



office of the RATE CONTRACT COMMITTEE

Government Medical College, Srinagar

Health & Medical Education Department

Short Term Tender No:- 07 OF 2016

Group

Computer Peripherals

FOR THE YEAR 2016-17

Annexure

*****Financial Bid to be Kept in Separate Sealed Envelope duly attested by the bidder with his Seal & /Signature.**

Name of the firm M/s _____

S. No.	SPECIFICATION	Brand / Make (to be filled by the firm)	Rate quoted along with all Taxes(INR)
1.	Cartridges HP 21		
2.	Cartridges HP 22		
3.	Cartridges HP 802, 808		
4.	Cartridges HP 1515N (full set)		
5.	Cartridges HP 702		
6.	Cartridges HP 27		
7.	Cartridges HP 28		
8.	Cartridges HP 860		
9.	Cartridges HP 861		
10.	Cartridges HP 2626N (full set)		
11.	Tonner HP 12A		
12.	Tonner HP 88A		
13.	Tonner HP 51A		
14.	Tonner HP 36A		
15.	Tonner HP 35A		
16.	Tonner HP 15A		
17.	Tonner HP 30A		
18.	Tonner HP 39A		
19.	Tonner HP 42A		
20.	Tonner HP 49A		
21.	Tonner HP 53A		

22.	<i>Tonner for Brother 2250 DN</i>		
23.	<i>Toner for Ricoh MP 5000B</i>		
24.	<i>Toner for Printer Ricoh 6123B</i>		
25.	<i>Toner for Ricoh FT5632</i>		
26.	<i>Toner for Ricoh C2050 Full Set</i>		
27.	<i>Toner for Ricoh 2320D</i>		
28.	<i>Toner for Ricoh C231 Full Set</i>		
29.	<i>Master roll for copy printer 6123B</i>		
30.	<i>Toner for Xerox PE 220</i>		
31.	<i>Toner for Xerox Copier 5020</i>		
32.	<i>Toner for Xerox Copier 5016</i>		
33.	<i>Toner for Xerox Copier 5050</i>		
34.	<i>Toner for Xerox Copier 5325</i>		
35.	<i>Toner for Xerox Copier 5330</i>		
36.	<i>Toner for Xerox Copier 5335</i>		
37.	<i>Toner for Xerox Copier 7120</i>		
38.	<i>Toner for Xerox Copier 7125</i>		
39.	<i>Toner for Xerox 3010</i>		
40.	<i>Toner for Xerox MFC 3200</i>		
41.	<i>Toner for Canon 1600</i>		
42.	<i>Toner for Canon 2030</i>		
43.	<i>Toner for Canon 5020</i>		
44.	<i>Toner for Toshiba 207</i>		
45.	<i>Toner for Toshiba 165</i>		

46.	<i>Toner for Toshiba 167</i>		
47.	<i>Toner for Toshiba 195</i>		
48.	<i>Toner for Toshiba 182</i>		
49.	<i>Toner for Toshiba 223</i>		
50.	<i>Toner for Toshiba 225</i>		
51.	<i>Toner for Toshiba 306SE</i>		
52.	<i>Toner for Toshiba 256SE</i>		
53.	<i>Toner for Toshiba 456SE</i>		
54.	<i>Toner for Kyocera 1800</i>		
55.	<i>Toner for Kyocera 2200</i>		
56.	<i>Toner for Kyocera FS-6525</i>		
57.	<i>Toner for Kyocera FS-6030</i>		
58.	<i>Toner for Kyocera 180</i>		
59.	<i>Toner for Kyocera 220</i>		
60.	<i>Toner for Kyocera KM-2560</i>		
61.	<i>Toner for Kyocera 3500i</i>		
62.	<i>Toner for Kyocera MFP 1120</i>		
63.	<i>Toner for Kyocera 1035 MFP</i>		
64.	<i>Toner for Kyocera 1024 MFP</i>		
65.	<i>Toner for Kyocera 1124 MFP</i>		
66.	<i>Toner for Kyocera 1135 MFP</i>		
67.	<i>Toner for Samsung MFC 4521 F</i>		
68.	<i>Pendrive 4GB</i>		
69.	<i>Pendrive 8GB</i>		
70.	<i>Pendrive 16GB</i>		
71.	<i>Computer paper A4</i>		
72.	<i>A3 Paper</i>		
73.	<i>FS paper</i>		

74.	<i>Duplicating paper</i>		
75.	<i>Ruled paper</i>		
76.	<i>File covers</i>		
77.	<i>File flaps</i>		
78.	<i>Board markers</i>		
79.	<i>Registers</i>		
80.	<i>Pager cells</i>		
81.	<i>Pencil Cells</i>		
82.	<i>Board Duster</i>		
83.	<i>Colin</i>		
84.	<i>Dak Pad</i>		
85.	<i>Pin Cushion</i>		
86.	<i>Tags</i>		
87.	<i>Record Laces</i>		
88.	<i>Ledger Paper</i>		
89.	<i>Awls</i>		
90.	<i>Stock Register(500 pages)</i>		
91.	<i>Cash Book (500 Pages)</i>		
92.	<i>Cash Book (1000 Pages)</i>		
93.	<i>Pointer for Projector</i>		
94.	<i>Stapler (24/6)</i>		
95.	<i>Stapler (12/6)</i>		
96.	<i>Stapler Pins 12/6</i>		
97.	<i>Stapler Pins 24/6</i>		
98.	<i>Paper Pins</i>		
99.	<i>Pilot V-5 Pen</i>		
100.	<i>Pilot V-7 Pen</i>		
101.	<i>Board Duster</i>		
102.	<i>Calculator 12 digit (Citizen)</i>		
103.	<i>Stamp Pad (BIG)</i>		

Note: Rates quoted above should be covered with transparent tape with signature of tenderer in each row.

In case of any Clarification& Feed Back , you may contact Tender Inviting Authority (TIA) 0194-2504798 or e-mail to TIA publisher on gmcmspc1@gmail.com to serve you better.



OFFICE OF THE RATE CONTRACT COMMITTEE

HEALTH & MEDICAL EDUCATION DEPARTMENT

GOVT. MEDICAL COLLEGE SRINAGAR

**Short Term Tender 07 OF 2016
For the year 2016-17**

General Terms & Conditions

GROUP: Computer Peripherals

1. The Tenderer should be a registered supplier of Health & Medical Education Department.
2. The Tenderer shall carefully examine the conditions i.e. specification, make and trade name etc to be supplied where-ever applicable (In case of any doubts the tenderer shall before signing the contract refer to the Officer In-charge and get clarifications).
3. The tenderers are required to submit their tenders in two separate covers duly sealed and scribed with **Cover-I (Technical bid)** and **Cover-II (Price bid)**. Both the sealed covers shall be contained in single envelope duly sealed and super-scribed as tender for Group "**Computer Peripherals** " FOR THE YEAR 2016-17" properly sealed. The Rate Contract Committee will not be held responsible for any postal delay. Tenders not accompanied with the following latest documents along with other requisite documents at the time of submission of tenders are liable to be rejected at the appropriate level of the competent authority:-
Cover-I (Technical Bid) must be accompanied with following documents:
 - a) Earnest Money Deposits in the shape of Call Deposit Receipt (CDR/FDR) for Rs.50,000/- (Rupees Fifty Thousand only) in general and Rs. 5000/- in case of SSI units shall be accompanied with the Tender documents. Please note that the Tender Notice No. its due date and complete address of the firms should also be written on the back side of the Call Deposit Receipt so as to ensure its safe return to the unsuccessful or successful tenderer(s) as the case may be.
 - b) Latest Original Authority from the Principal manufacturer(s) where-ever applicable. Fake and false authority letter(s) will be considered an offence and stern disciplinary action shall be taken against such firms/suppliers and shall be blacklisted.
 - c) Latest Sales Tax clearance certificate of the proceeding year (PAN of the firm) duly authenticated by Authorized signatory.
 - d) Original copy affidavit on Rs.50/- stamp paper duly attested by 1st Class Executive Magistrate with the effect that:-
 - I. The documents/catalogues etc enclosed with the Tender are original & genuine and have not been tampered or fabricated.
 - II. The firm has not been blacklisted in the past by any Govt./ Private institution of the country and there is no vigilance/any other investigating agency, case pending against the firm/supplier.
- e) The Local SSI Unit holders of J&K State only, shall have to enclose a certificate to the effect that the unit is existing as on the date of issue of Tender from the concerned General Manager, DIC.

4. Cover-II: Price bid shall contain price quoted for the supply of tendered items as per Annexure. All the quoted rates must be F.O.R. Medical College/Health Services Stores/ Hospitals in Jammu/Kashmir Division. The rates quoted should be inclusive of all taxes, duties and other charges etc including Entry Tax, if any. No Entry Tax, Levis etc shall be accounted or paid extra in any case, if demanded by the tenderer afterwards.

5. No conditional Tender shall be accepted, the committee reserves right to accept reject any tender/Quotation without assigning any reason thereof.

6. All Terms & conditions of tender Notice shall also form part of supply order and agreement.

7 Successful Tenderer shall have to execute the supplies in full from the date of placement of supply order within the prescribed date and shall also have to abide by the standard Terms and conditions as laid down in J&K Financial Rules/Codes and the conditions as per the contract.

8. The Successful Tenderer shall be responsible for execution of the contract in full and shall not in any case assign or sublet the approved items or part thereof to any other party. Suitable penalty upto 10% of the total value of the contract shall be imposed for any deviation from contractual obligation on merits of each case which can be recovered from earnest money/Security Deposits and it can even debarring/blacklisting suppliers/Firms/Dealers.

9. If in case the tenderer fails to supply the material within delivery period, according to the specifications of the sample approved, the order will be liable to be treated as cancelled and earnest money shall be forfeited.

10. The successful Tenderer shall have to execute an agreement on non-judicial stamp paper of Rs.20/-in the prescribed form incorporated Terms and conditions of the contract with Purchasing Officer duly attested by the Notary.

11. The Security deposit shall be in the shape of CDR/FDR from Nationalized/Scheduled Bank or J&K Bank Ltd. No interest will be paid for any deposits by the Department and the cost of stamps shall be borne by the supplier.

12. No representation regarding increase/decrease /withdrawals of rates already quoted in the tender shall be considered and no price escalation claim shall be entertained at any stage. *Any false representation/allegation on the department (if proved), strict action as deemed fit by the RCC, H&ME shall be taken against the firm.*

13. The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of the transport by sea, Rail and road or Air and delivery of material in good condition to the consignee at the destination. In the event of any loss, damage, breakage, leakage or any shortage found at the checking/inspection/verification of the material by the consignee. The supplier shall responsible for the same.

14. *Only one Rate against one item will be Entertained and accounted for. If quoted more than one rate the highest rate quoted shall be reflected in the comparative statement for comparison.*

15. The purchasing Officer or his duly authorized representative shall have at all reasonable time access to the supply premises and shall have powers at all reasonable time to inspect and examine the material and workmanship of the goods.

16. *If the delivery is not effected on due date, the Chairman/Member Secretary/Head of the Departments of the respective institutions will have the right to impose penalty of the total cost of the supply order as under:*

i) First extension for the month on part thereof : @ 2%

ii) Second extension for an additional month : @ 5%

*iii).In case of Non Supply @ 75%.
And the item shall be purchased on the risk and cost of the Supplier*

17. The quality of stores shall be binding upon the Tenderer(s) and in case of any articles supplied is not being approved and those shall be liable to be rejected and destroyed. Any expenses as a result of rejection of supplies shall be entirely at the cost of Tenderer.

- 18.** In case the goods are not of approved quality and make they shall be rejected and will have to be replaced within a reasonable time by the suppliers without extra cost. The rejected supply shall have to be lifted by the supplier immediately at his own cost.
- 19.** If approved suppliers fail either to supply the goods of the prescribed specification or to deliver the goods within the specified period, the Purchasing Officer shall be at liberty to arrange supplies either through re-tender or otherwise after giving notice to the approved supplier, the Earnest Money Deposits and other deposits if any available with the Department shall be retained to make good any loss or extra cost incurred by the Department in procurement to those supplies besides blacklisting the defaulters.
- 20.** The Tenderer whose Tender is accepted shall arrange the supplies within stipulated time as mentioned in the supply order.
- 21.** Items falling under the preview of warranty period, the responsibility shall be of the supplier for providing after sales service along with spares.
- 22.** In case any tenderer, charges higher rates for any item(Items) more than the MRP, the action like forfeitures of Earnest Money/Security Deposits/Bank Gurantee and removal of name from the list of the supplier and legal action shall be taken against the firm.
- 23.** In case of any dispute/differences or doubts between the Purchasing officer and the approved supplier, the orders of the Chairman, Rate Contract Committee, shall be final.
- 24.** Jurisdiction for any legal proceedings shall be J&K Courts at Jammu/Kashmir only.
- 25.** The contract fixed shall be valid for a period of 12 months from the date of issuance of approved Rate Contract or till such time the new Rate contract for succeeding year is finalized whichever is earlier.
- 26.** In case of supplies made during the Rate Contracts period under reference on cheaper rates to any other Government Institution/Department in the State, the difference of the cost shall be recovered proportionately.
- 27.** The acceptance of supplies made by the supplier shall be subject to verification and examination as to the specification and standard by the competent Authority.
- 28.** The payment shall be made to the supplier after receipt/verification of materials in the Departmental stores/Hospitals through endorsed WDC Bills/Bank Drafts etc and the Bank charges on account of remittance shall be made good from the payee. No Advance payment shall be authorized unless required under specific Terms and conditions
- 29.** The supplies meant for Jammu/Kashmir Division in the Health & Medical Education Department shall have to be marked as "**HOSPITAL SUPPLY-NOT FOR SALE** "
- 30.** In case there is any increase /Decrease in the levy /Tax imposed on by the Central/State or Local Self Government after the Date of opening of Tenders the same shall be allowed subject to production of orders/Documents from the Rate Contract committee on case to case basis and recoveries/due accounted for, if any.
- 31.** Any other issues that may come up during the course of completion of contract shall be decided by the Rate Contract committee and their order shall be final and binding upon the Purchase Officer and approved Tenderer.
- 32.** Any other condition i.e. not indicated here can be incorporated in the Supply Order or agreement before execution of contract if need arises.
- 33.** Chairman/Member Secretary, Rate Contract Committee are equally competent and reserve the right to consider, ignore or reject any tender at any state without assigning any reason what so-ever.

**SINGNATURE AND SEAL OF THE TENDERER
IN ACCEPTANCE**

UNDERTAKING/ LETTER OF ACCEPTANCE

Sir,

- 1. I / we do agree for all clauses, terms and conditions of the tender documents.*
- 2. I / we agree to abide the contract to provide the services from the date of award\ of the contract which may be extended by the committee till new rate contract is\ finalized.*
- 3. I / we declare that no legal / financial irregularities involving the Proprietor/ Partner of the applicant (s) / firm are pending.*
- 4. I / we declare that our financial position is sound and we are competent to execute the contract.*
- 5. I/ we declare that we will not ask/ expect any financial assistance from the Govt. of Jammu & Kashmir State.*

In acceptance

(Signature & Seal of the tenderer)

**CHECK LIST FOR THE TENDERERS
UNDER GROUP Computer Peripherals
FOR THE YEAR 2016-17**

S.NO.	DOCUMENTS ANNEXURE NO.	PAGE NO.
1	Earnest Money in the shape of CDR worth Rs.50,000/- (Rupees Fifty Thousand Only) in General &Rs. 5,000/-(Rupees Five Thousand Only) in case of SSI units.	
2.	Undertaking/ Letter of Acceptance	
3.	Non Blacklisting Declaration.	
4.	Valid sales tax/VAT clearance certificate.	
5.	Copy of PAN Card.	
6.	ISO/ISI Certification of the manufacturer.(wherever applicable)	
7.	Manufacturer's Authorization / Authority Letters of the principles. (The letter of Authorization should be on the letter head of the manufacturing firm/authorized distributor and should be sealed & signed by a competent person).	
8.	In case of SSI unit, enclose Permanent Registration Certificate issued by Industries Department supported with a certificate that the unit is in existence from General Manger, DIC concerned.	
9.	Registration with the Government agency/department (if any)	
10.	Technical Compliance Sheet of the products quoted i.e make & Model	

Total No. of pages:-

- The tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
- It is the responsibility of tenderer to go through the Tender Document to ensure furnishing all required documents in addition to above, if any.
- The tenderer should furnish all the relevant information mentioned in the checklist.
- All pages of the tenders should be page numbered and indexed.
- Wherever necessary and applicable, the tenderers shall enclose certified copy as documentary proof/evidence to substantiate the corresponding statement.
- In case a tenderer furnishes a wrong or evasive statement, his tender will be liable to be ignored/rejected

**With Seal & Signature
(Full name, designation & address of the Tenderer**

