

Limited Tender No. 31/RCC/18:19/P5

Date: 14/02/2019

To
M/S.

Sir,

Sealed limited tenders are invited in two bid system for the supply of following items for **Library** in the Regional Cancer Centre, Trivandrum.

- 1. A4 size 80 gsm Photocopying Paper – 800 pkts**
- 2. B4 size 75 gsm Photocopier paper – 75 Pkts**
- 3. A3 size 75gsm Photocopier paper – 100 Pkts**

The tender should be submitted in two bid system ie **technical bid and financial bid separately**. Both envelopes should be properly sealed and should bear the superscription “Limited tender No.**31/RCC/18:19/P5** and should be addressed to the Director, Regional Cancer Centre, Trivandrum 695011.

The technical bid should contain:

- Detailed technical specification of the product with brand name of the paper
- Brochure or literature supporting technical specification if any
- EMD or EMD Exemption certificate
- Delivery period
- Payment condition
- **Sample of the paper with GSM and brand name**

The financial bid (price bid) should contain

- Price of the item
- If GST is extra, % of GST should be clearly mentioned.

The tenders duly signed and sealed in each page by the tenderer along with necessary documents shall be submitted to the Director, Regional Cancer Centre, Trivandrum - 695011 on or before **4PM on 26/02/2019 (Tuesday)**. Late tenders will not be accepted. The tenderer should enclose the Earnest Money Deposit (EMD) amount of **Rs.2000/-** by way of Demand draft/Bank Guarantee/Fixed Deposit in favour of Director, RCC, and Trivandrum along with the technical bid which is refundable. EMD is exempted in the following cases.

If the tenderer comes in any of the following category, they should submit a self-attested copy of the relevant certificate along with the technical bid for EMD exemption.

- Firms who are registered with the Stores Purchase Department or the Directorate General of Supplies and Disposals, New Delhi are exempted from furnishing EMD for tenders in respect of stores by which they have registered as suppliers of stores.

- Micro and small enterprises and Industrial Co-operatives within the Kerala State which
- are certified as such by the Director of Industries and Commerce or by the General Manager, District Industries Centre are exempted in respect of certified items from furnishing EMD in support of tenders.
- The Khadi and Village Industries Co-operative Societies and the Institutions registered under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act, 1955 within Kerala State which are certified as such by the Secretary, Kerala Khadi and Village Industries Board are exempted from furnishing EMD in support of tenders.
- Micro, Small & Medium enterprises registered with the National Small Industries Corporation Limited, New Delhi and in respect of which competency certificates are issued by the Corporation will be exempted from payment of EMD.
- Government Institutions/Kerala State Public Sector Undertakings which manufacture and supply stores are exempted from furnishing EMD.
- Kerala State Small Industries Development Corporation Ltd when it participates in tender on behalf of Small Scale Units will be exempted from furnishing EMD.

The technical bids will be opened at 12 Noon **27/02/2019 (wednesday)** in the presence of such of the tenderers or their authorized representatives who may be present at that time. The financial bids of technically qualified firms will be opened after technical evaluation and the date will be intimated to the technically qualified tenderers.

Terms and conditions:-

1. The offer should be valid up to 31st March 2020
2. Delivery Place: Supply should be done in the **Library division** of RCC.
3. Delivery period:- All items as per the supply order shall be supplied, on installment basis as per our requirement.
4. Penalty: If it is delayed beyond 15 days, RCC will charge a penalty of 0.05% of the total value per day for the first 30 days and thereafter 0.06% per day.
5. Loading/Unloading , transportation and any other charges will be at tender's cost.
6. The brand name of the product shall be mentioned in the technical bid.
7. Payment:- Payment will be released within a maximum period of 90 days from the date of successful commissioning & certification by the end user . RCC has an option to make the payment within 30 days from the date of successful acceptance by RCC, provided 3% of the total bill amount will be deducted. If the tenderer wishes to avail this benefit, that should be mentioned in the offer.
8. The Successful tenderer has to submit an agreement in Kerala Stamp paper worth Rs.200/- and a security deposit of 5% of the total value of the order within 15 days from the date of order. This deposit amount will be refunded after the supply & final acceptance by RCC.
9. Director of Regional Cancer Centre, Trivandrum reserves the right to accept or reject all or any tender at his sole discretion without assigning any reasons. For legal purposes, the cause of action will be deemed to have arisen in Trivandrum, Kerala state.
10. For legal purposes, the cause of action will be deemed to have arisen in Trivandrum Jurisdiction.

Thiruvananthapuram
Date: 14/02/2019

sd/
DIRECTOR