



# Dr. B. Borooah Cancer Institute

( Regional Cancer Centre )

**Guwahati-781016**

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No. BBCI / Misc-27/ RPP-IV/ NIT / 889 – F / 2017

Date : 03.04.2017

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## **NOTICE INVITING TENDERS**

Dr. B. Borooah Cancer Institute, Gopinath Nagar, Guwahati-16, invites sealed tender affixing court fee stamp worth Rs.8.25/- (Rupees eight and paise twenty five only) are invited from reputed and financially sound registered firm, company, dealer, individuals etc. for providing **Annual Maintenance Contract of Fujinon make VIDEO GASTROSCOPE (Model : EG250WR5) and VIDEO PROCESSOR (Model : EPX-2500)** at BBCI as per terms and conditions as indicated below:-

### **Important Dates**

<b>Last date &amp; time of submission of sealed tenders</b>	<b>: 20.04.2017 (Thursday)</b>	<b>upto 2:00 PM</b>
<b>Opening of sealed tenders</b>	<b>: 20.04.2017 (Thursday)</b>	<b>at 3:00 PM</b>

- [1] The tender shall consist of 3 parts, namely **Part-I, Part-II and Part-III**, in separate sealed covers. **Part-I** of the tender shall be the **Earnest Money Deposit (EMD)**; **Part-II** shall cover **technical**; 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 **20.04.2017 (Thursday)** 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.**

The tender will not be accepted after due date and time.

The tenderer or his representative may remain present at the time of opening provided they bring with them letters of authority from the corresponding tenderers.

In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day.

- [2] **The intending tenderer should quote his / its rate for Annual Maintenance Contract both for comprehensive (Labour + spares & consumables) and non-comprehensive (labour only) for a period of 5 (five) years. The rates should be quoted both in figure and words inclusive of all charges like Service Tax, VAT, or any other charges. No exclusion criteria will be accepted in case of comprehensive AMC charges.**

- [3] The particulars of the equipments (Video Gastroscope & Processor) is provided in **Schedule-A** to this tender document.
- [4] **Earnest Money Deposit of Rs.25,000/- (Rupees twenty five thousand)** must be submitted in form of Bank Draft (Nationalized Bank) in favour of “**Dr. B. Borooh Cancer Institute, Guwahati-16**” as ‘**Part-I**’ of the tender, which shall valid 60 (sixty) days beyond the validity period of the tender.
- [5] The earnest money is required to protect the purchaser against the risk of the tenderer’s conduct which would warrant the forfeiture of the EMD. Earnest money of a tenderer will be forfeited, if the tenderer 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 purchaser. The successful tenderer’s earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.
- [6] The Earnest Money Deposit will be returned to the tenderer by A/c payee cheque if the tender is not accepted. In case the tender is accepted, EMD will be returned without any interest, after receipt of performance security in form of Bank Guarantee from that tenderer.
- [7] 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) in the prescribed format ‘**Schedule-B**’.
  - iii. Certificate of previous experience of similar job with list of institution / Govt. Department / Agency
  - iv. Certificate in regard to registration of firms along with trade license.
  - v. An affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs.10/- that there is no vigilance / CBI case pending against the firm / company / contractor.
  - vi. Attested copy of up-to-date AGST / VAT Registration
  - vii. Up-to-date valid Sales Tax Clearance certificate etc
  - viii. PAN Card
  - ix. Audited balance sheet and profit & loss account of last 3 years
  - x. Experience certificate for similar nature works executed during last 3 years along with end user’ satisfaction certificate.
  - xi. Bank Account details of the company / vendor / contractor
  - xii. List of adequate technical staff under his / their employment.
  - xiii. Letter of assurance that necessary spare parts for the equipment will be procured by the tenderer during the course of the AMC contract.
- [8] Successful tenderer will have to enter into a contract for providing Annual Maintenance Contract either Comprehensive or Non-comprehensive (to be decided by the Hospital Authority) **Fujinon make VIDEO GASTROSCOPE (Model : EG250WR5, Sr.No.SNRG202A528) and VIDEO PROCESSOR (Model : EPX-2500, Sr.No.3V564969)** at Dr B Borooh Cancer Institute, Guwahati as per the direction of the Institute.

- [9] The Annual Maintenance Contract shall include minimum 4 preventive maintenance visits and any number of emergency visits.
- [10] Maintenance & repairing works of the equipment during the AMC period shall be done without affecting the functioning of the Hospital.
- [11] The successful tenderer shall submit performance bank guarantee of **Rs.40,000/-** (Rupees forty thousand only). The bank guarantee shall be submitted by the selected party before commencement of the Annual Maintenance Contract in the prescribed format '**Schedule-C**', which must be renewed / resubmitted prior to onward of every year of service. The bank guarantee shall remain valid 60 days beyond the AMC period of the equipment.

In the case of Bank Guarantee furnished from banks outside India (i.e. Foreign Banks), it should be authenticated and countersigned by any nationalized bank in India by way of back-to-back counter guarantee.

- [12] **Payment will be made on quarterly or half yearly basis based on satisfactory service report for the proceeding period. No advance payment for CMC will be made. Necessary tax like Sales Tax / VAT, Income Tax etc. will be deducted from the bill as per rule.**
- [13] The tender document may be obtained during the office hours from the office of the undersigned on payment of **Rs.1000/-** (Rupees one thousand 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 along with the Part-I of the tender invariably.**

The detail tender documents can also be downloaded from the website of the Institute **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.1000/-** (Rupees one thousand 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**".

- [14] All pages of the Tender should be page numbered and indexed.
- [15] 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).
- [16] The tender documents are non-transferable.

[17] **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** of the Institute, for which the date and time of the meeting will be communicated in writing to the respective vendors.

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. Prior experience of supply & successful installation and maintenance of endoscopes preferably of Fujinon brand may be given preference.

- (c) The commercial offers of the technically shortlisted bidders will only be considered for price comparison.
- (d) The date and time of opening of the commercial bids of the technically short-listed tenders will be intimated. Authorized representatives of respective vendors / companies may remain present at the time of opening of the commercial bid, when intimated.

[18] 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.

[19] The tendered rates and the validity of bids shall be for a minimum period of one year from the date, as the tender are finalized /awarded. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

In exceptional cases, the tenderers may be requested by the purchaser 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/ e-mail followed by surface mail. The tenderers, 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 tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.

In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for the purchaser, the tender validity shall automatically be extended up to the next working day.

- [20] The successful tenderer shall have to operate the business solely for providing satisfactory Annual Maintenance Contract for the equipment at his own risk and responsibility in all respects.
- [21] The contractor's responsibility for the contract shall commence from the date of issue of acceptance of tender.
- [22] Incomplete tender not in conformity with the terms and conditions as in this tender notice will be rejected outright.
- [23] Unsealed tenders shall be summarily rejected.
- [24] Canvassing in connection with tender is strictly prohibited and the tenderer who resort to such canvassing will be liable to rejection.
- [25] The undersigned reserves the right either to accept or to reject any or all the tenders without assigning any reason thereof and is not bound to accept the lowest tender. Further the contract entered into may be rescinded prematurely in case of unsatisfactory performance.
- [26] Decision of the Technical Assessment Committee / Finance Committee / Management Council or any other committee of the Institute constituted by the Director, BBCI shall be final and binding in all cases.



**Director**

Dr B Borooah Cancer Institute  
Guwahati-781016

## SCHEDULE – ‘A’

### **Particulars of the equipments (Video Gastroscope & Processor)**

#### **[A] Video Processor**

Model : EPX-2500  
Make : Fujifilm  
Date of installation : 09.04.2012  
Equipment Sr. No. : 3V564A969

#### Technical Specifications:

- Colour chip system with more than 400,000 pixels
- Xenon light source : Day light
- With photometric adjustment
- Automatic Electronic Shutter
- Power consumption : 150 watt
- Built in Processor, Light source and pump
- Back up bulb facility (in built)
- With standard accessories
- With facility of DVI / RGB / YC / NNC connections

#### **[B] Video Gastroscope**

Model : EG-250WR5  
Make : Fujifilm  
Date of installation : 09.04.2012  
Equipment Sr. No. : SNRG202A528

#### Technical Specifications:

- Fully submersible
- Full screen image
- Field of view : 140 degree
- Distal and Diameter : 9.4 mm
- Viewing Direction : Forward
- Flexible portion diameter : 9.3 mm
- Bending capacity : Up-210 deg, Down-90 deg, Left-100 deg, Right-100 deg.
- Forceps channel Diameter : 2.8 mm
- Working length : 1,100 mm
- With standard accessories

**SCHEDULE – ‘B’**

**PARTICULARS OF THE TENDERER**

1. Name of the tenderer :
2. Establishment type :  
(Company / firm / Dealer / Stockist / Contractor / Supplier )
3. Year of establishment :
4. Address of the Registered Office :
5. PAN Number :  
(photocopy of PAN card to be attached)
6. Branches in India :
7. Nature of business :
8. Experience in the relevant field :
9. Total Manpower :
10. Technical Staff all over India :  
(with name , designation & contact nos.)
11. Technical Staff or Engineers based at Guwahati :  
(with name , designation & contact nos.)
12. Service Engineers posted in the North-East India :  
(with name, designation, qualification & contact nos.)

Signature and seal of the Tenderer

**SCHEDULE – ‘C’**

**Bank Guarantee Form for Performance Security / CMC Security**

To  
The Director  
Dr B Borooah Cancer Institute  
(Regional Institute for Treatment & Research)  
A.K. Azad Road, Gopinath Nagar  
Guwahati-781016

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) (hereinafter 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 nationalized commercial bank recognized 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 upto and including the \_\_\_\_\_ day of \_\_\_\_\_ 20..

(Signature with date of the authorized officer  
of the bank)

.....  
(name and designation of the officer)

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



**ACKNOWLEDGEMENT – FOR OFFICIAL USE ONLY**

# Dr. B. Borooah Cancer Institute

*(Regional Cancer Centre)*

Gopinath Nagar, Guwahati-781016

**Subject .. AMC / CMC for Fuji make Video Gastroscope & Video Processor  
at Dr B Borooah Cancer Institute, Guwahati**

**Tender Notice .. No. BBCI/Misc-27/RPP-IV/NIT/ 889 - F / 2017 dtd. 03.04.2017**

**Tender documents issued as follows :**

**(a) Detail Tender Enquiry Document (Page : 1 to 8 )**

**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.1000/-  
(Rupees one thousand only) in cash /  
vide Banker's Cheque / Bank Draft No.....  
dt..... (Bank : ..... )***

**TENDERER**

(Name & Signature)

Date :