

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 from at least two reputed organizations for the quoted equipment and service providers.
2. Rates quoted shall include all taxes & duties, freight, insurance, installation and all other applicable. Charges and FOR/FOB destination up to Sitapur Eye Hospital/Regional Institute of Ophthalmology, Sitapur/ its Branches in Uttar Pradesh and Uttrakhand.
3. Earnest money should be deposited only in the form of Demand Draft, FDR/Cash/Cheque deposit are not acceptable. The tender form will be issued on receipt non refundable demand draft of Rs-1000.00/-(One Thousand Rupees Only) in Favor of **“The Secretary, Sitapur Eye Hospital Trust”** between 8:30 am to 5:00pm on all working days or the tender document can be downloaded from our website www.sitapureyehospital.org . The manufactures / suppliers / agent/sales centers/ Canteen Service Provider downloading the tender documents from the website will deposit the tender fee of Rs-1000.00/- (One Thousand Rupees Only) in form of demand draft along with their offer payable to **“The Secretary, Sitapur Eye Hospital Trust”** at Sitapur (U.P)
4. The **Director & CMO SitapurEye Hospital, Sitapur** reserves the right to postpone/recall the tender without assigning any reason thereof.
5. The earnest money deposit will be refunded after 30 days of the final action of the tender process.
6. Final payment of the equipment shall be released only after installation and technical functions operations the equipment certified by the experts of the hospital.
7. 10% of the cost of equipment shall be retained by us for an appropriate period of time and shall be released only after satisfactory performance of the equipment.
8. Number of items /quantities to be procured may vary on either side. Any items quoted in the list may or may not be purchased.
9.
 - a) Manufactures/Suppliers/ Agents/Sales centers/ Service provider must submit the copy of Income Tax Return (ITR)/ Trade Tax Return (TTR) for the last three years.
 - b) Manufactures /Suppliers /Agents/Sales centers/ Service provider must submit the copy of their Balance Sheet, P&L Account of the last 3 years along with their tender documents.
 - c) Manufactures / Suppliers /Agents/Sales centers/ Service provider must submit the proof of address of their organizations.
 - d) Manufactures / Suppliers /Agents/Sales centers/ Service provider must submit the declaration as per the schedule 'A' on RS-10/- Non Judicial Stamp papers duly notarized.

10. The items /equipment are required to be supplied within the time stipulated in the purchase order, failing which the late delivery charges of 0.5% per month up-to a maximum of 3% of the total value of the equipment would be deducted from the final payment due to the supplier fault.
11. If the items/equipment, are not supplied as per the quoted tender specification it would be replaced by the Manufactures/Suppliers/Agents/Sales centers/ Service provider at their own cost.
12. Guarantee / Warranty certificates should be handed over to us at the time of installation of equipments/items.
13. The tendering firms must quote their final offer no negotiations would be done.
14. The representative of the quoting firm is allowed to attend the tender opening at their own cost.
15. The rate should be quoted in Indian rupees only; the institute will not make any payment in foreign currency by way of letters of credit or foreign bank draft while transferring the payment.
16. The final payment would be made within 30days after satisfactory installation of the equipment/items.
17. The rate quoted by the firms will be treated as final and no escalation of prices would be allowed.
18. Tender should be in two separate sealed covers, one for technical bid and other for financial bid.

We accept the terms and conditions.

Signature of the firms/suppliers

Director & CMO - SEH

Schedule-A

To,

The Director & CMO

Regional Institute of Ophthalmology & EHS

Sitapur Eye Hospital, Sitapur (UP)

Declaration

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

Signature of Tenderer

Name:

Designation:

Seal:

Date: