

H.P.GOV.T.DENTAL COLLEGE AND HOSPITAL,SHIMLA-171001.

TENDER DOCUMENT

M/S _____

Bank Draft No. _____
Date: - _____

FOR

**TENDER FOR SUPPLY OF N-95 MASK, H.P.GOV.T.DENTAL COLLEGE AND HOSPITAL,
SHIMLA-171001.**

DUE ON 15-03-2021

LAST DATE FOR RECEIPT OF BID

UPTO 2:30 PM ON 15-03-2021

BID OPENING ON

15-03-2021 (3:00PM)

PRINCIPAL, H.P.GOV.T.DENTAL COLLEGE AND HOSPITAL SHIMLA-171001

COST OF TENDER DOCUMENT

Rs.500/-

H. P. GOVERNMENT DENTAL COLLEGE AND HOSPITAL,SHIMLA-171001.

To

**THE PRINCIPAL,
H. P. GOVT. DENTAL COLLEGE &
HOSPITAL, SHIMLA-171001.**

Dear Sir,

1. I am /We are hereby submit our tender for the_____
2. I/WE am/are enclosing herewith the D.D.No../FDR. No..... dated..... for Rs.10,000/- (Ten Thousand Only) in favour of the Principal, HP,GDC Shimla-1 " towards EMD. (TENDERS NOT ACCOMPANIED WITH EMD/BID SECURITY ALONGWITH THE TECHNICAL BID SHALL BE SUMMARILY REJECTED).
3. I /We have gone through all terms and conditions of the tender documents before submitting the same.
4. I/We hereby agree to all the terms and conditions, stipulated by the HP,GDC, Shimla in this connection. Quotations for each group are being submitted under separate covers, and sheets and shall be considered on their face value.
5. I/We have noted that overwritten entries shall be deleted unless duly cut & re-written and initialed.
6. Tenders are duly signed (No thumb impression should be affixed).
7. I/We undertake to sign the contract/agreement, if required, within 15 (Fifteen days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of tenderers at the HP,GDC Shimla-1.

NOTE: ALL TERMS AND CONDITIONS SUCH AS TAXES ETC, HAS BEEN INDICATED IN THE QUOTATIONS FAILING WHICH IT WILL BE PRESUMED THAT ALL THE RATES ARE INCLUSIVE OF ALL TAXES AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

Yours faithfully,

Signature of Tenderer(s)

Full Address

1. INSTRUCTIONS TO BIDDERS

- 1.1 The Principal HPGDC Shimla intends to enter into a Rate Contract valid up-to one year Years in respect of **N-95 Mask** as mentioned above for which duly sealed tenders are hereby invited from the eligible Dealers/firms for the supply of N-95 Mask with detailed specifications.
- 1.2 It is further informed that the tenderers have to submit their offer in **Sealed Envelope** indicating **"Tender for N-95 Mask"**. Date of opening of tender must be mentioned on the face of the Envelope bearing stamp of the firm.
- 1.3 Bids are invited, for and on behalf of The Principal, HP,GDC, Shimla-171001 from established, and experienced entities for supply of as per the Terms and conditions appended herein.
- 1.4 Bidders are requested to study the tender document and terms & conditions carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 1.5 It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors which would have any effect on the performance. No request for the change of price, or time, schedule of delivery of stores shall be entertained after the award of work on account of any local condition or factor.
- 1.6 The bidders will not form a part of the cartel and put in supporting quotations for some other company. This will debar the company for participating in other tenders floated or to be floated in by the purchaser. The authorities can compare the prices of other Bidders L2, L3 etc. also with the prices quoted in other tenders for same task and in case of discrepancy suitable action will be initiated.
- 1.7 **Non Blacklisting Certificate:** All the bidders will give an undertaking that they have not been blacklisted by any State/Central Government Departments/other organizations.
- 1.8 The bidders shall also be required to submit the copies of PAN and income tax returns if any. All the correspondences shall be addressed to the Principal, HP,GDC, Shimla-1
- 1.9 The Bid Documents are not transferable and the cost of the documents is not refundable under any circumstances.

THE ENVELOPE SHOULD CONTAIN TWO SEPARATE ENVELOPES OF TECHNICAL AND FINANCIAL BID.

TECHNICAL BID

1. **Earnest Money Deposits** amounting to Rs.10,000/-(Ten Thousand only) in the shape of FDR from any scheduled Bank duly pledged in the name of **Principal, HP Govt. Dental College & Hospital Shimla-171001.**
2. Copy of Sales Tax Registration number of HP and copy of PAN number.
3. Affidavit duly attached to the effect that the tenderer/manufacturer have never been blacklisted by any concerned authority established by law.
4. Last three years turnover of the firm in the concerned business duly certified by a Chartered Accountant.
5. Technical specification (on the letter Head of the firm) of the product quoted i.e. Brand name, type of N-95 Mask, name of the manufacturing firm, quantity of each pack along with Brochures (in original) in support of specifications.
6. Information regarding other rate contracts entered into with Semi Govt. or Govt. institutions, of the same nature, during last two years may also be provided if any.
7. Authority letter of the original Manufacturer in original and should return after technical approval.

FINANCIAL BID

- 8 The rates to be charged per pack /per piece for all the N-95 Mask as per list attached of particular brand should be quoted separately in Indian Rupee.
- 9 All type of taxes to be charged should be mentioned specifically otherwise the amount mentioned in the bid will be treated as inclusive of all taxes.
- 10 Rates for N-95 Mask should be quoted on the proforma below.
- 11 For comparison of financial bids rates of N-95 Mask quoted for a period of one year shall be taken into consideration.

PROFORMA

Name of the Item	Specification	Per Unit Rate	GST %	Total Price

HIMACHAL PRADESH GOVERNMENT DENTAL COLLEGE & HOSPITAL SHIMLA

“TERMS & CONDITIONS”

1. Tender Form containing terms and condition can be downloaded from the college website i.e. www.hpgdcshimla.org. Tender Form filled complete in all respect without cutting/overwriting alongwith **EMD of Rs. 10,000/-**(Ten thousand only) in the shape of FDR from any scheduled Bank duly pledged in the name of Principal, HP Govt. Dental College & Hospital Shimla-171001 should reach in this office on or **before 15-3-2021 by 2:30PM** either by registered post /speed post/courier by addressed to the Principal, HP Govt. Dental College & Hospital Shimla-171001. Tender shall be opened the same day on **15-3-2021 at 3:00PM** in the presence of bidder on their authorized representative who may like to be present.
2. The tender invites two part Bids from eligible bidders. The two parts consist of Part-I Technical Bid and Part-II Financial Bid. Technical and Financial Bids should be submitted in two separate sealed envelopes and both the bids should contained in one large envelope duly sealed super scribing the word **“Tender for N-95 Mask”** tender No., due date & time of opening. The technical bids would be opened first. The financial Bid would be opened only in case of those bidders who qualify and meet specifications/parameters for technical evaluation.
 - a) The Bid shall comprise the following and to be submitted alongwith following documents-
 - i) Forwarding letter
 - ii) Technical specifications
 - iii) Price Bid/Financial Bid
 - iv) Bidder Profile
 - v) Earnest Money Deposit
 - vi) Bid Form
 - vii) Tender Fee
 - viii) Any other certificates/undertaking as per check list
3. In all such cases, the country of manufacturers(s) and units of measurements must be prominently stated.
4. The original catalogue/literature of manufacturer should be attached with the tender and no photocopy will be entertained. All document of the tender should be duly stamped and signed.
5. In cases where full specifications are not included/incorporated in the enquiry or where alternative specifications are required the tenderer own specifications should be stated fully and illustrated literature duly signed and stamped must be enclosed.
6. Firm will have to submit detail of supplies made to various institutions during the preceding 02 years if any.
7. The firms/ suppliers registered with the DGS&D/ state Govt.(Industry Department) /Controller of Stores HP shall be preferred and they will have to submit a copy of the R/C.
8. In case where goods are controlled by the Govt., the rates accepted are subject to controlled rates and other conditions as laid down by the Govt. and the firms will be paid at the controlled rates of rates offered whichever is lesser.

9. The minimum delivery period and the validity of offer should be specified.
10. Rates should be quoted on F.O.R door step delivery basis at HP, GDC, SHIMLA and all the transit loss what so ever will be borne by the supplier firm (any monetary limit is not acceptable). It will be the responsibility of approved supplier to deliver the items (products) in the Central Stores of the indenting officers mentioned in the supply order and not at the gate of the institution or the building.
11. The tenderers shall dispatch material "FREIGHT PAID" in all cases where offer is FOR destination. In the event of their failure to do so, a penalty of 0.5% shall be charged from the concerned firm on the amount paid as freight by the indenting officer in this behalf.
12. The tenderer shall have to pay demurrage charges etc. if incurred on account of delayed receipt of material/ documents otherwise the same will be recovered from their bill.
13. **The sample of N-95 Mask shall be duly examined and approved by the Technical Committee of this institution before opening the Financial Bid.**
14. The tenderer will have to execute supplies as per order(s) satisfactorily with in stipulated period failing which undersigned reserves the right to purchase goods from other sources at the risk of the supplier and in that event the EMD deposited by the firm can be forfeited.
15. Any supply which is substandard the bidder will have to returned/take back at his/her own expenditure.
16. The Supplier shall be responsible for any breakage/leakage/shortage during transit etc. The purchaser will not pay separately for transit insurance and the supplier will be responsible till the entire items contracted for arrive in good condition at destination.
17. The inspection of the goods will be carried out by the consignee at destination and rejected goods will have to be removed/collected by the suppliers within 10 days of dispatch of advice from the undersigned failing which goods will lie at the risk of the supplier.
18. This institution intends to enter into a Rate Contract of N-95 Mask with the successful tenderer for a period of one year. The successful tenderer shall have to sign an agreement containing such terms and conditions as may be defined by the Principal, HP, GDC, Shimla for entering into Rate Contract on the stamp paper of Rs.100/-. The agreement should be duly attested by the Executive Magistrate.
19. The EMD or SECURITY DEPOSITS in respect of supply of N-95 Mask will be refunded after the satisfactory execution of the supply.
20. The raters will be accepted on the strict understanding that these are not higher than the rates charged from the DGS&D and other Rate contract of the State Govt. for item on rate contract and the supplier must have to record a statement/certificate to this effect on each bill of supplies.
21. EMD already deposited in connection with any other tenders, even if for the same/similar material/stores by the tenderers will not be considered against this tender.
22. Any **omission/correction/cutting** in filling the columns of unit and rates shall debar a quotation from being considered and the tender should be typed neatly.
23. The tender / quotation will be regarded as constituting an offer or offers open to acceptance on whole part(s).
24. The firms whose tender qualify after technical evaluation of N-95 Mask may be asked to demonstrate the same at the direction/discretion of the Technical Committee within the stipulated period as may be intimated.

25. Tenders without requisite certificates/documents/literature/catalogue and EMD shall be rejected straight way.
26. Undersigned reserves the right to accept or reject any or all the tenders without assigning any reasons.

PRINCIPAL

HP GOVT. DENTAL COLLEGE
& HOSPITAL SHIMLA

DETAIL OF ITMS SPECIFICATIONS:-

Sr. No.	DESCRIPTION OF ITEMS AND SPECIFICATIONS.	Unit Rate
1	N-95 Face mask: High filtration efficiency. Good breathability. Quality compliant with standards for medical N95: a. NIOSH N95, EN 149 FFP2, or equivalent Fluid resistance: minimum 80 mmHg pressure based on ASTM F1862, ISO 22609, or equivalent Quality compliant with standards can be worn with full• face shield	

NOTE: *The logo/marka of company should be clearly engraved on the article to avoid any kind of duplicacy.*

BIDDER/TENDERER DETAILS

Detail Profile of the Company/Firm as under:-

1	Name of the Bidder/Tenderer	
2	Postal address of its branch office in the State/UT if any	
3	Postal address its Branch Head in the State/UT	
4	Country	
5	State	
6	City	
7	Pin Code	
8	Telephone No. with STD Code	
9	Mobile No.	
10	e-mail Id (Primary)	
11	Alternative e- mail Id	
12	Fax No. with STD Code	
13	Website:	
14	GST NO.	
15	PAN NO.	
16	TIN No.	
17	Supplier Status	
18	Turnover Last Financial Year (in Lakhs)	
19	Type of Supplier Manufacturer/Dealer	
20	Account No. for e-banking	
21	Name of the bank in which on-line Bank Account is operating	
22	Bank Address	
23	IFSC Code No	
24	MICR No.	
25	Cost of Tender Document in shape of DD in Favour of Principal, H.P. Govt. Dental College & Hospital, Shimla	Amount INR _____ In figure _____
26	Earnest Money deposit in the shape of (FDR) duly pledged in favour of Principal, H. P. Govt. Dental College & Hospital, Shimla. Note: Name of Bidder must appear in FDR	Amount INR _____ FDR No. _____ dated _____ Name of issuing bank _____

**Signature of the Principal Officer of the
Company/firm with seal/stamp**

Name:

Designation:

(insert name of the authorized signatory)

In the capacity of [position]

Duly authorized to sign this Bid for and on behalf of
[name of Bidder]

TO BE ENCLOSE WITH TECHNICAL BID

BID FORM

Dated: _____

To

**Principal,
H.P. Govt. Dental College
& Hospital, Shimla-1**

Sir,

Having examined the Bidding Documents of Tender No. _____ undersigned intend to offer his services for “**Supply of N-95 Mask**”. I/we undertake, if my/our bid is accepted, I/we will comply with all the terms and conditions of the tender documentation the rates offered (in case our bid is accepted) for the entire period.

Signature and Seal

.....

(In the capacity of)

Only Authorized to sign bid for and on behalf of.....

UNDERTAKING REGARDING BLACK-LISTING

[On letterhead of the Bidder]

From

[Name of Bidder]

[Address of Bidder]

Date: [insert date], 2021

To

**Principal,
H.P. Govt. Dental College
& Hospital, Shimla-1**

Subject: Undertaking regarding the bidder not being blacklisted.

Dear Sir,

I, [insert name] designated as [insert title] at [insert location] of [insert name of Bidder] and being the authorized signatory for and on behalf of the Bidder, do hereby declare and undertake that we have not been black-listed by any Government Organization.

Dated this day of , 2021

(Signature)

.....(insert name of the authorized signatory)

In the capacity of [position]

Duly authorized to sign this Bid for and on behalf of [name of Bidder]

CHECKLIST DULY FILLED IN TO BE ATTACHED WITH THE TECHNICAL BID

Sr. No.	Particulars	Yes/No	Page No.	Remarks
1.	Whether Cost of Tender document in the shape of Demand Draft for Rs 500/- submitted?			
2.	Whether Earnest Money Deposit in the shape of FDR for Rs.10,000/- submitted?			
3.	Whether copy of Manufacturing License or authorization in original for this specific tender?			
4.	Whether Annual Sales Turnover Certificate uploaded for the year 2017-18 to 2019-2020			
5.	<u>In case of authorized Distributor/Dealer</u> Whether Authorization letter attached?			
7.	Whether the tenderer has enclosed clause by clause technical compliance statement (fact sheet in respect of quoted N-95 mask viz-a-viz technical specifications)?			
8.	Whether the tenderer has enclosed technical deviation in compliance statement?			
9.	Whether the tenderer has enclosed declaration in regarding acceptance of Terms and conditions of tender?			
10.	Whether the tenderer has enclosed regarding non debarment/blacklisting?			
11.	Whether the tenderer has enclosed GST registration certificate?			
12.	Whether the tenderer has enclosed copy of PAN?			
13.	Any other document as per tender conditions. Please specify			

N.B.

1. All pages of the enclosed Tender should be page numbered and indexed.
2. The Tenderer may go through the checklist and ensure that all the documents/ confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
3. It is the responsibility of tendered to go through the tender document to ensure furnishing all required documents in addition to above, if any.

(Signature with date)

(Full name, designation & address of the person duly authorized sign on behalf of the Tenderer)

For and on behalf of

(Name, address and stamp of the tendering firm)