General terms and conditions for notice inviting short term tender

The following terms and conditions should be complied with while submitting tender documents

1. Satisfactory performance certificates for last 3 years should be attached at least from two reputed organizations for the quoted equipment.

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 are not acceptable. The tender form will be issued on receipt of non refundable demand draft of Rs. 1000.00 (Rupees One Thousand only) in favor of "The Secretary, Sitapur Eye Hospital Trust" between 08:00 am to 05:00pm on all 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 will deposit the tender fee of Rs. 1000.00 (Rupees One Thousand only) in the form of demand draft along with their offer payable to “The Secretary, Sitapur Eye Hospital Trust” at Sitapur U.P.

4. The Director & CMO Sitapur Eye Hospital Sitapur reserves the right to postpone cancel/recall the tender without assigning any reasons thereof.

5. The earnest money deposit will be refunded after 30 days of the final action of the tender Process.

6. Final payment the equipment shall be released only after satisfactory installation and technical functions and operations of 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. Manufacturers/Suppliers/Agents/Sales centers/Distributors must submit following self certified documents with tender documents:-

a) Income Tax Returns of the Firm for last three years.

b) Trade Tax/GST Returns for last three years.

c) Balance Sheet, P&L Account of last three years

d) Proof of address of their organization
(e) PAN Card

(f) GST No.

(g) Declaration as per appendix it to their document on Rs. 10/- (Rupees Ten only) Non Judicial Stamp paper, duly notarized.

10. The items/equipments are required to be supplied within 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/equipments are not supplied as per the quoted tender specifications it would be replaced by the manufactures/suppliers/agents/sales centers/Authorized distributors at their own cost.

12. Guarantee/Warranty certificates and user manual should be handed over to us at the time of installation of equipments/items.

13. The tendering firms must quote their final offer, no further negotiations will be done.

14. The representative of the quoting firms is allowed to attend the tender opening process at their own cost.

15. The rates 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 30 days after satisfactory installation of the equipment/items.

17. The rates 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 other for financial bid.

We accept the terms & conditions.

Seal & Signature of the firms/suppliers.
The CMO
Sitapur Eye Hospital,
Sitapur, U.P.

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 declare 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 of 5 years from the date of purchase of the equipment.

Signature of Tenderer

Name:

Designation:

Seal:

Date: