



Dr. B. Borooah Cancer Institute

(Regional Institute for Cancer Treatment & Research)

Guwahati-781016

No. BBCI / Misc-27/RPP-IV/NIT/756/2013

Date : 02.04.2013

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) for supply, transport to site, installation and commissioning of following **OPD furniture for Doctors** from reputed and financially sound supplier / manufacturer/ dealer/ firm/ company as per terms and conditions as indicated below:-

Sl.	Name of Furniture
A	Main Table (Size 1350x750x750)
B	Main Table (Size: 1200x600x750)
C	Side Table (Size: 1200x450x750)
D	Side Table (Size: 900x450x750)
E	Pedestal (Size: 390x435x750)
F	Storage (Size: 750x425x750)
G	Revolving Chair : High back (Premier Quality)
H	Revolving Chair : High back (Medium Quality)
I	Patients Chairs : (Premier Quality)
J	Patients Chairs : (Medium Quality)
K	Examination table
L	Supplying fitting and fixing MAC blinds horizontal and vertical complete. 50 mm
M	Painting and color washing of the OPD room.

- [1] The tender shall consist of 3 parts, namely **Part-I, Part-II and Part-III**, in separate sealed cover. **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 **26.04.2013** 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] Complete information should be given indicating among other things, facilities required for installation such as electric power supply, ventilation, ducting, minimum area required for housing the unit along with its control panel and optimum climatic condition for operating the system etc. Taking safety features into consideration they should also propose the detailed layout of the equipment.
- [3] The rate should be quoted as per the technical specifications enclosed herewith as **Schedule-‘A’**. There should not be any deviation of the specification as devised by the Institute. The model, make & year of introduction as per specification may also be indicated. The tenderer if so desired may quote for more than one model/make conforming not below to the specifications as devised by the Institute.

The details of the price of the furniture should be quoted in Part-III of the tender in the following manner:-

- (a) Basic unit price with one year warranty
(Quote the rate for each individual item separately)
- (b) Other charges such as freight, insurance, installation, charges on road permit, loading & unloading charges, transportation up-to site of installation, bank charges and any other charges whatsoever it may be;
- (c) Excise Duty, Customs Duty/ Octroi *(if applicable)(should be shown separately)*
- (d) Road permit tax or any other entry tax *(if applicable)* (-do-)
- (e) State / Central Sales Tax / or VAT *(as may be applicable)* (-do-)

Note : If any tenderer quotes their commercial offer in any foreign currency other than Indian Rupee, the same will be converted into Indian Rupees for comparison taking the prevailing exchange rate on the date of opening of commercial offer.

- [4] Exemption certificate on payment of customs duty, as may be admissible, will be provided in case of necessity.
- [5] **Earnest Money Deposit of Rs. 25,000/- (Rupees twenty five thousand only)** must be submitted in form of Bank Draft (Nationalized Bank) in favour of “**Dr. B. Borooah Cancer Institute, Guwahati-16**” as ‘**Part-I**’ of the tender as per the following rates.
- [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 retained till the execution of the contract. No interest will be paid on EMD by this Institute.
- [7] Up-to-date valid Sales Tax Clearance certificate etc. from the appropriate authority should accompany the tender.
- [8] Successful tenderer will have to enter into a contract for supply, transportation, installation & commissioning of the furniture to the hospital as per the direction of the Institute.
- [9] Bank guarantee being 10% of the total value of work towards satisfactory performance and services during the warranty period of the items will have to be submitted by the successful tenderer in the prescribed format ‘**Schedule-B**’ within 30 (thirty) days from the date of issue of notification of award by the purchaser after signing of the contract by all the parties to the agreement. The bank guarantee shall remain valid 60 days beyond the warranty period of the furniture.

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.

[10] **Payment terms will be as follows:**

Payment will be made only on receipt of final Job Completion Report of the supply, installation & commissioning of the furniture from the Inspection Committee to be constituted by the Purchaser. In this connection, the supplier will submit bill for payment after satisfactory supply, installation & commissioning of the furniture.

[11] **The warranty** of the furniture should be for a **minimum period of one (1) year** from the date of installation / commissioning. During the period of warranty of the furniture to be supplied, the tenderer shall provide free maintenance services and replacement if required free of cost.

[12] Local service facilities to be available in Guwahati for maintenance/repair of the furniture may also be specified and related documents also must provided in the tender.

[13] The tender document may be obtained during the office hours from the office of the undersigned on payment of **Rs. 2,000/-** (Rupees two 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 alongwith the Part-I of the tender invariably.**

[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 :

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.**

Thereafter, the **Technical Bid (Part-II)** of the tender will be opened. The technical offers will be evaluated by a Technical Committee of the Institute on a date to be fixed by BBCI (Dr B Borooah Cancer Institute). BBCI may invite the representative/s of the valid tenderers for technical clarification, if any, during the course of the Technical Committee meeting. The committee will recommend the technically short-listed vendors for further consideration.

The commercial offers of the technically shortlisted vendors/equipments will only be considered for price comparison.

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.

[18] The Furniture to be supplied should be of best quality of reputed manufacturer.

- [19] 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-C**'.
 - iii. Certificate of previous experience of similar job with list of institution / Govt. Department / Agency where supplied.
 - iv. Certificate of dealership etc. from the appropriate manufacturer in case the tenderer is a dealer.
 - v. Certificate in regard to license of manufacturing in case of manufacturer.
 - vi. Certificate in regard to registration of firms along with trade license.
 - vii. Certificate of quality control if any in respect of equipment to be supplied.
 - viii. An affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs.10/- that the tenderer (company / firm) is not supplying the same item at lower rates quoted in this tender to any government / private organization or any other institution during past one year.
 - ix. 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 / supplier.
 - x. Performance Statement (for last 3 years) as per **Schedule-D** along with relevant copies of orders and end users' satisfaction certificate.
 - xi. Compliance statement based on technical specifications prescribed in the tender notice.
 - xii. Photocopy of the document in support of payment of the tender fee.

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

- [20] The tenderers quoting as authorized representative of the manufacturer shall have three years of experience in the related field and should obtain documents from principals / manufacturer fulfilling the requirements in taking full responsibility of technical support, service and organizational support in the prescribed format '**Schedule-E**'.
- [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 successful tenderer shall have to execute a DEED of contract in the form as may be prescribed by the undersigned in due course.
- [23] The rate if accepted will remain valid for 1(one) year from the date of acceptance and there will no change under any circumstances during the period.
- [24] The rate should be quoted both in figure and in words.

- [25] The successful tenderer shall have to supply the intended equipment to this Institute at his own risk and responsibility and in good condition in all respects.
- [26] Incomplete tender not in conformity with the terms and conditions as in this tender notice will be rejected outright.
- [27] 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.



Director

Dr B Borooah Cancer Institute
Guwahati-781016

TECHNICAL SPECIFICATIONS
OF
FURNITURE

Sl. No.	Description of item	Specify details
A	<p>Main Table (Size 1350x750x750) Main Desk size should be 1350W X 750D X 750H mm, white cedar table top, side panels are in black, and the modesty panel combination of black & white cedar. Top/ Side panel should be 18mm thick PLB with PVC lipping.</p>	
B	<p>Main Table (Size: 1200x600x750) Main Desk size should be 1350W X 750D X 750H mm, white cedar table top, side panels are in black, and the modesty panel combination of black & white cedar. Top/ Side panel should be 18mm thick PLB with PVC lipping</p>	
C	<p>Side Table (Size: 1200x450x750) The side table size should be 1200 W x 450 D x 750H mm, Top with white cedar, black side panels and the modesty panel combination of black & white cedar.</p>	
D	<p>Side Table (Size: 900x450x750) The side table size should be 900 W x 450 D x 750H mm, Top with white cedar, black side panels and the modesty panel combination of black & white cedar.</p>	
E	<p>Pedestal (Size: 390x435x529) The two drawer (1 box drawer & 1 filing drawer) Mobile Pedestal size 390W x 435D x 529H mm with white cedar top & drawer fronts. Other components should be in black with central Lock.</p>	
F	<p>Storage (Size: 750x425x750) Back Storage unit size 750W x 425D x 750H mm. It must be two door HDU with one adjustable shelf, white cedar top and shutters with shelf, black side panel and back panel.</p>	
G	<p>Revolving Chair : High back (Premier Quality) SEAT/BACK ASSEMBLY: Required 1.2 cm thick hot pressed plywood, upholstered with fabric and moulded Polyurethane foam and back foam with contoured lumbar support for extra comfort. BACK SIZE: 49.0cm.(W) x 71.0cm.(H). SEAT SIZE: 49.0cm.(W) x 44.0cm.(D) . The polyurethane foam should be moulded with density = 45 +/-2 kg/m³ and Hardness = 20 +/- 2, and the armrest tops injection moulded from black Polypropylene fitted to tubular armrest supports made of Dia.2.54cm. (1”) x 14 BG M.S. E.R.W. tube and black powder coated. The tubular armrest must be supports hold together the seat and back. The centre pivot mechanism required the following features: *3600,revolving,type. *17° maximum tilt on pivot at centre. *Tilt tension adjustment. *Upright,locking. The pedestal must be fabricated from 0.2cm. thick CR steel, powder coated and fitted with an injection moulded black Polypropylene hub cap and 5 nos. twin wheel castors</p>	

Sl. No.	Description of item	Specify details
H	<p>Revolving Chair : High back (Medium Quality) SEAT / BACK ASSEMBLY: Required 1.2 cm. thick hot-pressed plywood, upholstered with fabric upholstery covers and moulded Polyurethane foam. And the back foam with contoured lumbar support for extra comfort. BACK SIZE: 47.5 cm. (W) x 58.0cm. (H), SEAT SIZE:47.0 cm. (W) x 48.0 cm. (D). The polyurethane foam should be moulded with density = 45+/-2kg/m³ and Hardness = 20+/-2. The one-piece armrests with injection moulded from black Co-polymer Polypropylene. The powder coated tubular frame should be cantilever type & made of dia 25.4mm x 2mm thk M.S. ER.W. Tube.</p>	
I	<p>Patients Chairs : (Premier Quality) 1) SEAT / BACK ASSEMBLY: The seat and back should be made from chemically treated and seasoned wood, upholstered with plywood, black leather-cloth, and U-foam. BACK SIZE: 46.0 cm. (W) X 27.0cm. (H), SEAT SIZE: 46.0cm. (W) X 40.0cm. (D) 2) ARMREST ASSY: The armrest should be gas-assisted injection moulded from black Polypropylene. 4) UNDERSTRUCTURE ASSEMBLY: The understructure assembly should be cantilever type frame made of dia. 2.54cm. (1") x 14BG. thick M.S. E.R.W. tube and powder coated.</p>	
J	<p>Patients Chairs : (Medium Quality) 1) SEAT / BACK ASSEMBLY: The seat and back should be made from chemically treated and seasoned wood, upholstered with plywood, black leather-cloth, and U-foam. BACK SIZE: 46.0 cm. (W) X 27.0cm. (H), SEAT SIZE: 46.0cm. (W) X 40.0cm. (D) 2) ARMREST ASSY: The armrest should be gas-assisted injection moulded from black Polypropylene. 4) UNDERSTRUCTURE ASSEMBLY: The understructure assembly should be cantilever type frame made of dia. 2.54cm. (1") x 14BG. thick M.S. E.R.W. tube and powder coated.</p>	
K	<p>Examination table Examination table Size: (L)1957mm X (W)625 mm X (H)808, should be gas-lift assisted head rest with continuous adjustment from 0° to 30°. Mattress projecting out from the understructure to provide soft touch from all sides. Seamless upholstery to avoid spread of bacteria. Understructure made of MS square tubes with unique styling that provides better strength and stability. A swivel tray with designed for BP Apparatus that can be concealed when not in use. Increased width of the table (625mm) gives better comfort for patients. Required Optimized height (808mm) of the table for comfortable observation and reach with L-shape leg for better stability. Maximum patient load capacity 135 kg.. Step stool Size: 485(L) x 335 (W) X 206 (H) mm. Textured rubber Top with firm grip for climbing.</p>	
L	<p>Supplying fitting and fixing MAC blinds horizontal and vertical complete. 50 mm</p>	
M	<p>Painting and color washing of the OPD room (Quote rate pc above and below as per APWD SOR for the year 2010-11)</p>	

Proforma for Bank Guarantee for 10%

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

The deed of guarantee made this day of _____ between (name of Bank) _____ (hereinafter called the “Ban k”) of the one part, and the _____ (the Purchaser) (hereinafter called “the Purchaser”) of the other part.

Whereas _____ (the Purchaser) has awarded the Contract bearing No. _____ dated _____ for _____ (Description of Goods) (hereinafter called the contract) to _____ (Name of the supplier) (hereinafter called the Supplier).

In accordance with the provisions and Terms & Conditions of the Contract to provide for payment amounting to Rs. _____ (name and address of the Contractor) (hereinafter called “the Contractor”) shall deposit with the _____ (The Purchaser) a bank guarantee to guaranty his proper and faithful performance under the said Clause of the Contract in an equivalent amount of 10% of _____ (amount of guarantee in figures and words).

We, the _____ - (Bank), as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the _____ (name of the Purchaser) on his first demand through Demand draft payable at Guwahati without objection / demur on our part.

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 _____ (name of the Purchaser) 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.

The guarantee remains valid in full effect from the date of the advance payment received by the supplier under the contract until _____ (date).

Yours truly

Signature & Seal :
Name of Bank / Financial Institution :
Address :
Date :

SCHEDULE – ‘C’

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 – ‘D’

PROFORMA FOR PERFORMANCE STATEMENT

(for the period of last three years)

Tender Reference :

Date of Opening :

Time :

Name and address of the tenderer :

Name and address of the manufacturer :

Order placed by (full address of purchaser)	Order number and date	Description and quantity of ordered items and services	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

Signature and seal of the Tenderer

** The documentary proof will be a certificate 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.

*In respect of above certificate from chartered Account can be produced with all the requisite details.

SCHEDULE - 'E'

MANUFACTURER'S AUTHORIZATION FORM

To

.....
.....
(name and address of the purchaser)

Dear Sirs,

Ref. Your Tender Enquiry 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 authorize 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 Tender Enquiry Documents for the above goods manufactured by us.

We also hereby extend our full warranty and AMC / CMC as applicable as per terms & conditions of the tender documents, 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 tender enquiry document.

Yours faithfully,

(signature with date, name and designation)

For and on behalf of Messrs.....

(name & address of the manufacturers)

Note :

- i. This letter of authorization 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.
- ii. The original letter may be sent.

ACKNOWLEDGEMENT – FOR OFFICIAL USE ONLY

Dr. B. Borooah Cancer Institute

(Regional Institute for Cancer Treatment & Research

Guwahati-781016

Subject .. **Purchase of OPD Furniture for Doctors
of Dr B Borooah Cancer Institute**

Tender Notice .. **No. BBCI / Misc-27/RPP-IV/NIT/756/2013 dtd.02.04.2013**

Tender documents issued as follows :

(a) Detail Tender Enquiry Document (Page : 1 to 11)

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.2,000 /-

Vide Banker's Cheque / Bank Draft No.....

dt..... (Bank :)

TENDERER

(Name & Signature)

Date :