



ESIC MEDICAL COLLEGE & P.G.I.M.S.R.

कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

E.S.I. CORPORATION

(Ministry of Labour & Employment, Govt. of India)

Ashok Pillar Road, K. K. Nagar, Chennai-600 078.

(आई. एस. ओ. 9001-2008 प्रमाणित/ISO 9001-2008 Certified)



चिन्ता से मुक्ति

कार्यालय /Office : 044- 24748959
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ई-मेल/Email: deanesipgimsr@gmail.com
वेबसाइट/Website: www.esipgimsrchennai.org

512-W-17-1-C&M-Numbering-2017

Date: 21/7/17

TENDER NOTICE

Tender No. 001/ Rate Contract for numbering furniture (stickering)

The Dean, ESIC Hospital, K.K.Nagar, Chennai 78 invites sealed tender from the Authorized Dealers for the work of **Numbering of furniture (stickering)** under rate contract for the period of two years through **Limited Tender enquiry under the GFR-162.**

DATE AND TIME FOR SUBMISSION OF TENDER

LAST DATE FOR RECEIPT OF TENDER	DATE AND TIME FOR OPENING OF TENDER
10.8.2017 - 11.00 A.M.	10.8.2017 - 11.30 A.M.

If due date of opening is unscheduled holiday, tender will be opened on the next working day at the same time and place Dean reserves the right to reject any tender or all without assigning any reason(s) thereof.

DEAN



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Tender Notice – 001

From

THE DEAN

ESIC HOSPITAL,

ASHOK PILLAR ROAD,

K.K. NAGAR,

CHENNAI – 78.

Sir,

Sub: Invitation to tender for “Rate Contract For Numbering of furniture (stickering) at ESIC Hospital, K.K.Nagar Chennai – 78” – Reg.

The Dean, ESIC Hospital, Ashok Pillar Road, K.K.Nagar, Chennai-78, invites tender for **“Rate Contract For Numbering of furniture (stickering)” AT ESIC HOSPITAL, K.K.NAGAR CHENNAI – 78.**

Tenderer are requested to submit the requisite information / documents as per the following annexure:-

- Annexure –I (Terms & Conditions)
- Annexure –II (Tender application form)
- Annexure – III (Declaration form)
- Annexure –IV (Bank details of the firm)
- Annexure – V (Price bid)

TENDER DOCUMENT

S.No.	DESCRIPTIONS	DETAILS
1	Name of work	“Rate Contract For Numbering of furniture (stickering) at ESIC Hospital, K.K.Nagar Chennai – 78”
2	Period of contract	Two Years (24 Months)
3	Application Fee	Rs.250/- (Two hundred & fifty only) to be kept along with tender, through Demand Draft in favour of “ESI Fund Account No.1” , payable at Chennai. Bids received without Application Fee will not be considered and summarily rejected.
4	Earnest Money Deposit	Rs.1000/- (One thousand only) to be kept along with tender, through Demand Draft in favour of “ESI Fund Account No.1” , payable at Chennai. Bids received without EMD will not be considered and summarily rejected.
5	Performance Security	The Successful bidder shall furnish performance security to the Hospital for an amount Rs.5,000/- (Five thousand only) in form of Bank Guarantee or Demand Draft in favour of “ESI Fund Account No.1” , payable at Chennai. The performance security can be encased by the Hospital to recover any amount which is payable by the contractor to the Employer on any account for a cause arising out of contract.
6	Documents to be attached	Copy of PAN/TAN/TIN etc.
		Copy of GST registration.
		Copy of valid trade license.
		Original Tender document (Technical & Financial Bid) signed in all pages along with Application Fee & EMD.
		Pages of bid documents to be numbered.
		Certificate regarding Permanent place of business at Chennai.
		Bank Details.

Yours Faithfully

DEAN

ANNEXURE-I**TERMS & CONDITIONS**

1) The Numbering will comprise of 20 to 25 characters. For example “ESICH/KKN/BL/25/MAY17”. Size of the sticker may vary according to type.

2) The sealed envelope containing the filled tender in the prescribed format should be super scribed as **“Tender For The Work Of Numbering of furniture (stickering)”**, should be addressed to the Dean, ESIC Hospital, K.K.Nagar, Chennai 78 and to be dropped in the Tender Box kept in 1st Floor, opposite to the General Branch Room No.118 Postal delay if any, will not be condoned.

3) Tenders will be opened at the office of the Deputy Medical Superintendent, ESIC Hospital, K.K.Nagar, Chennai 78, in the presence of Tenderer/Representatives who choose to be present at the given time.

4) **APPLICATION FEE:** Each tender must be accompanied by Application Fee of Rs.250/-(Two hundred & fifty only), through Demand Draft in favour of **“ESI Fund Account No.1”**, payable at Chennai. Bids received without Application Fee will not be considered and summarily rejected.

5) EARNEST MONEY DEPOSIT:

- Each tender must be accompanied by EMD of Rs.1,000/-- (Rupees One thousand only) for all cases by way of Demand Draft to be drawn in favour of the **“ESIC Fund A/c No. 1” payable at Chennai.**
- Earnest money deposit shall not be accepted in the shape of cash/postal orders/cheque. Tenders not accompanied by EMD shall be rejected. EMD will be returned to the unsuccessful Tenderer on demand by making claims in this regard.

- EMD furnished by the successful Tenderer in respect of their tender will be returned to them only after the entire contract period of the tender is over on demand by making a claim in this regard. The Tenderer are advised to send an “**Advanced stamped receipt**” along with the tender, so that the refund of EMD can be made within the stipulated period.

6) SECURITY DEPOSIT:

- The successful bidder shall have to submit a Security Deposit of Rs.5,000/- in the form of **Bank Guarantee or Demand Draft** in favour of “**ESI Fund Account No.1**”, payable at Chennai from a Nationalized Bank/Scheduled Commercial Bank which will be retained as security towards contract Performance Guarantee (CPG) and no interest thereon shall be payable.
- Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service agency.
- Performance Security will be refunded without any interest, whatsoever, after it duly performs and completes the contract in all respects.
- Performance Security will be forfeited if the service agency fails to perform any of the terms and conditions of the contract, besides it may also be black listed.

7) CERTIFICATES:

- The Tenderer should have a valid Trade License, GST Registration, PAN/TAN & other statutory documents as applicable and produce attested copies of such certificate along with the tender papers, failing which the tender shall liable to be rejected.
- Latest Income-tax and sales tax clearance certificate in original or true copies duly attested by Gazette officers should be enclosed.

8) The tenders should be typewritten and every correction in the tender should invariably be attested by full signature by the Tenderer with date before submission of the tenders to the authorities concerned failing which the tender will be liable to be rejected.

9) The rates quoted should be along with labor charges. Claiming extra charges will not be accepted.

10) **VALIDITY OF TENDER:** The rates quoted should be valid for **two years** from the date of approval of the tender by the competent authority, and subject to extension of validity at the discretion of competent authority on mutual basis.

11) The Price quoted must be for per unit, inclusive of all charges & taxes.

12) Tenderer should clearly specify whether the RATES quoted are inclusive of GST and labor charges. If no specific mention is made, prices quoted shall be deemed to be inclusive of such Taxes/charges. The Certificate that the quoted rates have not been and are not being quoted to any other organization at a rate lower than being quoted here.

13) The tender work shall be executed whenever called for service.

14) A penalty of 2% of the value of the order will be levied for delayed work /non-execution of work, the difference of cost by procuring anywhere else will be recovered from the approved Tenderer apart from forfeiting of EMD.

15) Bills for the work of the tender item will be settled only after receipt of the inspection note to the effect that the work carried out are conforming to the work order.

16) **SAMPLES:**

SAMPLES SHOULD BE SUPPLIED SEPARATELY WHEN INFORMED AND NOT TO BE ENCLOSED WITH THE TENDER DOCUMENTS.

The firm will have to submit sample/arrange for demonstration of items for verification/inspection etc. whenever asked, and the firm shall have to comply with such conditions at their own cost. Samples supplied should not be less than the quantity necessary for the test. In case the bidder fails to provide the adequate sample of the quoted item whenever asked, the same may be treated as no samples and thus the particular item will not be considered for further evaluation.

17) Acceptance of the tender will be communicated to all the Tenderer.

18) Successful Tenderer shall not be entitled to any rate revision of price for any reason except that allowed by Govt. of India.

19) One copy of Terms & conditions and schedule of this tender should be signed by the Tenderer at the bottom of each page with the office seal duly affixed and returned along with the tender.

20) The Dean, ESIC Hospital, K.K.Nagar Chennai-78 reserves to himself/herself the right to reject the Tenders or to accept the tenders for the work without assigning any reason for doing so.

21) The Dean, ESIC Hospital ,K.K.Nagar Chennai-78, does not pledge himself/herself to accept the lowest or any tender and reserve the right of accepting the whole or any part of the tender.

22) ARBITRATION: In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to Arbitrator appointed by the competent authority. The procedure of the Arbitration will be governed by the provisions Arbitration Act 1996 as amended as rules framed there under.

23) No work to be carried out at the Hospital except on requisition in writing signed by the Dean ESIC Hospital, K.K.Nagar, Chennai-78 or any officer

authorized by him/her in writing to do so. The contract should not be sublet without the prior written permission of the Dean.

24) Bidders are free to quote for items. The tender documents submitted should be stitched/ tagged neatly and ensure no unstitched leaf inside the cover. The demand draft for cost of application and EMD, are to be kept in a separate cover and should be enclosed along with tender documents.

ANNEXURE – II**TENDER APPLICATION FORM**

S.No.	PARTICULARS	DETAILS
1	Name of the Firm	
2	Full Address	
3	Telephone No.	
4	Telex / Fax No.	
5	Date of Establishment of Firm	
6	Is your firm registered under	
	a Indian Factories Act	
	b Companies Act	
	c Any other Act	
7	Name & address of the Bankers stating the name in which the Account stands	
8	Are you on the list of approved contractors of any other authority (if so, please give details)	
9	Give details of any Government contract executed during the last 12 months	
10	Are you a small scale industry registered with the appropriate authority?	
11	Are your products certified by ISI? If so furnish details	
12	Any other information which you consider necessary to furnish	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition 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 and the lowest quoted for any other institution/hospital in India.
- c) The Earnest Money of **Rs.1000/-** to be deposited by me has been enclosed Demand Draft No. _____ Dt. _____ drawn on _____
- d) I/We give the rights to Dean to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to execute the work within the appointed firms of desired quality.
- e) I hereby undertake to execute the work as per direction given in the tender document/work order within stipulated period.

Date:

Signature of the Tenderer:

Place:

Full Name:

Designation:

(Office seal of the tender)

ANNEXURE III

DECLARATION FORM

We.....having our office at.....do declare that we have carefully read all the conditions of Tender for the work of numbering of furniture and abide by all the conditions set forth therein by the Dean, ESIC Hospital , K.K.Nagar, Chennai 78.

We further declare that wepossesses valid license bearing No..... valid up to.....

We further declare that the rates quoted here are not higher than that quoted to any other institute.

DATE:

SIGNATURE:

SEAL:

NAME & ADDRESS:

ANNEXURE IV

BANK DETAILS OF THE COMPANY

From

To

**THE DEAN,
ESIC HOSPITAL,
K.K.NAGAR,
CHENNAI - 600 078.**

Sir,

Sub: Request for refund of EMD Amount – **Reg.**

With reference to your advertisement dated_____, we have submitted tender for _____.

In case we are not successful bidder, we request you to kindly refund the EMD amount of Rs._____. The amount may be kindly be sent through RTGS/ ECS in favor of _____

Beneficiary's Name :

Account No. :

A/C Savings Current :

IFSC Code No. :

Bank Name :

Branch Name & Address :

Yours faithfully

(SIGNATURE &
SEAL)

PRE-RECEIPT

Received on amount of Rs..... vide cheque
No..... dated..... from ESI Corporation towards refund of
EMD amount.

(SIGNATURE &SEAL)

ANNEXURE V**PRICE BID****FOR THE “RATE CONTRACT FOR NUMBERING OF FURNITURE
(STICKERING) AT ESIC HOSPITAL, K.K.NAGAR CHENNAI –
78”**

Name and address of the Tenderer:

Telephone No:

Mobile No:

e-mail ID of Tenderer:

Earnest Money Deposit:

DD No. _____ Dated _____ issued by _____ Bank.

PAN No/TAN No.:

License No.:

Date of Issue and Validity:

I/We _____ hereby offer to the “**RATE CONTRACT FOR NUMBERING OF FURNITURE AT ESIC HOSPITAL, K.K.NAGAR CHENNAI – 78**” as indicated in the Tender document at the rate given below and agree to hold this offer open till 3 months from the date of contract, and for further period if extended.

Tenderer must quote the rates strictly as per the given format.

S.No.	ITEMS	SIZE	RATE FOR NUMBERING (STICKERING) PER ITEM	TAXES (IF ANY)	TOTAL AMOUNT(inclusive of Taxes)
1					
2					

Rate should be quoted both in figures & words

Signature of Tenderer with Date & Stamp

NB: Original to be submitted Blank in Technical Bid, duly signed and stamped.

In Price Bid, photocopy of the same is to be submitted, duly filled, signed and stamped.

DEAN