

## TENDER ENQUIRY DOCUMENT

**Tender Enquiry No: 08/MPPHSCL/Indelible Marker Pen -WHO Approved/2014**

**Dated: 11.12.2014**

**ONLINE TENDER FOR ANNUAL RATE CONTRACT & SUPPLY OF  
INDELIBLE MARKER PEN -WHO APPROVED FOR POLIO ROUNDS  
AT 7 REGIONAL JOINT DIRECTOR OFFICES OF GOVERNMENT OF  
MADHYA PRADESH**

**Madhya Pradesh Public Health Services Corporation Limited  
(A Government of Madhya Pradesh Undertaking)**

**5<sup>th</sup> Floor, Satpura Bhawan,**

**Bhopal - 462004.**

**Phone: 0755-2571694**

**Website: [www.health.mp.gov.in](http://www.health.mp.gov.in)**

**[For any further clarifications / queries on e-Tendering, e-Procurement Cell can be contacted at:**

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**Helpdesk Address: TCS helpdesk, 5th Floor, Corporate Zone, DB Mall, Arera Hills, Bhopal]**

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## SECTION I

### NOTICE INVITING TENDERS (NIT)

**Madhya Pradesh Public Health Services Corporation Limited**  
**(A Government of Madhya Pradesh Undertaking)**  
5<sup>th</sup> Floor, Satpura Bhawan, Bhopal - 462004.  
**Phone: 0755-2571694**

**Website: [www.health.mp.gov.in](http://www.health.mp.gov.in)**

Tender Enquiry No.: 08/MPPHSCL/ Indelible Marker Pen -WHO Approved /2014 dt:  
11.12.2014

- (1) Managing Director, MPPHSCLtd, for and on behalf of Department of Public Health and Family Welfare, Govt. of Madhya Pradesh invites online tenders from eligible and qualified Bidders for supply of following Indelible Marker Pens to various regional Joint Director Offices of Government of Madhya Pradesh for the period of one year from the date of signing of Contract.

Schedule No.	Name of Equipment	Quantity (in Nos)
1	Indelible Marker Pen -WHO Approved	183372

- (2) The Schedule of E-Tendering Activities are as under:

Sr. No.	Activity	Date and Time
1	Start of Purchase of Tender Document	12/12/2014 at 15:00 Hrs
2	End of Purchase of Tender Document	26/12/2014 at 18:00 Hrs
3	Date and time of pre-bid meeting	17/12/2014 at 12:00 Hrs
4	End of Bid Submission	27/12/2014 at 15:00 Hrs
5	Opening of Technical Bid (Envelope-A)	27/12/2014 at 15:30 Hrs.

- (3) Tender documents may be viewed or purchased online by interested and eligible bidders from the website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) on the above mentioned dates after paying Tender fee of Rs.5,000/- and Processing Fee, as applicable . Tender document may also be viewed from the website [www.health.mp.gov.in](http://www.health.mp.gov.in).
- (4) Bidders can submit its tender online at [www.mpeproc.gov.in](http://www.mpeproc.gov.in) on or before the key dates given above. The Physical copy of the Technical Bid along with original EMD of Rs.4,00,000. should also be submitted at the address below latest by 15:00 hrs on 27/12/2014.
- (5) All further notifications/amendments, if any shall be posted on [www.mpeproc.gov.in](http://www.mpeproc.gov.in) and [www.health.mp.gov.in](http://www.health.mp.gov.in) only. No separate communication shall be made with individual Bidders

**Managing Director,**  
**Madhya Pradesh Public Health Services**  
**Procurement Corporation (MPPHSC) Limited**  
**Bhopal**

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## SECTION - II

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# GENERAL INSTRUCTIONS TO BIDDERS (GIT)

## A. PREAMBLE

### 1. Definitions and Abbreviations

1.1 The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

1.2. Definitions:

- (i) “Consignee” means the Hospital/Institute/Medical College/ person to whom the goods are required to be delivered at destination at Stores as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of despatch to another person as provided in the Contract then that “another” person is the consignee, also known as ultimate consignee.
- (ii) “Contract” means the written agreement entered into between the Tender Inviting Authority and/or consignee and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- (iii) “Day” means calendar day.
- (iv) “Earnest Money Deposit” (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a bidder along with its tender.
- (v) “Goods” means the articles, material, commodities, furniture, fixtures, raw material, spares, instruments, machinery, equipment, medical equipment, associated softwares, industrial plant etc. which the supplier is required to supply to the Tender Inviting Authority under the contract.
- (vi) “Inspection” means activities such as measuring, examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- (vii) “Ordering Authority” OR “Purchaser” means the competent authorities of DoPH& FW, Medical Education, GAS Rahat Departments of Government of Madhya Pradesh (herein after referred to as “Ordering Authority”) in their respective jurisdictions, purchasing goods and services as incorporated in the Tender Enquiry document, namely:
  - a. Tender Inviting Authority Managing Director (Incharge Procurement)/Director Medical Services
  - b. Chief Medical & Health Officer
  - c. Chief Medical & Health Officer, Gas Rahat
  - d. Civil Surgeon cum Hospital Superintendent
  - e. Superintendent, Special Hospitals
  - f. Superintendents, Gas Rahat hospitals
  - g. Superintendent cum Joint Director Medical College
- (viii) “Performance Security” means monetary or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- (ix) “Services” means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- (x) “Specification” means the document/standard that prescribes the requirement with which goods or service has to conform.
- (xi) “Supplier” means the individual or the firm supplying the goods and services as incorporated in the contract.
- (xii) “Tender Inviting Authority” is Managing Director, Madhya Pradesh Public Health Services Procurement Corporation Limited, 5<sup>th</sup> Floor, Satpura Bhavan, Bhopal (MP).
- (xiii) “Tender” means Bids / Quotation / Tender received from a Firm / Bidder / Bidder.
- (xiv) “Bidder” means Bidder/ the Individual/Firm or company submitting Bids / Quotation / Tender

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- (xv) “Indenting Authority” means the Department of Govt. of Madhya Pradesh who sends its indent to MPPHSCL for procurement of goods and related services

### 1.3 Abbreviations:

- (i) “BG” means Bank Guarantee
- (ii) “CD” means Custom Duty
- (iii) “CENVAT” means Central Value Added Tax
- (iv) “CMC” means Comprehensive maintenance Contract (labour, spare and preventive/ breakdown maintenance)
- (v) “CST” means Central Sales Tax
- (vi) “DDP” means Delivery Duty Paid named place of destination (consignee site)
- (vii) “DP” means Delivery Period
- (viii) “ED” means Excise Duty
- (ix) “GCC” means General Conditions of Contract
- (x) “GIT” means General Instructions to Bidders
- (xi) “LC” means Letter of Credit
- (xii) “NIT” means Notice Inviting Tenders.
- (xiii) “RR” means Railway Receipt
- (xiv) “RT” means Re-Tender.
- (xv) “SCC” means Special Conditions of Contract
- (xvi) “SIT” means Special Instructions to Bidders
- (xvii) “TE Document” means Tender Enquiry Document
- (xviii) “VAT” means Value Added Tax
- (xix) AERB means Atomic Energy Regulatory Board
- (xx) DoPH& FW means Department of Health & Family Welfare, Govt. of MP
- (xxi) “MPPHSCL” means Madhya Pradesh Public Health Services Corporation Limited
- (xxii) HOD means Head of Department
- (xxiii) OA means Ordering Authority
- (xxiv) TIA means Tender Inviting Authority

## 2. Introduction

- 2.1 The Tender Inviting Authority has issued these TE documents for annual rate contract of goods and related services as mentioned in Section – VI – “List of Requirements”, which also indicates, *interalia*, the required delivery schedule, terms and place of delivery.
- 2.2 This section (Section II - “General Instruction Tenderers”) provides the relevant information as well as instructions to assist the prospective bidders in preparation and submission of tenders. It also includes the mode and procedure to be adopted by the Tender Inviting Authority for receipt and opening as well as scrutiny and evaluation of tenders and subsequent placement of contract.
- 2.3 The bidders shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly. Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.
- 2.4 Before formulating the tender and submitting the same to the Tender Inviting Authority, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its tender.

## 3. Availability of Funds

- 3.1 Expenditure to be incurred for the proposed purchase will be met from the funds available with the Indenting Authority.

## 4. Language of Tender

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- 4.1 The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and the Tender Inviting Authority, shall be written in the English language, unless otherwise specified in the Tender Enquiry. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.
- 4.2 The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and the Tender Inviting Authority, may also be written in the Hindi language, provided that the same are accompanied by English translation, in which case, for purpose of interpretation of the tender etc. the English translations shall prevail.

## **5. Eligible Bidders**

- 5.1 This invitation for tenders is open to all bidders who fulfil the Qualification Criteria specified in Section-IX of the Tender Documents

## **6. Eligible Goods and Services**

- 6.1 All goods and related services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

## **7. Tendering Expense**

- 7.1 The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and subsequently processing the same. The Tender Inviting Authority will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

# **B. TENDER ENQUIRY DOCUMENTS**

## **8. Content of Tender Enquiry Documents**

- 8.1 In addition to Section I – “Notice inviting Tender” (NIT), the TE documents include:

- Section II – General Instructions to Tenderers (GIT)
- Section III – Special Instructions to Tenderers (SIT)
- Section IV – General Conditions of Contract (GCC)
- Section V – Special Conditions of Contract (SCC)
- Section VI – Schedule of Requirements
- Section VII – Technical Specifications
- Section VIII – Bidder Information Form
- Section IX – Qualification Criteria
- Section X – Tender Form
- Section XI – Price Schedules
- Section XII – Manufacturer’s Authorization Form
- Section XIII – Bank Guarantee Form for EMD
- Section XIV – Bank Guarantee Form for Performance Security/CMC Security
- Section XV – Contract Forms A & B
- Section XVI – Proforma of Consignee Receipt Certificate
- Section XVII – Proforma of Final Acceptance Certificate by the consignee
- Section XVIII – Check List for the Bidders



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8.2 The relevant details of the required goods and services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested bidders are expected to examine all such details etc to proceed further.

## **9. Amendments to TE documents**

- 9.1 At any time prior to the deadline for submission of tenders, the Tender Inviting Authority may, for any reason deemed fit by it, modify the TE documents by issuing suitable amendment(s) to it.
- 9.2 Such an amendment will be notified online on [www.mpeproc.gov.in](http://www.mpeproc.gov.in) and/or [www.health.mp.gov.in](http://www.health.mp.gov.in) and same shall be binding to all bidders/Bidders. All prospective Bidders are advised to see above websites regularly for information. Tender Inviting Authority shall not be responsible in any manner if prospective Bidders miss any notifications placed on above website (s).
- 9.3 In order to provide reasonable time to the prospective bidders to take necessary action in preparing their tenders as per the amendment, the Tender Inviting Authority may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

## **10. Clarification of TE documents**

- 10.1 A bidder requiring any clarification or elucidation on any issue of the Tender Documents may take up the same with the Tender Inviting Authority in writing, by post or by e-mail ([cgmt.mpphsc1@gmail.com](mailto:cgmt.mpphsc1@gmail.com)) The tender Inviting Authority will respond in writing to such request provided the same is received by the Tender Inviting Authority not later than seven days prior to the prescribed date of submission of tenders.
- 10.2 Interested eligible bidders may also depute its authorized representative to attend pre-bid meeting at the scheduled date and time given in Section-I of this document. Attending pre-bid meeting by prospective bidder(s) is not mandatory.
- 10.3 The purpose of pre-bid meeting is to clarify doubts, if any and to provide responses to the clarifications sought by prospective bidders regarding terms and conditions, technical specifications and other provisions given in the tender document. The clarifications so sought by prospective bidders during pre-bid meeting shall be appropriately responded and minutes of pre-bid meeting along with written responses / clarifications shall be uploaded on the websites [www.mpeproc.gov.in](http://www.mpeproc.gov.in) and [www.health.mp.gov.in](http://www.health.mp.gov.in).

# **C. PREPARATION OF TENDERS**

## **11. Documents Comprising the Tender**

11.1 The **Two Bid Online System**, i.e. “Technical Bid” (Cover-A) and “Financial Bid” (Cover-C) prepared by the bidder, shall comprise the following:

### **A) Techno – Commercial Tender - Un priced Tender (Cover-A)**

- i) Earnest money furnished in accordance with GIT Clause 19;
- ii) Tender Form as per Section X (without indicating any prices).
- iii) Documentary evidence, as necessary in terms of GIT Clauses 5 and 17 establishing that the bidder is eligible to submit the tender and also qualified to perform the contract if its tender is accepted.
- iv) Bidders submitting bid for goods manufactured by other manufacturers shall furnish Manufacturer’s Authorization Form (in the format given in Section-XII)
- v) Power of Attorney in favour of signatory of Tender Documents and signatory of Manufacturer’s Authorization Form.
- vi) Documents and relevant details to establish in accordance with GIT Clause 18 that the goods and the allied services to be supplied by the bidder conform to the requirement of the Tender Documents.

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- vii) Performance Statement as per section IX along with relevant copies of orders and end users' satisfaction certificate in the desired format.
  - viii) Certificate of Incorporation of the Bidder in the country of origin.
  - ix) Checklist as per Section XVIII.

**B) Price Tender (to be submitted online, no physical copy) – (Cover-C)**

The Price Schedule as per format given in Section XI (A) and (B) should filled and submitted **online only** with all the details including make, model etc. of the goods and services offered.

- 11.2 The authorized signatory of the bidder must sign on the physical copy of Tender Documents duly stamped at appropriate places and initial all the pages of the tender.
- 11.3 A Tender, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

**12. Tender currencies**

- 12.1 The bidder supplying indigenous/imported goods or already imported goods shall quote only in Indian Rupees.
- 12.2 Tenders, where prices are quoted in any other way shall be treated as non -responsive and rejected.

**13 Tender Prices**

- 13.1 The Bidder shall indicate on the Price Schedule provided under Section XI all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a bidder, same should be clarified as "NA" by the bidder.
- 13.2 If there is more than one Schedule in the List of Requirements, the bidder has the option to submit its Bid for any one or more Schedules and, also, to offer special discount for combined Schedules. However, while quoting for a schedule, the bidder shall quote for the complete requirement of goods and services as specified in that particular schedule.
- 13.3 While filling up the columns of the Price Schedule, the following aspects should be noted for compliance:
  - 13.3.1 For domestic goods or goods of foreign origin located within India, the prices in the corresponding price schedule shall be entered separately in the following manner:
    - a) the price of the goods, quoted ex-factory/ ex-showroom/ ex-warehouse/ off-the-shelf, as applicable, including all taxes and duties like sales tax, CST VAT, CENVAT, Custom Duty, Excise Duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc;
    - b) any sales or other taxes and any duties including excise duty, which will be payable on the goods in India if the contract is awarded;
    - c) charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and Price Schedule;
    - d) the price of Incidental Services, as mentioned in List of Requirements and Price Schedule;
    - e) the prices of Turnkey ( if any), as mentioned in List of Requirements, Technical Specification and Price Schedule; and
- 13.4 Additional information and instruction on Duties and Taxes:

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13.4.1 If the Bidder desires to ask for sales tax/VAT, Service Tax, Works Contract Tax etc. to be paid extra, the same must be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such duties and taxes and no claim for the same will be entertained later.

13.4.2 Excise Duty:

- a) Prices are inclusive of Excise duty. If a Bidder chooses to mention the excise duty in the price bid and also desires to be reimbursed for variation, if any, in the excise duty during the time of supply, the bidder must clearly mention the same and also indicate the rate and quantum of excise duty included in its price. Failure to indicate all such details in clear terms may result in rejection of that tender.
- c) Subject to sub clauses 13.5.2 (a), any change in excise duty upward/downward as a result of any statutory variation in excise duty taking place within contract terms shall be allowed to the extent of actual quantum of excise duty paid by the supplier. In case of downward revision in excise duty, the actual quantum of reduction of excise duty shall be reimbursed to the Purchaser/Ordering Authority by the supplier. All such adjustments shall include all reliefs, exemptions, rebates, concession etc. if any obtained by the supplier.

13.4.3 Sales Tax:

If a bidder asks for sales tax/ VAT, Service Tax and Works Contract Tax to be paid extra, the rate and nature of sales tax applicable should be shown separately. The sales tax / VAT, Service Tax and Works Contract Tax will be paid as per the rate at which it is liable to be assessed or has actually been assessed provided the transaction of sale is eligible to sales tax / VAT, Service Tax and Works Contract Tax and is payable as per the terms of the contract. If any refund of Tax is received at a later date, the Supplier must return the amount forth-with to the Tender Inviting Authority.

13.4.4 Octroi Duty and Local Duties & Taxes:

Normally, goods to be supplied to government departments against government contracts are exempted from levy of town duty, Octroi duty, terminal tax and other levies of local bodies. However, on some occasions, the local bodies (like town body, municipal body etc.) as per their regulations allow such exemptions only on production of certificate to this effect from the concerned government department. Keeping this in view, the supplier shall ensure that the stores to be supplied by the supplier against the supply order (s) placed by the Ordering Authority are exempted from levy of any such duty or tax and, wherever necessary, obtain the exemption certificate from the Ordering Authority/ Purchaser.

However, if a local body still insists upon payment of such local duties and taxes, the same should be paid by the supplier to the local body to avoid delay in supplies and possible demurrage charges and obtain a receipt for the same. The supplier should forward the receipt obtained for such payment to the Ordering Authority to enable the Ordering Authority to reimburse the supplier and take other necessary action in the matter.

## **14. Indian Agent**

14.1 Deleted

## **15. Firm Price**

15.1 Unless otherwise specified in the SIT, prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

15.2 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 13 will apply.

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## **16. Alternative Tenders**

- 16.1 Alternative Tenders are not permitted. All those bidders shall be disqualified for all quoted products if any person (s) ( i.e partner (s) in case of a partnership firm, member (s) in case of a company or the proprietor in case of a proprietorship firm, as the case may be) holds 20% or more share (ownerships) in more than one bidding entities who have quoted for same product (s)”.  
16.2 Bidders are requested to quote their most suitable model meeting tendered technical specifications. Alternate models are not allowed to quote.

## **17 Documents Establishing Bidder's Eligibility and Qualifications**

- 17.1 Pursuant to GIT clause 11, the bidder shall furnish, as part of its tender, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract if its tender is accepted.  
17.2 The documentary evidence needed to establish the bidder's qualifications shall fulfil the following requirements:

The manufacturer or Indian subsidiary of foreign manufacturer has the required financial, technical, production and after sales services capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.

## **18. Documents establishing Good's Conformity to TE document.**

- 18.1 The bidder shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by the Tender Inviting Authority in the TE documents. For this purpose the bidder shall also provide a clause-by-clause statement of compliance on the technical specifications and other technical details incorporated by the Tender Inviting Authority in the TE documents vis-à-vis the technical details of the offered product to establish technical responsiveness of the goods and services offered in its tender.  
18.2 In case there is any variation and/or deviation between the goods & services prescribed by the Tender Inviting Authority and that offered by the bidder, the bidder shall list out the same in a chart form without ambiguity and provide the same along with its tender.  
18.3 If a bidder furnishes wrong and/or misguiding/misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the Tender Inviting Authority in this regard.  
18.4 Tender Inviting Authority reserves the right to call the Bidder to demonstrate his/her quoted model (s) before the Tender Evaluation Committee within 7-15 days from the date of issuing letter/online intimation. The time range shall depend upon the type of equipment.

## **19. Earnest Money Deposit (EMD)**

- 19.1 Pursuant to GIT clauses 8.1 and 11.1(d) the bidder shall furnish along with its tender, earnest money of Rs. 4.00 lacs per bidder. The earnest money is required to protect the Tender Inviting Authority against the risk of the bidder's unwarranted conduct as amplified under sub-clause 19.7 below.  
19.2 The earnest money shall be denominated in Indian Rupees as per GIT clause 12.2. The earnest money shall be in the form of irrevocable Bank Guarantee .  
19.3 No exemption is allowed in EMD. Without valid EMD, bid shall be rejected.  
19.4 Irrevocable Bank Guarantee is to be provided from any scheduled bank in India and should be pledged to Director Medical Services, payable at Bhopal and as per the format specified under Section XIII in these documents.  
19.5 The earnest money shall be valid for 180 days from Techno – Commercial Tender opening date.  
19.6 Unsuccessful bidders' earnest money will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful bidder's earnest money will be returned without any interest, after receipt of performance security from that bidder.

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19.7 Earnest Money is required to protect the Tender Inviting Authority against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD. Earnest money of a bidder will be forfeited, if the bidder withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the Tender Inviting Authority. The successful bidder's earnest money will be forfeited without prejudice to other rights of Tender Inviting Authority if it fails to furnish the required performance security within the specified period.

## 20. Tender Validity

- 20.1 If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of 180 days (One hundred and eighty days) after the date of tender opening prescribed in the TE document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- 20.2 In exceptional cases, the bidders may be requested by the Tender Inviting Authority to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable followed by surface mail. The bidders, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its tender validity without forfeiting its EMD.
- 20.3 In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for the Tender Inviting Authority, the tender validity shall automatically be extended up to the next working day.

## 21. Signing and Sealing of Tender

- 21.1 The Bidders shall submit their tenders online as per key schedule dates indicated and physical copy of Technical Bid as per the instructions contained in GIT Clause 11.
- 21.2 Tender Document seeks tender submission by following two Tender Online System, in two parts i.e. two bid systems. First part i.e. "Technical Bid (EMD & Technical documents) – **Envelope-A**" and second part i.e. "Financial Bid" – **Envelope-C**
- 21.3 The scanned copy of EMD ( Irrevocable Bank Guarantee) as EMD should be uploaded online during bid submission. The Bidder shall also submit original EMD along with physical copy of all letters, certificates, testimonials, forms etc. (self-certified) including original catalogue (s) of model quoted as uploaded online on or before the closing date of submission of tender document as specified at clause no. 22.1 below.
- 21.3 The original and other copies of the tender shall either be typed or written in indelible ink and the same shall be signed by the bidder or by a person(s) who has been duly authorized to bind the bidder to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.
- 21.4 All the pages of the physical tender document shall be duly signed at the appropriate places as indicated in the Tender Documents and all other pages of the tender including printed literature, if any shall be initialled by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.
- 21.5 The bidder is to seal the tender in envelopes and writing the address of the Tender Inviting Authority and the tender reference number on the envelopes. The sentence "NOT TO BE OPENED" before \_\_\_\_\_ (The bidder is to put the date & time of tender opening) are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, the Tender Inviting Authority will not assume any responsibility for its misplacement, premature opening, late opening etc.

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## **D. SUBMISSION OF TENDERS**

### **22. Submission of Tenders**

- 22.1 Unless otherwise specified, tenders will be received online as per the Key Dates in the Notice published on the website <http://www.mpeproc.gov.in>
- 22.2 Physical technical bid (without price bid) along with original EMD in an envelope super scribing “Tender No. \_\_\_\_\_ for supply of \_\_\_\_\_” due on \_\_\_\_\_ [due date and time of submission of Technical Bid]” should be addressed and submitted on or before the date & time of online opening of technical bid and shall be submitted to “Managing Director (Procurement), MPPHSCL at Directorate of Health Services, 5th Floor, Satpura Bhawan, Bhopal. The officer receiving the physical documents shall give the bidder an official receipt duly signed with date and time.
- 22.3 For online bidding scan copy of needful documents in proper resolution should be uploaded online. Bidders are required to sign their bids online using Class III - Digital Certificates only, Contractors are advised to obtain the same at the earliest. For further information, Contractors are requested to read Users Guide available in M.P. Government’s E-Procurement Portal <https://www.mpeproc.gov.in/>. The bidders may also contact E-Procurement Cell / Helpdesk at Toll Free No. 1800-274-5454 and 1800-274-5454 and e-mail: [eproc\\_helpdesk@mpsdc.gov.in](mailto:eproc_helpdesk@mpsdc.gov.in)
- 22.4 The Bidders must ensure that they deposit their online/physical technical bid along with original EMD not later than the closing time and date specified for submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for the Tender Inviting Authority, the physical technical bid and original EMD will be received up to the appointed time on the next working day.

### **23. Late Tender**

- 23.1 This is an e-tender and all documents including price details are to be submitted on the mentioned portal. However, physical copy of Techno-Commercial bid is required to be submitted which shall be accepted on or before the time as mentioned at clause no. 22.1 above. Physical copy shall be accepted before the date and time of online tender opening but not beyond that.

### **24. Alteration and Withdrawal of Tender**

- 24.1 The bidder, after submitting its tender online, is not permitted to alter / modify its tender.
- 24.2 No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a bidder withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the bidder in its tender.

## **E. TENDER OPENING**

### **25. Online opening of Tenders**

- 25.1 The Tender Inviting Authority will open the tenders ‘online’ at the specified date and time and at the specified place as indicated in the NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Tender Inviting Authority, the tenders will be opened at the appointed time and place on the next working day.
- 25.2 Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening provided they bring with them letters of authority from the corresponding bidders. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives’ names, signatures, e-mail Id, contact no. and corresponding Bidders’ names and addresses.

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- 25.3 Two Bid system as mentioned in Para 21.2 above will be as follows. The **Technical Bid (Envelope-A)** are to be opened online at the first instance, at the prescribed time and date as indicated in NIT followed by opening of physical copy of the technical bid. These Bids shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the Tender Document. During the Technical Bid opening, the Bid opening official(s) will read the salient features of the bids like brief description of the goods offered, delivery period, Earnest Money Deposit and any other special features of the tenders, as deemed fit by the tender opening official(s). Thereafter, in the second stage, the **Financial Bid (Envelope-C)** of only the Technically acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Technical bid. The prices, special discount if any of the goods offered etc., as deemed fit by tender opening official(s) will be read out.

## **F. SCRUTINY AND EVALUATION OF TENDERS**

### **26. Basic Principle**

- 26.1 Tenders will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which tenders have been received and the terms, conditions etc. mentioned by the bidders in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders. TIA will not enter into any correspondence on the issue.

### **27. Preliminary Scrutiny of Tenders**

- 27.1 The Tender Inviting Authority will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed stamped and whether the Tenders are generally in order.
- 27.2 Prior to the detailed evaluation of Price Tenders, pursuant to GIT Clause 34, the Tender Inviting Authority will determine the substantial responsiveness of each Tender to the TE Document. For purposes of these clauses, a substantially responsive Tender is one, which conforms to all the terms and conditions of the TE Documents without material deviations. Deviations from, or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 5), Warranty (GCC Clause 15), EMD (GIT Clause 19), Taxes & Duties (GCC Clause 20), Force Majeure (GCC Clause 26) and Applicable law (GCC Clause 31) will be deemed to be a material deviation. The Tender Inviting Authority's determination of a Tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 27.3 If a Tender is not substantially responsive, it will be rejected by the Tender Inviting Authority and cannot subsequently be made responsive by the Bidder by correction of nonconformities.
- 27.4 The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Documents. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored.
- 27.5 The following are some of the important aspects, for which a tender shall be declared non – responsive and will be summarily ignored;
- (i) Tender form as per Section X (signed and stamped) not uploaded and physically not submitted
  - (ii) Tender validity is shorter than the required period.
  - (iii) Required EMD (Amount etc.) have not been provided.
  - (iv) Bidder has not submitted manufacturer's authorization form in the prescribed format (only in case, bidder is a dealer or distributor of the quoted equipment)
  - (v) Bidder has not agreed to give the required performance security.
  - (vi) Goods offered are not meeting the tender enquiry specification.
  - (vii) Bidder has not agreed to other essential condition(s) specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.
  - (viii) Poor/ unsatisfactory past performance.

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- (ix) Bidders who stand deregistered/banned/blacklisted by any Govt. Authorities.
  - (x) Bidder is not eligible as per GIT Clauses 5.1 & 17.1.
  - (xi) Bidder has not quoted for the entire quantity as specified in the List of Requirements in the quoted schedule.

Note: The above mentioned aspects are descriptive and not exhaustive and a tender can be declared non-responsive for non-fulfilment of any essential condition culled out in the instant document in the considered view of the Tender Inviting Authority and the opinion of the Tender Inviting Authority shall be final and conclusive.

## **28. Minor Infirmary/Irregularity/Non-Conformity**

- 28.1 If during the preliminary examination, the Tender Inviting Authority find any minor informality and/or irregularity and/or non-conformity in a tender, the Tender Inviting Authority may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the bidders. Wherever necessary, the Tender Inviting Authority will convey its observation on such 'minor' issues to the bidder by registered/speed post etc. asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

## **29 Discrepancies in Prices**

- 29.1 If, in the price structure quoted by a bidder, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the Tender Inviting Authority feels that the bidder has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- 29.2 If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
- 29.3 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 29.1 and 29.2 above.
- 29.4 If, as per the judgement of the Tender Inviting Authority, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the bidder by registered / speed post. If the bidder does not agree to the observation of the Tender Inviting Authority, the tender is liable to be ignored.

## **30. Discrepancy between online tender documents and physical documents/papers of Tender**

- 30.1 In case any discrepancy is observed between the online documents, text etc. and that in the physically submitted documents, text etc. of the same tender set then online documents, text etc. shall prevail. Here also, the Tender Inviting Authority will convey its observation suitably to the bidder by register / speed post and, if the bidder does not accept the Tender Inviting Authority's observation, that tender will be liable to be ignored.

## **31. Qualification Criteria**

- 31.1 Tenders of the bidders, who do not meet the required Qualification Criteria prescribed in Section IX, will be treated as non - responsive and will not be considered further.

## **32. Conversion of tender currencies to Indian Rupees**

- 32.1 Deleted

## **33. Schedule-wise Evaluation**

- 33.1 In case the List of Requirements contains more than one schedule, the responsive tenders will be evaluated and compared separately for each schedule. The tender for a schedule will not be considered if the complete requirements prescribed in that schedule are not included in the tender.



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However, as already mentioned in GIT sub clause 13.2, the bidders have the option to quote for any one or more schedules and offer discounts for combined schedules. Such discounts wherever applicable will be taken into account to determine the lowest evaluated cost for the Tender Inviting Authority in deciding the successful bidder for each schedule, subject to bidder(s) being responsive.

#### **34. Comparison of Tenders**

34.1 Unless mentioned otherwise in Section – III – Special Instructions to Bidders and Section – VI – List of Requirements, the comparison of the responsive tenders shall be carried out on Delivery Duty Paid (DDP) consignee site basis.

#### **35. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders**

35.1 Further to GIT Clause 34 above, the Tender Inviting Authority's evaluation of a tender will include and take into account the following:

i) In the case of goods manufactured in India or goods of foreign origin already located in India, sales tax & other similar taxes and excise duty & other similar duties, Customs Duties, Service Tax, Works Contract Tax etc which will be contractually payable (to the bidder), on the goods if a contract is awarded on the bidder.

35.2 The Tender Inviting Authority's evaluation of tender will also take into account the additional factors, if any, incorporated in SIT in the manner and to the extent indicated therein.

35.3 The Tender Inviting Authority reserves the right to give the price preference to small-scale industries located in Madhya Pradesh as per the instruction in vogue while evaluating, comparing and ranking the responsive tenders.

#### **36. Bidder's capability to perform the contract**

36.1 The Tender Inviting Authority, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the bidder, whose tender has been determined as the lowest evaluated responsive tender, is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, a Bidder is responsive for more than one schedule, then, such determination will be made cumulative.

36.2 The above-mentioned determination will, inter alia, take into account the bidder's financial, technical and production capabilities for satisfying all the requirements of the Tender Inviting Authority as incorporated in the Tender Document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the bidder in its tender as well as such other allied information as deemed appropriate by the Tender Inviting Authority.

#### **37. Contacting the Tender Inviting Authority**

37.1 From the time of submission of tender to the time of awarding the contract, if a bidder needs to contact the Tender Inviting Authority for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.

37.2 In case a bidder attempts to influence the Tender Inviting Authority in the Tender Inviting Authority's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection in addition to appropriate administrative and coercive actions being taken against that bidder, as deemed fit by the Tender Inviting Authority.

## **G. AWARD OF CONTRACT**

#### **38. Tender Inviting Authority's Right to accept any tender and to reject any or all tenders**

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38.1 The Tender Inviting Authority reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidders.

**39. Award Criteria**

39.1 Subject to GIT clause 38 above, the contract will be awarded to the lowest evaluated responsive bidder decided by the Tender Inviting Authority in terms of GIT Clause 36.

**40. Variation of Quantities at the Time of Award/ Currency of Contract**

40.1 The tender has been called for one year rate contract from the date of signing of contract agreement. Quantities mentioned in the schedule (s) in the “List of Requirements” in the bid documents are indicative. All supply orders shall be placed by the Purchaser/Ordering Authority defined at GIT Clause 1.2. Order quantities may increase by not more than 50% of the qty. mentioned in the tender document depending upon the requirement of the Purchaser (s).The Tender Inviting Authority can exercise this option during currency of contract. Beyond 150% of the qty. mentioned in the tender, supplier is not liable to supply to Ordering Authorities.

**41. Intimation Letter to successful bidder / Notification of Award**

41.1 Before expiry of the tender validity period, the Tender Inviting Authority will notify the successful bidder(s) in writing, only by registered / speed post or by e-order (to be confirmed by registered / speed post) that its tender for goods & services, which have been selected by the Tender Inviting Authority, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful bidder must furnish to the Tender Inviting Authority the required performance security within 21 days along with the contract agreement from the date of dispatch of this notification, failing which the EMD will forfeited and the award will be cancelled. Relevant details about the performance security have been provided under GCC Clause 5 under Section IV.

41.2 The Notification of Award shall constitute the conclusion of the Contract.

41.3 The rates quoted and accepted will be binding on the bidder for full contract period of one year from the date of signing of agreement and any increase in price will not be entertained till the completion of this contract period. However, contract can be extended by another 3 months, before the expiry of annual rate contract, with the same terms and conditions of the rate contract. Accordingly this clause will be applicable for all orders placed during the contract period.

41.4 All supply orders shall be placed by the Ordering Authority (ies). All terms and conditions of supply order (s) shall be governed by the conditions of this tender document. Relevant details about the performance security have been provided under GCC Clause 5 under Section IV.

**42. Issue of Contract**

42.1 Promptly after notification of award, the Tender Inviting Authority will mail the contract form (as per Section XV) duly completed and signed, in duplicate, to the successful bidder by registered / speed post.

42.2 Within twenty one days from the date of the Notification of Award (at GIT Clause 41 above) , the successful bidder shall return the original copy of the contract, duly signed and dated, to the Tender Inviting Authority by registered / speed post.

**43. Non-receipt of Performance Security and Contract by the Tender Inviting Authority/Ordering Authority**

43.1 Failure of the successful bidder in providing performance security and / or returning contract copy duly signed in terms of GIT clauses 41 and 42 above shall make the bidder liable for forfeiture of its EMD and, also, for further actions by the Tender Inviting Authority against it as per the clause 24 of GCC – Termination of default.

**44. Return of E M D**

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44.1 The earnest money of the successful bidder and the unsuccessful bidders will be returned to them without any interest, whatsoever, in terms of GIT Clause 19.6.

**45. Publication of Tender Result**

45.1 The name and address of the successful bidder(s) receiving the contract(s) will be mentioned in the notice board/bulletin/web site of the Tender Inviting Authority.

**46. Corrupt or Fraudulent Practices**

46.1 It is required by all concerned namely the Consignee/Bidders/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Tender Inviting Authority: -

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Tender Inviting Authority, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Tender Inviting Authority of the benefits of free and open competition;
  - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party [“parties” refers to participants in the procurement process (including public officials) attempting to establish bid prices at artificial, non competitive level].
  - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party (a “party” refers to a participant in the procurement process or contract execution).
- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusive practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the Tender Inviting Authority if it at any time determines that the firm/ company has engaged in corrupt or fraudulent or collusive practices in competing for, or in executing the contract.

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**SECTION - III**  
**SPECIAL INSTRUCTIONS TO TENDERERS**  
**(SIT)**

<b>Sl. No.</b>	<b>GIT Clause No.</b>	<b>Topic</b>	<b>SIT Provision</b>
A	1 to 7	Preamble	No Change
B	8 to 10	TE documents	No Change
C	11 to 21	Preparation of Tenders	No Change
D	22 to 24	Submission of Tenders	No Change
E	25	Tender Opening	No Change
F	26 to 37	Scrutiny and Evaluation of Tenders	No Change
G	38 to 45	Award of Contract	No Change

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## **SPECIAL INSTRUCTIONS TO TENDERERS (SIT)**

The following Special Instructions to Bidders will apply for this purchase. These special instructions will modify/substitute/supplement the corresponding General Instructions to Bidders (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

**A Preamble**

**No Change**

**B TE documents**

**No Change**

**C Preparation of Tenders**

**No Change**

**D Submission of Tenders**

**No Change**

**E Tender Opening**

**No Change**

**F Scrutiny and Evaluation of Tenders**

**No Change**

**G Award of Contract**

**No Change**

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**SECTION - IV**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**  
**TABLE OF CLAUSES**

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## **GENERAL CONDITIONS OF CONTRACT (GCC)**

### **1. Application**

- 1.1 The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract prescribed under Section V, List of requirements under Section VI and Technical Specification under Section VII of this document.

### **2. Use of contract documents and information**

- 2.1 The supplier shall not, without the Tender Inviting Authority's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the Tender Inviting Authority in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this Tender Document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- 2.2 Further, the supplier shall not, without the Tender Inviting Authority's prior written consent, make use of any document or information mentioned in GCC sub-clause 2.1 above except for the sole purpose of performing this contract.
- 2.3 Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 2.1 above shall remain the property of the Tender Inviting Authority and, if advised by the Tender Inviting Authority, all copies of all such documents shall be returned to the Tender Inviting Authority on completion of the supplier's performance and obligations under this contract.

### **3. Intellectual Property Rights**

- 3.1 The supplier shall, at all times, indemnify and keep indemnified the Tender Inviting Authority, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the Tender Inviting Authority, the Tender Inviting Authority shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to the Tender Inviting Authority.

### **4. Country of Origin**

- 4.1 All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
- 4.2 The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.
- 4.3 The country of origin may be specified in the Price Schedule

### **5. Performance Security**

- 5.1 Within twenty one (21) days from date of the issue of intimation letter/ notification of award by the Tender Inviting Authority/Ordering Authority, the supplier, shall furnish performance security to the Tender Inviting Authority for an amount equal to ten percent (10%) of the total value of the rate contract amount, valid up to one hundred & eighty (180) days after the date of completion of all contractual obligations by the supplier, including the warranty obligation.
- 5.2 The Performance security (at 5.1 above) shall be denominated in Indian Rupees or in the currency of the contract as detailed below:

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- a) It shall be in the form of Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in section XV of this document in favour of the Tender Inviting Authority.

5.3 In the event of any failure /default of the supplier with or without any quantifiable loss to the government including furnishing of Bank Guarantee for CMC security as per Proforma in Section XV, the amount of the performance security is liable to be forfeited. The Administration Department may do the needful to cover any failure/default of the supplier with or without any quantifiable loss to the Government.

5.4 In the event of any amendment issued to the contract, the supplier shall, within fifteen (15) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same validity in all respects in terms of the contract, as amended.

5.5 deleted.

5.6 deleted

## **6. Technical Specifications and Standards**

6.1 The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in 'Technical Specification' and 'Quality Control Requirements' under Sections VII and VIII of this document.

## **7. Packing and Marking**

7.1 The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the contract.

7.2 The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

7.3 Packing instructions:

Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and VIII and in SCC under Section V, the supplier shall make separate packages for each ordering authority/consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:

- a. Contract number and date
- b. Brief description of goods including quantity
- c. Packing list reference number including relevant code numbers of the accessories
- d. Country of origin of goods
- e. Ordering Authority/consignee's name and full address including contact numbers and
- f. Supplier's name and address including contact numbers

## **8. Inspection, Testing and Quality Control**

8.1 Before despatch of the ordered goods, supplier, at its own cost, has to carry out pre-despatch inspection of the ordered goods by empanelled inspection agency (ies) of US FDA compliance certifying body (ies) through ASTM standards. Before submitting the product for inspection through empanelled agency(ies),



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the manufacturer must provide test certificate detailing in house tests carried out and the product's compliance. The test certificate must include performance parameters of all sub-systems and components.

- 8.2 The Tender Inviting Authority (TIA) and/or its nominated representative(s) may, without any extra cost to the Tender Inviting Authority, inspect and/or test the ordered goods, its manufacturing line and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. The TIA shall inform the supplier in advance, in writing, the TIA's programme for such inspection and, also the identity of the officials to be deputed for this purpose. The cost towards the transportation, boarding & lodging will be borne by the Tender Inviting Authority and/or its nominated representative(s).
- 8.3 The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to the Tender Inviting/ Ordering Authority's inspector at no charge to the Tender Inviting Authority/ Ordering Authority.
- 8.4 Tender Inviting Authority or Ordering Authority or their representative shall also inspect and/or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract at the site of final destination (at consignee's premises).
- 8.5 If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, the Tender Inviting/Ordering Authority's inspector may reject them and the supplier shall either replace the rejected goods within 45 days or make all alterations necessary to meet the specifications and standards, as required, free of cost to the Tender Inviting/Ordering Authority and resubmit the same to the Tender Inviting/Ordering Authority's inspector for conducting the inspections and tests again.
- 8.6 In case the contract/supply order stipulates pre-despatch inspection of the ordered goods at supplier's premises by Tender Inviting Authority, the supplier shall put up the goods for such inspection to the Tender Invitee's inspector well ahead of the contractual delivery period, so that the Tender Inviting Authority's inspector is able to complete the inspection within the contractual delivery period.
- 8.7 If the supplier tenders the goods to the Tender Invitee's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the Tender Inviting Authority under the terms & conditions of the contract.
- 8.8 The Tender Inviting Authority's/consignee's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by Tender Inviting/Ordering Authority's inspector during pre-despatch inspection mentioned above.
- 8.9 Goods accepted by the Tender Inviting Authority/Ordering Authority and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute Tender Inviting Authority's/consignee's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause 15.

## **9. Terms of Delivery**

- 9.1 Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the contract.

## **10. Transportation of Goods**

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- 10.1 Instructions for transportation of domestic goods including goods already imported by the supplier under its own arrangement:

In case no instruction is provided in this regard in the SCC, the supplier will arrange transportation of the ordered goods as per its own procedure.

**11. Insurance:**

- 11.1 Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:

- i) in case of supply of domestic goods including goods already imported in India, on Consignee site basis, the supplier shall be responsible till the entire stores contracted for arrival in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier and should be valid till 3 months after the receipt of goods by the Consignee.
- ii) If the equipment is not commissioned and handed over to the consignee within 3 months, the insurance will be got extended by the supplier at their cost till the successful installation, testing, commissioning and handing over of the goods to the consignee. In case the delay in the installation and commissioning is due to handing over of the site to the supplier by the consignee, such extensions of the insurance will still be done by the supplier, but the insurance extension charges at actual will be reimbursed.

**12. Consumables & Spare parts (Deleted)**

**13. Incidental services (Deleted)**

**14. Distribution of Dispatch Documents for Clearance/Receipt of Goods**

The supplier shall send all the relevant despatch documents well in time to the Tender Inviting Authority/Ordering Authority/Consignee to enable the Tender Inviting Authority/Ordering Authority/Consignee clear or receive (as the case may be) the goods in terms of the contract.

Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows:

- A) For Domestic Goods, including goods already imported by the supplier under its own arrangement

Within 24 hours of despatch, the supplier shall notify the Tender Inviting Authority, Ordering Authority/consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract) keeping in view that the notification should reach the concerned authority not on a closed day/public holiday:

- (i) Three copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Consignee Receipt Certificate as per Section XVI in original issued by the authorized representative of the consignee;
- (iii) Two copies of packing list identifying contents of each package;
- (iv) Inspection certificate issued by the Inspection agency;
- (v) Certificate of origin;
- (vi) Insurance Certificate as per GCC Clause 11.
- (vii) Manufacturers/Supplier's warranty certificate & In-house inspection certificate.

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**15. Warranty and CMC (Deleted)**

**16. Assignment**

16.1 The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Tender Inviting Authority's prior written permission.

**17. Sub Contracts**

17.1 The Supplier shall notify the Tender Inviting Authority in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract. Sub contracts shall not be inconsistent with the terms of the tender/contract agreement.

17.2 Sub contracts shall also comply with the provisions of GCC Clause 4 ("Country of Origin").

**18. Modification of contract**

18.1 If necessary, the Tender Inviting Authority may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:

- a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for the Tender Inviting Authority,
- b) Mode of packing,
- c) Incidental services to be provided by the supplier
- d) Mode of despatch,
- e) Place of delivery, and
- f) Any other area(s) of the contract, as felt necessary by the Tender Inviting Authority depending on the merits of the case.

18.2 In the event of any such modification/alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by the Tender Inviting Authority/Ordering Authority, the supplier shall convey its views to the Tender Inviting Authority/Ordering Authority within twenty-one days from the date of the supplier's receipt of the Tender Inviting Authority's/Consignee's amendment / modification of the contract.

**19. Prices**

19.1 Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender and incorporated in the contract except for any price adjustment authorised in the SCC.

**20. Taxes and Duties**

20.1 Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to the Tender Inviting Authority.

20.2 Further instruction, if any, shall be as provided in the SCC.

**21. Terms and Mode of Payment**

**21.1 Payment Terms**

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Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner:

**A) Payment for Domestic Goods Or Foreign Origin Located Within India.**

Payment shall be made in Indian Rupees as specified in the contract in the following manner:

**a) On delivery:**

100% payment of the contract price shall be paid on receipt of goods in good condition with Standard quality test certificate from the Inspection Agency and upon the submission of the following documents:

- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Test certificate issued by Inhouse Quality control department;
- (iii) Consignee Receipt Certificate as per Section XVI in original issued by the authorized representative of the consignee;
- (iv) Two copies of packing list identifying contents of each package;
- (v) Inspection certificate issued by the Inspection agency as per clause GCC 8;
- (vi) Insurance Certificate as per GCC Clause 11;
- (vii) Certificate of origin. (In case of imported items)

**22. Delay in the supplier's performance**

22.1 The supplier shall deliver the goods and perform the services under the contract within the time schedule specified by the Tender Inviting Authority/Ordering Authority in the List of Requirements and as incorporated in the contract.

22.2 Subject to the provision under GCC clause 26, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions:

- (i) imposition of liquidated damages,
- (ii) forfeiture of its performance security and
- (iii) termination of the contract for default.

22.3 If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform the Tender Inviting Authority/Ordering Authority in writing about the same and its likely duration and make a request to the Tender Inviting Authority/Ordering Authority for extension of the delivery schedule accordingly. On receiving the supplier's communication, the Tender Inviting Authority/Ordering Authority shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.

22.4 When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, inter alia contain the following conditions:

(a) The Tender Inviting Authority/Ordering Authority shall recover from the supplier, under the provisions of the clause 23 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.

(b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax/ VAT, Service Tax and Works Contract Tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall

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be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.

(c) But nevertheless, the Tender Inviting Authority/Ordering Authority shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, sales tax/ VAT, Service Tax and Works Contract Tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.

- 22.5 The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the Tender Inviting Authority/Ordering Authority/Consignee for extension of delivery period and obtain the same before despatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against the Tender Inviting Authority.

### **23. Liquidated damages**

- 23.1 Subject to GCC clause 26, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the Tender Inviting Authority/Ordering Authority/Consignee shall, without prejudice to other rights and remedies available to the Tender Inviting Authority/Ordering Authority/Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10% of the contract price. Once the maximum is reached, the order stands cancelled and LD shall be imposed on the value of the unexecuted order. Security Deposit of such suppliers can also be forfeited besides taking other penal action like debarment from participating in present and future tenders of the tender inviting authority etc.

During the above-mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 22.4 above shall also apply.

### **24. Termination for default**

- 24.1 The Tender Inviting Authority/Ordering Authority, without prejudice to any other contractual rights and remedies available to it (the Tender Inviting Authority/Ordering Authority), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Tender Inviting Authority/Ordering Authority pursuant to GCC sub-clauses 22.3 and 22.4.
- 24.2 In the event of the Tender Inviting Authority/Ordering Authority terminates the contract in whole or in part, pursuant to GCC sub-clause 24.1 above, the Tender Inviting Authority/Ordering Authority may carry out risk purchase goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the Tender Inviting Authority/Ordering Authority for the extra expenditure, if any, incurred by the Tender Inviting Authority/Ordering Authority for arranging such procurement.
- 24.3 Unless otherwise instructed by the Tender Inviting Authority/Ordering Authority, the supplier shall continue to perform the contract to the extent not terminated.

### **25. Termination for insolvency**

- 25.1 If the supplier becomes bankrupt or otherwise insolvent, the Tender Inviting Authority reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Tender Inviting Authority/Ordering Authority.

### **26. Force Majeure**

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- 26.1 Notwithstanding the provisions contained in GCC clauses 22, 23 and 24, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 26.2 For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Tender Inviting Authority/Ordering Authority either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees , lockouts excluding by its management, and freight embargoes.
- 26.3 If a Force Majeure situation arises, the supplier shall promptly notify the Tender Inviting Authority/Ordering Authority in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Tender Inviting Authority/Ordering Authority in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 26.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- 26.5 In case due to a Force Majeure event the Tender Inviting Authority/Ordering Authority is unable to fulfil its contractual commitment and responsibility, the Tender Inviting Authority/Ordering Authority will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

## **27. Termination for convenience**

- 27.1 The Tender Inviting Authority/Ordering Authority reserves the right to terminate the contract, in whole or in part for its (Tender Inviting Authority's/Ordering Authority's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Tender Inviting Authority/Ordering Authority. The notice shall also indicate interalia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- 27.2 The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by the Tender Inviting Authority/Ordering Authority following the contract terms, conditions and prices. For the remaining goods and services, the Tender Inviting Authority/Ordering Authority may decide:
- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
  - b) To cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

## **28. Governing language**

- 28.1 The contract shall be written in English language following the provision as contained in GIT clause 4. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

## **29. Notices**

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29.1 Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

29.2 The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

### **30. Resolution of disputes**

30.1 If dispute or difference of any kind shall arise between the Tender Inviting Authority/Ordering Authority and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

30.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the SCC, either the Tender Inviting Authority/Ordering Authority or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India.

30.3 All disputes arising out of tendering process shall be within the jurisdiction of High Court of Madhya Pradesh, principal seat at Jabalpur, India.

30.4 Arbitration proceedings shall be convened by a panel of three arbitrators, one arbitrator each shall be nominated by both the parties and the third arbitrator shall be appointed with the mutual consultation and consent of both the arbitrators.

30.5 The award passed by the arbitrators shall be final and binding.

30.6 Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued, i.e., Bhopal, Madhya Pradesh, India.

### **31. Applicable Law**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

### **32. General/ Miscellaneous Clauses**

32.1 Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. the Supplier/its Indian Agent/CMC Provider on the one side and the Tender Inviting Authority on the other side, a relationship of master and servant or principal and agent.

32.2 Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.

32.3 The Supplier shall notify the Tender Inviting Authority/Ordering Authority /the Government of Madhya Pradesh of any material change would impact on performance of its obligations under this Contract.

32.4 delete

32.5 delete.

**32.6** All claims regarding indemnity shall survive the termination or expiry of the contract.

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## **SECTION – V**

### **SPECIAL CONDITIONS OF CONTRACT (SCC)**

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below.

These Special Conditions will modify/substitute/supplement the corresponding (GCC) clauses. Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.



**SECTION - VI**  
**SCHEDULE OF REQUIREMENTS**

**Part I**

Schedule No.	Name of Equipment	Quantity (Nos.)
1	Indelible Marker Pen -WHO Approved (as per specifications in Section VII)	(183372 nos As Specified in Technical Specifications)

**Price Basis: For Destination at CMHO stores at following places:**

Sr No	Place	Estimated Quantity
1.	<b>Office of the regional Joint Director Office, Bhopal</b> Office of the Joint Director, Health Services, Civil Lines, 4-Bungalow, Near Kilol Park, Bhopal- 462002Ph: 0755-2660248	13254x2=26508
2.	<b>Office of the regional Joint Director Office, Indore</b> <b>Palika Plasa Phase II 2nd floor, MTH Compound Indore</b> <b>Ph: 0731-2538202</b>	16456x2=32912
3.	<b>Office of the regional Joint Director Office, Ujjain</b> Ujjain Division Ujjain, Madhav Nagar Hospital Building Campus Ghas Mandi Chouk, Freeganj, Ujjain Pin - 456010 Phone :- 0734 - 2513831	10392x2=20784
4.	<b>Office of the regional Joint Director Office, Gwalior</b> State Institute of Health Management & Communication, City Centre-Gwalior Pin 474002 Telefax : 0751-238241	15524x2=31048
5.	<b>Office of the regional Joint Director Office, Sagar</b> Sagar Division Sagar, Dr. BK Agrawal Building Infront of UTD Sports Ground, Manorama Colony Tehsili Sagar Pin - 470002 Phone :- 07582236567	10608x2=21216
6.	<b>Office of the regional Joint Director Office, Rewa</b> <b>Joint Director</b> <b>Office of Joint Director Health Services,</b> <b>Rewa Division, Rewa Madhya Pradesh,</b> <b>Mohalla-Bichiya, CMHO Campus Rewa Madhya Pradesh.</b> <b>Pin-486001</b> Phone-07662226831,225082.	12178x2=24356
7.	<b>Office of the regional Joint Director Office, Jabalpur</b> Regional Health & Family Welfare Training Center Campus Near Indra Market South Civil Line, Jabalpur M.P.	13274x2=26548

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**Note: The supplies in contract may increase or decrease in districts. The time period of rate contract may be extended by 3 months by Tender Inviting Authority subject to acceptance by supplier.  
Each indelible marker pen -supplied would be as given in Specifications.**

**Part II: Required Delivery Schedule:**

**a) For Indigenous goods or for imported goods:**

21 days from date of despatch of Notification of Award through Registered Post/ Speed Post/ e-order to delivery at consignee site. The date of delivery will be the date of delivery at consignee site (Bidders may quote earliest delivery period).

<p><b>Note: <u>The Tender Inviting Authority/Ordering Authority reserves the right to extend the delivery period up to six months from the date of NOA at its discretion.</u></b></p>
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**Part III: Scope of Incidental Services:**

Installation & Commissioning, Supervision, Demonstration, Trial run and Training etc. (if any) as specified in GCC Clause 13

**Part IV:**

Turnkey (if any) as per details in Technical Specification.

**Part V:**

Deleted

**Part VI:**

**Required Terms of Delivery and Destination.**

**a) For Indigenous goods or for imported goods:**

At Consignee Site – Specified in the List of Requirements

Insurance (local transportation and storage) would be borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery

## Section – VII

### Technical Specifications

**Note 1:** Bidder's attention is drawn to GIT clause 18 and GIT sub-clause 11.1(c). The bidder is to provide the required details, information, confirmations, etc. accordingly failing which it's tender is liable to be ignored.

**Note 2:** **Sample Demo piece** may be provided in Original Packing for **indelible marker pen (as per specification for polio rounds)** at the time of Technical Bid Opening for finalisation by the Technical Committee with Catalogue, features and Technical Literatures.

#### **Schedule No. 1 – Specification of Indelible Marker Pen -WHO Approved**

Sr. No.	Description of Item (General)	Technical specifications
1.	<b>“Indelible Ink Marker Pens”</b>	<p><b>Indelible Ink Marker Pens WHO approved Silver nitrate ink in alcohol base as PH 2 as per ISI standard no. IS 13209 of 1991 especially prepared for tender skin &amp; baby skin should not have any hazardous material for human/children applications 10 gm in weight, approx.13 cm in length, Bullet tip (Sample can be seen with Program Officer) (Violet, later on should become Black)</b></p>
		<p>The “Indelible Ink Marker Pens” should be usable for impression on minimum 500 to 600 children per pen under Pulse Polio Immunization Programme.</p> <p>The impression put on the finger of children should atleast last for 7 days from the day of marking.</p> <p>Shelf Life of the marker Pens should not be less than ten months from the date of Supply.</p> <p>The “Indelible Ink Marker Pens” should be reliable, safe for use on finger marking of children and should pass the Quality Assessment Test conducted by WHO – NPSP, failing with respect to criteria the bid would likely to be rejected.</p> <p>Whichever agency is selected for supply should have experience of supplying “Indelible Ink Marker Pens” for Pulse Polio Immunization in different states of the country.</p>
	Essential information with the tender	<p>The following information should also be furnished along with the Tender:-</p> <p style="padding-left: 40px;">No. of impression one “Indelible Ink Marker Pens” is claimed to make.(600 impressions approx)</p> <p style="padding-left: 40px;">Details of Supply of “Indelible Ink Marker Pens” to states with quantity for Pulse Polio round during last one year.</p>
	Packing	10 Pieces pack into 10 in each box

**Item on Supply should be marked on Standard Packing "Government of M.P. Supply-Not for Sale" “National Polio Immunization Program” with standard markings as per approved sample .**

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## Section – VIII

### Bidder Information Form

(Performa for equipment and quality control employed by the manufacturer(s))

Tender Reference No.:

Date of opening :

Time :

Name and address of the Bidder:

Note: All the following details shall relate to the manufacturer(s) for the goods quoted for.

01 Name of the manufacturer

- a. Name of authorised signatory
- b. full postal address
- c. full address of the manufacturing premises
- d. telegraphic address
- e. telephone number
- f. E-mail & fax number

02 **Expertise of Organization:**

- Organization structure (e.g. service provider, wholesaler, trader, manufacturer)
- Years of company experience
- Areas of expertise of organization
- Current Licenses if any, and Permits (with dates, numbers and expiration dates)
- Health Authority Registration Information
- Production Capacity

03 Plant and machinery details

03 Manufacturing process details

04 Monthly (single shift) production capacity of goods quoted for

- a. normal
- b. maximum

05 Total annual turn-over (value in Rupees)

06 Quality control arrangement details

- a. for incoming materials and bought-out components
- b. for process control
- c. for final product evaluation

07 Quality Management System

08 Test certificate held

- a. . International Quality Management System (QMS)
- b. type test
- c. . BIS/ISO certification
- d. . Compliance to US FDA 21 CFR
- e. . Compliance to IEC60601

08 Details of staff

- a. technical
- b. skilled
- c. unskilled

09. **Financial data of the organization**

- 
- Audited financial statement for the last three years
  - Bank name and address

10. **Client Reference List:**

- Please provide references such as customer details, tel. nos. etc.

Name of client/customer:	Name/model of equipment supplied	Qty. installed	Contact person name, telephone and e-mail Id.
1.			
2.			
3.			

11. **Contact details of persons that MOPH & FW MP Government may contact for requests for clarification during bid evaluation:**

- Name/Surname: Dr Himanshu Jayswar
- Tel Number (direct): Landline and Mobile no. 0755-2571694

PS: This person must be available during the next two weeks following receipt of bid

**Signature and seal of the Bidder**

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## Section – IX

### Qualification Criteria

- a. The Bidder should be (i) a Manufacturer in India or (ii) Indian subsidiary of foreign manufacturer
- b. The Bidder should meet the following criteria:
  - i. In case, bidder is an Indian Manufacturer or Indian Subsidiary of foreign manufacturer, it should have supplied and installed in last three years from the date of tender opening, **at least 100% similar items** meeting major parameters of technical specifications, anywhere in India and which is functioning satisfactory.

The bidder should clearly confirm that all the facilities exist in his factory for inspection and testing and these will be made available to the purchaser or his representative for inspection.

1. In support of (i), the Bidder shall furnish **Performance statement with details of items supplied in previous three years, including addresses .**
2. The Bidder shall furnish **a brief write-up, packed with adequate data** explaining and establishing his available capacity/capability (both technical and financial) to perform the Contract (if awarded) within the stipulated time period, after meeting all its current/present commitments. The Bidder shall also furnish details of Item/Equipment and Quality Control in the enclosed Section VIII with pass the Quality Assessment Test conducted by WHO – NPSP **from Bidder.**
3. Notwithstanding anything stated above, the Tender Inviting Authority reserves the right to assess the Bidder's capability and capacity to perform the contract satisfactorily before deciding on award of Contract, should circumstances warrant such an assessment in the overall interest of the Tender Inviting Authority.

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**PROFORMA 'A'**  
**PROFORMA FOR PERFORMANCE STATEMENT**

(For the period of last three years)

Tender Reference No. : \_\_\_\_\_

Date of opening : \_\_\_\_\_

Time : \_\_\_\_\_

Name and address of the Bidder : \_\_\_\_\_

Name and address of the manufacturer : \_\_\_\_\_

Order placed by (full address, tel.& e-mail of Tender Inviting Authority/Ordering Authority)	Order number and date	Description and quantity of ordered goods and services	Order Quantity	Make / Model	Value of order (Rs.)	Date of completion of Contract		Remarks indicating reasons for delay if any	Have the goods been functioning Satisfactorily (attach documentary proof)**
						As per contract	Actual		
1	2	3	4	5	6	7	8	9	10

**Signature and seal of the Bidder**

\*\*The documentary proof will be a certificate (as detailed in the format) from the consignee/end user with cross-reference of order no. and date in the certificate along with a notarized certification authenticating the correctness of the information furnished. If at any time, information furnished is proved to be false or incorrect, the earnest money furnished will be forfeited

- a. For supplies made to public sector units in India, an affidavit that the performance statement given is correct
- b. However in case of supplies to private sector units, an affidavit confirming that the performance statement is correct along with
  - i. Copy of Purchase orders
  - ii. Copy of Invoices
  - iii. Proof of payment received from Purchasers
  - iv. Documentary evidence (Client certificate) in support of satisfactory completion of orders.

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**Section – X**  
**TENDER FORM**

Date \_\_\_\_\_

**To,**  
**Managing Director,**  
**Madhya Pradesh Pubic Health Services Corporation Limited**  
**4<sup>Th</sup> Floor Satpura Bhawan,**  
**Bhopal – 462 004 Madhya Pradesh**

Ref. Your Tender Ref. No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (*if any*), the receipt of which is hereby confirmed. We now offer to supply and deliver goods as per table below and in conformity with your above referred document for the amount as mentioned in our price bid which has been submitted online:

<b>Schedule No.</b>	<b>Brief Description of Goods and Make &amp; Model</b>	<b>Country of Origin</b>	<b>Quantity (Nos.)</b>

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements and also accepts all conditions of the tender document.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, read with modification, if any, in Section - V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance as required in the GIT clause 20, read with modification, if any in Section - III – “Special Instructions to Bidders” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.  
We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any

---

**(Signature with date)**

**(Name and designation) Duly authorised to sign tender for and on behalf of**



**SECTION – XI (A) PRICE SCHEDULE**

**i) PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA**

1	2	3	4	5							6	
Schedule	Brief Description of Goods	Country of Origin	Quantity (Nos.)	Price per unit (Rs.)							Total Price (at Consignee Site) basis (Rs.)	
				Ex - factory/ Ex -warehouse /Ex-showroom /Off - the shelf (a)	Excise Duty (if any) [%age & value] (b)	Sales Tax/ VAT(if any) [%age & value] (c)	Packing and Forwarding charges (d)	Inland Transportation, Insurance for a period including 3 months beyond date of delivery, loading/ unloading and Incidental costs till consignee's site (e)	Incidental Services (including Installation & Commissioning, Supervision, Demonstration and Training) at the Consignee's site (f)	Unit Price (at Consignee Site) basis (g) =a+b+c+d+e+f		4 x 5(g)

Total Tender price in Rupees: \_\_\_\_\_

In words: \_\_\_\_\_

**Note: -**

1. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

**Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Bidder** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal of the Bidder** \_\_\_\_\_

**SECTION – XI (B) PRICE SCHEDULE (deleted XI(B))**  
**PRICE SCHEDULE FOR ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT (CMC) AFTER WARRANTY PERIOD**

1	2	3	4			5	6	
Schedule	Brief Description of Goods	Quantity (Nos.)	Annual Comprehensive Maintenance Contract Cost for each year after completion of warranty period (inclusive of all taxes)			Total Annual Comprehensive Maintenance Contract Cost for each unit for seven years	Annual Comprehensive Maintenance Contract Cost for total units for seven years (3 x 5)	Rate of Service Tax payable (if applicable)
			Year-1	Year-2	Year-3	(a)+(b)+(c)		
			(a)	(b)	(c)			

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Signature of Bidder** \_\_\_\_\_

**Seal of the Bidder** \_\_\_\_\_

## Section – XII

### MANUFACTURER'S AUTHORISATION FORM

To,  
Managing Director  
Madhya Pradesh Public Health Services Corporation Limited  
4<sup>th</sup> Floor, Satpura Bhawan  
Bhopal – 462 004 Madhya Pradesh

Dear Sirs,

Ref. Your TE document No \_\_\_\_\_, dated \_\_\_\_\_  
We, \_\_\_\_\_ who are proven and reputable manufacturers  
of \_\_\_\_\_ (*name and description of the goods offered in the tender*) having  
factories at \_\_\_\_\_, hereby authorise  
Messrs \_\_\_\_\_ (*name and address of the agent*) to submit a tender,  
process the same further and enter into a contract with you against your requirement as contained in  
the above referred TE documents for the above goods manufactured by us.

We also state that we are not participating directly in this Tender for the following reasons:  
\_\_\_\_\_ (*please provide reason(s) here*)

We further confirm that no supplier or firm or individual other than Messrs.  
\_\_\_\_\_ (*name and address of the above agent*) is authorised to submit a  
tender, process the same further and enter into a contract with you against your requirement as  
contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty, CMC as applicable as per clause 15 of the General  
Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the  
goods and services offered for supply by the above firm against this TE document.

We also hereby confirm that we would be responsible for the satisfactory execution of contract placed  
on the authorized dealer / distributor.

We also confirm that the price quoted by our dealer / distributor shall not exceed the price which we  
would have quoted directly.

Yours faithfully,

[*Signature with date, name and designation*]  
for and on behalf of Messrs \_\_\_\_\_

[*Name & address of the manufacturers*]

*Note: 1. This letter of authorisation should be on the letter head of the manufacturing firm and  
should be signed by a person competent and having the power of attorney to legally bind the  
manufacturer.*

1. Original letter may be sent.

**SECTION – XIII**  
**BANK GUARANTEE FORM FOR EMD**

Whereas \_\_\_\_\_ (hereinafter called the “Bidder”) has submitted its quotation dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the “tender”) against the Tender Inviting Authority’s tender enquiry No. \_\_\_\_\_ Know all persons by these presents that we \_\_\_\_\_ of \_\_\_\_\_ (Hereinafter called the “Bank”) having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the “Tender Inviting Authority) in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Tender Inviting Authority, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. The conditions of this obligation are:

- (1) If the Bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the Bidder having been notified of the acceptance of his tender by the Tender Inviting Authority during the period of its validity:-
  - a) fails or refuses to furnish the performance security for the due performance of the contract.
  - or
  - b) fails or refuses to accept/execute the contract.
  - or
  - c) if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Tender Inviting Authority up to the above amount upon receipt of its first written demand, without the Tender Inviting Authority having to substantiate its demand, provided that in its demand the Tender Inviting Authority will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s). This guarantee will remain in force for a period 180 days after due date of opening of techno-commercial bids and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
(Signature of the authorised officer of the Bank)

\_\_\_\_\_  
Name and designation of the officer

\_\_\_\_\_  
Seal, name & address of the Bank and address of the Branch

**SECTION – XIV**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To

Managing Director,  
Madhya Pradesh Public Health Services Corporation Limited  
4<sup>th</sup> Floor Satpura Bhawan,  
Bhopal – 462 004 Madhya Pradesh

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to \_\_\_\_\_ months from the date of Notification of Award i.e. up to ----- (indicate date)

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**SECTION – XVI**  
**CONSIGNEE RECEIPT CERTIFICATE**

**(To be given by consignee’s authorized representative or by duly authorised person of ordering Authority/TIA)**

The following store(s) has/have been received in good condition:

- 1) Contract No. & date : \_\_\_\_\_
- 2) Supplier’s Name : \_\_\_\_\_
- 3) Consignee’s Name & Address with telephone No. & Fax No. : \_\_\_\_\_
- 4) Name of the item supplied : \_\_\_\_\_
- 5) Quantity Supplied : \_\_\_\_\_
- 6) Date of Receipt by the Consignee : \_\_\_\_\_
- 7) Name and designation of Authorized Representative of Consignee : \_\_\_\_\_
- 8) Signature of Authorized Representative of Consignee with date : \_\_\_\_\_
- 9) Seal of the Consignee : \_\_\_\_\_

**SECTION – XVII**  
**Proforma of Final Acceptance Certificate by the Consignee**

No \_\_\_\_\_

Date \_\_\_\_\_

**To**

M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Certificate of commissioning of equipment/plant.

**01. This is to certify that the item/equipment(s)/plant(s) as detailed below has/have been received in good conditions along with all the standard and special accessories and a set of spares (subject to remarks in Para no.02) in accordance with the contract/technical specifications. The same has been installed and commissioned.**

(a) Contract No \_\_\_\_\_ dated \_\_\_\_\_

(b) Description of the item/equipment(s)/plants:  
\_\_\_\_\_

(c) Item/Equipment(s)/ plant(s)  
nos.: \_\_\_\_\_

(d) Quantity: \_\_\_\_\_

(e) Bill of Loading/Air Way Bill/Railway Receipt/ Goods Consignment Note  
no \_\_\_\_\_ dated \_\_\_\_\_

(f) Name of the vessel/Transporters: \_\_\_\_\_

(g) Name of the Consignee: \_\_\_\_\_

(h) Date of commissioning and proving test: \_\_\_\_\_

**c. Details of accessories/spares not yet supplied and recoveries to be made on that account.**

Sl. No.	Description of Item	Quantity	Amount to be recovered
---------	---------------------	----------	------------------------

- 
- a. The proving test has been done to our entire satisfaction and operators have been trained to operate the equipment(s)/plant(s).
  - b. The supplier has successfully demonstrated the working of the equipment.
  - c. The supplier has provided training to the operating staff

- d. The supplier has also provided Standard operating Procedure for operational guidelines, precautions, limitations including preliminary maintenance instructions
- e. The supplier has fulfilled its contractual obligations satisfactorily ##

OR

- d. The supplier has failed to fulfil its contractual obligations with regard to the following:
  - a. He has not adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to 'Technical Specifications'.
  - b. He has not supervised the commissioning of the equipment(s)/plant(s) in time, i.e. within the period specified in the contract from date of intimation by the Tender Inviting Authority/Ordering Authority in respect of the installation of the equipment(s)/plant(s).
  - c. The supplier, as specified in the contract, has not done training of personnel.

Signature

Name

Designation with stamp

**## Explanatory notes for filling up the certificate:**

- a. He has adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to 'Technical Specification'.
- b. He has supervised the commissioning of the item in good condition/equipment(s)/plant(s) in time, i.e. within the time specified in the contract from date of intimation by the Tender Inviting Authority/Ordering Authority in respect of the installation of the item/equipment(s)/plant(s).



**SECTION – XVIII**  
**CHECK LIST FOR THE BIDDERS**

**Name of Bidder:**

**Name of Manufacturer:**

<b>Sl No.</b>	<b>Activity</b>	<b>Yes/ No/ NA</b>	<b>Page No. in the TE document</b>	<b>Remarks</b>
1. a.	Have you enclosed EMD of required amount for the quoted schedule(s)?			
b.	EMD furnished in the form of Bank Guarantee, has it been furnished as per Section XIII?			
c.	Bank Guarantee furnished is validity for up to 180 days from Techno Commercial Tender Opening date as per clause 19 of GIT?			
2. a.	Have you enclosed duly filled Tender Form as per format in Section X?			
b.	Have you enclosed Power of Attorney in favour of the signatory?			
3. a.	Have you enclosed clause-by-clause technical compliance statement for the quoted goods vis-à-vis the Technical specifications?			
b.	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?			
c.	Have you uploaded quoted equipment catalogue/brochure indicating equipment's technical specifications?			
4. a.	Have you submitted satisfactory performance certificate as per the Proforma for performance statement in Sec. IX of Tender Document in respect of all orders?			
b.	Have you submitted copy of the order(s) and end user certificate?			

## Madhya Pradesh Public Health Services Corporation Limited

SI No.	Activity	Yes/ No/ NA	Page No. in the TE document	Remarks
5.	NA			
6.	Have you kept validity of 120 days from the Techno Commercial Tender Opening date as per the TE document?			
7.	Have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?			
8.	Have you intimated the name and full address of your Banker (s) along with your Account Number			
9.	Have you fully accepted payment terms as per TE document?			
10.	Have you fully accepted delivery period as per TE document?			
11	Have you accepted conditions stipulated in GCC Clause 15?			
12.	Have you submitted the certificate of incorporation?			
13.	deleted			
14.	Have you accepted terms and conditions of TE document?			
15.	Have you furnished documents establishing your eligibility & qualification criteria as per Tender Documents?			
16.	Have you furnished Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening?			
17.	Have you submitted Bidder Information Form details along with turnover and production capacity of manufacturer?			
18	Have you provided standard specifications of all consumables in sufficient details to run the machine as per clause GCC 12.1 (a)?	NA		

# Madhya Pradesh Public Health Services Corporation Limited

N.B.

1. All pages of the Tender should be page numbered and indexed.
2. The Bidder 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.
2. It is the responsibility of tendered to go through the TE document to ensure furnishing all required documents in addition to above, if any.

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**(Signature with date)**

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**(Full name, designation & address of the person duly authorised sign on behalf of the Bidder)**

**For and on behalf of**

---

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**(Name, address and stamp of the tendering firm)**