



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, तिरुवनन्दपुरम- 11, केरल
Sree Chitra Tirunal Institute for Medical Sciences and Technology, Thiruvananthapuram- 11, Kerala
(भारत सरकार के अधीन राष्ट्रीय महत्व संस्थान)
(An Institute of National Importance under Government of India)
टेलीफॉन नं./Telephone No. 0471-2443152 फाक्स/Fax 0471-2446433 / 2550728
ई-मेल/E-mail :sct@sctimst.ac.in वेबसाइट/ Website : www.sctimst.ac.in

SCT/H/IND/P6/2020-21/1

Dated:03.12.2020

E- TENDER

E-Tenders in **TWO BID** system are invited from Manufacturers/their accredited Agents/
Distributors for the supply of the following items.

Sl.No	Particulars	Tender No.	Qty
1	DRAPE DISPOSABLE KIT FOR NEUROSURGERY	SCT/H/IND/P6/2020-21/1	As per Annexure I

Last date and time of online submission of Technical Bid & Price Bid	31.12.2020 at 05:00 pM
Last date and time of submission of Original EMD along with hardcopy of Technical Bid as specified in Annexure II. (Price Bid has to be submitted online only)	05.01.2021 at 01:00 PM
Earnest Money Deposit Amount	Rs.1,72,000/- (Rupees One Lakh Seventy Two Thousand Only)
Date of tender Opening	05/01/2021
Date of online Price Bid Opening	Will be informed later
Contact Person	Senior Purchase & Stores Officer, SCTIMST Email: purchase@sctimst.ac.in spso@sctimst.ac.in Phone: 0471- 2524445/145/325

Interested bidders are advised to download the Tender document from the websites www.sctimst.ac.in or www.eprocure.gov.in/cppp or www.tenderwizard.com/SCTIMST under “Tender Free View” link for complete details.

Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/SCTIMST by clicking on “Enrolment/REGISTER ME” link in the homepage.

The vendor registration fees has to be paid to KEONICS for Rs 2000/- plus tax using the e-payment link provided at the time of registration. The mode of payment are Credit Card, Debit Card and internet banking. Vendor Registration is valid for **ONE Year**.

For further details on e-Tender participation, please contact KEONICS Help Desk on

- Telephone:080-49352000/080-40482100/9746428200[Mr Vijay(Kerala Executive)]
- Email:sridevi.m@etenderwizard.com, harishkumar.kb@etenderwizard.com,
ambasa@etenderwizard.com

The hardcopy of Technical Bid should be accompanied by **Earnest Money Deposit (EMD) of Rs. 1,72,000/-**. EMD should be in the form of an account payee demand draft, fixed deposit receipt, or banker’s cheque in favour of Director, SCTIMST or a bank guarantee. EMD should have a validity of 180 days beyond the date of opening of bids. **The original EMD should be enclosed with Technical Bid only.**

The EMD will be waived based on the relevant certificate for the tendered items on production of documents such as DGS &D, NSIC Registration Certificate etc for the specific category of item and should remain valid for the period required for EMD.

Clarifications, if any with regard to tender documents may be communicated /sought well in advance before the closing date of the tender.

The Director of the Institute reserves the right to accept the offer by individual items and reject all or any of the tenders or in whole or part without assigning any reason thereof and does not bind itself to accept lowest quotations.

Important Note: A scanned copy of the EMD should be uploaded along with the online Technical Bid only, not with the Price Bid. Tenders not accompanied with the specified EMD shall automatically stand rejected.

Sd/-

DIRECTOR

TERMS & CONDITIONS

1. The tender(s) must be submitted as per the tender documents and below terms and conditions. It should be free from corrections/erasures. In case there is any unavoidable correction(s), it should be properly attested. If not the tender(s) will not be considered. Further, tender(s) written in pencil will not be considered.
2. (a) The bidder should declare whether they are manufacturer, accredited Agents, or sole representative (indicating the name of Principal) on the top of the Bid.
(b) In case of agents quoting in offshore procurements, on behalf of their principal manufacturer(s), one agent cannot represent two manufacturers or quote on their behalf in particular tender. One manufacturer can authorize only one agent / dealer. Only one bid, either from principal manufacturer directly or through one Indian agent on his behalf or Indian/foreign agent on behalf of principal manufacturer shall be entertained.
3. All offers should be accompanied with detailed specifications, relevant documents as elaborated in Annexure 1 & 2.
4. Bids should be accompanied with illustrated catalogue, brand, model number, make, literature, write up wherever applicable.
5. In case the items coming under the provisions of Drugs & Cosmetics Act & Rules, the following should be submitted :
 - a) For imported items : Central Drugs Controller Certificate from Central Drugs Standard Control Organization, New Delhi.
 - b) For indigenously manufactured items : Certificate issued by State Drugs Controller
6. The documents to be furnished in both the bids are given in Annexure-2. Technical bid will be opened and evaluated first. Price bid of technically qualified bidders will be opened on prior intimation. The lowest offer will be arrived on adding basic cost, GST applicable, incidentals (if any). Negotiation will be conducted with the lowest qualified tenderer only, if required.
7. The Director of the Institute reserves the right to accept the offer by individual items and reject all or any of the tenders in whole or in part without assigning any reason thereof and does not bind itself to accept lowest quotations.
8. The prices quoted should be FOR Trivandrum for delivery at Main Store, Hospital Wing, SCTIMST. Rates quoted should not be revised till the supplies are completed and the rate shall be valid for 180 days from the date of opening of bid.

9. In case of no quotes against a particular item in the tender(s), this should be clearly mentioned along with reasons. The prices quoted should not be revised till the supplies are completed. The rates should be quoted in words and figures. In case of difference in quote(s) written in figure and words arise, the amount written in words will be treated as quoted rate. Rates quoted should be free delivery at destination including all charges otherwise the tender is likely to be rejected. Prices quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the tender, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of six months from the date of opening of the tender. GST applicable should be mentioned separately in support of HSN code. If no indication regarding GST is recorded in the tender the GST will be considered as included in the quote(s).
10. Samples must be submitted wherever specified along with the tender. Samples must be carefully packed, sealed and labeled clearly with tender number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
11. For all supplies / contract above rupees one lakh, the successful tenderer should furnish a performance guarantee / security deposit @ 5 percent of purchase order value excluding GST against items in the form of Fixed Deposit or Bank Guarantee from a commercial bank having a validity period of 60 days beyond the completion of all contractual obligations of the supplier. The valid EMD can also be substituted for security deposit and balance amount if any shall be furnished by the successful tenderer.
12. Selected bidder shall have to confirm the purchase order within seven days from the date of receipt of purchase order otherwise the purchase order will be deemed to be accepted by vendor. In case the selected bidder notices any mistake in the contents of the order, he/they must bring the same to the notice of the Institute and seek clarifications. However, selected bidder will have to bear the responsibility for failure to take this action.
13. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable. In case of non-acceptance, the materials should be taken back within seven days of intimation with the risk of supplier and the rejected items should be replaced within ten days from the date of non-acceptance.
14. Customs Duty, GST rate, packing , forwarding, transportation cost etc., if payable should be included in the quoted price. Any exemptions on above may be mentioned.

15. This Institute reserves the right to modify the quantity specified in this tender.
16. Mode of payment.
 - (1) **For INR:** Electronic Transfer (NEFT) within 30 days of satisfactory receipt and acceptance of items at our store.
 - (2) Proforma invoice in triplicate should be submitted.
17. **Penalty clause:**
 - (I) **Delay in Delivery:**
 - (i) If the delivery of purchased goods is not effected on due date as specified in the purchase order, the Director, SCTIMST will have the right to impose penalty at 0.5 percent per week subject to a maximum of 5 percent of order value.
 - (ii) If the deliveries are not effected as per schedule and due to that account, Institute is forced to buy the material at the risk and cost of the defaulting supplier from elsewhere, the cost towards loss or damage sustained thereby will be recovered from the defaulting supplier.
18. Recovery Clause: All losses liquidated or otherwise due to the violation of terms and conditions of the purchase order or defective documentation will be to the supplier/agent's account.
19. In case the quote is not according to the above terms and conditions, the same will be summarily rejected. Further, false certification in the compliance statement and misrepresentation of facts may attract blacklisting of tenderer.
20. All correspondence after tender submission will be by e-mail only and the companies should provide their valid e-mail Id and should keep it updated.
21. Fall Clause: At any time during the period of contract, if the price of tendered item is reduced or brought down by any law or any Act of the State Government or Central Government or by the bidder himself, or reduction in price for any other reasons, the bidder shall inform the tender inviting authority immediately and offer such reduction in the contracted prices. Tender inviting authority is empowered to unilaterally effect such reduction as necessary, in case the bidder fails to notify or fails to agree for such reduction rates.
22. All successful bidders will have to compulsorily register at SCTIMST Vendor Portal. All the payments will be through online payment mode only.

23. All purchases should be effected as per purchase order and as per tender conditions. Supply of items must be as per the schedule and date of delivery (quantity and date) specified in the purchase order.
24. The time for and the date of delivery of item stipulated in purchase order shall be deemed to be the essence of the contract and delivery must be completed within scheduled date, which is 30 days from the date of purchase order unless specified otherwise. The consignment should be delivered at Main Store, SCTIMST, Trivandrum between 9:00 AM to 4:00 PM during the working days.
25. At the time of receipt of supply at consignee end, all items should have a minimum 3/4th of their shelf life.
26. If the product is not consumed within the expiry period, the supplier shall replenish with fresh stock of longer shelf life. Otherwise the expired product shall be taken back by the supplier and the value equal to the cost of the expired quantity shall be recovered from the supplier.
27. No advance payment towards the costs of items will be made to the supplier.
28. The bidder submitting the tender would be deemed to have considered and accepted all the terms and conditions.
29. The Purchaser reserves the right to give the price preference to small-scale sectors etc. and purchase preference to central public sector undertakings as per the instruction in vogue while evaluating, comparing and ranking the responsive tenders.

i. In exercise of powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act 2006, the Government has notified a new Public Procurement Policy for Micro & Small Enterprises effective from 1st April 2012. The policy mandates that 25% of procurement of annual requirement of goods and services by all Central Ministries/Public Sector Undertakings will be from the micro and small enterprises. The Government has also earmarked a sub-target of 4% procurement of goods & services from MSEs owned by SC/ST entrepreneurs out of above said 25% quantity.

ii. In accordance with the above said notification, the participating Micro and Small Enterprises (MSEs) in a tender, quoting price within the band of L1+15% would also be allowed to supply a portion of the requirement by bringing down their price to the L1 price, in a situation where L1 price is from someone other than an MSE. Such MSEs would be allowed to supply up to 25% of the total tendered value. In case there are more than one such eligible MSE, the 25% supply will be shared equally. Out of 25% of the

quantity earmarked for supply from MSEs, 4% quantity is earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the tender process or meet the tender requirements and the L1 price, the 4% quantity earmarked for MSEs owned by SC/ST entrepreneurs will be met from other participating MSEs.

iii. The MSEs fulfilling the prescribed eligibility criteria and participating in the tender shall enclose with their tender a copy of their valid registration certificate with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or any other body specified by Ministry of Micro and Small enterprises in support of their being an MSE, failing which their tender will be liable to be ignored.

iv. Special provision for Micro and Small Enterprise owned by women. Out of the total annual procurement from Micro and Small Enterprises, 3% from within the 25% target shall be earmarked for procurement from Micro and Small Enterprise owned by women.

Note: "If the bidder is a MSME, it shall declare in the bid document the Udyog Aadhar Memorandum Number issued to it under the MSMED Act, 2006. If a MSME bidder do not furnish the UAM Number along with bid documents, such MSME unit will not be eligible for the benefits available under Public Procurement Policy for MSEs Order 2012."

Preference to Make in India: As per the order issued by Department of Industrial Policy and Promotion (DIPP) vide No. P-45021/2/2017-PP(BE-II) dated 28.05.2018 and the subsequent orders thereof; the purchaser reserves the right to give preference to the local supplier. A copy of this order is enclosed at Annexure-(3) which will form a part of this Tender Enquiry Document (TED) for evaluation and ranking of bids.

30. Dispute clause: Any dispute relating to the enquiry shall be subjected to the jurisdiction of the court at Trivandrum only.

Sd/-
DIRECTOR

ANNEXURE-1

ITEMCODE	ITEM NAME	QUANTITY (Nos)
DSDRPE0117	DRAPE DISPOSABLE KIT FOR NEUROSURGERY SHEETS O.P. 48" X 70" -5NOS, CRANIOTOMY SHEET-48"X70"-1NO, WITH 10"X2"-OVAL SHAPED INCISION AREA. MAYOSTAND COVER -21"X35"-1NO. SIDE SHEET 35"X57"-4NOS. OP TOWEL-35"X35'-6 NOS. SKIN TOWEL-18"X20"-8NOS. SLEEVE -SLEEVE OF GOWN -1NO. TEST TUBE POCKET - 5X6.5"-1, NO. GOWN OPERATION WITH WRAP AROUND AND HAND TOWEL -5NOS. MATERIAL - SONTORA.	2500

ANNEXURE – 2

A. ONLINE TECHNICAL BID

The Online Technical Bid should consists the following:

1. Scanned copy of EMD
2. Copy of GST Registration Certifiante
3. Copy of PANCARD
4. Valid authorisation from the manufacturer if bid is submitted by the agent and distributors.
5. Clear specification matching as given in the tender document
6. Product No/catalogue No.
7. Model No.
8. Technical features
9. Technical Parameters
10. Additional features very particulate to the system.
11. Certificate of quality like CE,ISO,FDA
12. Documents if Clause No (29) in the tender is applicable
13. Compliance statement in the below format.

(COMPLIANCE STATEMENT SHOULD BE PROVIDED WHICH SHOULD INVARIABLY INDICATE DOCUMENTARY EVIDENCE IN TERMS OF CATALOGUE, LITERATURE, DATA SHEET OR ANY OTHER DOCUMENTS BY WHICH THE CLAIM IS CONFIRMED. COMPLIANCE STATEMENT IN THE FORM OF "COMPLIED" OR "NOT COMPLIED" shall be given against each item and specification as per below format)

Sl. No.	SCTIMST Specification	Your Brand Name, Model /Cat. No	State "COMPLIED"/ "NOT COMPLIED"

All the above should be scanned and uploaded in online technical bid.

B. Hardcopy of Technical Bid and Original EMD.

The hard copy of the Technical Bid as specified above along with the original EMD should be submitted to the Director , SCTIMST, Medical College P O, Trivandrum, Kerala - 695011 in the sealed envelop superscribed as " Technical bid", " Item name", "Tender No." and "Due Date". The sentence " NOT TO BE OPENED" before (due date and time of tender opening) is also to be printed on this envelope.

C Sample submission

Samples of item quoted in original packing should be submitted along with the Technical Bid in separate cover superscribed with "Item Name", "Tender No." and "Date".

D. Price Bid

Price Bid in the prescribed proforma should be submitted in online mode only.

GUARANTEE BOND FOR EARNEST MONEY DEPOSIT

In consideration of the Director, SreeChitraTirunal Institute for Medical Sciences & Technology, Thiruvananthapuram, Kerala (hereinafter called the “Employer”) having agreed to exempt M/s.....(hereinafter called the said “Contractor”) from the demand under the terms and conditions of Tender No.....dated.....issued by the Employer to the said Contractor for Rs.....(Rupees.....only) of Earnest Money Deposit for the due fulfillment by the said Contractor of the terms and conditions contained in the said tender on production of a bank guarantee for Rs....., we, Bank of.....do hereby undertake to indemnify and keep indemnified the Employer to the extent of Rs.....against any loss or damage caused to or suffered by the Employer by reason of any breach by the said Contractor of any of the terms and conditions contained in the said tender.

We, Bank offurther agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the finalisation of the said tender and that it shall continue to be enforceable till the tender is finally decided and order placed on the successful tenderer or tillwhichever is earlier.

We, Bank of.....lastly undertake not to revoke the guarantee during its currency except with the previous consent of the Employer in writing.

Notwithstanding anything stated above, our liability under this guarantee is restricted to Rs.....Our guarantee shall remain in force until unless a demand in writing to enforce a claim under this guarantee is filed against us before that date, all your rights under the said guarantee shall be released and discharged from all liability there under.