

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF HEALTH AND FAMILY WELFARE SERVICES**

VICTOR SIMONEL STREET, PUDUCHERRY – 605001

**TENDER FOR THE PURCHASE OF BREAD FOR USE IN THE
HEALTH INSTITUTIONS OF PUDUCHERRY AND KARAIKAL REGION
FOR THE YEAR 2017-18**

S.No.	Subject	Timeline
1.	Downloading of Documents	From 19 -01-2018 @ 10 hours to 08 -02-2018 @ 16 hours
2.	Last date for Submission of Tender online	08 -02-2018 @ 16 hours
3.	Last date for Submission of Tender Document Fee, EMD, Technical Bid and Free Samples	08 -02-2018 @ 17 hours
4.	Date for Opening of "Technical Bid" by the Committee	13-02-2018 @ 11 hours
5.	Date for Opening of "Financial Bid" online by the Committee	Will be intimated Later

Cost of the Tender Document 1000/- + GST as applicable)

Place of opening of Tender : EDP Centre, Directorate of Health & Family Welfare Services,
Puducherry - 605001.

Address for Communication : Junior Accounts Officer
Director of Health and Family Welfare Services, Puducherry - 605001.
Phone: 0413-2229355
Email: dmspdy.sao@gmail.com
Dmspdy.official@gmail.com

Contact for any clarification & assistance in e-bidding : e-Procurement Cell, 3rd Floor, Chief Secretariat
Puducherry.
The Help Desk number is (0413 – 2220225).



No.3335/DHFWS/C1/Bread/2017-18
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF HEALTH AND FAMILY WELFARE SERVICES

TERMS AND CONDITIONS OF TENDER

Terms and Conditions of Tender for the supply of Bread sliced and wrapped in wax paper in **100 gms** pack (superior quality) for the following Health Institutions:

I. Puducherry Region:-

- a. Indira Gandhi Govt. General Hospital & Post Graduate Institute, Puducherry
- b. Rajiv Gandhi Govt. Women & Children Hospital, Puducherry
- c. E.S.I. Hospital, Gorimedu, Puducherry
- d. Govt. Hospital for Chest Diseases, Gorimedu, Puducherry
- e. Mahatma Gandhi Govt. Leprosy Hospital, Puducherry.
- f. Community Health Centre, Karikalampakkam, Puducherry
- g. Community Health Centre, Mannadipet, Puducherry
- h. Indira Gandhi Medical College and Research Institute, Kathirkamam, Puducherry

Note: The approximate total quantity of Bread required for Puducherry region is for one year is - **1,13,227 Kgs.**

II. Karaikal Region:-

- a. Govt. General Hospital, Karaikal
- b. Community Health Centre, Thirunallar, Karaikal
- c. Urban Primary Health Centre, Nedungadu, Karaikal

Note: The approximate total quantity of Bread required for Karaikal region for one year is - **38,640 Kgs.**

01) **Notice is hereby given that Tenders should be submitted on-line in prescribed form (BOQ) upto 16.00 hrs on 08/02/2018** in official website <https://pudutenders.gov.in> as specified therein. The tender details, terms and conditions, time schedule may also be downloaded from the linked website <https://www.py.gov.in> &

<http://health.puducherry.gov.in> for reference only. The tenders submitted other than through official website will be summarily rejected.

- 02) **The Tenderer shall Bid the Rate separately for Puducherry Region & separately for Karaikal Region in the BOQ provide.**
- 03) Tenders will be opened by the Tender Committee on the scheduled time, by the Director of Health and Family Welfare Services, Health Complex, Rue Victor Simonel, Puducherry 605 001.
- 04) The Chairperson, Tender Committee (Director of Health & Family Welfare Services) is competent to accept a tender in whole or part and also have the right to reject any / all the tenders without assigning any reason thereon.
- 05) Every tenderer must go through the terms and conditions carefully and understand them before submitting their tender. No excuse that the conditions have not been read or understood will be entertained later.
- 06) The rate quoted should be in net inclusive of all taxes Transit Insurance, Freight etc and other Charges. No form –C or Form –D will be issued.
- 07) The rates quoted should be only Indian Currency. Tenders in any other currency are liable to be rejected.
- 08) The firm should quote only for the unit asked by the Department and not their own unit at any cost.
- 09) The units and the brand name of the Bread for which rates are quoted should be mentioned clearly. The rates should be quoted both in figures and in words and should be expressed in rupees and paise only. No fraction of paise shall be quoted
- 10) **Manufacturers with not less than five years standing only should participate.**
- 11) **Permanent Account Number (PAN) of the Income Tax should be furnished.**
- 12) The tenderer will invariably furnish the following certificates with their bills for payment;

- a) Certified that the goods on which sales tax have been exempted from the Central Sales Tax Act and or the rules made there under and that the amount of charges on account of Sales Tax on those goods are covered under the provision of the relevant act, or the rules made there-under.
- b) Certified that the firm is registered under Central Sales Tax Registration.
- 13) The tenderer shall be the manufacturer of Bread, having valid manufacturer licence issued by competent authority. Manufacturers of not less than five years standing should participate. They should also enclose the profit and loss accounts and balance sheet with all details about their total production, product ranges, sales for the last five years.
- 14) The tenderer must pay Rs. **1000/-** and GST as applicable as Tender Fee in the form of Demand Draft, Drawn **only Drawn from SBI** in favour of Senior Accounts Officer, DHFWS. Puducherry.
- 15) The tenderer must pay Rs. **1,25,000/- as EMD** in the form of Demand Draft, Drawn **only Drawn from SBI** in favour of Senior Accounts Officer, DHFWS. Puducherry.
- 16) No exemption will be given from paying EMD or Tender Fee in any circumstances. The EMD will be returned to the unsuccessful tenderer but retained in the case of successful tenderer to be adjusted towards Security Deposit required to be paid by the tenderer for the due fulfilment of the contract.
- 17) Each tenderer, whose tender is accepted, should remit the Security Deposit within 10 days from the date of intimation of acceptance of his tender. An amount equal to 5% of the value of approximate quantity to be supplied during the contract period at the rate accepted should be paid as Security Deposit. The Security Deposit will be rounded to the next hundred rupee. Non payment of Security Deposit by means of Demand Draft drawn on SBI in favour of the Senior Accounts Officer, Directorate of Health and Family Welfare Services, Puducherry within the stipulated period will result in forfeiture of EMD. Fixed Deposits / Term Deposits will not be accepted. Interested parties can furnish Bank Guarantee from a Nationalised Bank for the appropriate amount towards Security Deposit valid for a period of **6 months** beyond the period of the rate contract validity.
- 18) No interest will be allowed on EMD / Security Deposit which will be refunded on the satisfactory completion of the contract. If the contractor fails to supply any one or all of the articles within the delivery period

prescribed or comply with all but any of the terms and conditions of the agreement, it shall be lawful for the Chairperson, Tender Committee, or any person authorised by him on his behalf, to purchase elsewhere and from the person or persons other than the contractor, such quantities of articles or materials as shall not have been supplied and delivered by the contractor and the difference of cost between the price of articles purchased from the open market and the price or prices payable under the contract for such articles will be deducted from the security deposit collected from contractor.

- 19) No insurance charges are payable. The supply should be made at the supplier's own risk. Damages and breakages, if any found in transit, the articles thereof should be replaced; otherwise the cost will be deducted from the bill.
- 20) **The rates quoted should be valid for a period of at least 15 Months from the date of opening of tender.**
- 21) No contractor shall be allowed at any time and on any ground whatsoever, any claim for revision or modification of the rates quoted by them during the currency of the contract period. Clerical error, typographical error etc. committed by the tenderers in the tender form shall not ordinarily be considered after opening of the tenders. Conditions such as "Single Quotation subject to availability of Stores, Supplies will be made as and when the materials received, etc." will not be considered under any circumstances and the tenders of those who have given such condition shall be summarily rejected without any further correspondence.
- 22) The tenderer will invariably inscribe in each supply "Supply to Government of Puducherry – Not for Sale". The name and address of the suppliers should be printed on each and every **100 gms** packet and the following particulars should be mentioned.
 - a. Month and year of the product
 - b. Date of expiry
 - c. Composition particulars and
 - d. Not for sale, supply for Health Department, Govt of Puducherry
 - e. And any other particulars as mandatorily required under Food & Adulteration Act.
- 23) No Bread packet bearing logo-gram of any other state / U.T. other than that of the manufacturer will be accepted.

- 24) The Loss to Government, if any, incurred on account of purchase elsewhere rendered necessary by failure or neglect or refusal on the part of the contractor to supply according to the terms of the agreement will be deducted from the security deposit. If any articles or things supplied by the contractor have been partially or wholly used or consumed in the Hospital / Institutions and they are subsequently found to be spurious, sub-standard and of inferior in quality or description or are not in accordance with the samples or otherwise faulty or unfit prices of such articles or things will be recovered from the contractor, if payment had already been made to him. Otherwise, the contractor will not be entitled to any payment whatsoever for such articles. For infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Chairperson, Tender Committee and the contractor shall be liable for all losses sustained by the Government in consequence of the termination which may be recovered / adjusted from the Security Deposit deposited by the contractor or other money due or to become due to him. In the event of being such amount insufficient, the balance may be recovered personally from the contractor or from his property as per the provisions of the Puducherry Revenue Recovery Act, 1970 in addition to other modes of effecting recovery permissible under the law.
- 25) The tenderer should be prepared to accept orders subject to the penalty clause for forfeiture of the security deposit / recovery through Bank Guarantee in the event of the default or failure to supply within the stipulated period.
- 26) Any attempt on the part of the tenderer or their agent to influence the Department will disqualify the tender.
- 27) The price quoted by the tenderer shall not in any case, exceed the control price, if any fixed by Central / State Government. If price quoted exceeds the control price, the contractor should specifically mention this fact in his tender along with reasons for quoting such higher price. The purchaser at his discretion will in such case exercise the right of revising the price at any stage, so as to conform with the controlled price. The discretion will be exercised without prejudice to any other action that may be taken against the tenderer. If at any time during the period of contract, the price of the tendered item is reduced or brought down by any Law of Act of the Central / State Government, the tenderer shall be normally and statutorily bound to inform the Chairperson, Tender Committee immediately of such reduction in the contracted price. The

Chairperson, Tender Committee is suo moto empowered to effect such reduction as is necessary in the contracted rate if in case of the tenderer fails to notify or fails to agree for such reduction of rates.

- 28) In case of any difference or dispute arising in connection with the contract, all legal proceedings relating to the matter shall be instituted only in a court within the jurisdiction of the Union Territory of Puducherry and nowhere else.
- 29) The contract should not be sublet without the permission of the Chairperson, Tender Committee.
- 30) Any firm which was selected to supply, and if defaulted will be blacklisted from future participation in the tender.
- 31) If a firm has quoted and not supplied a particular item, and if the government is forced to go for alternate supplier, the difference of price and the difference of price will be deducted from the security deposit submitted by the selected bidder.
- 32) Test Certificate of the manufacturer should be furnished along with the supply.
- 33) **Selection of tenders would very much depend upon the quality of the products offered and net lowest rate. Sample should be produced before the Director, Directorate of Health and Family Welfare Services Puducherry at the expense of the tenderer.**
- 34) The tenderer should furnish attested copies of **registration certificate, price preference Certificates under Permanent Registration with SSI, Trade Licence, Food Licence, Sales Tax Clearance Certificate & Income Tax Clearance Certificate for the past five years and I.T. PAN NUMBER.** All the orders/certificates should be currently valid as on date of opening the quotations and during the contract period.
- 35) Bread should be supplied in such a manner and at such timings of the day as shall be specifically instructed. Proportionate cost for shortage in weight will be deducted from the contractor's bill. The contractor will not be paid for any excess weight supplied on any day. Additional number of Bread will not be received to compensate the shortage in weight.
- 36) The contractors shall be bound to deliver Bread in such quantities or numbers and within such time as the Indenting Officers of the Institutions as mentioned in para1 or any person authorized by him on his behalf shall from time to time direct during the contract period. Bread

supplied shall be subject to inspection, acceptance or rejection by the Indenting Officers or any person authorized by them on their behalf.

- 37) Bread supplied by the contractors which in the opinion of the Indenting Officers of the Institutions mentioned in para 1 shall be in bad, inferior in quality or otherwise faulty or unfit for consumption, shall be rejected by the authorities mentioned above and the opinion thereon shall in all respects be final and conclusive and altogether operative and bindings on the contractor and shall not be open or subject to question of dispute by the contractor upon any ground whatsoever.
- 38) Bread supplied by the contractors, which shall be rejected by the Indenting Officers of the Institutions mentioned in para 1 above or any person authorized by them on their behalf shall be removed by the contractor at his own expenses forthwith after such rejection shall have been notified to the contractor by them. In lieu of the Bread which shall have been so rejected as aforesaid the contractor shall and will forthwith after rejection supply and deliver to Indenting Officers of the Institutions mentioned in para 1 or any person authorized by them on their behalf such quantities of Bread equivalent to the quantities which shall have been so rejected.
- 39) Bread indented for supply to the Hospitals, shall conform to the standard of purity and quality prescribed for such articles under the prevention of Food Adulteration Rules, 1965 as amended from time to time. In case the Bread supplied by the contractor are found to be sub-standard in quality by analysis it shall be lawful for the Director of Health and Family Welfare Services or any officer authorized by him on his behalf to impose proportionate recovery upto a maximum 25% of the total cost of the Bread so supplied and utilized.
- 40) **The tender should accompany the following questionnaire Form-A and Form B duly filled in and signed. Failure to do so, will lead to non-consideration of the tender.**
- 41) Tender (for Technical Bid) should be submitted in one single cover super-scribing "**BREAD**" for Health Institutions of U.T. of Puducherry should reach the Chairperson, Tender Committee, Directorate of Health and Family Welfare Services, Health Complex, Rue Victor Simonel, Puducherry -1 on or before **08/02/2018 at 17.00 hrs.**

Dr. K.V. RAMAN
CHAIRPERSON, TENDER COMMITTEE

FORM – "A"

QUESTIONNAIRE

(To be submitted duly filled in and signed along with Technical Bid)

1.	Name and Address of the Tenderer / Firm	:	
2.	a) Name & Address of the Manufacturer (in case the Tenderer is the Manufacturer)	:	
	b) If the Tenderer is not the Manufacturer, whether he is the authorised dealer / authorised stockist (if answer to (b) is YES. Copy of letter of authorisation / dealership to be enclosed)	:	
4.	If the Tenderer is the Direct importer, copy of the import licence with List of items imported to be enclosed	:	
5.	Please enlist quality control facility available with the firm	:	
7.	How many people are employed in your firm?	:	
8.	Name of your Banker(s) and Address of the persons on whose name the Account is opened.	:	
9	Are you in the Approved List of Suppliers to the other Government organisation? If so, give details (Copies of the letters received from those Departments, in which your name has been included	:	
10	Any other documents to confirm reliability of the tenderer firm	:	

I / We, _____ do hereby declare that I/We have carefully read all the conditions of the Tender Schedule of Directorate of Health and Family Welfare Services, Puducherry bearing Tender Reference No.3335/DHFWS/C1/Bread/2017-18 for supply of Bread for use in Health Institutions of Puducherry and Karaikal region and agreed to abide by the terms and conditions prescribed in the tender schedule.

SIGNATURE
SEAL OF THE FIRM

FORM – “B”

List of Documents to be enclosed in the Technical bid

Sl.No	Name of the Document	Whether enclosed
1.	Copy of Manufacturing License	
2.	Copy of Dealership authorization letter issued by Manufacturer (if tenderer is an authorized dealer)	
3.	PAN Number	
4.	GSTIN	
5.	CST/VAT Registration Certificate	
6.	Balance Sheet of Profit and Loss account for last 5 years	
7.	price preference Certificates under Permanent Registration with SSI	
8.	Trade License	
9.	Food License	
10.	Sales Tax Clearance Certificate	
11.	Acknowledge of Income Tax return for the past 5 years (2012-13 to 2016-17)	
12.	Details of EMD enclosed	
13.	Details of Tender Fee enclosed	
14.	Sample	

If tenderer does not submit any or all of the documents mentioned, their tender will not be considered.