



Government of India
Ministry of Health and Family Welfare
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
CHENGALPATTU – 603 001

Director ☎044-27426275

Officer i/c Stores ☎044-27429987

E-Mail: oics.cltri@nic.in

GST No. 33CHEC03304A1DR

No.F5-12/2018 CS

Date: 05.06.2018

NOTIFICATION

To
All Reputed Firms/Suppliers

Sir,

Sub: - Inviting sealed limited tender (single bid system) for supply of footwear consumables – Reg.
Ref: - Limited Tender No.1/F5-12/2018 CS dated 06.06.2018

1. The undersigned is on behalf of President of India is inviting limited tender (single bid system) from reputed Firms/Suppliers for the supply of footwear consumables for the use in this Institute Footwear Section for the financial year 2018-19. The method of submission of limited tender, amount of Earnest Money Deposit, Performance/Security Deposit and general terms and conditions applicable to contract have been mentioned in **Annexure- I**.

2. Supply of the footwear consumables will be performed strictly as per parameters/technical specifications given in **Annexure-II**. The proforma for submission of tender has given in Part-I & Part-II of **Annexure-III (Technical Bid)** and **Annexure-IV (Commercial Bid)** to this notice inviting tender. The schedule of tender is given under.

S.No.	Description	Detail
1.	Tender No.	1/F5-12/2018 CS
2.	Cost of Tender document (Non-refundable) (If downloaded through website, the tender cost is exempted as per GFR 2017)	Rs.100/- (On collection from this office through cash payment)
3.	Starting date for sale of Tender documents	07.06.2018
4.	Last date for sale of Tender documents	14.06.2018 upto 5:00 PM
5.	Timing for sale of Tender in this Office	10:00 AM to 01:00 PM and 2:30 PM to 5:00 PM
6.	Last date for submission of Tender documents	15.06.2018 upto 5:00 PM
7.	Date & Time of Opening of Tender documents	Will be decided later
8.	Amount of Earnest Money Deposit as per Clause 1 of Annexure-I (Refundable without any interest)	Rs.12,000/- (2% of the approx. value of the goods i.e Rs.6,00,000/-)
9.	Venue of opening of Technical Bid & Commercial Bid	Director's Office

3. The limited tender document can be collected from the Central Stores Office, CLT&RI on any working day from 07.06.2018 to 14.06.2018 between 10.00AM to 1.00 PM and 2:30 PM to 5:00 PM on produce of receipt for Rs.100/- (Non-refundable) obtainable in the name of "The Director, Central Leprosy Teaching & Research Institute, Chengalpattu" towards cost of tender form after depositing the amount by cash from Cashier at CLT&RI. The limited tender document can also be downloaded from the website <http://www.cltri.gov.in> and <http://tenders.gov.in>. Bidders who submits the limited tender document in the downloaded form from the above websites are exempted from payment of tender document fee as per GFR 2017.

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“The Director, Central Leprosy Teaching & Research Institute, Chengalpattu” towards cost of tender form and cost of Earnest Money Deposit Rs.12,000/- (Rupees Twelve thousand only) to be enclosed along with the tender document. ***Firms registered with NSIC/DGS&D/MSME Act 2006 with current validity are exempted from payment of cost of document and Earnest Money Deposit (EMD)***, otherwise such bids without tender fee and EMD will be summarily rejected.

4. Complete tender with sealed cover in all respects must in all cases be sent to reach this office on or before the scheduled date and time. The limited tender received after the scheduled date and time will be rejected out rightly.

5. The sealed tender, completed in all aspects should be addressed to

**The Director,
Central Leprosy Teaching & Research Institute,
Govt. of India,
Ministry of Health & Family Welfare,
Chengalpattu-603001,
Kancheepuram District,
Tamil Nadu.**

And tender document cover clearly super scribed as “**Limited Tender (Single Bid System) for supply of Footwear Consumables – Tender No.1/F5-12/2018 CS dated 06.06.2018**” and to reach this office on or before 15.06.2018 upto 5:00 PM. The limited tender document should be sent by Registered Post/Speed Post/By hand, so as to reach this office on or before the due date/time otherwise tender document rejected. Reason for postal delay will not be entertained and tenders received through private courier or by ordinary post will not be accepted.



Encl.:
Tender document

Cc to:-

1. Office Notice Board - for wide publicity
2. Central Govt. Tender Portal - for wide publicity
3. Computer section - to upload the Tender documents in this Institute website for wide publicity (copy enclosed).


11/6/18
DIRECTOR

GENERAL TERMS AND CONDITIONS1. Earnest Money Deposit (EMD):

1.1 Earnest Money Deposit of **Rs.12,000/-** (Rupees Twelve thousand only) by way of in the form of Account Payee Demand Draft drawn in Bank of Baroda or any nationalized bank payable at Chengalpattu, in favour of “The Director, Central Leprosy Teaching and Research Institute, Chengalpattu” should be submitted along with the tender document. **The EMD in any other form will not be entertained.** Firms registered under NSIC, DGS&D & MSME Act 2006 and those firms which are registered with the District Industries centre/Department of Commerce & Industries, Government of India & Tamil Nadu/any other State Governments which current validity are exempted from furnishing the Earnest Money Deposit (EMD). **Otherwise, such bids without payment of cost of Tender Fee and EMD will be summarily rejected.**

1.2 Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof after submission of the tender documents. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited by the Government.

1.3 No claim shall lie against the Government/Department in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit. EMD will earn no interest.

1.4 **EMD of unsuccessful bidder will be refunded only after finalization of tender selection and that of the successful bidder will be refunded after supply of the goods.**

2. Preparation and submission of Tender:

The tender should be submitted in single part and should be kept in a sealed cover addressed to the undersigned. The envelope should be super scribed with “**Limited Tender for supply of Footwear Consumables – Tender No.1/F5-12/2018 CS dated 06.06.2018**” and addressed to “The Director, Central Leprosy Teaching & Research Institute, Govt. of India, Ministry of Health & Family Welfare, Chengalpattu – 603 001, Kancheepuram District, Tamil Nadu”. The covers which are not sealed will be summarily rejected.



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3. Signing of Tender:

Individual signing the tender documents connected with contract must specify whether he sign as:

- a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- b) A partner of the firm, if it be a partnership firm, in which case must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by executed by the partner of the firm.
- c) Director or a principal office duly authorized by the Board of Directors of the Company, if it is a company.

4. N.B.

- a) In case of partnership firms, a copy of the registered partnership agreement and if power of attorney is executed in favour of any or all the partners of any authorized officer of the firm to sign the tender document. Then, a copy of power of attorney duly executed by all the partners, sworn in before Notary Public should be enclosed.
- b) In case of partnership firms where no authority to refer disputes concerning the business of partnership firm has been concerned on any partner the tender and all other related documents must be signed by all partners of the firm.
- c) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, The Director, Central Leprosy Teaching & Research Institute may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages.
- d) In case of Private Ltd/Limited companies, Company Incorporation Certificate along with the Articles of Association has to be submitted.
- e) In the case of Co-operative society, the authorized officer should furnish the authentication letter to execute the contract from the competent authority of the Registrar of Co-Operative Societies.
- f) The bidder should sign and affix his/his firm's stamp on each page of the tender documents and all its Annexure, as the acceptance of the offer made by the bidder will be deemed as a contract and no separated formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING OPEN TENDER.** The tender document along with the enclosures has to be serially numbered and the number of pages should be indicated in the check list attached to the tender document.



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