

**TENDER DOCUMENT**

**FOR**

**RATE CONTRACT OF CHEMICALS, DIGNOSTIC KITS, GLASSWARE,  
PLASTICWARES, LABWARES/LAB INSTRUMENTS (LAB INSTRUMENTS  
COSTING LESS THAN RS.25,000/-) AND OTHER RELATED ITEMS FOR  
THE YEAR 2017-2019**

**ADVERTISEMENT NO.: (27) (6)/UCMS/CS/Rate Contract/2017-2019**



**UNIVERSITY COLLEGE OF MEDICAL SCIENCES  
(UNIVERSITY OF DELHI)  
& GURU TEG BAHADUR HOSPITAL,  
DILSHAD GARDEN, DELHI - 110095**

**Price: Rs. 1000/-**

**Total Pages: 9**

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**DETAILS OF TENDER DOCUMENT OF RATE CONTRACT FOR THE  
CHEMICALS, DIGNOSTIC KITS, GLASSWARE, PLASTICWARES,  
LABWARES/LAB INSTRUMENTS (LAB INSTRUMENTS COSTING LESS  
THAN RS.25,000/-) AND OTHER RELATED ITEMS  
FOR THE YEAR 2017- 2019**

**LAST DATE AND TIME**

<b>FOR RECEIPT OF BIDS</b>	<b>:</b>	<b>20/11/2017 upto 03:00 p.m.</b>
<b>TIME &amp; DATE OF BIDS OPENING</b>	<b>:</b>	<b>21/11/2017 from 10:00 a.m. onwards</b>
<b>ADDRESS FOR COMMUNICATION</b>	<b>:</b>	<b>The Principal, University College of Medical Sciences, Dilshad Garden, Delhi-95</b>
<b>SUBMISSION OF EMD</b>	<b>:</b>	<b>Rs. 25,000/- only</b>
<b>CONTACT PERSON</b>	<b>:</b>	<b>Central Store Section Phone: 22582972-74 (Ext.1402) Fax: 0091-11-22590495</b>



**UNIVERSITY COLLEGE OF MEDICAL SCIENCES  
(UNIVERSITY OF DELHI)  
& GURU TEG BAHADUR HOSPITAL  
DILSHAD GARDEN, DELHI-110 095**

College:22582972-74

Fax : 0091-11-22590495

Website:<http://www.ucms.ac.in>

**UCMS – A PROFILE**

- Established in 1971 as a Constituent College of University of Delhi.
- College runs various medical and paramedical courses.
  - Medical and Dental Courses: MBBS-150; MD/MS/MDS/Diploma courses-174; Ph.D. Courses; DNB (Neurosurgery).
  - Paramedical Courses: B.Sc. (Medical Technology) Radiography; M.Sc. (Medical Imaging Technology) Radiography; Diploma Course in Nursing; In-services Training of Paramedical staff in Medical Laboratory Technology.
- College has excellent academic results: Students excel in curricular/extracurricular activities.
- Guru Teg Bahadur Hospital is the associated teaching hospital having more than 1500 beds. The hospital has recently expanded its infrastructure by commissioning Centre for Diabetes, Endocrinology and Metabolism. The hospital has provided a lifeline especially for under-privileged strata of the Society in East Delhi.
- A nation-wide survey of over 300 medical colleges in India conducted by India-Today in 2017 placed UCMS at factual rank '3' and overall rank '5'.
- Facilities for modern teaching aids such as laptops, LCD projectors, interactive white boards, internet and e-journal are freely available. Besides this, the college has fully air-conditioned Central Library with separate computer rooms for faculty members and medical students. All faculty members have facilities for desktop computers, printers and access to e-resources. The College has well-equipped Central Research Laboratory.
- College regularly conducts various national and international scientific meetings, symposia and conferences.
- College has distinguished faculty comprising of 180 teachers, a number of them are on panel of Experts of UNICEF, WHO, UN-AIDS, World Bank, ICMR, NACO, DST, DBT, CSIR, MCI and NBE.

## ACCEPTANCE FORM

1. Name of the Bidder & Full Address :-----  
 -----  
 -----
2. Telephone / Fax No. :-----  
 E-mail :-----
3. Name & address of the Manufacturer/Authorized Distributor  
 (Whichever is applicable) :-----
4. Experience in Business (in years) :-----
5. G.S.T. Registration No.  
 (Attach attested copy of certificate(s)) :-----
6. Drug License No. (if applicable) :-----
7. PAN No.  
 (Attach attested copy of certificate) :-----
8. List of the present customers (At least 2)  
 (Performance Certificate letters) :-----
9. Tender Document Fees : Rs.1000/- . Yes No  
 D D No. & Date .....  
 Name of issuing Bank.....
10. Earnest Money Deposited : Rs.25000/- Yes No  
 D D No. & Date .....  
 Name of issuing Bank.....

**(Enclose separate Demand Drafts for Tender Document Fees and EMD)**

11. Whether the Tender terms & conditions are acceptable in full. (Reply Yes or No) : Yes No
12. Following details alongwith documentary evidence must be provided by the bidder:-

S. No.	Particular	
1.	Category of the item(s) for which Rate Contract is applied.	
2.	Maximum discounts offered shall be indicated clearly in terms of percentage on the manufacturer's price lists. Discount must not be less than the other institutions offered by your firm.	In terms of percentage on the printed price
3.	It may be clearly mentioned that you are the manufacturer or authorized distributor/dealer.	
	If you are a manufacturer	Attach proof. (copy of the manufacturer certificate) Also give the name, address, contact no., name of the contact person of your distributors/dealers
	If you are an authorized Distributors / Dealers.	a) Please tick on Distributors/Dealers b) List of Manufacturer(s) to whom you are representing. c) Attach valid authorization letter(s) / Certificate(s) issued by the Principal/ Manufacturing firms and may be valid atleast for further two year.
4.	List of other organizations / institutions must be provided, where similar supplies have been made and having a rate contract.	Attach copies of Rate Contract Award as per the list

**Signature, Name & Seal of the Bidder**

## **INSTRUCTIONS FOR BIDDERS**

1. University College of Medical Sciences (UCMS) invites sealed bids from the reputed firms for supply of CHEMICALS, DIAGNOSTIC KITS, GLASSWARES, PLASTICWARES, LABWARES / LAB INSTRUMENTS (Lab Instruments costing less than Rs. 25,000/-) AND OTHER RELATED ITEMS for a period of two years tentatively.
2. **BIDS SHALL BE ACCEPTED ONLY FROM MANUFACTURERS FOR BRANDED ITEMS AND AUTHORIZED DISTRIBUTORS / AGENTS OF FOREIGN BRANDS.** Authorized agents quoting for the supply must attach valid authorization certificate(s) from the foreign Principal firms, failing which the Bid shall be summarily rejected.
3. The bids must be submitted/dropped in person or by speed post in sealed covers, superscribing supply of above-mentioned items, tender document No., due date and must be addressed to **“The Principal, University College of Medical Sciences, Dilshad Garden, Delhi-110095”** and **may be dropped in tender box in the office (Central Stores), Room No. 06, Ground Floor, UCMS** or sent by registered post so as to reach the College **on/before 20/11/2017 up to 03:00 p.m.** No tender will be accepted after due date and time. The College will not be responsible for any postal delay. Offers sent through Fax/E-mail shall not be accepted.
4. Time and date of opening of Bids: **21/11/2017** from 10:00 a.m. onwards
5. The bid must be complete in all respects and must be duly signed & stamped. Incomplete and unsigned bids shall not be considered at all. Any overwriting/correction in the bid will be rejected.
6. List of other organizations where similar supplies have been made and having a rate contract, documentary evidence may please be attached.
7. The rate contract can be terminated at any time by giving one month's notice from either side.
8. Price offered shall be valid for the period of rate contract and delivery of items shall be made free of cost at UCMS. **The manufacturer may be asked to provide a certificate that “the products shall not be sold cheaper than the price offered to UCMS, to any other client”.**
9. Authorized agent shall not be allowed to transfer the purchase order received from UCMS to any other vendor, whatsoever.
10. If the supplier fails to deliver the goods within the stipulated time mentioned in the Purchase Order, then for delayed deliveries, UCMS reserves the right to levy liquidated damages at the rate of 0.5% per week or part thereof up to maximum of 5%.
11. Maximum discounts offered shall be indicated clearly in terms of percentage on the manufacturer's price lists.

12. Special discounts/rates, if any, applicable to the Research Institutions aided by the Govt. of India should be quoted separately.
13. Statutory increases like levy, taxes, duties, etc. if any, during the period of contract, shall be allowed extra on submission of documentary evidence.
14. Catalogue no., Part no., Model no., Brand, GST no. Drug License no. (if applicable) and Area Code must be mentioned, failing which submitted bids shall be rejected. All future correspondence including Invoices should bear the GST no., Drug License no. and Area Code.
15. **Replacement:** Damaged/Broken/Inferior quality articles must be replaced immediately.
16. No advance payment / part payment shall be made for any procurement. In case of special circumstances, part payment may be made only after approval of the Principal.
17. 100% payment shall be made after satisfactory supply of item(s) in good conditions and subsequent approval of the Principal, which is possible only after satisfactory installation, demonstration and running of the equipment(s).
18. Bid must contain Earnest Money Deposit (EMD). Bidders shall submit EMD along with their bid, by Demand Draft / Pay Order drawn in favour of ***“The Principal, University College of Medical Sciences”*** for a sum of Rs.25,000/- (Rupees Twenty Five Thousand only) payable at Delhi. Tender without EMD in the envelope containing bid shall be summarily rejected. The EMD shall be retained as security deposit in the case of successful bidders till the Rate Contract period. EMD shall not be waived off under any circumstances. The EMD of unsuccessful bidders shall be returned without any interest.
19. Security Deposit shall be forfeited in case of non-performance by the firm.
20. Non-receipt of items shall lead to cancellation of purchase order without any notice. In addition, action may be taken for blacklisting the firm from Rate Contract for a variable period.
21. DISTRIBUTORSHIP CERTIFICATE: Sole Selling Agent/Distributor of a particular foreign brand should submit a Certificate from their Principals to the effect that they are the authorized agents of the Manufacturers and that they are authorized to import and supply to UCMS.
22. CD of submitted Catalogue and Price List should be submitted along with 2 hard copies of the same to UCMS.

23. Acceptance of this tender form and submission of the bid within the stipulated time would mean that the bidder has:-
- a) understood all requirements as desired by UCMS.
  - b) agreed to execute order(s) to the satisfaction of UCMS.
24. UCMS shall not be liable for any obligation until such time that the College has communicated to the successful bidder of its decision.
25. The bidder must note that UCMS shall not entertain any correspondence or queries on the status of the offers received against this Rate Contract invitation.
26. If performance of any Manufacturer/Supplier/Bidder is not satisfactory in respect of quality of supplies and delivery schedule in any other organization, the concerned Manufacturer/Supplier/Bidder is liable for rejection for Rate Contract.
27. If UCMS requires any clarification, it is obligatory on the part of the firm to reply to the satisfaction of UCMS immediately.
28. All firms shall quote the price in INR (figure and words) only.
29. All disputes shall be subject to the jurisdiction of the Courts in Delhi only.
30. The Principal, UCMS reserves all rights to reject or partly accept any or all the bids received without assigning any reason.
31. At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to 25% the quantity of goods & Services as specified in the List of Requirements, without any change in the unit price or other terms & conditions.
32. The bid/offer shall remain valid for acceptance by the bidder for a period not less than 90 days after the specified date of opening of the offers.
33. The address of the Technical Service & Customers Service Station either in Delhi or near-by should be provided for easy solutions of quality complaints.
34. The Bidder should enclose the proof of having Rate Contract for the quoted range of items at least in any two Govt. Medical Institute/Hospitals. They should also provide the satisfactory performance Certificate issued by the users.
35. The Rate Contract shall generally be valid for a period of two years and can be extended, if it is felt mutually by the firm and University College of Medical Sciences, Delhi.
36. All bidders must enclose a list of their distributors located in Delhi or NCR valid for the period of rate contract.



**37. The tender shall be submitted in one sealed envelope, duly completed in all respect, signed along with seal of bidder.**

a) Bid must contain:-

- 1) Earnest Money Deposit (EMD), all details must be mentioned on the backside of Demand Draft viz. Name of the Company, Name of contact person & Mobile No.
- 2) Separate D/D of Rs.1000/- in favour of "The Principal, University College of Medical Sciences" payable at Delhi with all detail.
- 3) Acceptance form (duly completed in all respect, signed along with seal of Manufacturer).
- 4) Valid authorization certificate(s) must be enclosed, issued by the manufacturing firm for the quoted category(s).
- 5) Printed price list along with maximum discount / catalogue / any other printed literature / CD for all.

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