



**U.T.ADMINISTRATION OF DAMAN AND DIU
OFFICE OF THE MEDICAL SUPERINTENDENT
GOVERNMENT HOSPITAL, MARWAD, DAMAN
PH.NO.0260-2254965/2254266
EMAIL ID: ghddmn@gmail.com**

No.GHD/DMN/E-TENDER/ENT/2019-20/2862

Dated: 14.03.2020

E-TENDER (ON LINE NOTICE)

The Medical Superintendent, Government Hospital, Daman on behalf of President of India, invites E-tender for purchase of Instruments and Consumables for ENT OPD and OT Materials online on www.ddtenders.gov.in. from manufacturer/Authorized Dealers/Suppliers having valid license. The tender notice also available on www.daman.nic.in

**(Dr. Shailesh Arlekar)
I/c. Medical Superintendent,
Government Hospital, Daman**



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The Medical Superintendent, Government Hospital, Daman on behalf of president of India, invites tenders for following items through on –line on <https://ddtenders.gov.in> from the manufacturer/Authorized Dealers/suppliers having valid License. The tender notice also available on www.daman.nic.in

Sr. No.	Description Items	Estimated cost	EMD (in the form of FDR)	Tender fees (Non refundable)
01	Tender for Purchase of Instruments and Consumable for ENT OPD and OT Material at Government Hospital, Daman.	Rs.5,00,000/-	Rs. 15,000/-	Rs.1000/-
Bid document downloading start date :			14.03.2020	
Last date of submission of online tender document:			up to	06.04.2020 by 12.00 hours.
On line opening of Technical Bid:			06.04.2020 at 15.00 hours.	
On line opening of Financial Bid:			After technical stage evaluation	
Bidders have to submit price bid in Electronic format only on https://ddtenders.gov.in till the last date and time for submission. Price bid in physical formant shall not be accepted in any case.				
Submission of tender fees in the form of DD, EMD in the form of FDR and other supporting documents i.e. copy of valid license from competent authority, copy of GST Registration and copy of PAN of income Tax etc, and terms and condition duly signed in hard copy as well as online to the undersigned by RPAD/Speed post/by hand on or before 06.04.2020 up to 12.00 hours, however, Tender Inviting authority shall not be responsible for any postal delay.				
The tender inviting authority reserves the right to accept or reject any or all the tenders to be received without assigning any reasons thereof.				
Bidder shall have to post their queries on E-mail address: ghddmn@gmail.com on or before dated 06.04.2020 upto 11.00 hours.				
In case bidder needs any clarification or if training required for participating in online tender, they can contact the following website. www.ddtenders.gov.in www.daman.nic.in				


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TERMS & CONDITIONS

Terms and Conditions for the “PURCHASE OF INSTRUMENTS AND CONSUMABLE FOR ENT OPD AND OT MATERIAL FOR GOVERNMENT HOSPITAL DAMAN.”

• **Instructions to Bidders :**

- 1) All Tender Documents can be downloaded free from the website <https://ddtenders.gov.in>
- 2) All bids should be submitted online on the website <https://ddtenders.gov.in>
- 3) The user can get a copy of instructions to online participation from the website <https://ddtenders.gov.in>
- 4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
- 6) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:
**The Medical superintendent,
Government Hospital, Daman- 396210
Tel .0260-2254965/2254266/9909943025**
- 7) All documents scanned/attached should be legible / readable. A hard copy of the same may be send which the department will be use if required. Uploading the required documents in <https://ddtenders.gov.in> is essential.
- 8) The Bidder has to give compliance for each quoted product for any false /misleading statement in compliance found any time during the procurement process, the bid shall be out rightly rejected & EMD shall be forfeited.

Key dates:

Online document download Start Date	:	14.03.2020
Online document download End Date	:	06.04.2020 , 12:00 Hrs.
Online Bid Submission Start Date	:	14.03.2020
Online Bid Submission Closing Date	:	06.04.2020 , 12.00 Hrs.

The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://ddtenders.gov.in> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as **"E-Tender - Sealed Cover of Bid for PURCHASE OF INSTRUMENTS AND CONSUMABLE FOR ENT OPD AND OT MATERIAL FOR GOVERNMENT HOSPITAL DAMAN."**

”. The EMD and Tender Fees should be enclosed with BID only

Tender Fees (Non Refundable) Rs.1,000/- :

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees (Non Refundable) will be accepted only in form of DD in favor of **The Medical Superintendent, Government Hospital, Daman** from any Nationalized or Scheduled Bank of India payable in Daman.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

The Earnest Money Deposit (Refundable) Rs.15,000/- :

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- b. EMD can be paid in either of the form of following:
 - i. A/c Payee Demand Draft
 - ii. Fixed Deposit Receipts

In favor of **The Medical superintendent, Government Hospital, Daman** from any Nationalized or Scheduled Bank authorized by RBI to undertake Government Business.

- c. EMD should be valid upto **365 Days** from the date of its issuance.
- d. EMD in any other forms will not be accepted.
- e. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
 - ii. In case, the contractor does not execute the supply order placed with him within stipulated time, the EMD of the contractor will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
 - iii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.

- f. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above Rs.200/-) drawn on any Nationalized or Scheduled Bank payable at Daman. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- g. Only on satisfactory completion of the supply order for and on payment of all bills of the contractor, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- h. In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the same articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be
- i. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

Security Deposit: (SD)

- a. The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to **10%** of the total value of articles, which may be ordered, as the amount of security deposit.
- b. Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.
- c. In case of failure to replace the accepted and rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the contractor Security Deposit or payment due of any bill(s) to the extent required.
- d. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the contractor is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

• **Conditions of Contract :**

1. ACCEPTANCE OF TENDER:

- a. The tender is liable for rejection due to any of the reasons mentioned below:
 - i. Non-Submission of tender within stipulated time online.
 - ii. Submission of tender physically in the Office but not submitted online on <https://ddtenders.gov.in>
 - iii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
 - iv. Non-payment of Earnest Money Deposit.
 - v. Non-Submission of required documents as mentioned in schedule.
 - vi. Conditional/vague offers.
 - vii. Unsatisfactory past performance of the tenderer.

- viii. Items with major changes/deviations in specifications/ standard/ grade/ packing/ quality offered.
 - ix. Offering an accessory optional even though required to operate the instrument.
 - x. Submission of misleading/contradictory/false statement or information and fabricated/ invalid documents.
 - xi. Tenders not filled up properly.
 - xii. overwriting correction or erasures will be considered
- b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on <https://ddtenders.gov.in>
- c. Discount offered after price bid opening will not be considered.
- d. The consolidated rates entered in the online website will be taken in to account for preparing price statements. However the tender which is found technically acceptable as well as lowest in terms of evaluated rates only be considered for placing the order.
- e. The Medical Superintendent, Government Hospital, Daman may seek any clarifications / explanation / documentary evidence related to offer at any stage from tenderer if required.
- f. **The rate quoted should be inclusive of all taxes no extra charges will be paid and should be valid upto One Year from the date of tenderization.**
- g. All/Taxes/Duties/Royalties Charges payable on the sales/transport & Packaging etc. within and/or outside the state shall be payable by the supplier.
- h. The decision of the Tender Inviting Officer for acceptance/rejection of any articles supplied including the decision for equivalent specifications, standard and quality etc. of articles shall be final.
- i. The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- j. No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for supply. Rates tendered/offered in response to the concerned Tender Notice shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- k. The rate(s) quoted should be strictly for free delivery at FOR Govt. Hospital Daman and will be valid and operative for supply orders issued within one year from the date of invitation of tenders.
- l. Rates quoted for items other than required specification/mark/manufacture may not be considered. However, indigenous manufactures may quote their own makes provided the specifications/mark/manufacture.
- m. The tendered should specify the name of the manufacturer for the item quoted by him along with catalogue of the item.
- n. Where specification / mark/ manufacture are not specifying by this office, the rates should be quoted only for the first class and standard quality only.

- o. Order once placed the department shall not take any responsibility of unloading the goods; the successful bidder has to make arrangements for unloading at the site.
- p. Bidder / its sister concerns / companies where its Promoters / should not have ever been blacklisted in tender / supplies by any state/Central Govt . Bidder should submit affidavit in this regard. The bidder should provide accurate information of litigation or arbitration resulting from contracts completed or under execution by him over the last five years. False affidavit would lead to blacklisting and termination of the contract at any stage. In such cases all the losses that will arise out of this issue will be recovered from the Tenderer / Contractor and he will not have any defence for the same. In case of bidder / principal is involved / penalized under any investigation of CVC or any State/Central Govt. Commission in relation to the similar work project issue; the bid will be outrightly rejected.

2. TERMS OF SUPPLY :

- a. In event of breakage or loss of stores during transit against requisition order the said quantity has to be replaced by the tenderer. The department will not pay separately for transit insurance and supplier will be responsible for stores.
- b. Railway Receipt or other transport document should be drawn in the favor of Officer Inviting tender.
- c. Items should be door delivered including labour no extra charge will be paid by the department.
- d. Railway Receipt or other transport document should not be send by VPP or through any Bank as this being a Government Office it is not possible to clear cash demands of Post Office/Bank for delivery of RR or other transport documents unless we have agreed to it as special arrangement.
- e. Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of supply, the cost of supplies ordered for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
- f. The supplies, materials etc. of inferior quality standard or of different specifications, brand, manufacturer etc other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk. Intimation of non-acceptance of any materials etc will be sent to the supplier within 10 days from the date of receipt of the stores and the same will be returned to the supplier at his own cost and risk, if he so desires and intimates accordingly within 15 days from the date of dispatch of intimation of the non-acceptance. However, if no communication is received within 15 days from the date of communication the tender Inviting Officer will not be responsible for any damages, loss etc. of such rejected articles.
- g. Demurrage charges paid by the Tender Inviting Officer on account of delayed receipt of dispatch documents intimation will be recovered from the bills payable to the supplier.
- h. If at any time after the order for supply of materials the Tender Inviting Officer shall for any reason whatsoever not require the whole or part of the quantity thereof as specified in the order the Tender Inviting Officer shall give notice in writing of the fact to the supplier(s) who shall have to claim to any payment of compensation what so ever on account of any profit or advantage which the supplier(s) might have derived from the supply of articles in full, but which did not derive in consequence of the full quantity of articles not having been purchased, nor shall have any claim for compensation by reasons of any alterations having been made in the original instructions which shall invoice any curtailment of the supply

originally contemplated.

- i. The items as mentioned in the list are the approximate estimates invited and actual purchase may more. Accordingly the successful tenderer has no right for any loss/damages with reference to approximate requirement shown in tender and actual requirement.
- j. Inspection will be carried out in the premises of Government Hospital Daman. If goods to be inspected in factory premises all expenditure to be borne by the tenderer.

3. **Bid Evaluation Methodology :**

A. **Preliminary Evaluation:** Tender Fee and EMD Submission.

B. **Technical Evaluation:**

- Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification.
- Scrutiny of Compliance Statement given by the bidder.
- Technical Demonstration if required.

C. **Financial Evaluation:** Lowest quoted offered by Technically Qualified Bidders.

4. **PAYMENT TERMS :**

- a. 100% of the invoice amount will be paid only after competition of work successfully and submission of Security deposit i.e. 10% of the tender value.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.
- d. All bills for amount above Rs.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- e. Each bill in which GST is charged must contain the following certificates on the body of the bill: **"CERTIFIED"** that the sale on which Tax has been charged have not been exempted under the Central Sale Tax Act or the Rules made there under and the amount charged on account of Sale Tax on these sale is not more than what is payable under the provisions of relevant Act or Rules made there under".
- f. No extra charge for transportation, forwarding and insurance etc. will be paid on the rates quoted.
- g. The rates should be quoted only for the work specified in the list of requirement.

Termination for Default: Contract may be terminated by the Authority if :

- a. If the supplier fails to execute the supply within the stipulated time, the Purchaser is at liberty to make alternative purchase, in the event of making ALTERNATIVE PURCHASE, the supplier will be imposed penalty apart from the forfeiture of Performance Guarantee. The excess expenditure over and above contracted prices incurred by the Purchaser in making such purchases from any other sources or in the open market or from any other supplier who has quoted higher rates and other losses sustained in the process, shall be recovered from the Performance Security or from any other money due and become due to the Supplier and in the event of such amount being insufficient, the balance will be recovered personally from the Supplier.
- b. **“Purchase of instruments and Consumable for ENT OPD and OT Material for Government Hospital, Daman”** of inferior quality standard or of different specifications, doses/content, brand, manufacturer etc. other than that ordered specified and/or incomplete or broken articles will not be accepted. The supplier has to replace the same at his own cost and risk.
- c. The order may be cancelled after expiry of delivery period as mentioned in the supply order and the supplier shall also suffer forfeiture of the Performance Security and shall invite other Penal action like blacklisting / disqualification from participating in present and future tenders.
- d. Authority will be at liberty to terminate by assigning justifiable reason thereof the contract either wholly or in part on one month notice. The Supplier will not be entitled for any compensation whatsoever in respect of such termination.
- e. If the Supplier, in the judgment of the Authority has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- f. The bidder has to submit the Authority Letter obtained from the Manufacturer for the concern equipment. Non Submission of authority letter for the particular item will be out rightly rejected and tender No. should also be mentioned. The contact details of the signing authority should be mentioned on the letter.

For the purpose of this Clause :

“Corrupt practice” means offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

“Fraudulent practice” means a mis-presentation / hiding of facts in order to influence a procurement process or the execution of a contract to the detriment of the other bidders, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial noncompetitive levels and to deprive the other bidders of the benefits of free and open competition.

- a. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Authority, and the supplier shall be liable for all losses sustained by the Authority, in consequence of the termination which may be recovered personally from the supplier or from his properties, as per rules.
- b. Non performance of any of the contract provisions will disqualify a firm to participate in the tender for the next five years.
- c. In all the above conditions, the decision of the Authority shall be final and binding.

Signature of Agency
With Rubber Stamp



Medical superintendent,
Government Hospital, daman

ANNEXURE - A

UNDERTAKING :

From: M/s.....

No.....

.....

To,
The Medical Superintendent,
Government Hospital, Marwad,
Daman – 396210.

**Sub: PURCHASE OF INSTRUMENTS AND CONSUMABLE FOR ENT OPD AND
OT MATERIAL.....**

Ref: Tender Enq #.....

Sir,

I/We enclose the necessary documents duly signed, as shown in Annexure 'B' (in order in which they are mentioned). I/We have carefully read and understood the terms and conditions stated in the tenders from and I/We shall abide by all these conditions. I/We further endorse that in particular, the terms and conditions of Delivery Period, Payment Terms, Place of Delivery etc are acceptable to me/us and no representation will be made by me/us afterwards for altering the same.

I/We verify the copies of the certificates/documents enclosed herewith are authentic true copies of the original certificates/documents for verification on demand. I/We undertake to upload the attested copies of certificates/documents required on the website.

I/We will be cautious to see that the uploaded scan documents are legible and I/We understand that if the documents are not legible, my/our tender will be rejected.

I/We verify that I/We are in possession of the requisite licenses/permits required for the manufacture /supply /sale /distribution of the items and further verify that the said licenses/permits have not been revoked/ cancelled by the issuing authorities and are valid as on date. I/We also verify that I/We have not been declared defaulter, blacklisted or debarred by any State or Central Government or Constitutional authority or Financial Institution or Judicial Court or any Government undertakings.

I/We also take cognizance of the fact that providing misleading or questionable information or failure to furnish correct or true information to you or any other Officer or failure to comply with any contractual requirement laid down by you will be considered as a serious breach of the terms and conditions of the tender and will invite disqualification and other penal action as deemed fit by the UT Administration.

Thanking You,

Yours faithfully,

Sign & Stamp of Tenderer.

ANNEXURE - B

SCHEDULE OF DOCUMENTS ATTACHED

Sr. No.	Document / Certificate	Uploaded & Enclosed	At page No.
A.	General Documents :		
1.	Copy of Tender fees	Yes / No	
2.	Copy of EMD	Yes / No	
3.	PAN No.	Yes / No	
4.	GST Registration.	Yes / No	
5.	Income Tax Returns of last three years	Yes / No	
6.	Experience Certificate	Yes / No	
7	Partnership Deed / Memorandum / Registration of Firm, etc.	Yes / No	
8	Copy of Annual Turnover for Rs.1,50,000/- of the estimated cost during last 3 financial year.	Yes / No	
9	Scan copy of Terms and Conditions of the tender documents duly Stamped and Signed on each page.	Yes / No	
10	Scan copy of Scope of Work correctly filled with Stamped and Signed on each page.	Yes / No	
11	Authorization Certificate for Dealer	Yes / No	
12	An undertaking duly signed by a responsible person of the firm that the firm is not black listed anywhere.	Yes / No	

It is verified that all the certificates/permissions/documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the declaration part are as per the format prescribed by the Administration and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

I/We further undertake to produce on demand the original certificate/ permission/ document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tenderer.

SCOPE OF WORK:**Schedule of Requirements, Specifications and Allied Technical Details:**

Sr. No.	Name of Particulars	Unit	Qty. Required	Make/ Model	Remark
1	Jobson Horne probe set	1 nos	4		
2	Micro forceps (crocodile)	1 nos	2		
3	Micro scissors(crocodile)	1 nos	2		
4	Aural speculum Tumarkins set (Set of 4)	1 Set	1		
5	Wilde's aural forceps	1 Set	2		
6	Adson forceps-toothed and plain (fine) (set of 2)	1 Set	1		
7	Fine needle holder	1 nos	1		
8	Ossicle holding clamp/forceps	1 nos	1		
9	Tilley's Aural forceps	1 nos	2		
10	Plaster Jansen mastoid retractor-right and left	1 Set	1		
11	Mastoid curette/ House double edged curette	1 Set	1		
12	Kerrison punch	1 Set	1		
13	Graft Press Forceps	1 nos	1		
14	Jenkin's Gauge	1 Set	1		
15	Microinstrument's tray with silicon Mat	1 nos	2		
16	Stapes surgery set (Set of 22 instruments)	1 Set	1		
17	Malleus nipper	1 nos	1		
18	Teflon piston for stapes surgery	1Box	1		
19	Merocel nasal packs 8cm (Box of 20)	1Box	5		
20	Wullstein's pick needles- straight and curved (Set of 2)	1 Set	1		
21	Fisc Raspatory- right and left	1 Set	1		
22	Myringotomy Knife	1 nos	1		
23	Sickle Knife	1 nos	2		
24	Burr stand block	1 nos	2		
25	Grommet set (Packet of 10)(2 boxes/Pkt)	1 Pkt	1		
26	Cottle alar retractor (blunt)	1 nos	1		
27	Ballenger swivel knife	1 nos	1		
28	Septum morcellizer	1 nos	1		
29	Septal Scissors (Spring)	1 nos	2		
30	Biopsy punch forceps	1 nos	1		
31	Septal Chisel- right and left	1 Set	1		
32	Nasal rasp	1 Set	1		
33	Autoclavable instruments box with silicon mat	1 nos	2		
34	DCR Dilator	1 Set	1		
35	DCR Probe (Set of 4)	1 Set	1		
36	DCR Stent	1 Set	1		

37	DCR punch	1Set	1		
38	Nasal Endoscopic Scissors	1 nos	2		
39	Back biting forceps	1 nos	2		
40	Frontal sinus punch	1 nos	1		
41	Eve tonsil snare	1 nos	2		
42	Tonsil disector (serrated side) with anterior pillar retractor	1 nos	2		
43	Tonsil holding forceps	1 nos	2		
44	Tongue tie probe	1 nos	2		
45	Anterior commissurelaryngoscope with endoscope carrier	1 nos	1		
46	Bronchoscope	1 nos	1		
47	Esophegoscope	1 nos	1		
48	Microspringscissors (fine)	1 nos	2		
49	Microspring needle holder (fine)	1 nos	2		
50	Total Ossicular Replacement prosthers	1 nos	1		
51	Partial Ossicular Replacement prosthers	1 nos	1		
52	Teflon piston (packet of 10)	1 Pkt	1		
53	Hydraulic Doctors stool -revolving stool with adjustable back	1 nos	1		
54	Skeeter otological Drill	1 nos	1		