

**OFFICE OF THE SENIOR MEDICAL SUPERINTENDENT SHRI LAL BAHADUR SHASTRI  
GOVT. MEDICAL COLLEGE & HOSPITAL MANDI AT NER CHOWK, DISTT. MANDI (H.P)**

E-Mail Address - [msslbsgmchmandi02@gmail.com](mailto:msslbsgmchmandi02@gmail.com)

Office Telephone & Fax No. 01905-243955

No. HFW/SLBSGMCH/MS/tender/Photostate/2023/-

Dated:

To

M/s

**Subject: - Limited tender for "Photostat Machine for Office use" of SLBSGMCH Mandi at Nerchowk.**

Dear Sir/Madam,

Sealed tenders (by name) under two bid systems are invited by the undersigned for "**Photostat Machine for Office use**" of SLBSGMCH Mandi at Nerchowk. The last date of receipt of tenders is 29/08/2023 upto 10:30 AM and the Technical and Financial Bid will be opened on the same day at 11.00AM & 01.00 PM respectively in the presence of designated committee as well as the tenderers or their authorized representatives who may like to be present at the time. Due to any reason if not opened on above said date & time, it will be opened on next working day. Firms should quote their rate on the prescribed format **Annexure-A**.

**TERMS AND CONDITIONS**

1. The Tender/quotations/rates must be superscripted as "Limited tender for "**Photostat Machine for Office use**" of Hospital.
2. The rate should be inclusive of all taxes with GST and must be quoted in INR and inclusive of FOR at SLBSGMCH&H Nerchowk Distt. Mandi (H.P) as per Annexure "A".
3. The rates shall be initially valid for a period of 1 year. It may however be extended for a further period of 3 year on annual bases as per satisfactory performance or till the finalization of next tender, if needed. There shall be a rate contract with successful/bidder(s).
4. The Tenderer must submit Technical and Financial Bids in separate covers.
5. The Tenderer is required to submit the Bid in a sealed cover containing two separate envelopes. One envelop shall contain "Technical Bid" and second envelop shall contain "Financial Bid". These both envelopes shall be marked as "Technical Bid" and Financial Bid separately.
6. Duly sealed tender must reach in the office of Senior Medical Superintendent on or before 29/08/2023 upto 10.30 AM through Registered post/courier/speed post/by hand only.
7. Technical bid envelop shall contain :-
  - a. Tender Form duly stamped & signed by the tenders on every page in token of acceptance of terms & conditions of the tender.
  - b. Valid registration certificate issued by under shop & Commercial Establishment Act.

*Handwritten signature and checkmark*

- c. GST No./ PAN No.
  - d. Aadhar Card/address proof. of proprietor or authorized partener/person.
  - e. Non blacklisting certificate as per annexure-'B'.
  - f. EMD amounting to ₹1000/- in the shape of DD drawn fovour of Senior Medical Superintendent, Nerchowk.
8. Financial Bid Envelop:- This envelop shall contain Annexure "A" of rates.
  9. both Bids should be sealed and kept in a big size envelope superscripted as "Tender for **"Photostat Machine for Office use" of Hospital.**
  10. Conditional tenders will not be entertained.
  11. The EMD of successful bidder(s) shall be retained as security till the vailidity of contract and shall be refunded after termination of contract.
  12. In case the successful tenderers after having received the supply order from the Senior Medical Superintendent, SLBS Govt. Medical College & Hospital, Mandi at Nerchowk (H.P) fails to execute the job, the Senior Medical Superintendent will be at liberty to entrust job to other firm at the rate of H-1,. Such failed tenderers will be liable to pay such damages as may claimed by the Senior Medical Superintendent, SLBS Govt. Medical College & Hospital, Mandi at Nerchowk (H.P). Such default tenderer shall also be liable to be blacklisted and his security money be forfeited.
  13. The Senior Medical Superintendent, SLBS Govt. Medical College & Hospital, Mandi at Nerchowk (H.P) reserves the right to accept or reject any tender without assigning any reasons whatsoever.
  14. In case of any dispute or difference of opinion with regard to the interpretation of any clause of these Terms & Conditions the matter shall be settled on mutual agreed basis to the extent possible failing which the same shall be referred to Principal, SLBSGMC&H for arbitration whose decision shall be final and binding on both the parties.
  15. These terms and Conditions will be treated as an agreement between the undersigned and the successful tenderer/contractor of this tender and an agreement shall be executed for this purpose between both the parties.
  16. All disputes shall be settled within the jurisdiction of the courts at Distt. Mandi (H.P) only.
  17. Successful firm (s) will be decided on the basis of Lowest rates (L1) after necessary negotiation. The total average rates of first two items (as per annexure-A) will be compared to decide L1 i.e. total average lowest rates of Sr. No. 1 & 2 will be declared as L-1 firm.
  18. Machine will be installed in O/o undersigned. Electricity & space will be provided free of cost to the successful bidder. Apart from this another machine/extension counter may be installed by successful bidder with same terms & conditions as per direction of undersigned.
  19. Successful bidder/firm will maintain all the record of no. of Xerox copies/Black & white/Color/lamination/etc. for record & billing.
  20. L-1 bidder provides service through his employee in the office of undersigned during office time/day i.e. 10:00 AM to 05:00 PM.
  21. Hospital Administration/authority will not be responsible for any kind of loss/damage of machine etc. i.e. bidder is whole responsible for repair/maintenance/etc. of machine.

Copy to:- Notice Board.

Deputy Contro~~le~~ (RKS)  
SLBSGMC&H Mandi at Nerchowk  
Mandi (H.P)

11/22/23  
Senior Medical Superintendent  
SLBSGMC&H Mandi at Nerchowk Distt.  
Distt. Mandi (H.P)

Name of Firm:-

Signature (With Seal)

LIST OF ITEMS

Annexure-'A'

S/No.	Name of Item	Unit	Rate with GST (In Rupees)
1	Xerox Copy A4 (Black & White)	Single Side.	
2	Xerox Copy A4. (Black & White)	Double Side	
3	Xerox Copy A4 (Colored)	Single Side.	
4	Xerox Copy A4 (Colored)	Double Side.	
5	Xerox Copy Legal Size (Black & White)	Single Side.	
6	Xerox Copy Legal Size (Black & White)	Double Side	
7	Xerox Copy Legal Size (Colored)	Single Side.	
8	Xerox Copy Legal Size (Colored)	Double Side.	
9	Lamination	Per Square inch	
10	Spiral Binding	Per 25/50/100 pages	

**Name of Firm:-**

**Signature (With Seal)**

**Address**

**Mobile number**

*Islam*

*[Signature]*

**Annexure-'B'**

**(In Firms letter Pad head)**

**DECLARATION**

I, ..... aged.....years S/o Sh..... resident  
of..... do hereby solemnly declare and state on  
oath as under:-

That.....has never been  
blacklisted till date either by the State Government or Central Government or any agency on  
account of non-supplying of products or other reasons.

**Signature (With seal)**

Verified that the contents of the para of this declaration are true and correct  
to the best of my personal knowledge and nothing has been concealed therein.

Verified at ..... on dated .....

**Signature (With seal)**

*Handwritten signature: Huslan*