


Terms and conditions

(Before quoting the rate against each item please read the instruction carefully)

1. The tender should be addressed to the Member Secretary District Health & Family Welfare Samity & CMOH, Hooghly.
2. Bidding will be done on a two bid method. The bidder should ensure that the technical bid is complete in all respect and containing the required enclosures each sealed in a separate cover and financial / price Bid is sealed in a separate cover and both the envelopes are kept and sealed in a suitable size cover.
3. The rates should be quoted both in figures and words including GST and other charges. The brand name including manufacturer or company name must be mentioned for each item.
4. Bid document will be available from the office of the Chief Medical Officer of Health, Hooghly between 12 Noon to 3 PM on all working days from 21.12.2018 to 26.12.2018 at a cost of Rs. 500/- (Rupees Five hundred only) per bid document, which is to be submitted in form of Bank draft in favour of "District Health and Family Welfare Samity, Hooghly" and the photocopy of the counterfoil shall have to be produced with the application addressed to the undersigned before collecting the bid document.
5. Attested Copy of last clearance certificate GST/ P.Tax/ last IT return should be attached with tender paper. Copy of excise licence should be furnished where applicable. Drug Licence and MSDS must be required for Lab items including others.
6. Earnest Money for Stationary Item and IEC materials has been decided about Rs. 5000/- (Rupees Five Thousand Only)
7. Earnest Money for only Lab Items (Chemical Item & only specific for Lab Items, like Glass Rod) has been decided about Rs 3000/- (Rupees Three Thousand Only)
8. The earnest money will be forfeited if the tenderer withdraw the tender after acceptance of tender or falsification of tender.
9. Amount of 5 % of total value of the same item of previous year to be submitted as Security money after selection and before signing the agreement in form of Bank Draft in favour of "District Health and Family Welfare Samity" and will be released after end of the contract period.
10. Each bidder shall submit one bid & bidders who submit more than one bid for similar supply will be disqualified and each item should be quoted single rate both in figure and words.
11. The successful bidder will have to sign agreement form in a India non judicial stamp paper worth Rs. 50 (fifty) or higher value within 7 (seven) days of receiving the letter of acceptance.
12. The tender must be received in the office of the under signed not later than the date and time 04.01.2019 at 3 pm.as given in the tender notice.(NIT)
13. If the specified date is declared as holiday, opening of the tender will be done at the appointed time on the next working day. The authority will not take any liability for postal delay or irregularities in this regards.
14. Bidder may be black listed if the quality of article is below the specific standard.
15. A tender received after the deadline will be rejected.
16. The sealed tender will be opened at the office of the undersigned before the purchase committee in presence of tenderer or their authorised representatives who may attend on the date and time as specified.
17. The successful bidder will be bound to supply the items for next one year extendable for another one year upon satisfactory performance of the selected bidders. i.e from the date of Memorandum of Understanding (MOU) on fixed rate contract basis irrespective of any change in price or quality. Any wilful delay on the part of the supplier in supplying articles within the stipulated period will be liable to pay liquidated damages.
18. Information relating to evaluation of tender and recommendation for award of contract shall not be disclosed to the bidders or any other person not officially concerned with the process until award to the successful bidder is announced.
19. The authority reserves the right to accept or reject any tender and to cancel the bidding process and reject all tender at any time prior to the award of contract without showing any reason thereof.
20. Supply of items are to be ensured by the contractor on requisition from the purchaser in the fashion that the expiry date of items will not be (A) Less than 2 (two) years from the date of supply where the expiry of item is fixed more than two years from the date of manufacturing. (B) At least one year from date of supply where the expiry date of items is fixed more than one year but less than two years from the date of manufacturing. (C) At least nine to ten months where the expiry dates is fixed only for one year from the date of manufacturing.
21. The selected bidder should supply the items as and when required to the Authority in his own expenses. Transport cost or unloading charge will not be borne by Authority.
22. All terms and conditions as mentioned above will have to be accepted by the tenderer and no condition stipulated by the tenderer will be accepted. The work order will be issue on the basis of requirements of articles. The Purchase committee will have reserve the right to accept or reject any bid document or rate given against the article(s) without assigning any reason whatsoever.
23. All required documents for the tender should be enclosed and a list of enclosures with page numbers should be made which should be mentioned in a separate sheet.
24. The tender papers should be dropped under sealed envelope in the TENDER BOX kept in the office of the CMOH, No tender papers shall be acknowledged by post.
25. The bidders shall provide an undertaking that the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de-barred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this tender.


Member Secretary, District Health & Family Welfare Samity
Chief Medical Officer of Health
Hooghly