

**TERMS & CONDITIONS FOR SUPPLY OF STATIONARY ITEMS
FOR BIO MEDICAL TRAINING PROGRAMME 2019-20**



**OFFICE OF THE SUPERINTENDENT SCB MEDICAL COLLEGE
& HOSPITAL, CUTTACK
HEALTH & F.W DEPARTMENT, GOVERNMENT OF ODISHA**

DATE FOR COMMENCEMENT OF TENDER : 16.12.2019 to 30.12.2019
10 A.M TO 5.30 P.M (only working day)

LAST DATE OF RECEIPT OF TENDER : 30.12.2019 up to 5.30 PM

DATE OF OPENING OF TECHNICAL BID : 31.12.2019 at 3.30 PM

PLACE OF OPENING OF TENDER : O/O THE SUPERINTENDENT

ADDRESS FOR COMMUNICATION : SUPERINTENDENT,
& SCB MEDICAL COLLEGE HOSPITAL
AND RECEIPT OF BID DOCUMENTS CUTTACK

Aulaw
17/12/19
Superintendent
S.C.B. Medical College Hospital
Cuttack
Health & F.W. Dept. Govt. of Odisha

**TERMS & CONDITIONS FOR ACCEPTANCE OF TENDER FOR STATIONARY
MATERIALS OF BIO-MEDICAL WASTE MANAGEMENT TRAINING
PROGRAMME**

01. Sealed bid should reach in the office of the Superintendent SCB Medical College Hospital Cuttack by 05.30 pm on or before from 16.12.2019 to 30.12.2019 by Speed/Registered/Couriers post only Bid received beyond the aforesaid time & date will be returned to the sender unopened.
02. The sealed tender submitted by the bidder will be opened in the office chamber of Superintendent SCB Medical college Hospital Cuttack on 31.12.2019 at 3.30 pm in presence of the bidder or his duly authorized representatives. There will be no bar for opening of tender, if the bidder or their authorized representatives fail to attend at the time of opening of the tender.
03. The EMD Rs.2000.00 (Rupees Two thousand) Only in shape of Demand Draft in favour of Superintendent, SCB Medical College Hospital, Cuttack. The EMD money of the Successful Bidder will be refunded after successful completion of supply.
04. Reputed firm /agencies having valid registration are eligible to participate in the bidding process & quote for all the items.
05. Sealed covers containing the bid in the prescribed form should be submitted in sealed covers. The cover should be mentioned as for **"BID FOR SUPPLY OF STATIONARY MATERIALS (BOTTOM COVER FOLDER, WRITING PAD, BLUE/BLACK BALL PEN, BROCHURE & HAND WAVER COLOUR FLAG) FOR BIO MEDICAL WASTE MANAGEMENT TRAINING PROGRAMME OF SCB MEDICAL COLLEGE & HOSPITAL, CUTTACK."**
06. The rate should be quoted in Indian currency only both in words & figures against each item. However the rate quoted in words shall prevail if there is difference between words & figures.
07. The selected firm will supply the stationary materials to the Superintendent office BMW Cell with their own cost.
08. The selected firm shall supply quality stationary materials as per the specification and will be checked by the Hospital Manager and BMW Cell of Superintendent Office before providing the same to the participants. If the bidder fails to supply quality materials at stipulated time then the Superintendent is empowered to deduct the bill of that particular training date of the form.
09. The rates quoted by the bidder in the tender paper will be final & binding for the stipulated period.
10. The supplier should quote the competitive rate / price of different items. If the rate quoted by supplier seems higher than that of prevailing market rate, the Committee shall reject the tender of the same bidder.

[Signature]
12/12/19

11. No bidder shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rates quoted by him due to clerical or typographical error, committed by the bidder in the bid form shall not be considered after opening the bids. Conditions such as "SUBJECT TO AVAILABILITY" will not be considered under any circumstances & the bidders those who have given such conditions shall be treated as incomplete & for that reason shall be summarily rejected.
12. The terms & conditions and the quoted price of the bids shall remain valid for a period of 12 months from the date of agreement or the extended period if any whichever is later.
13. If the approved bidder either fails to execute as delivered the stipulated time or unsatisfactory performance if any detected, the Superintendent, SCB Medical College Hospital, Cuttack is empowered to take any action as deemed proper.
14. The authority reserves right to cancel all tender, partly or full, without assigning any reason thereof.
15. The payment will be made on availability of Budget funds (Govt. funds).
16. The rates quoted against each items should be FOR Training Centre .SCB MCH Cuttack.
17. The authority /Committee is not responsible for any postal delay.
18. The rate quoted in the tender will remain unchanged during the valid period.
19. Any dispute arising between the supplier and purchaser will be subject to Cuttack jurisdiction only.
20. If the successful bidder fail to execute the work within the stipulated period then the Security money amount will be forfeited.

TECHNICAL & FINANCIAL BID

01. Forwarding Letter
02. Cost of tender paper @ Rs.200/- in the shape of Bank Draft/Money receipt.
03. Up to date GST Certificate in prescribed format.
04. Firm registration Certificate from appropriate Authority of Govt.
05. Must be deposited EMD amounting Rs.2000/- (Rupees Two thousand only)
06. Copy of tender conditions and schedules, duly signed by Tender on each page

DESCRIPTION OF STATIONARY MATERIALS

Sl no	Specification	Rate per PC (in Rs.) <i>(excluding GST)</i>	Remarks
01.	Bottom cover folder (Good quality)		Minimum quantity 1500 nos.
02.	Writing Pad (Good quality)		Minimum quantity 1500 nos.
03.	Blue/Black ball pen (Good quality)		Minimum quantity 1500 nos.
04.	Brochure (as per sample)		Minimum quantity 1500 nos.
05.	Hand waver color flag with stick (Red, Blue, Yellow, White) Size (3" X 2")		Minimum quantity 1500 nos. each color

Saw
12/12/19
Superintendent
S.C.B. Medical College Hospital
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Health & F.W. Dept. Govt. of Odisha