



Dr. B. Borooah Cancer Institute

(Regional Institute for Cancer Treatment & Research)
Guwahati-781016

NOTICE INVITING TENDERS

No.BBCI/Misc-27/RPP-IV/NIT/ 442 / 2016

Date : 01.03.2016

Dr. B. Borooah Cancer Institute, Gopinath Nagar, Guwahati-16, invites sealed tenders affixing court fee stamp worth Rs.8.25p (Rupees eight and paise twenty five only) for supply of **Surgical Specimen Glass Jars** from registered suppliers / companies / dealers / firms / whole-sellers / stockiest / distributors etc. as per terms & conditions as indicated below:-

- [1] The tender shall consist of 3 parts viz. **Part-I (EMD), Part-II (Technical Bid) and Part-III (Commercial Bid)**, in separate sealed cover. Part-I of the tender shall be the Earnest Money Deposit (EMD); Part-II shall cover technical bid with all supporting documents (if any); and Part-III the commercial aspects of the bid. Part-I, Part-II and Part-III offers shall be submitted in one sealed cover and this will be received **upto 2:00 PM of 11.03.2016 (Friday) and will be opened on the same day at 3:00 PM.** The court fee stamp of Rs.8.25/- should be affixed in the Part-II (Technical Bid) of the tender.
- [2] The tender document may be obtained during the office hours from the office of the undersigned on payment of **Rs.500/-** (Rupees five hundred only) (non-refundable) **either in cash or by A/c payee Demand Draft or banker's cheque** drawn in favour of 'Dr. B. Borooah Cancer Institute, Guwahati-16'. **Photocopy of the document in support of the payment of the tender fee is to be submitted alongwith the Part-I (EMD) of the tender invariably.**

The detail tender documents can also be downloaded from our website **www.bbcionline.org** (see bulletin → tender..). The tender document downloaded from the website will be accepted only on furnishing of non-refundable tender fee in the form of crossed Demand Draft / Banker's Cheque of **Rs.500/-** (Rupees five hundred only) separately drawn on any nationalized bank in favour of 'Dr. B. Borooah Cancer Institute, Guwahati.' In this case, the tender fee shall be submitted along with the EMD in the Part-I of the tender. However, the tender cost should not be mingled with EMD. If the tender document is downloaded from our website, while furnishing the tender, it should be superscribed legibly on the left corner of the sealed cover as "**TENDER COPY IS DOWNLOADED FROM BBCI WEBSITE**".

- [2] The tenders should be in a sealed cover and should clearly superscribe as "**Tender for supply of Surgical Specimen Glass Jars**" in the top left corner of the cover (envelope).


- [3] The tenderer should submit their **credentials along with Part-II (Technical Bid)** of the tender consisting of the following:-
- i. Court fee stamp of Rs.8.25p (to be affixed)
 - ii. Particulars of the participating firm / vendor / company (tenderer) including address, contact details, staff strength etc.
 - iii. Certificate of previous experience of similar job with list of institution / Govt. Department / Agency where supplied.
 - iv. Attested copy of the up-to-date sale tax clearance certificate
 - v. Certificate of dealership etc. from the appropriate manufacturer in case the tenderer is a dealer.
 - vi. Certificate in regard to license of manufacturing in case of manufacturer.
 - vii. Certificate in regard to registration of firms along with trade license.
 - viii. Certificate of quality control if any in respect of items to be supplied.
 - ix. Document regarding whole seller / stockiest / distributors etc. from the competent authority as the case may be (in case of whole seller / stockiest/ distributors etc).

The brochure / leaflets / catalogue in respect of the specimen glass jar as and where applicable may also be enclosed.

- [4] The tender will not be accepted after due date and time. If the date for submission and opening of tender happens to be holiday, the date will be extended to the next working day in the same sequence with no change in timing.
- [5] The tender without tender fee, court fee stamp, earnest money, up-to-date Sales Tax Clearance Certificate / Registration of shops & establishment of firms / Trade License etc. will not be accepted and if submitted without these the tender will be rejected.
- [6] An earnest money of **Rs.2000/-** (Rupees two thousand only) in form of Bank Draft / Bankers Cheque pledged in favour of “**Dr B Borooah Cancer Institute, Guwahati**” should be submitted as **Part-I** of the tender. This will be refundable in case of unsuccessful tender on finalization of the quotations. In case of successful tenderer, the same will be retained as security deposit and will be refunded on completion of the Contract satisfactorily.
- [7] Rates should be quoted both in figures and in words including all incidental charges whatsoever. Local taxes should be shown separately against each item as mentioned in the list of items (**enclosed herewith as Schedule-A**). Rate should be quoted specifically of the brand / mark / sizes mentioned in the list.
- [8] The successful tenderer shall have to submit **Security Deposit of Rs.10,000/-** in form of Bank Draft in favour of the “**Dr B Borooah Cancer Institute, Guwahati**” and to enter into the Deed of Agreement as and when called for.
- [9] The quoted rates shall remain valid for one year (12 months) from the date of signing of contract agreement for supply of selected items and during the contract period no enhancement of rate will be allowed under any circumstances.
- [10] In case the successful tenderer fails to supply any item against order of the Institute within the specified period (which shall be clearly mentioned in the supply order), the authority reserves the right to cancel the contract and the security money / EMD shall be forfeited and accounted for as the ‘receipt’ of the Institute.
- [11] The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof, and is not bound to accept the lowest quotation.

- [12] The undersigned also reserves the right to reject any item if not supplied as per specification and the same tenderer in such a case shall have to supply the same afresh as per the requirement of the Institute.
- [13] The supply of materials is to be made to the BBCI by the successful tenderer on indents at his own cost / risk whatsoever, in this regard.
- [14] Payment against bill will be made only on completion of the supply of the prescribed items in full and at the full satisfaction of the undersigned after observing the required formalities thereunder.
- [15] The sample of items as and when called for shall have to be made available to the BBCI by the tenderer free of cost.
- [16] Warranty terms & conditions of the items, where applicable, should be mentioned specifically.
- [17] The brand / model & size of the quoted offers should be mentioned clearly. The brochure / leaflets / catalogue in respect of the glass jars as and where applicable may be enclosed.
- [18] The specimen glass jars to be supplied should be of best quality of reputed manufacturer.
- [19] All pages of the tender should be page numbered and indexed.
- [20] The tender is to be duly signed on all the pages as a token of having accepted all the terms and conditions (no thumb impression is to be affixed).
- [21] The sealed tender is to be dropped in the tender box as will be kept in the office of the undersigned within the period and time as mentioned above. However, outstation tenderer may submit tender/s by speed post / courier service / registered post to be received by the undersigned on or before the date of closing time of tender. The undersigned will not be responsible for any postal delay in receipt of the tender in due date and time. The tender if sent by post or by courier, but not received by the undersigned within the stipulated date and time will not be accepted.
- [22] The tender documents are non-transferable.
- [23] Process of opening / screening / selection of tender :
- (a) In the first instance, the **Part-I** of the tender i.e. EMD (Earnest Money Deposit) will be opened by the Tender Opening Committee. **The offers without EMD (part-I) of the tender will not be considered for further process of evaluation.**
- (b) Thereafter, the valid **Technical Bids (Part-II)** of the tenderer will be opened. The valid technical offers will be evaluated by a **Technical Assessment Committee (TAC)** of the Institute. The date of TAC meeting will be intimated to the valid tenderers by the Institute.
- Representative/s of the valid tenderers should be present during the course of technical assessment by the Technical Assessment Committee for technical clarification, if any. The TAC will recommend the technically short-listed vendors for further consideration.
- (c) The commercial offers of the technically shortlisted vendors/equipments will only be considered for price comparison / ranking purpose.
- (d) **The date and time of opening of the commercial bids of the technically short-listed tenders will be intimated.** Representatives of respective vendors / companies may remain present at the time of opening of the commercial bid, when intimated.

- [24] Incomplete tender not in conformity with the terms and conditions as in this tender notice will be rejected outright.
- [25] The successful tenderer shall have to supply the intended specimen jars to this Institute at his own risk and responsibility and in good condition in all respects.
- [26] The decision of the Technical Committee / Purchase Committee / Finance Committee / Management Council shall be final in the matter.



Director

Dr B Borooah Cancer Institute
Guwahati-16

Schedule - A

SPECIFICATION OF SPECIMEN GLASS JARS

[A] Rectangular Museum Glass Jars

Height (H) x Length (L) x Breadth (B) mm

1.	140	x	215	x	100	mm
2.	210	x	170	x	130	mm
3.	220	x	140	x	140	mm
4.	225	x	225	x	125	mm
5.	250	x	250	x	150	mm

[B] Cylindrical Museum Glass Jars

	Approx. OD x Height mm	Capacity MM approx.
1.	50 x 75	100
2.	60 x 110	250
3.	75 x 130	500
4.	90 x 185	1000

ACKNOWLEDGEMENT – FOR OFFICIAL USE ONLY

Dr. B. Borooah Cancer Institute

*(Regional Institute for Cancer Treatment & Research
Guwahati-781016*

Subject .. **Supply of Surgical Specimen Glass Jars**
Notice Inviting Quotations .. No.BBCI/Misc-27/RPP-IV/NIT/ **442** / 2016
Date : 01.03.2016

Tender documents issued as follows :

(a) Detailed tender enquiry document (Page 1 - 5)

Issued by –



Director

Dr B Borooah Cancer Institute
Guwahati-781016

*Received the Tender papers
from the office of the Director,
Dr B Borooah Cancer Institute
on payment of non-refundable
Tender Fee amounting to Rs.500/-
(Rupees five hundred only) in cash /
Vide Banker's Cheque / Bank Draft No.....
Dt..... (Bank*

Tenderer
(Name & Signature)

Date :