

**OFFICE OF THE DEAN,
MGM MEDICAL COLLEGE, INDORE**

*TENDER FORM FOR SUPPLY
OF
MEDICAL BOOKS*

2014-15

Price: Rs. 1000/- (by hand)

M G M MEDICAL COLLEGE, INDORE

TENDER FORM FOR SUPPLY
OF
MEDICAL BOOKS
2014-15

Issued by:

**Dean & CEO,
M G M Medical College,
Indore**

Address: -

A.B.Road,Indore

Phone No. :0731-2527383,2527679

Fax No. 0731-2514628

E-mail ID: - deanmgmmc.indore@rediffmail.com

Website: -www.mgmmcindore.org



M G M MEDICAL COLLEGE,INDORE

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Sr. No.-----

Money Receipt No.-----

Last Date for sale of tender form	:	15.9.2014 upto 5.00 P.M.
Last Date for submission	:	16.9.2014 upto 1.00 P.M.
Opening of tender	:	16.9.2014 at 4.00 P.M.

To,

The Dean & CEO
MGM Medical College
Associated Hospitals (Autonomous Society),
A.B. Road, Indore (M.P.)
452 001

Subject: Tender submission for -----

We, the undersigned being a bidder for ----- undertake to abide by the terms and conditions as have been specified in the tender form. In the event of acceptance of our bid offer, we shall enter into an agreement with you at approved rates.

Yours faithfully,

Authorized Signatory

(Full Name & Address of Authorized signatory under official seal)

Date:-----

Date:-----

Phone No.:-----

Fax No.:-----

Mobile No.:-----

E-Mail: -----

Enclosures:



M G M MEDICAL COLLEGE, INDORE

GENERAL INSTRUCTIONS

TENDER PROCEDURE

1. Tender forms will be sold by Dean, MGM Medical College, Indore to the desired parties up to 15.9.2014 till 5.00 P.M. by paying in person Rs. 1000 (Rs. One Thousand only), in cash /DD in favour of Dean, MGM Medical College, Indore, Payable at Indore as the cost of Tender form (Non refundable) or Tender can be downloaded from Website - **www.mgmmcindore.org** and downloaded Form should be accompanied with D.D. of Rs. 1000/- in favour of Dean, M G M Medical College, Indore payable at Indore.
2. No relaxation from EMD.
3. Each bid must be submitted in the following manner:
 - i. Original tender application signed by authorized signatory on each page under official seal together with:
 - a. The financial statement of the preceding financial year & certificate of good financial standing and practices issue by your bankers of the financial year 2013-14,
 - b. Income Tax Clearance Certificate of the year 13-14 (No dues) issued by the competent authority.
 - c. Registration of the Company/Firm issued by the Competent Authority, and
 - d. Affidavit concerning no black listing, least price offer, no pending case against the firm by any Govt., by any Investigating agency, CBI or Economic Offence Department etc.
Annexure-I.
 - e. Declaration. **Annexure-II.**



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- ii. **Envelope A:** Containing EMD of Rs. 10,000/- (Rs. Ten Thousand only) in the form of F.D.R. for 18 months, issued by Nationalised Bank guaranteed by RBI, in the name of the bidder and pledged in favour of **Dean, MGM Medical College, Indore.**
- iii **Envelope B:** Financial bid for medical books must be submitted in the format compulsorily.
1.Different categories of books.
With two additional self certified copies of each.

Important: All envelopes must be wax sealed using sealing wax and official seal.

4 Marking of Envelopes:

Envelope A: must be marked "EMD for tender relating to the supply of medical books".

Envelope B: must be marked "financial bid for tender relating to supply of medical books" sealed envelopes.

Envelope C: Containing sealed Envelop 'A' & ' B' and all documents mentioned in paragraph No. 3 (i).

The bid must be submitted in desired format:

5 Submission of Tender:

Tenders complete in all respect have to be submitted in the office of the Dean, MGM Medical College, Indore on or before 16.9.2014 up to 1.00 P.M.(13.00 Hrs).



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6 Opening of tender:

The opening of the tender will be sequential procedure, as under:-

Envelopes "A" will be opened on 16.9.2014 at 4 PM (16 Hrs) in the Central Library at MGM Medical College, Indore in presence of authorized representative of bidders, if they are present. At this stage following documents will be checked.

- a. Original Tender Form: (Attaching desired enclosures will be the sole responsibility of the bidder).
- b. Envelope A: will be checked for F.D.R. of desired EMD. If the envelop does not contain EMD of desired amount in form of F.D.R. for desired period, the tender will be rejected.



MGM MEDICAL COLLEGE & ASSOCIATED HOSPITALS
(AUTONOMOUS SOCIETY), INDORE

GENERAL TERMS & CONDITIONS

- 1 **Acceptance of Contract:** - Any clause, conditions or items in this which is repugnant to or inconsistent with the terms and conditions of the tender enquiry, contract and its annexure shall be void and of no force and effect.

- 2 **CEO:-** The Dean, MGM Medical College, Indore, in this, foregoing pages and hereinafter means Chief Executive Officer. The purchases are being made for and on behalf of the MGM Medical College & Associated Hospitals Autonomous Society, Indore.

- 3 **Submission of Tender:** - See general Instructions. Bidders are again reminded to ensure marking and wax sealing of each and every envelope.

- 4 **Address:** - The bidder must mention their full address, such as number street, colony, town, country with pin code etc. which should be easily verifiable. Vague addresses are liable to be rejected.

- 5 **Authorized Representative:** - Only one authorized representative of the bidder will be allowed to be present at the time of opening of envelop A and B.

- 6 **Authorized Person:** - After receiving letter of acceptance, the authorized signatory shall inform in writing, under his official seal, the name and designation of the person together with attested signatures of the person who shall be authorized to deal with all matters including signing of Contract & who shall be directly responsible for the successful completion of contract.



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- 7 Cost of tender form will not be refunded in any case. EMD in the form of F.D.R. for 18 months issued by nationalized bank authorized by RBI, in the name of the bidder and pledged in favor of Dean, MGM Medical College, Indore is must.
- 8 **EMD:-** All bidders have to deposit a refundable EMD of Rs. 10,000/- (Rupees Ten thousand only), in the form of F.D.R for one and half year (18 months) issued by a Nationalised bank guaranteed by RBI in the name of bidder and pledged in favor of Dean, MGM medical College, Indore. The F.D.R. will be verified from the issuing Bank. The successful bidder has to deposit additional amount also in the same manner to level EMD together with extra amount to 5% of the accepted price.
- 9 Conditional tenders from the bidder are liable to be rejected.
- 10 Tenders once submitted cannot be withdrawn. Earnest money of bidder who withdraws from his offer, for whatever reason, will be forfeited.
- 11 Bidders offering bid for chosen discount and price (amount and currency) their bid shall remain undisputed for all future actions of the society in this regard. The bidder will have to stick to the percentage of discount and nature of currency mentioned in the bid.

In the event of bid found to be lowest and the orders placed the same must be complied within a month. This period will not be extended under any condition, whatsoever. Bidders who fail to supply the desired books with in stipulated time shall be deemed to do so deliberately. In such event, the order will be placed to the next lower bidder, whose discount is otherwise higher and such difference will be



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debited from the security deposit amount from defaulting bidder and the money remaining un-recovered, will be recovered from the defaulting bidder as public revenue. Simultaneously, he will be black listed to participate in the future tender process and the Government will be informed of such black listing.

- 12 Canvassing for the support, in any form, for the acceptance of any tender is strictly prohibited. Any bidder doing so will render himself liable to penalties which may include removal of his name from the register of approval suppliers or penal action u/s 8 of M.P. *Vinirdishtta Bharashta Acharan Adhinium 1982.*
- 13 The Issuing authority reserves the right to accept/reject tender without assigning any reason thereof.
- 14 While quoting price, levied in India, must be mentioned separately.
- 15 **Refund of EMD:-**
 - a. EMD of unsuccessful bidders will be refunded between 2 - 4 months of the signing of contract with the successful bidder.
 - b. EMD of successful bidder will be retained till the currency of the contract.
- 16 All cutting and overwriting must be property attested by the bidder; otherwise the tender will be rejected.



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- 17 Incomplete & illegible tenders are liable to be rejected and no correspondence thereof will be entertained in this respect.
- 18 **Lowest Price Quote & Counter Offer:** - Lowest price quote does not necessarily mean issuance of purchase order. The Dean may ask the lowest bidder to discuss counter offer by appearing before him or before any such committee appointed specifically for this purpose. The procedure of counter offer can be exercised only in the case of lowest price quote. Bidders quoting higher prices cannot enjoy this facility.
- 19 Bidder must supply all the books mention in the order. If the desired books are out of stock or back editions of books are available in the market then it will considered only after submission of certificate of the publisher.
- 20 If desired latest edition book available in cheaper rupees price then original price in any currency will not be considered.
- 21 Bidder fails to supply the desired books within stipulated time and then deposited E.M.D. will be forfeited and it will not return in any condition. Simultaneously, he will be black listed to participate in the future tender process and the Government will be informed of such black listing.
- 22 Inviting this tender does not mean commitment to make purchases for all or any item purchased in this tender.



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- 23 Quoting discount on foreign books. The bidder must ensure that the quoted discount absorbs money exchange rate fluctuation to the extent of 10%. The increase in prices by the publisher shall be accepted subject to the production of price change letter issued by the publisher in favour of the bidder.
- 24 The rights and liabilities of the parties shall be governed by the terms & conditions of the tender form & the agreement. The bidder shall be bound to comply with the terms & conditions of the therein & all the conditions including the submissions of the documents are mandatory & No deviations shall be acceptable.
- 25 The decision of the purchase committee shall be final & bindings.

PAYMENT:

1. Payment will be made in Indian currency.
2. Payment will be made after due verification by the library.

DISPUTE:

All disputes, questions interpretation etc. arising out this tender subsequent procedure and the contract agreement between aforesaid parties shall be referred to the arbitrators. One arbitrator proposed by the Dean, MGM Medical College, Indore and other by the supplier. If they fail to agree, the matter referred to an umpire proposed by the arbitrator. Normally the decision of the umpire will be accepted.



M G M MEDICAL COLLEGE, INDORE

JURISDICTION:

Indore shall be the Jurisdiction for all legal matters in this regard at the cost and expenses of the supplier firm.

SPECIAL TERMS & CONDITIONS FOR THE SUPPLY OF MEDICAL BOOKS

(The term & conditions should be read very carefully by the bidder while filling in their bid.)

- 1 The tender should be given by the firms or dealers who are either registered or approved supplier for books by those who are dealing actually in the books for which tender is being given.
- 2 If you are registered ST-SC book supplier then you must mention it and enclose a copy of registration certificate with date of validity issued by competent registered authority for SC-ST book supplier (Jeela Vyapar Avam Udyog Kendra)
- 3 The bidder whose tender is accepted shall arrange supply within a period of one month from the date of the order.
- 4 Please quote the maximum library discount against each heading.
- 5 Only latest edition of books are accepted not remainder titles.
- 6 Approved supplier shall be responsible for the proper packing so as to avoid damages under normal conditions of transport for delivery the books in good condition.



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- 7 Delivery of books will be on destination. No packing and postal charges shall be paid.
- 8 The approved supplier will have to submit every bill with documentary evidence of conversion rates as charged as per latest circular of good office committees.
- 9 Payment will be made when the books have been received, checked and found in perfect good conditions as per order.
- 10 The name of publishers may be mentioned in the bill against each title. The bill must be sent in triplicate duly typed and should be prepared order wise and should indicate the serial number of ordered list of the books against each items in the bills.
- 11 If there is any difference in the name of author and title "**The Professor-in-charge, Central Library, M G M Medical College, Indore**" should be informed about it and supply made only after receiving a confirmatory order.
- 12 Original Copy of Book will be accepted with certificate of supplier.

(Signature, Name and Designation of the Authorized Signatory)



M G M MEDICAL COLLEGE, INDORE

THE INSTITUTION IS MOSTLY PURCHASE DIFFERENT CATEGORIES OF BOOKS.

Bid must be submitted in envelop "B" in the following format only on company/

Firm letter head.

S.No.	Heading	Library Discount (Quoted by bidder in percentage) in figure	Library Discount (Quoted by bidder in percentage) in wards.
1	Foreign books published in English U.S., U.K. etc.		
2	Indian books published in English: for e.g. 1. S. Das Publication- 2. Banarasidas Bhanot Publisher Jabalpur- 3. Jaypee Brothers Medical publisher- 4. Other Indian books-		
3	Indian edition of foreign publications. (Indian ed. / Asian ed. / Cheaper ed. of foreign books price in Rs price.		
4	Government Publication		
5	Short discount title		
6	Law books		

Signature _____

Name and seal of the Company/Firm



SAMPLE AFFIDAVIT

(On Rs. 100/- Non-Judicial stamp paper, duly notarized)

I-----Designation-----of---
-----official address -----
-----residential address-----
-----solemnly declare that:

1. Our company/firm -----has not been black listed anywhere in India or abroad.
2. We have not quoted prices less then these (mentioned herein) in any Govt. / Semi Govt./L.U.N./Co-operative body in M.P. in this financial year.
3. No vigilance/CBI/Investigation agency/Govt./Economic Offense case is pending against our Company.

Witnesses:

Signature

Signature

1 Name: -----

Address:----- Signature, Name & Official

----- Seal of Authorized signatory

2. Name-----

Designation:-----

Address:----- Official Add.:-----

----- Resi. Add.:-----



Annexure-II

(FOR MEDICAL BOOKS)

(Declaration on Rs. 100/- Non-Judicial stamp paper, duly notarized)

DECLARATION

I-----Designation-----of---
-----being authorized signatory
solemnly affirm that I have carefully read all terms & conditions (General&
Specific both) as laid down in the form for the supply of Medical books with in
the stipulated period to MGM Medical College & Associated Hospitals
(Autonomous Society), Indore and accept them.

I have read the conditions written above and agree to abide all of them.

Name and Seal of the Applicant

Date -----

Witnesses:

Signature

Signature

1 Name: -----

Address: -----Signature name & official

----- Seal of authorized signatory

2 Name-----

Address: -----Name & full address of

----- Co. /Firm

