

TATA MEMORIAL CENTRE

**ADVANCED CENTRE FOR TREATMENT, RESEARCH & EDUCATION IN CANCER (ACTREC)**

**(A Grant-in-Aid institute under the Department of Atomic Energy, Govt. of India)**

Sector No.22, Kharghar, Navi Mumbai – 410210, Maharashtra, INDIA.

**Notice inviting ‘II-Part Tender’ (NIT)**

Director, Advanced Centre for Treatment Research & Education in Cancer (ACTREC), Tata Memorial Centre, Sector 22, Kharghar, Navi Mumbai 410210, invites tender in II-parts [Technical Bid (Part-I) and Financial Bid (Part-II)] for the following work from the Contractors having adequate experience and capabilities to execute such magnitude of similar works for the period of 1 year from 01.04.2020 to 31.03.2021 as per below mentioned details:

|  |  |
| --- | --- |
| **Tender Number** | **ACTREC/RC/2020-21/E1402** |
| **Tender Date** | 11.02.2020 |
| **Name of the Equipment and Quantity to purchase** | **Annual Rate Contract for Supply of Medical Grade Gases (Oxygen and Nitrous Oxide) in Supplier’s Cylinders of various capacities for a period of 1 year from 01.04.2020 to 31.03.2021** |
| **Mode of Tendering** | **II-Part**  Technical Bid (Part-I) and Financial Bid (Part-II) |
| **EMD** | **Rs.60,000/-**  to be submitted in the form of:  Demand Draft in favour of “Director, ACTREC” payable at KHARGHAR, Navi Mumbai – 410210 to be enclosed in a sealed envelope.  **OR**  Demand draft to be deposited at Cash Counter, Gr. Floor, Paymaster Shodhika building, ACTREC and receipt to be enclosed in a sealed envelop  ( refer NOTE below for details)  Tenderer’s who are registered with NSIC/SSI/MSME are exempted from paying EMD provided they upload photocopy of registration certificate. If EMD is not submitted and registration certificate copy is not uploaded the tender/bid shall be disqualified. |
| **Tender Fee** | **NA** |
| **Due date and time of submission of the tender:** | 02/03/2020– up to 5.30 pm |
| **Date and time of opening of Technical Bids.** | **on 03/03/2020** – 02.30 pm onwards |
| **Date of opening of Financial Bids for technically qualified bidders** | Will be notified at a later date only to the technically qualified bidders  website. |

**Following documents are attached herewith as a part of NIT:**

|  |  |
| --- | --- |
| **Annexure** | **Description of the document** |
| **A** | Eligibility criteria for the tenderer/Bidder |
| **B** | Eligibility of the tender documents |
| **C** | General Terms and conditions of the tender |
| **D** | Special conditions of the tender |
| **E** | Instructions to the Tenderer/Bidder for submitting tender documents |
| **F** | Technical specifications/Scope of supply and compliance form (Part-I) |
| **G** | Instructions about filling the Financial Offer form (PART II ) |
| **H** | Commercial Offer form – Price Bid forms |
| **J** | Format of Vendor capability proforma to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I) |
| **K** | Format of Letter of authorization from the Manufacturer/supplier to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I) |
| **L** | Format for Undertaking for installation, commissioning and providing training to the nominated staff and replacement of spare parts / consumables and supply thereof during the warranty as well as maintenance contract period, to be duly filled, signed, stamped and to be uploaded with the technical bid Part-I |
| **M** | Format of NEFT/RTGS details to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I) |
| **N** | Format of Notary affidavit on Non- Judicial Stamp Paper of Rs.100/- to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I)  Format for Undertaking for installation, commissioning and providing training to the nominated staff and replacement of spare parts / consumables and supply thereof during the warranty as well as maintenance contract period, to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I) |
| **P** | Format of Disclosure of existing customers to whom the supply of equipment / service was made available in India to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I) |

Tenderers/Bidders are requested to read carefully all above mentioned documents (Annex. A to P) prior to submission of the tender. Information is asked to be filled in various formats should be properly filled and submitted along with the technical offer, Part-I of the tender/bid.

**The bidder may contact the following officials for any clarification required:**

1. Dr.P.C.Bhat, Medical Supdt,ACTREC Tel No: 022-27405000 Ext: 5042 for technical clarification with respect to Tendered technical specifications
2. DCA at Tel No. : 022-27405000 Ext. 5021 for clarification on commercial / financial terms
3. Purchase Dept. At Tel No. : 022-27405000 Extn.5041, 5002 for tender procedure related clarifications and other tender related queries.

PURCHASE OFFICER

**For ACTREC**

**Annexure A**

**Eligibility criteria for the tenderer/Bidder**

Tenderers/Bidders confirming the following criteria will be eligible to participate in the II-part tender

1. The tenderer/Bidder should be having a legal entity either of individual/partners or a body corporate which may sue or may be sued.
2. The tenderer/Bidder should be competent enough to deal with the business of the tendered item technically and financially and should have adequate man-power having prescribed qualification (Skilled & Technical) required for managing the business.
3. The tenderer/Bidder should have necessary license under the prevailing laws of the land and competent to undertake import and export process of goods and services.
4. The tenderer/Bidder should have tax payment capability by producing 3 years Assessment Clearance Certificate as and when asked for in addition to PAN and TAN Number.
5. The tenderer/Bidder should not have been blacklisted /debarred from participating in the tender, either in government departments or in public sector  undertaking
6. The tenderer/bidder should either be a manufacturer, or, 100% subsidiary of a foreign manufacturer in India, or, sole authorized distributor of the manufacturer, or, one of the direct authorized distributors of the manufacturer.
7. Bids of tenderers/bidders not confirming to any of the above mentioned criteria are liable to be rejected.

**Annexure B**

**Eligibility of the tender documents**

Following are the important criteria, if not fulfilled, then the tender may be declared as 'Unresponsive/not eligible' during initial scrutiny:

1. Tenders submitted after due date and time.
2. Tenders submitted at some other place/department at ACTREC instead of Purchase Department, ACTREC either after the due date and time, or reached some other place before due date and time but subsequently reached Purchase department, ACTREC after due date and time.
3. The tender is unsigned
4. The tender validity is shorter than the required period as asked in the tender.
5. Required EMD has not been submitted. ( except for those bidders, who are exempted from tender fee and EMD as per prevailing rules)
6. The tenderer has quoted for goods manufactured by a different firm without the required Authority letter from the proposed manufacturer.
7. The tenderer has not agreed to give the required security deposit/performance bond, if asked.
8. Against the technical specifications/scope of supply as mentioned in NIT, the tenderer has not quoted for the entire requirement as specified in the schedule.
9. The tenderer has not agreed to special conditions of the tender.
10. Tenders with conditional offers.
11. The tenderer who has furnished incomplete, incorrect or misleading information.
12. At the time of opening of Part-I, if a tenderer has included/mentioned price or any other charges in Part-I or has failed to submit Part-II separately in a sealed envelope.
13. The tenderer has quoted for goods manufactured by a different firm without the required Authority letter from the proposed manufacturer.

**IMPORTANT NOTE:**

**ACTREC will not be responsible in any manner for late receipt of the tenders for whatsoever reason.**

**Annexure C**

**General Terms and conditions of the tender**

1. The tenderer/bidder should furnish complete contact details such as recent phone nos., mobile nos., email id, mailing address, office address which will be in operation for a period of two years. TMC-ACTREC will send all communication preferably by e-mail. Non receipt of communication will not be our responsibility. So renderer must ensure correct and operational email ID and fax Nos. If any changes in contact details then ensure to submit to TMC-ACTREC.
2. The successor / heirs in office will be responsible for the liabilities created by the tenderer / bidder in respect to the item / services offered by tenderer/bidder
3. The tenderer/bidder or his authorized representative will be entitled to participate in the tender opening process to take note of the proceedings of disclosure.
4. The tenderer/bidder will be under obligation to submit the technical specifications & Compliance of the specified item as asked in the tender documents
5. The risk of loss in transit of the goods / services shall be the responsibility of the tenderer/bidder.
6. The tenderer/bidder will be responsible for safe transit of the goods under proper goods insurance coverage and under standard conditions.
7. Complete and detailed information should be provided in respect of each point specified in the technical specifications.  Technical bids that are not complying the tendered technical specifications in any respect are liable to be rejected.
8. If the tenderer/bidder is not capable of quoting particular item/ items, tenderer/bidder should clearly mention in the Technical bid (Part I) in the compliance report.
9. If any dispute arises out of the transaction in any manner that shall be resolved by the sole arbitration which shall be appointed by the Director, ACTREC and in case such person is not acceptable to the supplier, Director-TMC shall be the final and sole arbitrator who shall undertake the exercise of arbitration to resolve the dispute and such award as may be given by Director-TMC shall be final and binding on both the parties.
10. **Forfeiture of the E.M.D**.: If for any reason whatsoever any renderer/bidder withdraws his bid at any time prior to expiry of the validity period or after issue of the Letter of Intent/ Work Order, Purchase Order, refuses to execute the Work Order / Purchase order or furnish the Security Deposit and Performance Guarantee for faithful performance of the contract within the stipulated time, the amount of E.M.D. is liable to be forfeited by ACTREC.
11. Those tenderer/bidder that have paid Security Deposit / Performance Bank Guarantee must be taken back by the vendor within 3 months of expiry period. If not collected within 3 months the expired Bank Guarantee shall be destroyed.
12. **Refund of E.M.D.**

The Original E.M.D. receipt along with written request letter needs to be submitted in the Purchase Department for Refund of E.M.D.

a) EMD of the successful tenderer/bidder shall be refunded after the security deposit as called for the contract is furnished.

b) EMD furnished by all unsuccessful tenderer/bidder will be returned as early as possible after the expiry date of validity of their offer but not later than 30 days of award of the contract.

1. The tenderer/bidder having their warehouses/service centre and facilitation centre in the city of Navi Mumbai / Mumbai  will be desirable and advantageous for attending the calls to reduce the Down-time
2. The Director, ACTREC reserves the right of cancellation, adding, reducing or deferring the purchase without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other.  In such case the bidder will be refunded with the earnest money deposit without any payment of interest. The Director, ACTREC, on enquiry, will disclose the reasons for rejecting a tender or none issuing a tender document.

**Annexure D**

**Special conditions of the tender**

1. The Supplier should have Trade License from MCGM for supply of Medical Gases
2. Documentary proof of experience and reputation of over last five years as Medical Gas manufacturer and supplier to the Govt. Institutions / large private hospitals of repute.
3. The firms should also have proper arrangement for the testing and repairing of the various types of cylinder.
4. The firm should have adequate and efficient transport for supplying of Medical Gases. If, failure or delay more than 24 hrs in supply of life saving medical gases shall result in financial penalty and other levies as decided by TMC.
5. The bidder should give an undertaking that if he fails to maintain standards of tank / cylinders / gases and if some mishap occurs, the supplier company shall be responsible for the same.
6. All cylinders should be tested and specified for filling of medical gases by approved test agency.
7. The supplied medical gases should be pure and safe for human use and should meet latest I.P. standards.
8. The cylinders should be accompanied by a certifying the following:

* The weight of cylinder
* The content of the cylinder (types of gas)
* The cylinder should be sealed
* The original bill should be accompanied with the cylinder

1. The cylinder should be delivered directly to the concern dept. along with the original bill certified by the head of the concern dept.
2. The rates quoted should be inclusive of delivery charges, transportation charges, all other incidental services and rent charges per cylinder plus GST.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CONTRACTOR/S SIGN & STAMP**

1. The bidder shall be required to deposit an amount equal to 10% of the tendered value of the contract as Performance Security within the period prescribed for commencement of work in the letter of award issued to you. Performance Security may be accepted as Bank Guarantee of Scheduled Banks and State Bank of India or F. D. Receipt of The State Bank of India or Scheduled Bank in favour of Accounts Officer, ACTREC. The Performance Guarantee shall be endorsed in favoured of Accounts Officer, ACTREC.
2. In case the supply work done is not found effective to our satisfaction, the contract will be terminated by giving 30 days notice, and the Performance / Security Deposit stand forfeited without prejudice to rights to take any other action under the terms of contract.
3. Bidders are request to enclose a copy of their valid certificate of GST, Service Tax No , VAT No., PAN No. with their tender.
4. Late / delayed tenders received due to any reason whatsoever will not be accepted under any circumstances.
5. **Refund of Earnest Money Deposit:**  The EMD submitted by unsuccessful bidders shall be returned to them without any interest whatsoever, within 90 days after conclusion of the contract with successful bidder. The EMD submitted by successful bidders shall be returned to them after the successful bidder deposit the performance security according to conditions stipulated in the bid / LOI document.
6. At any time prior to date of submission of tender, Tender inviting Authority may, for any reason, or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of TMC, Mumbai (http//tmc.gov.in). In order to provide reasonable time to take the amendment into account in preparing their bid, tender inviting authority may or may not, at his discretion, extend the date and time for submission of tenders.
7. Rates / prices must be quoted as per format specified in the financial bid (Part ‘B’) failing which tender shall be summarily rejected.
8. The bidder shall not claim any increase in rates due to rise in cost of raw materials, operational cost etc., and all inclusive charges accepted shall be firm throughout the period of the contract except Govt. Levis / Taxes.
9. The cylinder should have company monogram printed on the cylinder. It should also mention date of last testing and due date of next testing.
10. Successful bidders would be bound to supply the gases even after completion of tenure on tender rates, terms and conditions till the next tender / fresh arrangement is finalized.
11. The financial bid will be opened, who are technically qualified.
12. The Lowest financial offer amongst the technically qualified offers will only be considered for the process
13. To arrive L1 Bidder/lowest offer: — Total cost of the gases will be calculated on basis of ‘Estimated Requirement No of Cylinder for 1 year ‘given in Technical Specification and ‘Rate per Cylinder in Rs.’ in Commercial Offer/Price Bid Form quoted by bidder. The rates quoted should be inclusive of delivery charges, transportation charges, all other incidental services and rent charges per cylinder plus GSTetc.

**Annexure E**

**Instructions to the Tenderer/Bidder for submitting the tender documents**

1. Tenders are to be submitted in sealed envelopes super scribed with tender number, due date and time and clearly mentioning the name and address of the tenderer.
2. The EMD & Tender fee Receipt number and date should be mentioned on the envelope.
3. Technical Bid (Part-I) and Financial Bid (Part-II) should be kept in two separate sealed covers and both these covers again to be put in a single sealed cover and are required to be submitted within the specified due date and time.
4. Tenders should be deposited at the Purchase Department , 3 rd floor, Paymaster Shodhika building, ACTREC, Sector 22, Kharghar, Navi Mumbai – 410210 on or before due date and time as specified in the notice inviting tender.
5. Technical Bids ( Part I) will be opened as per tender opening date and time specified in the notice inviting tender, in the presence of the attending bidders.
6. Date of opening of the Financial bid (Part-II) will be intimated only to those bidders who are technically qualified after evaluation of the Technical Bid (Part-I).
7. An Earnest Money deposit & tender fee as mentioned in the notice inviting tender are to be paid at Cash counter. Ground floor, Paymaster Shodhika Building, ACTREC, Kharghar, Navi Mumbai 410 210 by Demand Draft in favour of “Director, ACTREC” payable at Kharghar, Navi Mumbai - 410210
8. The photo copy of EMD receipt should be enclosed in Technical Bid (Part I) of the tender documents. The photocopy of the original money receipt must be kept with the vendor and to be shown at the time of tender submission.
9. Tenders received without paying the tender fee and EMD charges shall not be considered.
10. Each and every page of the technical offer as well as the financial offer to be signed by the bidder. No overwriting is permissible and such document having correction is liable to be rejected.  However, cutting will be permissible on attestation by the authorized person
11. The tenderer /contractor/company should furnish Annexures J to P as per format along with tender technical bid Part-I. Format of annexures must be as per the details mentioned above. Any changes in the text matter is not accepted and TMC-ACTREC reserves the right to reject such offers.
12. The bidder should provide Service tax No. and License No. as may be required for manufacturing of item and/or import from foreign origin.
13. Experienced bidder should attach certificate of their past experience in support of their capability in the field of dealing with the item tendered.

**Annexure F**

**TECHNICAL SPECIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.No. | Type of Gases | Cylinder capacity | Estimated Requirement- No of Cylinders for 1(One) year | Compliance  YES/NO |
| 1 | Medical Grade Nitrous Oxide in Bulk cylinder of capacity 17233 Liter | 17233 Liter | 144 Nos |  |
| 2 | Medical Grade Nitrous Oxide in small cylinder of capacity 1851 Liter | 1851 Liter | 26 Nos |  |
| 3 | Medical Grade Oxygen in Jumbo cylinder of capacity 7000 Liter | 7000 Liter | 11500 Nos |  |
| 4 | Medical Grade oxygen in Cylinder of capacity 1320 Liter | 1320 Liter | 800 Nos |  |
| 5 | Medical Oxygen Cylinder of capacity 660 Liter | 660 Liter | 70 Nos |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.No. | Description | Requirement | Compliance  YES/NO |
| 1 | Cylinders | Supply of Medical Grade gases is to be made in Supplier’s Cylinders |  |
| 2 | Schedule of supply | As and when required basis-generally 2 or 3 times a week |  |

**Annexure G**

1. If a tenderer/bidder states /quotes wording such as ‘N.A’. or ‘—‘ or ‘N/A’ or ‘Not Applicable’ or “Nil” charges etc , in the financial bid, then the bid shall be treated as unresponsive and will not be considered. (as per Rule 160 (xiv) of General Financial Rules 2005 vide DAE letter No. 1/5(3)/2012-Budget/ 2483 dated February 20, 2014).
2. **Validity:**  The tendered offer must remain valid at least for a period of **six months** (180 days) from the date of the opening of the technical bid.

**Mode of Payment:**  The preferable mode of payment should be indicated clearly.  In most of the cases of indigenous supply in our Institute release of payment in Indian rupees shall be made within 60 days from the delivery of goods in good and acceptable condition. In case of equipment, payment will be made on successful installation and commissioning of the supplied equipment Subject to availability GST credit.

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**Annexure H**

**ADVANCED CENTRE FOR TREATMENT RESEARCH & EDUCATION IN CANCER**

**TATA MEMORIAL CENTRE**

**Sector 22, KHARGHAR, NAVI MUMBAI - 410210.**

**Commercial Offer /Price Bid Form**

**Tender number: --------------------------------------------------------**

**Name of the Equipment: --------------------------------------------------**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr.No. | Type of Gases | Cylinder of capacity | Rate per cylinders in Rs. | Rate in (`) Words per cylinders |
| 1 | Medical Grade Nitrous Oxide in Bulk cylinder of capacity 17233 ltrs | 17233 ltrs |  |  |
| 2 | Medical Grade Nitrous Oxide in small cylinder of capacity 1851 ltrs | 1851 ltrs |  |  |
| 3 | Medical Grade Oxygen in Jumbo cylinder of capacity 7000 ltrs | 7000 ltrs |  |  |
| 4 | Medical Grade oxygen in Cylinder of capacity 1320 ltrs | 1320 ltrs |  |  |
| 5 | Medical Oxygen Cylinder of capacity 660 ltrs | 660 ltrs |  |  |

**The supply is to be made in supplier’s cylinders.**

**The rates quoted should be inclusive of delivery charges, transportation charges, all other incidental services and rent charges per cylinder plus GST.**

Certified that the above information is correct & true to the best of my knowledge and belief.  In case any information is found false and incorrect, the under signatory will be personally responsible for the consequences.

**Signature**

**Name of authorized person for bidder with seal**

**Annexure J**

**ADVANCED CENTRE FOR TREATMENT RESEARCH & EDUCATION IN CANCER**

**TATA MEMORIAL CENTRE**

**Sector 22, KHARGHAR, NAVI MUMBAI – 410 210.**

**PURCHASE SECTION**

**VENDOR CAPABILITY FORM**

|  |  |
| --- | --- |
| **Tender No:** | |
| Name / Title of the Bidder |  |
| Due Date and time of the submission of the tender. |  |
| DD/ Cash Receipt No. for EMD Amount and Date |  |
| Name of the Item / Work |  |
| Full Address (recent) |  |
| E-Mail  (recent) |  |
| Tel. No & Mobile No. (recent) |  |
| Fax (recent) |  |
| Name of the person authorized to deal / undertake business for and on behalf of the bidder |  |
| Tel. No & Mobile No. (Recent) |  |
| Fax (Recent) |  |
| E-Mail  (Recent) |  |
| Legal entity of the bidder whether Firm / Society / Company / Other entity |  |
| a.  Registration No. |  |
| b.  Authority with whom registered |  |
| c.  Licence No. granted by                                                for |  |
|  |  |
| Main business of the bidder  whether Manufacturer, Business Distributor, Wholesale Dealer, Retail trader or Service Agent |  |
| Authorized Area of  operation in India |  |
| Name of the Principal Organization / Company for and on behalf working in India |  |
| Origin of the Principal Organization / Company |  |
| Address of the Principal Organization / Company |  |
| Tel. No. & Mobile No. |  |
| Fax |  |
| E-Mail |  |
| Name & Address of the Bankers of the bidders. |  |
| Authority / Delegation / Licence No. & Date  granted by the principal to the representative bidder |  |
| PAN No. |  |
| TAN No. |  |
| Registration No. granted by Central Excise Commissioner for Service tax |  |
| CST No. / GST No. / ST No. |  |
| Central Excise License No. |  |
|  |  |
| Import / Export Code No. |  |
| License No. for import |  |
| No. of manpower employed by the bidder |  |
| a. Scientific |  |
| b. Technical |  |
| c. Administrative |  |
| d. Finance |  |
| Support facility equipment No. |  |
| Experience of the bidder in dealing with the tendered item. Tenderer must have similar job done in the line of business / experience with 3 to 5 years will be considered |  |
| Whether supply of any item / service to TMC in past; if yes indicate the Purchase Order No. & Date |  |
| Any other relevant information for submission |  |

Certified that the above information is correct & true to the best of my knowledge and belief.  Nothing has been concealed and fabricated and in case any information is found incorrect.  I, the under signatory will be personally responsible.

I/We have read all the general and special Terms and conditions of the tender and the same are acceptable to me/us.

(Tender’s Signature)

Stamp/Seal

**Annexure K**

*To be printed & executed on Letter head of the principal supplier/manufacturer of the equipment of foreign origin*

**LETTER OF AUTHORIZATION**

I, Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairman / Managing Director / President / Vice-President / General Manager hereby certify and declare that   
M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having its registered office at  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an organization dealing with the manufacturing and assembling of the equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which is meant for scientific use for research/diagnostic/treatment and having business operations in India.

It is also certified that our representation and operations in India is done & executed by   
M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which is a organization constituted under the provisions of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and having their registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who has been fully authorized by us to act as our representative in whole or part of India to deal, undertake, participate in the business proceedings, quote rate for supply, installation, testing and commissioning, after sales services of our products / equipments and their spare parts together with consumables and procure purchase orders to pass to us on such rates and conditions as may be negotiated by them for and on behalf of us.

The Indian agent M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has also been authorized to provide after sales services, supply spare parts and consumables on the authorized rates as indicated in the price list of the company for the period of the currency of warranty and annual maintenance contract thereafter for a period of 5 years.  They have also been authorized to negotiate the rate for allowing special discount to the hospital.

**Signature**

**Name of authorized person for bidder with seal**

**Annexure L**

*To be printed & executed on Letter head of the supplier company / Indian agent*

**UNDERTAKING**

To,

The Director,

Advance Centre for Treatment Research & Education in Cancer

Kharghar, Navi Mumbai – 410210.

1.         I, the under signatory hereby undertake to supply, install and erect, testing & commission and maintenance of the equipment namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for and on behalf of bidder on agreed terms and conditions as have been stipulated and mentioned in the Purchase order on acceptance of my offer for the above equipment / item.

1. I, the undersigned also hereby undertake to assure and promise to provide the spare parts within reasonable time for operation of the aforesaid equipment without any charge during the warranty period of 2 years and thereafter I will make available all the spare parts and consumables on the agreed price during the period of annual maintenance contract at least for the period of 5 years from the date of completion of the warranty period at the negotiated rate allowing discount on the price list of the company, authenticated copy of which will be submitted for your record.

3.         Further also, I undertake to assure and promise to provide technical operational training to the scientific and technical staff members of the user Institute without any charge after commissioning of the equipment and condition thereof.  In case training experts are not available in India the necessary operational training not exceeding to one week shall be arranged by the manufacturing company of the equipment in the manufacturing / assembling unit of the equipment in the foreign country of origin.

**Signature**

**Name of authorized person for bidder with seal**

**Annexure M**

|  |  |  |
| --- | --- | --- |
| **NEFT FORM Format** | | |
| **APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILLS IN BANK ACCOUNT BY ELECTRONIC CLEARING SERVICE / NEFT** | | |
|  |  |  |
| 1) | Name of the Vendor |  |
| 2) | Vendor Address & Other Particulars |  |
| a) | PAN NO. |  |
| b) | GST NO. |  |
| c) | CST NO. |  |
| d) | Mobile No. |  |
| e) | Email ID |  |
| 3) | Account Holder's Name **(Title of the Account)** |  |
| 4) | Bank Account No. |  |
| 5) | Bank Name, Branch & Address |  |
| 6) | 9-Digit MICR code of the bank |  |
| 7) | Account type **(SB/CURRENT)** |  |
| 8) | IFSC Code **(attach Xerox copy of cheque)** |  |
| I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete information, I shall not hold the user institution responsible. I agree to discharge the responsibilities as a participant under the scheme. | | |
|  |  |  |
|  |  | **Signature of the Vendor with seal.** |
|  |  |  |
| Certified that the particulars furnished above are correct as per our records. | | |
|  |  |  |
|  |  |  |
|  |  | **Signature of the authorised official from the bank.** |
| **Bank stamp :** | |  |
| **Date :** | |  |
| **Note : Xerox copy of cheque may be attached, without which the form will not be accepted.** | | |

**Annexure N**

**Format of Notary affidavit on Non- Judicial Stamp Paper of Rs.100/- stating their in as under:-**

1. Confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
2. That the firm is never being blacklisted /penalized /defaulted by any government Institution / Hospitals with in last 5 years.
3. That the firm has deposited up to date Sales Tax and Income Tax. (Upload scans copy of clearance / Return certificate).
4. That the rates quoted by the firm are the lowest and not higher than the wholesale market rates /quoted in any other Institution or Hospitals. Rates have been checked by me / us and if approved I shall supply that items in the specified period.

**Annexure P**

*To be printed & executed on Letter head of the supplier company / Indian agent*

**Schedule of disclosure of existing customers to who supply of equipment / service made available in India**

CERTIFICATE

This is to certify that M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ having manufacturing factory / unit at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and having registered office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  is a company registered and incorporated company under the Law of the land of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is our the principal company manufacturing the equipment namely \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  The said equipment has been supplied, installed and successfully commissioned with the users as are listed with their addresses in annexure hereto.

This is also to certify that we have not supplied above named equipment to any of the users in India at the cost less than the price quoted by us to Director, ACTREC, within the period of last six months.

**Signature**

**Name of authorized person for bidder with seal**