# TERMS & CONDITIONS FOR SUPPLY OF TEXT BOOKS , GNM AND B.Sc. NURSING FOR THE FINANCIAL YEAR 2019 –20

### SUPERINTENDENT, S.C.B. MEDICAL COLLEGE & HOSPITAL, CUTTACK (HEALTH & F.W. DEPTT., GOVT. OF ODISHA)

### SHORT TENDER DOCUMENT FOR SUPPLY OF GNM AND B.Sc. TEXT BOOKS FOR THE FINANCIAL YEAR 2019-20

DATE OF COMMENCEMENT OF SALE OF THE BID DOCUMENT	:	18.11.2019 TO 09.12.2019
		(from 11 A.M to 5 P.M)
LAST DATE AND TIME FOR SALE OF BID DOCUMENTS	:	<b>09.12.2019</b> up to 5 P.M
LAST DATE AND TIME OF RECEIPT OF BID DOCUMENTS		16.12.2019 up to 12.30 P.M
DATE OF OPENING OF BID DOCUMENT	:	16.12.2019 at 5 PM

PLACE OF OPENING OF BID DOCUMENTS AND ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS Superintendent, S.C.B. Medical College & Hospital Cuttack.

# OFFICE OF THE SUPERINTENDENT, S.C.B. MEDICAL COLLEGE & HOSPITAL, CUTTACK (ODISHA)

## **SALE OF TENDER / BID DOCUMENT**

A complete set of bidding documents may be purchased by prospective bidders on payment of a non-refundable fee as indicated below in the form of a Demand Draft in favour of *Superintendent S.C.B. Medical College & Hospital, Cuttack* payable at Cuttack from any Nationalised /Scheduled Bank at the office of the superintendent, S.C.B. Medical College & Hospital, Cuttack during office hours from 11 A.M. to 4 P.M. on all working days as mentioned in the tender document either in person or by post.

The Bidders may download the Tender Documents directly from the WEBSITE available at http://www.scbmch.nic.in. The Tender cost fee of Rs. 1000/- by way of separate Demand Draft drawn in favor of *Superintendent S.C.B. Medical College & Hospital* payable at *Cuttack* should be enclosed along-with the Bid. The Bidders should specifically super scribe, "DOWNLOADED FROM THE WEBSITE" on the top left corner of the outer envelope containing the Bid. The Tender cost fee and the EMD amount should be submitted separately in separate demand drafts. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website or the office notice board before last date of sale of tender document and the Superintendent, S.C.B. Medical College & Hospital, Cuttack shall have no responsibility for any delay / omission on part of the bidder.

Price of bidding document : Rs. 1,000.00 (Rupees One thousand ) only (Non-refundable)

The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.

# TERMS AND CONDITIONS FOR SUPPLY OF GNM/Bsc NURSING TEXT BOOKS TO LIBRARY,SCHOOL OF NURSING & COLLEGE OF NURSING S.C.B MEDICAL COLLEGE & HOSPITAL, CUTTACK FOR THE FINANCIAL YEAR 2019-20.

- 1.1 Sealed tenders will be received by Dated 16.12.2019 up to 12.30 P.M by the Superintendent, S.C.B. Medical College & Hospital, Cuttack, Odisha for the purchase of Text Books for GNM & Bsc Nursing School of Nursing and College of Nursing S.C.B. Medical College & Hospital, Cuttack . Any tender received after the due date & time will be rejected / returned unopened to the sender. The tenders will be received through Regd. Post / Speed Post services only.
- 1.2 The Sealed tender submitted by the tenderers will be opened by the Superintendent, S.C.B. Medical College & Hospital, Cuttack in his office at 5 PM on Dt 16.12.2019. The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders, if they so like.

#### A. List of Books :

The list of Text Books to be supplied as per Annexure – I & II

#### **TENDER EVALUATION**

Tender evaluation will be done in **two stages**:

a. Technical Bid and

b. Price Bid.

Each Bid to be submitted in separate sealed envelopes super-scribed as "Technical Bid" and "Price Bid" respectively. All these 2 envelopes should be put in another envelope marked as "Tender for supply of GNM/Bsc Nursing Books to O/O the Superintendent, SCB Medial College & Hospital, Cuttack" sealed with sealing wax.

#### B. <u>Documents to be submitted along with Bids :</u>

 The Tender Paper Cost (Non-refundable) of Rs.1000.00 (Rupees One thousand) only in shape of Demand Draft in favor of "Superintendent S.C.B. Medical College & Hospital, Cuttack The EMD (Earnest Money Deposit) @ 2% of the Bid amount i.e Rs.12,000.00(Rupees twelve Thousand)only in shape of Demand Draft in favor of Superintendent, *S.C.B Medical College & Hospital*, *Cuttack*". The EMD of the unsuccessful bidders will be returned back after finalization of Bid and the EMD of the Successful Bidder will be refunded after successful completion of supply.

### 2. Declaration of Percentage of Discount (Flat) on each item i.e i) Text Book

- 3. Copy of PAN Card
- 4. Copy of GST Registration Certificate/Copy of the Registration Certificate of the Organization.
- 5. Copy of 1<sup>st</sup> Page of the Saving Bank Account / Current Account Pass Book.
- 6. Copy of Income Tax Return Certificate of last 3 financial years.
- 7. Copy of Publishers authorization Certificate
- 8. An affidavit in original to the effect that the Firm has not been blacklisted anywhere.
- 9. Financial Turnover should not be minimum of Rs.50 lakh per annum for last 3 financial year (C.A certificate must be attached)
- 10. Experience for supplying Bsc Nursing/ GNM books (certificate /order copy from concerned institution must be enclosed)

#### C. <u>Performance Security:</u>

- a) The selected tenderer has to deposit **10%** of the purchase order value as performance security within 15 (fifteen) days of receipt of the purchase order for supply.
- b) If the firm fails to supply in time or supplies not of standard quality item or violates the tender terms and conditions the EMD will be forfeited and the firm will be blacklisted.

#### D. <u>Tender Terms and Conditions :</u>

a) The Supplier has to submit the discount rate in the followings :

Items	Percentage of Discount offered (Flat)	
	In Figure	In Word
Books :		

# (The discounts shall follow the above categories strictly and no other specification will be accepted.)

The discount offered should match in figure and words. In case of any deviation between figure and words , the offer of Discount in respect of that particular item (Text Books/ may be invalid. The discount Column in respect of any item (Text Books) which is not intended to be quoted against should be written as "NA"

- b) Books on order are to be supplied within 45 days positively from the date of issue order failing which the Purchase order stands automatically cancelled. The EMD will be forfeited. Journals should be supplied within 30 days from the date of original publication.
- c) The Supplier has to supply all the Books placed in the purchase order preferably in one lot. Part supply will not be entertained. For the non-supply of ordered books, the Supplier has to furnish the certificate from the Publisher's concerned regarding the non-availability / out of print of such books.
- d) The Supplier has to supply a minimum of 90% (*Ninety Percentages*) or more titles, failing which the EMD will be forfeited.
- e) The latest edition / printing of books shall be supplied. Preference may be given for the library edition books, if available. All the books of same title should have the same year of printing, variation of the year of printing will not be accepted.
- f) The Book Supplier / or his authorized representative will remain present while submission of the books to library till all checking formalities are over by the library.
- g) Old and defective books, if found at any stage even after stock entry and stamping will have to be replaced by the supplier at their own cost, failing which the Supplier may be debarred to participate in the coming years tender.
- h) Prices of the supplied books are to be charged correctly in accordance with the publisher latest catalogue price only.
- i) The Supplier has to submit the Publishers Catalogue / Original Invoice of Publisher for the verification of the cost of Book (If the price / rate is not printed)
- j) For foreign publications, conversion rate should be charged as per latest GOC circular as on the date of billing.

- k) Bills/ Invoices are to be submitted in triplicate(computerized only) mentioning the Full Title of the Book, Author, Edition, Year of Publication, Price of Book, Percentage of Discount, Number of Copies and Total Net Price.
- Books are to be delivered by the Supplier to Library, School of Nursing/College of Nursing S.C.B Medical College & Hospital, Cuttack at their own cost.
- m) The list and quantity of the books can be changed before placing the order considering the requirement placed by the concerned department.
- n) No advance payment will be made for supply of Books.
- o) The undersigned has the right to increase or decrease the required quantity.
- p) In the event of the date being declared as a holiday for Purchaser's office, the due date of submission of Bids & opening of Bids will be the following date and time
- q) The authority reserves the right to accept / reject any part thereof or all the bids without assigning any reason thereof.
- r) A certificate should be appended by the Supplier on the body of the Bill / backside of the Bill (last page) as follows:

This is to certfy that :-

- Books are supplied as per order No. \_\_\_\_\_ Dated. \_\_\_\_\_ of the Superintendent,
  S.C.B Medical College & Hospital, Cuttack
- ii) Books are supplied in good condition.
- iii) Books are supplied only latest edition / latest year of publication and are not old edition.
- iv) Prices of the books are charged correctly in accordance with the Publisher's catalogue price only
- v) Prices charged in the book bill, if any found excess later on are subject recovery from the Suppler.

vi) Books supplied if any found misprint / damaged / page missing / old edition are subject to replacement

Signature & Seal of the Supplier

s) Any dispute is subject to Cuttack jurisdiction only.

#### E. <u>Issue of purchase order:</u>

The purchase order will be placed to the concerned firms, who will offer highest discount @ %age on Publisher Price and fulfilling the term and condition of the tender.

#### F. <u>Payment:</u>

100% payment will be made after receipt of stock entry certificates and submission of performance security.

Superintendent S.C.B. Medical College & Hospital, Cuttack

## SCB COLLEGE OF NURSING, SCBMCH, CUTTACK (REQUIREMENTS) LIST OF LIBRARY BOOKS ANATOMY & PHYSIOLOGY

1Evely PearceAnatomy & physiology of Nurses2B. Jain Pub.Human Physiology Illustrated3Dr. C.C. Chatterjee.Human Physiology Vo-I4Dr. C.C. Chatterjee.Human Anatomy5B.D. Chaursia Vo;-IHuman Anatomy6B.D. Chaursia Vo;-IIHuman Anatomy7B.D. Chaursia Vo;-IIHuman Anatomy8Roger WatsonAnatomy & physiology for Nurses9Gupta & GuptaAnatomy & physiology for Nurses10Ross & WillisionAnatomy & physiology11Parveen PrakashExperimental & Clinical Physiology12Dr. V.G.RanadePractical Physiology and13Dr. Asim K. DattaEssential of Human Anatomy14M.C. VaidyaRecent Advances in Anatomy15J.N. DavidsonBiochemistry16N.D. BiochemistryItals of Human Anatomy17K.M.BykovText Book of Physiology18Inderbir SinghAtlas of Human Anatomy with C.D20TortoraPrinciple of Anatomy & Physiology21TortoraSurface anatomy22Dr. S.N. SahanaHuman Anatomy23Raju & MandalaNursing24E.E. ChettyPhysiology25S.T.BishnupriyaAnatomy26S.T.BishnupriyaAnatomy	antity
3Dr. C.C. Chatterjee.Human Physiology Vo-I4Dr. C.C. Chatterjee.Human Physiology Vo-II5B.D. Chaursia Vo;-IHuman Anatomy6B.D. Chaursia Vo;-IIHuman anatomy7B.D. Chaursia Vo;-IIHuman Anatomy8Roger WatsonAnatomy & physiology for Nurses9Gupta & GuptaAnatomy & physiology for Nurses10Ross & WillisionAnatomy & Physiology11Parveen PrakashExperimental & Clinical Physiology12Dr. V.G.RanadePractical Physiology13Dr. Asim K. DattaEssential of Human Anatomy14M.C. VaidyaRecent Advances in Anatomy15J.N. DavidsonBiochemistry17K.M.BykovText Book of Physiology19Inderbir SinghAtlas of Human Anatomy with C.D20TortoraPrinciple of Anatomy & Physiology21TortoraSurface anatomy22Dr. S.N. SahanaHuman Anatomy23Raju & MandalaNursing24E.E. ChettyPhysiology25S.T.BishnupriyaAnatomy	5
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25 S.T.Bishnupriya Anatomy	5
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26 Ashalata Physiology for Nurses	5
Text Book Of Physiology For	F
27 Geetha Nursing Students	5
28VijAnatomy Physiology &28VijBiochemistry made easy for nurses	5
29 Saraswati Handbook of Anatomy for Nurses	5

BIOCHEMISTRY			
	Neerja Suman, Sushma		
1	Chaturvedi	Biochemistry & Clinical Pathology	5
	Deepti saini, Deepak K.	Hand book of Practical	
2	saini	Biochemistry	5
3	Kasaral R. Reddy	Medical Biochemistyr for Nurses	5
4	Rovert K. Murray	Biochemistry	5
5	David, Martin & Other	Harper's Review of Biochemistry	5
6	Dr. A.C.Deb	Fundamentals of Biochemistry	5
7	Edward Staution & Other	Text book of Biochemistry	5
8	D.M.Vasudevan	Text book of Biochemistry	5
9	Devjyoti das	Biophysics & Biophysical Chemistry	5
10	Murray's	Harper's Bio-chemistry	5
11	M.N.Das	Fundamentals of Biochemistry	5
12	Anthikad	biochemistry for Nurses	5
13	chaterjee	Text book of Biochemistry	5
14	Raju	Biochemistry for nurses	5
15	Harbans Lal	Biochemistry for B.sc (N) students	5
16	S.K. Sharma	Biochemistry & Bio-physics	5
17	Singla	Bio-physics for Nurses	5
18	Naik	Essentials of Biochemistry	5
COMPUTER			
FOR NURSES			
1	N.C. Jain	Computer for Nurses	5
2	Shendurikar	Computer for Nurses	5
		Introduction to Computers for	
3	Jose	Health care	5
4	M.Kissan	Introduction to Computer	5
5	Puja Jain	Introduction to computer	5
6	Selvasekaran	Essential of computer for nurses	5
7	Singh	Computer for Nurses made easy	5
	DICTIONARY AND ATLAS		
1	Who	World Directory of Medical School	5
2	Gupta & Gupta	Illustrated Nurses dictionary	5
		Donarld's Pocket Medical	
3	B.F. Weller	Dictionary	5
4		Bellierls Midwifers Dictionary	5
5	Denise Tiran	Bellierls Midwifers Dictionary	5
6	U.N. Panda	Nurses Dictionary	5
		Webster's New Dictionary &	
7		Teasaurus	5

8	Hrudananda Swain	Medical Dictionary	5
		Mosby Dictionary of Medicine,	
9	Mosby	Nursing health Professions	5
			5
		OxfordAdvanced learner's	
10	OX-ford	Dictionary	
11	Tanyaa, MC Ferran	Mini Dictionary for Nurses	5
12	OX-ford	Illustrated oxford dictionary	5
13	Baillere Tindall	Bailer's Midwives Dictionary	5
14		Reader's digest Great World Atlas	5
15	Tabers	Dictionary	5
ENGLISH			
1	Sarumathi	English for Nurses	5
2	Guha	English for Nurses	5
3	Meena Sharma	General English for B.Sc (N)	5
4	Premkumar	English for Nursing Students	5
	Fundamental of Nursing		
1	Tyagi Vidyarth	First Aid for the Plab part-I	5
2	Kozier	Fundamental of Nursing	5
3	Potterperry	Fundamental of Nursing	5
<b>_</b>		A new text book for Nurses in India	
4	Barry Willom	Vol-II	5
5	L.C Gupta	First Aid for the Plab part-I	5
		Principle and practice of Nursing	
6	Sr. Nancy	Vol-I	5
7	L.C Gupta, U.C sahoo	Practical Nursing Procedure	5
8	T.K. Indrani	First Aid for Nurses	5
		Professional adjustment and Ethics	
9	J.Zwemerann	for Nurses	5
10	Easther Sirra	Nusing Process	5
		Fundamental of Nursing procedure	
11	C.P.Thresyamma	manual of GNM	5
		Nursing Arts Vol-I(Principle and	
12	Madhuri Inamdar	Practice)	5
		Nursing Arts Vol-II(Principle and	
13	Madhuri Inamdar	Practice)	5
14	WHO	Nursing care of the Sick	5
15	Dr.Vital prabhu	Home Nursing	5
		A text book of the health worker	
16	A.M. Chalkley	Vol-I	5
17	A.M. Chalkley	A text book of the health worker	5

		Vol-II	
18	J.A. Henry	Managemen of poisoning	5
19	Keshav Swarnker	Nursing practical and procedures	5
		A new text book for Nurses in India	
20	BNENI	Vol-I	5
21	Graham Donglas (ed)	Macleod's clinical examination	5
22	Ajaya Singh	First Aid and emergency care	5
	S.N. Williamson Mala		5
23	Goswami	First Aid and emergency care	
24	Sakuntala Sharma	Principle and practice of Nursing	5
25	B.N.E.NI, C.M.A.I	A new text book for Nurses in India	5
		Basic concept of Nursing	
26	Clement	Procedures	5
27	Elhart	Scientific Principles of Nursing	5
28	G.Paul Rao	History of Nursing	5
29	Telu Ram	Manual of Nursing Art Procedure	5
30	Taylor	Fundamental of Nursing	5
31	Basavanthappa	Nursing theories	5
32	M. Courtesy	Advance nursing skills	5
33	Bastable	Essentials of patient education	5
34	Dossey	Holistic nursing	5
		The advance of American nursing	
35	Kalish	education	5
		Philosophical & theoretical	
		prospective for advance nursing	
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16	Gupte	microbiology for nurses	5
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		Physics & Chemistry notes for	
8	K.Samant	Nurses	5

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			Year of the			
No	Name of the books	Name of the Auth	Publication	Edition	Publication	Quantity
1	Test Book of Nursing foundation	Vijayama		4 <sup>th</sup>		
			Part - I & Part II			
2	Principle and Practical of Nursing	Sr Nancy	Part - I & Part II	3 <sup>rd</sup>		
3	Sociology for GNM students	Prem Sharma	Part - I			
5	Sociology for Gran scatterins	Frem Sharma	Part- II	-		-
				-		-
4	Psychalogy and Socialogy for GNM and	Jacob anthikud		-		
	BPT students					
5	Integrated supervised Internship for	Jagjeet Kour				
	GNM 3rd Year			-	-	-
6	Nursing administration and	Dharitri Swain	D CDCD	1st		
			P CBSPublication			
'	All in one for 1st, 2nd & 3rd Yr for GNM	and the second				-
	students Kusum Sanata firstaid and manual					
8						
0	accident and emergency	AL AL Vallage			-	
9	first aid and emergency Nursing	N N Yallaya				:
		swamy				
10	community health nursing -1	chanagiri		2nd		:
		Anurasang	Emmesses			
11	food and Nutrition	srinandan Bansal				
*						
12	Text books of Nutrition	T K Indrani				
	· · · · · · · · · · · · · · · · · · ·			-		-
13	food and Nutrition	swaminathan				1
14	community Health Nursing II	K Swarnkar				1
	community Health Nursing II	Vijayama				1
_	SPM new adtion (25th)					1
	medical surgical of Nsg for GNM	Lakhwindhar Kour				1
18	Operation Theatre techinque					
19	Psychology for Nurses	Sreebani				1
20	Text book of Mental Health and	Niraja Ahuja		5th		
	Psychiatric Nsg					
21	Psychological and Mental Health Nsg	J P Brothers				
22	Psychiatric Nsg	Sreevani		5th		1
23	Anatomy and Psysiology for Nursing	Ross and Willson				
24	Medical Surgical nursing ·	Greesha josh	vol-1&vol-II			1
25	Essential Psychiatric for Nurses critical	Neeraj Sethi				1
			Carl State Carlos			
26	Critical Care Nsg	Therosa Brown				
27	MSN Nursing Vol-I and Vol-II	Cecy Correa				1
	Nursing Procedure Mannual	Dharitri Swain				
30	MSN I & II		IAITBs Publication			1
	Reasearch	S K Sharma				
	Community Health Nsg	Neelam Kour				1
33	Anatomy and Physiology	ross and willson				1
34	Microbiology	BS Nagaba				1
	socialogy	Prem Sharma	Lotus publication			
36	Test book of Nursing founation for GNM	P M Prativa (				
		Vijayani				
		Publication				
37	First aid	Kusum Samanta			T	9
	community Health Nursing	Keshav Samakar				10
55			Swarnakar			
39	Midwifery gyenacology		Emmess	2nd		5
	Paediatric Nsg	Parul Datta				10
	Midwifery gyenacology	Anana Jacob			1.	10
	Midwifery gyenacology	sanju sira				10
	Administation		EMMess			10
	Microbiology for nurses	BS Nagoba	Wolters	3rd		10
	Mastering Practicals community	Poornima Tiwari		2nd		
43	medicines	and the second	wolters			10
46	Comprehensive nursingMCQ	Sniha A		1st		10
40		Pitre,Nilima				
110			CBS			2
			APC	Latest		