



KERALA MEDICAL SERVICES CORPORATION LIMITED

(Dept. of Health & Family Welfare, Govt. of Kerala)

Thycaud P.O, Thiruvananthapuram, Kerala - 695 014

Single bid tender document for the Supply of

Self Adhesive Glossy Laminated Sticker

(TENDER NO: KMSCL/EP/T558M/2024)

For details;

www.kmscl.kerala.gov.in

E-mail: eptenders.kmscl@kerala.gov.in

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SECTION I

INTRODUCTION

- 1.1. **The Kerala Medical Services Corporation Limited - KMSCL** (Tender Inviting Authority) is a fully owned Government of Kerala company set up in 2007 for providing services to the various health care institutions under the Department of Family Welfare and Health. One of the key objectives of the KMSCL is to act as the central procurement agency for all essential drugs and equipments for all health care institutions (hereinafter referred to as user institutions) under the department. The corporation has also been entrusted with the setting up and running of all kinds of modern Medical and Paramedical or medical based ancillary facilities such as hospitals, pathological labs, diagnostic centres, x-ray/scanning facilities.
- 1.2. Over the last decades, several equipments have been procured and installed in the various health care institutions under the government under different schemes. One of the major problems encountered is the maintenance of the equipments. Site preparation, timely replacement of consumables, calibration of sensitive equipments, up gradation of technology, training to the doctors and paramedical staff- all poses problems. The corporation has been formed by the government to fill in these grey areas and to act as total service providers to the all the government health care institutions. Of course, this mammoth task could be achieved only with the active involvement and support of the manufacturers/dealers of the equipments.
- 1.3. It may be noted that the Corporation is not the agency finalizing the requirements of equipments and their technical specifications. These parameters are finalized by the user institutions and funding agencies and forwarded to the corporation for procurement. On our side, we ensure that the technical specifications are not biased towards a particular equipment/firm, through consultations during the pre-tender meetings with the prospective tenderers. Amendments in the terms and conditions of the tender documents may be resorted to on the basis of expert advice to see that more than one firm qualifies for the final round. Technology specific specifications/conditions and entertaining direct purchase will be undertaken, if and only if , the user agency certifies the equipment required is of proprietary nature. Since the equipments procured are dealing with precious human life in government hospitals, depended by the poor and downtrodden of the society, it is our endeavor to ensure that most modern, but proven and durable equipments are procured and supplied. The tender documents are prepared after assessing the market to meet such objectives.

Looking forward for a long standing relation with you.

Best wishes,

Dr. Vinay Goyal I.A.S

Date:14/11/2024

Managing Director, KMSCL & Tender Inviting Authority

SECTION II
TENDER SCHEDULE

2.1. Tender Details

1.	Tender No.	KMSCL/EP/T558M/2024
2.	Date of release of tender	14/11/2024
3	Last date of tender submission	25/11/2024, 11.00am
4	Tender opening date	25/11/2024, 11.30am

SECTION III

DETAILS OF EQUIPMENT TENDERED

3.1 EQUIPMENT (s) tendered:

Sl. No	Description	Quantity
1	Self Adhesive Glossy Laminated Sticker	5550

3.2 Technical specifications:

The detailed technical specifications and other quality parameters of the above equipment are contained in Appendix I

3.3 Schedule of Requirements

The schedule of requirements showing the number of equipments in every location and the details of the locations are mentioned in Appendix II

SECTION IV
SPECIFIC CONDITIONS OF CONTRACT

4.1 Time Limits prescribed

<u>Sl. No</u>	<u>Activity</u>	<u>Time Limit</u>
4.1.1.	<i>Delivery period</i>	30 days from date of issuance of Supply Order
4.1.2.	<i>Comprehensive warranty period</i>	NA
4.1.3.	<i>CMC/AMC period</i>	NA
4.1.4.	<i>Frequency of visits to all User Institution concerned during Warranty/CMC or AMC</i>	NA
4.1.5	<i>Frequency of payment of CMC or AMC charges</i>	NA
4.1.6	<i>Submission of Performance Security and entering into contract</i>	NA
4.1.7	<i>Payment terms</i>	100% against submission of proper documents
4.1.8.	<i>Time for making payments by Tender Inviting Authority</i>	<i>Within 30 days from the date of submission of proper documents</i>
4.1.9.	<i>Maximum time to attend any Repair call</i>	NA
4.1.10	<i>Uptime in a year</i>	NA

SECTION V

GENERAL CONDITIONS OF CONTRACT

5.1 Contents of the Tender Document:

- 5.1.1 The bids shall be submitted in a single sealed cover with the superscription "Tender No. KMSCL/EP/T558M/2024 dtd: 14/11/2024 for the “supply of Self Adhesive Glossy Laminated Sticker.” The name of the bidder with contact address and phone number shall also be written on the cover
- 5.1.2 The sealed cover shall be submitted in favor of “The Managing Director, Kerala Medical Services Corporation Ltd, Thycaud P.O, Thiruvananthapuram - 14”. The last date and time of submission of Quotations shall be 11.00 am. The quotations shall be sent by registered post or by courier or to the Thapal department of the Corporation, Thycaud, TVM-14. The quotations obtained at the head office of the Corporation shall be opened at 11.30 am on the same day in the presence of the bidders or their representatives, who choose to be present, at that time. The L1 list will be announced and published.
- 5.1.3 The price shall be offered in the price bid form as per the format attached in Annexure II. The price offered shall be in Indian Rupees and shall be inclusive of all taxes. The rates should be quoted in figures as well as in words and should be inclusive of all charges, surcharges, taxes, duties etc. whatsoever. L1 shall be declared by adding all the items mentioned in the price bid form.
- 5.1.4 The quoted items should be delivered within 30 days at KMSCL Head Office, Thiruvananthapuram from the date of issue of the Purchase Order. (The details are appended as Appendix I). In case if the user institutions have any clarification, the bidder shall either clarify through telephone or shall sent its representative to the user institution.
- 5.1.5 Payment of the supplied items will be released within 30 days from the date of submission of details of invoices to the corporation after successful supply of the ordered items
- 5.1.6 If the item supplied to user institution is reported to be faulty or defective, then the bidder shall replace the same at free of cost.

5.1.7 The bid must remain valid for minimum 180 days (6 months) from the date of opening of quotation.

5.2 Tender Document:

5.2.1 The detailed technical specifications and terms and conditions governing the supply of the item tendered are contained in this “Tender Document”

5.3 Price Bids

The price bid shall be submitted in the format given in this document as Price Bid Form (Annexure IV). The Price bids submitted in any other formats will be treated as non-responsive and not considered for tabulation and comparison

5.3.1 The price offered shall be all inclusive. The tenderer shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract.

5.3.2 Price Offered shall be in Indian Rupees. Price should be quoted for the supply of the item to the satisfaction of the User Institution.

5.3.3 Fixed price: Prices quoted by the Tenderer shall be fixed during the period of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

5.3.4 Price variation due to statutory changes will be accepted during the Rate Contract period before releasing the Letter of Intent on receipt of proper documents.

5.3.5 There shall also be no hidden costs.

5.3.6 Prices indicated on the Price Bid Form shall be entered separately in the following manner:

5.3.6.1 **Basic price:** The price of the item quoted shall be inclusive of ex-factory, ex-show-room, ex-warehouse, or off-the-shelf, or delivered, as applicable, all accessories / additional accessories / spares mentioned in the technical specification section III, all duties and other taxes (excluding sales tax), charges for inland transportation, insurance and other local costs incidental to delivery of the goods to their final destination and the cost of incidental services like unloading, safe storage and handling of consignment at site.

5.3.6.2 CGST/IGST/SGST shall be quoted in this column in numeric values and in Rupees (If the field is left blank, value will be taken as zero).

5.3.6.3 The tenderer shall indicate the value of import items on which customs duty is payable. In such cases the Tender Inviting Authority may arrange to get the customs duty on the supplied to be made, be exempted from

Government Authorities and certificate to the effect will be provided to the tenderer on award of contract

5.3.6.4 The Price bids will be opened along with the technical bid.

5.4 Award of Contract

Criteria:-The contract will be awarded to the responsive tenderer qualifying to the final round after scrutiny of the technical bids and demonstration of the accessories,

5.4.1 Variation of Quantities at the Time of Award/ Currency of Contract:-At the time of awarding the contract, the Tender Inviting Authority reserves the right to increase or decrease by up to twenty five (25) per cent, the quantity of goods and services mentioned under cl. 4.1 (rounded off to next whole number) without any change in the unit price and other terms & conditions quoted by the tenderer.

5.4.2 If the quantity as mentioned under cl. 4.1 has not been increased at the time of the awarding the contract, and later if the Tender Inviting Authority increases the quantity of accessories beyond the said 25 %, during the currency of the contract, then the discounted rates offered in the price bid form shall apply, but without any change in terms and conditions of this contract.

5.4.3 The details such as rates, the model of the accessories selected for award of the contract and the details of successful tenderers etc will be published during the period of price firmness/running contract on the website of the Tender Inviting Authority and also communicated to the user institutions under the Government of Kerala for enabling such user institutions to place orders directly with the successful tenderer during the currency of the contract.

5.5 Notification of Award/Letter of Intent (LOI)

5.5.1 Before expiry of the tender validity period, the Tender Inviting Authority will notify the successful tenderer(s) in writing, by registered / speed post or by fax or by email (to be confirmed by registered / speed post immediately afterwards) that its tender for accessories, which have been selected by the Tender Inviting Authority, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. This notification is undertaken by issuing a Letter of Intent (LOI) by the Tender Inviting Authority.

5.5.2 The successful tenderer, upon receipt of the LOI, shall furnish the required performance security and submit an agreement in the prescribed format within ten days.

5.5.3 The Notification of Award shall constitute the conclusion of the Contract.

5.6 Payment

5.6.1 The payment as per clause 4.1.7 will be made within thirty days from the date of submission of invoice with material receipt certificate from KMSCL and RTGS details.

- 5.6.2 The original invoice submitted shall be in the name of the Tender Inviting Authority and the name of the consignee shall be KMSCL.
- 5.6.3 Requests for advance payment, payment against delivery or payment through Bank against dispatched documents will not be considered.
- 5.6.4 Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the Successful tenderer at rates as notified from time to time.
- 5.6.5 The successful tenderer shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to respective User Institutions/Tender Inviting Authority.
- 5.6.6 While claiming reimbursement of duties, taxes etc. (like sales tax, excise duty, custom duty) from the Tender Inviting Authority/User Institution, as and if permitted under the contract, the successful tenderer shall also certify that, in case it gets any refund out of such taxes and duties from the concerned authorities at a later date, it (the successful tenderer) shall refund to the Tender Inviting Authority/User Institution forthwith

Sd/-

Dr. Vinay Goyal I.A.S

Managing Director, KMSCL & (Tender Inviting Authority)

APPENDIX: I Technical Specification

Self Adhesive Glossy Laminated Sticker

1. Paper - Laminated Sticker Paper
2. Size - 4 X 2.5 inch
3. Color - Multi Colour
4. No. of Copies - 5550 Nos
5. UIN number for equipment, Format enclosed. Number shall be serially numbered
6. Quality of Adhesive should be good.



APPENDIX: II
SCHEDULE OF REQUIREMENTS

Sl. No	Institution	Items	Required Quantity
1	Kerala Medical Services Corporation Limited, Thiruvananthapuram	Self Adhesive Glossy Laminated Sticker	5550

KERALA MEDICAL SERVICES CORPORATION LTD
GENERAL INFORMATION ABOUT THE TENDERER

1	Name of the Tenderer					
	Registered address of the firm					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Contact Person Details						
2	Name		Designation			
	Telephone No.		Mobile No.			
Communication Address						
3	Address					
	State		District			
	Telephone No.		Fax			
	Email		Website			
Type of the Firm (Please ✓ relevant box)						
4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others, specify	
	Registration No. & Date of Registration.					
Nature of Bussiness (Please ✓ relevant box)						
5	Original Equipment Manufacturer			Authorized Dealer /Representative		
	Direct Importer			Others, specify.		
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)						
6	in case of Directors, DIN Nos. are required					
	Name			Designation		
	Name			Designation		
Bank Details						
7	Bank Account No.			IFSC Code		
	Bank Name & Address			Branch Name		
	Tel No			Email ID		
8	<i>Whether any criminal case was registered against the company or any of its promoters in the past?</i>					Yes / No
9	<i>Other relevant Information provided * (here enclose the details such as presentation on the details of the tenderer in a CD preferably, please avoid submission of detailed leaflets/brochures etc, if possible.)</i>					
Date:		Office Seal		Signature of the tenderer / Authorised signatory		

KERALA MEDICAL SERVICES CORPORATION LTD**OFFER FORM**

Having examined and accepting the conditions of the tender document no we here by submit this offer for the supply of conforming the detailed technical specification mentioned in section IV of the tender document. The details of the items offered are as follows.

Sl. No.	Name of the Item	Model (if any)	Original Equipment Manufacturer
1			

Date :

Office seal

Signature of the tenderer/Authorized
signatory

KERALA MEDICAL SERVICES CORPORATION LTD
DECLARATION FORM

I/We M/s. _____ represented by its Proprietor /
Managing Partner / Managing Director having its Registered Office at

_____ do
hereby declare that I/We have carefully read all the conditions of tender
KMSCL/EP/T..../...../2024 DATED for supply of
invited by the Kerala Medical Services Corporation Ltd., Thiruvananthapuram and accepts
all conditions of Tender.

Signature of the Tenderer
Name in capital letters with Designation

KERALA MEDICAL SERVICES CORPORATION LTD
PRICE BID FORM

To

The Managing Director,
(Tender Inviting Authority)
Kerala Medical Services Corporation Ltd, Thycaud .P.O.
Thiruvananthapuram -695,014, Kerala

Sir,

Having examined and read the Tender number document for the supply of,we here by offer best price for the items mentioned herein as follows.

I. BEST PRICE OFFERED

<i>Sl. No</i>	<i>Item/Equipment</i>	<i>Unit Price* (A) (₹)</i>	<i>CGST in Rupees/Unit (B) (₹)</i>	<i>SGST in Rupees/Unit (C) (₹)</i>	<i>IGST in Rupees/Unit (D) (₹)</i>	<i>Total Unit Cost Inclusive of all Charges E=A+B+C+D (₹)</i>	<i>Total Quantity (F)</i>	<i>Total Price Including all Charges** G= (ExF) (₹)</i>
1.								

* (inclusive of freight, insurance and all other charges)

Date :

Signature of the Tenderer/
Authorised signatory

KERALA MEDICAL SERVICES CORPORATION LTD
MATERIAL RECEIPT CERTIFICATE

(to be filled jointly by the Tenderer, head of user institution)

HOSP CODE/Hospital Name:		SUP.CODE/ Name of the Supplier	
EQPT CODE /Name of the item		Date of supply	
Name of the representative of the firm with mobile number		Supply order number	
S/n	Items received	Quantity	Remarks
1			
2			
3			
4			
5			
6			
The above items are received in good condition and taken into stock			
Signature of Representative		Signature of User institution	
Name		Name	
Date		Date	
Seal		Seal	