



RASHTRASANT TUKDOJI REGIONAL CANCER HOSPITAL & RESEARCH CENTRE

NAGPUR, MAHARASHTRA-440027

TENDER ENQUIRY DOCUMENT

**FOR PURCHASE OF
MEDICAL EQUIPMENT**

❖ **NOTICE INVITING TENDER(NIT)**

Tender No: R.S.T:R.C.H:2018/001

Rashtra Sant Tukdoji Regional Cancer Hospital and Research Centre, a trust hospital, invites competitive bids from domestic and international bidders for supply of **Medical Equipment**.

A non-refundable tender fee of **INR 5,000.00** should be sent through NEFT on below bank details:

Account name	Cancer Relief Society RST RCH & RC
Account number	911010046641553
IFSC code	UTIB0001044
Branch details	Axis Bank, Medical Square, Nagpur

The schedules for different activities are as below:

Sr.No.	Description /Name of the Dept.	Schedule
I.	Tender details available on RST website www.rstrch.com	From dt:18-01-2018 to dt:11-02-2018
II.	Last date and time for submission of completed Tender form	Up to 5:00 P.M on dt:11-02-2018
III.	Date of pre bid conference	10:30AM on 30-01-2018
IV.	Date and time for opening of Technical Bid	At 2:00PM on dt: 12-02-2018
V.	Document type	Single Stage – Double Bid system
VI.	Tender category	Medical equipment
VII.	Venue for bid opening	Office of AAA Healthcare Consultancy 53,54 Kalpataru Court, Dr.C.G.Road, Chembur East, Mumbai-400074
VIII.	Dates of sale of tender documents	(18-01-2018 to 11-02-2018 till 3:00 PM)
IX.	Closing date of receipt of bids	11/02/2018 till 5.00 PM
X.	Opening of commercial bid tender	Will be intimated to eligible bidders only, via email
XIII.	Tender Submission details	Completed tender documents should be email to rsttender@aaahealthcare.com on or before 5:00PM dt:11-02-2018

An application on the company letter head, addressed to **'The Medical Director, RST RCH & RC, Nagpur'** can be sent via email to admin@rstrch.com, along with NEFT of INR 5000/-.

On receipt of the application and the NEFT from the tenderer email will be sent to the tenderer on the further documentation process.

For any enquiries please contact:

Administrative office between 8:30am to 5:00pm

(Contact No. 0712-2753068, 2744441, 2748995)

❖ DEFINITIONS AND ABBREVIATIONS

▪ **DEFINITIONS**

- Bidder: means a person or organisation making a formal offer for supply of Medical Equipment.
- Consignee: means RST RCH & RC Nagpur through its Medical Director.
- Day: means calendar day.
- Inspection: means activities such as measuring, examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- Purchaser: - means the organization purchasing Medical Equipment as incorporated in the tender document.
- Tender: means Bids Quotations/Tender received from any firm.
- Services: means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier.
- Specifications: means the document/standards that prescribe the requirements with which goods or services have to conform.
- Supplier: means the firm supplying the Medical Equipment.
- Tender Document: means an offer for the supply of Medical Equipment.

▪ **ABBREVIATIONS**

- "TE Document" means Tender Enquiry Document
- "NIT" means Notice Inviting Tenders.
- "LC" means Letter of Credit
- "DP" means Delivery Period
- "BG" means Bank Guarantee
- "CD" means Custom Duty
- "GST" means Goods and Services Tax
- "CDEC" means Custom Duty Exemption Certificate
- "BL" means Bill of Lading
- FOB" means Free on Board
- "FCA" means Free Carrier
- "FOR" means Free On Rail
- "CIF" means Cost, Insurance and Freight
- "CIP (Destinations)" means Carriage and Insurance Paid up to named port of destination.
- Additionally the Insurance (local transportation and storage) would be extended and borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery.
- "CMC" means Comprehensive maintenance Contract (labour, spare and preventive maintenance)
- "RT" means Re-Tender.

❖ **Invitation of tender for procurement of medical equipment's**

From,

Rashtra Sant Tukdoji Regional Cancer Hospital and Research Centre,

Manewada Road,

Wanjari, Nagpur,

Maharashtra-440009

Sir,

Medical Director, Rashtra Sant Tukdoji Regional Cancer Hospital and Research Centre, Nagpur, Maharashtra invites e- tender in Double Bid system for procurement of medical equipment's as per the specification enclosed.

Tenderers are requested to submit the requisite information/documents as per the Following annexure:-

- Annexure – I (Compulsory documents or check list)
- Annexure – II (Tender for supply of medical equipment)
- Annexure – III (Instructions to bidders)
- Annexure – IV (Tender terms and conditions)
- Annexure – V (Price schedule)
- Annexure – VI (Quotation for CAMC)
- Annexure – VII (Company Profile)
- Annexure – VIII (Warranty certificate)
- Annexure –IX (Price list for spares/consumables/reagents)
- Annexure – X(Tender Document)
- Annexure – XI(Declaration Form)

ANNEXURE – I**COMPULSORY DOCUMENTS CHECK LIST****1. Compulsory documents for Technical Bid:**

Sr.No	Title	Status	Page No
1.	Have you submitted duly signed tender document of RST RCH downloaded from website?	Submitted (Yes / No)	
2.	Have you submitted: a. The certificate of registration, if a firm b. Valid trade license, if a trade	Submitted (Yes / No)	
3.	PAN Number of the firm/partner/owner as the case may be	Submitted (Yes / No)	
4.	GST registration certificate	Submitted (Yes / No)	
5.	Have you furnished annual report (Balance Sheet & Profit & loss Account) for three years prior to the date of Tender opening? / In case of trader, income tax return for Fy:2016-17, 2015-16,2014-15	Submitted (Yes / No)	
6.	Have you accepted delivery period as per Tender document?	Submitted (Yes / No)	
7.	Have you accepted the terms of delivery to The Medical Director, RST RCH & RC, Nagpur	Submitted (Yes / No)	
8.	Have you accepted the warranty/CMC as Per TE document?	Submitted (Yes / No)	
9.	Have you accepted all terms and conditions of TE document?	Submitted (Yes / No)	
10.	Have you fully accepted payment terms as per TE document?	Submitted (Yes / No)	
11.	Purchase Order copies for having supplied the quoted equipment to Government Hospitals/reputed institutions (PO date should be in 2014-15/2015-16/2016-17) Old PO will not be considered	Submitted (Yes / No)	
12.	Performance Certificate duly authenticated from any other users of the equipment for Fy:2014-15/2015-16/2016-17 from Govt/reputed hospitals	Submitted (Yes / No)	
13.	Certificate that the quoted items have not been supplied to any other organization/institution at a rate, lower than quoted here in last 3 months	Submitted (Yes / No)	
14.	One copy containing terms and conditions and specification of the quoted equipment signed by the tenderer at the bottom of each page with the office seal duly affixed	Submitted (Yes / No)	

2. Compulsory documents for Price Bid:

1.	Price Bid for the quoted equipment	YES / NO	
2.	Quotation for CAMC	YES / NO	
3.	Price catalogue for all spares/consumables/reagents of the equipment (if any) for five years after warranty period	YES / NO	

ANNEXURE - II

TENDER FOR THE SUPPLY OF MEDICAL EQUIPMENTS

REQUIRED FOR USE IN THE MEDICAL DIRECTOR, RST RCH & RC, NAGPUR.

To
Rashtra Sant Tukdoji Regional Cancer Hospital
And Research Centre,
Nagpur,
Maharashtra-440009

Respected Sir,

Sub: Forwarding of Tender documents for Medical Equipment

We have pleasure in submitting our tender for _____ (Name of the equipment)

We bind ourselves to the conditions prescribed in the Tender Notification.

OFFICE SEAL:

NAME & ADDRESS:

SIGNATURE:

DESIGNATION:

DATE:

ANNEXURE – III

INSTRUCTIONS TO BIDDERS

All the details about the tender can be checked from the website www.rstrch.com

All bidders/contractors are required to participate in the tender

ANNEXURE – IV

TENDER TERMS AND CONDITIONS

1. The office of Medical Director, RST RCH & RC, Nagpur, and Maharashtra will not be responsible for any delay whatsoever in receipt of bids.
2. The two part bids i.e. Techno - commercial (Unpriced Bid) and Price bid prepared by the bidder shall comprise of the following:

A. Techno - commercial Bid (Unpriced Bid)-Compulsory Documents

- a. Detailed technical specification of items quoted along with catalogue/literature, make and model of the equipment offered without indicating price.
- b. Statements of deviations from tendered commercial conditions, if any.
- c. Statement of deviations, parameter wise, from tendered specifications, if any.
- d. Authority letter from manufacturer, in case tender is submitted by agents.
- e. Tenderers have to indicate the name and address of the bankers.
- f. Have you submitted:
 - The certificate of incorporation/firm registration, if a firm.
 - Valid trade license if a trader.
 - PAN Number of the firm/partner/owner as the case may be.
 - GST registration Certificate.
 - Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening? /In case of trader, income tax return for FY: 2016-17, 2015-16, 2014-15.
 - Purchase Order copies for having supplied the quoted equipment to Government hospitals/reputed institutions.
- g. Separate tender documents to be uploaded for each department including common documents.

B. Price Bid

- a. The information given at Techno - commercial bid should be reproduced in price bid with prices indicated. Any deviation in this regard will render the bid liable for rejection.
- b. Rates should be typed in words as well as in figures, free from erasing, cutting and overwriting.
- c. Price quoted should match with the items quoted in techno - commercial bid.
- d. Each and every page of the quotation should be separately numbered and duly signed with stamp.
- e. In case the price quoted cannot be matched with the items/quoted in technical bid, the bid shall be liable to be rejected.
- f. The quoted price should be all inclusive lump sum price offered for each item including cost of the equipment, freight, insurance, transit insurance, packing forwarding etc., and including charges for installation and commissioning with all men and material required for the same and including charges for the quoted warranty period. Rates and GST must be quoted separately.
- g. The rates quoted should be F.O.R to RST RCH & RC, Nagpur. No other charges in addition will be payable on any account over and above the lump sum price quoted in the price bid. The rates quoted in ambiguous terms such as "Freight on actual basis" or "Taxes as applicable extra" or "Packing forwarding extra" will render the bid liable for rejection.
- h. Only Techno - commercial bid (un-priced bid) will be opened first on the date mentioned in the presence of bidders who choose to be present. The price bid of the firm whose equipment is technically eligible, fulfilling the specifications and all other conditions alone, will be considered for evaluation.

- i. A certificate that the quoted items have not been supplied to any other organization / institution at a rate lower than quoted here, should be enclosed.
 - j. For imported goods, the price quoted shall not be higher than the lowest price charged by the tenderer for the goods of the same nature, class or description to a purchaser, domestic or foreign or to any organization or department of Govt. of India.
3. If it is found at any stage that the goods as stated have been supplied at a lower price, then that price, with due allowance for elapsed time will be applicable to the present case and the difference in cost would be refunded by the supplier to the purchaser, if the contract has already been concluded.
4. Tender currencies: The tenderer supplying indigenous goods shall quote only in Indian Rupees.
5. Only the manufacturers or their authorized distributor/stockist would be considered for the tender.
6. If an agent submits bid on behalf of the principal/OEM, the same agent shall not submit a bid on behalf of another principal/OEM in the same tender for same item/product.
7. Successful bidder shall not be entitled to any rate revision of price for any reason except that allowed by hospital.
8. Copies of Purchase Order for having supplied the quoted equipment to Government Hospitals/reputed institutions should be enclosed. The rates quoted in the purchase order should not be deleted or made illegible. A certificate duly authenticated from any other users of the equipment about satisfactory performance should also be enclosed.
9. For the equipment where reagents, cartridge, other consumables, etc. are required the price bid must include: A) The rate list indicating the prices of the consumables prevalent on the date of tendering B) List should indicate the cost and life of consumables C) The rate for reagents, consumables etc. should remain constant for five years. D) Mention the available pack size for reagents and where ever applicable.
10. Firms should also give a certificate that spares/ consumables/ reagents of the equipment quoted will be freely available at least for five years after warranty period.
11. The equipment should be Guaranteed/ Warranted (Comprehensive) for a minimum period of three years from the date of satisfactory installation and inspection.
12. Firm should undertake to enter into Annual Maintenance Contract (CAMC) for equipment as well as for accessories attached for a minimum period of five years after completion of warranty period and accordingly quote the rates of CAMC for five years. The rates for CAMC (Comprehensive) should not exceed 10% per annum, of the unit cost of the equipment on the date of purchase. Firm should undertake to keep the equipment in running order throughout the year and in case of equipment going out of order during warranty CAMC the fault should be attended within 24 hours and rectified within 7 days of lodging the complaint.
13. If the equipment needs calibration, the firm shall be responsible for calibration as part of CAMC.

14. Tenderer should be able to demonstrate (dry Demo and wet Demo) the product quoted by them, to the Technical evaluation Committee in Nagpur within the due date.
15. The company will get only one chance for demonstration. In case, the company fails to arrange the demonstration; the tender shall be liable for cancellation.
16. The date for demonstration shall be fixed with mutual consent on telephone/e-mail and the same shall be confirmed in writing or by fax. In any case, not more than two weeks' time shall be given to arrange for demonstration.
17. The Medical Director, RST RCH & RC, Nagpur, and Maharashtra will be at liberty to terminate the tender proceedings without assigning any reasons thereof. The bidder will not be entitled for any compensation whatsoever in respect of such termination.
18. Bidders in their own interest shall ascertain the eligibility for whatsoever concessions and exemptions are eligible and applicable to the Medical Director, RST RCH & RC, Nagpur, and shall advise the purchaser and quote accordingly.
19. Delivery Schedule: Supplier shall specify delivery schedule on CIP at hospital basis.
20. Language: The tender submitted by the bidder and all subsequent correspondence and documents relating to the tender exchanged between the bidder and the purchaser shall be written in the English language.
21. Tender Currencies: The bidder supplying indigenous equipment or already imported goods shall quote in INR. For imported goods supplied directly from abroad, prices shall be quoted in INR/USD/Euro/Pound. As regards price(s) for allied services, if any required with the goods, the same shall be quote in INR/USD/Euro/Pound.
22. Applicable Law: The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

23. Terms and Mode of Payment

Payment Terms

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

A. Payment for Domestic Goods Or Foreign Origin Located Within India.

Payment shall be made in Indian Rupees as specified in the contract in the following manner:

- a. **On delivery:** 100% payment of the contract price shall be paid on receipt of goods in good condition and upon the submission of the following documents:
 - four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
 - i. Consignee Receipt Certificate in original issued by the authorized representative of the consignee;
 - ii. Two copies of packing list identifying contents of each package; Inspection Certificate issued by the nominated Inspection agency, if any;
 - iii. Certificate of origin;
 - iv. Installation certificate from the supplier duly signed by user department Head and Biomedical Engineer.

B. Payment for Imported Goods:

Payment for imported goods shall be made as specified in the contract in the following manner:

- a. On delivery:** Ninety (90) % payment for goods shipped shall be paid through irrevocable, non-transferable Letter of Credit (LC) opened in favour of the supplier in a bank in his country and upon submission of documents specified hereunder:
- i. Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
 - ii. Original and four copies of the negotiable clean, on-board Bill of Lading/Airway bill, marked freight prepaid and four copies of non- negotiable Bill of Lading/Airway bill;
 - iii. Four copies of packing list identifying contents of each package;
 - iv. Insurance Certificate and documents also to be submitted for payment of LC confirming that dispatch documents has already been sent within 24 hours to all concerned as per the contract;
 - v. Manufacturer's own factory inspection report and Certificate of Origin.

C. On Acceptance:

- i. Balance payment of 10 % of net CIP price of goods would be made against 'Final Acceptance Certificate' Letter of Credit (LC) in Indian rupees opened in favour of the Foreign Principal in a bank in his country, subject to recoveries, if any.
- ii. Payment of custom duty amount with Custom Duty Exemption Certificate (CDEC), if applicable, customs clearance and handling charges, loading/unloading, inland transportation, incidental costs till consignee site & incidental services (including installation & commissioning, supervision, demonstration and training) will be paid by the tenderer.
- iii. Payment of Indian Agency Commission: Indian Agency commission will be paid to the manufacturer's agent in the local currency for an amount in Indian rupees indicated in the relevant Price Schedule (as per prevailing rate of exchange ruling on the date of Contract).

