

## **General terms and conditions for notice inviting short term tender**

**The following term and conditions should be complied with while submitting tender**

1. Satisfactory performance certificates for the last 3 years should be attached at least from two reputed organizations for the quoted equipments.
2. Rates quoted shall include sales / trade tax, excise, custom duty, freight, insurance, installation and all other applicable. Charges and FOR/FOB destination up to Sitapur Eye Hospital/Regional Institute of Ophthalmology, Sitapur.
3. Earnest money should be deposited only in the form of Demand Draft, FDR / Cash deposit are not acceptable. The tender form will be issued on receipt non refundable demand draft of RS-1000.00/-(One Thousand Rupees Only) in Favor of The Secretary, Sitapur Eye Hospital, Sitapur Office between 10:30 am to 3:00pm on all working days or the tender document can be downloaded from our website [www.sitapureyehospital.org](http://www.sitapureyehospital.org) . The manufactures / suppliers / agent/sales centers downloading the tender documents from the website will deposit the tender fee of Rs-1000.00/- (One Thousand Rupees Only) in from of demand draft along with their offer.
4. The **Director & CMO R.I.O. Eye Hospital Sitapur** reserves the right to postpone/recall the tender without assigning any reason thereof.
5. The earnest money deposit will be refunded after 30 days of the final payments.
6. Before final payment the technical functions and other operations of the equipment will be examined by experts.
7. Number of items /quantities to be procured may vary on either side. Any items quoted in the list may or may not be purchased.
8. Manufactures/Suppliers/ Agents/Sales centers must submit the copy of Income Tax Return (ITR)/ Trade Tax Return (TTR) for the last three years.
9. Manufactures /Suppliers /Agents/Sales centers must submit the copy of their Balance Sheet, P&L Account of the last 3 years along with their tender offer.
10. Manufactures / Suppliers /Agents/Sales centers must submit the proof of address of their organizations.
11. Manufactures / Suppliers /Agents/Sales centers must submit the declaration as per the schedule 'A' on Rs-10/- Non Judicial Stamp papers duly notarized.
12. The items /equipment are required to be supplied within the time stipulated in the purchase order, failing which the late delivery charges of 0.5% per month up-to the maximum of 3% of

the total value of the equipment would be deducted from the final payment due to the supplier fault.

13. If the items/equipment are not supplied as per the quoted tender specification it would be replaced by the manufactures/suppliers/agents/sales centers at their own cost.
14. The Form 32/Road permit as and when required would be provided by Sitapur Eye Hospital.
15. No concessional from for sales tax would be provided.
16. Guarantee / Warranty certificates should be produced at the time of installation of equipments/items.
17. The tendering firms must quote their final offer no negotiations would be done.
18. The representative of the quoting firm are allowed to attend the tender opening at their own cost.
19. The rate should be quoted in Indian rupees only; the institute will not make any payment in foreign currency by way of letters of credit or foreign bank draft while transferring the payment or additional amount.
20. The final payment would be made within 30days after satisfactory installation of the equipment/items.
21. The rate quoted by the firms will be treated as final and no escalation of prices would be allowed.
22. Tender should be in two separate sealed covers, one for technical bid and other for financial bid.

Signature of the firms/suppliers

CMO- SEH

### **Schedule-A**

The Director & CMO

Regional Institute of Ophthalmology,

Sitapur Eye Hospital, Sitapur

### **Declaration**

1. I/we hereby agree to abide by all terms and conditions mentioned in the tender document along with special terms and conditions mentioned with specifications of the items.
2. I/we hereby declare that I/we have not been debarred by any institution/government organization in past from tendering.
3. I/we hereby agree to provide services and supply spares for the equipment for a minimum period 5 year from date to purchase without any additional burden to the organization.

Signature of Tenderer

Name:

Designation:

Seal:

Date: