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KOLKATA PORT TRUST
कोलकाता पत्तन न्यास
HALDIA DOCK COMPLEX
हल्दिया गोदी परिसर

MEDICAL DIVISION / चिकित्सा प्रभाग



Address:

Port Hospital
P.O. Haldia Township
Dist. Purba Medinipur
West Bengal, PIN – 721607
Email: drpb.hdc@kolkataporttrust.gov.in
Telephone No. (03224) 263265
(03224) 264068
Fax (03224) 264722

No. MED/030/GENL/957

Date: 22.01.2020

M/s.....

.....

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.....

**Sub: Tender for Supply and delivery of Cleaning Materials and
Cleaning Accessories at Port Hospital, Haldia Dock Complex**

Dear Sir / Madam,

Sealed quotations are invited from the reputed suppliers who have GST registration for supply and delivery of Cleaning Materials and Cleaning Accessories listed in Annexure – A at Port Hospital, Haldia Dock Complex and as per terms & conditions appended in Annexure – B.

You are requested to sign and put official seal and submit all pages of the stated Annexure – A & B along with your offer as a token of acceptance of the terms & conditions stipulated there in. Techno-commercial part of Annexure – A and B along with necessary documentary proof of GST registration number should be submitted in one sealed envelope superscribing **“Techno – commercial part, Annexure A & B”**. All pages of Price part of Annexure – C should be filled & signed along with official seal and should be submitted in a separate sealed envelope superscribing **“Price part, Annexure – C”**.

The sealed offer must be submitted to the office of the Medical Superintendent of Port Hospital, Haldia Dock Complex within 11/02/2020 by 13:00 hours and the same will be opened on the same date at 15:00 hours. You may send your representative at the time of opening of Tender.

Yours faithfully,

Dr. S. Chattopadhyay
Dy. Medical Superintendent
For Medical Superintendent



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ANNEXURE - A

TECHNO-COMMERCIAL PART

LIST OF SURGICAL DISPOSABLE ITEMS

Sl. No.	Name of the items	Unit	Pack Size	Specified Make / Brand	Required quantity	Quoted Make / Brand
1	Phenyl	Litre	5 litre	Cross White Hygienic	360 litre	
2	Muriatic Acid	Litre	1 litre	Shree Ram Chemicals	120 litre	
3	Dish Washing Powder	Kg	1 Kg	Odopic	168 Kg	
4	Dish Washing Bar	No.	300 gm	Hindusthan Unilever	96 no.	
5	Lifebuoy Soap	No.	125 gm	Hindusthan Unilever	504 no.	
6	Bleaching Powder	Kg	500gm	Shree Ram Chemicals	84 Kg	
7	Liquid soap	Litre	5 litre	Shree Ram Chemicals	60 litre	
8	Napthalene Ball	Kg	500 gm	Daffodil	24 Kg	
9	Utensil Scrubber	No.	1	Nylo Bryte	120 no.	
10	Steel Wool	No.	1	Nylo Bryte	48 no.	
11	Broomstick	No.	1	Local	84 no.	
12	Phool Jharu	No.	1	Local	60 no.	
13	Cob web cleaner	No.	1	Local	36 no.	
14	Swab with long handle	No.	1	Local	84 no.	
15	Lavatory Brush	No.	1	Local	60 no.	



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ANNEXURE – B

TECHNO COMMERCIAL PART

TERMS & CONDITIONS FOR PROCUREMENT OF SURGICAL DISPOSABLE ITEMS

1.0 SCOPE OF WORK:

The work comprises of supplying the Cleaning Materials and Cleaning Accessories (as stated in the enclosed bill of quantities) & as per purchase order to be issued to the bidder(s). Prices are to be quoted against the items mentioned on the Annexure – C of Price Part.

2.0 DELIVERY:

Ordered items should be supplied within thirty (30) days from the date of placement of order (part or full) at Port Hospital, Haldia Dock Complex. Supplied materials should be from fresh batch and items having printed date of expiry should be supplied with at least two-third (2/3rd) of the shelf life remaining at the time of delivery. Required quantity mentioned against each item in the tender document may be split into any number of orders over one year from the date of opening of tender. Delivery of materials will not be accepted on Sundays and Holidays of Haldia Dock Complex, Kolkata Port Trust.

The successful bidder(s) must make his / their own arrangements for delivery of all materials, as well as for careful and proper unloading and stacking at HDC's Medical Division store. The responsibility for preventing damage / deterioration to the materials during transit, delivery, unloading and stacking at the designated point shall rest with the bidder.

At the time of delivery if any material is found to be defective in quality and not conforming to the relevant specification, the same shall be liable for rejection and the bidder(s) shall replace the same at his / their cost and arrangement at the earliest.

3.0 PRICING OF BIDS:

3.1 Rate should be quoted all inclusive i.e. packing, transport, delivery at Port Hospital and all other charges (if any) involved. No separate payment will be made for transport and delivery of items.

3.2 Quoted rate(s) should remain FIRM till the full ordered materials are delivered. Quoted rates(s) should be valid for one year from the date of opening of bid.

3.3 The bidder(s) should indicate the percentage (%) of GST, and other statutory levies as applicable, showing break-up of the above cost elements in his / their offer. Please note that Haldia Dock Complex does not provide any sale tax declaration form.

4.0 **PAYMENT:**

Payment would be made through Bank ECS after satisfactory receipt of the ordered materials within 30 (thirty) days of submitting the clear bill. The bills should be submitted in quadruplicate to Medical Superintendent's Office with necessary documents (if any) in original. Accordingly, bidder(s) is / are requested to submit his / their bank Account No. with the name and address of the bank along with the branch name and IFS code number of the Bank while submitting the bill.

5.0 **INSPECTION:**

Inspection of materials would be done by HDC's authorized representative prior to acceptance at Port Hospital, Haldia Dock Complex. The materials supplied by the supplier should strictly conform to the laid down specifications of tender / order.

6.0 **VALIDITY:**

The offer shall remain open for acceptance up to 60 (sixty) days from the date of opening of tender.

7.0 **EVALUATION:**

Evaluation will be on the minimum rate (inclusive of all i.e. statutory levies, delivery charge etc) quoted against individual items.

The Trustees are not bound to accept the lowest or any tender and reserve the right to accept a tender in full or in part and / or reject tender in full or in part without assigning any reason thereof.

DECLARATION BY THE BIDDER:

I / We confirm that all the laid down terms & conditions have been accepted by me / us and I / we agree to be bound by the said terms & conditions.

Signature of the bidder with office seal

Full Name of Bidder.....

Address.....

.....

.....E-mail Address.....

Date.....Phone number



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ANNEXURE - C

PRICE-PART

LIST OF SURGICAL DISPOSABLE ITEMS

Sl. No.	Name of the items	Unit	Pack Size	Make / Brand	Required quantity	Unit price (In ₹) (Price per pack)	Percentage of GST	Amount of GST (In ₹)	Total Unit price (Price per pack) (In ₹)
						(a)	(b)	(c)	(a + c)
1	Phenyl	Litre	5 litre	Cross White Hygienic	360 litre				
2	Muriatic Acid	Litre	1 litre	Shree Ram Chemicals	120 litre				
3	Dish Washing Powder	Kg	1 Kg	Odopic	168 Kg				
4	Dish Washing Bar	No.	300 gm	Hindusthan Unilever	96 no.				
5	Lifebuoy Soap	No.	125 gm	Hindusthan Unilever	504 no.				
6	Bleaching Powder	Kg	500gm	Shree Ram Chemicals	84 Kg				
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8	Napthalene Ball	Kg	500 gm	Daffodil	24 Kg				
9	Utensil Scrubber	No.	1	Nylo Bryte	120 no.				
10	Steel Wool	No.	1	Nylo Bryte	48 no.				
11	Broomstick	No.	1	Local	84 no.				
12	Phool Jharu	No.	1	Local	60 no.				
13	Cob web cleaner	No.	1	Local	36 no.				
14	Swab with long handle	No.	1	Local	84 no.				
15	Lavatory Brush	No.	1	Local	60 no.				