

## **General terms and conditions for notice inviting short term tender**

**The following term and conditions should be complied with while submitting tender**

1. Satisfactory performance certificates for the last 3 years should be attached at least from to reputed organizations for the quoted equipments.
2. Rates quoted shall include sales / trade tax, excise, custom duty, airfreight, insurance, installation and other.
3. Charges and R.O.R. destination upto Sitapur Eye Hospital/Regional Institute of Ophthalmology Sitapur.
4. Earnest money should be deposited only in the form of Demand Draft and FDR no. cash deposit is acceptable. The tender form will be issued on receipt non refundable demand draft of ` 1000.00 only from the Secretary, Sitapur Eye Hospital, Sitapur Office between 10:30 am to 3:00pm on working days or the tender document can be downloaded from our website **www.sitapureyehospital.org** . The manufactures /suppliers/agent/sales centers downloading the tender documents from website should deposit the tender fee of ` 1000.00 in shape demand draft along with the their offer.
5. The **Director & CMO R.I.O. Eye Hospital Sitapur** reserves the right to postpone/recall the tender without assigning any reason thereof.
6. The earnest money deposit will be refunded after 30 days of the final payments.
7. Before final payment the technical functions and other operations of the equipment will be examined by experts.
8. Number of items /quantities may vary on either side. Any items quoted in the list may or not be purchased.
9. Manufactures/Suppliers/ Agents/Sales centers must submit the copy of income returns for the last three years/Trade Tax.
10. Manufactures /Trade Tax /Suppliers /Agents/Sales centers must submit the copy of their balance sheet, P.L . Account of the last 3 years along with their tender offer.
11. Manufactures / Suppliers /Agents/Sales centers must submit the proof of address of their organizations.
12. Manufactures / Suppliers /Agents/Sales centers must submit the declaration as per the schedule 'A' on ` 10/- stamp papers duly notarized.

13. The items /equipments needs to be supplied within time stipulated in the purchase order falling to which the late delivery charges of 0.5% per month upto the maximum of 3% of the total value of the equipment would be deducted from the final payment.
14. If the items/equipments not supplied as per the quoted tender specs would be replaced by the manufactures/suppliers/agents/sales centers at their own cost.
15. The form 32/road permit would be provided.
16. No concessional from for sales tax would be provided.
17. Guarantee / Warranty certificates should be produced at the time of installation of equipments/items.
18. The tendering firms must quote their final offer only negotiations would be done.
19. The representative of the quoting firms are allowed to attend the tender opening at their own cost.
20. The rate should be quoted in Indian ` only, the institute will not make any payment in foreign currency by way of letters of credit or foreign bank draft.
21. The payment would be within 30days after satisfactory installation of the equipment/items.
22. The rate quoted by the firms will be treated as final and no exclamation in prices would be allowed.
23. Tender should be in to separate sealed covers one for technical bid other for financial bid.

We accept the terms & conditions.

Seal & Signature of the firms/suppliers.

Director & CMO

**Schedule-A**

The Director & CMO

Regional Institute of Ophthalmology,

Sitapur Eye Hospital, Sitapur

**Declaration**

1. I/we hereby agree to abide by all terms and condition mentioned in tender document along with special terms and conditions mentioned with specification of the items.
2. I/we hereby declared that I/we have not been debarred by any institution/government organization in past from tendering.
3. I/we hereby agree to provide services and supply spares for the equipment for a minimum period 5 year from date to purchase.

Signature of Tenderer

Name:

Designation:

Seal:

Date: