



சென்னை போர்ட் ட்ரஸ்ட்
CHENNAI PORT TRUST

**CHENNAI PORT TRUST HOSPITAL
SPRING HAVEN ROAD (OPP. TO RBI)
Chennai – 600 001**

e-QUOTATION No. Q/MS4/493/2017/H

**QUOTATION FOR PURCHASE OF “ORTHOTICS & PROTHETICS
ITEMS” FOR CHENNAI PORT TRUST HOSPITAL**

Through e-Procurement Mode

**Online bid submission starting at 10.30 hrs on- 10.10.2017
Online bid submission closing at 14.30 hrs on- 23.10.2017
Online bid opening at 15.00 hrs on- 24.10.2017**

CHENNAI PORT TRUST HOSPITAL

e-QUOTATION FOR PURCHASE OF “ORTHOTICS & PROTHETICS ITEMS” FOR CHENNAI PORT TRUST HOSPITAL

e-QUOTATION No. Q/MS4/493/2017/H

THROUGH E-PROCUREMENT MODE

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Instructions for Online Bid Submission
Instructions to the Bidders to submit the bids online
thro' the e Procurement site
<https://eprocure.gov.in>

- 1) Bidder should do the registration in the tender site using the "Click here to Enroll" option available.
- 2) Then the Digital Signature of SIFY/TCS/nCode or any Certifying Authority is to be registered after logging into the site
- 3) Bidder can use "My Space" area to update standard documents in advance as required for various Quotations and use them during bid submission. This will facilitate the bid submission process by reducing time.
- 4) Bidder may read the Quotations published in the site and download the required documents /Quotation schedules for the Quotations he is interested.
- 5) Bidder then logs into the site using the secured log in by giving the user id/password chosen during registration and password of the DSC/etoken.
- 6) Only one DSC should be used for a bidder and should not be misused by others.
- 7) Bidder should read the Quotation schedules carefully and submit the documents as asked, otherwise, the bid will be rejected.
- 8) If there are any clarifications, this may be obtained using clarifications or during the pre-bid meeting. Bidder should take into account of the corrigendum's published before submitting the bids online.
- 9) Bidder must in advance prepare the bid documents to be submitted as indicated in the Quotation schedule and they should be in required format. If there are more than one document , they can be clubbed together.
- 10) Bidder should prepare the EMD as specified in the Quotation. The original should be posted / couriered /given in person to the specified location as per Quotation Document , latest by the last date of bid submission.
- 11) Bidder selects the Quotation which he is interested using search option & then moves it to the my favorites folder.
- 12) From the my favorites folder, he selects the Quotation to view all the details indicated.
- 13) The bidder reads the terms & conditions and accepts the same to proceed further to submit the bids.
- 14) The bidder has to select the payment option as offline to pay the EMD as applicable.
- 15) The details of the DD/any other accepted instrument , physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the bid submitted will not be acceptable.
- 16) The bidder has to enter the password of the DSC/e-token and the required bid documents have to be uploaded one by one as indicated.
- 17) The rates offered details have to be entered separately in a spread sheet file (xls) in the space allotted and should be updated as BOQ.xls file for each Quotation after the financial bid. The BOQ file, if found modified by the bidder, his bid will be rejected.
- 18) The Tendering system will give a successful bid updation message & then a bid summary will be shown with the bid no. & the date & time of submission of the bid with all other relevant details. The bidder has to submit the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid will be rejected.
- 19) The bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid.

- 20) The bid summary will act as a proof of bid submission for a Quotation floated and will also act as an entry point to participate in the bid opening date.
- 21) For any clarifications with the TIA, the bid number can be used as a reference.
- 22) Bidder should log into the site well in advance for bid submission so that he submits the bid in time i.e. on or before the bid submission time. If there is any delay, due to other issues, bidder only is responsible.
- 23) Each document to be uploaded online for the Quotations should be less than 2 MB. If any document is more than 2MB, it can be reduced by scanning at low resolution and the same can be uploaded. However if the file size is less than 1 MB the transaction uploading time will be very fast.
- 24) The time settings fixed in the server side & displayed at the top of the Quotation site, will be valid for all actions of requesting, bid submission, bid opening etc., in the eProcurement system. The bidders should follow this time during bid submission.
- 25) All the data being entered by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission & not be viewable by any one until the time of bid opening.
- 26) The confidentiality of the bids is maintained since the secured Socket Layer 128 bit encryption technology is used for data storage encryption of sensitive fields is done.
- 27) Any documents that is uploaded to the server is subjected to symmetric encryption using a generated symmetric key. Further this key is subjected to asymmetric encryption using buyers public keys. Overall, the submitted Quotation documents become readable only after the Quotation opening by the authorized individual.
- 28) For any queries, the bidders are asked to contact by mail cppp-nic@nic.in or by phone 1-800-233-7315 well in advance
- 29) Bidder is required to submit their Quotation through online in the form of single cover system on or before due date of closing time **(i.e. 23.10.2017 at 14.30 hrs)**. The Quotation received after the due date and time will not be entertained.
- 30) Bidder should submit the quotation as per specification indicated in Schedule 'A' accordance with the General Conditions and signed copy of the
- 31) Price should be quoted in online Price Schedule d- (as per BOQ) price should be quoted in a spread sheet file (xls.format) available in e-procurement portal only. Any indication of 'Quoted price' in the online technical bid document shall lead to rejection of the bid outright. For evaluation purpose, the uploaded offer documents will be treated as authentic and final. The Price bid submitted through e-procurement mode only will be taken up of the purpose of evaluation.

CHENNAI PORT TRUST
CHENNAI PORT TRUST HOSPITAL
e-Procurement Through Online
Covering Letter

Quotation No. Q/MS4/493/2017/H

Due on:. 23.10.2017

From:

To:

**Chief Medical Officer,
Chennai Port Trust Hospital
Spring Haven's Road, (Opp. R.B.I)
Chennai – 600 001.
Tel.: 25312373, Fax: 25383376**

- 1)
 - i) Quotation / Bid shall be accepted through online mode and no manual submission shall be entertained.
 - ii) Tenderer is required to submit their Quotation r through online in the form of Single Cover System on or before **due date of closing time 23.10.2017 at 14:30 Hrs.** The Quotation received after the due date and time will not be entertained:-
 - iii) Quotation Document can be submitted online alone in the designated tender website **eprocure.gov.in** on or before the due date. The time of opening of bid will be on **24.10.2017 at 15.00 Hrs.**
- 2) Tenderers can download the Tender Documents from Website
- 3) Eligibility criteria as stated in the General Terms & Conditions of this document shall be followed strictly. Only those manufacturers/supplier/firms, who confirm to the eligibility criteria alone shall quote.

UNDERTAKING BY FIRM

- 1) Description of items including specification: PURCHASE OF “ORTHOTICS & PROTHETICS ITEMS” for the period of ONE YEAR from the date of award of contract. (As per Schedule 'A' of tender document).
- 2) I/We engage to supply the Chennai Port Trust with the articles specified above upon the terms of the Chennai Port Trust's, standard conditions.
- 3) I/We accept that the Chennai Port Trust reserves the right to cancel the rate contract at anytime, upon failure to execute the first or any Purchase Order. I/We accept that this condition shall take precedence over other conditions of this tender.
- 4) The acceptance of the Tender by the C.M.O. shall constitute a binding contract between me/us and Chennai Port Trust.
- 5) Delivery Place: The Chief Medical Officer, Port Trust Hospital, Chennai Port Trust, Chennai -1.
- 6) **100% payment will be made within 30 days from the date of acceptance of supply. To make payment through ECS, furnish the following details ::**
 - a. **Name of the Bank and Branch details**
 - b. **Account Number**
 - c. **MICR Number**
 - d. **Type of Account**
 - e. **IFS CODE**
 - f. **COPY OF THE FRONT PAGE OF PASS BOOK AND CANCELLED CHEQUE.**
 - g. **GST Number**
 - h. **PAN Number**
 - i. **MOBILE NUMBER.**

Office Stamp of the Tenderer

Signature of Tenderer: _____
Designation: _____
Date: _____

SCHEDULE OF SPECIFICATIONS**Statement showing requirement of ORTHOTICS & PROTHETICS ITEMS
(E-Procurement through online)**

S.No.	Description	Item Code	QTY	UOM
1	One Indigenous PTB prosthesis (Right / Left) with one pair of shoes / sandals	O&P-2017-2018-01	8	Set
2	One Indigenous Light Weight AK Calipers with Knee joint and LAA with and without pelvic pad (Right / Left) with one pair of shoes / sandals	O&P-2017-2018-02	8	Set
3	One Indigenous Light Weight extension PTB prosthesis (Right / Left) with one pair of shoes / sandals	O&P-2017-2018-03	4	Set
4	One Indigenous Light Weight AK prosthesis (Right / Left) with one pair of shoes / sandals	O&P-2017-2018-04	4	Set
5	One Indigenous Light Weight BK Calipers (Right / Left) with one pair of shoes / sandals	O&P-2017-2018-05	4	Set

Qualification Criteria:

The bidders are advised to note the minimum qualification criteria specified below to participate the subject tender.

- (i) **The manufacturer / supplier should be in Chennai.**
- (ii) **2 years experience in similar contracts**
- (iii) **Should have registered with Rehabilitation Council of India**

All required documents specified in Commercial Check list (page No.14) shall be submitted under document link through e-procurement mode. The recommended Tenderer's original documents shall be produced for the Port officer's verification if called for. The price bids of those firms who do not meet the eligibility criteria will not be considered.

**CHEIF MEDICAL OFFICER
CHENNAI PORT TRUST**

CHENNAI PORT TRUST
CHENNAI PORT TRUST HOSPITAL
E-Procurement Through Online

GENERAL TERMS AND CONDITIONS

“Tenderer should submit their Quotation through online with relevant documents duly filled in the enclosed checklist”.

1. Tenderer should upload the “Check List” by dully filling the above particulars in the Prescribed format as enclosed in the Quotation document, otherwise your offer will not be considered.
2. Quotation should not be submitted for the product / products for which the company has been blacklisted either by any State / Central Government’s organization / Public Sector Undertakings / Port Trusts.
3. Offers received later than the specified date will be rejected.
4. Tenderer will state Maker’s name, brand, and country of manufacture of the item offered, if asked for.
5. Tenderer will offer exactly as per Quotation specifications.
6. The Tenderer will mention technical specifications, as per Industry Standards.
7. Rate quoted should be inclusive of all charges for delivery at the given address.
8. Tenderer will also separately quote taxes, duties, freight and other charges in BOQ (Price Bid).
10. The Tenderer should quote a firm price in their offer without which their offer is likely to be ignored.
11. Tenderer shall furnish prevailing rate of taxes and duties, in order to enable him to claim variation in taxes and duties at a later date, to justify or substantiate its basis.
12. Tenderer shall not furnish any ambiguous or vague information in the **Quotation**.

13.TAXES AND LEVIES.

Rates of taxes/duties/levies etc., such as, GST, Excise Duty or Octroi payable on the material should be given in the offer. If nothing is stated in the rate quoted, then the rate quoted will be deemed to include all the taxes & levies. For receiving payment of GST, the tenderer will declare in the offer that they are registered under the **GST** Act and/or under Central Sales Tax Act, 1957 and quote the GST Registration Number. Full GST will be paid as Chennai Port Trust is not empowered to issue any ‘C’ Form or ‘D’ Form for concessional rates. Offers with GST /other taxes / charges extra without specifying rates therefore are likely to be ignored.

14. Any downward variation in taxes/duties/levies such as MODVAT, GST etc., will be passed on to Ch..P.T.

SECURITY DEPOSIT

16. The successful Tenderer will pay Security Deposit (SD) at 5% of the total value of Purchase Order/Rate Contract inclusive of all taxes and levies within 14 days from the date of outward No., of Purchase Order. Security Deposit up to Rs.5 Lakhs in the form of Demand Draft/Bankers Cheque drawn on any Scheduled Bank/Nationalized Bank, shall be drawn in favour of "Chairman, Chennai Port Trust" & payable at CHENNAI. No interest will be payable for the sum so deposited. The Security Deposit will be refunded only after successful execution of the Purchase Order/Rate Contract in full to the satisfaction of the C.M.O.

SAMPLE CLAUSE

17. The Chennai Port Trust reserves the right to call for sample at any stage during the finalisation of the Quotation or during the currency of contract period and test the same samples from the outside Laboratory at the cost of the Supplier.

DELIVERY PERIOD

18. The tenderer is requested to supply the Goods within 30 days from the date of Purchase Order.
19. The delivery period will commence from the date of the issue of Purchase Order and date of delivery will be calculated from that date.

QUANTITY

20. The CMO, Chennai Port Trust reserves the right to order plus or minus 25% of the quantity awarded.

PAYMENT TERMS

21. The Contractor's bill for the supply will be passed for payment and the Contractor will be paid the amount due to him towards the supply of the Goods within 30 days. The Contractor shall send an advance Stamped Receipt along with the bill to avoid delay in payment, failing which, the bill will be returned to the Contractor.

VALIDITY

22. The Tenderer will keep his offer open for acceptance for a period of **90 days** from the due date of Quotation.

INSPECTION & TESTING

23. Inspection of material will be done at Ch.P.T premises unless otherwise stated in the Purchase Order / Acceptance letter.

24. At the time of delivery, if required or if asked for, the supplier will produce a certified copy of the manufacturer's test certificate to establish that the goods conform to the relevant IS, wherever applicable. The supplier will also be required to produce a certified copy of the valid license where the manufacturer of the goods is licensed to put the mark of IS.
25. The supply will be effected along with the Manufacturer's Test Certificate. Samples will be called for wherever required and the same will be tested from outside agency. In case the material supplied by the supplier is rejected for not meeting the Purchase Order specifications, a penalty of 1% of the Purchase Order amount, subject to minimum amount of Rs.1,000/- will be levied on the supplier and the same will be recovered from his pending bills/ EMD/ Security Deposit.
26. The Port Trust reserves the right to inspect the Goods after arrival at the Ch.P.T.'s Premises and to reject them if found defective or at variance with the Goods inspected at the supplier's premises.
27. The material will be inspected by appropriate authority assigned by Chief Medical Officer Ch.P.T. after receipt of the same and his decision will be final and binding upon the supplier. If required, a sample from the supply will be drawn in the presence of the firm's representative, who should be deputed within 3 days of receipt of supply in Medical Department, failing which the sample will be drawn by the Inspecting Officer and will be sent for testing to a laboratory to be selected by the Chief Medical Officer, Ch.P.T. or his authorized representative. The result of the laboratory test will be final and binding on the supplier. The cost of the inspection and testing by outside agency will be borne by Chennai Port Trust if the material passes the inspection and testing. However, if the material fails in the inspection and testing and is consequently rejected, then full cost of the inspection and testing by outside agency will be reimbursed by the supplier to Ch.P.T.

LIQUIDATED DAMAGES

28. This clause is applicable where value of purchase order exceeds Rs.1 Lakh.

a)Where the delivery period is less than 4 weeks.

If the supplier fails to complete the supply in all respects within the period specified or within such extended period as may be allowed by Chief Medical Officer, the supplier shall pay or allow the Board a sum equivalent to 1 % of the value of the unfulfilled portion of the purchase order price per day, subject to a maximum of 10% of the value of the unfulfilled portion of the purchase order as Liquidated Damages/Late Delivery Charges.

b)Where the delivery period is more than 4 weeks

If the supplier fails to complete the supply in all respects within the period specified or within such extended period as may be allowed by Chief Medical Officer, the supplier shall pay or allow the Board a sum equivalent to ½%of the value of the unfulfilled portion of the purchase order price per week (7 days) or part thereof, subject to a maximum of 5% of the value of the unfulfilled portion of the purchase order as Liquidated Damages/Late Delivery charges.

- d) The Liquidated Damages/Late Delivery Charges shall be deducted from any amount payable to the contractor/supplier including encashment of Bank Guarantee or any securities/guarantees, if any available with the Port Trust.
- e) If the supplier has delayed/not supplied after giving due notice, the supply order will be cancelled and any additional expenditure incurred by the Trust in procuring such material will be recovered from the supplier for non performance/delay in execution of the supply from the money due or belonging to the supplier with the Board.

ACCEPTANCE/REJECTION OF QUOTATION

- 29. The Ch.P.T is not bound to accept the lowest Quotation. Any or all tenders in whole or in part may be rejected without assigning any reason. Ch.P.T further reserves the right to accept any Quotation in whole or in part at their option.

PARALLEL RATE CONTRACT / RISK PURCHASE

- 30. In case the supplier responds to the notice by the date indicated therein, then the new date of delivery indicated by the supplier may be accepted, subject to deduction of the L.D from the supplier's bill, for the period of delay beyond the scheduled delivery period. A letter, accepting the delay in delivery subject to deduction of liquidated damages, will be issued to the supplier wherein new date of delivery will be clearly indicated. The maximum allowable delay will not exceed 10 weeks, beyond the scheduled delivery date, even with the levy of Liquidated Damages.
- 31. If the tenderer fails to execute the supply within the stipulated time, the Chief Medical Officer is at liberty to make alternative purchase of the items for which the Purchase orders have been placed from any other tenderer who might have quoted higher rates at the risk and the cost of the supplier and in such cases Chief Medical Officer has every right to recover the cost.
- 32. If at any time the tenderer has, in the opinion of Chief Medical Officer, delayed in making any supply by reason of any riots, mutinies, wars, fire, storm, tempest or other exceptional cause on a specific request made by the tenderer, the time for making supply may be extended by the Chief Medical Officer at its discretion for such period as may be considered reasonable. The exceptional cause does not include the scarcity of raw material, power cut, labour disputes.
- 33. Whereas a person whose Quotation has been received on behalf of the Board intimates the Chief Medical Officer that he is not willing to abide by the terms of the Quotation, or goes behind the clarification made before the Chief Medical Officer or the Quotation Committee appointed to scrutinize the Quotation in respect of the terms of the Quotation or withdraws the Quotation before receipt of final acceptance, where a person whose Quotation has been accepted fails (i) to execute an agreement in such form as aforesaid in respect of all items for which the Quotation is accepted within 10 days of such acceptance is made known to him (or) (ii) to furnish the Guarantee Bond within the prescribed time, the Earnest Money deposited by such persons shall be forfeited and in case the contract is liable to be cancelled or the agreement if executed is liable to be treated as null and void. Further the tenderer undertakes if his Quotation is accepted to enter into and execute when called upon to do so an agreement with such modification as agreed upon and unless and until the formal agreement is prepared and executed this Quotation together with the written acceptance shall form a binding contract between the Trust and the Contractor.

34. Only such vehicles which are licensed by the Board will be permitted to enter into the Harbour. Tenderers should obtain temporary pass from the Port Asst. Traffic Manager (Central Pass Section) near Anchor Gate, to gain entry into the Trust's premises if necessary.
35. Any notice to the Contractor shall be deemed to be sufficiently served, if given or left in writing at his usual or latest known place of abode or business.
36. In the event of any breach of any of the provisions of contract by the Contractor, the Board shall have the right to terminate the contract summarily.
37. It shall be lawful for the Chief Medical Officer without giving any notice to the Contractor, to purchase in the open market any goods or materials Covered by the Contract and if such goods or materials are not available to purchase suitable substitute as to which the decision of the Chief Medical Officer shall be final and binding on the Contractor in the event of the Contractor
 - i) Having delivered goods or materials not of the contracted quality.
 - ii) Having failed to supply goods or materials within the time specified.
 - iii) Having refused or being unable to supply goods or materials Covered by contracts either in whole or in part.

The Contractor shall be liable for any excess in the price paid for such purchase over the contract price and the Chief Medical Officer shall have right to deduct any such excess from the money due or belonging to the contractor with the Board.

38. At any time prior to the date of submission of Quotation, Chief Medical Officer may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Tenderer, modify the Quotation documents by an amendment. All prospective tenderers who have received the Quotation document will be notified of the amendment in writing and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, Chief Medical Officer may at his discretion, extend the date and time for submission of tenders.
39. In the event of any dispute arising out of the Quotation such dispute would be subject to the **jurisdiction of the Civil Court within the city of Chennai only.**

I/We have read and understood the above conditions and I/We confirm that I/We am/are agreeable to all the above conditions.

Date: _____

(SIGNATURE OF THE TENDERER)

OFFICE STAMP OF
THE TENDERER.

DESIGNATION _____
 POSTAL ADDRESS _____
 TEL. NO. _____
 FAX NO. _____
 MOBILE NO. _____

CHENNAI PORT TRUST
CHENNAI PORT TRUST HOSPITAL
E-Procurement Through Online

SPECIAL CONDITIONS

1. The rate quoted should be for a unit and given specification. The basic rates, excise duty, sales tax, Vat, GST etc., should be specified clearly and the rates should be for free delivery at the Chennai Port Trust Hospital. Incase any packing and forwarding charges applicable the same may be indicated and it should be clearly stated whether P&F charges also attract GST, ED & Sales Tax. The Trust is not eligible for 'C' or 'D' form for availing concessional rate of C.S.T.
2. The prices quoted for the items/materials offered shall be firm and not subject to any variation at any stage till the completion of the rate contract in all aspects. This must be clearly stated in the Quotation to avoid correspondence.
3. **The delivery must be made within the period mentioned in the purchase order.**
4. 100% payment will be made within 30 days from the acceptance for the materials after trial and inspection.
5. Items having expiry period of less than one year from the date of supply will not normally be accepted, the successful tenderer must guarantee in writing that such items if not consumed before the date of expiry will be replaced with fresh stock at no cost.
6. All orders must be executed free of delivery charges against contract if awarded to them
7. The successful Tenderer will have to supply at the rates quoted any of the products entered into the contract as and when orders are placed during the period of **one year** from the date of award of contract and extended period if any which will not be ordinarily more than **three months**.

We are agreeable to abide by all the above conditions.

SIGNATURE OF TENDERER

NAME IN FULL: _____

ADDRESS: _____

COMMERCIAL - CHECK LIST

Name of the Firm: M/s.....

FIRM'S ASSURANCE LETTER

S.No	Terms & Conditions of the Trust	Firms Reply to be written (i.e. Accepted / Not Accepted (or) relevant reply)
1	Tender Validity: 90 days from the date of opening of tender	
2	The Chief Medical Officer, Chennai Port Trust reserves the right to order plus or minus 25% of the quantity awarded	
3	Delivery period: With in 30 days from the date of purchase order	
4	Goods will be delivered at Chennai Port Trust Hospital at free of cost.	
5	Acceptance of Trust payment conditions i.e. 100% payment will be made by the Trust within 30 days after delivery of goods as per purchase order	
6	GST or any other taxes or goods (if applicable) and % should be mentioned.	
7	Price validity : ONE year from the date of award of contract and extended period if any which will not be ordinarily more than three months	
8	To ensure that the quoted price is not higher than the price quoted in any Government or Private or Public Organization	
9	The bidders shall ensure that they have not made any payment or illegal gratification to any person/authority connected with the bid process so as to influence the bid process and have not committed any offence under the PC Act in connection with bid.	
10	The bidders shall disclose any payments made or proposed to be made to any intermediaries (agents' etc.) in connection with the bid.	
11	Mention whether Manufacturer or Distributor (If distributor a scanned copy of authorisation letter from the manufacturer should be uploaded on e-procurement portal)	
12	Firm should have experience in the supply of "ORTHOTICS & PROTHETICS ITEMS" field on similar contracts for last two years. scanned copy of such as Delivery Challans &Purchase Order, Agreement copy of similar contracts, Registration certificate Rehabilitation council of India, GST Registration certificate, Tax Registration, Authorization letter from the manufacture (for having supplier /Stockist in Chennai)) all supporting documents should be uploaded through e-procure portal	
13	All Tender documents duly signed & sealed and scanned copies of the same should be uploaded through e-procurement portal.	

Authorized Signatory

Firm's
Seal