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# TENDER DOCUMENT FOR

SUPPLY OF GENERAL FURNITURE AND MEDICAL FURNITURE AT ALAPPUZHA  
MEDICAL COLLEGE

TENDER NO: HITES/IDS/17/64 dated 20.3.2018

BY



HLL INFRA TECH SERVICES LIMITED  
(A Fully owned Subsidiary of HLL Lifecare Limited)  
HLL Bhavan- Golden Jubilee block  
Mahilamandiram Road  
Poojappura, Thiruvananthapuram-695012  
Ph: 0471 2775500

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## HLL INFRA TECH SERVICES LIMITED

TENDER NO: HITES/IDS/17/64

dated 20.3.2018

### NOTICE INVITING TENDERS (NIT)

HLL Infra Tech Services Limited (A Fully owned Subsidiary of HLL Lifecare Limited) on behalf of NHM invites sealed tenders, from eligible Bidders for the Supply of General Furniture & Medical Furniture.

SL NO	DESCRIPTION	SCHEDULE
I.	Estimated cost of work	Rs. 50,12,500/-
II.	Starting dates & closing date of downloading the documents	20.03.2018 - 26.03.2018
III.	Tender documents	Tender documents can be downloaded from <a href="http://www.lifecarehll.com">www.lifecarehll.com</a> , <a href="http://www.hllhites.com/">www.hllhites.com/</a> or Central Public Procurement Portal. The cost of document in the form of DD shall be submitted along with tender document otherwise the tender may summarily be rejected for the bidders .
IV.	Cost of tender form (Non-refundable)	Rs 1770/- Including GST (Rupees One thousand Seven hundred and seventy only )Payable by a Demand draft drawn on a scheduled bank in India in favour of "HLL INFRA TECH SERVICES LIMITED" at Thiruvananthapuram for the supply of General furniture and Medical Furniture

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SL NO	DESCRIPTION	SCHEDULE
V.	Last date of Submission of queries	NA
VI.	Pre bid Meeting at	NA
VII.	Closing date & time of submission of tender	27.03.2018 at 3.00 pm
VIII.	Time and date of opening of Techno-commercial tenders at HLL Bhavan-Golden Jubilee block, Mahilamandiram Road,Poojappura, Thiruvananthapuram-695012	27.03.2018 at 3.50pm
IX.	Completion period of work	<b>25 days</b> from the date of LOA or handing over of site whichever is later
X.	Earnest Money deposit	<b>Rs 50,125/-</b>

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1. Tenders, complete in all respects, along with requisite EMD may be submitted at the address given below on or before the closing date and time indicated above.
  2. In the event of any of the above mentioned dates being declared as a holiday, received/opened on the next working day at the appointed time.
  3. For all items the two bid system will be followed. The first part 'Techno - Commercial Tender', shall consists of EMD as well as documents to satisfy eligibility criteria along with signed copy of technical bid and the second part 'Price Tender' as specified in clause 11 of GIT. Bidders shall seal 'Techno - Commercial Tender' and 'Price Tender' separately and covers will be suitably super scribed.

**The name of the work should be super scribed the envelope.**

All Bidders are hereby cautioned that tenders containing any material deviation or reservation as described in Clause 27.5 of "General Instructions to Bidders"(GIT) and/ or without quoting the cost shall be considered as non-responsive and shall be summarily rejected.

**Associate Vice President (IDD)**

**HLL Infra Tech Services Limited**

**SECTION - II**  
**GENERAL INSTRUCTIONS TO BIDDERS(GIT)**  
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## SECTION - II GENERAL INSTRUCTIONS TO BIDDERS(GIT)

### A. PREAMBLE

#### 1. Definitions and Abbreviations

1.1 The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

#### 1.2. Definitions:

- (i) "Purchaser" means the organization purchasing goods and services as incorporated in the Tender Enquiry document.
- (ii) "Tender" means Bids / Quotation / Tender received from a Firm / Bidders / Bidder.
- (iii) "Bidders" means Bidder/ the Individual or Firm submitting Bids / Quotation / Tender
- (iii) "Supplier" means the individual or the firm supplying the goods and services as incorporated in the contract.
- (iv) "Goods" means the articles, material, commodities, furniture, fixtures, raw material, spares, instruments, machinery, equipment, medical equipment, etc. which the supplier is required to supply to the purchaser under the contract.
- (v) "Services" means services allied and incidental to the supply of goods, such as transportation, loading & unloading, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- (vi) "Earnest Money Deposit" (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a Bidders along with its tender.
- (vii) "Contract" means the written agreement entered into between the purchaser and/or consignee and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- (viii) "Performance Security" means monetary or financial guarantee to be furnished by the successful Bidders for due performance of the contract placed on it. Performance Security is also known as Security Deposit.
- (ix) "Consignee" means the "Medical college" to whom the goods are required to be delivered as specified in the Contract.
- (x) "Specification" means the document/standard that prescribes the requirement with which goods or service has to conform.
- (xi) "Inspection" means activities such as measuring, examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- (xii) "Day" means calendar day.



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### 1.3 Abbreviations:

- (i) "T E Document" means Tender Enquiry Document
- (ii) "NIT" means Notice Inviting Tenders
- (iii) "GIT" means General Instructions to Bidders
- (iv) "SIT" means Special Instructions to Bidders
- (v) "GCC" means General Conditions of Contract
- (vi) "SCC" means Special Conditions of Contract
- (vii) "DGS&D" means Directorate General of Supplies and Disposals
- (viii) "NSIC" means National Small Industries Corporation
- (ix) "PSU" means Public Sector Undertaking
- (x) "CPSU" means Central Public Sector Undertaking
- (xi) "SSI" means Small Scale Industry
- (xii) "LC" means Letter of Credit
- (xiii) "DP" means Delivery Period
- (xiv) "BG" means Bank Guarantee
- (xix) "GST" means Goods and Services Tax
- (xx) "RR" means Railway Receipt
- (xxi) "BL" means Bill of Lading
- (xxii) "FOB" means Free on Board
- (xxiii) "FCA" means Free Carrier
- (xxiv) "FOR" means Free On Rail
- (xxv) "CIF" means Cost, Insurance and Freight
- (xxvi) "CIP (Destinations)" means Carriage and Insurance Paid up to named port of destination. Additionally the Insurance, local transportation and storage shall be extended and borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery.
- (xxvii) "DDP" means Delivery Duty Paid named place of destination (consignee site)  
"INCOTERMS" means International Commercial Terms as on the date of Tender Opening
- (xxviii) "CMC" means Comprehensive Maintenance Contract
- (xxx) "RT" means Re-Tender.

## 2. Introduction

- 2.1 The Purchaser has issued these TE documents for purchase of goods and related services as mentioned in Section - V - "List of Requirements", which also indicates, *interalia*, the required delivery schedule, terms and place of delivery.
- 2.2 This section (Section II - "General Instruction to Bidders") provides the relevant information as well as instructions to assist the prospective Bidders in preparation and submission of tenders. It also includes the mode and procedure to be adopted by the purchaser for receipt and opening as well as scrutiny and evaluation of tenders and subsequent placement of contract.
- 2.3 The Bidder shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly. Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.

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2.4 Before formulating the tender and submitting the same to the purchaser, the Bidders should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its tender.

### **3. Availability of Funds**

3.1 Expenditure to be incurred for the proposed purchase will be met from the funds released to HITES by NHM.

### **4. Language of Tender**

4.1 The tender submitted by the Bidders and all subsequent correspondence and documents relating to the tender exchanged between the Bidders and the purchaser, shall be written in the English language, unless otherwise specified in the Tender Enquiry. However, the language of any printed literature furnished by the Bidders in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.

4.2 The tender submitted by the Bidders and all subsequent correspondence and documents relating to the tender exchanged between the Bidders and the purchaser, may also be written in the Hindi language, provided that the same are accompanied by English translation, in which case, for purpose of interpretation of the tender etc, the English translations shall prevail.

### **5. Eligible Bidders**

5.1 This invitation for tenders is open to all suppliers who fulfil the eligibility criteria specified in these documents.

### **6. Eligible Goods and Services**

6.1 All goods and related services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term "origin" used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

### **7. Tendering Expense**

7.1 The Bidders shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

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## **B. TENDER ENQUIRY DOCUMENTS**

### **8. Content of Tender Enquiry Documents**

8.1 In addition to Section I - "Notice inviting Tender" (NIT), the TE documents include:

- Section II - General Instructions to Bidders(GIT)
- Section III - General Conditions of Contract (GCC)
- Section IV - Special Conditions of Contract (SCC)
- Section V - List of Requirements
- Section VI - Technical Specifications
- Section VII - Quality Control Requirements
- Section VIII - Qualification Criteria
- Section IX - Tender Form
- Section X - Price Schedules
- Section XI - Check List
- Section XII .....
- Section XIII - Bank Guarantee Form for Performance Security/CMC Security
- Section XIV - Manufacturer's Authorisation Form
- Section XV - Contract Form 'A'
- Section XVI - Contract Form 'B'
- Section XVII - Proforma of Consignee Receipt Certificate
- Section XVIII- Proforma of Final Acceptance Certificate by the consignee
- Section XIX - Consignee address postponed

8.2 The relevant details of the required goods and services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested Bidders are expected to examine all such details etc to proceed further.

### **9. Amendments to TE documents**

- 9.1 At any time prior to the deadline for submission of tenders, the purchaser may, for any reason deemed fit by it, modify the TE documents by issuing suitable amendment(s) to it.
- 9.2 Such an amendment will be published in the website of HITES.
- 9.3 In order to provide reasonable time to the prospective Bidders to take necessary action in preparing their tenders as per the amendment, the purchaser may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

### **10. Clarification of TE documents**

- 10.1 A Bidders requiring any clarification or elucidation on any issue of the TE documents may take up the same with the purchaser in writing , 5 days before the submission of tender.

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## C. PREPARATION OF TENDERS

### 11. Documents Comprising the Tender

11.1 The **Two Tender System**, i.e. "Techno - Commercial Tender" and "Price Tender" prepared by the Bidders shall comprise the following:

#### A) Techno - Commercial Tender (Un priced Tender)

- i) Earnest money furnished in accordance with GIT clause 19.1 alternatively, documentary evidence as per GIT clause 19.2 for claiming exemption from payment of earnest money.
- ii) Tender Form as per Section IX (Un priced).
- iii) Documentary evidence, as necessary in terms of clauses 5 and 17 establishing that the Bidders is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted.
- iv) Bidders/Agent who quotes for goods manufactured by other manufacturer shall furnish Manufacturer's Authorisation Form.
- v) Power of Attorney in favour of signatory of TE documents and signatory of Manufacturer's Authorisation Form
- vi) Documents and relevant details to establish in accordance with GIT clause 18 that the goods and the allied services to be supplied by the Bidders conform to the requirement of the TE documents.
- vii) Price Schedule(s) as per Section X filled up with all the details including Make, Model etc. of the goods offered with prices blank (without indicating any prices).
- viii) Certificate of Incorporation in the country of origin.
- ix) Checklist as per Section XI.
- x) Technical data/compliance sheets and pamphlets if any of all equipments

#### B) Price Tender:

The information given at clause no. 11.1 A) ii) & viii) above should be reproduced with the prices indicated.

#### N.B.

1. All pages of the Tender should be page numbered and indexed.
2. It is the responsibility of Bidders to go through the TE document to ensure furnishing all required documents in addition to above, if any.

11.2 The authorized signatory of the Bidders must sign the tender duly stamped at appropriate places and initial all the remaining pages of the tender.

11.3 A tender, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.

11.4 Tender sent by fax/telex/cable/electronically shall be ignored.

### 12. Tender currencies

12.1 The Bidders supplying indigenous goods or already imported goods shall quote only in Indian Rupees.

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Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

**13 Tender Prices**

13.1 The Bidders shall indicate on the Price Schedule provided under Section X all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services it proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required.

13.2 The Bidders shall quote for the complete requirement of goods and services as specified against a particular item.

13.3 The quoted prices for goods from are to be indicated in the applicable Price Schedules attached under Section X.

13.4 While filling up the columns of the Price Schedule, the following aspects should be noted for compliance:

13.4.1 For domestic goods the prices in the corresponding price schedule shall be entered separately in the following manner:

a) the price of the goods including all taxes and duties including GST.

b) .....

c) charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and Price Schedule;

d) .....

e) .....

**13.5 Additional information and instruction on Duties and Taxes:**

13.5.1 The price will be taken inclusive of all duties and taxes and no claim for the same will be entertained later.

13.5.2

13.5.3

**13.5.4 Octroi Duty and Local Duties & Taxes:**

No additional amount other than GST will be paid.

13.5.5

**13.5.6 Goods and Services Tax (GST) :**

NHM is a government entity and consignee is also government dept:. So the quote shall include GST. The % of GST should be shown. No change in rates due to GST variation will be admissible unless it is change by Govt: after the tender opening date. Any variation in GST (Plus or Minus) by Govt: notification will be effected subject to production of remittance proof.

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- 13.6 ....
- 13.7 For insurance of goods to be supplied, relevant instructions as provided under GCC Clause 11 shall be followed.
- 13.8
- 13.9 The need for indication of all such price components by the Bidders, as required in this clause (viz., GIT clause 13) is for the purpose of comparison of the tenders by the purchaser and will no way restrict the purchaser's right to award the contract on the selected Bidders on any of the terms offered.

#### **14. Indian Agent**

14.1 .....

#### **15. Firm Price**

- 15.1 Unless otherwise specified in the SIT, prices quoted by the Bidders shall remain firm and fixed .
- 15.2 However, as regards taxes and duties, if any, chargeable on the goods and payable, the conditions stipulated in GIT clause 13 will apply.

#### **16. Alternative Tenders**

16.1 Alternative Tenders are not permitted.

16.2 .....

16.3 .....

#### **17 Documents Establishing Bidders Eligibility and Qualifications**

- 17.1 Pursuant to GIT clause 11, the Bidders shall furnish, as part of its tender, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract if its tender is accepted.
- 17.2 The documentary evidence needed to establish the Bidders qualifications shall fulfil the following requirements:
- a) in case the Bidders offers to supply goods, which are manufactured by some other firm, the Bidders has been duly authorised by the goods manufacturer to quote for and supply the goods to the purchaser. The Bidders shall submit the manufacturer's authorization letter to this effect as per the standard form provided under Section XIV in this document.
  - b) The Bidders has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section VIII in these documents.
  - c) .....

#### **18. Documents establishing good's Conformity to TE document.**

- 18.1 The Bidders shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by the purchaser in the TE documents. For this purpose the Bidders shall also provide a

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clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the TE documents to establish technical responsiveness of the goods and services offered in its tender.

- 18.2 In case there is any variation and/or deviation between the goods & services prescribed by the purchaser and that offered by the Bidders, the Bidders shall list out the same in a chart form without ambiguity and provide the same along with its tender.
- 18.3 If a Bidders furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.

**19. Earnest Money Deposit (EMD)**

- 19.1 Pursuant to GIT clauses 8.1 and 11.1(d) the Bidders shall furnish along with its tender, earnest money for amount as shown in the List of Requirements. The earnest money is required to protect the purchaser against the risk of the Bidders unwarranted conduct as amplified under sub-clause 19.6 below.
- 19.2 The earnest money shall be denominated in Indian Rupees or equivalent currencies as per GIT clause 12. The earnest money shall be furnished in one of the following forms:

Demand Draft/ Fixed Deposit Receipt (FDR)/ Banker's cheque of a scheduled bank issued in favour of HLL Infra Tech Services Limited, Thiruvananthapuram

- 19.3 The demand draft shall be drawn on any scheduled bank in India or scheduled foreign banks in favour of the "HLL Infra Tech Services Limited" payable at Thiruvananthapuram.
- 19.4 The earnest money shall be valid for a period of forty-five (45) days beyond the validity period of the tender. As validity period of Tender as per Clause 20 of GIT is 120 days, the EMD shall be valid for 165 days from Techno - Commercial Tender opening date.
- 19.5 Unsuccessful Bidders' earnest money will be returned to them without any interest, not later than thirty days after conclusion of the resultant contract. Successful Bidders earnest money will be returned without any interest, after receipt of performance security from that Bidders.
- 19.6 Earnest Money is required to protect the purchaser against the risk of the Bidders conduct, which would warrant the forfeiture of the EMD. Earnest money of a Bidders will be forfeited, if the Bidders withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful Bidders earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.
- 19.7 The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with Directorate General of Supplies & Disposals or with National Small Industries Corporation, New Delhi for the specific

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goods as per tender enquiry specification shall be eligible for exemption from EMD. Vague stipulations in the Registration Certificate such as “to customers’ specification”, etc. will not be acceptable for exemption from furnishing of earnest money. In case the tenderer falls in these categories, it should furnish copy of its valid registration details (with DGS&D or NSIC, as the case may be).

## 20. Tender Validity

- 20.1 If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of **120 days** (one hundred and twenty days) after the date of tender opening prescribed in the TE document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.
- 20.2 In exceptional cases, the Bidders may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/ telex/cable followed by surface mail. The Bidders, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly.
- 20.3 In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for the purchaser, the tender validity shall automatically be extended up to the next working day.

## 21. Signing and Sealing of Tender

- 21.1 The Bidders shall submit their tenders as per the instructions contained in GIT Clause 11.
- 21.2 The tender shall either be typed or written in indelible ink and the same shall be signed by the Bidders or by a person(s) who has been duly authorized to bind the Bidders to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.
- 21.3 The tender shall be duly signed at the appropriate places as indicated in the TE documents and all other pages of the tender including printed literature, if any shall be initialled by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the Bidders and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.
- 21.4 The Bidders has to seal the tender in a separate envelope, **duly marking the same as “Techno- commercial tender”, and so on and writing the address of the purchaser and the tender reference number on the envelope.** The sentence “NOT TO BE OPENED” before \_\_\_\_\_ (The Bidders has to put the date & time of tender opening) are to be written on this envelope. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, the purchaser will not assume any responsibility for its misplacement, premature opening, late opening etc.
- 21.5 **For all items ,two bid system will be followed.** The first part **‘Techno - Commercial Tender’**, shall consists of EMD as well as documents to satisfy eligibility criteria along with signed copy of technical bid and the second part **‘Price Tender’** as specified in clause 11 of GIT. Bidders shall seal **‘Techno - Commercial Tender’** and **‘Price Tender’** separately



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and covers will be suitably super scribed. Both these sealed covers shall be put in a bigger cover and sealed and procedure prescribed in Paras 21.1 to 21.4 followed. **The name of the work should be super scribed in the envelope.**

## **D. SUBMISSION OF TENDERS**

### **22. Submission of Tenders**

22.1 Tenders shall be submitted to the office of AVP(IDD) or his nominee at **HLL INFRA TECH SERVICES LIMITED, (HITES) Poojapura**, on or before 27.03.2018 at 3.00 pm . The Bidders must ensure that they deposit their tenders not later than the closing time and date specified for submission of tenders. It is the responsibility of the Bidders to ensure that their Tenders whether sent by post or by courier or by person, by the specified clearing date and time. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be received up to the appointed time on the next working day.

### **23. Late Tender**

23.1 A tender, which is received after the specified date and time for receipt of tenders will be treated as "late" tender and will be returned to the concerned Bidders in unopened condition.

### **24. Alteration and Withdrawal of Tender**

24.1 The Bidders, after submitting its tender, is permitted to withdraw/alter/modify its tender so long as such withdrawal/alterations/modifications are received duly signed, sealed and marked like the original tender, within the deadline for submission of tenders. Alterations / modifications to tenders received after the prescribed deadline will not be considered.

24.2 No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a Bidders withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the Bidders in its tender.

## **E. TENDER OPENING**

### **25. Opening of Tenders**

25.1 The purchaser will open the tenders at the specified date and time and at the specified place as indicated in the NIT.

In case the specified date of tender opening falls on/ is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day.

25.2 Authorized representatives of the Bidders, who have submitted tenders on time, may attend the tender opening provided they bring with them letters of authority from the corresponding Bidders.

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The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives' names & signatures and corresponding Bidders' names and addresses.

- 25.3 Two - Tender system as mentioned in para 21.6 above will be as follows. The **Techno - Commercial Tenders** are to be opened in the first instance, at the prescribed time and date as indicated in NIT. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the TE document. During the Techno - Commercial Tender opening, the tender opening official(s) will read the salient features of the tenders like brief description of the goods offered, delivery period, Earnest Money Deposit and any other special features of the tenders, as deemed fit by the tender opening official(s). Thereafter, in the second stage, the Price Tenders of only the Techno - Commercially acceptable offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Techno - Commercial tender. The prices, special discount if any of the goods offered etc., as deemed fit by tender opening official(s) will be read out.

## F. SCRUTINY AND EVALUATION OF TENDERS

### 26. Basic Principle

- 26.1 Tenders will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which tenders have been received and the terms, conditions etc. mentioned by the Bidders in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders. For evaluating the Techno commercial bid, the purchaser may at its discretion call for demonstration/ presentation/ samples etc .

### 27. Responsiveness

- 27.1 The Purchaser will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed stamped and whether the Tenders are generally in order.
- 27.2 Prior to the detailed evaluation of Price Tenders, pursuant to GIT Clause 34, the Purchaser will determine the substantial responsiveness of each Tender to the TE Document. For purposes of these clauses, a substantially responsive Tender is one, which conforms to all the terms and conditions of the TE Documents without material deviations. Deviations from, or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 5), Warranty (GCC Clause 15), EMD (GIT Clause 19), Taxes & Duties (GCC Clause 20), Force Majeure (GCC Clause 26) and Applicable law (GCC Clause 31) will be deemed to be a material deviation. The Purchaser's determination of a Tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 27.3 If a Tender is not substantially responsive, it will be rejected by the Purchaser and cannot subsequently be made responsive by the Bidders by correction of the nonconformity.
- 27.4 The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the TE

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document. The tenders, which do not they meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored.

- 27.5 The following are some of the important aspects, for which a tender shall be declared non – responsive and will be summarily ignored;
- (i) Tender form as per Section IX (signed and stamped) not enclosed
  - (ii) Tender is unsigned.
  - (iii) Tender validity is shorter than the required period.
  - (iv) Required EMD (Amount, validity etc.)/ Exemption documents have not been provided.
  - (v) Bidders has quoted for goods manufactured by other manufacturer(s) without the required Manufacturer’s Authorisation Form as per Section XIII.
  - (vi) Bidders has not agreed to give the required performance security.
  - (vii) Goods offered are not meeting the tender enquiry specification.
  - (viii) Bidders has not agreed to other essential condition(s) specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.
  - (ix) Poor/ unsatisfactory past performance.
  - (x) Bidders who stand deregistered/banned/blacklisted by any Govt. Authorities.
  - (xi) Bidders is not eligible as per GIT Clauses 5.1 & 17.1.

## **28. Minor Infirmary/Irregularity/Non-Conformity**

- 28.1 If during the preliminary examination, the purchaser find any minor infirmity and/or irregularity and/or non-conformity in a tender, the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the Bidders. Wherever necessary, the purchaser will convey its observation on such ‘minor’ issues to the Bidders by registered/speed post/Courier etc. asking the Bidders to respond by a specified date. If the Bidders does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

## **29 Discrepancies in Prices**

- 29.1 If, in the price structure quoted by a Bidders, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the Bidders has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- 29.2 If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total corrected; and
- 29.3 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 29.1 and 29.2 above.
- 29.4 If, as per the judgement of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the Bidders by registered/speed post/Courier. If the Bidders does not agree to the observation of the purchaser, the tender is liable to be ignored.

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### **30. Qualification Criteria**

30.1 Tenders of the Bidders, who do not meet the required Qualification Criteria prescribed in Section VIII, will be treated as non - responsive and will not be considered further.

### **31. Tender currency (Indian Rupees)**

31.1 The TE document permits the **Bidders to quote their prices in Indian Rupees only and should be inclusive of all taxes and duties, failing which the tender is likely to be rejected.**

### **32. Part -wise Evaluation**

The List of Requirements contains more than one item; the responsive tenders will be evaluated and compared separately for each part. However, as already mentioned in GIT sub clause 13.2. The Bidders shall quote for the complete requirement of goods and services as specified against a particular part. HITES reserves the right to evaluate the tender partially in case of the bidders not quoting for all the items .

### **33. Comparison of Tenders**

33.1 Unless mentioned otherwise in Section - III - Special Instructions to Bidders and Section - VI -Technical specification, the comparison of the responsive tenders shall be carried out on Delivery Duty Paid (DDP) consignee site basis.

### **34. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders**

34.1 Further to GIT Clause 34 above, the purchaser's evaluation of a tender will include and take into account the following:

In the case of goods manufactured in India or goods of foreign origin already located in India, all taxes including GST which will be contractually payable by the Bidders

34.2 The purchaser's evaluation of tender will also take into account the additional factors, if any, incorporated in SIT in the manner and to the extent indicated therein.

### **35. Bidders capability to perform the contract**

35.1 The purchaser, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the Bidders, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is more than one item in the List of Requirements, then, such determination will be made separately for each item.

35.2 The above-mentioned determination will, interalia, take into account the Bidders' financial, technical and production capabilities for satisfying all the requirements of the purchaser as incorporated in the TE document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the Bidders in its tender as well as such other allied information as deemed appropriate by the purchaser.

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**36. Contacting the Purchaser**

- 36.1 From the time of submission of tender to the time of awarding the contract, if a Bidders needs to contact the purchaser for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.
- 36.2 In case a Bidders attempts to influence the purchaser in the purchaser's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the Bidders shall be liable for rejection in addition to appropriate administrative actions being taken against that Bidders, as deemed fit by the purchaser.

**G. AWARD OF CONTRACT**

**37. Purchaser's Right to accept any tender and to reject any or all tenders**

- 37.1 The purchaser reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected Bidders or Bidders.

**38. Award Criteria**

- 38.1 Subject to GIT clause 38 above, the contract will be awarded to the lowest evaluated responsive Bidders decided by the purchaser as follows :
- Only those bidders who qualify at the techno- commercial stage will be considered for opening of price bids.**
- The price bid will be evaluated in Parts as shown and award of work will be based on same.**

Total Price = Price of the quoted items as per technical specification

**39. Variation of Quantities at the Time of Award/ Currency of Contract**

- 39.1 At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to twenty five (25) per cent, the quantity of goods and services mentioned in the schedule (s) in the "List of Requirements" (rounded off to next whole number) without any change in the unit price and other terms & conditions quoted by the Bidders. However, if already indicated in this TE document, the purchaser can vary the quantity as indicated without applying the above limit.
- 39.2 If the quantity has not been increased at the time of the awarding the contract, the purchaser reserves the right to increase by up to twenty five (25) per cent, the quantity of goods and services mentioned in the contract (rounded off to next whole number) without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract after one year from the Date of Notification of Award.

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#### **40. Notification of Award**

40.1 Before expiry of the tender validity period, the purchaser will notify the successful Bidders(s) in writing, by registered / speed post or by fax/ email (to be confirmed by registered / speed post) that its tender for goods & services, which have been selected by the purchaser, has been accepted, also briefly indicating there in the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful Bidders must furnish to the purchaser the required performance security within **10 days** from the date of dispatch of this notification, failing which the EMD will be forfeited and the award will be cancelled. Relevant details about the performance security have been provided under GCC Clause 5 under Section IV.

40.2 The Notification of Award shall constitute the conclusion of the Contract.

#### **41. Issue of Contract**

41.1 Promptly after notification of award, the Purchaser/Consignee will mail the contract form (as per Section XIV and XV), in duplicate, to the successful Bidders

41.2 Within **Twelve days** from the date of the contract, the successful Bidders shall return the original copy of the contract, duly signed and dated, to the Purchaser/Consignee by registered / speed post.

#### **42. Non-receipt of Performance Security and Contract by the Purchaser/Consignee**

42.1 Failure of the successful Bidders in providing performance security and / or returning contract copy duly signed in terms of GIT clauses 41 and 42 above shall make the Bidders liable for forfeiture of its EMD and, also, for further actions by the Purchaser/Consignee against it as per the clause 24 of GCC - Termination of default.

#### **43. Return of E M D**

43.1 The earnest money of the unsuccessful Bidders will be returned to them without any interest, whatsoever, in terms of GIT Clause 19.6.

#### **44. Publication of Tender Result**

44.1 The successful Bidders(s) receiving the contract(s) will be informed through telephone/web site of the purchaser.

#### **45. Corrupt or Fraudulent Practices**

45.1 It is required by all concerned namely the Consignee/Bidders/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

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- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
- (b) will reject a proposal for award if it determines that the Bidders recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

**SECTION - III**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**  
**TABLE OF CLAUSES**

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**SECTION - III**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**

**1. Application**

1.1 The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract prescribed under Section V, List of requirements under Section VI and Technical Specification under Section VII of this document.

**2. Use of contract documents and information**

2.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the purchaser in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this TE document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.

2.2 Further, the supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC sub-clause 2.1 above except for the sole purpose of performing this contract.

2.3 Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 2.1 above shall remain the property of the purchaser and, if advised by the purchaser, all copies of all such documents shall be returned to the purchaser on completion of the supplier's performance and obligations under this contract.

**3. Patent Rights**

3.1 The supplier shall, at all times, indemnify and keep indemnified the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the purchaser, the purchaser shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to the purchaser.

**4. Country of Origin**

4.1 All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.

4.2 The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.

4.3 The country of origin may be specified in the Price Schedule

**5. Performance Security**

5.1 Within Ten (10) days from date of the issue of notification of award by the Purchaser/Consignee, the supplier, shall furnish performance security to the Purchaser/Consignee for an amount equal to ten percent (10%) of the total value of the

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contract, valid up to **sixty (60) days after the date of completion of all contractual obligations by the supplier, including the warranty obligations.**

5.2 The Performance security shall be denominated in Indian Rupees

- a) It shall be in any one of the forms namely Fixed Deposit Receipt drawn from any Scheduled bank in India or Bank Guarantee issued by a Scheduled bank in India, in the prescribed form as provided in section XV of this document in favour of the Purchaser/Consignee. **The validity of the Fixed Deposit receipt or Bank Guarantee will be for a period up to sixty (60) days beyond Warranty Period.**

5.3 In the event of any failure /default of the supplier with or without any quantifiable loss to the consignee/government the amount of the performance security is liable to be forfeited. The Administration Department may do the needful to cover any failure/default of the supplier with or without any quantifiable loss to the Government.

5.4 In the event of any amendment issued to the contract, the supplier shall, within **five (5) days** of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

5.5 .....

5.6 Subject to GCC sub - clause 5.3 above, the Purchaser/Consignee will release the Performance Security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations .

## 6. **Technical Specifications and Standards**

6.1 The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in 'Technical Specification' and 'Quality Control Requirements' under Sections VI and VII of this document.

## 7. **Packing and Marking**

7.1 The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the contract.

7.2 The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VI and VII and in SCC under Section IV. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

7.3 Packing instructions:

Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VI and VII and in SCC under Section IV, the supplier shall make separate packages for each consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:

- a. contract number and date
- b. brief description of goods including quantity
- c. packing list reference number
- d. country of origin of goods
- e. consignee's name and full address and
- f. supplier's name and address

**8. Inspection, Testing and Quality Control**

8.1 The purchaser and/or its nominated representative(s) will, without any extra cost to the purchaser, inspect and/or test the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. The purchaser shall inform the supplier in advance, in writing, the purchaser's programme for such inspection and, also the identity of the officials to be deputed for this purpose. The cost towards the transportation, boarding & lodging will be borne by the purchaser and/or its nominated representative(s).

8.2 The Technical Specification and Quality Control Requirements incorporated in the contract shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to the purchaser's inspector at no charge to the purchaser.

8.3 If during such inspections and tests the contracted goods fail to conform to the required specifications and standards, the purchaser's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to the purchaser and resubmit the same to the purchaser's inspector for conducting the inspections and tests again.

8.4 In case the contract stipulates pre-despatch inspection of the ordered goods at supplier's premises, the supplier shall put up the goods for such inspection to the purchaser's inspector well ahead of the contractual delivery period, so that the purchaser's inspector is able to complete the inspection within the contractual delivery period.

8.5 If the supplier tenders the goods to the purchaser's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the purchaser under the terms & conditions of the contract.

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- 8.6 The purchaser's/consignee's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by purchaser's inspector during pre-despatch inspection mentioned above.
- 8.7 Goods accepted by the purchaser/consignee and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser's/consignee's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause 15.
- 8.8 If required by the purchaser, Principal/ Foreign supplier shall also have the equipment inspected by recognised/ reputed agency like SGS, Lloyd or equivalent (acceptable to the purchaser) prior to despatch at the supplier's cost and furnish necessary certificate from the said agency in support of their claim.
- 8.9 For details of final inspection please refer section IV, special conditions of Contract.

## 9. Terms of Delivery

**The consignee shall be the Medical College**

Goods shall be delivered by the supplier in accordance with the terms of delivery as follows:

- a) The goods shall be supplied, unpacked, and installed and commissioned at Medical College within the stipulated period of receipt of order. All costs including insurance, loading, unloading etc shall be borne by the supplier.

## 10. Transportation of Goods

***The supplier shall at their own expenses, arrange transport (including air/sea/land), of goods up to the consignee address (Medical College). Loading/Unloading charges if any has to be borne by the supplier.***

## 11. Insurance:

- 11.1 Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the following manner:
- i) In case of supply of domestic goods on Consignee (Medical College) site basis, the supplier shall be responsible till the entire stores contracted for arrival in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier and should be valid till testing and commissioning and handing over of the equipment.

If the furniture is not commissioned and handed over to the consignee within stipulated period, the insurance will be got extended by the supplier at their cost till the successful testing, commissioning and handing over of the goods to the consignee. In case the delay

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in the commissioning is due to handing over of the site to the supplier by the consignee, such extensions of the insurance will still be done by the supplier, but the insurance extension charges at actual will be reimbursed.

## **12. Spare parts**

12.1 If specified in the List of Requirements and in the resultant contract, the supplier shall supply/provide any or all of the following materials, information etc. pertaining to spare parts manufactured and/or supplied by the supplier:

- a) The spare parts as selected by the Purchaser/Consignee to be purchased from the supplier, subject to the condition that such purchase of the spare parts shall not relieve the supplier of any contractual obligation including warranty obligations; and
- b) In case the production of the spare parts is discontinued:
  - i) Sufficient advance notice to the Purchaser/Consignee before such discontinuation to provide adequate time to the purchaser to purchase the required spare parts etc., and
  - ii) Immediately following such discontinuation, providing the Purchaser/Consignee, free of cost, the designs, drawings, layouts and specifications of the spare parts, as and if requested by the Purchaser/Consignee.

12.2 Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods so that the same are supplied to the Purchaser/Consignee promptly on receipt of order from the Purchaser/Consignee.

## **13. Incidental services**

13.1 Subject to the stipulation, if any, in the SCC (Section - IV), List of equipments (Section - V) and the Technical Specification (Section - VI), the supplier shall be required to perform the following services.

- i) commissioning, Supervision and Demonstration of the goods
- ii) Providing required jigs and tools for assembly, minor civil, electrical and networking works required for the completion of the work.
- iii) Training of Consignee's Doctors, Staff, operators etc. For operating and maintaining the goods
- iv) Supplying required number of operation & maintenance / service manual for the goods

## **14. Distribution of Dispatch Documents for Clearance/Receipt of Goods**

The supplier shall send all the relevant despatch documents well in time to the Purchaser/Consignee to enable the Purchaser/Consignee clear or receive (as the case may be) the goods in terms of the contract.

Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows.

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- A) For Domestic Goods, including goods already imported by the supplier under its own arrangement

Within 24 hours of despatch, the supplier shall notify the purchaser, consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to them by registered post / speed post (or as instructed in the contract):

- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Consignee Receipt Certificate as per Section XVII in original issued by the authorized representative of the consignee;
- (iii) Two copies of packing list identifying contents of each package;
- (iv) Inspection certificate issued by the nominated Inspection agency, if any.
- (v) Certificate of origin;
- (vi) Insurance Certificate as per GCC Clause 11.
- (vii) Manufacturers/Supplier's warranty certificate & In-house inspection certificate.

## 15. Warranty

- 15.1 The supplier warrants comprehensively that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by the purchaser in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 15.2 The **warranty** shall remain valid
- a. Upto 3 years comprehensive replacement/ repair warranty.  
For the goods or any portion thereof as the case may be, have been delivered to the final destination and commissioned at the final destination and accepted by the purchaser/CONSIGNEE in terms of the contract.
  - b. No conditional warranty like mishandling, manufacturing defects etc. will be acceptable
- 15.3 In case of any claim arising out of this warranty, the Purchaser/Consignee shall promptly notify the same in writing to the supplier
- 15.4 Upon receipt of such notice, the supplier shall, within 8 hours on a 24(hrs) X 7 (days) X 365 (days) basis respond to take action to repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination. The supplier shall take over the replaced parts/goods after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced parts/goods thereafter. The penalty clause for non rectification will be applicable as per tender conditions
- 15.5 In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified/replaced goods shall be extended to a further period of twenty four (24) months from the date such rectified / replaced goods starts functioning to the satisfaction of the purchaser.

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- 15.6 During Warranty period, the supplier is required to visit at each consignee's site at least once in 6 months commencing from the date of the acceptance for preventive maintenance of the goods
- 15.7 The Purchaser/Consignee reserve the rights to enter into Annual Comprehensive Maintenance Contract between Consignee and the Supplier after the completion of warranty period.
- 15.8 The supplier shall ensure continued supply of the spare parts for the machines and equipments supplied by them to the purchaser for 5 years from the date of acceptance and handing over.
- 15.9 The Supplier shall always accord most favoured client status to the Purchaser vis-à-vis its other Clients/Purchasers of its equipments/machines/goods etc. and shall always give the most competitive price for its machines/equipments supplied to the Purchaser/Consignee.

## **16. Assignment**

- 16.1 The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser's prior written permission.

## **17. Sub Contracts**

- 17.1 The Supplier shall notify the Purchaser in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.
- 17.2 Sub contract shall be only for bought out items and sub-assemblies.
- 17.3 Sub contracts shall also comply with the provisions of GCC Clause 4 ("Country of Origin").

## **18. Modification of contract**

- 18.1 If necessary, the purchaser may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:
- a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for the purchaser,
  - b) Mode of packing,
  - c) Incidental services to be provided by the supplier
  - d) Mode of despatch,
  - e) Place of delivery, and
  - f) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.
- 18.2 In the event of any such modification/alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by

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the Purchaser/Consignee, the supplier shall convey its views to the Purchaser/Consignee in writing within twenty-one days from the date of the supplier's receipt of the Purchaser's/Consignee's amendment / modification of the contract.

**19. Prices**

19.1 Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender and incorporated in the contract except for any price adjustment authorised in the SCC.

**20. Taxes and Duties**

20.1 Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. including GST incurred until delivery of the contracted goods to the purchaser.

20.2 Further instruction, if any, shall be as provided in the SCC.

**21. Terms and Mode of Payment**

**21.1 Payment Terms**

**The bill shall be marked to "The consignee(Medical College)" account to HLL Infra Tech Services Limited.**

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

**Payment for Domestic Goods Or Foreign Origin Located Within India.**

Payment shall be made in Indian Rupees as specified in the contract in the following manner:

**a) On delivery:**

75 % payment of the contract price shall be paid on receipt of goods in good condition and upon the submission of the following documents:

- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Consignee Receipt Certificate as per in original issued by the authorized representative of the consignee;
- (iii) Two copies of packing list identifying contents of each package;
- (iv) Inspection certificate issued by HITES
- (v) Certificate of origin.

**b) On Acceptance:**

Balance 25 % payment would be made after satisfactory completion against 'Final Acceptance Certificate' of furniture/equipments to be issued by the consignees and endorsed by HITES subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.



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**Payment for CMC contract Charges:**

**Deleted**

**22. Delay in the supplier's performance**

- 22.1 The supplier shall deliver of the goods and perform the services under the contract within the time schedule specified by the Purchaser/Consignee in the List of Requirements and as incorporated in the contract.
- 22.2 Subject to the provision under GCC clause 26, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions:
- (i) Imposition of liquidated damages,
  - (ii) Forfeiture of its performance security and
  - (iii) Termination of the contract for default.
- 22.3 If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform the Purchaser/Consignee in writing about the same and its likely duration and make a request to the Purchaser/Consignee for extension of the delivery schedule accordingly. On receiving the supplier's communication, the Purchaser/Consignee shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.
- 22.4 When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, interalia contain the following conditions:
- (a) The Purchaser/Consignee shall recover from the supplier, under the provisions of the clause 23 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.
  - (b) That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of any Tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.
  - (c) But nevertheless, the Purchaser/Consignee shall be entitled to the benefit of any decrease in price on account of reduction in or remission of GST or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.
- 22.5 The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the Purchaser/Consignee for extension of delivery

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period and obtain the same before despatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against the purchaser.

### **23. Liquidated damages**

- 23.1 Subject to GCC clause 26, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the Purchaser/Consignee shall, without prejudice to other rights and remedies available to the Purchaser/Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 10% of the contract price. Once the maximum is reached Purchaser/Consignee may consider termination of the contract as per GCC 24. *Since the Liquidated damages are in virtue of non-performance of services, it will attract GST or any other applicable taxes which in turn shall be deducted from the bidder.*

During the above-mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 22.4 above shall also apply.

### **24. Termination for default**

- 24.1 The Purchaser/Consignee, without prejudice to any other contractual rights and remedies available to it (the Purchaser/Consignee ), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Purchaser/Consignee pursuant to GCC sub-clauses 22.3 and 22.4.
- 24.2 In the event of the Purchaser/Consignee terminates the contract in whole or in part, pursuant to GCC sub-clause 24.1 above, the Purchaser/Consignee may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the Purchaser/Consignee for the extra expenditure, if any, incurred by the Purchaser/Consignee for arranging such procurement.
- 24.3 Unless otherwise instructed by the Purchaser/Consignee, the supplier shall continue to perform the contract to the extent not terminated.

### **25. Termination for insolvency**

- 25.1 If the supplier becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Purchaser/Consignee.

### **26. Force Majeure**

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- 26.1 Notwithstanding the provisions contained in GCC clauses 22, 23 and 24, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 26.2 For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Purchaser/Consignee either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees , lockouts excluding by its management, and freight embargoes.
- 26.3 If a Force Majeure situation arises, the supplier shall promptly notify the Purchaser/Consignee in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Purchaser/Consignee in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 26.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.
- 26.5 In case due to a Force Majeure event the Purchaser/Consignee is unable to fulfil its contractual commitment and responsibility, the Purchaser/Consignee will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

## **27. Termination for convenience**

- 27.1 The Purchaser/Consignee (Medical College) reserves the right to terminate the contract, in whole or in part for its (Purchaser's/Consignee's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Purchaser/Consignee. The notice shall also indicate interalia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.
- 27.2 The goods and services which are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by the Purchaser/Consignee following the contract terms, conditions and prices. For the remaining goods and services, the Purchaser/Consignee may decide:
- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or

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- b) To cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

**28. Governing language**

- 28.1 The contract shall be written in English language following the provision as contained in GIT clause 4. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

**29. Notices**

- 29.1 Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.
- 29.2 The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

**30. Resolution of disputes**

- 30.1 If dispute or difference of any kind shall arise between the Purchaser/Consignee and the supplier in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- 30.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the SCC, either the Purchaser/Consignee or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Purchaser/Consignee and a domestic Supplier relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitrator appointed by the AVP(IDD). The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees One Lac (Rs. 1,00,000/-)
- 30.3 Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued.

**31. Applicable Law**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

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## 32. General/ Miscellaneous Clauses

- 32.1 Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. the Supplier/its Indian Agent/CMC Provider on the one side and the Purchaser on the other side, a relationship of master and servant or principal and agent.
- 32.2 Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
- 32.3 The Supplier shall notify the Purchaser/Consignee /the Government of India of any material change would impact on performance of its obligations under this Contract.
- 32.4 Each member/constituent of the Supplier/its Indian Agent/CMC Provider, in case of consortium shall be **jointly and severally liable** to and responsible for all obligations towards the Purchaser/Consignee/Government for performance of contract/services including that of its Associates/Sub Contractors under the Contract.
- 32.5 The Supplier/its Indian Agent/CMC Provider shall at all times, indemnify and keep indemnified the Purchaser/Government of India against all claims/damages etc. for any infringement of any Intellectual Property Rights (IPR) while providing its services under CMC or the Contract.
- 32.6 The Supplier/its Agent/CMC Provider shall, at all times, indemnify and keep indemnified the Purchaser/Consignee/Government of India against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the supplier/its associate/affiliate etc.
- 32.7 All claims regarding indemnity shall survive the termination or expiry of the contract

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## SECTION -IV SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below.

These Special Conditions will modify/substitute/supplement the corresponding (GCC) clauses. Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

## SECTION - V LIST OF REQUIREMENTS

Name of the work	Estimated cost (Rs)	EMD
Supply of Furniture	Rs. 50,12,500/-	Refer page 5-6

**Part II: Required Delivery Schedule: 25 days from the date of issue of LOA**

**Note:** The Purchaser/Consignee reserves the right to extend the delivery period up to one year from the date of LOA at its discretion.

**Part III: Scope of Incidental Services:**

Commissioning, Supervision, Demonstration, as specified in GCC Clause 13

**Part IV:**

Comprehensive Maintenance Contract (CMC) as per details in GCC.

**Part V:**

**Required Terms of Delivery and Destination.**

At Consignee Site - Specified in the List of Requirements

Insurance (local transportation and storage) would be borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery

**Destination/Consignee details are given in Section XXI**

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**SECTION- VI**  
**Technical specification**

**Special Conditions:-**

1. Only high quality standard manufactures with proven field record will be approved.
2. Wherever necessary suppliers will have to demonstrate the offered equivalent sample.

1	<p><b>AIRPORT CHAIR(SET OF 3 IN 1)</b> Back and seat made of 1.2mm thick stainless steel of 201 grade Arm and leg made of 1.1 mm thick stainless steel of 201 grade . 1.2mm powder coated mild steel beam below for superior support. Individual seat and back width of 520 mm Approximate Dimension:1800 W x 680Dx750H</p>
2	<p><b>REVOLVING STOOL</b> It should be sturd screw type with 5 legs Top 35 cm dia(approx.) It should have SS top sheet Body should be steel powder coated Height should be adjustable to 45cm - 60cm</p>
3	<p><b>Executive Office Table with Key Board Tray</b> Should be steel office table Should be of good quality, aesthetic and ergonomic design Top made up pre laminated, ivory coloured material of high density pressed wood, properly treated. Flame and water retardant. Lipped on all sides with PVC beading of black colour Should be with one drawer and two shelf on right hand side Size (approx) Height -750 mm Width - 800 mm Length - 1200 mm</p>

4	<p><b>Executive Office Chair with Arm set</b>  Should be height adjustable swivelling type medium back staff chair type  Seamlessly seat and backrest, washable antimicrobial with poly foam cushion.  Colour of upholstery - blue / grey  Colour of base - black  With height adjustable, broad padded and upholstered arm rests and comfortable back rest  (SIZE 500 X 565 D )</p>
5	<p><b>Junior office chair with armset</b>  Should be height adjustable swivelling type medium back staff chair type  Seamlessly seat and backrest, washable antimicrobial with poly foam cushion.  Colour of upholstery - blue / grey  Colour of base - black  With height adjustable, broad padded and upholstered arm rests and comfortable back rest</p>
6	<p><b>Junior Office Table with Drawers</b>  Should be steel office table  Should be of good quality, aesthetic and ergonomic design  Top made up pre laminated, ivory coloured material of high density pressed wood, properly treated. Flame and water retardant. Lipped on all sides with PVC beading of black colour  Should be with one drawer and two shelf on right hand side  Size (approx)  Height -750 mm  Width - 800 mm  Length - 1200 mm</p>
7	<p><b>Foot step</b>  Steps made of ss platform.  Pre-treated and epoxy powder coated.  M.S. tubular frame with rubber feet.  Height - 230-450mm (approximate)  Step size - 510mm x 300 mm (approximate)</p>
8	<p><b>White board size 4"x3"(H)</b>  white board should be fully scratch resistant  Should be ceramic steel board surface,  Should be non-absorbed dry erase or permanent marker ink cleanable with any non-absorptive cleaner with aluminum frame &amp; plastic corners</p>



	<b>Medical furniture</b>
9	<p><b>EXAMINATION COUCH</b>  Frame made of mild steel tube of diameter 20 mm and thickness 1.5mm  All ms components should be treated seven times for anti corrosion and powder coated.  Size: overall size (approx): 1890mm L X 560mm W X 840mmH.  Two section top with tilt able head section.  Head section adjustable with gas spring.  Top size :  450mm x 560mm and  1440mm x 560mm  Top foam padded with high density mattress upholstered with washable antimicrobial material, leather like.  Foot rest with PVC stumps.  Foot stool (antislip) of size 60mm L X 30mm W X 20cm H x 1 No</p>
10	<p><b>Examination Screen 3 fold screen</b>  It should be epoxy powder coated steel tubular frame work with three folds  Should have revolving casters to ensure easy mobility  Should be supplied with spring cords and curtains.  Dimension: 600x1500x1750(H) mm (approx.)  Curtains of washable durable PVC material, opaque and green in colour .</p>

### General Requirements

- Note 1:** Bidders attention is drawn to GIT clause 18 and GIT sub-clause 11.1(c). The Bidders is to provide the required details, information, confirmations, etc. accordingly failing which it's tender is liable to be ignored.
- Note 2:** General: Bidders are requested to make sure that they should attach the list of equipments for carrying out routine and preventive maintenance wherever asked for and should make sure that Electrical Safety Analyzer /Tester for Medical equipments to periodically check the electrical safety aspects as per BIS Safety Standards IS-13540

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which is also equivalent to IEC electrical safety standard IEC-60601 is a part of the equipments.

**Other Conditions**

1. 3 year comprehensive replacement/ repair as per Conditions of Contract of the TE document for complete equipment from the date of satisfactory commissioning, trial run & handing over of equipment to Hospital/Institution
  - a) 3 year comprehensive replacement/ repair Warranty of complete equipment with extension of Warranty period by double the downtime period on 24 (hrs) X 7 (days) X 365 (days) basis.

2. After Sales Service:

After sales service centre should be available at the city of Hospital/Institution or nearest township reachable within 4 hrs on 24 hrs X 7 days X 365 days basis. Complaints should be attended properly, maximum within 6 hrs. The service should be provided directly by Bidders/Indian Agent. Undertaking by the Principals that the spares for the equipment shall be available for at least 5 years from the date of supply.

3. Training:

**Deleted**

4. Annual Comprehensive Maintenance Contract (CMC) of subject equipment with Turnkey:

**Deleted**

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## Section - VII Quality Control Requirements

(Proforma for equipment and quality control employed by the manufacturer(s))

Tender Reference No.

Date of opening

Time

Name and address of the Bidders:

Note: All the following details shall relate to the manufacturer(s) for the goods quoted for.

- 01 Name of the manufacturer
  - a. full postal address with e mail address.
  - b. telephone number
  - c. fax number
  
- 02 Plant and machinery details
- 03 Manufacturing process details
- 04 Monthly (single shift) production capacity of goods quoted for
  - a. normal
  - b. maximum
  
- 05 Total annual turn-over (value in Rupees)
- 06 Quality control arrangement details
  - a. for incoming materials and bought-out components
  - b. for process control
  - c. for final product evaluation
- 07 Test certificate held
  - a. type test
  - b. BIS/ISO certification
  - c. any other
- 08 Details of staff
  - a. technical
  - b. skilled
  - c. unskilled

**Signature and seal of the Bidders**

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## Section - VIII Qualification Criteria

01. The intending Bidders must be a Manufacturer or the Manufacturer's authorized Agent.
02.
  - a) In last 5 years ,till the date of tender opening, the manufacturer should have supplied and installed ,at least **three similar Furniture** of amount not less than **Rs 20 lakhs**, in the last five years meeting major parameters of technical specification and is functioning satisfactorily from the client's performance report .
  - b) The Bidders quoting as authorized representative of the manufacturer meeting the above Criteria 2(a) should have executed at least **three similar Furniture** of amount not less than **Rs 20 lakhs** , in the last five years meeting major parameters of technical specification which is functioning satisfactorily, from the client's performance report anywhere in India.
01. If necessary, HITES may inspect similar works done by the Manufacturer or the Manufacturer's authorized Agent and will collect the first hand information from the client. In case of any adverse remarks on performance of the Biddersis received, contrary to the certificate produced by the Bidders, or if the works are found to be of a quality not acceptable to HITES, the offer will be rejected without calling for any explanation from the Bidders.
02. The Bidders should have an average annual turnover of not less than Rs. 25.06 lakhs in the last three financial years ending 31st March 2017. The Bidders should not have incurred any loss in more than two years during the immediate last five consecutive financial years. The relevent pages of balance sheet showing annual turnover and profit and loss account duly certified by Chartered Accountant shall be enclosed- Proforma 'A'-I.
03. The Bidders should have an office in Kerala .
- 06 The Bidders shall submit the complience for technical specifcations and requirement as given in Section V and VI.
- 07 The firms should be registered with Income tax ,copies of PAN , GST Registration, have to be submitted along with application.

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**FORM 'A'**

**FINANCIAL INFORMATION**

- I. Financial Analysis - Details to be furnished duly supported by figures in profit & loss account for the last five years duly certified by the Chartered Accountant. (Copies to be attached).

A. Gross Annual Turnover .

Years

2014-15	2015-16	2016-17

B. Profit/Loss

Years

2012-13	2013-14	2014-15	2015-16	2016-17

**A loss in any year shall be shown separately.**

- II. The below certificate is enclosed:

PAN & GST Registration copies

Signature of Chartered Accountant with Seal  
Signature of Applicant

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Note:

- (1) All Manufacturers /supplier should have a standing of 5 years in the Indian Market for a similar product line.
- (2) Any false submission of information or false interpretation of specification will automatically disqualify the Bidders.
- (3) The original Literature or the relevant part of the user/service manual should be attached as proof.
- (4) The suppliers should give 3 years comprehensive replacement/ repair warranty.
- (5) Demo of furniture should be arranged when asked for.
- (6) Before bulk supply the sample should be got approved by Client/ Hites

**Note**

1. The Bidders shall furnish a brief write-up, packed with adequate data explaining and establishing his available capacity/capability (both technical and financial) to perform the Contract (if awarded) within the stipulated time period, after meeting all its current/present commitments. The Bidders shall also furnish details of Equipment and Quality Control in the enclosed Section VIII.
2. Notwithstanding anything stated above, the Purchaser reserves the right to assess the Bidders capability and capacity to perform the contract satisfactorily before deciding on award of Contract, should circumstances warrant such an assessment in the overall interest of the Purchaser.
3. The Purchaser reserves the right to ask for a free demonstration of the quoted equipment at a pre determined place acceptable to the purchaser for technical acceptability as per the tender specifications, before the opening of the Price Tender.

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**Section - IX**  
**TENDER FORM**

Date\_\_\_\_\_

To

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AVP(IDD), HLL Bhavan- Golden Jubilee block,  
Mahilamandiram Road,Poojappura,  
Thiruvananthapuram-695012

No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_ (Description of goods and services) in conformity with your above referred document for the sum of \_\_\_\_\_ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, read with modification, if any, in Section - V - "Special Conditions of Contract", for due performance of the contract.

We agree to keep our tender valid for acceptance as required in the GIT clause 20, read with modification, if any in Section - III - "Special Instructions to Bidders" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any

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**(Signature with date)**

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(Name and  
designation) Duly authorised to sign tender for and on behalf of

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**Section - IXB**  
**TENDER FORM (for price bid)**

Date \_\_\_\_\_

To

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AVP(IDD), HLL Bhavan- Golden Jubilee block,  
Mahilamandiram Road,Poojappura,  
Thiruvananthapuram-695012

No. \_\_\_\_\_ dated \_\_\_\_\_

We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_ (Description of goods and services) in conformity with your above referred document for the sum of \_\_\_\_\_ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, read with modification, if any, in Section - V - "Special Conditions of Contract", for due performance of the contract.

We agree to keep our tender valid for acceptance as required in the GIT clause 20, read with modification, if any in Section - III - "Special Instructions to Bidders" or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any

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**(Signature with date)**

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**(Name and  
designation) Duly authorised to sign tender for and on behalf of**



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**SECTION - X -i) PRICE SCHEDULE**

The bidders can quote part wise or a tender as a whole. However the bid should contain complete items of the part quoted for.  
(The bidders shall quote for all the items)

Sl No:	Specification	Unit	Qty	Rate without GST	Rate without GST in words	Rate with GST & % of GST	Rate with GST	Amount
	<b>PART A</b>							
1	<b>AIRPORT CHAIR(SET OF 3 IN 1)</b> Back and seat made of 1.2mm thick stainless steel of 201 grade Arm and leg made of 1.1 mm thick stainless steel of 201 grade . 1.2mm powder coated mild steel beam below for superior support. Individual seat and back width of 520 mm Approximate Dimension:1800 W x 680Dx750H	Set	180					
	Total							

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(The bidders shall quote for all the items)

Sl No:	Specification	Unit	Qty	Rate without GST	Rate without GST in words	Rate with GST & % of GST	Rate with GST	Amount
	<b>PART B</b>							
1	<b>REVOLVING STOOL</b> It should be sturd screw type with 5 legs Top 35 cm dia(approx.) It should have SS top sheet Body should be steel powder coated Height should be adjustable to 45cm - 60cm	No:s	55					
2	<b>Executive Office Table with Key Board Tray</b> Should be steel office table Should be of good quality, aesthetic and ergonomic design Top made up pre laminated, ivory coloured material of high density pressed wood, properly treated. Flame and water retardant. Lipped on all sides with PVC beading of black colour Should be with one drawer and two shelf on right hand side Size (approx) Height -750 mm Width - 800 mm Length - 1200 mm	No:s	15					

3	<p><b>Executive Office Chair with Arm set</b> Should be height adjustable swivelling type medium back staff chair type Seamlessly seat and backrest, washable antimicrobial with poly foam cushion. Colour of upholstery - blue / grey Colour of base - black With height adjustable, broad padded and upholstered arm rests and comfortable back rest (SIZE 500 X 565 D )</p>	No:s	15					
4	<p><b>Junior office chair with armset</b> Should be height adjustable swivelling type medium back staff chair type Seamlessly seat and backrest, washable antimicrobial with poly foam cushion. Colour of upholstery - blue / grey Colour of base - black With height adjustable, broad padded and upholstered arm rests and comfortable back rest</p>	No:s	40					
5	<p><b>Junior Office Table with Drawers</b> Should be steel office table Should be of good quality, aesthetic and ergonomic design Top made up pre laminated, ivory coloured material of high density pressed wood, properly treated. Flame and water retardant.</p>	No:s	40					

	Lipped on all sides with PVC beading of black colour Should be with one drawer and two shelf on right hand side Size (approx) Height -750 mm Width - 800 mm Length - 1200 mm							
6	<b>Foot step</b> Steps made of ss platform. Pre-treated and epoxy powder coated. M.S. tubular frame with rubber feet. Height - 230-450mm (approximate) Step size - 510mm x 300 mm (approximate)	No:s	30					
7	<b>White board size 4"x3"(H)</b>  white board should be fully scratch resistant Should be ceramic steel board surface, Should be non-absorbed dry erase or permanent marker ink cleanable with any non-absorptive cleaner with aluminum frame & plastic corners	No:s	40					
	<b>Total</b>							

(The bidders shall quote for all the items)

Sl No:	Specification	Unit	Qty	Rate without GST	Rate without GST in words	Rate with GST & % of GST	Rate with GST	Amount
	<b>Medical furniture PART C</b>							
1	<p>EXAMINATION COUCH            Frame made of mild steel tube of diameter 20 mm and thickness 1.5mm            All ms components should be treated seven times for anti corrosion and powder coated.            Size: overall size (approx): 1890mm L X 560mm W X 840mmH.            Two section top with tilt able head section.            Head section adjustable with gas spring.            Top size :            450mm x 560mm and            1440mm x 560mm            Top foam padded with high density mattress upholstered with washable antimicrobial material, leather like.            Foot rest with PVC stumps.            Foot stool (antislip) of size 60mm L X 30mm W X 20cm H x 1 No</p>	No:s	30					
2	<p><b>Examination Screen 3 fold screen</b> It should be epoxy powder coated steel tubular frame work with three folds            Should have revolving casters to ensure easy mobility</p>	No:s	40					

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	Should be supplied with spring cords and curtains. Dimension: 600x1500x1750(H) mm (approx.) Curtains of washable durable PVC material, opaque and green in colour .							
	<b>Total</b>							

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**SECTION - XI**  
**CHECKLIST**

**Name of Bidders:**

**Name of Manufacturer:**

SI No.	Activity	Yes/ No/ NA	Page No. in the TE document	Remarks
1. a.	Have you enclosed EMD of required amount for the quoted schedules?			
b.	In form of EMD furnished in the REQUIRED along with the tender?			
c.	Have you kept its validity of 165 days from Techno Commercial Tender Opening date as per clause 19 of GIT?			
2. a.	Have you enclosed duly filled Tender Form as per format in Section IX?			
b.	Have you enclosed Power of Attorney in favour of the signatory?			
3. a.	<b>Have you enclosed clause-by-clause technical compliance statement for the quoted goods vis-à-vis the Technical specifications?</b>			
b.	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?			
4.	Have you submitted manufacturer's authorization as per Section XIV?			
5.	.....			
6.	Have you kept validity of 120 days from the Techno Commercial Tender Opening date as per the TE document?			
7. a.	In case of Indian Bidders, have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?			

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<b>Sl No.</b>	<b>Activity</b>	<b>Yes/ No/ NA</b>	<b>Page No. in the TE document</b>	<b>Remarks</b>
b.	In case of Foreign Bidders, have you furnished Income Tax Account No. of your Indian Agent as allotted by the Income Tax Department of Government of India?			
8.	Have you intimated the name an full address of your Banker (s) along with your Account Number			
9.	Have you fully accepted payment terms as per TE document?			
10.	Have you fully accepted delivery period as per TE document?			
11.	Have you submitted the certificate of incorporation?			
12.	Have you accepted the warranty as per TE document?			
13.	Have you accepted terms and conditions of TE document?			
14.	Have you furnished documents establishing your eligibility & qualification criteria as per TE documents?			

**Date:**

**Name**

**Signature**

**Stamp and full address**



**SECTION - XIII**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To

AVP(IDD)

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called "the supplier") has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 60 days beyond warranty period. i.e up to ----- (indicate date)

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

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**SECTION - XIV**  
**MANUFACTURER'S AUTHORISATION FORM**

To

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AVP(IDD), HLL Bhavan- Golden Jubilee block,  
Mahilamandiram Road,Poojappura,  
Thiruvananthapuram-695012

Dear Sirs,

Ref. Your TE document No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (name and description of the goods offered in the tender) having factories at \_\_\_\_\_, hereby authorise Messrs \_\_\_\_\_ (name and address of the agent) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. \_\_\_\_\_ (name and address of the above agent) is authorised to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty, CMC if applicable as per clause 15 of the General Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this TE document.

Yours faithfully,

---

[Signature with date, name and designation]

for and on behalf of Messrs \_\_\_\_\_

[Name & address of the manufacturers]

Note : 1. This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.

1. Original letter may be sent.

Any other additional services (if applicable) and cost thereof: \_\_\_\_\_

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

2. Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

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(b) Designation and address of purchaser's inspecting officer

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

3. Warranty clause
4. Payment terms
5. Paying authority

\_\_\_\_\_  
(Signature, name and address

of the Purchaser's/Consignee's authorised official)

For and on behalf of \_\_\_\_\_

Received and accepted this contract

\_\_\_\_\_  
(Signature, name and address of the supplier's executive

duly authorised to sign on behalf of the supplier)

For and on behalf of \_\_\_\_\_

(Name and address of the supplier)

\_\_\_\_\_  
(Seal of the supplier)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

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**SECTION - XV**  
**CONTRACT FORM - A**

**CONTRACT FORM FOR SUPPLY HANDING OVER, TRIAL RUN, TRAINING OF OPERATORS & WARRANTY OF GOODS**

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(Address of the Purchaser's/Consignee's office issuing the contract)

Contract No \_\_\_\_\_ dated \_\_\_\_\_

**This is in continuation to this office's Notification of Award No \_\_\_\_\_ dated \_\_\_\_\_**

1. Name & address of the Supplier: \_\_\_\_\_
2. Purchaser's TE document No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the purchaser
3. Supplier's Tender No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the supplier and the purchaser in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:
  - (i) General Conditions of Contract;
  - (ii) Special Conditions of Contract;
  - (iii) List of Requirements;
  - (iv) Technical Specifications;
  - (v) Quality Control Requirements;
  - (vi) Tender Form furnished by the supplier;
  - (vii) Price Schedule(s) furnished by the supplier in its tender;
  - (viii) Manufacturers' Authorisation Form (if applicable for this tender);
  - (ix) Purchaser's Notification of Award

Note : The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 1 of Section II - 'General Instructions to Bidders' of the Purchaser's TE document shall also apply to this contract.

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5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/services	Accounting unit	Quantity to be supplied	Unit Price	Total price	Terms of delivery

(ii) Any other additional services (if applicable) and cost thereof: \_\_\_\_\_  
Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

6. Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of purchaser's inspecting officer

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

7. Warranty clause

8. Payment terms

9. Paying authority

\_\_\_\_\_  
(Signature, name and address  
of the Purchaser's/Consignee's authorised official)  
For and on behalf of \_\_\_\_\_

Received and accepted this contract

\_\_\_\_\_  
(Signature, name and address of the supplier's executive  
duly authorised to sign on behalf of the supplier)

For and on behalf of \_\_\_\_\_

(Name and address of the supplier)

\_\_\_\_\_  
(Seal of the supplier)

Date: \_\_\_\_\_

Place: \_\_\_\_\_



**SECTION - XVI**  
**CONTRACT FORM - B**  
**CONTRACT FORM FOR CMC**

**Deleted**



**SECTION - XVII**  
**CONSIGNEE RECEIPT CERTIFICATE**  
**(To be given by consignee's authorized representative)**

The following store (s) has/have been received in good condition:

- 1) Contract No. & date : \_\_\_\_\_
  - 2) Supplier's Name : \_\_\_\_\_
  - 3) Consignee's Name & Address with  
telephone No. & Fax No. : \_\_\_\_\_
  - 4) Name of the item supplied : \_\_\_\_\_
  - 5) Quantity Supplied : \_\_\_\_\_
  - 6) Date of Receipt by the Consignee : \_\_\_\_\_
  - 7) Name and designation of Authorized  
Representative of Consignee : \_\_\_\_\_
  - 8) Signature of Authorized Representative  
of Consignee with date : \_\_\_\_\_
  - 9) Seal of the Consignee : \_\_\_\_\_
- 
-



**SECTION - XVIII**

**Proforma of Final Acceptance Certificate by the Consignee**

No \_\_\_\_\_  
Date \_\_\_\_\_

**To**  
M/s \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Certificate of commissioning of equipment/plant.

**This is to certify that the equipment(s)/plant(s) as detailed below has/have been received in good conditions along with all the standard and special accessories and a set of spares (subject to remarks in Para no.02) in accordance with the contract/technical specifications. The same has been installed and commissioned.**

- (a) Contract No \_\_\_\_\_ dated \_\_\_\_\_
- (b) Description of the equipment(s)/plants: \_\_\_\_\_
- (c) Equipment(s)/ plant(s) nos.: \_\_\_\_\_
- (d) Quantity: \_\_\_\_\_
- (e) Bill of Loading/ Air Way Bill/Railway  
Receipt/ Goods Consignment Note no \_\_\_\_\_ dated \_\_\_\_\_
- (f) Name of the vessel/Transporter: \_\_\_\_\_
- (g) Name of the Consignee: \_\_\_\_\_
- (h) Date of commissioning and proving test: \_\_\_\_\_

**Details of accessories/spares not yet supplied and recoveries to be made on that account.**

Sl. No.	Description of Item	Quantity	Amount to be recovered No.
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The proving test has been done to our entire satisfaction and operators have been trained to operate the equipment(s)/plant(s).

The supplier has fulfilled its contractual obligations satisfactorily ## or  
The supplier has failed to fulfil its contractual obligations with regard to the following:  
He has not adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to 'Technical Specifications'.

He has not supervised the commissioning of the equipment(s)/plant(s) in time, i.e. within the period specified in the contract from date of intimation by the Purchaser/Consignee in

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respect of the installation of the equipment(s)/plant(s).

The supplier as specified in the contract has not done training of personnel.

The extent of delay for each of the activities to be performed by the supplier in terms of the contract is

The amount of recovery on account of non-supply of accessories and spares is given under Para no.02.

The amount of recovery on account of failure of the supplier to meet his contractual obligations is\_\_\_\_\_ (here indicate the amount).

Signature

Name

Designation with stamp

**## Explanatory notes for filling up the certificate:**

**He has adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to 'Technical Specification'.**

**He has supervised the commissioning of the equipment(s)/plant(s) in time, i.e. within the time specified in the contract from date of intimation by the Purchaser/Consignee in respect of the installation of the equipment(s)/plant(s).**

**Training of personnel has been done by the supplier as specified in the contract**

**In the event of documents/drawings having not been supplied or installation and commissioning of the equipment(s)/plant(s) having been delayed on account of the supplier, the extent of delay should always be mentioned**

## Section - XIX Consignee List

Contact Address.	State
Govt: Medical college, Alappuzha	Kerala

The list of approved makes for General Furniture **Godrej, Wipro, Featherlite ,Herman Miller, Nilkamal or equivalent.**

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