



**TATA MEMORIAL CENTRE
ADVANCED CENTRE FOR TREATMENT, RESEARCH & EDUCATION IN
CANCER (ACTREC)**

(A Grant-in-Aid institute under the Department of Atomic Energy, Govt. of India)
Plot No-1&2, Sector 22, Kharghar, Navi Mumbai. 410210

Notice inviting II-Part Tender (NIT)

Director, Advanced Centre for Treatment Research & Education in Cancer (ACTREC), Tata Memorial Centre, Sector 22, Kharghar, New Mumbai 410210, invites tender in II-parts for **Annual Rate contract for supply, fabrication, installation of Internal signage for various buildings across ACTREC** as per below mentioned details:

Tender Number	ACTREC/RC/2021-22/MM/RC/78
Tender Date	15/09/2021
Description of Tender	Annual Rate contract for supply, fabrication, installation of Internal signage for various buildings across ACTREC
Mode of Tendering	II-Part Technical Bid (Part-I) and Financial Bid (Part-II)
EMD	NIL against submission of Bid Security Declaration as per format given in Annexure R
Tender Fee	NA
Due date and time of submission of the tender:	06/10/2021 or before 05.30 p.m.
Date and time of opening of Technical Bid (Part-I).	07/10/2021 at 02.30 p.m.
Date of opening of Financial Bids (Part-II) of qualified	Will be notified at a later date only to the technically qualified bidders

**PURCHASE OFFICER
For ACTREC**

Following documents are attached herewith as a part of NIT:

Annexure	Description of the document
A	Eligibility criteria for the tenderer/Bidder
B	Eligibility of the tender documents
C	General Terms and conditions of the tender
D	Special conditions of the tender
E	Instructions to the Tenderer/Bidder for submitting tender documents
F	Technical Bid: Scope of contract and compliance chart (Part-I)
G	Instructions about filling the Financial Offer form (PART II)
H	Commercial Offer form – Price Bid forms (PART II)
J	Format of Vendor capability proforma to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I)
M	Format of NEFT/RTGS details to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I)
N	Format of Notary affidavit on Non- Judicial Stamp Paper of Rs.100/- to be duly filled, signed, stamped and to be submitted with the technical bid (Part-I)
O	Format of Disclosure of existing customers to whom the supply of equipment / service was made available in India to be duly filled, signed, stamped and to be submitted with the technical bid
P	Compliance required against OM dated 23.07.2020 issued by Ministry of Finance w.r.t amendment of General Financial Rules
Q	Bid Security Declaration

Tenderers/Bidders are requested to read carefully all above mentioned documents (Annex. A to N) prior to submission of the tender. Information as asked to be filled in various formats should be properly filled and submitted along with the technical offer, Part-I of the tender/bid.

The bidder may contact the following officials for any clarification required:

- A. Sh Swayam Mishra, ACTREC at Tel. No. 022-27405698/5067 for any technical clarification.
- B. Deputy Controller of Accounts, ACTREC at Tel No.: 022-27405021 for clarification on commercial / financial terms
- C. Purchase Officer ACTREC at Tel No.: 022-27405041/5002/5290 for tender procedure related clarifications and other tender related queries. purchase@actrec.gov.in

Annexure A

Eligibility criteria for the tenderer/Bidder

Tenderers/Bidders confirming the following criteria will be eligible to participate in the II-part tender

1. The tenderer/Bidder should be having a legal entity either of individual/partners or a body corporate which may sue or may be sued.
2. The tenderer/Bidder should be competent enough to deal with the business of the tendered item technically and financially and should have adequate man-power having prescribed qualification (Skilled & Technical) required for managing the business.
3. The tenderer/Bidder should have necessary license under the prevailing laws of the land and competent to undertake import and export process of goods and services.
4. The tenderer/Bidder should have tax payment capability by producing 3 years Assessment Clearance Certificate as and when asked for in addition to PAN and TAN Number.
5. The tenderer/Bidder should not have been blacklisted /debarred from participating in the tender, either in government departments or in public sector undertaking
6. **CERTIFICATES: (Hard copies to be submitted as a part of Technical bid)**
 - a. Similar works experience (Purchase Order/Work order and completion certificate)
 - b. GST Registration Certificate
 - c. PAN (Permanent Account Number) registration
 - d. Company Registration Certificate
 - e. Turnover Certificate (Last 3 Years by CA)
 - f. Net worth Certificate minimum of Rs.2,55,000/- issued by CA (on the format prescribed in form B-1)
 - g. Income Tax Return/Profit and Loss Statement (Last 3 Years by CA)
7. **UNDERTAKING as under: -**

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on **back to back basis**. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in TMC and ACTREC in future/ forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.
8. List of technical personnel/ other Manpower available in the organization.
9. The Department reserves the right to accept / reject any prospective application without assigning any reason thereof.

10. Short listing of the agencies shall be subject to thorough verification of their credentials and inspection of works carried out by them, through a Technical Evaluation Committee of experts, constituted by ACTREC.

11. **IF ANY INFORMATION FURNISHED** by the applicant is found to be incorrect at a later stage, they shall be liable to be debarred from tendering / taking up works in TMC.

12. Hard copy of Technical Bid shall be submitted in ACTREC before due date and time. Hard copy should have all the documents including **Bid Security Declaration** in original.

13. All papers submitted with the tender should bear the signature of the tenderer on every page.

14. Submission of more than one Tender by a particular Tenderer under different names is strictly prohibited. In case it is detected later that this condition has been violated all the tenders submitted by Tenderer would be rejected or cancelled and earnest money or security deposit will be forfeited in addition to such legal action as may be deemed fit and proper.

15. Canvassing in connection with tender/quotation is strictly prohibited.

16. Director-ACTREC reserves right to reject any or all the quotations or allot part of the work to different agencies without assigning any reason.

17. Awarding work order will be strictly as per departmental norms/policies as decided by Competent Authority of TMC-ACTREC.

18. Eligibility criteria as per OM Dated 23.07.2020 (Copy uploaded separately) issued by MoF w.r.t amendment of GFR

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
 - a. An entity incorporated, established or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established or registered in such a country;Or
 - a. An entity substantially controlled through entities incorporated, established or registered in such a country; or
 - b. An entity whose *beneficial owner* is situated in such a country; or

- c. An Indian (or other) agent of such an entity; or
- d. A natural person who is a citizen of such a country; or
- e. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above

IV. The *beneficial owner* for the purpose of (iii) above will be as under:

1. **In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.**

Explanation-

- a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
 - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
1. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 2. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 3. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 4. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
 5. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

Applicable, if scope of requirement includes Turnkey: The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority

Note that Bids of tenderers /bidders not confirming to any of the above mentioned criteria are liable to be rejected.

Annexure B

Eligibility of the tender documents

Following are the important points, for which a tender may be declared as “ NOT ELIGIBLE” during the scrutiny:

1. Tenders submitted after due date and time.
2. Tenders submitted at some other place/department at ACTREC instead of Purchase Department, ACTREC either after the due date and time, or reached some other place before due date and time but subsequently reached Purchase department, ACTREC after due date and time.
3. The tender is unsigned
4. The tender validity is shorter than the required period as asked in the tender.
5. Required **Bid Security Declaration** has not been submitted before due date and time.
6. The tenderer has not agreed to give the required security deposit/performance bond, if asked.
7. Against the technical specifications/scope of supply as mentioned in NIT, the tenderer has not quoted for the entire requirement as specified in the schedule.
8. The tenderer has not agreed to special conditions of the tender.
9. Tenders with conditional offers.
10. The tenderer who has furnished incomplete, incorrect or misleading information.
- 11. At the time of opening of Part-I, if a tenderer has included/mentioned price or any other charges in Part-I or has failed to submit Part-II separately in a sealed envelope.**
12. The tenderer not complying with the warranty and AMC clauses as per tender terms, if any.

IMPORTANT NOTE:

ACTREC will not be responsible in any manner for late receipt of the tenders for whatsoever reason.

General Terms and conditions of the tender

1. The tenderer/bidder should furnish complete contact details such as recent phone nos., mobile nos., email id, mailing address, office address which will be in operation for a period of two years. TMC-ACTREC will send all communication preferably by e-mail. Non receipt of communication will not be our responsibility. So tenderer must ensure correct and operational email ID and fax Nos. If any changes in contact details, then ensure to submit to TMC-ACTREC.
2. The successor / heirs in office will be responsible for the liabilities created by the tenderer / bidder in respect to the item / services offered by tenderer/bidder.
3. The tenderer/bidder or his authorized representative will be entitled to participate in the tender opening process to take note of the proceedings of disclosure.
4. The tenderer/bidder will be under obligation to submit the technical specifications & Compliance of the specified item as asked in the tender documents
5. Compliance of National standards of the country of origin of the manufacturer should be certified by the tenderer/bidder.
6. The tenderer/bidder will be responsible for all the consequences legal or administrative with regard to the persons involved in servicing & calibration of pipettes in case of any damage occurred to them while execution of the work.
7. The successful tenderer/bidder will have to enter into an Agreement for the contract of servicing & calibration of pipettes.
8. Successful tenderer/bidder will be issued with a Letter of Intent (which will be followed by a Purchase Order) if required and such bidder will be under the obligation to submit the Security Deposit within the stipulated period of 15 Days.
9. Complete and detailed information should be provided in respect of each point specified in the technical specifications. Technical bids that are not complying the tendered technical specifications in any respect are liable to be rejected.
10. If the tenderer/bidder is not capable of quoting particular item/ items, tenderer/bidder should clearly mention in the Technical bid (Part I) in the compliance report.
11. If any dispute arises out of the transaction in any manner that shall be resolved by the sole arbitration which shall be appointed by the Director, ACTREC and in case such person is not acceptable to the supplier, Director-TMC shall be the final and sole arbitrator who shall undertake the exercise of arbitration to resolve the dispute and such award as may be given by Director-TMC shall be final and binding on both the parties.
12. Those tenderer/bidder who have paid Security Deposit / Performance Bank Guarantee must be taken back by the vendor within 3 months of expiry period. If not collected within 3 months the expired Bank Guarantee shall be destroyed.
13. The Director, ACTREC reserves the right of cancellation, adding, reducing or deferring the contract without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the earnest money deposit without any payment of interest. The Director, ACTREC, on enquiry, will disclose the reasons for rejecting a tender or none issuing a tender document.

Annexure D

Special conditions of the tender

1. Technical Compliance column should be filled with relevant data, figures, range etc. as applicable. Do not just mention "YES / NO / Complied. Bidders providing misleading or wrong information in the technical bid are liable to be rejected.
2. Past experience of the bidders in terms of quality of supplied items, timely delivery and execution of contract, responding to problems and queries, and overall support will be taken into consideration. Bidders who has unsatisfactory past experience in last 1-2 years, bids of such bidders may liable to be rejected.
3. The lowest financial offer amongst the technically qualified offers will only be considered for further process.
4. **To arrive at L1 vendor/ lowest offerer – Total cost of the goods inclusive of all items as per mentioned in the scope of supply, inclusive of all applicable duties/ taxes/ transportation charges, other statutory levies will be considered.**
5. Security Deposit @3% of contract value shall be submitted in Cash or in form of Bank Guarantee which will be valid for Contractual period. If admissible will be paid at applicable rate. No Sales Tax Exemption Form Will be issued.
6. The rate quoted shall be valid during currency of contract. However, in case of downward revision in prices, government levies or taxes, the reduced price will be applicable.
7. The successful tenders will have to enter into a contract for **‘Annual Rate contract for supply, fabrication, installation of Internal signage for various buildings across ACTREC** the tendered period. Contract may be extended by one more year at the same price/rates quoted, provided the firm had offered satisfactory services during the initial contract period.
8. Vendors must fulfill the vendor capability Performa giving all the requisite details, submit all required document mentioned and return back duly signed.
9. The Director, ACTREC reserves the right to reject any or all of the tenders without assigning any reason.
10. All vendors must disclose the names of their partners, if any. Firms with common Proprietor/partner or connected with one another either financially or as principal and agent or as master and servant or with proprietor/partners closely related to each other such as husband/wife, father/mother, son/daughter and minor son/daughter and brother/sister and minor brother/sister, shall not tender separately under different names for the same contract, If so found, all such bid(s) shall stand rejected and tender deposit of each firm/establishment shall be forfeited.
11. Vendors shall quote firm offers. Conditional offers shall not be considered.
12. **The scope of work is as mentioned in the Description of Financial Bid.**
13. **There will not be any minimum quantity. Vendor has to supply and install signage as per the job orders issued by ACTREC to them from time to time.**

Period of Contract shall be of one year from the date of award of contract with a provision of extension, subject to their satisfactory performance in the previous year.

14. The tenders must be valid for acceptance for a period of 6 months from the due date.
15. The quantity mentioned against each item is estimated & can vary. The item shall be serviced whenever required during the contractual period in quantities required from time to time.
16. Tender must be submitted in the prescribed format duly signed on each page.
17. The Tenderer (manufacturer) should furnish along with tender Annexure J, M, and N as per prescribed format. Any changes in the text matter are not accepted & ACTREC reserves the right to reject such offers.
18. The contract entrusted to the successful vendors will be subject to “Force Majeure” clause as per section 56 of the Indian Contract Act.
19. It shall be incumbent on the successful vendor to pay stamp duty on the contract.
20. Payment shall be made against individual Purchase Order/Work Order issued against Rate Contract. Bills /invoices must be submitted directly to the Accounts department after completion of individual Purchase Order/Work Order. Payment against the bills will be made within 60 days after ensuring satisfactory completion of individual Purchase Order/Work Order and the quality of work and quantity has been found to be acceptable. The Centre shall not be responsible for any delays in payment, if the bills are not submitted within 15 days of the date of supply and installation.
21. TMC – ACTREC reserves the right to purchase all OR any of the quantities tendered.
22. Rules & regulations of TMC will be part of contract.

Annexure E

Instructions to the Tenderer/Bidder for submitting the tender documents

1. Tenders are to be submitted in sealed envelopes super scribed with tender number, due date and time and clearly mentioning the name and address of the tenderer.
2. The **Bid Security Declaration** and date should be mentioned on the envelope.
3. Technical Bid (Part-I) and Financial Bid (Part-II) should be kept in two separate sealed covers and both these covers again to be put in a single sealed cover and are required to be submitted within the specified due date and time.
4. Tenders should be deposited in the Purchase Department, 3 rd floor, Paymaster Shodhika building, ACTREC, Sector 22, Kharghar, Navi Mumbai – 410210 on or before due date and time as specified in the notice inviting tender.
5. Technical Bids (Part I) will be opened as per tender opening date and time specified in the notice inviting tender, in the presence of the attending bidders.
6. Date of opening of the Financial bid (Part-II) will be intimated only to those bidders who are technically qualified after evaluation of the Technical Bid (Part-I).
7. Tenders received without **Bid Security Declaration** shall not be considered.
8. Each and every page of the technical offer as well as the financial offer to be signed by the bidder. No overwriting is permissible and such document having correction is liable to be rejected. However, cutting will be permissible on attestation by the authorized person

IMPORTANT NOTE:

ACTREC shall not be responsible in any manner for late receipt of the tenders and/or Bid Security Declaration for whatsoever reason.

Technical Bid:**Scope of contract and Technical Compliance Chart**

NOTE: This is a compliance chart. Rates are NOT TO BE QUOTED in this chart.
This chart is to be submitted with Part-I of the tender documents

Tender Ref. No. ACTREC/RC/2021-22/MM/RC/78

Dated. 15/09/2021

Sub: Annual Rate contract for supply, fabrication, installation of internal signage for various buildings across ACTREC

Name of the vendor:-		Kindly choose YES or NO	
Sr.no	Particulars	We have read all item specification	we have quoted against each item
1	Providing and fixing Entrance/Reception signage with main /base material of good quality 8mm acrylic sheet over which small removable type acrylic sheets of 3mm thickness with reverse laser cut vinyl stickering type are to be fixed complete with suitable size SS Studs for fixing on wall. Out to out dimension of signage will be approx.10 ft X 6 ft. P/F of 3mm acrylic sheet will be paid separately. Sample to be approved before bulk production. Sizes mentioned are tentative. May vary as per requirement.	Yes/No	Yes/No
2	Providing and fixing Floor or wing signage of good quality 6mm thick acrylic sheets with reverse LASERCUT vinyl stickering complete including suitable size SS studs/ other SS fixing arrangements for fixing on wall. Approx.size is 1350 mm X 900 mm.Sample to be approved before bulk production. Sizes mentioned are	Yes/No	Yes/No

	tentative. May vary as per requirement.		
3	Providing and fixing Door signage or nameplates / fire exits (reflective type), departmental names with reverse lasecut vinyl stickering over good quality 3mm acrylic sheets including necessary Screw with show cap fixing arrangements/hangers etc.Approx.size is 600 mm X 275 mm.and 400 mm X 200 mm. Sample to be approved before bulk production. Sizes mentioned are tentative. May vary as per requirement.	Yes/No	Yes/No
4	Providing and fixing directional signage of sunboard foam 3mm thick in the corridor.Approx.size is 200 mm X 100 mm.Sample to be approved before bulk production. Sizes mentioned are tentative. May vary as per requirement.	Yes/No	Yes/No

I/we hereby declare that the information given by me is true to the best of my knowledge and I / we take the responsibility for same. I/We also understand that partial/incomplete offer will liable for rejection.

Date:

Signature and seal of the renderer

Instructions about filling the Financial offer form (PART II)

1. The detailed price of the scope of supply should be quoted in Financial offer Part -II of the tender as per format provided in the financial chart
2. If a tenderer/bidder states /quotes wording such as 'N.A'. Or '—'or 'N/A' or 'Not Applicable' or "Nil" charges, or "field left blank", in the financial bid, then the bid shall be treated as unresponsive and will not be considered. (as per Rule 157 (h) of General Financial Rules 2017).
3. Validity : The tendered offer must remain valid at least for a period of **six months** (180 days) from the date of the opening of the technical bid (part-I).
4. **Payment terms and Mode of Payment :**
100% will be released on satisfactory completion of work actually executed by the vendor as per joint measurement.

Payment terms other than above are not acceptable

5. The amount / rate of taxes as may be levied should be indicated separately in the financial offer.

Annexure-H

Commercial Offer- Financial Bid (Part-II)

Financial bid (Part-II) should be sealed in a separate envelope and to be submitted alongwith technical bid (Part-I)

Tender Number	ACTREC/RC/2021-22/MM/RC/78
Tender Date	15/09/2021
Description of Services	Annual Rate contract for supply, fabrication, installation of Internal signage for various buildings across ACTREC
Mode of Tendering	II-Part Technical Bid (Part-I) and Financial Bid (Part-II)
EMD	NIL against submission of Bid Security Declaration as per format given in Annexure R
Tender Fee	NIL
Due date and time of submission of the tender:	06/09/2021 on or before 05.30 p.m.
Date and time of online opening of Technical Bid.	07/10/2021 at 02.30 p. m.

Financial Offer Chart

<i>Sl. No.</i>	<i>Description</i>	<i>Approx Quantity for one year</i>	<i>Unit</i>	<i>Unit Rate For Supply</i>	<i>Unit Rate for Installation</i>	<i>Net Amt</i>	<i>CG ST %</i>	<i>SGS T %</i>	<i>Total Amount</i>
1	<i>Providing and fixing Entrance/Reception signage with main /base material of good quality 8mm acrylic sheet over which small removable type acrylic sheets of 3mm thickness with reverse lasercut vinyl stickering</i>	19000	Sq.Inch						

	<p><i>type are to be fixed complete with suitable size SS Studs for fixing on wall. Out to out dimension of signage will be approx.10 ft X 6 ft. P/F of 3mm acrylic sheet will be paid separately. Sample to be approved before bulk production. Sizes mentioned are tentative. May vary as per requirement.</i></p>							
2	<p><i>Providing and fixing Floor or wing signage of good quality 6mm thick acrylic sheets with reverse LASERCUT vinyl stickering complete including suitable size SS studs/ other SS fixing arrangements for fixing on wall. Approx.size is 1350 mm X 900 mm.Sample to be approved before bulk production. Sizes mentioned are tentative. May vary as per requirement.</i></p>	90000	Sq.Inch					
3	<p><i>Providing and fixing Door signage or nameplates / fire exits (reflective type), departmental names with reverse lasecut vinyl stickering over good quality 3mm acrylic sheets including necessary SCREW with show cap fixing arrangements/hangers etc.Approx.size is 600 mm X 275 mm.and 400 mm X</i></p>	275500	Sq.Inch					

	200 mm. Sample to be approved before bulk production. Sizes mentioned are tentative. May vary as per requirement.								
4	Providing and fixing directional signage of sunboard foam 3mm thick in the corridor. Approx. size is 200 mm X 100 mm. Sample to be approved before bulk production. Sizes mentioned are tentative. May vary as per requirement.	16000	Sq.Inch						

NOTE:

- 1) Bidder should visit the site to know actual scope of work before quoting.
- 2) The quantity mentioned above is indicative and may vary as per actual requirements.
- 3) An agreement will be made between ACTREC & successful bidder/tenderer for Annual Rate contract for supply, fabrication, installation of Internal signage for various buildings across ACTREC
- 4) The bidder/tenderer has to quote for entire items and incomplete quotation will not be accepted.
- 5) Material required at site should be assessed by the bidder/tenderer and bill will not be settled for excess/supplied items.
- 6) Quoted rate should include transportation and delivery at site.
- 7) The bidder/tenderer who has quoted the lowest offer (i.e. Total of serial numbers 1, 2, 3 and 4 with applicable taxes) will be considered as L1.
- 8) If a tenderer/bidder states /quotes wording such as 'N.A'. or '—' or 'N/A' or 'Not Applicable' or "Nil" charges, or "field left blank", in the financial bid, then the bid shall be treated as unresponsive and will not be considered. (as per Rule 157 (h) of General Financial Rules 2017)
- 9) Quantity which will be included in work order shall be tentative and the Bill will be settled as per actual measurement.

Date:

Contractors Signature & Seal

Annexure J

**ADVANCED CENTRE FOR TREATMENT RESEARCH & EDUCATION IN CANCER
TATA MEMORIAL CENTRE
Sector 22, KHARGHAR, NAVI MUMBAI - 410210.
PURCHASE SECTION**

TATA MEMORIAL CENTRE

**ADVANCED CENTRE FOR TREATMENT, RESEARCH & EDUCATION IN
CANCER (ACTREC)**

VENDOR'S DETAILS

(TO BE SUBMITTED ALONG WITH TECHNICAL BID)

Tender Ref. No. ACTREC/RC/2021-22/MM/RC/78

Date: 15/09/2021

1	Name of Work	Annual Rate contract for supply, fabrication, installation of internal signage for various buildings across ACTREC
2	We have quoted for all the items in Financial bid in the prescribed format of the Tender documents (say 'yes / No) (Partial/incomplete offers are liable for rejection)	
3	Name / Title of the Bidder / Type of Establishment	
4	Full Address	
5	Name of the person authorized to deal / undertake business for and on behalf of the Bidder	

6	Telephone & Mobile Number	
7	Fax. No	
8	Email Address	
9	Legal entity of Bidder whether Firm / Society / Company / SSI unit	
10	Registration Number	
11	Authority with whom Registered	
15	PAN No.	
16	GST No	
18	Net worth certificate: Networth certificate of minimum 15% of the estimated cost put to tender issued by certified Chartered Accountants (on the format prescribed in form B-1)	
19	List of Staff/Manpower employed by Bidder	
20	Experience of the Bidder in dealing with the tendered item / works.	
21	Certificates :	
	Similar works experience (Work order and completion certificate)	
	Company Registration Certificate	
	Turnover Certificate (Last 3 Years by CA)	
	Net Worth Certificate	
	Income Tax Return/Profit and Loss Statement (Last 3 Years by CA)	
	TIN/GST Registration	
	PAN (Permanent Account Number) Registration	

22	Turnover in the last 3 years	
	1) 2017-2018	
	2) 2018-2019	
	3) 2019-2020	
23	Details of Work Orders in the last 7 years, amount, Name of Authority, Completion Period, etc.(separate sheet)	
24	There are no deviations of specification/model/type etc. in any of the items of Financial Bid. (Deviations, if any, shall be mentioned in Technical Bid. The bidder/tenderer has to quote separately for the those items and enclose with Financial Bid)	

I/we hereby declare that the information given by me is true to the best of my knowledge and I / we take the responsibility for same. I/We also understand that partial/incomplete offer will liable for rejection.

I/We have read all the general and special Terms and conditions of the tender and the same are acceptable to me/us.

**Date:
Tenderer**

Signature & Seal of the

Annexure M

NEFT FORM Format

APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILLS IN BANK ACCOUNT BY ELECTRONIC CLEARING SERVICE / NEFT

1)	Name of the Vendor	
2)	Vendor Address & Other Particulars	
a)	PAN NO.	
b)	GST NO.	
c)	CST NO.	
d)	Mobile No.	
e)	Email ID	
3)	Account Holder's Name (Title of the Account)	
4)	Bank Account No.	
5)	Bank Name, Branch & Address	
6)	9-Digit MICR code of the bank	
7)	Account type (SB/CURRENT)	
8)	IFSC Code (attach xerox copy of cheque)	

I hereby declare that the particulars given above are correct and complet. If the transaction is delayed or not effected at all for reasons of incomplete information, I would not hold the user institution responsible. I agree to discharge the responsibly as a participant under the scheme.

Signature of the Vendor with seal.

Certified that the particulars furnished above are correct as per our records.

Signature of the authorised official from the bank.

Bank stamp :

Date :

Note: Xerox copy of cheque may be attached, without which the form will not be accepted.

Annexure N

Format of Notary affidavit on Non- Judicial Stamp Paper of Rs.100/- stating their in as under:-

1. Confirming that no case pending against them in court of law, or that no time they were penalized by any court of Law or Regulatory Authority.
2. That the firm is never being blacklisted /penalized /defaulted by any government Institution / Hospitals with in last 5 years.
3. That the firm has deposited up to date Sales Tax and Income Tax. (Upload scans copy of clearance / Return certificate).
4. That the rates quoted by the firm are the lowest and not higher than the wholesale market rates /quoted in any other Institution or Hospitals. Rates have been checked by me / us and if approved I shall supply that items in the specified period.

Signature

Name of authorized person for bidder with seal

Annexure O

To be printed & executed on Letter head of the supplier company / Indian agent

Schedule of disclosure of existing customers to who supply of equipment / service made available in India

CERTIFICATE

This is to certify that M/s. _____ having manufacturing factory / unit at _____ and having registered office at _____ is a company registered and incorporated company under the Law of the land of _____, is our the principal company manufacturing the equipment namely _____. The said equipment has been supplied, installed and successfully commissioned with the users as are listed with their addresses in annexure hereto.

This is also to certify that we have not supplied above named equipment to any of the users in India at the cost less than the price quoted by us to Director, ACTREC, within the period of last six months.

Signature

Name of authorized person for bidder with seal

Annexure P

(To be printed & executed on Letter head of the bidder and also required details to be filled like Tender No, Offer No and if applicable, evidence of valid registration by the Competent Authority shall be attached)

To,
The Director,
Advance Centre for Treatment Research & Education in Cancer
Kharghar, Navi Mumbai – 410210.

Sub: Compliance against OM F. No.6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance with respect to Insertion of Rule 144(xi) of General Financial Rules(GFR), 2017 and OM F.18/37/2020-PPD Dated 08.02.2021 issued by Ministry of Finance with respect to clarification issued against Restrictions under Rule 144(xi) of General Financial Rules(GFRs), 2017

Ref:

1. OM F. No.6/18/2019-PPD dated 23.07.2020 issued by Ministry of Finance with respect to Insertion of Rule 144(xi) of General Financial Rules(GFR), 2017
2. OM F.18/37/2020-PPD Dated 08.02.2021 clarification issued under OM F.18/37/2020-PPD Dated 08.02.2021 with respect to Restrictions under Rule 144(xi) of General Financial Rules(GFR), 2017
3. Your Tender No-.....
4. Our Offer Ref No-----

"I have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India; I certify that this bidder is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that this bidder fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority shall be attached.]"

Signature

Name of authorized person for bidder with seal

Annexure Q

FORM OF BID SECURITY DECLARATION (EMD)

DECLARATION SHOULD BE ON LETTER HEAD WITH SIGNATURE AND SEAL OF COMPETENT AUTHORITY.

Date: [insert date (as day, month and year)]

To,

Director,
TATA MEMORIAL CENTRE – ACTREC
Plot No. 1 & 2, Sector 22,
Kharghar, NAVI MUMBAI 410 210.

Tender No. _____.]

I/we have gone through the tendering conditions pertaining to the Tender and General Conditions of Contract, Special Conditions of Contract and Additional Conditions of Contract, if any.

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract for the period of time of **3 years** , if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the tender; or
- (b) having been notified of the acceptance of our Bid during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security

Purchaser will be at liberty to accept anyone or more of the items of stores offered by us and I/We shall be bound to supply the stores as may be specified in the purchase order / contract.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]