**OFFICE OF THE DEAN,**

 **MGM MEDICAL COLLEGE,**

 **INDORE**

 ***TENDER FORM FOR SUPPLY***

 ***OF***

 ***MEDICAL BOOKS***

 2017-18

M G M MEDICAL COLLEGE, INDORE

***TENDER FORM FOR SUPPLY***

***OF***

***MEDICAL BOOKS***

2017-18

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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M G M MEDICAL COLLEGE, INDORE

Sr. No.--------------------

Money Receipt No.--------------------

To,

The Dean& CEO

MGMMedicalCollege

Associated Hospitals (Autonomous Society),

A.B. Road, Indore (M.P.)

452 001

**Subject: Tender submission for** -----------------------------------------

I 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: -------------------------

**Enclosure**

M G M MEDICAL COLLEGE, INDORE

**GENERAL INSTRUCTIONS**

**TENDER PROCEDURE**

1. Tender forms can be purchased from [www.mpeproc.gov.in](http://www.mpeproc.gov.in)**3rd October 2017till 12Noon (12.00 Hrs)**by payingRs.1000/- (Rs.One Thousand Rupeesonly) through online only.
2. Tender documents can be purchased only online and downloaded from website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) by making online payment for the tender document fee.
3. No relaxation from EMD(Earnest Money Deposit).
4. Each bid must be submitted in the following manner:

**I**Original tender application signed by authorized signatory on eachpage under official seal together with:

* + 1. The financial statement of the preceeding financial year &certificate of good financial standing and practices issued by your bankers of the financial year 2016-17.
		2. Current Sales Tax Clearance Certificate issued by the competent authority (If applicable)
		3. Turn over certificate upto Rs. 10,00,000 per year issued by Charted Accountant for last three years .
		4. Registration of the Company/Firm issued by the Competent Government Authority.
		5. Affidavit on Rs. 500/- Non-judicial stamp paper duly notarized concerning no black listing, least price no pending case against the firm by any Govt., by any Investigating agency, CBI or Economic Offence Department etc.**Annexure-I.**
		6. Declaration. **Annexure-II.**

M G M MEDICAL COLLEGE, INDORE

**II Envelope A:** Containing EMD of Rs. 10,000/- (Rs. Ten Thousand only) in the form of Demand Draft /F.D.R. or irrevocable Bank guarantee issued byany commercial Bank, in the name of the bidder and pledged in favour of **Dean, MGM Medical College, Indore.Hard copy must be submitted by registered post/Courier with in time.**

1. **Marking of Envelopes**:

**Envelope A:** As per mentioned in Point 4 of(II)**.**

**Envelope B:** All documents mentioned in Paragraph 4 (I) to be submitted online

as well as in hard copy. **Hard copy must besent by registered post/Courier with in time.**

**Financial bid to be submittedonly onlinein the following formats.**

 **Format-1: Original Edition**

 .**Format-2: Indian Edition**

 **Format-3: Exclusive Titles**

 **Format-4: Asian Edition**

 **Format-5: Cheaper Edition.**

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

1. **Marking of Envelopes**:

**Envelope A:** must be marked “EMD for tender relating to the supply of medical books.” sealed envelope.

**Envelope B:** must be marked “All documents for tender relating to supply of medical books” sealed envelope.

**Envelope C:** Containing sealed Envelop ‘A’ &‘B’. Envelope ‘C’ must be marked as follows: **“Tender for supply of Books2017-18”**

 To,

 **Dean & CEO,**

 **M G M Medical College,**

1. **B. Road, Indore 452001 (M.P.)**

**,**

The bid must be submitted in desired format:

1. **Submission of Tender:**

Tenders complete in all respect have to be submitted online **24th November upto**

**3. 30 pm (15.30 Hrs).**

1. **Opening of tender:**

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

Envelopes “A” will be opened online **28 th November at 12.00 Noon (12.00Hrs.).**

1. Envelope A: will be checked for Demand Draft/F.D.R or irrevocable Bank Gurantee issued by any commercial Bank in the name of the bidderand pledged in favour of Dean,MGM Medical College, Indore . If the envelope does not contain EMD of desired amount for desired period, the tender will be rejected.

**MGMMEDICAL COLLEGE & ASSOCIATED HOSPITALS (AUTONOMOUS SOCEITY), INDORE**

**GENERAL TERMS & CONDITIONS**

* + 1. **Acceptanceof 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, lndore, 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, lndore.
		3. **Submission of Tender: -**See general Instructions. Bidders are given reminded to ensure marking and sealing of envelope ‘A’.
		4. **Address: -** The bidder must mention their full address, such as number street, colony, town, country with pin code, with contact No., Fax No.,Email ID etc. which should be easily verifiable. Vague addresses are liableto 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 theauthorized 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 withall matters including signing of contract & who shall be directly responsible for the successful completion of contract.
		7. **Cost of tender form**:- willnot be refunded in any case.
		8. It will not be possible to consider any objection/suggestions related to tender document after prebid meeting**25 th October 2017 at 12 Noon.**

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* + 1. After prebid meeting,the decision of purchase committee will be available on [www.mpeproc.gov.in](http://www.mpeproc.gov.in) for further information. Bidders are requested to visit regularly our e-tendering website.
		2. **EMD(Earnest Money Deposit) :-** All bidders have to deposit a EMD of Rs. 10,000/- (Rupees Ten thousand only), in the form ofDemand Draft/F.D.Ror irrevocable Bank Guranteeissued by a commercial bank in the name of bidder and pledged in favor of Dean, MGM medical College, Indore. **Hard copy must be submitted by registered post/Courier with in time.**
		3. **Performance Guaranteefor successful bidder:** -

For Successful Bidder a performance Guaranteeof 10% of order value should be given in the form of Demand Draft/F.D.R.or irrevocableBank Guarantee of any commercial Bank. **Hard copy must be submitted by registered post/Courier with in time.**

* + 1. Conditional tenders from the bidder are liable to be rejected
		2. Tenders once submitted cannot be withdrawn. Earnest money of bidder who withdraws from his offer for whatever reason will be forfeited.
		3. Bidders offering bid for Net pricesof books (include any other charges), their bid shall remain undisputed for all future actions of the society in this regard. The bidder will have to stick on Net price of book.

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 nextlower bidder and suchprice difference will be 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.

**M G M MEDICAL COLLEGE, INDORE**

Simultaneously, he will be black listed to participate in the future tender process and the Government will be informed of such black listing.

* + 1. 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 approved suppliers or penal action u/s 8 of M.P. *Vinirdishtta Bharashta Acharan Adhinium 1982*.
		2. The Issuing authority reserves the right to accept/reject tender without assigning any reason thereof.
		3. **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.

* + 1. Incomplete & illegible tenders are liable to be rejected and no correspondence thereofwill be entertained in this respect.
		2. **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.

**M G M MEDICAL COLLEGE, INDORE**

* + 1. Bidder must supply all the books mentioned 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.
		2. If desired latest edition of books available in cheaper rupees price and also in original edition then preference will be given to cheaper edition.
		3. Bidder fails to supply the desired books within stipulated time 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.
		4. Inviting this tender does not mean commitment to make purchases for all or any item purchased in this tender.
		5. 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.
		6. 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 and 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, MGMMedicalCollege, 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 terms& 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. The bidder whose tender is accepted shall arrange supply within a period of **onemonth** from the date of the order.
3. Only latest edition of books are accepted not remainder titles.
4. 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.
5. Delivery of books will be on destination. No packing and postal charges shall be paid.
6. The approved supplier will have to submit every bill along with price proof. Price proof must duly seal & signed.
7. Payment will be made when the books have been received, checked and found in perfect good conditions as per order.
8. 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.
9. If there is any difference in the name of author and title "**The ProfessorIn charge, Central Library, MGMMedical College**, **Indore**” should be informed about it and supply made only after receiving a confirmatory order.

11Original Copy of Book will be accepted with certificate of supplier.

(Signature, Name and Designation of the Authorized Signatory)

**Annexure-I**

**SAMPLE AFFIDAVIT**

(On Rs. 500/- 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 ofAuthorized signatory

* 1. Name----------------------------------- Designation:-------------------

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

 ---------------------------------------- ----------------------------------

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

**Annexure-II**

(FOR MEDICAL BOOKS)

(Declaration on Rs. 500/- 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

1. Name--------------------------------

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

 ---------------------------------------- Co. /Firm

**Instructions regarding Website are as follows:-**

* + - * 1. For participation in e-tendering module for any department, it is mandatory for prospective bidders to get registration on website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) .Therefore; it is advised to all prospective bidders to get registration by making online registration fees payment at the earliest.
				2. Tender documents can be purchased only online and download from website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) by making online payment for the document fee.
				3. Service and gateway charges shall be borne by the bidders.
				4. Since the bidders are required to sign their bids online using class-III Digital signature certificate, they are advised to obtain the same at the earliest.
				5. For further information regarding issue of Digital signature certificate, the bidders are requested to visit website [www.mpeproc.gov.in](http://www.mpeproc.gov.in) .please note that it may take upto 7 to 10 working days for issue of Digital signature Certificate. Department will not be responsible for delay in issue of Digital signature Certificate.
				6. If bidder is going first time for e-tendering,then it is obligatory on the part of bidder to fulfill all formalties such as registration, obtaining Digital signature Certificate etc. well in advance.
				7. Bidders are requested to visit our e-tendering website regularly for any clarification and/or due date extension.
				8. Bidders must positively complete online e-tendering procedure at [www.mpeproc.gov.in](http://www.mpeproc.gov.in)
				9. Department shall not be responsible in any way for delay/difficulties /inaccessibility of the downloading facility from website for any reason whatever.
				10. For any type of Clarification bidders can visit [www.mpeproc.gov.in](http://www.mpeproc.gov.in) and held desk contact no. 18002588684 mail Id:**eproc\_helpdesk@mpsdc.gov.in** support timings: Monday to Saturday from 10.00 AM to 7:00 PM.
				11. Interested bidders may attend the free training programme at **Tata Consultancy ServicesDBMALL 5th FLOOR** in Bhopal at their own cost. For further query please contact help desk.
				12. The bidder who so ever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter as well as submit the copy of same in physical form with the offer of particular Tender.

**Key dates for three envelop Tender**

Purchase of tender start date and time: - 3rd October 2017at 12.00 Noon (12.00 Hours)

 Purchase of tender End date and time: - 20th November 2017at 3.30 pm (15.30 Hours)

 Prebid meeting date and time : - 25th October 2017 at 12.00 Noon (12.00 Hours) (At conference hall of this Office)

 Online Bid Submission End Date : - 24th November 2017 at 3.30 pm (15.30 Hours)

 Bid Document Submission Date : - 27th November 2017 at 5.00 pm

 Mandatory Submission (Envelope A) Opening Date: -28th November 2017 12.00pm (12.00 Hours)

 Technical Proposal (Envelope B) Opening Date: -28th November 2017 at 3.00 pm (15.00 Hours)Financial Bid Open Date(Only online Submission) : - 30th November 2017 at 12.00 Noon

Check list for submission of Document.

|  |  |  |  |
| --- | --- | --- | --- |
| S.No. | List of the Document | Document attached (**Yes/No)** | Page No. |
| 1 | **Envelope A:** Containing EMD of Rs. 10,000/- (Rs. Ten Thousand only)“EMD for tender relating to the supply of medical books.” Sealed envelope. |  |  |
| 2 | **Envelope B:** must be marked “All documents for tender relating to supply of medical books” sealed envelope.**Contained following documents:**1. The financial statement of the preceeding financial year & certificate of good financial standing and practices issued by your bankers of the financial year 2016-17.
 |  |  |
|  | (b)Current Sales Tax Clearance Certificate issued by the competent authority (If applicable) |  |  |
|  | (c) Turn over certificate upto Rs. 10,00,000 per year issued by Chartered Accountant for last three years . |  |  |
|  | (d) Registration of the Company/Firm issued by the Competent Government Authority  |  |  |
|  | (e) Affidavit on Rs. 500/- Non-judicial stamp paper duly notarized concerning no black listing, least price no pending case against the firm by any Govt., by any Investigating agency, CBI or Economic Offence Department etc.**Annexure-I.** |  |  |
|  | (f) Declaration on Rs. 500/- Non-Judicial stamp paper, duly notarized.**Annexure-II** |  |  |
| 3 | **Envelope C:** Containing sealed Envelop ‘A’ & ‘B’. Envelope ‘C’ must be marked as follows: **“Tender for supply of Books2017-18”** To,  **Dean& C.E.O,** **Central Library,** **M G M Medical College,****A.B. Road, Indore 452001 (M.P.)****,** |  |  |
|  | **Important Note : - Financial bid to be submitted only online** **If the financial bid will found in hard copy then Tender will be rejected.** |  |  |