



Dr. B. Borooah Cancer Institute

(Regional Institute for Cancer Treatment & Research)

Guwahati-781016

No. BBCI / Misc-27/ RPP-IV/ NIT / 2734/ 2016

Date : 07.11.2016

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 of **mould room items for radiotherapy procedure** from reputed and financially sound supplier / manufacturer/ dealer / distributor / firm/ company etc. as per terms and conditions as indicated below:-

Important Dates

Last date & time of submission of sealed tenders : 29.11.2016 (Tuesday) upto 2:00 PM
Opening of sealed tenders : 29.11.2016 (Tuesday) at 3:00 PM

- [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 29.11.2016 (Tuesday)** 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 rate should be quoted against the list of items mentioned in the **Schedule-‘A’** attached to this tender as **Part-III (Commercial Bid)**.

The make, product code & year of introduction may also be indicated. The tenderer if so desired may quote for more than one product.

Any taxes, duties and any other applicable charges to deliver the quoted items upto the site of user department of Dr B Borooah Cancer Institute should clearly shown in the commercial bid.

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.

The comparison of the commercial offer will be made based on the unit price + applicable taxes / charges.

- [4] Customs Duty Exemption Certificate on payment of customs duty, as may be admissible, will be provided in case of necessity.
- [5] **Earnest Money Deposit of Rs.40,000/- (Rupees forty 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, which shall valid 60 (sixty) days beyond the validity period of the tender.
- [6] 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.
- [7] 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, on expiry of 2 years contract period.
- [8] Up-to-date valid Sales Tax Clearance certificate etc. from the appropriate authority should accompany the tender.
- [9] Successful tenderer will have to enter into a **contract for a period of 2 (two) years** for supply of the mould room items to the hospital from time to time as per requirement of the Institute.
- [10] Payment will be made to the supplier only on submission bill / proforma invoice after satisfactory supply of the prescribed mould room items in good condition for radiotherapy procedure.
In case of advance payment is sought by the supplier, the same will be made on submission of 100% bank guarantee of the total work order value.
- [11] The successful tenderer must agreed to compensate to the extent of twice the interest burden incurred by the Institute on account of **delayed delivery** on the mould room items for reasons which are directly under its control. **If the delay in delivery exceeds 3 months**, in addition to the above, penalty @ Rs.2000/- (Rupees two thousand) per day will be imposed against the vendor which will be recovered from the EMD / security deposit / bank guarantee.
- [12] **The warranty** of the mould room items should be for a **minimum period of one (1) year** from the date of supply. In case the supplied mould items is found defective during the one year’s warranty period after supply, the replacement of the item shall be made by the supplier without any financial implication to purchaser (BBCI).
- [13] The tender document may be obtained during the office hours from the office of the undersigned on payment of **Rs.3000/- (Rupees three 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 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.5000/- (Rupees five 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.
- (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.
- [18] The mould item 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-B**'.
 - iii. Certificate of previous experience of similar job with list of institution / Govt. Department / Agency where supplied.
 - iv. Certificate of dealership/distributor etc. from the appropriate manufacturer in case the tenderer is a dealer/distributor.
 - 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-C** along with relevant copies of orders and end users' satisfaction certificate.
 - xi. Detail specifications of the quoted product with make, product code number & year of introduction
 - xii. Photocopy of the document in support of payment of the tender fee.
 - xiii. Bank Account Details of the tenderer
 - xiv. Compliance statement on the terms & conditions and listed mould room items.

The brochure / leaflets / catalogue in respect of the equipment 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 manufacturer's authorization in the prescribed format '**Schedule-D**'.
- [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 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.
- [23] The rate should be quoted both in figure and in words.
- [24] The successful tenderer shall have to supply the intended mould items to this Institute at his own risk and responsibility and in good condition in all respects.
- [25] Incomplete tender not in conformity with the terms and conditions as in this tender notice will be rejected outright.
- [26] 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.
- [27] Decision of the Technical Assessment Committee / Purchase Committee / Finance Committee or the Management Council of the Institute shall be final and binding in all cases.



Director

Dr B Borooah Cancer Institute
Guwahati-781016

SCHEDULE – ‘A’

LIST OF MOULD ROOM ITEMS FOR RADIOTHERAPY PROCEDURE

Sr. No.	Description	Estimated Annual Requirement
1	Precut for Breast (2 clamp)	150 nos.
2	Precut for Head & Neck & shoulder (4 clamp)	350 nos.
3	Precut for HIP & Pelvis (4 clamp)	150 nos.
4	2 mm Lead Ball on 15 mm level	10 pkts
5	Precut for brain (3 clamp)	100 pkt.

Note :

- (a) *The annual requirement of mould room items shown above is an estimate only. Actual requirement of the items may vary (less or more) from the estimate quantity which will depend on the requisition from the user department of Dr B Borooah Cancer Institute.*
- (b) *The tenderer must quote the unit price only in Part-III of their tender.*

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.)
13. Bank Account details :
(*name of bank, Account Number, IFSC code*
Other relevant information to be provided)

Signature and seal of the Tenderer

SCHEDULE – ‘C’

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 - 'D'

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 Mould Room Items for radiotherapy procedures

Tender Notice .. No. BBCI/Misc-27/RPP-IV/NIT/ 2734 / 2016 dtd.07.11.2016

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.3000/-
(Rupees three thousand only) in cash /
Vide Banker's Cheque / Bank Draft No.....
dt..... (Bank :)***

TENDERER

(Name & Signature)

Date :