

**VISAKHAPATNAM PORT TRUST
MEDICAL DEPARTMENT**

TENDER FORM

**Enquiry No. IMED/SO/Stationary
Forms/2019.
DT. 02-03-2019.
Tender due date: 16-03-2019**

Please submit by 12.00 noon with our
enquiry number duly super scribed, subject to the
terms & conditions printed over leaf, quote as per
proforma enclosed.

Sub: Printing and Supply of 10 types of Stationary forms for use in various sections of
G.J. Hospital

SI No	Description of Item	Quantity
1.	Injection Chart Specifications: A3 Size , one side form	1000 No's
2.	M.I.Books Specifications: A Book of Size DFC-18 contains 50 pages with Printed cover of Blue color	2000 No's
3	M.I.Books Specifications: A Book of Size DFC-18 contains 50 pages with Printed cover of pink color	2000nos.
4.	Out side Referral forms	50,000 nos.
5.	Investigation referral forms	10,000 nos.
6.	Sick and Fit books	50 nos.
7.	Sick Extension Books	50 nos.
8.	Case Seet Books	5000 nos.
9.	Feed Back Forms Telugu & English) both sides	500 nos.
10.	Test result form A4 size both sides 2 pgs.	2000 nos.

For Visakhapatnam Port Trust	All the terms & conditions including those at the overleaf are accepted.
Chief Medical Officer	Place: _____ Dt. _____
	Signature of tenderer with Firm's seal.

Terms & conditions of tender

- 1. Quotation should be free from corrections / erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered.**
- 2. Technical specifications and brochures all drawings, sketches and samples if any sent along with this enquiry, must be returned along with quotations duly signed.**
- 3. THE QUOTATIONS MUST BE IN THE FORM FURNISHED BY THE PORT TRUST.**
- 4. The port Trust reserves the right to reject any or all tenders without assigning any reasons there of and does not bind itself to accept the lowest quotations.**
- 5. The Port Trust will not issue "C" or "D" form for the purpose of concessional rate of sale tax you may claim at full rate, if legally livable.**
- 6. The Pot Trust reserves the right to modify the quantity specified in this enquiry.**

**TENDER FOR SUPPLY OF STATIONARY FORMS ETC.
(TO FILLED IN & SIGNED BY THE TENDERER)**

To,
The Chief Medical Officer
Visakhapatnam Port Trust,
Visakhapatnam 530 035.

Firm's Reference:
Date:
Sealed Quotation to be submitted by
12.00 p.m on:16-03-2019, the same will be
opened at 3.00p.m. on the same date by
the Tender Committee.

Sir,

Sub: Tender No.

for supply of

I/we engage for Printing and Supply of 10 types of Stationary formats / Books for use in various sections of G.J.Hospital, with the articles specified below upon the terms and conditions as specified in your limited tender.

Sl.No.	Description	Quantity	Total value in figure	Total value in words.
1.	Injection Chart Specifications: A3 Size , one side form	1000 No's		
2.	M.I.Books Specifications: A Book of Size DFC-18 contains 50 pages with Printed cover of Blue color	2000 No's		
3	M.I.Books Specifications: A Book of Size DFC-18 contains 50 pages with Printed cover of pink color	2000nos.		
4.	Out side Referral forms	50,000 nos.		
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6.	Sick and Fit books	50 nos.		
7.	Sick Extension Books	50 nos.		
8.	Case Seet Books	5000 nos.		
9.	Feed Back Forms	500 nos.		

	Telugu & English) both sides			
10.	Test result form A4 size both sides 2 pgs.	2000 nos.		

- 1. The above mentioned rate(s) is /are exclusive of taxes and duties and is / are on door delivery at G.J. Hospital/V.P.T / F.O.R Visakhapatnam by Road /Rail. The price will remain firm till supply.**
 - 2. The rates of taxes and duties will be as under:**
Sales Tax : Payable extra. Present rate _____
Excise duty : Payable extra. Present rate _____
Delivery Period:
 - 3.This offer will remain valid upto 90 days from the date of opening of the tender. The acceptance of this tender by the VPT shall constitute a binding contract between me / us and the organization.**
- Encl:Tender conditions duly signed & acceptance / signature of the tenderer**

Name & complete Address of tender : M/s

GENERAL TERMS & CONDITIONS OF LIMITED TENDERS

1. All the conditions appearing in tenderer's letter head or else where stands cancellation and the conditions as mentioned in this tender alone will be valid and supercede any or all the conditions appearing in any of the papers submitted by the tenderer.

2. Submission of a sample or quotation of a brand or make will not absolve the tenderer from the responsibilities arising out of rejection or suppliers which when examined/tested, prove not to be up to specification or not meeting the purpose of buying the item.

3. All the materials to be supplied against the tender should be brand new and manufactured out of virgin raw materials and with proper workmanship and latest technology.

4. Full payment will be made within 30 days of receipt of the material in good condition.

5. **INSPECTION:** Inspection will be done on receipt of materials at G.J.Hospital. If any goods are rejected during inspection, the rejected goods will lie at out G.J.Hospital/site on as is where basis at the risk a responsibility of the seller right from the moment of rejection of the goods. The purchaser will not accept any responsibility for the rejected materials under any circumstances. The rejected goods will be replaced by the seller within one week or within the period as would be decided by the purchaser, of receipt of notice from the purchaser. If any payment is made the rejected goods will not be returned to the seller unless replacement is made by the seller and the same as accepted by the purchaser.

6. **DRAWINGS:** Drawings, if any, attached with the tender should be verified by the tenderer before submission of tender. The purchaser will not entertain any indulgence or any claim for price increase etc. which is resulted due to not verifying the drawing carefully at the time of submission of tender. If the tenderer's drawing needs to be approved by the purchaser, the same must be submitted in quadruplicated along with the tender and the purchaser will not consider any request for extension of delivery period etc if the tenderer fails to do so.

7. **GUARANTEE:** Other than consumables or similar nature items, all the items supplied against this tender shall have guarantee for satisfactory performance for a period of 12 months from the date of commencement of use or 18 months from the date of supply, whichever ever is earlier. Consumables will have guarantee for its performance, function as per the general experience ensuring the desired level of satisfaction.

8. If the tenderer fails to delivery the goods or part thereof within the specific delivery period or as the extended delivery period or at any time repudiates the contract before expiry of such period, the purchaser may without prejudice to his other rights:

- A) Recover penalty from the contractor @ 0.5% per week or part thereof subject to a maximum limit of 10% of the value of the items not supplied / delayed.
- B) Cancel the order for the outstanding quantity at the risk, cost & responsibility of the contractor and buy the materials from alternative sources, and the defaulting contractor shall have to pay to the

purchaser the differential cost plus 18% towards departmental charges. The tenderer shall have no right to claim compensation such cases.

9. Any increase in Taxes and Duties after expiry of the contractual delivery period of during the extended delivery period is not admissible.

10. The court at VISAKHAPATNAM will alone have jurisdiction to decide and dispute arising out of or in respect of the contract.

All the particulars as mentioned in the tender are noted without any reservation/ addition/alterations.

CHIEF MEDICAL OFFICER