



RAJIV GANDHI CANCER INSTITUTE AND RESEARCH CENTRE
SECTOR-V, ROHINI, DELHI – 110 085

RATE CONTRACT OFFER DOCUMENT

FOR SUPPLY OF MEDICAL AND NON-MEDICAL ITEMS
DURING THE PERIOD 2012 - 2014



RAJIV GANDHI CANCER INSTITUTE & RESEARCH CENTRE
SECTOR-V, ROHINI, DELHI – 110 085

RATE CONTRACT (RC) OFFER DOCUMENT FOR THE PERIOD 2012 - 14

E tenders are invited by the Chief Executive Officer, RAJIV GANDHI CANCER INSTITUTE & RESEARCH CENTRE, from reputed manufacturers / authorized distributors for the following product groups :

GROUP NO	GROUP DESCRIPTION	QUOTED FOR
1	DRUGS & MEDICINES	
2	SURGICAL DISPOSABLE GOODS	
3	LAB REAGENTS	
4	GLASS WARE	
5	X-RAY/IMAGING PRODUCTS	
6	SUTURES	
7	I.V. FLUIDS	
8	SURGICAL INSTRUMENTS	
9	RADIOACTIVE PRODUCTS	
10	COMPUTER & PERIPHERALS	
11	GENERAL STATIONERY	
12	PRINTED FORMS AND STATIONERY	
13	HOUSKEEPING CHEMICALS AND CONSUMABLES	
14	HOSPITAL & GENERAL LINEN	
15	ELECTRICAL ITEMS	
16	MAINTENANCE STORE ITEMS	
17	MISCELLANEOUS	
18	MEDICAL GASES	

LAST DATE OF RATE CONTRACT OFFER RECEIPT : 25/01/2012 up to 5.30 PM

RC offer received after due date and time will not be accepted.

RAJIV GANDHI CANCER INSTITUTE & RESEARCH CENTRE reserves the right to reject any RC offer without assigning any reason whatsoever.

Head Material

Head (Finance)

M.D.

C.E.O.



**RAJIV GANDHI CANCER INSTITUTE & RESEARCH CENTRE
SECTOR-V, ROHINI, DELHI – 110 085**

RATE CONTRACT (RC) OFFER DOCUMENT FOR THE PERIOD 2012 - 14

**NOTICE INVITING RATES FOR THE SUPPLY OF
HOSPITAL STORES (MEDICAL & NON-MEDICAL ITEMS)
FOR THE PERIOD APRIL 2012 - MARCH 2014**

E-Tenders are invited for SUPPLY OF HOSPITAL STORES (MEDICAL & NON MEDICAL ITEMS) as per enclosed list from ESTABLISHED REPUTED MANUFACTURES / their authorized distributors / stockists.

“RATE CONTRACT FOR THE SUPPLY OF HOSPITAL STORES: 2012 - 14”

1. R C is strictly non-transferable.
2. The tentative date of commencement of contract is 01/04/2012.
3. The rates should be quoted in the format provided, for the individual product groups, and submitted on-line.
4. The acceptance of Rate Contract rests with the management of RGCI, who reserves the right to accept/reject a part/whole RC without assigning any reason and no inquiry in this regard will be entertained.
5. The rates quoted for items proposed to be supplied during the validity of tender as per clause shall in no event exceed the lowest price at which the firm sells/sold/proposes to sell the items of identical description to other institutions during the valid period of acceptance. If at any time during the said period the firm reduces the sale price lower than the price quoted, the firm shall forthwith notify such reduction to the CHIEF EXECUTIVE OFFICER and the price payable by the institute under the supply order from the date of coming into force of such reduction shall be correspondingly reduced. In case of any default, the Rate Contract will be cancelled. It is strictly made clear that no upward revision in the rates of items during the validity of Rate Contract will be allowed except wherever it is due to Government Orders and subject to furnishing of a proof to the fact by the supplier.

Supplier Signature



6. The rates quoted should be net per unit inclusive of all charges including those for packing and delivery. The sales tax, wherever applicable should be shown separately at the prevailing rate. If it is decided to ask for excise duty or any other levy as extra, the same must be specifically stated. In the absence of such a stipulation, it will be presumed that the price includes all such charges and no claim for the same will be entertained. This institute is not liable to pay any other charges over and above the rates quoted.
7. Latest sales tax certificate and Income tax clearance certificate should be attached with the tender, failing which tender will not be accepted.
8. The contract of the firm for each item will be treated as running contract for the period ending 31/03/2014. However the rates may be reviewed after 31/3/2013 at the discretion of the management for non-medical items.
9. If the Rate Contract goods require a license from Central / State Government or any other authorized agency for its procurement or import, it shall be the duty of tenderer to arrange for the same.
10. The Rate Contract should be filled up along with the vendor registration format provided.
11. The tenderer shall have to provide photocopies of his / her registration with Drugs/ Sales Tax / Income-Tax authorities, and produce the originals for verification purpose.
12. Tenderer should mention specifically the name of the manufacturer against each product offered. For the products not manufactured by the tenderer, the latest authorization from such manufacturer as an evidence of accredited distributor / stockist should be attached with the registration form.
13. The supply / delivery shall throughout the stipulated period of the contract be preceded with all the diligence (minimizing delivery time should be of the essence of the contract on the part of the tenderer). The supply shall have to be made strictly in accordance with the delivery schedule stipulated in the supply order(s) failing which the tenderer shall be subject to pay a penalty of 0.5% for each day of delay & maximum up to 5% of the total purchase order value. In case of default beyond 30 days from the date of supply, the institute has a right to rescind the contract without assigning any reason and further notice to the tenderer and obtain supply from open market at the cost and compensation for any loss sustained by the institute, if any in connection with the performance of this contract, to be deducted from the security / pending bills of the firm and the firm may get black listed.
14. The delivery of the goods will have to be made free of cost to the incharge of stores of particular group in hospital premises in perfect good and sound condition.
15. If any time after commencement of supplies, the institute for any reason, whatsoever, does not require the whole goods and materials thereof as specified in the tender, CHIEF EXECUTIVE OFFICER shall have power to terminate all the liability of the institute after giving due notice in writing to the contractor of his desire to do so.

Supplier Signature



16. The CHIEF EXECUTIVE OFFICER, of this institute shall have the power to make any alterations, omission from addition to or substitutions in the original specification, drawing designs and institution that may appear him to necessary or advisable during the course of supply of the material and tenderer shall be bound to supply the materials in accordance with any instructions which may be given to him in writing signed by the CHIEF EXECUTIVE OFFICER or any other officer authorized by him and such alterations, omissions, additions or altered substitutions shall not in anyway effect or invalidate the contract.
17. The CHIEF EXECUTIVE OFFICER reserves the right to lift such quantities at such intervals as may be in the best interest of the institute.

SPECIAL CONDITIONS

18. Quotation may be offered by the generic name / formulation / proprietary name but in saleable/ strip pack duly contained with MRPs and other requirements as per Drug Act. All containers ampoules, vials, strips, unit packing should have the following words printed on them in indelible ink- RGCI Supply.
19. The product offered must be pharmacologically and therapeutically potent and active at the time of supply and for the life period of that item. Items having a minimum of 75% of balance shelf life will be accepted at the time of receiving, except in case of emergency or unavoidable conditions, failing which the supplier shall be subject to pay a penalty as per RGCI policy. Where no life is indicated it will be taken as 5 years from the date of manufacture. Losses, if any, due to deterioration of a product during its life will have to be made good by the firm, supplier.
20. The manufacturer shall instruct his/her supplier to offtake the slowmoving item, non moving items, near expiry item at his/her own cost. In the event of noncompliance institute shall reserve the rights to recover the amount from due payments of other stocks.
21. The proprietary name of the medicine, wherever, referred to in list are to be taken as an indicator of formulation of a product and, therefore, any manufacturer may quote his own identical products against such item by giving justification and enclose literature.
22. The product offered should comply with all the provisions of the drugs and cosmetic act and rules framed thereunder. The manufacturer / tenderer is required to furnish a Certificate of warranty for each delivery /lot batch wise. In case of inferior / substandard supplies and deterioration during the prescribed life of item, action / penalties as per provisions contained in Drug rules will be imposed.
23. Fall clause-The quoted rates should be the lowest in India in comparison to other Hospitals for the same feature & specification, Alternatively, RGCI have the right to get adequate discount as decided by RGCI or cancel the order.
24. Material will be received up to 3.00 PM only on all working days.

Supplier Signature



GENERAL

25. The tenderer shall be required to give a guarantee as follows for a particular item / stores / biological and other products (having specific life period) to safeguard against the losses on account of deterioration with their stated period of potency.

“The contractors/ sellers hereby declare that the goods / stores/ article sold to the buyer under this contract shall be of the best quality and workmanship and shall be strictly in accordance with the specifications and particulars contained / mentioned in the description clauses hereby. If the said goods / stores / articles are discovered even at a later date not to conform to the description and quality aforesaid or have deteriorated during the prescribed life of item (and the decision of the purchaser in that behalf will be final and conclusive) the purchaser (RGCI) will be entitled to reject the said goods/ stores/ articles or such portion there of as may be discovered not to conform to the said description and quality. On such rejections, the goods/ articles/ stores will be at the seller’s risk and all the provisions herein contained relating to the rejections of goods etc. or such portion thereof rejected by the purchaser shall apply and the supplier will have to replace immediately the stores lying unconsumed at his cost and responsibility for any undue harm due to quantity consumed will be his. In case of default for replacement of rejection beyond 10 days the supplier will have to pay double the amount or quantity notified to him and pay such damages as may arise by reason of breach of the conditions herein contained. Nothing herein contained shall prejudice any other rights of the purchaser in that behalf under the contract of otherwise.”

26. The terms and conditions governing this Rate Contract as indicated above shall be binding on the tenderers for which an acceptance-cum-acknowledgement in the form below shall have to be provided duly signed and accepted while submitting the tender. Any tender not accompanying the above acknowledgment with the tender form will be summarily rejected. The tenderer will have no option to remove and or substitute any self contained terms and conditions and terms contained herein will be binding on tenderer.
27. The details of all the intended supplies are to be provided in the form of MS OFFICE, EXCEL spread sheet. The format of the tender presentation can be obtained from Material Manager, RGCI. Duly attested hard copy of the same format to be submitted along with the tender document.

Supplier Signature

Head Material

Head (Finance)

M.D.

C.E.O.

ACCEPTANCE - CUM - ACKNOWLEDGEMENT

1. The terms and conditions governing the Rate Contract are fully understood by me/us and I/ We agree to abide by them. The rates, quoted by me are valid and binding on me for acceptance for the period 2012 - 14.
2. I, the undersigned, hereby bind myself to supply to RGCI, Delhi during the period 2012 - 14 the articles shown in the Rate Contract here to annex at the rates specified against them.
3. That the articles shall be of the best quality & kind and as per the requirements of the Institutions. The decision of the RGCI, Delhi as regards the quality and kind of the articles shall be final and binding on me.
4. I agree that in case of failure to supply the material for which a supply order will be placed upon me within the stipulated date of delivery, the Institution can go for purchase of the same at my risk.
5. I will submit the sample as and when required within the stipulated period.
6. The conditions herein contained shall form part of and shall be taken as if they are included in the agreement to be entered into or treated as agreement itself at the discretion of the CHIEF EXECUTIVE OFFICER, RGCI, Delhi.
7. I shall execute an agreement on stamped paper of Rs. 50/- (Rs. Fifty only) in case my Rate Contract Offer is accepted and if I am asked to act so. An agreement will be executed by me within 7 days of the intimation of acceptance of rate for the tender. However, this to be treated as agreement otherwise.
8. The said officer shall be deemed responsible if necessary to change any article on its being found to be of inferior quality, it shall be replaced by me in time to avoid any inconvenience.

Signed_____

Name_____

Designation_____

Name & Address of the Company

(Official Stamp)

(Please read the terms & conditions, sign acknowledgment and fill up with your quotation)



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PROCEDURE FOR E-TENDERING FOR RATE CONTRACTS FOR 2012-2014

Instructions to Applicants:

1. To participate in the E-tendering process, please obtain the prescribed Rate Contract Notice and Acceptance Form (2012-2014) from RGCI – Materials Department, on payment of registration charges of Rs.2,000 (in cash) non refundable for each group, before 24th January 2012, between 10 am to 5 pm, on all working days.
2. Please fill in the Registration Form on-line and submit, after ensuring that all details are filled in accurately and completely.
3. Please submit copies of the required documents (as stated on the form), and bring originals for verification by RGCI, on the date specified – at the time of obtaining the Rate Contract Notice and Acceptance Form.
4. Please wait for activation of your Registration Form on-line by RGCI. This will normally be done within 2 working days of submission of Registration Form – subject to satisfactory verification of original documents (as stated on the form).
5. Once your Registration Form is activated, please select the product group in which you wish to submit your rate quotations.
6. Download the Group – product details (excel sheet) using your password to fill in your rate quotations against the specific items, with all required details.
7. Please re-check to confirm accuracy of the details filled in, and thereafter upload / submit the sheet, using your unique password.

Please note that only 1 product group shall be considered against each RC Offer Form. Offers against more than 1 group shall be disqualified against a single RC Offer Form.

Based on the quotations received, RGCI shall evaluate the comparative statements, and shortlisted vendors shall be contacted for further discussion thereafter. The short-listing of vendors shall be subject to internal pre-qualification procedures of RGCI.

The management of RGCI reserves the right to accept / reject a part / whole of RC offer without assigning any reason and no inquiry in this regard, if any, will be entertained.

Head Material

Head (Finance)

M.D.

C.E.O.