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EZ)

Tender No. 412.D.16/11/1/10/Adm-Stationery

Dated: 21.11.2011

Sub: Invitation to Tender Enquiry for supply of Stationery

(NOTE: The envelope containing the tender as well as subsequent communications should be addressed and delivered to 'The Medical Superintendent', ESIC Hospital & O.D.C. (E.Z), Diamond Harbour Road, P.O.: Joka, Kolkata, 700 104, West Bengal. All communications must be addressed to the officer named above by title only and not by name.)

From: **The Medical Superintendent,
ESIC Hospital & O.D.C. (E.Z),
Diamond Harbour Road,
P.O.: Joka, Kolkata: 700 104.**

To: _____

Sir(s),

The Medical Superintendent invites sealed tender for supply of **Stationery** as per specifications and/or quantities detailed in the **Schedule** attached. The "**Tender Documents**" comprising the General Terms and Conditions of Contract (Annexure I) and the Special Terms and Conditions of Contract (Annexure II) which will govern any contract made, the Tender Application Form (Annexure III) and the Schedule of contract / specifications of items / proforma for quoting rates (Annexure IV) are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule, please submit your quotation to this office.

Tenderers are requested that, before quoting their rates or sending tender, the tender form may please be read out thoroughly (line by line), otherwise purchaser will not be held responsible for any error / oversight of his own.

The form is a Standard Form of Tender. Certain clause /clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause /clauses, which are not applicable in the instant case.

The tender document may be obtained from the office of the Medical Superintendent in person by the bonafide applicant or his authorised representative by applying in their letter head at a cost of **Rs.200/-**

The "tender documents" can also be downloaded from the web site (www.esic.nic.in) and in such case the same may be signed and submitted as per the procedures mentioned hereinafter along with the fee(s) for the "tender documents" @ **Rs.200/-**

All the payment shall be made by **Demand Draft; drawn in favour of ESI Fund A/c No.1 payable at kolkata; Cheques/cash will not be accepted.**

The Tender form containing the Terms and Conditions and the Schedule should be returned in original, intact, after filling up the tender form and signing in full, on each page, whether you are quoting

for any item or not, failing which the bid is liable to be rejected. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by some such words as 'not quoting'.

In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be fully signed by you. In such cases, reference to the additional pages must be made in the Tender Form.

If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.

THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED.

CHECK LIST		
1	Tender document fee by demand draft only	Submitted [Yes/No]
2	Earnest Money Deposit by Demand Draft only	Submitted [Yes/No]
3	Original Tender document must be signed all pages	Submitted [Yes/No]
4	Valid Trade Licence	Submitted [Yes/No]
5	PAN/TAN other statutory documents	Submitted [Yes/No]
6	Price should be quoted in original sheet in Annexure IV. Prices quoted in other sheet will not be accepted.	Submitted [Yes/No]

Yours faithfully,

MEDICAL SUPERINTENDENT

Enclosures:

- Annexure – I (General Tender Terms & Conditions)
- Annexure – II (Special Tender Terms & Conditions)
- Annexure – III (Tender Application Form)
- Annexure – IV (Schedule Of Work /Proforma for quoting rates/ Specifications for **Stationery**.)



**ESI-POST GRADUATE INSTITUTE OF MEDICAL SCIENCE & RESEARCH &
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC (EZ)**
(A Statutory Body Under Ministry of Labour, Govt. of India)
DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104
An ISO 9001:2008 Certified
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764

Tender No. 412.D.15/12/2/95/Adm-Stationery

Dated: 21.11.2011

GENERAL TERMS AND CONDITIONS FOR STATIONERY

Period for supply of Blank Tender Forms and related documents at the Hospital on all Working Days (Except Saturdays, Sundays and Holidays)	28.11.2011 to 19.12.2011 at any day upto 3.00 PM
Last Date & Time of submission of completed Tender form in the prescribed tender box:	20.12.2011 upto 2.00PM
Date & Time of Opening of Tender	20.12.2011 at 2.30 PM
Earnest Money	2% of the quoted value
Security Deposit Money	A sum equivalent to 10% the bill value of the contract.

INSTRUCTIONS

1. PREPARATION OF TENDER:

- a. The Tender form containing the Terms and Conditions (General and Special) and the Schedule should be returned in original after filling up the form and duly signing in full on each page with stamp, whether you are quoting for any item or not, failing which the bid is liable to be rejected. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by writing '**not quoting**'.
- b. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be duly signed and stamped by you. In such cases, reference to the additional pages must be made in the Tender Form.
- c. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with the Tender.
- d. The Tenderer shall give full assistance and information as may be required in connection with the contract to the Medical Superintendent or any other officer nominated by him to inspect the premises of the tenderer at all reasonable times.

2. SIGNING OF TENDER:

- a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing tender or other documents connected with the contract must specify:
 - i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
 - ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
 - iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

NOTE: In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the tender and subsequent documents.

3. DELIVERY OF TENDER:

The original copy of tender (Annexure – I to annexure - IV), duly completed and signed on each page, should be submitted, enclosed in a double cover. The outer as well as the inner covers should be sealed and addressed to the Medical Superintendent. At the top of the inner and outer cover, the following words should be written in block letters. **“TENDER ENQUIRY FOR STATIONERY.**

The right to ignore / reject any tender, which fails to comply with the above instructions, is reserved. All outstation tenders should be sent by Registered Post. Only one tender should be included in one cover.

4. LATEST HOUR FOR RECEIPT OF THE TENDER:

Your tender must reach this office not later than the date and time notified in the Tender Notice stated in the schedule of tender. Any tender received after that shall be rejected. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. offices, the date of opening of the tender(s) will be the next working day.

5. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:

- i) All tenders should remain valid for acceptance for **a period of twelve months** from the date of opening of the tender or for such period as stated in Special Terms & Conditions.
- ii) The contract / tender, if awarded, shall be valid **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year, on terms and conditions of the hospital, while accepting the tender. However the Competent Authority on his discretion can increase the price up to maximum 10% of the rate quoted, if it is felt that there has been excess price rise in linen and laundry's items.
- iii) Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.

6. OPENING OF TENDER:

The tender shall be opened on the date and time mentioned here in the document. All tenderers and/or their representatives, if they should desire, may be present at the opening of the tender at the date and time as specified in the schedule.

7. PRICES:

- i) Prices quoted must be meaningful and measurable in the context.
- ii) The prices quoted must be per unit shown in the schedule inclusive of all packaging and delivery charges wherever applicable. Refunds on account of returnable package (if any) are to be separately specified. Price & Fund must be clearly shown in figures and words in Indian Currency.
- iii) Tenderers should clearly specify whether prices quoted are inclusive of Sales Tax/ VAT / duties / statutory charges or such charges as extra. Where no specific mention is made to Sales tax / VAT/ or other duties, prices quoted shall be deemed to be inclusive of such taxes / charges. **Price should be quoted in original sheet in Annexure IV. Prices quoted in other sheet will not be accepted.**

8. DELIVERY TERMS

- a) The delivery of the stores / execution of work / providing the services etc. are required within a period as specified and as the place mentioned therein.
- b) The tenderer shall deliver the stores/ execute the work at the destination / space defined to the consignee / authority in good order (of which the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, Kolkata shall be the sole judge) within the limits of the time as deemed reasonable and specify in such quantities/qualities as may be ordered by him from time to time.
- c) Time for and date of delivery: The essence of contract: - The time for and the date of delivery of the stores / date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery / execution must be completed not later than the date(s) specified.

The Medical Superintendent may allow additional time under special circumstances such as strikes, lockouts, fire accidents, riots etc.

9. INSPECTION OF STORES /WORK:

Supplies shall be accepted/work shall be certified as completed subject to inspection by Medical Superintendent, ESIC Hospital & ODC (EZ), Joka or his assigned representative. Any defect found in the materials / work done will render the supplies/work open to rejection and decision of the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, shall be final and legally binding. The rejected store shall be returned to the suppliers/work may be executed through others, at their risks and costs.

10. OTHER TERMS

- A. **Responsibility for executing Contract:** The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- B. The contractor shall not sublet transfer or assign the contract to any part thereof without the written permission of the Medical Superintendent. In the event of the contractor contravening this condition, Medical Superintendent be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, may sustain in consequence or arising out of such replacing of the contract.
- C. **Earnest Money:** The tenderer shall have to deposit 2% of the quoted value as earnest money with their tender, failing which the tender is liable to be rejected. The earnest money is to be paid by **Demand Draft drawn in favour of ESI Fund A/c No. 1 payable at Kolkata. NO CHEQUES WILL BE ACCEPTED.** In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned below, the earnest money will however, be returned without interest to the tenderer whose tender is not accepted.
- D. **Security Deposit:** On acceptance of the tender, within the period specified by the Medical Superintendent, the contractor shall deposit as security, **a sum equivalent to 10% of the Bill value** of the contract. The hospital authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **Demand Drafts payable at Kolkata in favour of ESI Fund A/c. No. 1.**
- a) *If the contractor fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Medical Superintendent shall be entitled to make other arrangements at the risk and expense of the contractor.*
 - b) *On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.*
- E. **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. Should this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.
- F. **Insolvency and breach of contract:** The Medical Superintendent may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-
- i) *If the contractor being at individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or*
 - ii) *If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.*
 - iii) *If the contract commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.*

- G. **Arbitration:** In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to Arbitrator appointed by the medical superintendent. The procedure of the Arbitration will be governed by the provisions Arbitration Act 1940 (as amended as rules framed there under).
- H. **Document:** The tenderer should have a valid **Trade licence, PAN / TAN / other statutory document as applicable** and produce attested copies of such certificates along with the tender papers, **failing which the tender shall liable to be rejected.**
- I. **Statutory requirements:** In case the agency appoints manpower / labour in excess of or equal to the number as specified by law, the agency should comply with all statutory enactments including Contract Labour Regulation and Abolition Act, 1970; Minimum Wages Act where applicable; Payment of wages Act, where applicable; ESI Act, 1948, where applicable; EPF Act, 1952, where applicable; etc. All existing statutory liabilities relating to engagement of personnel related to labour laws shall be sole responsibility of the agency. In that case the successful agency will have to obtain a licence from the licensing officer after collecting the requisite certificate in form V from the hospital authority. The successful agency will have to maintain various registers and records, display notices, abstracts of the rules, etc., and issue employment card to the engaged labours. The list of workers employed by the contractor shall be communicated to the authority from time to time.
- J. The successful bidder/tenderer shall obtain a valid license under the Contract Labour (R & A) Act, 1970 & Rules framed there under and shall continue to hold it till completion of the contract.
- K. **Right to accept / reject:** The hospital authority reserves the right to **reject** any or all tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to **award** any or part or full contract to any successful agency at its discretion and this will be binding on the tendered.
- L. **Experience Certificate:** The bidder must not have less than 3 (three) years experience of similar services in an organisation in this trade and documentary evidence to be submitted in support thereof with the tender.
- M. **Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfilment of the contract or in the securing of transport facilities.
- N. The tenderer should have a permanent place of business in Kolkata and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.
- O. The persons so deployed shall not have any claim for permanent absorption in the hospital and such claim if raised shall be violation of the terms and conditions of the agreement of the hospital authority shall have the right to cancel the agreement to terminate such deployment termination.
- P. The contractor will be responsible for such conduct of the persons engaged by him in the hospital, which will be conducive for maintaining as harmonious atmosphere as expected in the hospital and will be responsible for any act & omission of such persons.
- Q. In the event of any violation of laws, rules, statutory provisions by the contractor, this will amount to breach of contract and in such case, the hospital will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
- R. **Validity of Contract:** The contract, if awarded, shall **initially for one year from the date of award** subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the hospital will have the right to terminate the contract forthwith in addition to forfeiting the security amount deposited by the contractor and initiating administrative actions for black listing, etc. solely at the discretion of the hospital authority. This period of one year can be further extended to a maximum of one more year, at the sole discretion of the hospital without prejudice to any other right of the hospital.
- S. List of personnel deployed to be intimated to the authority from time to time. The personnel employed by the tenderer should have proper uniform for identification.
- T. The contractor shall be required to submit his bill in triplicate month-wise by 7th of the subsequent month for further action and payment shall be released as per the terms & conditions, less deduction at source of Income tax at prevailing rates. The bills shall have to be submitted with the certificate of completion of job issued by the Sister / In Charge / unit I/C of various wards / units.
- U. The successful agency shall have to enter into an agreement with the hospital and the cost incurred in this connection, shall be borne by the contractor.
- V. The rates once accepted by the hospital shall remain unaltered throughout the period of contract, including any extended period.
- W. The hospital authority reserves the right to award any part or full contract to any successful agency (ies) at its discretion and this will be binding on the tenderer.
- X. In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the hospital authority reserves the right to award the contract to the next higher tenderer or

outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.

- Y. Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.
- Z. Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately / as asked for.
- AA. The tenderer will quote the rates in respect of jobs / services described above in various paras and shall fill **Annexure - IV** appended herewith along with the Tender Application form.

BB. Failure and Termination: If the contractor fails to delivery the stores or any instalments thereof within the period prescribed for such delivery in the contract or any time liquidation the contract before the expiry of such period, the Director (Medical)/Medical Superintendent may without prejudice to his right to recover damages for breach of the contract, be entitled at his option.

- A. To recovery from the contractor as agreed liquidated damages, and not by way of penalty a sum equivalent to 2% of the price of any stores which the contractor has failed to deliver within the period fixed for delivery for the schedule for each month or part of the month during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, or
- B. To purchase elsewhere, without notice to the contractor, on his account and at the risk of the contractor, the stores not delivered or stores of similar description (where stores exactly complying with the particulars are not in the opinion of the Director (Medical)/Medical Superintendent, ESIC Hospital & ODC (E.Z), Joka, readily procurable such opinion being final). Without cancelling the delivery in respect of the consignments not yet due for delivery, or
- C. To cancel the contract or a portion thereof, and if so decided to purchase or authorise to purchase of stores not so delivered or other of a similar description (where stores exactly complying with the particulars are not, in the opinion of the Director (Medical) /Medical Superintendent readily procurable, such opinion being final) at the risk and cost of the contractor.

MEDICAL SUPERINTENDENT

ANNEXURE II

**ESI-POST GRADUATE INSTITUTE OF MEDICAL SCIENCE & RESEARCH &
EMPLOYEE'S STATE INSURANCE CORPORATION HOSPITAL & ODC (EZ)**
(A Statutory Body Under Ministry of Labour, Govt. of India)
DIAMOND HARBOUR ROAD, P.O.: JOKA, KOLKATA-700 104
An ISO 9001:2008 Certified
Fax: 033 2467 2795, Phone: 033 2467 2799 / 6280 / 1764

No.: 412.D.16/11/1/10/Adm-Stationery

Dated: 21.11.2011

SPECIAL TERMS AND CONDITIONS**Sub: Tender Enquiry For supply of STATIONERY**

The following special terms and conditions shall apply for supplying **STATIONERY** at ESIC Hospital & O.D.C. (E.Z), Joka.

A. GENERAL:

- 1.0. **The tenderer should have a permanent place of business in Kolkata and the complete Postal Address, telephone / Mobile / Fax / E-mail address, etc. while submitting the completed tender form, failing which the tender shall liable to be cancelled.**
- 2.0. The agency while submitting their tender form shall enclose certified Photostat copies of experience, trade licence essential for carrying out the activities under reference, Sales tax / VAT and any such other documents specified hereto. Tender form incomplete in any respect and not supported with Earnest Money and the above-mentioned requisite documents, will be summarily rejected by the hospital.
- 3.0. The tender application form and related documents along with the Earnest Money is to be submitted in a sealed cover as specified in Annexure –I (General Terms and Conditions) of the tender document and it shall be dropped in the Tender Box kept for the purpose in the Office of the Medical Superintendent at the date and time specified in this document.
- 4.0. The Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.

B. INSPECTION / INSTALLATION OF STORES / EQUIPMENTS:

Supplies shall be accepted subject to the complete satisfaction of Medical Superintendent. Any defect found in the materials / stores supplied / work done will render the supplies / work open to rejection and decision of the Medical Superintendent, ESIC Hospital & ODC (EZ), Joka, shall be final and legally binding. The rejected store shall **have to take the same back** at their own cost and risk, and **shall replace** such rejections with the items of standard specifications / quality as acceptable to the Hospital Authority. Alternatively, the stores may be purchased from others / work may be executed through others, at the risks and costs of the tenderer, at the discretion of the authority.

C. SAMPLES

Wherever applicable / whenever asked, the firms shall have to submit samples of item(s) for verification / inspection, approval, etc., if required and the firm shall have to comply with such conditions. It is, therefore, in the own interest of the firm(s) concerned to get their proofs / samples, etc verified / inspected before effecting supply at their own cost. Samples supplied should not be less than the quantity necessary for the test given in the specifications (if any) or in the schedule to tender. Each sample should have a card affixed to the sample which should bear the following information:

- i. Your Name and address
- ii. Tender Number
- iii. Date of opening of tender
- iv. Item no. against which tendered
- v. Any other relevant description deemed fit.

Samples shall not be returned normally (until specifically asked for within one month of opening of tender in case of implants, Equipments, furniture and instruments only, where the same shall be collected back from the hospital at the cost and risk of the tenderer) and shall be the property of the ESIC.

D. DETAILS OF ITEMS QUOTED:

It is mandatory to indicate the full name, make / brand, model number, and detailed specifications of the item quoted by them, (in addition, a brochure of product information may be attached along with). Tenderers also have to indicate clearly the Name, Address, Web site / E-mail address if any and all Contact numbers of the MANUFACTURING FIRM of the items quoted by them.

MEDICAL SUPERINTENDENT

TENDER APPLICATION FORM

1	Name of the firm:-	
2	a	Full Postal Address:-
	b	Cell Phone No.
	c	Telephone No:-
	d	Fax No.
3	Date of Establishment of Firm:-	
4	If your Firm Registered under:-	
	a	The Indian Factories Act:-
	b	Any other Act, if not, who are the owners (Please give full address):-
5	Name and Address of your Bankers stating the name in which the Account stands:-	
6	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy no:-	
7	Total number of Employees:-	
8	Are you in the list of approved contractors of any other organisations / institutions, if any give details (Append extra page if necessary):-	
9	Give details of any Government contracts executed during the last twelve months (Append extra page if necessary):-	
10	Any other information which you consider necessary to furnish:	

UNDERTAKING:

- I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution/ hospital in India.
- The earnest money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft no. _____, Dt. _____, drawn on bank _____, Branch _____.
- I/We give the rights to Medical superintendent to forfeit the earnest money deposited by me/us if any delay occur on my/agent's part or failed to supply the article within the appointed time or the items of desired quality.
- There is no vigilance/CBI case or court case pending against the firm.
- I hereby undertake to supply the items as per directions given in the tender document / supply order within stipulated period.

Date:-**Place:-****Signature of the tenderer:-****Full Name:-****Designation:-****(Office seal of the tenderer)**

PLEASE QUOTE YOUR RATE

Sl. No.	Name of Items	Specifications	Approx. Requirement	Unit Cost
1.	Bodkin/Poker	Good quality	50 Each	
2.	Bucket without lid	Good Quality, Capacity 12 Lts.	75 Each	
3.	Board for File cover	Good quality	250 Each	
4.	Battery	Duracell 9 Volt.	50 Pieces	
5.	Battery Pencil	1015 (Good quality)	475 Each	
6.	Battery Pencil	Chargeable (Good quality)	75 piece	
7.	Calculator (12 digit)	100 steps check facility (Power of Pencil battery 1015)	28 Each	
8.	Cello Tape	1", wide Size	150 Roll	
9.	Cartridge for Printer	Dot-matrix LQ-1150 EPSON BRAND	32 Pieces	
10.	Cartridge for Printer	Laser Printer, HP 12A	32 Pieces	
11.	Cartridge for Printer	Laser Printer, 35A	25 Pieces	
12.	Cartridge for Printer	Laser Printer 36A	13 Pieces	
13.	Carbon Paper Pencil	Small Kores	75 Pkts.	
14.	Copy Printer Ink	CPI-10 (for digital duplicator)	50 Each	
15.	Candle	06 pcs pack total weight	19 Pkts.	
16.	Connector	Hitter 2000 Watt.	25 Each	
17.	Coil Mosquito	Jumbo	125 Pkts.	
18.	Duster	For White Board	25 Each	
19.	Duster Cloth	Good quality	125 Each	
20.	Duster Cloth	Good Quality, Yellow Fennel	125 Each	
21.	Damper	As per Sample	38 Each	
22.	Envelop SE 4	12.5 X 9cms Address with ESIC Logo	5000 Each	
23.	Envelop SE 5	23.5X 10cms,Window Type, Address with ESIC Logo	10500 Each	
24.	Envelop SE 6	27.5 X 12cms,Window Type, Address with ESIC Logo	15750 Each	
25.	Envelop SE 7	41.5 X 15 cms(Window Type) Ledger Paper , Address with ESIC Logo	2500 Each	
26.	Envelop SE 8	41.5 X 30 cms(Window Type) Ledger Paper , Address with ESIC Logo	2500 Each	
27.	Envelop(Cloth) SE 7A	41.5 X 15 cms(Cloth Lined)Ledger Paper Address with ESIC Logo	5000 Each	
28.	Envelop(Cloth) SE 8A	41.5 X 30 cms(Cloth Lined)Ledger Paper Address with ESIC Logo	3750 Each	
29.	Eraser(Pencil)	Non Dust (White)	100 Each	
30.	File Flap	50cm X 7.5cm,raxine pasting,Having lace of 81 cm	1000 Each	
31.	File Cover(Plastic)	As per Sample	125 Each	
32.	File Tray	As per Sample	63 Each	
33.	Gum Liquid(Small)	Good quality ,150 ml,	250 Bottles	
34.	Hot Plate(Elec.)	2000 Watt.	10 Each	
35.	Hitter Base(Asbestos)	1500 Watt.	25 Each	
36.	Master Roll Paper	CPMI-21 (for digital duplicating Machine)	6 Each	
37.	Mosquito Rept.. Machine	Good Quality	38 Each	
38.	Marker Pen(Fine)	Permanent OHP Col. Black & Blue for Plastic/Glass/CD.	250 Each	
39.	Mark/Indication of Page (Post it Note)	In three different florescent colour	150 Pads	
40.	Kettle	10 Litre Aluminium	10 Each	
41.	Knife (Steel)	1" wide 8" length Steel (for Cartoon Board)	48 Each	
42.	Pencil Glass Marker	Good Quality	125 Each	
43.	Paper Duplicating	75 GSM size-21X33 cms., Grade 72/75	350 Ream	
44.	Paper Typing	Size 21X33 cms, Grade 45/47	263 Ream	
45.	Pen Stand	Good Quality,4 Pen holder	31 Each	
46.	Ruled Register 2 Qr	18.5 X 30.5 cm (finished), Ordinary binding with card board,96pages in a quire,	500 Each	
47.	Ruled Register 4QR	18.5 X 30.5 cm (finished),	150 Each	

		Ordinary binding with card board,96pages in a quire,		
48.	Ruled Register 6QR	18.5 X 30.5 cm (finished), 96pages in a quire, Ordinary binding with card board,	125 Each	
49.	Ruled Register 8QR	Ledger Paper Size18.5 X 30.5 cm (finished), 96pages in a quire, Ordinary binding with card board and cloth/rexine/leather on four corners,	156 Each	
50.	Sharpener (for Pencil)	Good Quality	100 Each	
51.	Scissor (Tailor)	12 No.	31 Each	
52.	Scissor(Paper cutting)	08 No.	63 Each	
53.	Shaving Razor	Good Quality	50 Each	
54.	Shaving Brass	Good Quality	50 Each	
55.	Torch 2 Cell	Good Quality	25 Each	
56.	Torch 4 Cell	Good Quality	19 Each	
57.	Telephone Set(Land phone + Intercom)	Last number redial, Flash & Pause Facility, led indication for incoming ring and Tone Pulse	30 Each	
58.	Washing (Vim) Powder	500 Gram Pack	500 Pkts	
59.	Alpin	Solid Head, Sharp point, Nickel plated,26mm length, packet of net weight 70 gms,	425 Pkts	
60.	Pin Cushion	Good Quality with magnet	63 Each	
61.	U-Clip/ Gems Clip	Non tear end, extra vide,35 mm length 10mm breadth, Nickel plated, Pkt of 100 clips,	406 Each	
62.	Ink for Stamp	Blue,60ml	100 Bottle	
63.	Ink for Self ink stamp	FI-61(Black/Blue) Flash Pre-Inked Rubber Stamp 28 ml.	38 Bottle	
64.	Eraz-Ex	White Fluid Pen type	75 Each	
65.	Tissue Paper Roll	21 meters x 2 Ply) Length- 42 Meters	500 Roll	
66.	Brown Tape	2" wide size	25 Roll	
67.	Note Sheet	Good quality	219 Pad	
68.	Shaving Blade	Topaz Ordinary	1390 Pkts	
69.	Scale	Plastic 12" size	75 Each	
70.	Pencil Wooden	Good quality (HB)	225 Pieces	

List of documents enclosed:

- 1.
- 2.
- 3.
- 4.

Date:

Place:

Signature & Seal of the Tenderer**Full Name of the Tenderer:**