



**SHORT TENDER DOCUMENT FOR SUPPLY OF JUMBO
OXYGEN CILYNDER, D-TYPE (7.00 CUM)**

**OFFICE OF THE JOINT DIRECTOR OF HEALTH S (MALARIA), ASSAM CUM STATE
PROGRAMME OFFICER**

NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME

SAIKIA COMMERCIAL COMPLEX, SRINAGAR PATH, CHRISTIAN BASTI

G.S. ROAD, GUWAHATI-781005, ASSAM

PH.- 0361-2341089, E-MAIL – nvbdcpassam@gmail.com



**OFFICE OF THE JOINT DIRECTOR OF HEALTH SERVICES (MALARIA), ASSAM
NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME, ASSAM
SAIKIA COMMERCIAL COMPLEX, 2ND FLOOR, "B"BLOCK
G.S. ROAD, CHRISTIAN BASTI, GUWAHATI-781005.**

**SHORT TENDER DOCUMENT FOR SUPPLY OF JUMBO OXYGEN
CILYNDER, D-TYPE (7.00 CUM)**

Tender reference No.:

1. Date of commencement of sales of short tender documents : 11-06-2015
2. Last date and time of received of short tender documents : 23-06-2015 up to 2:00 P.M.
3. Date and time opening the short tender : 23-06-2015 at 3:00 P.M.
4. Place & Address of opening short tender : Office of the Joint Director of Health Services (M) cum State Programme Officer, NVBDCP, Assam Saikia Commercial Complex, Srinagar Path, G.S. Road, Christian Basti, Guwahati-05
5. Cost of Tender Documents : Rs.500/- (Rupees Five Hundred only) in form of Demand Draft.

SHORT TENDER NOTICE FOR SUPPLY OF JUMBO OXYGEN CILYNDER, D-TYPE (7.00 CUM) TO NVBDCP, ASSAM

Sealed short tender in Two Bid System (Technical Bid & Price Bid in separate sealed envelopes) affixing court fee stamp of Rs.8.25 (Rupees Eight and Paise Twenty Five only) or IPO of Rs.10 are invited by the Joint Director of Health Services (Malaria) cum State Programme Officer, NVBDCP, Assam from manufactures/authorized dealers or distributors for supply of Jumbo Oxygen Cylinder, D-Type (7.00 cum) as per technical specifications and terms & conditions described hereunder and shall be received till 22-06-2015 up to 2.00 P.M. and opened on the same day at 3.00 P.M. The short tender may be sealed cover addressed to "Joint Director of Health Services (M) cum State Programme Officer, NVBDCP, Saikia Commercial Complex, Srinagar path, Christian Basti, G.S. Road, Guwahati-05, Assam." Short tender received after the closing date & time shall not be entertained.

1. Last date for receipt of short tenders

Sealed short tender into separate covers (Technical Bid (Cover-A) & Price Bid (Cover-B)) will be received till 22-06-2015 up to 2:00 P.M. by the Joint Director of Health Services (M) cum SPO, NVBDCP, Assam, Saikia Commercial Complex, Christian Basti, G.S. Road, Guwahati-05.

2. Important Notes

- a) The bidders shall quote price in Indian Rupees only, on FOR destination basis.
- b) Delivery of ordered items shall be at designated Health Institution in Assam.
- c) Arrangement for road permit for dispatch of consignments shall be the responsibility of the successful bidder (s).
- d) Successful bidder will be supply the item to the district Health Institution in Assam within 15 (Fifteen) days from the date of issue of the supply order.

3. Eligibility Criteria

- a) Bidder shall either be a manufacture or a distributor/dealer having experience of supplying Medical Equipments/Instruments to Govt. Organizations.
- b) Average annual turnover of the bidder (who is not a manufacture) in the last three financial years i.e. 2012-13, 2013-14, 2014-15 from sales of Hospital Medical Equipments/Instruments shall not be less than Rs.20 (Twenty) Lakhs.
- c) Manufacturer participating as bidder or manufacturer from whom the Medical Equipments/Instruments would be sourced by the dealer should have an average annual turnover of Rs. 03 (Three) Crores in the last 3 financial years i.e. 2012-13, 2013-14, 2014-15.
- d) Bidder should have at least 3 (Three) years market standing as supplier of Medical Equipments/Instruments. Necessary supporting documents to be enclosed.
- e) Bidder shall have experience in supply & installation of Hospital Equipment/Instruments in the last 3 (Three) financial years.
- f) Bidder who has been blacklisted either by the tender inviting authority or by any State Government or Central Government Organization will not be allowed to participate in the tender during the period of blacklisting.

4. General Conditions

- a) The quantity of the item indicated in the bid document is tentative and subject to change depending on actual requirement.
- b) Short tender documents may be obtained from the office of short tender Inviting Authority during office hours on payment of Rs.500/- (non-refundable) in the form of Demand Draft drawn in favour of "State Health Society, NVBDCP, Assam" payable at Guwahati. The tender documents may also be downloaded from the official website – www.nrhmassam.in. The bidder downloading the bid document from the website will be required the deposit Rs.500/- (non-refundable) in the form of Demand Draft drawn in favour of "State Health Society, NVBDCP, Assam" payable at Guwahati while submitting the short tender. Short tender without the fee of Rs.500/- will not be accepted.
- c) All short tenders must be accompanied by Earnest Money Deposit as specified in the relevant clause of the bid document.
- d) Short tenders will be opened in the presence of bidders/authorized representatives who choose to attend on the specified date and time as stipulated in the bid document.
- e) At any time prior to the date of submission of short tender, the Short Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective bidder, modify the short tender document by an amendment. All respective bidders who have received the short tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment in to account in preparing their bid, Short Tender Inviting Authority may be at its discretion, extend the date and time for submission of short tenders.

5. Techno-Commercial Bid – Cover "A"

The bidder should furnish the following documents/charges in a separate cover hereinafter called "Cover-A".

- A. Court Fee Stamp/IPO and Short Tender Document Fee:
Court fee stamp of Rs.8.25/- (or IPO of Rs.10/- for bidders located outside the state of Assam). Short tender document fee of Rs.500/- in the form of a Demand Draft in favour of "State Health Society, NVBDCP, Assam" payable at Guwahati.
- B. Earnest Money Deposit (EMD):
Earnest money deposit amounting to Rs.40,000/- (Rupees Forty Thousand only) in the form of Demand Draft/Banker's Cheque in favour of "State Health Society, NVBDCP, Assam". The Earnest money deposit in any other form will not be accepted. Earnest money deposit will not earn any interest.
- C. Manufacturing License of Principal Manufacturer:
Attested photocopy of valid manufacturing license duly issued by the Licensing Authority for the products quoted.
- D. Undertaking of Bidder:
Undertaking in the form at Annexure-I(A) & I(B).
- E. Manufacturer's Authorization
Authorization letters from all the manufacturers concerned in the format at Annexure-II. Bids without authorization letters will be disqualified.

F. Sales Tax/Other Tax & Drug License of Bidder:

All Tax Clearance Certificate & License up to 31st March 2015 duly attested along with the short tender.

G. Checklist of Documents:

A checklist (Annexure-XI) for the list of documents enclosed with their page number. The documents should be serially arranged as per this Annexure-XI and should be securely tied or bound.

6. Price Bid – Cover "B"

Cover "B" shall contain the price bids as per formats at Annexure-XII of the short tender document.

A. Signature & Seal on each Page:

Each page of the price bid should be duly signed by the bidder affixing the office seal.

B. Signature on Corrections:

Bid should be typewritten by every correction in the bid should be attested with full signature by the bidder, failing which the bid will be ineligible. Corrections done with correction fluid should also be duly attested.

C. Item Quoted & Rate:

The bidder shall fill up the Annexure-XII for item quoted.

D. Landed Cost:

The rate quoted per unit or landed in Annexure-XII shall be inclusive of excise duty, sales tax, packaging charge, freight, insurance etc. The component of VAT/Sales Tax should also be shown separately.

E. Unit Size/Rate:

The rate quoted in Annexure-XII should be for a unit and given specification. The bidder is not permitted to change/alter specification of unit size given in the short tender.

The two separately sealed covers (Technical bid (Cover "A") and price bid (Cover "B")) shall be placed together inside another cover which shall be sealed and superscribed as "Short tender for supply of Jumbo Oxygen Cylinder, D-Type (7.00 cum) due on 15-06-2015" and addressed to the Joint Director of Health Services (M) cum SPO, NVBDCP, Assam, Christian Basti, Guwahati-05.

7. Opening of Cover "A" and Cover "B" of Short Tender

- a) All bidders are entitled to be present at the date and time of opening of Technical Bid – Cover "A".
- b) Only those bidders whose Technical Bids are found to be acceptable after technical and commercial evaluation will be invited to be present at the date and time of opening of Price Bid – Cover "B" of the short tender. The Price Bid of short tender not found technically qualified shall not be opened.

8. Validity of Offer of Successful Bidder

The validity of offer of the successful bidder shall be at least 02 (Two) years from the date of finalization of the order and the successful bidder will be bound to supply the item at agreed rate and terms during this period. This validity period may be further extended with mutual consent.

9. Other Conditions

A. Item Details & Quantity:

Specifications & details of item are shown in Annexure-XIII. The quantity mentioned is only the tentative requirement and may increase or decrease as per requirement of Short Tender Inviting Authority.

B. Firm Rate:

Firm rate (inclusive of excise duty, sales tax, transportation, insurance, packaging/installation & training charges at site and any incidental charges) should be quoted for the item on door delivery basis according to the units orders. Short tender for supply of Jumbo Oxygen Cylinder, D-Type (7.00 cum) with conditional/variable rate shall not be accepted. Handling, clearing, transport charges etc., will not be paid separately. The delivery should be made as stipulated in the purchase order placed with the successful bidder. The rate quoted and accepted will be binding on the bidder for the stipulated period and any increase in the price will not be entertained till completion of the short tender period.

C. No Revision/Correction of Rates:

No bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Reorientation to make correction in the short tender documents on the ground of clerical error, etc., committed by the bidders in the bids shall not be entertained after submission of the bids.

D. Firm Delivery Schedule:

Firm delivery schedule shall be mentioned in the bid. Cross conditions such as "Subject to availability, supplies will be made as and when supplies are received" etc., will not be considered under any circumstances and the short tenders of those who have given such conditions shall be treated as incomplete and will be summarily rejected.

10. Acceptance of Short Tender

A. Short Tender Evaluation:

Short tenders will be evaluated with reference to technical and commercial parameters to determine the technically qualified bidder for the item. Price Bid of technically qualified bidder will be evaluated with reference to the quoted rate (landed price of the item). Conditional discount shall not be taken into account for price comparison.

B. Right to Reject Short Tender:

Short Tender Inviting Authority reserves the right to accept the short tender or to reject the whole tender for the supply of Jumbo Oxygen Cylinder, D-Type (7.00 cum) tendered at any point of time without assigning any reason.

C. Short Tender Acceptance:

The acceptance of the short tender will be communicated to the successful bidder.

11. Agreement

The successful bidder shall execute an agreement in the form at Annexure-XIV on a non-judicial stamp paper of value of Rs.100/- (Stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Short Tender Inviting Authority informing that his short tender has been accepted.

12. Security Deposit

The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 5% of the order value in the form of bank guarantee from any Indian scheduled bank in favour of the Short Tender Inviting Authority valid for the entire warranty period. However, if the supplier fails to execute the order or fails to perform the services as agreement, in addition to other actions, the bank guarantee shall be encashed and the amount will be forfeited.

13. Supply and Service Conditions

A. Purchase Order:

Purchase order will be placed on the successful bidder at the discretion of the Short Tender Inviting Authority.

B. Specifications Quality:

The item supplied by the successful bidder shall be of the best quality and shall comply with specification, stipulations and conditions specified at Annexure-XIII.

C. Warranty Provisions:

The successful bidder (supplier) warrants that the goods supplied under the contract/purchase order are new, unused, or the most recent of current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier that may develop under normal use of the supplied goods.

D. Delivery Point/Destination:

The item shall be delivered at the District Civil Hospitals of Sivasagar, Lakhimpur & Golaghat districts of Assam as per the list furnished along with the order or according to instructions given separately with reference to the order.

E. Shortage & Damage:

It shall be the responsibility of the successful bidder for any shortages/damages at the time of receipt in warehouse/institution. Short tender Inviting Authority is not responsible for the item received, for which no order is placed.

14. Payment Provisions

Payment towards the supply of items will be made strictly as per rules of the Short Tender Inviting Authority. Full payment will be released only after completion of supply/installation of entire ordered quantity.

- a) On completion of supply of supplied quantities, invoices with challans along with installation reports (certified by the Head of Health Institution) and warranty certificates should be submitted in triplicate, addressed to the Short Tender Inviting Authority.
- b) If at any time during the period of contract, the price of tendered item is reduced or brought down by any law or act of the Central or State Govt. or by the bidder himself, the bidder shall be bound to inform Short Tender Inviting Authority immediately about such reduction in the contracted prices. Short Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the bidder fails to notify or fails to agree to such reduction in rates.

UNDERTAKING BY BIDDER

To,

The Joint Director of Health Services (M) cum
SPO, NVBDCP, Assam, Christian basti, Ghy-05.

Short Tender No.....
For Supply of

Sir,

I, Sri..... on behalf of M/s.....
..... having registered office at, do hereby declared that
I have gone through the terms and conditions mentioned for the above and undertake to comply
with all terms and conditions. The rates quoted by me/us are valid and binding on me/us for
acceptance for a period of one year from the date of award of contract to us.

I/we undersigned hereby bind myself/ourselves to the office of.....
..... to supply.....
The rate quoted by me/us for the item tendered. It is certified that rates quoted is lowest quoted
for any institution in India and not higher than the MRP/prevailing market rate.

The articles shall be strictly as per specification and of the best quality as per requirement
of the institution. The decision of the office of
(Hereinafter called the said purchaser) as regards to the quality and specification of article shall be
final and binding on me/us.

- Authorization from manufacturer : We shall furnish authorization from the manufacturer
legally enforceable undertaking to the purchaser in appropriate format obligations valid for
a period of years from the date of supplied equipment.

We agree to the conditions of the short tender under which the Earnest Money Deposit and
Performance Security Deposit shall be forfeited by us.

We hereby undertake to supply the item during the validity of the supply order within the
stipulated period.

The Short Tender Inviting Authority has the right to accept or reject any or all the short
tenders without assigning any reason.

We hereby declare that there is no vigilance/CBI of court case pending/contemplated
against us at the moment.

SIGNATURE :
NAME & DESIGNATION :
DATE :
NAME & ADDRESS OF THE FIRM:

UNDERTAKING

(To be submitted by the bidder as well as manufacturer)

To,

The Joint Director of Health Services (M) cum
SPO, NVBDCP, Assam

Short Tender No.

For Supply of

Sir,

We,, do hereby declare that presently we do not stand blacklisted by any Central or State Government organization or debarred from participating in tenders of such organization and are therefore eligible to participate in NVBDCP Short Tender No. Date for supply.....

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

MANUFACTURE'S AUTHORIZATION FORM

(Issued by the manufacturer)

To,

The Joint Director of Health Services (M) cum

SPO, NVBDCP, Assam

Short Tender No.

Sir,

We Who are established and reputable manufacturer of
Having factories at, registered office at, possessing
manufacturing License No., dated valid up to
..... hereby authorize (name and address of representative
and firm), to submit a bid and subsequently negotiable and sign the contract with you against the
above mentioned short tender for the following item quoted.

- 1.
- 2.

We hereby certify that the machine/spare parts do not contain any recycled or
reconditioned parts or components.

We hereby extend our full guarantee and warranty as per clauses of contract for the goods
offered for supply against this invitation for bid by the above firm.

(Attach separate sheet if necessary)

SIGNATURE :

NAME & DESIGNATION :

CERTIFICATE OF SALE TAX VERIFICATION TO BE PRODUCED BY AN APPLICANT

(To be filled by the applicant)

1. Name or style in which the applicant is assessed or assessable to Sales Tax address or assessment
2. A) Name & address of all companies, firms or associations or persons in which the applicant is interested in his individual or fiduciary capacity
- B) Places of business of the applicant (All places of business should be mentioned).
.....
3. The districts, taluks and divisions in which the applicant is assessed to Sales Tax (All the places of business should be furnished).
.....
.....

4. A) Total contract amount in the preceding three years.
 - i) 2012-13
 - ii) 2013-14
 - iii) 2014-15

B) Particulars of Sales Tax for the preceding three years.

Year	Total be assessed Rs.	T.O. Total Tax assessed Rs.	Total Paid Rs.	Tax Balance Due Rs.	Reasons for balance Rs.
2012-13					
2013-14					
2014-15					

C) If there has been no assessment in any year, whether returns were submitted any, if there were, the division in which the returns were sent.

I declare that the above mentioned information is correct and complete to the best of my knowledge and belief.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

(To be issued by the Sales Tax Assessing Authority)

In my opinion, the applicant M/s has been/has not been doing everything possible to pay the Tax demands promptly and regularly and to facilitate the completion of pending proceedings.

Date & Seal : Deputy/Asstt. Commercial Tax Officer

Note : Separate certificates should be obtained in respect of each of the place of business of the applicant from the Deputy Commercial Tax Officer or Asstt. Commercial Tax Officer having jurisdiction over that place.

DECLARATION ON MANUFACTURING FACILITIES BY THE MANUFACTURER

Short Tender No.

For Supply of

1. Name of the manufacturer :
2. Full Address with E-mail ID/Contact No. :
3. Date of inception of business :
4. Registration No. & Date :
5. Issued by :
6. Valid till (Details of manufacturing) :
7. Name of Govt. Department/Private :
As per institution to which the bidder
enclosure already supplied the item with
quantity value and supply period
8. Are any cases pending in the court related :
to any supplies? If yes, give details

I, Prop./Partner/Director of M/s

Hereby declare that the information given in this form is true and correct to the best of my knowledge & belief.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE MANUFACTURER :

List of Item Quoted

Tender No.

List of Item :	Description of Item	Manufacturer' Name	Price Quoted/ Not Quoted
----------------	---------------------	--------------------	--------------------------

SIGNATURE :
NAME & DESIGNATION :
DATE :
NAME & ADDRESS OF THE FIRM :

CHECK LIST

Sl. No.	Cover - A	Yes	No
1	Court Fee Stamp/IPO & Short Tender Document FEE furnished		
2	EMD in the form of DD furnished		
3	Documentary evidence for the constitution of the company		
4	Duly attested/notarized copy of Licensing Authority for the product quoted.		
5	Attested photocopy of Import License if any		
6	The instruments such as Power of Attorney, resolution of board etc.		
7	Undertaking as per Annexure – I (A) & I (B)		
8	Manufacturer's authorization as per Annexure - II		
9	Performance statement		
10	Sales Tax/Other Taxes/License, Clearance Certificate up to 31-03-2015		
11	Details of manufacturing Unit		
12	Item quoted with name of manufacturer		
13	Experience in supply installation of items in last 3 years		
14	For supplier as bidder 3 years market standing as supplier of Hospital Items		
15	Agreed Term & Conditions as per Annexure IX		

Sl. No.	Cover - B	Yes	No
1	Price Bid as per Annexure - VIII		

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

PRICE BID**(To be submitted in a separate sealed envelope)**

Tender No.

Sl. No.	Brief Description of Item	Basic Rate Per Unit	Tax/VAT per unit	Total Rs. (4+5)	Cost of refilling of Gas per unit

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

FORM OF AGREEMENT
THIS CONTRACT AGREEMENT IS MADE

This Day of month year

BETWEEN

- 1) Name & Address of the Purchaser :
- 2) Name & Address of the Supplier :

Whereas the purchaser invited bids for certain goods and ancillary services, viz., (Insert: brief description of goods and services) and has accepted a bid by the supplier for the supply of those good and services in the sum of (Insert: contract price in words and figures) (hereinafter called "the Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the condition of contract referred to.
2. The following documents shall constitute the contract between the purchaser and the supplier, and each shall be read and constructed as an integral part of the contract.
 - a) This Contract Agreement.
 - b) Special Conditions of Contract.
 - c) General Conditions of Contract.
 - d) Technical Requirements (Including Technical Specifications)
 - e) The supplier's bid and original Price Schedule.
 - f) The Purchaser's Notification of Award.
 - g) (Add here : any other documents)
- 3) In consideration of the payments to be made by the purchaser to the supplier as hereinafter mentioned, the supplier hereby covenants with the purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.
- 4) The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and the remedying of defects therein, the contract price of such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

Continued.....

For and on behalf of the purchaser

Signed :

In the capacity of (Insert: title or other appropriate designation) In the presence of

.....

For and behalf of the supplier

Signed :

In the capacity of (Insert: title or other appropriate designation) In the presence of

.....

DETAILS OF ITEM & SPECIFICATION

Item Name : Jumbo Oxygen Cylinder, D-Type (7.00 cum)
(Complete)

Tentative requirement : 42 Nos.

Civil Hospital, Golaghat = 14

Civil Hospital, Sivasagar = 14

Civil Hospital, Lakhimpur = 14

TECHNOCAL SPECIFICATION FOR LIGHT WIGHT MEDICAL OXYGEN CYLINDER

Oxygen capacity around – 7540 Liters (D-Type)

FOR MEDICAL OXYGEN CYLINDER (MADE OF ALUMINUM)

1. The Medical Oxygen Cylinder should be made of high quality strength Aluminum alloy with heat sensitive coating.
2. Aluminum Cylinder should be DOT-3AL-2015 standard or any other equivalent international standard having the weight of around 40 Kg.
3. The capacity of the cylinder should be around 7540 liters Medical Oxygen gas.
4. Cylinder should be fitted with valve safeguard and the same should be suitable to hand carry the cylinder.
5. Since portability of the cylinder is vital, the filling pressure of the cylinder should be minimum 150 Bar having test pressure of 250 Bar. Test certificates of the cylinders from the cylinder manufacturer should also be provided.
6. The colour code of the cylinders should be as per IS:3933-1966/ISO with all updating till date.
7. The valve fitted on top of the Medical Cylinder should be as per IS:3745-1978 so as to make sure that the cylinders is easily refilled anywhere in Assam and there is no need for any custom made refilling hose/station/connector.
8. All fitting of Medical Oxygen Cylinder should be leak proof and there should be no chances of leakages.
9. Medical Oxygen Cylinders and all other fittings should be hygienic and there should be no chances of contamination.
10. There should be a certification from the cylinder manufacturer ensuring after sales service & periodic testing of cylinders required as per gas cylinder rules 1981.
11. All cylinders shall be supplied filled with Medical Oxygen gas and a certificate as comply with IP standard shall be provided by the supplier for filled gas.