



क.रा.बी.नि. अस्पताल  
E.S.I.C. HOSPITAL  
कर्मचारी राज्य बीमा निगम, के.के. नगर, चेन्नै-78  
E.S.I. CORPORATION, K.K. NAGAR, CHENNAI-78  
(आई.एस.ओ. 9001:2008 प्रमाणित / ISO 9001-2)



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No. 512/D/ Banner/Genl/2017

Date: 11.09.2017

**TENDER NOTICE**

ESIC Hospital, K.K.NAGAR, Ch invites applications from the reputed suppliers for empanelling them for providing Banners & Rubber Stamp under Rate Contract.

Detailed information regarding the terms and conditions, etc., are given in the tender document available in the website: [www.esic.nic.in](http://www.esic.nic.in) and [www.esichennai.org](http://www.esichennai.org)

Last date of submission of Bid : **04.10.2017 at 14.00 hrs.**

The Dean, reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

Chennai

Dated:

**Dean**

Sealed tenders are invited from interested and reputed Banner/Flex Printers and rubber stamp suppliers for empanelling them for providing the items/works under Annual Rate Contract in the ESIC Hospital, K.K. Nagar, Chennai-78 for a period of ONE YEAR under the following terms and conditions as mentioned below.

List of Printing items & Stamps are enclosed as Schedule A, B in the Annexure III to the Tender Document.

**Contract period:** Initially for One year, extendable for one more year, subject to satisfactory performance of the firms during the contract period.

**Security Deposit:** 5% (Five Percentage) of the contract value, rounded off the nearest rupee after award of the contract.

**Cost of Tender Document:** Rs. 250/- (Rupees Two Hundred and Fifty only)

Period of downloading of tender form **11.09.17 to 04.10.2017**

Last date of submission of Bid : **04.10.2017 at 14.00 hrs.** If it happens to be holiday, on next working day.

List of items/works are mentioned in the Schedules in Annexure – III. The details are as follows:

Schedule A – Printing of Banner/Board

Schedule B - Rubber Stamp

Date and time of opening of Bids: **04.10.2017 at 14.30 hrs.**

## **PROCEDURE FOR SUBMITTING TENDERS**

1. Application form (Annexure – I), Declaration of the tenderer (Annexure – II) & the Details of Services/Works (Annexure – III) shall be downloaded from website (<http://www.esic.nic.in> & [www.esichennai.org](http://www.esichennai.org)). Tender Document downloaded from ESIC MH website will have to submit DD/Pay Order/Banker's Cheque of Rs.250/- payable at State Bank of India, Ashok Nagar Branch, Chennai alongwith their sealed tender failing which their offer shall be rejected straightaway.
2. Period of downloading of tender form **11.09.17 to 04.10.2017**
3. The Offer/Tender should be dropped in the locked Sealed Tender Box available opposite to the General Branch, ESIC Hospital, K.K. Nagar, Chennai – 78. The tender should be dropped latest by 14.00 Hrs on **04.10.2017**. Tender Box will be opened at 14.30 Hrs on **04.10.2017** by the duly authorized Officer /Team of officers of ESIC Hospital, K.K. Nagar, Chennai in the presence of all such bidders who wish to be present. Late/delayed offers shall not be opened/entertained under any circumstances.
4. The Bid should be accompanied with Tender Fee of Rs.250/-.
5. The firm should fulfill all other essential conditions/requirements mentioned in this tender document.

### **Signatures of Tenderer**

## **IMPORTANT INFORMATION**

### **FIRM & FIXED RATES:**

- a) Rates should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Rates should be quoted for the goods of specific brand where the brand name is specified and the rates should not be above MRP. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the quotations with changed specification, their quotations will be rejected
- b) The Firms should give a declaration that the rates quoted in bids are firm/valid for a minimum of one year from the date of finalization of the Tender.

### **NON-TRANSFERABILITY**

This tender is non-transferable.

### **TERMS & CONDITIONS:**

Terms & Conditions as set out in this Tender document shall be complied with by the tendering firm. Offers not such terms & conditions shall be ignored / rejected at the discretion of this Hospital.

### **PERFORMANCE SECURITY:**

Successful bidder who are awarded the Annual Rate Contract on the basis of this Tender Enquiry shall be required to furnish a Performance Security deposit of a sum equivalent to 5% of the total value of contract, rounded off to the nearest rupee after award of contract mentioned in Schedule of the tender in the form of Demand Draft or Pay Order/Banker's Cheque payable at State Bank of India, Chennai in favour 'ESIC A/c No. 1' payable at Chennai.

### **PRESCRIBED FORMS:**

Only Tenders received in the format prescribed in this tender document shall be considered. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/e-mail /Letterhead/Quotations will not be accepted and ignored straightaway.

### **TENDER FEE:**

Sealed tenders received without the Tender Fee shall not be taken into consideration at all and rejected straightaway. Firms using Tender Document downloaded from ESIC MH website will have to submit DD/Pay Order/Banker's Cheque for the amount mentioned above payable at State Bank of India, Ashok Nagar, Chennai along with their sealed tender failing which their offer shall be rejected straightaway.

**LATE/DELAYED:** Tenders received after closing date and time prescribed in TENDERS this tenders enquiry shall NOT be accepted under any circumstances.

**PURCHASERS:** The Dean, ESIC Hospital, K.K. Nagar, Chennai-78 RIGHTS reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.

### **EVALUATION & AWARD OF CONTRACT**

- a) Contract shall be awarded to the firm(s) offering the lowest price (item wise) . However, if prices for each and every item are not quoted, net-bundled price offered shall not be accepted.

b) The hospital will award the contract to the tenderer(s) whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price as per item-wise as indicated at (a) above.

c) Notwithstanding the above, the ESIC Hospital reserves the right to Seek previous work orders, references etc. and to accept or reject any quotations and to cancel the process and reject all tenders at any time prior to award of contract.

d) The tenderer(s) whose rate is accepted will be notified for the award of contract by the ESIC Model Hospital prior to expiration of the bid validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.

e) While submitting the tender for this work, the tenderers will be deemed to have read, understood and accepted all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from Dean, ESIC Hospital, K.K.Nagar, Chennai - 78 at least 03 days before tender closing date.

Requests for postponing the tender opening date for the same shall not be accepted.

**Signatures of Tenderer**

## **GENERAL INSTRUCTIONS**

1. The Annual Rate Contracts concluded as a result of this Tender Inquiry shall be governed by the “Terms & Conditions” and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in figures and in INR only.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague/conditional offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No. and GST registration certificate with their tender.
6. Tenders received without Tender application Fee for Rs. 250/- by way of DD or Pay Order/Banker’s Cheque payable at State Bank of India, Ashok Nagar, Ch in favour ‘ESI A/c No. 1’ payable at Chennai will not be considered at all.
8. All tender documents attached with the invitation of tender are sacrosanct for considering any offer as a complete offer. Tenderers are, therefore, requested to ensure that all documents duly completed and signed are returned with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
9. Tender Document can be downloaded from website ([www.esic.nic.in](http://www.esic.nic.in) & [www.esichennai.org](http://www.esichennai.org))
10. Late/delayed tenders received in ESIC Hospital, K.K. Nagar, Chennai-78 due to any reason whatsoever will not be accepted under any circumstances. In the event of any confusion, the time set in the clock in the room of DD (General ) will be taken as standard and decisive.
11. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender.
12. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender.
14. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer or outsiders shall not be allowed to attend the tender opening.

## TERMS AND CONDITIONS

1. The Rate Contracts shall be valid for the period of One years from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the Rate Contracts concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
2. Successful Bidders awarded the Rate Contract will have to submit a Performance Security deposit of a sum equivalent to 5% (five percentage) of the Bill value, rounded off to the nearest rupee after award of contract mentioned in Scheduled of the tender through Demand Draft, Pay Order or Banker"s Cheque payable at State Bank of India, Chennai in favour "ESI A/c No. 1" payable at Chennai within 15 days of the award of the Contract. In case of failure on the part of the successful firm awarded the Rate Contract to comply with the request of Performance Security, furnished shall stand forfeited.
3. The Dean, ESIC Hospital, K.K.Nagar, Chennai-78 reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
4. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the ESIC Hospital, K.K.Nagar, Chennai-78 after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such firm shall be forfeited to the ESIC.
5. The Dean is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. The Dean also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the mater shall be final and binding.
6. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Dean, ESIC Hospital, K.K.Nagar, Chennai-78 .
7. For judicial adjudication, the disputes, if any, arising out of the Contract/Service/Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Chennai only.
8. Intending Tenderers will have to furnish a copy of their PAN No., Sale Tax Registration Number/GST Registration Number if applicable(proof to be attached), Audited Balance Sheets for the last three Financial Years.
9. Authorized Signatory/ Signing of Tender:

Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as:

- a) a "sole proprietor" of the concern or constituted attorney of such sole proprietor;
- b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

**NOTES:**

**I.** In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.

**II.** In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

**III.** A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, ESIC Hospital, K.K.Nagar may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

**12. The tenderer should sign at each page of the tender and all its Annexures.**

**NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.**

13. The tendering firms will have to give a declaration to the effect that they have not been blacklisted or their business dealings with the Government departments have not been banned. This declaration may be furnished in the format given in Annexure – 2 attached to this Tender Document.
14. Items/works required is mentioned in Schedule –A, B in Annexure III. However it should be clearly noted that the Model Hospital shall place the order only as per the actual requirements from time to time which may vary from the quantity mentioned in the tender and the supplier cannot raise any objection in this regard.
15. The intending tender may quote the rate schedule wise in separate sealed cover and submit along with the tender documents in the sealed cover clearly super scribing that “Tender for supply of Banners or Rubber Stamp or both.
16. Soft copy of the bid should be submitted.
17. The prices charged for the stores supplied under the Contract by the Contractor shall in no event exceed the lowest price at which the Contractor sells the Stores or offer to sell stores of identical description to any person(s)/organisation(s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders is completed.
18. If at any time during the said period, the Contractor reduces the Sale price, sells or offers to sell such stores to any person(s)/organisation(s) including the Purchaser or any Statutory Undertaking of the Central or a State Government, as the case may be, at a price lower than the price chargeable under this Contract, he shall forthwith notify such reduction or Sale or offer of Sale to the EISC Hospital, K.K. Nagar, Chennai-78 and the price payable under the Contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale stand correspondingly reduced.
19. The rates quoted by the selected firm and approved by this office shall remain valid through out the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.



21. **Terms of Delivery:** Door delivery at EISC Hospital, K.K. Nagar, Chennai-78. Offers from firms / suppliers with terms of delivery at their stores or stipulating lifting of stores from their outlets shall stand rejected.
22. **Delivery Period :** Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order..
23. . **Payment terms:** 100% payment shall be released on satisfactory receipt of the goods/ articles ordered. Advance payment will not be made under any circumstances.
24. **Despatch instructions :** Stores are required to be delivered at the EISC Hospital, K.K. Nagar, Chennai premises on free delivery, freights/transportation paid basis.
25. Purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire stores contracted for, arrive in good condition at the destination.
26. Item-wise price should be quoted. In case of bundled price, the offer shall be summarily rejected.
27. Canvassing in any form by the tenderer or his representative with any of the officials of EISC Hospital, K.K. Nagar, Chennai-78 shall render the tender liable to be rejected.
28. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and Dean shall be entitled to make other arrangements at the risk and expense of the contractor. Also non-performance/unsatisfactory performance or violation of terms and condition of the contract will make the contractor liable for forfeiture of security deposit. The decision of Dean shall be final and binding on this count.
29. Tenderers who are registered with DGS&D/NSIC for a particular item should submit the photocopy of Registration Certificate with all amendments up to date.
30. TENDERERS ARE REQUESTED TO QUOTE THEIR RATES ON F.O.R DESTINATION BASIS (Free delivery to the consignee's premises).
31. The Purchaser reserves the option to give a purchase/price preference to offers from Small Scale industries etc. in accordance with the policies of the Govt. in force from time to time.
32. The decision of Dean, ESIC Hospital, K.K. Nagar, Chennai-78 shall be final as to the quality of the stores and shall be binding upon the tenderers and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The acceptance of articles will be given only when the articles are found upto the specifications given in the tender enquiry and free from all defects. The rejected items must be removed by the tenderers from the ESIC Hospital, K.K. Nagar premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.

Signatures of the bidder

**TENDER APPLICATION FORM**

Sl. No.	Descriptions	
1	Name of the firm :-	
2	Postal Address/Telephone/FAX/E-Mail of the Firm:-	
3	Registration /Dealership Certificate.	
4	Copy of Proof of Registration for Supply Contract existing with other Government/Semi-Government/PSUS etc.	
5	Certified copy of PAN Card	
6	Sale Tax/VAT Registration Certificate	
7	GST Registration No.	
8	Trade License	
9	Name of the Bank & Account No.	
10	IFSC Code/Branch Name	
11	Copy of IT Return for the last 3 years:	
12	Annual turn over of the firm :-	

**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 them.
- B. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution/ESIC Hospital in India and also certified that the rate quoted is less than the MRP of the quoted Item. It is also certified that Item quoted are of Standard Quality and workmanship.
- C. I hereby undertake to supply the items as per directions given in the tender document/supply order within stipulated period.
- D. I/We give the rights to Medical Superintendent to forfeit the Security Deposit money deposited by me/us if any delay occur on my/agent' s part of failed to supply the article within the appointment time or the items of desired quality.
- E. There is no vigilance/CBI case or court case pending against the firm.
- F. This is to declare & certify that the neither myself nor my firm has ever been blacklisted by any Govt./Semi Govt./Public/Private Intuition.

Place:

Date:

Signature of the Tenderer

Name &amp; Designation

DECLARATION

From:  
M/s.....  
.....  
.....

To  
The Dean,  
ESIC Hospital,  
K.K. Nagar,  
Chennai-78.

Dear Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the Supply Orders.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Dean, ESIC Hospital, K.K. Nagar, Chennai-78 immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Firm

Date

## SCHEDULE - A

Sl. No.	Items	Unit Per	Rate	Tax (if any)	TOTAL
1	Foam Board with LG polistar sticker	Square inche			
2	Acrylic Board with LG polistar sticker	Square inche			
3	Star Flex lighting Board	Square feet			
4	Flex Banner	Square feet			
5	Cloth Banner	Square feet			
6	Standee	3 Feet			
7	Standee	4 Feet			
8	Standee	5 Feet			
9	Pinner Board	Square feet			
10	Writing Board	Square feet			

## SCHEDULE - B

Sl. No.	Items	Specification	Rate	Tax (if any)	TOTAL
1	Rubber Stamp	Rectangle, English/ Hindi per line			
2	Self inking (computerized)	Rectangle, English/ Hindi per line			
3	Dura stamp	Rectangle, English/ Hindi per line			
4	Signature stamp	Traditional			
5	Circular stamp	English			
6	Circular stamp (with border around)	Border containing English lining			
7	Brass seal	Circular with logo			
8	Revolving Date stamp				
9	Ink refill for self inking rubber stamps				