




Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hrf@sgpgi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

 **Sanjay Gandhi Post Graduate Institute of Medical Science**
Raibareli Road, Lucknow, (U.P.), INDIA
Hospital Revolving Fund (HRF)
Phones: 0522-2494094, 2494140, Email: hrf@sgpgi.ac.in

e-Tender Notice

E-Bids are invited in Two bid system (1) **Technical Bid** and (2) **Price Bid** from reputed manufacturer & genuine authorized distributors for executing a rate contract for a period of two years for Supply of Office Stationary Items, Photostat Paper etc. vide **Tender No. PGI/HRF/Stationary-715/2018-19.**

The detailed terms and conditions of NIT is available in the E-Bid document uploaded on E-Tender portal <http://tender.up.nic.in> and website of the Institute www.sgpgi.ac.in w.e.f. **18.07.2018**. The offer will be accepted online on e-tender portal with terms & conditions as mentioned to tender document.

The Director reserves the right to accept or reject any offer partially or fully without assigning any reason.

Advt. No. I/28/HRF/2018-19 **DIRECTOR**



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hrf@sgpgi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

Request for Proposal (RFP)

E-Bids are invited in two bid system (Part-1 Technical bid & Part-2 Price bid) for Supply of **Stationary, Photo State Paper; etc.**

E-Bid Ref. No. PGI/HRF/Stationary-715/2018-19

E-tender Portal: <http://etender.up.nic.in>

Sl. No.	Particulars	Date	Time
1	Publishing date & time	18.07.2018	11.30 AM
2	Bid submission start date & time	18.07.2018	11.30 AM
3	Bid submission last date & time	07.08.2018	04.00 PM
4	Technical Bid opening date & time	08.08.2018	12.00 Noon

Place of Opening of E-Bids: Sanjay Gandhi Post Graduate Institute of Medical Sciences,
Lucknow-226 014

Ph. No. 0522-2494094 / 2494140

E-mail: hrf@sgpgi.ac.in

Website: www.sgpgi.ac.in

This Document Contains – 28 Pages



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

INDEX

Sl. No.	Particulars	Page No.
1)	Checklist	4
2)	e-Tender Notice Inviting Tender	5
3)	Salient Points of the Notice Inviting Tender	6-7
4)	General Terms and Conditions of above NIT	8-9
5)	Definitions & Interpretations of different terms & terminology	10
6)	HRF Forms	
	• Declaration of the Company (Form-I)	15
	• Rate Contract with all terms & conditions (Form-II)	16-20
	• Acceptance of Proposed Rate Contract (Form-III)	21
	• Self Declaration for Lowest Rate (Form-IV)	22
	• Notarized Affidavit Form (Form-V)	23
	• Format of Schedule of Price Bid (Form-VI)	24
7)	List of the Tendered Items.	25-28



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

ESSENTIAL DOCUMENTS

(To be submitted in Original)

To,

The Chairman (HRF)
Hospital Revolving Fund (HRF)
Sanjay Gandhi Postgraduate Institute of Medical Sciences
Raebareilly Road
Lucknow – 226 014

Sub: Tender Enquiry no: PGI /HRF /Stationary-715/2018-19 /

Sir,

I / We have gone through the terms & conditions laid down in the tender documents and accept the same.

I am / we are submitting/uploading the Bid enclosing the documents as per details given below:

CHECKLIST

Sl	Name of Document	Page (From)	Page (To)
1.	Cost of Tender document downloaded from e-portal / Institute website (Non-refundable) in shape of Demand Draft No./Pay Order No.....Dated.....Issuing Bank.....for Rs.2500.00 + GST@18% i.e Rs. 2950/- (Rs.Two thousand nine hundred fifty) in favour of "IHA Drugs & Consumables A/c, SGPGIMS, Lucknow"		
2.	E.M.D. (Refundable) – TDR/FDR No: -----date of issue ----- Name & address of issuing bank of TDR / FDR ----- Amounting Rs. 25000.00 (Rupees Twenty five thousand only), from a Nationalised / Scheduled Bank, pledged in favour of "IHA Drugs and Consumables A/c, SGPGIMS, Lucknow".		
3.	List of Tendered Quoted items in price bid as per enclosed Proforma. (Form-VI)		
4.	Pre-requisite HRF tender Forms (Form I, II, III)		
5.	Self attested copy of the PAN Card		
6.	Self attested copy of the Income tax returns (ITR) for Financial Year 2015-16, 2016-17 & 2017-18		
7.	Self attested copies of GST registration certificate		
8.	Non-conviction / No pending conviction certificate issued by Notary for preceding three years on Rs. 100 Non Judicial Stamp paper.		
9.	Self-Declaration on Rs 100/- Non-judicial stamp paper about lowest rate that the quoted rates are not more than the rates quoted to to any Govt Hospital / Institute. (Form-IV)		
10.	An Notorised affidavit on Rs. 100/- Non Judicial stamp paper that tenderer does not have any relation with the person authorized to evaluate technical bid/price bid or involved in finalizing the tender or will decide the use of tendered items on stamp paper. (Form-V)		
11.	Particulars of distributor / dealer, if any		
12.	Documentary evidence stating the status of the bidder i.e. Proprietorship/ Partnership / Company etc		
13.	Self-Declaration Certificate stating that minimum turn-over of the bidder per financial year 2016-17 & 2017-18 should be minimum 1 crore ore more		
14.	Self attested copies of annual report, audited balance sheet and profit and loss account for preceding three years for support of claims regarding turnover etc		
15.	Product Catalogue for the items quoted in the tender with samples of each quoted item.		
16.	A certificate to this effect is to be given by the tenderer that <u>clause no. 5 of salient points of the Notice Inviting Tender</u> has been furnished.		



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hfr@sippi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

Ref no: PGI/HRF//Stationary-715/2018 -19

Dated: 00.00.2018



Sanjay Gandhi Postgraduate Institute of Medical Sciences

Raebareli Road, Lucknow – 226014

Tele: 522-2494094 /2494140 E-mail: hfr@sippi.ac.in

e- Tender Notice

E-Bids are invited in **Two** bid system **(1) Technical Bid** and **(2) Price Bid** from reputed manufacturer & genuine authorized distributors for executing a rate contract for a period of two years for Supply of Office Stationary Items, Photostat Paper etc. vide tender no. : PGI/HRF/Stationary-715/2018-19.

The detailed terms and conditions of NIT is available in the E-Bid document uploaded on E-Tender portal <http://tender.up.nic.in> and website of the Institute www.sippi.ac.in. w.e.f. 18.07.2018, 11.30 AM. The offer will be accepted online on e-tender portal with terms & conditions as mentioned in tender document.

The Director reserves the right to accept or reject any offer partially or fully without assigning any reason.

ADVT. No.: I/28/HRF/2018-19

Director



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

SALIENT POINTS OF THE NOTICE INVITING TENDER

E-Bids are invited in two bid system for supply of all stationary, photo state papers etc. for a period of two years. **Bids will be accepted from reputed manufacturer & genuine authorized distributors only.** The salient points of the tender are as under:

- 1) **The E-Bids should in two bid system: (1) Technical bid containing Tender documents & (2) Price bid containing the offered rates. Technical bid and Price bid should submit separately and should bear the 'Tender No. : PGI/HRF/Stationary-715/2018-19'**
- 2) **Cost of tender document (Non – refundable):** Rs.2950.00 (Inclusive of GST @18%) (Rupees Two thousand nine hundred fifty only.), in the form of Demand Draft/Pay Order only, favouring 'IHA Drugs and Consumables A/c, SGPGIMS, payable at Lucknow'.
- 3) **Earnest Money Deposit (Refundable):** Rs. 25000.00 (Rupees Twenty five thousand only) in form of TDR/FDR from a Nationalised / Scheduled Bank, pledged in favour of 'IHA Drugs and Consumables A/c, SGPGIMS, Lucknow. **The validity of the EMD should be 12 months from the date of submission of the tender.**
- 4) **Performance Security:** Performance Security Rs. 50, 000.00 (Rupee Fifty thousands) will be in shape of TDR / FDR drawn in favour of "IHA Drugs & Consumables A/c". Those vendors who will be identified for the purpose of Rate Contract will be required to deposit the performance security within 03 weeks after accepting the Rate Contract and it should be valid for a period of 36 months from the date of issue of Rate Contract.
- 5) **Submission of Essential Documents Off Line:** All the documents mentioned in the Checklist, including Tender Fees/EMD in original to be submitted offline to "Chairman HRF, Main HRF, above main Kitchen, SGPGIMS, Lucknow-226014" **EXCEPT PRICE BID** on or before 07.08.2018 upto 4.00 PM in a sealed cover superscribed as "HRF Tender for Stationary, Photo state papers etc Tender No. : PGI/HRF/Stationary-715/2018-19". **Bidders should not submit the price bid offline. Price bid be uploaded online on e-tender portal only.**

N.B. **Offline documents EXCEPT PRICE BID must reach to Main HRF addressed above on or before 07.08.2018 upto 4.00 PM, failing which tender is liable to be cancelled.**

- Venue of opening of bids - E-Tender Cell, SGPGIMS, Lucknow.
 - Bidder should provide Tax Invoice - for Input Tax Credit (ITC)
 - GST No. of SGPGI - **09AAAJS3913N1ZO**
 - Tender list serial no. of the item should be the same serial no. as detailed in item list of tender document.
 - Use separate sheet in the same format in case of need of more space.
 - Any product other than listed in tender enquiry can be quoted in separate sheet in same format.
 - Identification of comparable products (Items) would be done by the expert's committee.
 - Director's decision would be final on this issue.
- 6) **Last date for submission of e-bid:** On or before 07.08.2018 up to 1600 hrs
 - 7) **Date and time of e-bid opening:** The bid / offer would be opened on 08.08.2018 at 1200 noon, at SGPGIMS, Lucknow.



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hrf@sgpgi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

- 8) **Validity of offer:** Your offer should be valid for 365 days from the last date of submission of the bid, i.e from 07.08.2018 and if your offered rates and items are accepted for Rate Contract the same will remain valid for the entire period of Rate Contract, i.e, The Rate Contract will be valid for period of two years from the date of issue of Rate Contract. It may be further extended for a maximum period of one year or till the finalization of new rate contract whichever is earlier, if required.
- 9) The award of the Rate contract is not linked with the procurement style opted by HRF / Institute during the entire period of rate contract. Any item under the rate contract may be procured through supply order. Modality of procurement and inventory management of any item may be changed at any point of time.



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

General Terms and Conditions of above NIT

1. Non transferable tender document cost is Rs. 2950 (Rupees Two thousand nine hundred fifty only) inclusive of 18% GST.
2. HRF invites the offers from reputed & genuine authorized local distributors / manufacturers.
3. List of tendered item i.e. scope of supply is attached herewith. (Total no. of 131 items)
4. The contract will be awarded to all successful bidders for a period of 02 years on yearly renewal basis.
5. The firms who are intended to participate in the tender should first ensure that they fulfill all eligibility criteria as prescribed in the general terms & conditions of tender document.
6. The tenderer submitting his / her tender would be deemed to have thoroughly read, considered & accepted all the terms & conditions. No enquiries shall be entertained in respect of acceptance or rejection.
7. Tenderer should clearly state whether he / they are manufacturer & genuine authorized distributors.
8. Tenderer shall submit the pre-requisite information as per format attached
9. Non-compliance of such conditions shall make the bid liable for cancellation.
10. Bidder would be responsible for any error or interpollation.
11. The rate contract will be governed by the conditions laid down in the tender documents
12. A rational balance of quality, quantity & cost of product offered / quoted by the firms meeting the eligibility criteria shall be the sole basis of awarding the contract.
13. Branded products will only be considered for rate contract.
14. Original HRF Forms duly filled in stamped and signed by the bidder and be submitted in offline tender document.
15. EMD of Rs. 25,000.00 (Rupees Twenty Five Thousand only) in the shape of TDR / FDR in favour of **“IHA Drugs & Consumables A/c”** SGPGIMS, Lucknow for a period of 12 months.
16. EMD in form of Bank Draft / cheque will not be accepted and liable to reject the bid.
17. EMD should be valid for a period of 12 months.
18. Cost of tender document should be payable by DD / pay order in favour of **“IHA Drugs & Consumables A/c”** SGPGIMS, payable at Lucknow. Cheque will not be accepted.
19. Copy of documents required in support of information asked for in the Bid.
20. Product catalogues etc. with samples of each quoted items.
21. GST registration certificate and copy of PAN Card
22. Authorization letter



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

23. The bid must contain self-declaration on Rs 10/ Non-judicial Stamp Paper that the rates quoted in the tender no: PGI/HRF/Stationary-715/2018-19 are the lowest and not quoted less than this to any Government Institute (State / Central).
24. A letter of undertaking shall also be furnished towards “Any downward revision during the period of rate contract will also be passed on to Institute. “**The self-declaration is too an essential document of bid**”.
25. Bidder may submit the samples of the tendered items under separate pack not with bids.
26. Price bid will be submitted in the prescribed form (**Form VI**).
27. All quoted rates should be for ONE UNIT / PKT / RIM. Rate should be mentioned in word & figure both.
28. Tenderer must ensure that the quoted rates are inclusive of GST as applicable. HRF will only accept the material, which would be GST paid as applicable. HSN and GST% should be shown separately.
 - All quoted rates should be F.O.R. HRF, SGPGIMS, Lucknow
 - Tender item list serial no. of the item should be the serial no. as detailed in item list of tender document.
 - Tenderer should quote firm and fixed rates.
 - Free goods, if any will be incorporated in price comparison.
 - Plea of clerical error, typographical error etc. committed by the tenderer would not be accepted.
 - No correspondence will be entertained after opening of the price bid.
 - The prices quoted by the tenderer shall not in any case exceed the controlled price, if any, fixed by Central / State Government and Maximum Retail Price (MRP)
 - Price list of the company must be attached duly signed and stamped by the tenderer, if any.
 - Any conditional price bids would not be entertained and tender will be treated cancelled
 - There should be unconditional offer / bid
29. No tender will be accepted unless the full amount of the tender cost is paid & EMD is attached.
30. Tenders in which the validity of the offer as per tender requirement is not mentioned will be rejected summarily.
31. The Institute reserves the right to negotiate with lowest quoting firm(s) / single quoting firm.
32. Stores supplied to any authority other than HRF Cell will not be taken into cognizance and no bills/payment claims what so ever would be accepted against such supplies.
33. The Institute will retain EMD of successful bidders until validity of the Rate contract
34. Each & every page or paper of the tender document should be serially numbered, signed & stamped by an authorized signatory of the bidder.
35. An affidavit that bidder or his distributor does not have any employee who is in relation with the person authorized to evaluate technically or involved in finalizing the tender or will decide the use of tendered items.
36. **Disqualification of the tender:**
 - Late submission of the tender will not be considered
 - Any action on the part of tenderer to influence any official will amount to rejection of his bid.



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

Definitions & Interpretations of different terms & terminology

37. In this tender, the words & expression used shall have the meaning / definition / expression have in offers

- (a) Institute means Sanjay Gandhi Postgraduate Institute of Medical Sciences, Lucknow
- (b) Contracting Authority means the designated officers on behalf of the Director
- (c) Tenderer means any reputed & genuine manufacturer & genuine authorized distributors in India
- (d) "Acceptance of Tender" means the letter communicating for opening of price bid
- (e) "Rate Contract" includes the notice inviting tender, general terms & conditions, definition & interpretations, instructions to tenderers, tender acceptance and submission of declaration forms.
- (f) "Contractor" means the person, firm or company with whom the contract is made
- (g) "Inspection" means inspection carried out by the person specified in the contract
- (h) "Purchaser" means the authority accepting the tender.
- (i) "Supply Order" means an order for the supply of goods
- (j) "Test" means such tests as are considered necessary
- (k) "Unit" means the unit of purchase as specified in the schedule of goods
- (l) GST" means tax payable under the GST Act on sale or purchase of goods as the case may be
- (m) Tax Invoice: Where the GST has been paid on the purchase of goods by the Institute's HRF and such goods have been sold / used in the Institute, the amount of tax paid to the vendor on the purchase of such goods shall subject to input credit of tax paid on the purchase or sale of goods under the rules. The vendor / authorized billing agency shall provide the tax invoice for availing the tax input credit.
- (n) "Dealer means" any authorized person / firm who carries on in Uttar Pradesh, the business of buying, selling, supplying or distributing goods directly or indirectly for cash or deferred payment or for commission, remuneration or other valuable consideration. It includes every person / firm who acts on behalf of principal firm within the State as an agent of a dealer / residing outside the state.
- (o) Manufacturer means that makes the first sale of such goods after manufacturing.
- (p) If Importer, means the dealer who makes the first sale of such goods after imports
- (q) Purchase price means amount of valuable consideration paid or payable for purchase of goods.

38. Procurement on supply order basis:

Supply of material covered under this rate contract will be made on the basis of written supply order with terms and conditions enumerated therein. It will be the responsibility of supplier to have an access with HRF to maintain the optimum inventory level.

- (i) In hand stock position at central HRF stores and peripheral sub stores can also be obtained from time to time.
- (ii) Company will own the responsibility of overstocking.
- (iii) Company will actively take preventive measures and inform SSPO in writing about any specific item / quantity mentioned in supply order that may lead to overstocking / expiry.



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

(iv) In case of any difficulty in getting the feedback from HRF, you may contact SSPO / Chairman / Director.

You will agree that any loss of material is going to be a national loss. Please do inform about such items asked for supply but may not be required by the users. In case of any difficulty in getting the feedback from HRF, you may contact SSPO / Chairman / Director.

39. **Period of validity:** The Rate Contract will be initially valid for a period of two year from its issue date on the yearly renewal basis subject to satisfactory performance of Rate Contract holder.

40. **Authority to the purchase:** Any officer designated by the Institute shall be entitled to exercise all the rights and powers given in the contract

41. **Responsibility of the Vender for executing the contract:**

The vender shall perform the contract in all respect in accordance with the terms and conditions mentioned therein. The goods whether in the possession or under control of his agents or servants or a carrier or in their joint possession, the vender shall remain responsible until the actual delivery of the goods is made to the consignee at the stipulated place.

42. **Rate:** The rate uploaded on e-tender portal by tenderer shall remain firm and fixed until the completion of contract.

(i) All rates quoted should be for ONE UNIT / PKT / RIM (figures & words both). E-bids should be neatly typed / written.

(ii) No blank space should be left.

(iii) Tenderer must ensure that the quoted rates are inclusive of GST as applicable. HRF will only accept the material which would be GST paid as applicable.

(iv) All rates quoted should be F.O.R. destination that is HRF Stores, SGPGIMS, Lucknow

(v) The Institute will not own responsibilities for issuance of road permit and clearance of consignment from any road, rail, air, postal terminals etc.

(vi) No escalation in rates except Govt levy / tax would be permissible.

(vii) Tenderer should take care that the rate and amount are written in such a way that interpolation is not possible

(viii) Tenderer should quote the rate in words & figures

(ix) Alteration if any should be attested by the tenderer

43. **Earnest Money Deposit (EMD):**

(i) Earnest Money Deposit of Rs. 25,000.00 (Rupees Twenty five thousand only) in the shape of TDR / FDR only pledged in favour of "IHA Drugs and Consumables A/C" issued by any scheduled / nationalized bank shall be enclosed with the technical bid by the tenderer. EMD of the successful tenderers will be retained as security for the performance of the contract and will be retained until expiry of the contract and will be refunded thereafter.



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

- (ii) EMD amount in the shape of TDR / FDR must have validity of minimum 12 months from the date of opening of Technical bid as stipulated in tender notice.
- (iii) If the contractor fails or neglects to observe or perform any of his/her obligations under the contract, it shall be lawful for the purchaser to forfeit the Earnest Money Deposit furnished by the contractor.

44. **Change in Constitution of firm:**

Any change in the pattern of ownership of the contracting party will not nullify the provisions of the contract. The contract will devolve on the successor owners.

45. **Fall Clause:**

If at any point of time during the execution of the contract, the contractor reduces the MRP / Sale Price or sells or offers to sell such stores, as are covered under the rate contract of the Institute, to any person or organization including the purchaser or any Central / State Government hospital / Institute at a price lower than the price chargeable under the rate contract of the Institute. He / she shall forthwith notify such reduction in MRP or sale price or offer of sale to the purchaser and the price payable under the contract for the store supplied after the date of coming into force of such reduction in MRP or sale price or offer of sale shall stand correspondingly reduced. Variation, if any, will be governed by the terms & conditions as enumerated in proposed rate contract.

46. **Inspection and sampling at the consignee's end:**

In case of rejection of stores, the supplier will have to replace the entire quantity or make full payment of entire consignment against the particular invoice irrespective of the fact that part of the supplied stores may have been consumed.

47. **Penalty Clause:**

- (a) **Non-execution of supply order** - For the reasons of failure to supply within stipulated period, if the HRF has to buy the items from the L-2 firm (after proper negotiation), the rate difference in cost will be recovered from RC holder or his distributor. In case if L-2 firm is not available in panel, HRF has to buy the item from other sources, the difference cost will be recovered from RC holder payments. The amount of penalty will be deducted from the forthcoming bills of the supplier pertaining to any product. Repeated failure (Two or three times) on supply part may amount to termination of rate contract for the product (s) and money shall be recovered by forfeiture of EMD and / or Performance Security. Reasons of failure to supply the material will be communicated by the firm to the HRF timely.
- (b) **Late delivery clause** -The date & time of the delivery as stipulated in the supply order shall be deemed to be the essence of the contract and delivery must be completed no later than the date(s) as specified in the supply order. A penalty of 1% of the unsupplied value of order per week will be imposed on delayed supply subject to maximum of 10% of the total value of store ordered. Extension in delivery period will only be permissible under the force majeure conditions for which specific extension must be obtained from the Chairman HRF before the date of delivery in HRF.



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

(c) **Non production of item** – Difference in the value between existing source and source from where supplies are being obtained for remaining tendered quantity will be recovered from the billing agency, subject to a minimum recovery / penalty of Rs 5000.00 (rupees five thousand) only per product irrespective of any reason.

48. **Disputes and Arbitration:**

All disputes or differences arising during the execution of the contract shall be resolved by mutual discussion failing which the matter will be referred to the Director (SGPGIMS, Lucknow) for arbitration whose decision shall be the final binding on the contracting parties.

49. **Laws governing the contract:**

- This contract shall be governed by the laws of Uttar Pradesh, India
- The Courts of Lucknow shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.
- Terms and expressions not herein defined shall have the meaning assigned to them, if any, in the Indian Sale of Goods Act, 1930 or the Indian Contract Act, 1872 or the General Clauses Act, 1897 as amended from time to time.

50. **Terms of payment:**

- (a) 100% payment shall be made through cheque on receipt of goods in satisfactory conditions and submission of bill within thirty days, with early option facility to be enumerated in the supply order.
- (b) In case of, on consignment / Utilization basis- Fortnightly payment would be released against the item consumed and settled bills of the patients.
- (c) Bills not received in accordance with the instructions as required on challan / bill (mentioned above) will not be entertained / processed for payment by the Institute.
- (d) The part supplies are accepted for the sake of convenience of HRF only but payment will made by the HRF after completion of 100% supply.
- (e) The Institute retains the right of returning (to the supplier/s) any item in any quantity that helps to manage the inventory in most economical manner. The value of returned goods would be adjusted in any possible manner that suits the need of the Institute.
- (f) Bill in quadruplicate and pre-receipted must be submitted along with an extra copy at the time of supply of the material at HRF stores. You are advised to comply this point very strictly to avoid any delay in release of the dues. Further you must ensure uninterrupted supply and change of billing agency / distributorship etc., will no way affect the supply schedule.

51. **Name & Address of the billing agency-** As per the information provided by you in the tender documents.

52. **Any variation-** in the prices detected at any point of time, the sole responsibility would rest with the firm and shall invite necessary action such as. Recovery / Administrative action as deemed proper.

53. HRF will entertain only direct correspondence from RC holder.



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hrf@saggi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

54. **Termination of Contract:** In case any party (Institute or the company) wants to withdraw from the rate contract, it can do so after giving 03 (three) months notice in writing.

(R A Yadav)
Sr. Store Purchase Officer (HRF)



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hrf@sgpgi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

HRF Form - I

DECLARATION OF THE COMPANY

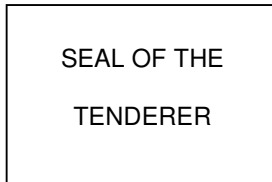
The Bidder should have to give the details of the CEO (MD), Chairman (with the Authorised Signatory of the tender Bid) such as:

- 1) Name
- 2) Tel. No.
- 3) E-mail ID,
- 4) Address

Declaration by the Authorized Signatory

It is certified that each and every page of the tender document are serially numbered, duly signed by me and the information furnished in tender document is true and correct to the best of my knowledge and belief.

Yours faithfully,



Signature

Name

Designation

Name of company (Tenderer)

Address

Telephone No.

Mobile No.

Fax No.

E-mail:

Dated:

Warning:- If any information furnished is found incorrect, tenderer is liable to be penalized including the Blacklisting



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

HRF Form - II

Ref: PGI/HRF/ Stationary-715/2018-19/RC-

Dated:

To,

Sub: Rate contract for supply of Stationary items, Photostat Papers etc.

Dear Sirs,

In reference to tender bid for above-mentioned items, your products as per enclosed **Annexure** are being covered under Annual Rate Contract. The terms and conditions to govern the Annual Rate Contract are as follows:

The award of rate contract is not linked to the procurement style opted by HRF / Institute during the entire period of rate contract. Any item under rate contract may be procured through supply order. Mode of procurement and inventory management of any item may be changed at any point of time.

1. **(a) PROCUREMENT ON SUPPLY ORDER BASIS:** - Supply of material is covered under this rate contract may increase or decrease. It will be made available on the basis of written supply order with terms and conditions as enumerated therein. It will be the responsibility of supplier to have an access with HRF to maintain the optimum inventory level. This has been decided to tide over the problem of over stocking including near expiry / slow moving / non moving inventories, for which following mechanism will be observed: -
 - (i) Besides having liaisoning with user department, you will be allowed to have access to computerized system to know the consumption pattern / reports of the items concerned.
 - (ii) Stock in hand position at Central HRF Store and peripheral sub stores can also be provided on demand.
 - (iii) Access to HRF stores is allowed to know the status of expiry / slow moving / non-moving products.
 - (iv) The company will own the responsibility of overstocking & expiry.
 - (v) The company will take all preventive measures and will keep informed SSPO in writing about any specific item / quantity mentioned in supply order that may lead to overstocking or expiry.
 - (vi) In case of any difficulty in getting the feedback from HRF stores, you may contact SSPO / Chairman/ Director.
 - (vii) The Institute has the right to switch over from supply order based procurement to consignment / utilization based procurements also.

You will appreciate that any loss of material is going to be a national loss. Please keep informed about such items asked for supply but in fact not required by the users. In case of any difficulty in getting the feedback from HRF stores, you may contact SSPO / Chairman / Director.



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

- (b) PROCUREMENT ON CONSIGNMENT/UTILIZATION BASIS:-** All approved items on consignment / Utilization basis must be made available in sufficient quantity to cater the whole need of the Institute, Lead time for replenishment of such stocks will be 48 to 72 hours. It will be communicated by telephone, fax or e-mail to you or your authorized distributor.
2. **PERIOD OF VALIDITY:-** The Rate Contract will be valid for period of two years from the date of issue date of Rate Contract. It may be further extended for a maximum period of one year or till the finalization of new rate contract whichever earlier, if required.
 3. **PERFORMANCE SECURITY:-** Please submit performance security of Rs. 50000/- (Rupees fifty thousand only). Performance security will be in shape of TDR/FDR drawn in favour of "IHA Drugs and Consumables A/C" (as stipulated in tender notice) payable at Lucknow from any nationalised bank / scheduled bank. The performance Security will have the minimum validity of 36 months from issuance of Rate Contract and it should be submitted within 03 weeks after acceptance of the awarded Rate Contract.
 4. **TAXES AND DUTIES:-** Rates are inclusive of all taxes including GST etc as applicable. Any price variation due to Govt. levies will be settled accordingly. In case the excise duty is being claimed excise gate pass should accompany the supplies or annotation to the effect that excise duty has been deposited. Other charges like banks charges, postage, freight, etc. will be borne by your company.
 5. **PRICES:-** Rates are F.O.R. destination basis i.e. HRF Stores, SGPGIMS, Lucknow. No escalation in rates except Govt. levy/ tax would be permissible. If at any point of time during the execution of the contract, the contractor reduces the MRP / Sale Price or sells or offers to sell such stores, as are covered under the rate contract of the Institute, to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the rate contract of the Institute, He/She shall mandatorily notify any such reduction in MRP or Sale Price or offer of sale to the purchaser within a month of the earliest date of such a reduction in price. The price payable under contract with the purchaser will stand correspondingly reduced from the date of reduction of price as notified or evidence obtained of such reduction in the price. In case of delay (more than one month) in such a notification the difference in cost will be recovered and Director SGPGI shall have the right to impose penalty such as forfeiture of Performance Security, cancellation of Rate Contract or possible removal of name from list of suppliers (any or all of the above). If such information comes to the notice of HRF authority from other sources, suitable action shall be initiated. Variation, if any, will be governed by the terms & conditions as enumerated in proposed rate contract.
 6. **ROAD PERMIT:-** No road permit i.e. Form 31/32, Form C or D, and e-way bill would be provided by the Institute. It would be the sole responsibility of the supplier to affect the door deliveries at his / her own. HRF will neither own any responsibility for clearance of goods from any road, rail, postal, air terminals nor any machinery of SGPGI would be allowed for this purpose.
 7. **DELIVERY:-** Supplied material should have ordinarily minimum shelf life of 75% at the time of supply. Batch number and expiry date must be mentioned on face of the bill. Stores supplied through courier, post etc may be received under the sole responsibility of supplier regarding quantity, specification and breakage.



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

8. **DEFECTIVE INVENTORY:** - HRF Stores / User department / HRF Management Committee of the Institute will be the sole authority to declare inventory as defective either at the time of receiving the goods or after the use of goods. Cost of such defective inventory will be recoverable from forthcoming bill of the supplier or replaced with any other approved stocks, failing which contract may be terminated.
9. **PENALTY CLAUSE:**
 - (a) **Non-execution of supply order** - For the reasons of failure to supply partially or completely within 30 days, if the HRF has to buy the items from the RC 2 (L-2), RC 3 (L-3) or approved local vendor firm, the rate difference in cost will be recovered from RC holder i.e L1 /Billing Agency as appointed by the Rate Contract Holder. The difference amount will be deducted from the forthcoming bills of the supplier pertaining to any product. Repeated failure (Three times) to supply in part or in full may amount to termination of rate contract for the product (s) and forfeiture of Performance Security. Reasons of failure to supply the material will be communicated by the firm to the HRF timely.
 - (b) **Late delivery clause** -The date & time of the delivery as stipulated in the supply order shall be deemed to be the essence of the contract and delivery must be completed no later than the date(s) as specified in the supply order. Unsupplied items of each supply order which will not be supplied during stipulated time period of 30 days should be treated as cancelled and will be procured from RC-2/RC-3 or approved local vendor and difference amount deducted from forthcoming bills of RC1 (L1)/Billing Agency as appointed by the Rate Contract Holder.
 - (c) **Non production of item** – Difference in the value between existing source and source from where supplies are being obtained for remaining tendered quantity will be recovered from the billing agency.
10. **Information required on tax invoice:** Supply order will be released and you may execute the supplies directly or through billing agency. An extra copy of invoice must be endorsed by the security personal at SGPGI main gate. The endorsement must clearly mention time and date of entry of the material.
Tax Invoice: It must always bear the following information:
 - (i) Name of the item as, it is mentioned in Rate contract/ supply order.
 - (ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand Name, if any)
 - (iii) Size of the item
 - (iv) Supply order no. and Date
 - (v) Date of manufacturing
 - (vi) Date of expiry
 - (vii) Batch number
 - (viii) Quantity of each item (in unit)
 - (ix) Value of each item
 - (x) Total value of the bill
 - (xi) The amount of GST paid by the supplier.
 - (xii) Maximum Retail Price (MRP)
 - (xiii) GSTIN Number of HRF (**09AAAJS3913N1ZO**)
 - (xiv) HSN Code



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

11. **REPLACEMENT OF NEAR EXPIRY / SLOW MOVING / NON-MOVING ITEMS:** - It will be responsibility of supplier to get status of slow / non-moving inventory for replacement purposes from HRF stores on quarterly basis or at a higher frequency. If company fails to replace such slow moving / non-moving stocks in time, Institute will retain the right to identify such stocks any time during the contract period and return the same to the company. Cost of such returned inventory will be recoverable from forthcoming bill of the supplier or replaced with any other approved stocks, failing which contract may be terminated.
12. **RELEASE OF EMD:-**
 - (i) The EMD of Rate Contract Holder would be released after submission of Performance Security.
 - (ii) The bidders who has/have not awarded Rate Contract can take their EMD immediately after finalization of Rate Contract after due correspondence.
13. **PAYMENT:-**
 - (a) 100% payment shall be made on receipt of goods in satisfactory conditions and submission of bill with the material/challan.
 - (b) Payment will be made on 30th day from the date of submission of bill, with early payment option facility to be enumerated in the supply order.
 - (i) If you allow 4% trade discount, payment shall be made within (03) working days from its submission date.
 - (ii) If you allow 2% trade discount, payment shall be made within (07) working days from its submission date.
 - (iii) If you do not wish to avail the opportunity of early payments, payments shall be made on 30th day on its submission.
 - (iv) Early payment options are applicable against 100% supplies.
 - (c) On consignment / Utilization basis- Fortnightly payment would be released against the item consumed and settled bills of the patients.
 - (d) Bills not received in accordance with the instructions as required on bill (mentioned above) will not be entertained / processed for payment by the Institute.
 - (e) The part supplies are accepted for the sake of convenience of HRF cell only. The remaining order shall be treated as cancelled only after last date of supply as per supply order. In case of Part Supply and procurement being done from RC2 or other sources, the cost difference account shall be deducted from the forthcoming bills of the RC1 (L1)/Billing Agency as appointed by the RC Holder.
 - (f) The Institute retains the right of returning (to the supplier/s) any item in any quantity that helps to manage the inventory in most economical manner. The value of returned goods would be adjusted in any possible manner that suits the need of the Institute.
 - (g) Bill in quadruplicate and pre-receipted payment must be submitted along with copy of challan at the time of supply of the material at HRF stores. You are advised to comply this point very strictly to avoid any delay in release of the dues. Further you must ensure uninterrupted supply and change of billing agency, will in no way affect the supply schedule.



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

- (h) Billing agency may collect payment in its own name for supplies made under written authorization from the manufacturer/importer.
14. **Any variation** in the prices detected at any point of time, the sole responsibility would rest with the firm and shall invite necessary action such as recovery / administrative action as deemed proper.
 15. In addition the other terms and conditions as detailed in tender documents would be applicable.
 16. In view of the notification issued by the Ministry of Health & Family welfare, Government of India Gazette Notification no SO 1468 (E) dated 06.10.2005 and GSR 627 (E) dated 07.10.2005; it would be sole responsibility of the Rate Contract holder to comply with the applicable rules and regulations from time to time.
 17. Any communication as regards to the Rate Contract will be done with the Rate Contract holder only.
 18. It would be responsibility of the Rate Contract holder to submit the undertaking during currency of contract by 1st week of every month to the effect that their prices have not come down during the preceding / prevailing month.
 19. Name & Address of Billing Agency will be informed by the tenderer after award of Rate Contract (if required) with the following details of the billing agency:
 - PAN Card
 - Sale tax Registration with GST Return for preceeding three years.
 - Non Conviction Certification /no pending conviction certificate attested/issued by notary for preceeding three years
 - A Notorised affidavit that the billing agency does not have any relation with the person authorized to evaluate Technical Bid/Price Bid or involved in finalizing the tender or will decide the use of tendered items (Annexure-V) on stamp paper of Rs. 100.00
 20. RC holder shall be responsible for all acts of commission and omission carried out by the beneficiary/Billing agency.
 21. All Terms & Conditions as mentioned in Tender document will also be the part of this Rate Contract.

Please send us your acceptance duly signed and stamped on duplicate copy of this rate contract as token of your acceptance before execution of the first supply order and also submit the performance security.

Yours faithfully,

(R.A Yadav)
SSPO (HRF)



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hrf@saggi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

HRF Form - III

Acceptance of Terms and Conditions of Rate Contract
(On Bidder's Letter Head Pad)

I / We hereby accept the proposed terms and conditions of contract in case it is awarded to me / our firm against quoted item in this tender document.

(Authorized Signatory)

Date:

Place:



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hrf@sgpgi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

HRF FORM - IV

SELF DECLARATION FOR LOWEST RATE (Notarized)
(on Rs 100.00 Non-judicial Stamp paper)

I, (Name of the Authorized Signatory), (Designation of the Signatory) with M/s (Name of the Company), do hereby certify that we (the company) or its subsidiaries/designated representatives have not supplied the product at a cost lower than that quoted in the Tender No. PGI/HRF/Stationary-715/2018-19 to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the rate contract of the Institute.

We also undertake that any downward revision in MRP/Sale price/offer to sale to any Government Organization (Central/State Government Hospital/Institute, anywhere in India) of the product during the entire period of Rate Contract, including any extended periods, will be duly informed to SGPGIMS within a month (30 days) of such price revision, and the same will be passed on to the Institute.

Authorised Signatory

Designation

Seal

Date:

Place:



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hrf@saggi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

HRF FORM - V

AFFIDAVIT (notarized)

(On Rs 100.00 Non-judicial Stamp paper)

Reference: Tender No.PGI/HRF/Stationary-715/2018-19 for Stationary items, Photostat Papers etc.

I, (Name of the Signatory), S/o (Father's Name), (Designation of the Signatory) with (Name of the Company), with its office at (Address of the Head office of the Company), do solemnly affirm and declare as under:-

The Tenderer does not have any relation with the person authorized to evaluate technical bid/price bid or involved in finalizing the tender or will decide the use of tendered items

Place:

Date:

Deponent

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and no part of it is false and nothing has been concealed therein.

Verified at (Place), on this (Date) day of (Month) 2018.

Deponent



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hfr@saggi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

Form - VI

Format of schedule of Price Bid

Sl	Tender Item Sl. No.	Name of Item as appeared in the Tender List	Brand Name as appeared in Tender document	Brand Name Quoted	HSN Code	Pack Size	Maximum Retail Price (MRP) inclusive of all taxes (in Rs)	Offered Rates/Unit Only Basic Price)	GST (in %)	GST (in Rs.)	Total Offered Rates/Unit (9a+9c)
1	2	3	4	5	6	7	8	9a	9b	9c	10

Note:

1. Tender item list sl. No. of the item should be the same serial no. as detailed in item list of tender document
2. Use sheet in the same format.
3. Identification of comparable products (Items) would be done by the expert's committee
4. Committee's decision would be final on this issue



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

Scope of supply (List of Office Stationary items)

Tender SI No.	Name of items	Brand name to be Quoted	Qty
1	Alpine Stand Container (Magnetic)	Omega	500
2	Alpine Weight 100gms	Ashoka	2000 pkt
3	Attendance Register		250
4	Ball Pen branded	Reynolds 045	5000
5	Bold Marker Pen – Red	Camlin	100
6	Bold Marker Pen- Black	Camlin	100
7	Brown Paper (Plastic Coated) Sheets		500
8	Brown Tape 2"	Avon	250
9	Cello Tape Roll 1 inch		250
10	Calculator 12 digit	Orpad	500
11	Calling Bell (Normal)	Trin-Trin	100
12	Cello Tap (in different sizes)	Avon	1000 pcs.
13	Chalk (Colored)	Kores	200
14	Chalk (white)	Kores	500
15	Chart Paper (white standard) Sheets		1000
16	Clip Board (fibre)		500
17	Clip Board (Wood)		200
18	Compact Disk (CD) – Re- writable with cover	Sony	2000
19	Compact Disk (CD) – Single writable with cover	Sony	2000
20	Computer Label	Oddy	360000
21	Cutter		1000
22	Dak Dispatch Register 500 pages		500
23	Drawing Pins (Thumb Pin)		200 pkt
24	Duplicate Book / Memo Book (200 page)		500
25	Duster (Board)		100
26	Electronic Call Bell		50
27	Envelop 10" x 4 1 / 2" without window	Taj mahal	500000
28	Envelop 10" x 4 1 / 2" with window	Taj mahal	500000
29	Envelop Brown 30x 40cm Filesize	Pride	
30	Envelop A4 size plastic laminated		2000
31	Envelop Khaki with Inner Cotton sheet A4 size		2000
32	Eraser	Natraj	1000
33	File Board in 4 inch Cloth Patti		1000
34	File Cover ordinary (SGPGIMS Printed)		10000
35	File Tag (Thin) Good quality in different size		1000 Bundle
36	Flags for files self Adhesive (Different Colour) 1"x3"	Oddy	1000
37	Glass Making Pencil		500
38	Glass Paper weight		1000
39	Glue Stick 15 gm	Kores	1000



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

Tender SI No.	Name of items	Brand name to be Quoted	Qty
40	Glue Stick 30gm	Kores	500
41	Gum Bottle 100ml	Kores	200 nos
42	Gum Bottle 500ml	Kores	500 nos
43	Gum Bottle 50ml	Camlin	200 nos
44	Hi-Lighter in different colour	Luxar	1000
45	Index file (Box Type)		1000
46	Ink (Black) for stamp pad 100ml	Ashoka	200
47	Ink Blue for stamp pad 100ml	Ashoka	200
48	Ink Red for stamp pad 100ml	Ashoka	50
49	Lamination pouch		90000
50	Laser Pointer		50
51	Led Pencil (HB)	Natraj	10000
52	Marker (Permanent)	Camlin	500
53	Marker OHP (Permanent) Pen	Camlin	500
54	Metal 'U' clip medium	Luxmi	2000 pkt
55	Metal 'U' clip small	Luxmi	2000 pkt
56	Note Pad Sheet (One side ruled) 25 Levels		5000
57	Note pin opener	Kangaroo	20
58	Note pin stapler	Kangaroo	2000
59	Note sheet Pad 100 pages (SGPGIMS Printed)		2000
60	Paper Clip U Pin (Steel pin)	Bell	2000 pkt
61	Paper Clip V Pin (Steel Pin)	Bell	2000 pkt
62	Paper Cutting (Knife)		250
63	Paper Tray / (Plastic for Stationary)		500
64	Paper Weight (Squire)		250
65	Pen Drive 8 GB	Moserbeer	2000
66	Pen Drive 16 GB	Moserbeer	1000
67	Pencil Carbon (Blue)	Kores Sapphire	500 pkt
68	Peon Book		5000
69	Photo copier A/3 size having SGPGIMS watermark	JK 80 GSM	2000 Rim
70	Photo copier A/3 size having SGPGIMS watermark	JK 70 GSM	2000 Rim
71	Photo copier A/4 size having SGPGIMS watermark	JK 80 GSM	20000 rim
72	Photo copier A/4 size having SGPGIMS watermark	JK 70 GSM	20000 rim
73	Photo Copy paper (Half cut) A4 size having SGPGIMS watermark	JK 80 GSM	25000 rim
74	Photo Copy paper (Half cut) A4 size having SGPGIMS watermark	JK 70 GSM	25000 rim
75	Plain white paper 70 GSM A/4 Size	JK copier	2000 Rim
76	Pilot Pen (Black)	Luxar	500
77	Pilot Pen (Blue)	Luxar	500
78	Pilot Pen (Red)	Luxar	100
79	Plain white Paper 70 GSM (A-4 size)		2000 Rim
80	Plastic file (Box type)	Shanti	2000
81	Plastic file (File shape)		1000



Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

Tender SI No.	Name of items	Brand name to be Quoted	Qty
82	Plastic file (L-shape)		1000
83	Punching machine heavy duty double hole	Kangaroo	20
84	Punching machine small double hole	Kangaroo	500
85	Punching Pliers (single)		500
86	Refill Black long	Reymonds	2000 pkt
87	Refill Blue long	Reymonds	5000 pkt
88	Refill Red long	Reymonds	2000 pkt
89	Register 100 sheet	Classmate	1000
90	Register 200 sheet	Classmate	1000
91	Register 50 sheet	Classmate	500
92	Register 500 sheet	Classmate	500
93	Register 80 sheet	Classmate	1000
94	Rubber Band (Good Quality)		30 kg
95	Scale plastic 12"	Camlin	500
96	Scale S/S 12"		500
97	Spring file		500
98	Stamp pad large (Blue)	Ashoka	200
99	Stamp pad large (Red)	Ashoka	100
100	Stamp pad small (Blue)	Ashoka	1000
101	Stamp pad small (Red)	Ashoka	200
102	Stapler big (24x6)	Kangaroo	500
103	Stapler pin big	Kangaroo	5000 pkt
104	Stapler pin small N010	Kangaroo	10000 pkt
105	Stapler small	Kangaroo	500
106	Transparence Sheet		1000
107	Transparent Tape Roll ½ inch		500
108	Water sponge		1000
109	White Board Duster		500
110	White Board Marker (Black)	Camlin	500
111	White Board Marker (Cream)	Camlin	200
112	White Board Marker (Red)	Camlin	200
113	Whitener (Standard)	Kores	500
114	Writing Pad		5000
115	Battery Cell Pencil	Eveready	5000
116	Battery Cell Medium	Eveready	5000
117	Battery Cell Large	Eveready	5000
118	Battery Cell AAA	Eveready	1000
119	Battery Cell 9Volt	Duracell	5000
120	Ribbon Barcode Wax ½" Core 110mm x 74mtr.		2500 Rolls
121	Barcode Lable 50x25x1		2000 Rolls
122	Non woven Bag – 10x14 with SGPGIMS OPD Pharmacy printed.		2000
123	Non woven Bag – 12x16 with SGPGIMS OPD Pharmacy printed.		2000



Phone: EPBX: 91-(522): 2668800, 2668700
Extn. 4094, 4140

E-mail- hfr@saggi.ac.in

Sanjay Gandhi Post Graduate Institute of Medical Sciences

HOSPITAL REVOLVING FUND

Raebareli Road
Lucknow – 226 014

Tender SI No.	Name of items	Brand name to be Quoted	Qty
124	Non woven Bag – 12x18 with SGPGIMS OPD Pharmacy printed.		2000
125	Non woven Bag – 9x12 with SGPGIMS OPD Pharmacy printed.		2000
126	Button Folder Size A/4		1000
127	Clip File Cover (Plastic) Worldone		1000
128	Tape Dispancer		500

Note:

1. Tender list serial no. of the item should be the same serial no. as detailed in item list of tender document.
2. Use separate sheet in the same format in case of need of more space.
3. Any product other than listed in tender enquiry can be quoted in separate sheet in same format.
4. Only branded item will be considered for the purpose of purchase
5. Identification of comparable products (Items) would be done by the expert's committee
6. Decision of the Committee would be final binding on all parties.