 Nos.	White Plastic File 3 mm Thickness with multi-color printing plastic clips and pocker inside.	Rs.25,000=00

Printing Contents and Specimen file details can be obtained during office working hours.

Sd/-
DIRECTOR
SDS TRC & RGICD
BANGALORE

**SDS TRC & RAJIV GANDHI INSTITUTE OF CHEST DISEASES
BANGALORE-560029**

Eligibility Criteria:

1. The tenderer must have annual turnover of Rs.30.00 Lakhs during any of the previous 3 financial years i.e 2018-19, 2019-20 & 2020-21.
2. The Tenderer must have experience atleast in a 300 bedded Govt / Semi Govt / PSU hospital of supplying stationery and printing items for last three years.
3. A certificate of satisfactory performance at least from one client is to be enclosed.
4. The Tenderer should have registered / branch office in Bengaluru.
5. GST clearance of the tenderer upto 31-12-2021.

TERMS AND CONDITIONS

1. Tender should be submitted if the tenderer is agreeable to all the Terms and Conditions of the tender.
2. Tenders shall be uploaded through e-procurement portal on or before last date of bid submission mentioned in e-Procurement Portal only on following manner:
3. The agency/firm should have GST Registration
4. The agency/firm should submit the list of clients for whom supplies are made.
5. The agency/firm should submit the samples as per the specification and they should be acquainted with the items to be supplied.
6. Shops and establishment certificate issued by the labour department
7. The tenderer shall upload through e-portal.
 - a. Technical Bid containing the details/documents as per details furnished below.

The tenderer should upload the following documents i.e. Technical Bid otherwise the tender will be treated as rejected.

- i. Earnest Money Deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only).
- ii. GST Registration Certificate
- iii. Latest Income Tax returns for last three years
- iv. P.T and GST clearance certificate.
- v. Bidders Pan Card
- vi. Annual Turnover for last three immediate accounting years certified by Chartered Accountant.

- vii. Copy of Constitution / Memorandum of Association of the Tenderer firm and company profile. If the tenderer is a proprietary company a notarized declaration should be given.
- viii. Tender offer form.
- ix. Last 3 Years performance Statement and performance satisfactory certificate.
- x. If the bidder is a Rate Contract holder of this institute performance certificate issued by our institute should be uploaded without fail. Failing which the tender may be rejected.

Financial Bid shall be containing the details / documents as per the details furnished hereunder.

The tenderer shall upload the following documents in Cover – II i.e. Financial Bid Otherwise the tender will be treated as rejected.

- (a) Price bid.
 - (b) Rates quoted should be for single quantity.
 - (c) Items quoted should be inclusive of all taxes and the breakup details of all taxes should be furnished in the price bid uploaded separately.
7. The tender form as well as the continuation sheets, if any, shall be signed by the tenderer. The name and designation of the person shall be indicated in Block letter (Capital) with date and the official seal of the firm or the company.
- i. In the event of any discrepancy with respect to the rates quoted the purchase reserves the right to accept the lowest rate.
 - ii. All pages of the tender except for printed literature, if any enclosed shall carry the full signature of the person signing the tender.

The Tender Accepting Authority shall be competent authority to accept the recommendation of committees pertaining to:

- a. Acceptance or Rejection of the tender
 - b. Any other matter not covered under the terms and conditions of this tender or the rate contract.
8. It shall not be binding on the competent authority to accept the lowest quotation and the decision of the competent authority shall be final and binding on the tenderer.
9. The Tender Inviting Authority, may, at this discretion, extend the deadline for submission of tenders, in which case, all rights and obligation of the tendering authority and the tenders subjected to the previous deadline, will thereafter be subject to such extended deadline.

10. Any tender received by the tender inviting authority through any means/channel after the due date and time will be rejected.
11. The Tender Inviting authority reserves the right to reject or to accept the tenders for the supply of all articles or any one or more of the articles tendered for a tender without assigning any reason
12. In the event of the date of submission of opening or opening of tender, being declared as a holiday for the office of the tendering authority, the due date for submission of tender and opening of tender will be the following working day at the same time.
13. The tenderer shall bear all costs associated with the preparation and submission of his tender and the tendering authority/purchaser will in no case be responsible or liable for these costs, regardless of the conduct or out – come of the tendering process.

14. Earnest Money Deposit:

- (a) The total amount of EMD is Rs.25,000/-.
- (b) The Earnest money shall be paid within the due date. The mode of payment of EMD is through any of the four e-payment modes mentioned in the e-Procurement Portal. For payment of EMD through e-procurement.
- (c) Tenders without accompanying the EMD will be rejected. No correspondence will be entertained in this regard. EMD is payable irrespective of any other permanent or other EMD already paid by the Bidder for any other purpose. Postal Orders or Cheques will not be accepted. Any request for adjustment of amount due from SDS TRC & RGICD towards the EMD will not be entertained
- (d) The Earnest Money so deposited will be liable for forfeiture, if the successful Bidder fails to execute the Contract Agreement within 15 days of formal intimation by SDS TRC & RGICD
- (e) The EMD shall be refunded to all the bidders including successful Bidders after the successful Bidders execute the contract agreement within the prescribed time or if enquiry is dropped.
- (f) No interest or any other cost will be payable by SDS TRC & RGICD on the EMD

15. Security Deposit:

- a) The agreement along with the demand draft of Rs. 50,000=00 as security deposit should be submitted within fifteen days from the date of receipt of the intimation of the Acceptance of offer.
- b) No claims shall lie against the SDS TRC & RGICD Bangalore in respect of interest on earnest money deposit or on security deposit**
- c) Agreement or any partial agreement deleting certain items accepted, will not be accepted, and will be deemed as non-submission of agreement and violation of the tender condition and the Earnest Money Deposit of such agencies will be forfeited to SDS TRC & RGICD without notice. Further, such tenderer ceases to have any rights whatever in this respect to this tender or the Rate Contract issued thereon.
- d) The Earnest Money Deposit of such tenderer, who fails to execute the agreement, shall be forfeited to SDS TRC & RGICD
- e) Violation of any of the clause of the agreement shall be deemed as violation of Terms condition of this tender also.
- f) The contractor is permitted to claim the Security Deposit on completion of the Contract period including the extended period, if any or after executing all supplies satisfactorily, whichever is later. The refund of the Security Deposit shall be subject to satisfactory performance of the contract as per the terms and conditions of the contract. The Security Deposit has not claimed within three years from the date of expiry of the contract shall be forfeited to SDS TRC & RGICD without notice.
- g) The Earnest Money Deposit and Security Deposit will not bear any interest

16. Validity:

The rates quoted for the render shall be valid for 12 months.

17. Tender Evaluation

The Evaluation of the tender opened by the Tender Inviting Authority will be done by Tender Scrutiny Committee. The tender will be evaluated as per terms and conditions stipulated in compliance with the Karnataka Transparency in Public Procurement Act 1999 & 2000.

18. Orders and Delivery Schedules

- a. The Purchaser does not guarantee the quantity which will be ordered.
- b. The Purchaser reserves the right to order for only such quantity as may be necessary and the contractor is bound to supply the ordered quantity only. Quantity supplied in excess will not be paid for.

The supplies should be executed in full in accordance with the supply order. However, the Director, SDS TRC & RGICD reserves the right to accept part supplies under certain exigencies, but the payment will be released only after the entire supply is received.

The purchaser reserves the right to proceed with the risk purchaser from the alternate source in case the supplies are not delivered on time and the difference of cost including the incidental charges if any will be recovered from the contractor.

19. Payment Clause

No advance payment will be made towards the supply, payment will be made only after the supplies in full.

20. Replacement of items or defective items

Items supplied in damaged or soiled condition or found “Not in conformity” with the accepted specification, will not be accepted and should be replaced at no extra cost to SDS TRC & RGICD within 15 days from the date of receipt of intimation, failing which 1% penalty will be levied for the belated supplies made within another 15 days.

If the replacements are not effected even within the above penal period, the purchaser will be free to proceed with purchase from alternate sources as per clause above.

In the case of dispute, regarding the non-conformity with the specifications, the decision of the Director, SDS TRC & RGICD shall be final.

21. Black Listing of defaulting contractor

The purchaser reserves the right to Blacklist any contractor either in whole or in part limiting to specified product/products for breach of any of the terms and conditions of tender.

Such Blacklisted Contractor and his establishment will not be eligible to participate in any of the Departmental tenders for subsequent 5 years.

22. Termination of contract under special circumstances.

The purchase may with prejudice to any other remedy for breach of Terms and Conditions of Tender by written notice of the month terminate the contract either the whole or part, stating reasons thereof.

23. Jurisdiction

In the event of any dispute arising out of the terms and conditions of the tender, such dispute would be subject to the jurisdictional courts in Bangalore, Karnataka.

24. Tenders only those who fulfill the terms and conditions of this tender will be considered for evaluation. The tenderers will undergo evaluation at every stage of processing and any tenderer found at any stage, not in conformity with the stipulated tender conditions including specification / found to be having defective and incomplete documents will be rejected.

25. Samples should be submitted to this Office on or before 24/01/2022 within office hours.

27. Special Note

1. All Supplies should accompany with original delivery note or invoice and the test reports.
2. Photocopies / Fax copies of the delivery note or the invoice or the test reports will not be accepted.
3. Good non-absorbable paper should be used for the delivery note and the invoice.
4. The matter pertaining to the supplies should be either printed or typewritten or legibly hand written on the delivery challan or the invoice.
5. The delivery challan or the invoice should not contain any matter on its reverse side.

**Sd/-
DIRECTOR
SDS TRC & RGICD
BANGALORE.**

SECTION -IV

TENDER OFFER FORM

Date :

IFT No:

To,
The Director,
SDS TRC & RGICD
Bangalore -29.

Sir,

Having examined the tender documents including Nos...[insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver (Description of Goods and Services) in conformity with the said tender documents for the sum of..... (Total tender amount in words and figures) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this tender.

I/We undertake if our quotation is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to 5 percent of the Contract Price for the due performance of the Contract, in the form prescribed by the purchaser.

We agree to abide by this tender for the Tender validity period specified it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely “Prevention of Corruption Act 1988”.

We understand that you are not bound to accept the lowest or any quotations you may receive.

We clarify/confirm that we comply with the eligibility requirements the tender documents.

Dated this Day of2022

(Signature)

(in the capacity of)

Duly authorized to sign Tender for and on behalf of

SECTION V
CONTRACT AGREEMENT

THIS AGREEMENT made the day of2022. between(Name of Purchaser) of (Country of Purchaser) (hereinafter called “the purchaser”) of the one part and..... (Name of Supplier) of (City and Country of Supplier) (hereinafter called “the supplier”) of the other part:

WHEREAS the purchaser is desirer that certain Goods and ancillary services viz., (Brief Description of Goods and Services) and has accepted a tender by the Supplier for the supply of those goods and services in the sum of (Contract Price in Words and Figures) (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Tender Form and the Price Schedule submitted by the Tenderer;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specifications;
 - (d) The Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby convenient with the Purchaser to provide the goods and services and to remedy defects therein conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract. Brief particulars of the goods and services which shall be supplied/provided by the Supplier are as under:

SCHEDULE

Sl. No.	Brief Description of the Goods	Qty to be supplied	Unit Price	Total Price	Delivery Terms
01					

Total Value:

Delivery Schedule:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said (For the Purchaser)

in the presence of

Signed, Sealed and Delivered by the

said (For the Supplier)

in the presence of

SECTION-II

TECHNICAL BID (COVER 1) MANDATORY DOCUMENT

1. EMD Details
2. Status/ Profile of the Company/Viz, Staff strength Equipment available.
3. GST Registration Certificate.
4. Latest I.T. Returns along with Balance Sheet, Profit & Loss Account.
5. GST Clearance
6. Bidders PAN Card
7. Performance Statement and performance satisfactory certificates for the last 3 years.
8. Annual turnover not less than 30.00 lakhs in the past three years certified by the Chartered Accountant.

**Sd/-
Director
SDS TRC & RGICD
Bangalore.**

SECTION-III

PRICE SCHEDULE

Sl. No.	Name of the Item	Specification	Qty	Description	Unit Rate in Rs.	GST in %	Tax Amount in Rs.	Unit Price in Rs. (6 + 8)	Total Amount in Rs. (9 X 4)
1	2	3	4	5	6	7	8	9	10

Note : In case of discrepancy between unit price and total price, the unit price will prevail.

Total tender price in Rs (Words)

Signature of Tenderer

Name and address: