

No.: Med/030/GENL/316

Date: 13.07.2021

M/s.....,
.....,
.....,
.....

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

Dear Sir/Madam,

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

Bidders are requested to sign and put official seal and submit all pages of the stated Annexure “A” & “B” along with your techno commercial offer as a token of acceptance of the terms and conditions stipulated therein.

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**”. Page of Price part Annexure “C” should be filled and signed along with official seal should be submitted in a separate sealed envelope superscribing “**Price Part**”.

Both the sealed envelope should be submitted to the office of the Medical Superintendent, Port Hospital, Haldia Dock Complex, Haldia Township, Purba Medinipur within 03.08.2021 by 13:00 hours. Sealed offers will be opened on 03.08.2021 at 15:00 hours where your representative may be present.

Yours truly,

(Dr. A. I. Khan),
Sr. Medical officer,
For Medical Superintendent,
Medical Division, HDC.

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ANNEXURE -B

TECHNO COMMERCIAL PART

TERMS AND CONDITIONS FOR PROCUREMENT OF CLEANING MATERIALS

1.0 SCOPE OF WORK :

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

2.0 DELIVERY:

Ordered items should be supplied within 30 (thirty) 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 expiry date (where applicable).

The bidders) must make his /their own arrangements for delivery of all materials as well as responsible for proper unloading and stacking at Port Hospital's 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 is found to be defective in quality and not conforming to the relevant specification, the same shall be liable for rejection and bidder(s) shall replace the same at his /their cost and arrangement at the earliest.

3.0 PRICING OF BIDS:

- 3.1 Rate shall be quoted all inclusive i.e packing, delivery at Port Hospital store and all other charges if any involved . No separate payment will be made for transportation and delivery of ordered items.
- 3.2 Quoted rate(s) should remain FIRM till the full ordered materials are delivered. Quoted rate(s) should be valid for 60 (sixty) days from the date of opening of Price Part.
- 3.3 The bidder(s) should indicate the percentage (%) of GST and other statutory levies as applicable, showing break up of the cost elements in his/their offer.

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4.0 **PAYMENT:**

Payment would be made through Bank ECS after satisfactory receipt of the ordered materials within 30 (thirty) days of submitting the Invoice and delivery Challan. The invoice should be submitted in triplicate to the office of the Medical Superintendent with necessary documents in original. The bidder(s) should submit his/their Bank account No. with the name of the Bank along with Branch address, IFSC code, MICR code etc while submitting the invoice.

5.0 **INSPECTION:**

Inspection of ordered materials would be done by HDC's authorized representative prior to acceptance at Port Hospital, Haldia Dock complex. The materials supplied by the bidder(s) should strictly conform to the laid down specifications of tender.

6.0 **EVALUATION:**

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

7.0 The Authority i.e Haldia Dock Complex is not bound to accept lowest or any tender and reserve the right to accept a tender in full or in part and or reject a tender in full or in part without assigning any reason thereof.

DERCLARATION BY THE BIDDER

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

Signature of the bidder with office seal.....

Full name of the bidder.....

Address.....

Phone number..... E mail.....

Date:.....

श्यामा प्रसाद मुखर्जी पत्तन, कोलकाता
SYAMA PRASAD MOOKERJEE PORT, KOLKATA

हल्दिया गोदी परिसर
HALDIA DOCK COMPLEX
चिकित्सा प्रभाग / **MEDICAL DIVISION**

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ANNEXURE -A

TECHNO COMMERCIAL PART

BILL OF QUANTITIES

Sl. No.	Name of the items	Make /Brand	Unit	Required quantity	Quoted Make/Brand
1.	Phenyl (White)	Cross Hygiene	5 lit/Cont.	72 Cont.	
2.	Bleaching Powder	Shree Ram Chemicals	1kg/Pack	84 pack	
3.	Muriatic Acid	Shree Ram Chemicals	1 lit/bottle	120 bottle	
4.	VIM Powder	VIM	1 kg /pack	168 pack	
5.	Liquid Soap	Super perfumed	5 lit/cont.	6 cont.	
6.	Naphthalene ball	Dafodil	500 gram/pack	48 pack	
7.	Swab with long handle	BRW Impex	Pc	84 pcs	
8.	Lifebuoy Soap	Hindusthan Liver	125 gram/pc	504 pcs	
9.	Dish Wash Bar	VIM	300 gram/pc	96 pcs	
10.	Jharu (Broom stick)	Local	Pc	84 pcs	
11.	Phool Jharu	Local	Pc	60 pcs	
12.	Scotch Brite	Local	Pc	120 pcs	
13.	Steel Wool	Local	Pc	50 pcs	
14.	Jhul Jharu	Local	Pc	36 pcs	

(Signature of the bidder)

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ANNEXURE -C

PRICE PART

BILL OF QUANTITY

Sl. No.	Name of the items	Unit	Make / Brand	Required quantity	Unit price (In ₹)	Percentage of GST	Amount of GST (In ₹)	Total Unit price (In ₹)
1.	Phenyl (White)	5 lit/Cont.	Cross Hygiene	72 Cont.				
2.	Bleaching Powder	1kg/Pack	Shree Ram Chemicals	84 pack				
3.	Muriatic Acid	1 lit/bottle	Shree Ram Chemicals	120 bottle				
4.	VIM Powder	1 kg /pack	VIM	168 pack				
5.	Liquid Soap	5 lit/cont.	Super perfumed	6 cont.				
6.	Naphthalene ball	500 gram/pack	Dafodil	48 pack				
7.	Swab with long handle	Pc	BRW Impex	84 pcs				
8.	Lifebuoy Soap	125 gram/pc	Hindusthan Liver	504 pcs				
9.	Dish Wash Bar	300 gram/pc	VIM	96 pcs				
10.	Jharu (Broom stick)	Pc	Local	84 pcs				
11.	Phool Jharu	Pc	Local	60 pcs				
12.	Scotch Brite	Pc	Local	120 pcs				
13.	Steel Wool	Pc	Local	50 pcs				
14.	Jhul Jharu	Pc	Local	36 pcs				