



ESI-PGIMSR, ESIC MEDICAL COLLEGE &
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC (EZ)
(A Statutory Body Under Ministry of Labour, Govt. of India)
DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104
An ISO 9001:2008 Certified
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764

RE-TENDER NO.59/2017

Tender No. 412.D.16/12/2/2013/Admin Stationery/ Vol. V

Dated: 06/09/2016

Sub: Invitation to Re-e-Tender Enquiry for supply of Stationery Articles

IMPORTANT INSTRUCTIONS FOR BIDDERS

All bidders/contractors are required to procure **Class-IIIB Digital Signature Certificate (DSC) with Both DSC Components i.e. Signing & Encryption** to participate in the E-Tenders.

Bidder should get Registered at <https://esictenders.eproc.in>.
Bidders can contact our Helpdesk at <https://esictenders.eproc.in/html/support.asp>

Bidder needs to submit Bid Processing Fee charges of Rs.2495/- (non-refundable) in the form of Demand Draft from any scheduled bank, in favour of M/s C1 India Pvt. Ltd. payable at New Delhi (or in any other form as acceptable by C1 India Pvt. Ltd.) for participating in the Tender.

Along with the Demand Draft, Bidder needs to send a covering letter mentioning about the Payment Details, Company Name, Address, Payment towards ESIC Bid Processing Fees (mention the Tender ID and Tender Title).

The payment should reach at the below mentioned address, one day before the due date and time of Bid Submission:

**Kind Attn: Mr. Mohit Chauhan
M/s. C1 India Pvt. Ltd.
301, Gulf Petro Chem Building, 1st Floor,
Udyog Vihar, Phase-2,
Gurgaon, Haryana-122 015**

Note: Bid Processing Fee will be Approved only after the receipt of payment

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Sub: Invitation to Re-e-Tender Enquiry for supply of Stationery Articles

From: **The Dean,
ESIC Hospital & O.D.C. (E.Z),
Diamond Harbour Road,
P.O.: Joka, Kolkata: 700 104.**

To: _____

Sir(s),

The Dean invites open **Re -e-tender** for “**supply of Stationery Articles**” as per specifications and/or quantities detailed in the **Schedule** attached. The “**Re-Tender Documents**” comprising the General Terms and Conditions of Contract (Annexure I) and the Special Terms and Conditions of Contract (Annexure II) which will govern any contract made, the Tender Application Form (Annexure III), the drawing & specification (Annexure IV) and the Schedule of contract / specifications of items / proforma for quoting rates (Annexure V) are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office.

Tenderers are requested that, before quoting their rates or filing Re-tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.

The form is a Standard Form of Re-e-Tender. Certain clause /clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause /clauses, which is/are not applicable in the instant case.

All the payment shall be made by **Demand Draft** drawn in favour of **ESI Fund A/c No.1, payable at Kolkata. Cheques/cash will not be accepted.**

If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

The competent authority, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any re-tender and reserve to himself the right of accepting the whole or any part of the re-

tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF RE-TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

CHECK LIST		
1	Earnest Money Deposit by Demand Draft only	Uploaded &Submitted [Yes/No]
2	Valid Trade Licence	Uploaded &Submitted [Yes/No]
3	PAN/TAN other statutory documents	Uploaded &Submitted [Yes/No]
4	Valid GST registration certificate	Uploaded &Submitted [Yes/No]
5	Tender application form	Uploaded &Submitted [Yes/No]
6.	Price Bid	To be Submitted online only.

Note: If valid trade licence constitutes/consists of more than one certificate/page then all the pages are to be enclosed failing which tender is liable to be cancelled.

Yours faithfully,

DEAN

Enclosures:

- Annexure – I (General Tender Terms & Conditions)
- Annexure – II (Special Tender Terms & Conditions)
- Annexure – III (Tender Application Form)
- Annexure – IV (Drawing & Specification)
- Annexure – V (Proforma for quoting rates)

Annexure-I

**ESI-PGIMSR, ESIC MEDICAL COLLEGE &
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GENERAL TERMS AND CONDITIONS

Period for submission of Re-e-Tender form	From 27.10.2017 to 17.11.2017 Upto 2 PM
Pre-Bid meeting	27.10.2017 at 2.30 PM
Last Date & Time of submission of Re-e-tender	17.11.2017 upto 2.00 PM
Date & Time of Opening of Re-e-Tender	17.11.2017 at 2.30 PM
Bid Security / Earnest Money to be sent through Post/Delivered in hand	A Sum equivalent to 2 % of the bid value
Performance security / Security Deposit Money	A Sum equivalent to 10 % of the bid value

1. PREPARATION OF RE-E-TENDER:

The Tenderer shall give full assistance and information as may be required in connection with the contract to the competent authority or any other officer nominated by him to inspect the premises of the tenderer at all reasonable times.

2. SIGNING OF RE-E-TENDER:

- a) The Re-e-tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the Re-tender are not duly & fully filled in. Particular attention may be given to the dates of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing Re-tender or other documents connected with the contract must specify:
 - i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
 - ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
 - iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

NOTE: In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the Re-e-tender and subsequent documents.

3. LATEST HOUR FOR RECEIPT OF THE RE-E-TENDER:

Re-e-Tender shall be submitted within the stipulated date and time. In the event of the stipulated date of opening of the Re-e-tender being declared a closed holiday for Govt. Offices, the date of opening of the Re-e-tender (s) will be the next working day.

4. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:

- i) All Re-tenders should remain valid for acceptance for a **period of twelve months** from the date of opening of the Re-e-tender or for such period as stated in Special Terms & Conditions.

- ii) The contract / Re-tender, if awarded, shall be valid **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year, on terms and conditions of the hospital, while accepting the Re-tender subject to continuous satisfactory performance.
- iii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.

5. OPENING OF RE-E- TENDER:

The Re-e-tender shall be opened on the date and time mentioned here in the document.

6. PRICES:

Prices quoted must be meaningful and measurable in the context.

Price must be clearly shown in **figures and words in Indian currency.**

Re-E-Tenderers should clearly specify whether prices quoted are inclusive of GST/duties/statutory charges or such charges as extra. Where no specific mention is made to GST or other duties, prices quoted shall be deemed to be inclusive of such taxes/charges.

7. DELIVERY TERMS

- a) The delivery of the stores / execution of work / providing the services etc. are required within a period as specified and as the place mentioned therein.
- b) The Re-e- tenderer shall deliver the stores/ execute the work at the destination / space defined to the consignee / authority in good order (of which the competent authority, ESIC Hospital & ODC (EZ), Joka, Kolkata shall be the sole judge) within the limits of the time as deemed reasonable and specify in such quantities/qualities as may be ordered by him from time to time.
- c) Time for and date of delivery: The essence of contract: - The time for and the date of delivery of the stores / date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery / execution must be completed not later than the date(s) specified.
- d) The competent authority may allow additional time under special circumstances such as strikes, lockouts, fire accidents, riots etc.

8. INSPECTION OF STORES /WORK:

Supplies shall be accepted/work shall be certified as completed subject to inspection by competent authority, ESIC Hospital & ODC (EZ), Joka or his assigned representative. Any defect found in the materials / work done will render the supplies/work open to rejection and decision of the competent authority, ESIC Hospital & ODC (EZ), Joka, shall be final and legally binding. The rejected store shall be returned to the suppliers/work may be executed through others, at the risks and costs of contractor.

9. OTHER TERMS

- a) **Responsibility for executing Contract:** The Contractor/Supplier is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of Re-tender.
- b) The Contractor/Supplier shall not sublet transfer or assign the contract to any part thereof without the written permission of the competent authority. In the event of the Contractor/Supplier contravening this condition, Medical Superintendent be entitled to place the contract elsewhere on the Contractors/Suppliers account at his risk and the Contractor/Supplier shall be liable for any loss or damage, which the competent authority, ESIC Hospital & ODC (EZ), Joka, may sustain in consequence or arising out of such replacing of the contract.
- c. **Earnest Money:** The Re-e-tenderer shall have to deposit a **sum equivalent to 2 % of the bid value** as earnest money with their Re-e-tender, failing which the Re-e-tender is liable to be rejected. The earnest money is to be paid by **Demand Draft** drawn **in favour of ESI Fund A/c No. 1, payable at Kolkata. NO CHEQUES WILL BE ACCEPTED.** In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stands forfeited. In the event of acceptance of the Re-e-tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the Re-e-tenderer whose Re-

e-tender is not accepted. **Earnest Money demand draft must be sent by Speed Post/delivered in hand so as to reach on and before the closing date and time of the Re-e-tender to the following address to 'The Dean', ESIC Hospital & O.D.C. (E.Z), Diamond Harbour Road, P.O.: Joka, Kolkata, 700 104, West Bengal'.** At the top of the cover, the following words should be written in block letters **"Re-e-Tender for supply of Stationery Articles"** along with **"Re-Tender No.59/2017"**, failing which the Re-e-tender is liable to be rejected.

- d. Security Deposit:** On acceptance of the tender, within the period specified by the Medical Superintendent, the contractor shall deposit as **security deposit 10% of the bid value** The hospital authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **Demand Drafts payable at Kolkata in favour of ESI Fund A/c. No. 1 or in the form of Bank Guarantee.**
- a) *If the contractor fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Medical Superintendent shall be entitled to make other arrangements at the risk and expense of the contractor.*
 - b) *On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.*
- e. Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.
- f. Insolvency and breach of contract:** The competent authority may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-
- i) If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or
 - ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.
 - iii) If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.
- g. Arbitration:** In the event of any dispute or difference arising out of the terms and conditions laid down in this Re-e-tender, the same shall be referred to Arbitrator appointed by the medical superintendent. The procedure of the Arbitration will be governed by the provisions Arbitration Act 1996 as amended and rules framed thereunder.
- h. Document:** The Re-tenderer should have a valid **Trade licence, GST, PAN / TAN** and produce self copies of such certificates along with the Re-tender papers, **failing which the Re-e-tender is liable to be rejected.**
- i. Statutory requirements:** In case the agency appoints manpower / labour in excess of or equal to the number as specified by law, the agency should comply with all statutory enactments including Contract Labour Regulation and Abolition Act, 1970; Minimum Wages Act where applicable; Payment of wages Act, where applicable; ESI Act, 1948, where applicable; EPF Act, 1952, where applicable; etc. All existing statutory liabilities relating to engagement of personnel related to labour laws shall be sole responsibility of the agency. In that case the successful agency will have to obtain a licence from the licensing officer after collecting the requisite certificate in form V from the hospital authority. The successful agency will have to maintain various registers and records, display notices, abstracts of the rules, etc., and issue employment card to the engaged

labours. The list of workers employed by the contractor shall be communicated to the authority from time to time.

- j.** The successful bidder/Re-e-tenderer shall obtain a valid license under the Contract Labour (R & A) Act, 1970 & Rules framed there under and shall continue to hold it till completion of the contract wherever applicable,
- k. Right to accept / reject:** The hospital authority reserves the right to **reject** any or all Re-e- tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to **award** any or part or full contract to any successful agency at its discretion and this will be binding on the Re-e-tendered.
- l. Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfilment of the contract or in the securing of transport facilities.
- m.** The Re-e-tenderer should have a place of business in and around Kolkata and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed Re-e-tender form.
- n.** The list of personal deployed to be intimated to the authority from time to time. The personal employed by the Re-e-tenderer should have proper uniform for identification. The persons so deployed shall not have any claim for permanent absorption in the hospital and such claim if raised shall be violation of the terms and conditions of the agreement of the hospital authority shall have the right to cancel the agreement to terminate such deployment termination.
- o.** The contractor will be responsible for such conduct of the persons engaged by him in the hospital, which will be conducive for maintaining as harmonious atmosphere as expected in the hospital and will be responsible for any act & omission of such persons.
- p.** In the event of any violation of laws, rules, statutory provisions by the contractor, this will amount to breach of contract and in such case, the hospital will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
- q. Validity of Contract:** The contract, if awarded, shall be valid **initially for one year from the date of award** subject to continuous satisfactory performance. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year, on terms and conditions of the hospital, while accepting the Re-e-tender subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the hospital will have the right to terminate the contract forthwith in addition to forfeiting the security amount deposited by the contractor and initiating administrative actions for black listing, etc. solely at the discretion of the hospital authority. This period of one year can further extended to a maximum of one year at the sole discretion of hospital authority without prejudice to any other right of the hospital.
- r.** The Re-e-Tenderers will quote the rates in respect of jobs / services described above in various paras and shall fill **Annexure - V** appended herewith along with the Re-e-Tender Application form.
- s.** The successful agency shall have to enter in to an agreement with the Hospital and the cost incurred in this connection, shall have borne by the contractor.
- t.** The rate once accepted by the hospital shall remain unaltered through the period of contract ,including any extended period
- u.** Competent authority, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any Re-e-tender and reserve to himself the right of accepting the whole or any part of the Re-e-tender or portion the quantity offered and you shall supply the same /execute the work at the rate quoted by you. You are liberty to Re-e-tender for the whole or any part.
- v.** Acceptance by the purchaser shall be communicated in due course. You are requested that the instruction contained in the said communication should be acted upon immediately/as asked for.
- w.** The hospital authority reserve the right to award any part or full contract to any successful agency (ies) at its discretion and this will be binding on the Re-eTenderers.
- x. Failure and Termination:** If the contractor fails to deliver the stores or any instalments thereof within the period prescribed for such delivery in the contract or any time liquidation the contract before the expiry of such period, competent authority may without prejudice to his right to recover damages for breach of the contract, be entitled at his option.
 - a. To recovery from the contractor as agreed liquidated damages, by way of penalty a sum equivalent to 2% of the price of any stores/services which the contractor has failed to deliver within the period fixed for delivery for the schedule for each month or part of the month during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, or

- b. To purchase elsewhere, without notice to the contractor, on his account and at the risk of the contractor, the stores/services not delivered or store/services of similar description (where stores/services exactly complying with the particulars are not in the opinion of the competent authority, ESIC Hospital & ODC (E.Z), Joka, readily procurable such opinion being final). Without cancelling the delivery in respect of the consignments not yet due for delivery or
- c. To cancel the contract or a portion thereof, and if so decided to purchase or authorise to purchase of store/services not so delivered or other of a similar description (where store/services exactly complying with the particulars are not, in the opinion of the competent authority readily procurable, such opinion being final) at the risk and cost of the contractor.

DEAN



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Tender No. 412.D.16/12/2/2013/Admin Stationery/ Vol. V

Dated: 06/06/2016

SPECIAL TERMS AND CONDITIONS

The following special terms and conditions shall apply for supply of Stationery Articles.

1. **The Re-e-Tenderers should have a place of business in and around Kolkata and the complete Postal Address, telephone / Mobile / Fax / E-mail address, etc. while submitting the completed Re-e- tender form.**
2. The agency while submitting their Re-e-tender form shall enclose Photostat copies of trade licence essential for carrying out the activities under reference, Sales tax / VAT, PAN and any such other documents specified hereto. Re-e-Tender form incomplete in any respect and not supported with Earnest Money and the above-mentioned requisite documents, will be summarily rejected by the hospital.
3. The Competent Authority reserves the right to reject any or all Re-e-tenders without assigning any reason whatsoever.
4. **INSPECTION / INSTALLATION OF STORES / EQUIPMENTS:**
Supplies shall be accepted subject to the complete satisfaction of Medical Superintendent. Any defect found in the materials / stores supplied / work done will render the supplies / work open to rejection and decision of the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, shall be final and legally binding. The rejected store shall **have to be taken back** at their own cost and risk, and **shall replace** such rejections with the items of standard specifications / quality as acceptable to the Hospital Authority. Alternatively, the stores may be purchased from others / work may be executed through others, at the risks and costs of the Re-e- tenderer, at the discretion of the competent authority.
5. **SAMPLES**
Wherever applicable / whenever asked, the firms shall have to submit samples of item(s) for verification / inspection, approval, etc., if required and the firm shall have to comply with such conditions. It is, therefore, in the own interest of the firm(s) concerned to get their proofs / samples, etc verified / inspected before effecting supply at their own cost. Samples supplied should not be less than the quantity necessary for the test given in the specifications (if any) or in the schedule to Re-e-tender. Each sample should have a card affixed to the sample which should bear the following information:
 - i. Your Name and address
 - ii. Re-e-Tender Number
 - iii. Date of opening of Re-e-tender
 - iv. Item no. against which Re-e-tendered
 - v. Any other relevant description deemed fit.
 1. Samples shall not be returned normally (until specifically asked for within one month of opening of Re-e-tender in case of Implants, Equipments, Furniture and Instruments only, where the same shall be collected back from the hospital at the cost and risk of the Re-e-Tenderers) and shall be the property of the ESIC.
 2. **Re-Tender selection will be made on the basis of rate quoted in Annexure- V by the technically suitable/qualified bidder.**

8. The payment to the contractor will be made mandatorily by electronic mode such as RTGS/NEFT etc. The contractor is instructed to supply the following information along with the Re-tender.

- (i) Name of the Bank
- (ii) Name of the branch
- (iii) Account Number
- (iv) IFSC Code
- (v) MICR Number

DEAN



Annexure - III**RE-E-TENDER APPLICATION FORM**

1	Name of the firm:-	
2	a	Full Postal Address:-
	b	Cell Phone No.
	c	Telephone No:-
	d	Fax No.
	e	Email Id:
3	Name and Address of your Bankers stating the name in which the Account stands:-	a) Name of Bank
		b) Name of Branch
		c) A/c. No.
		d) IFSC Code
		e) MICR Number
4	Are you in the list of approved contractors of any other organisations / institutions, if any give details:-	
5	Give details of any Government contracts executed during the last twelve months:-	
6	Any other information which you consider necessary to furnish:	

UNDERTAKING

- a) I, the undersigned certify that I have gone through the terms and condition mentioned in the Re-e- tender document and undertake to comply with them.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other institution/hospital in India.
- c) The Earnest Money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft No. _____ dated _____ drawn on bank _____ Branch _____.
- d) I/We give the rights to Medical Superintendent to forfeit the Earnest Money/Security money deposit by me/us if any delay occur on my/agent's part or fail to supply the articles within the appointed firms of desired quality.
- e) There is no vigilance/CBI case or court case pending against the firm.
- f) I hereby undertake to supply the items as per directions given in the Re-e-tender document/supply order within stipulated period.
- g) Whether signing as - (please refer to point 02 of annexure -1)

Date:-

Signature of the Tenderer:-

Place:-

Full Name:-

Designation:-
(Office seal of the tenderer)

Annexure-IV

Sl. No.	Item	Specification/ Drawing
1	A-4 Paper	A/4,210 X297 mm, Pack of 500 Sheets, 80 GSM,
2	Note Sheet	8-1/2" X 13-12", one pad should be of 100 sheets, margin line should be printed on the left hand side of both side, and 20 pads should weight 11.9 Kg without card board.
3	Pencil	Good Quality, Black HB
4	Eraser	Non Dust (White)
5	Sharpener	Good Quality
6	File Cover	Printed File Cover
7	Cello tape (Big)	Good Quality 1", Big Size
8	Punching Machine (Single hole)	Good quality (Single Hole)
9	Paper Weight	Transparent Glass sheet,
10	Cartridge-88A	88A
11	Cartridge-36A	36A
12	Cartridge-35A	35A
13	Cartridge-78A	78A
14	Cartridge-12A	12A
15	Cartridge-5A	5A
16	Thrade Ball	Good quality, weight 100 Gms, Pack of 4 Ball
17	Carbon Paper (Small)	Double full scape, Pkt of 100 sheet,
18	Battery (Big)	1050
19	Battery (Medium)	1035
20	Battery (Pencil)	1015
21	Carbolic Acid	500 ml bottles
22	Poker	Good Quality
23	P.P. Container	Good quality
24	Bucket with lid (Big)	Good Quality, Capacity 50 Lts.
25	Bucket with lid (Medium)	Good Quality, Capacity 30 Lts.
26	Bucket with lid (Small)	Good Quality, Capacity 20 Lts.
27	Blank CD/DVD	Good quality
28	Water Jug	Good Quality, food transplant plastic
29	Naphthalene	Good Quality, 500 gm
30	Medicine Container	Good quality
31	Clock	Good quality
32	Colour Chalk	Good quality
33	Hypochlorite Solution	Jar of 5 ltrs

34	Knife	Good Quality
35	Highlighter Pen	Good quality
36	Marker Pen (Fine)	Good quality
37	Pen Stand	Good Quality,2 Pen holder
38	Stapler Big.	Good quality with plastic covering, 24/6 (Big)
39	Stapler Small	Good quality with plastic covering, (Small) HD-10D
40	Stapler Pin (Big)	For use in Stapler 24/6,
41	Stapler Pin (Small)	For use in stapler HD-10D
42	Calculator	Good Quality
43	Stamp Pad (Small)	Good Quality
44	Scissor (Small)	Good Quality
45	Whitener	Good Quality
46	Alpin	Solid Head, Sharp point, Nickel plated,26mm length, packet of net weight 70 gms,
47	Cotton Tag	Cotton Tag Length=12", 1Pkt=10 x100 pcs
48	Bleaching Powder	Good quality
49	Tube Light 40 Watt	Good quality
50	C.P.I. 10 (Ink of Cyclostyle Machine)	Good Quality
51	Mosquito Replant Oil	Good Quality

ANNEXURE-V**PLEASE QUOTE RATE**

A	B	C	D	E	F
Sl. No.	Item	Quantity	Unit cost	Total Amount (in figure)	EMD (2% of E)
1	A-4 Paper	1350 Ream			
2	Note Sheet	120 Pad			
3	Pencil	380 Nos.			
4	Eraser	240 Nos.			
5	Sharpener	90 Nos.			
6	File Cover	3720 Nos.			
7	Cello tape (Big)	260 Nos.			
8	Punching Machine (Single hole)	10 Nos.			
9	Paper Weight	90 Nos.			
10	Cartridge-88A	63 Nos.			
11	Cartridge-36A	12 Nos.			
12	Cartridge-35A	5 Nos.			
13	Cartridge-78A	11 Nos.			
14	Cartridge-12A	15 Nos.			
15	Cartridge-5A	3 Nos.			
16	Thrade Ball	100 Pkt.			
17	Carbon Paper (Small)	100 Pkt.			
18	Battery (Big)	300 Nos.			
19	Battery (Medium)	200 Nos.			
20	Battery (Pencil)	200 Nos.			
21	Carbolic Acid	1000 Bottles			
22	Poker	30 Nos.			
23	P.P. Container	1150 Nos.			

24	Bucket with lid (Big)	42 Nos.			
25	Bucket with lid (Medium)	95 Nos.			
26	Bucket with lid (Small)	200 Nos.			
27	Blank CD/DVD	90 Nos.			
28	Water Jug	50 Nos.			
29	Naphthalene	10 Kg.			
30	Medicine Container	275 Nos.			
31	Clock	20 Nos.			
32	Colour Chalk	40 Box			
33	Hypochlorite Solution	520 Ltrs.			
34	Knife	40 Nos.			
35	Highlighter Pen	50 Nos.			
36	Marker Pen (Fine)	440 Nos.			
37	Pen Stand	7 Nos.			
38	Stapler Big.	45 Nos.			
39	Stapler Small	65 Nos.			
40	Stapler Pin (Big)	260 Box			
41	Stapler Pin (Small)	280 Box			
42	Calculator	25 Nos.			
43	Stamp Pad (Small)	80 Nos.			
44	Scissor (Small)	60 Nos.			
45	Whitener	60 Nos.			
46	Alpin	540 Pkt.			
47	Cotton Tag	500 Bundle			
48	Bleaching Powder	1040 Kg.			
49	Tube Light 40 Watt	630 NOs.			
50	C.P.I. 10 (Ink of Cyclostyle Machine)	46 Nos.			
51	Mosquito Replant Oil	769 Nos.			

List of documents enclosed:

- 1.
- 2.
- 3.
- 4.

Date:
Place:

Signature & Seal of the Tenderer
Full Name of the Tenderer: