

**TENDER (BID) DOCUMENT
FOR
PROCUREMENT BY ADVERTISED TENDER ENQUIRY (ATE)
OF
DESKTOP COMPUTERS, UPS and LASER PRINTERS
BY
o/o THE DEAN & PRINCIPAL, PRM MEDICAL COLLEGE, BARIPADA-757 107**

REFERENCE: Tender enquiry no. I-27/2019-20/PRMMCH/ 1410 dated 16.07.2019

CONTENTS OF TENDER (BID) DOCUMENT

Preface	Notice inviting tender (NIT), Time-schedule of tender (bidding) process & Description of the items of equipment being tendered
Chapter 1	Instructions to prospective tenderer (bidders)
Chapter 2	Conditions of the contract in this tender
Chapter 3	Annexure (A-E)



PREFACE

NOTICE INVITING TENDER (NIT)

REFERENCE: Tender no. I-27/2019-20/PRMMCH/ 1410 dated 16.07.2019

Sealed tenders (bids) in two-bid format are invited from eligible and capable Original Equipment Manufacturers (OEMs) or their authorized distributors for supply of Desktop computers, UPS & Laser Printers during the F.Y 2019-20, as per the T&C and other details given the tender document to be downloaded from the official website www.mayurbhanj.nic.in & College website www.prmchbaripada.in from 01.08.2019. The last date of submission of bid documents is 22.08.19 by 5.00 P.M.

Sd/-
Dean & Principal, PRMMCH, Baripada

Time schedule of tender (bidding) process

Sl. No.	Event	Date and Time	Remarks
01.	Advertisement of tender enquiry	From 01.08.2019	a) Newspapers, b) Website: www.prmchbaripada.in www.mayurbhanj.nic.in
02.	Availability of tender documents	From 01.08.2019	To be downloaded from website: www.prmchbaripada.in www.mayurbhanj.nic.in
03.	Tender submission start date	From 01.08.2019	By post (Registered/ Speed Post/ Professional Courier)
04.	Tender submission last date	On or before 22.08.2019 at 5 pm	By post (Registered/ Speed Post/ Professional Courier)
06.	Opening of techno-commercial bid	On 27.08.2019 at 11: 30 A.M onwards	At: o/o Dean & Principal, PRM MC&H, Baripada, Dean office complex, Admin building (1 st Floor) At- Rangamatia, PO-Laxmiposi, Dist- Mayurbhanj, Odisha, Pin—757 107
07.	Official address for any communication & submission of tender by post		Dean & Principal, PRM MC&H, Baripada, Dean office complex, Admin building (1 st Floor) At- Rangamatia, PO-Laxmiposi, Dist- Mayurbhanj, Odisha, Pin—757 107 Phone: 06792 240400/ 240401 Email: prmmchbaripada@gmail.com
08.	Any queries and assistance related to the tender process may be addressed to		Dean & Principal, PRM MC&H, Baripada Mobile: 8480014097 Email: prmmchbaripada@gmail.com

Description of the items of equipment being tendered:

Sl. No.	Short description of equipment	Item Code	Quantity	Tender (bid) Reference no.	EMD Value (INR)	Tender fee (INR)
01.	Desktop PC (with all mandatory hardware accessories)	DPC	10 (Ten)	REFERENCE: Tender no. I- 27/2019- 20/PRMMCH/ 1410 dated 16.07.2019	Rs. 20,000 (Rupees Twenty thousand) only	Rs.2000 (Rupees Two thousand) only
02.	Uninterrupted Power Supply system –UPS	UPS	10 (Ten)			
03.	Laser printers	LP	10 (Ten)			



Chapter—01: Instructions to the prospective tenderer (bidder)

The interested, willing and capable tenderers (bidders) hereafter referred to as '**Bidder**' in this document shall have to comply to the below said eligibility conditions to be eligible to participate in the two bid single stage tender (by advertised tender enquiry) issued by the o/o The Dean & Principal, PRM MC&H, Baripada, hereafter referred to as '**Purchaser**' in this document for the procurement/ supply of equipment(s) specified herein (in the NIT) for official and academic use in the institution.

Eligibility conditions:

1. Any person or persons who are currently engaged in the employment of the Purchaser organization in any capacity (permanent, temporary, contractual, daily wages or consultancy or in any other position or manner) are disqualified from bidding in any tender (bidding) process conducted by the Purchaser.
2. Self-attested declaration by the Bidder that they or their employees or authorized agents are currently not employed or engaged in the capacity of an employee in the Purchaser organization.
3. The self attested copy of the proof of identity and proof of residence of the Bidder and his authorized representative who will participate physically in the tender process (including tender opening) must be enclosed in the tender proposal.
4. a. The Bidder should either be an Original Equipment Manufacturer (OEM) or its Authorized Importer or Authorized Distributor / Dealer.
b. **Tender proposals submitted by authorized distributors / authorized dealers who are not OEMs:** When a firm submits a tender proposal (as a Bidder) in this tender process for an equipment not manufactured by them, the firm must enclose in its tender proposal the **OEM's authorization certificate** and its declaration of extending the required warranty, services and maintenance for that product/ equipment (in addition to the Bidder's confirmation to the required warranty) that would ordinarily have been due from the OEM shall also be available to the Purchaser for the equipment(s) to be supplied by Bidder. **This is an essential precondition as per government rules to ensure tender proposals are received from responsible and capable Bidders offering genuine products with the backing of the concerned OEM.**
5. The Bidder should have successfully supplied the items similar to the type specified in this bid document up to at least 100% of the quantity specified in this bid in any one or all of the last 3 Financial Years (excluding the present F.Y) to any state or central government educational institutes.
6. Self attested copies of purchase and supply orders for the similar items supplied to any state or central government educational institutes for at least last 3 financial years (excluding the present F.Y) by the Bidder must be furnished in the bid documentation.
7. Self attested copies of audited statements indicating the annual turnover for at least last 3 financial years (excluding the present F.Y) of the Bidder must be furnished in the bid.
8. Self- attested copies of original documents defining the constitution or legal status, place of registration and principal place of business of the Bidder, etc, must be furnished in the bid.
9. Self- attested copies of PAN card, GST registration certificate of the Bidder, bank details for NEFT/ RTGS transactions and address for correspondence and contact number must be furnished in the bid. The name, designation and contact number of the authorized representative or contact person must be

enclosed.

11. Self- attested declaration that the Bidder has not been debarred/ blacklisted by any Govt./ Semi-Govt./ Public Sector/ Corporate Organization in the past 5 (five) financial years of its business transaction must be furnished in the bid.

Chapter—02: Conditions of the contract in this tender

1. Conditions binding on the Bidder and Purchaser:

The various conditions laid down herein below related to the process of submission of tender proposal by the Bidder and its consequent processing by the Purchaser (till the logical completion of the whole process) shall constitute the terms of a contract that will be binding upon the Bidder. Submission of a tender proposal by a Bidder shall be construed as willingness by the Bidder to accept and obey in total all the conditions listed in this document.

2. About the Purchaser:

The Purchaser i.e o/o The Dean & Principal, PRM MC, Baripada, is a government of Odisha health care-academic institution under the administrative control of the department of Health & Family Welfare. It is a medical college set up and regulated by (in addition to the government of Odisha rules & regulations) the relevant provisions of the Medical Council of India (MCI) which is a statutory body of the Union of India, as amended from time-to-time.

3. Scope and limitation of this tender process:

a. This tender enquiry process is being initiated and conducted by the o/o The Dean & Principal, in the capacity of Head of Office, in exercise of the financial powers vested in it, as per the relevant rules and regulations of the government of Odisha, to meet the institutional requirements as per Medical Council of India, Minimum Standard Regulations, amended from time to time. The process of this tender may be at any (or all) stages subject to scrutiny and approval of higher authorities in the hierarchy of the Health & Family Welfare department of government of Odisha. Likewise, the outcome of the tender process culminating in placement of supply order to the successful Bidder(s) may also be subject to prior approval of higher authorities. Thus simply qualifying as a successful Bidder (L1 or otherwise) shall vest no right on a party to receive a supply order from the Purchaser.

b. The conditions set here in this tender document for the smooth execution of the tender enquiry process may be altered, amended at any stage of the tender process or completely terminated (i.e tender process scraped) at any stage by the Purchaser (without assigning any reasons whatsoever) and no liability (financial or non-financial) shall come to lie on the Purchaser i.e o/o The Dean & Principal, PRM MC, Baripada, towards any of the Bidder(s) for any damages or otherwise.

4. Source of funds:

a. The source of funds for the Purchaser, is the budgetary provisions made available from the Health & Family Welfare department, government of Odisha or from any other source approved by the government which may vary from quarter to quarter of a financial year.

b. The execution of this tender process and the consequent supply orders will therefore (at all stages) be subject to and limited to availability of adequate funds at the Purchaser's disposal.

5. Clarification on this tender document:

Any Bidder requiring any clarification on the contents and conditions of this tender document shall contact the Purchaser in writing at the Purchaser's address. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than the date and time of pre-bid meeting or the date and time of last submission of tender, whichever is earlier.

6. Amendment of tender documents and the terms & conditions therein:

Should the Purchaser deem it necessary to amend this tender document and the terms & conditions contained therein as such or as a result of a clarification, it shall do so following due procedure.

7. Cost of participating in this tender process:

The Bidder shall bear all costs associated with the preparation, submission of his/her tender proposal opening and evaluation of the tender. The Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. Tender fee:

Each tender proposal submitted by a Bidder has to be accompanied by a tender fee specified in the preface of this tender document. The tender fee has to be paid for and deposited in the form of a crossed demand draft (equal to the tender fee in INR) in favour of and payable to the Purchaser (*) at Baripada, which has to be enclosed in the tender proposal documentation in a sealed envelope labeled Envelope 'A' as explained below. Any tender proposal without tender fee draft is liable to be rejected at the time of opening of tender. ***[DD in favor of The Dean & Principal, PRMMC&H, Baripada; payable at SBI Baripada]**

9. Bid security or EMD:

a. To safeguard against a Bidder's withdrawing or altering its bid during the bid validity period bid security (also known as Earnest Money Deposit—EMD) has to be deposited by each bidder. The bid security (EMD) amount [specified in the preface of this tender document] has to be deposited in the form of a crossed Demand draft in favour of and payable to the Purchaser (*) at Baripada. The crossed demand draft, has to be enclosed in the tender proposal documentation in a sealed envelope labeled Cover 'A' as explained below. Any tender proposal without EMD draft is liable to be rejected at the time of opening of tender. ***[DD in favor of The Dean & Principal, PRMMC&H, Baripada; payable at SBI Baripada]**

b. After completion of the bidding process, bid security (EMD) amount of unsuccessful bidders will be returned [without any interest] to them by online bank transfer [NEFT/ RTGS] at the earliest after expiry of the final bid validity period or by the 30th day after the award of the supply contract to the successful bidder whichever is earlier. EMD of a bidder may be forfeited, if the bidder:

- i. Withdraws its bid during the period of bid validity; or
- ii. Does not accept the correction of errors requested by the Purchaser, or,
- iii. If the successful Bidder fails to; furnish the Performance Security Guarantee (PSG); or sign the supply contract;

10. Performance Security Guarantee (PSG):

Each successful Bidder has to submit a performance security guarantee (PSG) in order to ensure due performance of the supply contract. It will be in the form a Bank Guarantee from a scheduled nationalized bank (in the specified government approved format that can be obtained from the office of the Purchaser). The Bank Guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations including onsite warranty. Bid security (EMD) amount [without any interest] will be refunded to the successful Bidder by online bank transfer [NEFT/ RTGS], on receipt of performance security guarantee (PSG) only.

11. Language of tender document and submissions by Bidder:

The tender document as well as all correspondences and documents relating to the tender submitted/ exchanged by the Bidder and the Purchaser, shall be written in English language only.

12. Documents to be submitted by the Bidder as a part of the tender proposal:

The tender proposal to be submitted by the interested, willing, eligible and capable Bidders shall comprise the documents as per the checklist in this document at **Annexure A**. Any tender proposal submitted by a Bidder which is incomplete in any of the documents listed therein shall make the tender proposal liable for rejection and forfeiture of EMD money.

13. Tender validity:

The submitted tender shall be valid for a **period of 180 days** from the date of opening of the tender proposal as specified in the tender time schedule in this document. Any attempt by the Bidder to withdraw the tender after the opening of the tender proposals will lead to forfeiture of EMD amount.

In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The EMD shall also be requested to be extended for a corresponding period. A bidder may refuse the request without forfeiting its EMD. No Bidder shall be required or permitted to modify his/her tender proposal after opening of the tender.

14. Number of tender proposals/ bids:

a. A Bidder (in case of non OEM bidders) is allowed/ permitted to submit on behalf of only one OEM i.e a bidder can represent only one OEM for each item of equipment to be supplied.

b. An individual Bidder is free to quote price for any one item, more than one item or all the items put up for procurement in this tender document. However the tender fee, EMD will remain the same for one item or more than one item or all the items as well and must be included in a single tender proposal.

c. Alternate bids/ tender proposals or multiple tender proposal from the same Bidder is not allowed and if detected will be construed as a malpractice and result in rejection of all his tender proposals/ bids, forfeiture of all the EMDs submitted and blacklisting of the Bidder for future transactions.

d. Conditional bids/ tender proposals will be rejected and EMD forfeited.

e. All tender proposals once opened for evaluation (technical and financial) irrespective of the tender or Bidder outcome are the deemed property of the Purchaser and cannot be returned back to the Bidder and no requests will be entertained in this regard. Tender proposal not opened (for any reason) can be collected intact from the office of the Purchaser by any authorized representative during office hours.

15. Currencies of bid: The bidder shall quote all proposals in Indian Rupees (INR) only.

16. Price (costs) bids, comparison and unit rate:

a. The price for each item of equipment to be procured through this tender process shall be quoted separately in the format enclosed herewith. **(Annexure D)**

b. Prices (costs) of the equipment/ services quoted by the Bidder in his tender proposal shall constitute the price schedule (financial bid).

c. Once submitted a Bidder cannot change his/ her price proposal (i.e variation of price/ costs is not allowed).