

**NOT TRANSFERABLE**



**JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.**

**(Public Sector Undertaking of Govt. of Jammu & Kashmir)**

Corporate Head Office: Temp. Address Plot No. 58, Friends Colony Satyam Road Trikuta Nagar, Jammu

Corporate Office: Opposite State Motor Garage, near Haj House Bemina Srinagar

Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu); Telefax: 0194-2432008 (Srinagar)



**621**

**e-BID FOR THE FINALIZATION OF RATE CONTRACT  
FOR THE PROCUREMENT OF**

## **“Hospital Linen & Bedding items”**

**(REFERENCE No: JKMSCL/C&B/2024/621**

**DATED: 14-03-2024**

**Important Note:** Each Page of E-Bid should be properly page marked and index with Page Number should be placed at the front of the e-bid. All documents requested in “Annexure-II”, should be reflected in the column mentioned against each (Page No.\_). Any deviation shall result in rejection of the bid and the bidder shall be solely responsible for the same.



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No. JKMSCL/C&B/2024/621

Dated: 14-03-2024

### **NOTICE INVITING BID (NIB)**

On Behalf of Jammu & Kashmir Medical Supplies Corporation Limited, e-bid under two cover system (Technical bid in cover 1 and Financial bid in cover-2) is invited for the finalization of Rate Contract for the procurement of **“Hospital Linen & Bedding items”** from the Original manufacturers/Direct importers/Authorized Representatives of the manufacturers/direct importers. Detailed tender document may be downloaded at J&K Govt. Portal [www.jktenders.gov.in](http://www.jktenders.gov.in), [www.jkmsclbusiness.com](http://www.jkmsclbusiness.com).

The cost of the tender along with tender processing charges of Rs.10,000/- (Rupees Ten thousand only/-) i.e. Rs.1,000/- (Rupees one thousand only) as cost of tender & Rs.9,000/- (Rupees Nine thousand only) as tender processing charges shall have to be paid either through **NEFT/RTGS only** in the Corporation's Bank Account No. 0373040500000032 maintained at J&K Bank Limited, Branch Medical College Jammu, IFSC Code JAKA0MEDJAM **or by depositing the amount directly into the above Account No.** along with the submission of requisite valid documentary proof.

- **IMPS mode of transfer is not verifiable and hence shall not be entertained as tender fee or tender processing charges. Bidders claiming to submit money through IMPS Mode shall be out-rightly rejected.**
- **Bid Security** Rs. 1,00,000.00 in the form of FDR/CDR/BG/RTGS/NEFT (FDR/CDR from scheduled/Nationalised Bank/BG from Nationalised Bank) with validity of 30 months. Bids submitted without sufficient bid security & validity shall be summarily rejected. **Firms which are registered as (Micro and Small Enterprise) MSEs Unit(s) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) shall be considered for Exemption of bid security including tender fee of Rs. 1000/- as per provisions of MSME Policy. Tender Processing charges of Rs. 9000/- is to be paid by the MSE Unit(s) also.**
- Physical hard copy of Bid Security in form of FDR/CDR/BG must be submitted to the Corporate Head Office before closing the due date of e-bid. Scanned copy of the same shall be uploaded along with Technical Bid, failing which bid shall be out rightly rejected.
- MSE (OEM) units Registered under MSME Policy, are exempted from condition of Past Experience and Turn Over. This provision shall not be applicable for the Traders.
- The bidders seeking EMD exemption must submit the valid supporting document for the relevant category. Under MSE category only manufacturers for goods and service providers for services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy
- Scanned copies of NEFT/RTGS/Bank Transfer/Receipt towards the cost of tender documents and tender processing charges shall have to be uploaded along with Technical Bid, failing which bid shall be out rightly rejected.
- No queries/representations shall be entertained after the clarification end date.

Sd/-

Managing Director

Jammu and Kashmir Medical Supplies Corporation Ltd.

**Note:** If any amendment is carried out in the bid specifications and terms & conditions following pre-bid meeting, the same shall be uploaded on the J&K Govt. tender portal [www.jktenders.gov.in](http://www.jktenders.gov.in); JKMSCL website: [www.jkmscl.nic.in](http://www.jkmscl.nic.in); [www.jkmsclbusiness.com](http://www.jkmsclbusiness.com), [www.jkhealth.org.in](http://www.jkhealth.org.in); but shall not be published in any newspapers / journal.

In case any inconvenience is felt, please contact Corporate Office JKMSCL at Jammu/Srinagar or queries may be e-mailed on address [mdjkmscl2@gmail.com](mailto:mdjkmscl2@gmail.com), [gmjjkmscl@gmail.com](mailto:gmjjkmscl@gmail.com)”.

## INSTRUCTIONS TO BIDDERS

Before filling up of bid or submission of the bid form, kindly go through the following instructions meticulously / carefully so that your bid shall not be considered as invalid:

1. "Bidder should be Original manufacturer/Direct importer. Importers should possess valid sale license. However authorized representative of original manufacturer/ direct importer, can also participate in the bidding after having authorization on Annexure VI, followed by tripartite Agreement with original manufacturer/ direct importer as one of the parties, responsible to ensure the execution of quality supply(ies), against the supply order(s) issued on his/her behalf."
2. Certificates/Licenses/Documents which are required should be complete and updated.
3. Tender charges, Bid processing Charges and Bid Security (EMD) is **non-refundable except Bid Security.**
4. Bid must be as per Terms & Conditions & submitted properly mentioning serial numbers i.e. Technical Bid in Cover-A & Financial Bid (BOQ) in Cover-B through e-procurement portal.
5. A Pre-Bid Meeting shall be held in the Conference Hall of Jammu & Kashmir Medical Supplies Corporation at Trikuta Nagar Extension, Jammu to clarify the issues and to answer the queries on any matter that may be raised at that time of pre-bid in reference to tender. The issues to be raised during pre-bid meeting should be referred by the bidder to MD, JKMSCL / GM (Adm), JKMSCL, in writing at least three days before the pre-bid meeting, so that these could be properly scrutinized. Representation regarding issues and queries which are discussed in pre bid meeting shall be submitted latest by next day after pre bid. Representation received after the specified period shall not be considered. Necessary Corrigendum / Modification / Clarification in the bid and specification(s), if required, shall be issued tentatively within three days after pre-bid meeting. Please note that bids should be submitted after Pre-Bid meeting incorporating the Corrigendum/ Modification/ Clarification, if any.
6. In case bidder is given any assurance of any advantage in JKMSCL, by anybody or if you are directly or indirectly threatened or intimated of harming your bidding & subsequent work in JKMSCL, please inform immediately about the same to MD, JKMSCL or GM (Adm) in writing. The complaint should be accompanied with evidence of such unfair activity of such person(s) so that action can be taken against such person(s)/institution(s) and their details can be put on the website.
7. Original Manufacturer / Direct Importer should authorize only those persons for bidding directly for them who are employed in their company on salary basis. However, Original Manufacturer(s)/ Direct Importer(s) can authorize a Representative(Authorized representative) to bid, co-ordinate, raise bill and receive payment(s) etc on behalf of Manufacturer(s)/ direct Importer(s), for/with/to and from JKMSCL respectively by pledge before the Notary/ self attested, as per **Annexure VI**.
  - a. The Original Manufacturer/Direct Importer can authorize only one Representative for JKMSCL. In case the Original Manufacturer/Direct Importer authorize more than one Representative to represent the Original Manufacturer/Direct Importer for bidding / raising invoice / receiving payments, etc. the bid submitted by/on behalf of Original Manufacturer/Direct Importer shall be rejected.
  - b. The Original Manufacturer/Direct Importer and Authorized Representative shall have to enter into tripartite agreement with JKMSCL.
8. Correspondence with the corporation regarding these bids by the authorized signatory of the firm shall only be entertained.
9. The technical bids shall be opened at Corporate Office Jammu/Srinagar of JKMSCL
10. The declaration of technical bid in respect of responsive/non responsive bidders shall be uploaded on websites [www.jktenders.gov.in](http://www.jktenders.gov.in). Similarly, information regarding L-1 shall also be provided to bidders on above websites. **No bidder shall be informed individually.**
11. JKMSCL shall have right to take consent from L2, L3, L4 etc. bidders to match their rates as L1 matched rates, **to draw parallel rate contract** so as to ensure the regular supply
12. In case JKMSCL decides to place order at matched L1 rates, the ratio of placement of orders shall be as per the Standard Procurement Procedure, approved by the BoDs, JKMSCL.
13. If the rates of L1 bidders found to be ineligible and inappropriate against any item, JKMSCL has right to reject the rates of said bidder and appropriate action shall be initiated against such bidder for quoting ineligible rates and JKMSCL also has right to take the rates of L2 bidders for such item.
14. It may be noted that the corporation does not undertake to assist in the procurement of raw material whether imported or controlled as well as restricted and as such the Bidder must offer their rate to supply the specific items from own quota of stock by visualizing the prospect of availability of raw material needed. Any of the above points if taken, as argument for non-supply / delayed supply shall not be entertained.
15. In case of wrong quoting, (or) if successful bidder refuses (or) fails to execute the supplies on the basis of wrong quoting of rates or otherwise, the bidder shall be penalized with forfeiting of amount equivalent to the Performance security for the said product (or) debarring/ blacklisting of firm for that particular product(s) for a period not less than 02 years (or) both as deemed fit by TIA i.e. MD, JKMSCL.
16. The JKMSCL is not bound to accept the lowest bid and may reject any or all bids without assigning any reason thereof.

Note: Any condition(s) which may be left out in this tender document, the same condition(s) shall also constitute the part of this tender document as per its mention in SPP of JKMSCL.

**Sd/-**

Managing Director  
Jammu & Kashmir Medical Supplies Corporation Ltd



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## (Bid form is non-transferable) BID FORM FOR RATE CONTRACT OF “Hospital Linen & Bedding items KITS”

**BID REFERENCE No. JKMSCL/C&B/2024/621**

**Dated: 14-03-2024.**

Date of publication of e-bid	: 22-03-2024
Start date and time for download of bid document	: 22-03-2024
Last date and time for download of bid document	: 19-04-2024 at 1600 hrs
Clarification start date	: 22-03-2024 at 1100 hrs
Clarification end date	: 28-03-2024 upto 1000 hrs
<b>Pre- bid conference</b>	<b>: 28-03-2024 AT 11.00 A.M</b>
	(at Corporate Office, Jammu and Srinagar)
Start date and time for submission of online bids	: 02-04-2024 at 1000 hrs
Last date and time for submission of online bids	: 19-04-2024 at 1600 hrs
Date and time for online opening of technical bids	: 22-04-2024 at 1100 hrs
Cost of tender document	: Rs. 1000/-
Cost of tender document	: Rs. 1000/-
Tender Processing charges	: Rs. 9000/-

**ADDRESS FOR COMMUNICATION: Managing Director or General Manager,  
J&K Medical Supplies Corporation Ltd,  
Address: Plot No. 58, Friends Colony Satyam  
Road Trikuta Nagar, Jammu  
Bemina Near Haj House- Srinagar (Kmr)**

### **Note: -**

1. The bidder shall have to get themselves updated with the date & time fixed for Pre-bid as per the item list. After pre-bid meeting necessary changes in bid conditions shall be done with the recommendations of panel of technical experts drawn from the intending department after the approval of the competent authority. Bid should be submitted through e-portal [www.jktenders.gov.in](http://www.jktenders.gov.in) after pre-bid meeting including all the clarifications/ modifications/ amendments.
2. Corrigendum/addendum shall be the integral part of terms & conditions of bid which shall be duly signed and attached with the bid document by the bidder.
3. The JKMSCL is not bound to accept the lowest bid and may reject any/part thereof or all bids without assigning any reason thereof.
4. The bidders shall have to submit a **GST No. and valid ‘GST’** clearance certificate/returns submitted from the taxation department and the ‘PAN’ issued by income tax department.
5. It is clarified that the information required in bidding document should be submitted only in enclosed format bidding forms without any change or modification in its formats. Bids submitted with changed or modified annexure/ formats shall be rejected.
6. Information of award of contract shall be communicated to all participating bidders on the website [www.jktenders.gov.in](http://www.jktenders.gov.in). [www.jkmsclbuisness.com](http://www.jkmsclbuisness.com)

### **Note: -**

*If any amendment/clarification is carried out in the technical specifications and bid terms & conditions following pre-bid meeting or any other information, the same shall also be uploaded on the websites mentioned above and the bidders shall keep themselves updated by regularly visiting the website/jk portal.*

### **Important Note:**

**No representation shall be allowed, accepted and entertained after the Pre-bid meeting (i.e upto 4.00 P.M of Pre-bid date). Bidders are requested to submit their queries/clarifications by or before the date fixed (mentioned above), so that the same can be discussed and clarified during the Pre-bid meeting.**

**Google Code For Prebid Conference : <https://meet.google.com/hmy-mdeo-upa>**

**E mail for pre bid Queries (if any):- [prebid.jkmscl@gmail.com](mailto:prebid.jkmscl@gmail.com)**



**(To be submitted on Firms' letter head)**  
**Technical Bid Submission Sheet (Cover 'A')**

**Managing Director**

Jammu & Kashmir Medical Supplies  
 Corporation Ltd. J&K

We, the undersigned, declare that:

1. I/We ..... have examined and have no reservations to the bidding document of NIB No. .... dated.....including addenda/clarification No.:.....dated ..... We offer to supply in conformity with the bidding document and in accordance with the delivery schedule specified in Section V, schedule of supply, the following goods and related services..... *Name of the item and Guarantee period plus etc. ....*
2. Our bid shall be valid for a period of minimum 180 working days from the date of technical bid opening in accordance with the bidding document, and it shall remain bidding upon us and may be accepted at any time before the expiration of that period. However, validity may also be extended with mutual consent;
3. If our bid is accepted, we commit to submit a performance security in the amount of 5% of the contract price or as specified in bid document for the due performance of the contract;
4. Our firm, including authorised representative for any part of the contract, have nationalities from the eligible countries;
5. I/We are not participating, as bidders, in more than one bid in this bidding process, in the bidding document;
6. Our firm, its affiliates or subsidiaries, including authorised representative has not been debarred by the Union Govt/any State Government or the procuring entity.
7. I/We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
8. I/We agree to permit the JKMSCL to ask any relevant documents. I/We shall be bound to provide the said relevant document within the specified period.
9. My/our quoted items..... *(Name of item)*.....fully comply with the technical specifications as per bid document Section V, schedule of supply.
10. **The bidder shall ensure that the bid document sheet shall be properly filled with particulars, page numbering and tender document should be properly numbered.**
11. I/We certify that I/We have annexed the following documents with particulars & page No. mentioned against each column :

S. No	Item	Particular	Manufacturer			
			M1	M2	M3	M4
1.	Bid security (as mentioned above)					
2.	Cost of Tender & Tender Processing charges					
3.	List of Tendered Items	<b>Annexure C</b>				
4.	List of Items quoted by the Bidder mentioning name of manufacturer/ importer with make & model as per annexure.	<b>Annexure I</b>				
5.	Technical bid submission sheet duly filled	<b>Annexure II</b>				
6.	Financial bid Proforma (To be uploaded in BOQ only)	<b>Annexure III</b>				
7.	Declaration for Latest Non Conviction, non blacklisting on non judicial Stamp paper of Rs 100 furnished by the Principal Manufacturer/Sole Importer/Indian Subsidiary as per proforma duly notarized.	<b>Annexure IV A</b>				
8.	Declaration for Latest Non Conviction, non blacklisting on non judicial Stamp paper of Rs 100 furnished by the Bidder as per proforma duly notarised.	<b>Annexure IV B</b>				
9.	<b>Authorization from principal manufacturer/ Importer</b> <small>(On the letterhead of Principal manufacturer / Sole Importer)            In case authorization to the bidder is furnished by the Sole Importer/Indian Subsidiary, document confirming authorization from foreign Principal Manufacturer in favour of Indian Subsidiary/Sole Importer is to be submitted (strictly as per annexure VI)</small>	<b>Annexure VI</b>				

10.	Average Annual Turnover Statement for Last 3 financial Years of the Indian Subsidiary of Principal Manufacturer/ Sole Importer issued by Chartered Accountant/competent authority with UDIN (2020-21, 2021-22 and 2022-23) not less than 5.00 crores. <i>In case of foreign manufacturer the turnover of Indian Subsidiary/Sole Importer only shall be considered and not of the original manufacturer.</i>	Annexure VII				
11.	Copies of Audited Balance sheet & profit loss account for last three financial years certified by Chartered Accountant of the Importer/ Indian Subsidiary for 2018-19, 2019-20 & 2020-21 with UDIN. <i>In case of foreign manufacturer the balance sheets of Indian Subsidiary/Sole Importer only shall be considered</i>					
12.	Nature of the Firm/Public Company/Private Company/Partnership/Proprietorship/any other with Documentary proof.					
13.	Self attested photocopy of IEC certificate and Permission/ Authorization for sale for sale from the foreign principle manufacturer (in case of imported product)					
14.	Copy of GST Registration of the Bidder					
15.	Latest GST Returns of the Bidder					
16.	Copy of the PAN Card of the Bidder					
17.	Quality Certifications on the products viz. ISI/CE/USFDA etc. whichever applicable.					
18.	Name, photograph & specimen signature of the designated officer/ representative of the Bidder who is authorized to make correspondence with the JKMSCL, if any.					
19.	Specify point of supply with full Address. NB: Specifying of point of supply does not means authorization to raise, invoice and receive payments on behalf of bidder(s)					
20.	Declaration of bidder regarding acceptance Bid for terms & conditions	Annexure A1				
21.	Product permission for the products quoted.					

#### **Important Note**

- The Bidders who opt to bid for multiple manufacturers shall have to provide complete details of each manufacturer in a systemic way, sequentially, covering all documents asked in Annexure "II".
- Please Note the Annexure A"II" should be properly filled showing the page number when the asked document has been attached. All the documents attached with the technical bid should be properly page numbered.  
I/we understand that our bid shall liable to be declared non responsive in case of any deficiency in fulfilment of above requirements on our part.  
I/we accept all the terms, conditions and provisions of this bid document.

Name/Address..... in the capacity of ..... (Designation)  
Signed..... duly authorized to sign the bid for and on behalf of..... name of Firm) Dated..... Tel:..... e-mail:.....

N.B : The original manufacturer/direct importer of the bidding items/their sole authorised representative shall execute tri-partite agreement with the Corporation i.e JKMSCL, inter-alia, stating that :

- The invoice submitted by the authorised representative for such supplies shall be endorsed by the original manufacturer/direct importer of bidding items. Original copy of the delivery challan of the manufacturer towards authorised representative for such supplies shall be endorsed along with invoice submitted by Authorised representative.
- JKMSCL may secure confirmation/or authenticating of such supplies from manufacturer/direct importer before releasing the payment.
- No original manufacturer/direct importer shall be allowed to authorize more than one representatives to bid, to negotiate/to raise invoice or to receive payments & to enter into tripartite agreement with regard to business against this specific tender.
- In case, original manufacturer/direct importer wish to authorise any representative to bid, to negotiate, to raise invoice to receive payments on behalf of original manufacturer/direct importer/against invoice raised by representative, Annexure AII duly filled shall need to be

*uploaded alongwith e.bid ; otherwise no representation in this matter shall be entertained in the later stage.*

## **ANNEXURE-B**

### **TERMS & CONDITIONS OF BID AND RATE CONTRACT:-**

N.B.: BIDDER SHOULD READ TERMS & CONDITIONS CAREFULLY AND COMPLY STRICTLY WHILE SUBMITTING THEIR TENDERS. IF A BIDDER HAS ANY DOUBT REGARDING THE TERMS & CONDITIONS AND SPECIFICATIONS MENTIONED IN THE TENDER NOTICE, HE SHOULD REFER THESE TO THE MANAGING DIRECTOR, JKMSCL OR GM (ADM), JAMMU & KASHMIR MEDICAL SUPPLIES CORPORATION LTD, BEFORE SUBMITTING BID(S) AND OBTAIN CLARIFICATIONS ON OR BEFORE **PRE-BID**, THE DECISION OF THE MD, JKMSCL SHALL BE FINAL AND BINDING ON THE BIDDER.

THE CLAUSES OF TERMS & CONDITIONS ARE AS FOLLOWS:-

#### **A. General terms & conditions:**

1. e-Tender shall have to be downloaded by or before **the scheduled date and time** on JK portal [www.jktenders.gov.in](http://www.jktenders.gov.in) for finalization of Rate Contract for the Supply of **“Hospital Linen & Bedding items”** for a period of 24 months.
2. **Eligibility Criteria:- The bidder i.e. Original Manufacturer(s) / Direct Importers with asked Average Annual Turnover, for the last three financial years, shall be eligible to participate in the bid.**

Note: The turnover Clause applies to **Original Manufacturer(s) / Direct Importers**, in case the authorized dealer bids on behalf of Manufacturer/Direct Importer.

3. Supplies shall be affected directly by the Original Manufacturers/ Direct Importers, besides through their Authorized representatives(s) as per clause 3.1 & 3.2 of General terms & conditions. Bidder should have the permission to manufacture the item(s) quoted as per specification(s) given in the tender, from the competent authority. Original Manufacturer/Direct Importer should authorize only those persons for bidding directly for the Original manufacturer / Direct Importer who are employed in their company on salary basis. However, Original Manufacturer(s)/ Direct Importer(s) can authorize a Representative (Authorized representative) to bid, co-ordinate, raise bill and receive payment(s) etc on behalf of Manufacturer(s)/ direct Importer(s), for/with/to and from JKMSCL respectively.
  - 3.1 Only those Original Manufacturers/Direct Importers and Authorized Representatives shall be permitted to enter into Tripartite Agreement who shall fill and upload Annexure VI (Letter of Authorization) along with e-bid. No representation /change of Dealership etc. shall be entertained thereafter.
  - 3.2 Authorization pledged before the Notary should be forwarded with Company's letter head duly signed and sealed by MD/Chairman/ Proprietor/ company's designated signatory, further attesting the photo and signatures of authorized agent/dealer/supplier.
  - 3.3. Only those Original Manufacturer / Direct Importer should not authorize any representative to make any declaration(s), which are mandatorily be signed & sealed by the MD/Chairman/ Proprietor/ company's designated signatory as per terms & conditions / requirements of the tender document.
4. Bids shall have to be submitted / uploaded on J&K State tender portal, [www.jktenders.gov.in](http://www.jktenders.gov.in) only. Bidders shall have to submit financial instruments in physical form as hard copy. The Bidder who will be declared as L1, after opening of financial bid shall have to submit hard copies of technical bid documents.
5. The Bidder should upload along with the bids the relevant Documents/certificates for the items Bids as per check list at Annexure “II”

#### **NOTE:**

- A. All attested document must be submitted in English language. If the documents are not in English, they should be translated in English & attested by authorized translator. Translated copy along with copy of original document must be submitted.
- B. The point of supply within the state of Jammu & Kashmir or out of J&K state should be specified.

- C. Tender will be liable for outright rejection if:-
    - (i) any rates are disclosed in cover (A).
    - (ii) any discounts / special offers are made in cover (A)
  - D. If any of the above cited item(s) / certificate(s) / document(s) etc are not submitted along with the tender, the bid will be considered as non-responsive.
  - E. In case of Importers, their principal manufacturer should have 3 years market standing in India and the importer should have 3 years market standing for each of the quoted item in the tender as importer and if the market standing is less than 3 years for the product quoted then 3 years international market standing may be considered for that particular product.
  - F. **GST** should be mentioned clearly & separately
  - G. Financial Bid duly filled giving the rates for Quoted items should be submitted through portal [www.jktenders.gov.in](http://www.jktenders.gov.in) (**only on BOQ**). **It should not be disclosed in Technical bid.**
  - H. The required financial instruments (Cost of Tender document/ Tender processing charges & Bid Security (EMD) shall be submitted in original at the Corporate Office on or before submission of online bid. Technical bid shall be opened in the presence of Bidder, who chooses to be present. Financial bid shall be opened only for those Bidders who satisfy the standard criteria laid down by the Corporation on the details furnished by the Bidder in Technical bid, in compliance of Bid terms & conditions.
  - I. In event of Bid being submitted by proprietary firm, tender must be signed by sole proprietor. In event of a partnership firm tender must be signed on its behalf by a person holding a power of attorney authorizing him to do so; and in the case of company, the bid must be signed by authorized signatory as the manner laid in the Articles of Association.
  - J. Any change in the Constitution of the Firm / Company shall be notified forth with by the contractor in writing to the MD, JKMSCL and such change shall not relieve any former member of the Firm / Company from the liability under the contract. No new partner /partners shall be accepted in the Firm by the contractor in respect of the contract unless he / they agree to abide by all its terms and conditions and submit with the MD, Jammu & Kashmir Medical Supplies Corporation Ltd. a written agreement to this effect. The contractor's receipt for acknowledgement or date of any partner subsequently accepted as above shall bind all of them and will be sufficient to discharge any of the purposes of the contract.
  - K. The Bidder shall sign the bid for match each page and at the end in token of acceptance of all the terms and conditions of the Bidder and then scanned copy be uploaded on e-portal.
- 6. BID SECURITY:**
- i. Scanned copies of Bank transfer/deposit receipt of cost of tender documents and Tender Processing charges in the shape of FDR/CDR shall have to be uploaded along with Technical Bid. If the bidder fails to upload the same, technical bid shall not be evaluated.
- 7. GUARANTEE CLAUSE:-**
- (i) The Bidder would give guarantee that the goods / stores / articles would continue to conform to the description and quality, specified as per technical specification from the date of delivery of the said goods to be purchased and that notwithstanding the fact that the purchaser may have inspected and or approved the said goods / articles if during the guarantee period as per technical specification, the said goods / articles be discovered not to conform to the description and quality as aforesaid / or have determined and the decision of the purchase officer /TIA, JKMSCL in that behalf shall be final and conclusive. The purchaser i.e JKMSCL will be entitle to reject the said goods / stores / articles or such portion thereof as may be discovered not to Conform to the said description and quality, on such rejection, the goods / articles will be at the sellers risk and all the provisions relating to rejection of goods, etc., shall apply. The Bidder shall,



if so called upon to do so replace the goods, etc. or such portion thereof as is rejected by the Purchase Officer / Committee constituted for the purpose, otherwise, the Bidder shall pay such damage as may arise by reason of such breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Purchase Officer in that behalf under this contract or otherwise.

## **8. MARKING**

All Consumable / non-consumable articles should bear "**JKMSCL SUPPLY-**" as mentioned in supply order in English on each without which the supply will not be entertained.

In case, any item supplied by the approved firm(s) does not conform to the required standard, the payment thereof, if received by the supplier shall have to be refunded to Jammu & Kashmir Medical Supplies Corporation Ltd. Jammu / Srinagar. The supplier will not have any rightful claim to the payment of cost for substandard supplies which are consumed either in part or whole pending receipt of laboratory test, where ever applicable. It may be noted that supply of goods less in weight and volume than those mentioned on the label of the container is an offence and the same will be dealt with in the manner prescribed under rules.

## **9. RATES AND COMPARISON OF RATES:**

Only net rates should be quoted. No Separate free goods or cash discounts should be offered. Rate must be valid for the entire period of the tender and must be offered conforming to the following:-

- (i) Comparison of Rates:- In comparing the rates tendered by firm claiming the price preference operating in the state of J&K and those of other firms / companies not entitled to Price Preference, the element of GST shall be excluded.
- (ii) Delivery should be given as directed by M.D., Jammu & Kashmir Medical Supplies Corporation Ltd. Jammu / Srinagar at different place in the State of Jammu and Kashmir and rate must be quoted accordingly; the Corporation will not pay any extra carriage or transportation charges.
- (iii) Rates must be offered net only against the specified packing of the items. The net rate must be inclusive of all charges by way of packing, forwarding, incidental or transit charge including GST on the product. If rates are quoted giving any free goods quantity or cash discounts the same shall not be considered.
- (iv) The rates should be confined as far as possible to the packing units mentioned in the Catalogue and different rate for different packing should be avoided. In no case the rate should be split up showing the cost of any on the component parts of the specified item. If split price are found, the item may be treated as rejected.
- (v) The Bidder will exercise all due diligence at their own level regarding applicability of taxes, duties and fees etc. for the unit of supplies as specified in the tender and accordingly include in their quote. Any additional/extra claims over and above the rates agreed pertaining to taxes, duties and fees etc. will not be entertained on account of whatever reasons may be.
- (vi) (A) No paper should be detached from the tender form.  
(B) The Bidder shall sign with seal on every page of the bid form and Terms and Conditions in token of his acceptance of all the Terms & Conditions of the bid and upload the same along with bid documents with page numbering. He should also sign at the bottom of each page of the original bid catalogue, Non receipt of terms and conditions duly signed with the bid shall render the bid to be rejected.

- (vii) Any change or insertion of any other condition or stipulation in the above terms of supplies are not allowed and if so found, shall render the tender to the rejection without notice.
  - (viii) In case of wrong bidding, the bidder shall be debarred for particular product for a period not less than **three** years. In case, any bidder(s) quoted less rate / wrong rate, he shall be personally responsible for the same and no representation on this account shall be entertained. In such case, the firm / bidder shall be liable to be blacklisted / debarred for the particular item for a period not less than **three** years besides forfeiting of EMD equivalent to the contract value of that particular item.
- 10.** Firms (OEM) which are registered as MSEs Units shall be considered for exemption of Bid Security (EMD) as well as cost of tender document. However Tender **processing charges of Rs. 9,000/- (Nine Thousand only) shall have to be paid by the MSEs Units.**
- 11. Inspection of manufacturing premises:**
- (i) The Corporation may at its discretion conduct inspection of the production facilities of those firms which have not been inspected during the past 3 years and that of the new participants, for the compliance and for their production capacity.
  - (ii) Those firms which were disqualified after factory inspection during preceding year by this Corporation or Tamil Nadu Medical Supplies Corporation or Kerala Medical Supplies Corporation or Rajasthan Medical Supplies Corporation or any other premier institution, shall not be eligible for participation in this tender
- 12. SPECIFIC CONDITIONS OF CONTRACT**
- 12.1.1 Submission of Security deposit and entering into contract shall be 15 days from the date of issue of Letter of Intent(LOI).
  - 12.1.2 The supplier shall have to execute the agreement, and deposit the required Security amount. Within 15 days of issuance of LOI/ Purchase order/ both.
  - 12.1.3 Minimum 40% of the ordered quantity shall have to be supplied within 45 days of Purchase order whereas the supplies shall have to be 100 % within 60 days(Indian Items) & 90 days( Imported items)
  - 12.1.4 The bills shall be processed for payment against supplies after the receipt of 70% of the ordered quantities, provided supplies have passed the requisite quality tests. However the bills shall be cleared for payment, only for the actual quantities received by the corporation and no advance payment shall be made.
  - 12.1.5 The purchase order shall be liable to cancellation if the delivery schedule is not strictly followed.
  - 12.2 Supplies are to be delivered at F.O.R. stores at various Drug ware House(s), Jammu/Srinagar.
- 13. SECURITY DEPOSIT & AGREEMENT:**
- (i) All firms whose offers are accepted will have to deposit a **security deposit equivalent to 5% of Purchase Orders awarded for each item** in favor of Jammu and Kashmir Medical Supplies Corporation Ltd., Jammu / Srinagar at the time of agreement. The Security Deposit shall be deposited in the form of Demand Draft / Bank Guarantee.
  - (ii) The supply orders shall only be placed after deposition of appropriate amount of Security Deposit and its adjustment orders by the Corporation.
  - (iii) The Corporation will pay no interest on security deposit/Earnest money deposit.

- (iv) Successful Bidders will have to execute an agreement on a Non Judicial Stamp Paper Rs. 100/- in the prescribed form with the M.D, Jammu and Kashmir Medical Supplies Corporation Limited, Jammu / Srinagar and deposit security for the performance of the contract within **15 days** from the date on which the acceptance of the tender is communicated to him. However, M.D. JKMSCL may condone the delay in execution of contract by the Bidder. The expenses of completing and stamping the agreement shall be paid by the Bidder. The validity of rate contract under this agreement shall be for a period of twenty four months from the day of issuance of letter of intent. However, the validity of rate contract can further be extended on the same rate, terms and conditions for the period not exceeding three months by the mutual consent of both the parties.

**14. SUPPLY ORDERS:**

- (i) All the supply orders will be placed directly to the bidders by M.D, JKMSCL/ GM (P&S) JKMSCL through registered post / e-mail / any communication media and the date of dispatch or any communication media date, will be treated as the date of order for calculating the period of execution of goods deliveries. The supplying firms will execute all orders within 60 days for Indian and 90 days for imported items.
- (ii) The consignee for supplies shall be the M.D / GM(P&S), JKMSCL or his designated officer in-charge of any indenting / end user medical institution in the state of Jammu and Kashmir.
- (iii) To ensure sustained supply without any interruption, the Tender Inviting Authority reserves its right to fix more than one approved supplier to supply the requirement among the qualified Bidders.
- (iv) The supply commitment may be considered for placement of supply orders to firm. The ready stock position of material, if provided by the firm may also be consider by the Corporation for the placement of supply orders in addition to commitments, taking also in view the requirement of Indenting department. Firm may submit ready stock position by 10<sup>th</sup> of each month to the department..

**15. Scheduling of Supplies**

The supplies shall have to be executed strictly as per the schedule clause quoted in the Purchase orders.

**16. QUALITY TESTING**

1. The JKMSCL reserves the right to select from each batch at random of the consignment received either at the time of receiving the goods or at any time, notwithstanding the routine sampling that may be carried out by Technical Experts.
2. Sampling of supplies from each batch will be done at the point of supply or distribution/storage points for quality testing. The JKMSCL shall deduct a sum of 1.5% from the amount of bill payable to supplier on account of Handling and testing charges.
3. Samples from the supplies would also be sent to different JKMSCL empanelled /other Laboratories notified by the Government. The samples may also be drawn periodically and the Samples, which do not meet quality requirements, shall render the relevant batches liable to be rejected. If the sample is declared to be "Not of Standard Quality" such batch/batches shall be deemed to be rejected goods and action as prescribed under various penalty clauses/ law shall be initiated against the supplier.

## **18. SUBMISSION OF RETURN AND CONTRACT COMPLETION REPORT:-**

### **(a) Submission of Return:**

The firm shall furnish consolidated statement of supplies made, in enclosed formats to each consignee(s) in statement No.1 and to GM(P&S), JKMSCL by 10th of each month duly verified by the consignee(s). Every time the statement should contain details of all orders place, under the contract. Please note that if statements are not submitted in time then the payments may be withheld and the firms shall be responsible for such delay in payments. Firms will have to submit consolidated statement in duplicate at the end of RCto enable the Corporation to examine the case for refund of security money. The consignee will submit every month verified copy of statement No.1 along with his comment to GM (P&S), JKMSCL for monitoring of receipt of supplies.

### **(b) Submission of Contract Completion Report:-**

- i) The consignee should submit the consolidated contract completion report in the prescribed statement against each order to the GM(ADM), JKMSCL within 45 days of supply/receipt of material.
- (ii) The consignee shall maintain a register for item supplied to him and will monitor receipt of material, complaints (if any) of defective material, quantity received quality/performance and submission of completion report to GM(ADM), JKMSCL within one months of receipt of material.
- (iii) It shall be the responsibility of the consignee to get registered the complaint of defective material or defective performance immediately in the office of MD, JKMSCL/GM (Adm), JKMSCL for taking action against the contractor/supplier. Intimation to the contractor/ supplier shall also be sent by the consignee immediately just after noticing such defects in material/performance in such a manner, so as to reach in the office of the firm immediately. Any delay in taking action shall be viewed seriously by the corporation.

## **19. TERMS OF PAYMENT:**

1. No advance payment will be made to the Bidder.
2. On receipt of the prescribed consolidated invoice duly stamped and signed by authorized signatory and Analytical Laboratory Test Report regarding quality, the payment can be considered.
3. The in-charge of District Drug Warehouse (DDW) shall acknowledge the item received & ensure entry in respective records in e-Aushdhi software online.
4. All bills/ Invoices should be raised in triplicate and in the case of excisable Medicines & Fluids, the bills should be drawn as per Central Excise Rules in the name of the authority as may be designated. The supplier will deliver following document at the time of delivery at DDW:
  - a. The challan/invoice copy pertaining to DDW (refer clause-2(a) under Chapter- Eligibility Conditions)
  - c. In case supplies are made, invoice is raised/ payments are being received by the authorized agent/dealer/supplier on behalf of Original Manufacturer/ Importer; the invoice shall have to attached with the delivery challan in original, prepared/ issued by the manufacturer/ importer for the said consignment/ lort manufactured for JKMSCL.

NB:- JKMSCL shall have right to enquire/ call the original manufacturer/ direct importer for authenticating the mode of supply/ delivery challan issued for the said consignment before making final payment.

5. Payments for supply will be considered after the receipt of 70% of ordered



- quantity in the Purchase Order. However, the payment will be released only for the quantity in receipt.
6. If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder shall be bound to inform ordering authority of JKMSCL immediately about it. Ordering authority is empowered to unilaterally affect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree for such reduction of rates.
  7. In case of any enhancement in Goods & Service Tax(GST) due to notification of the Govt. after the date of submission of Bids and during the Bid period, the quantum of additional GST so levied will be allowed to be charged extra as a separate item without any change in the basis of the price structure price of the item approved under Bid. For claiming the additional cost on account of the Increase in GST, the Bidder should produce a letter from the concerned GST authorities for having paid additional GST on the goods supplied to ordering authority and also must claim the same in the invoice separately. Similarly if there is any reduction in the rate of essential drug, as notified by the Government, after the date of submission of bid, the quantum of the price to the extent of reduction of essential Drug will be deducted without any change in the basic price of the price structure of the item approved under the Bid.
  8. If in case, JKMSCL is unable to make payment to the supplier within 02 months after being declared to be of standard quality by the QC section of JKMSCL for any specific supplies, no penalty shall be levied on the Supplier while making payment.

## **20. LIQUIDATED DAMAGES:**

- i. The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful Bidder shall arrange supplies within the period on receipt of order from the Purchasing Officers.
- ii. In case of extension in the delivery period with liquidated damages, recovery of liquidated damages shall be made at the rate of 0.25% per day for every day of delay subject to maximum of 10%.
- iii. Delivery period may be extended with or without liquidated damages. If the delay in the supply of goods is on account of hindrances beyond the control of the Bidder, the extension in delivery period may be granted without Liquidated Damage.
- iv. Delay beyond the stipulated maximum delivery period i.e. beyond 120 days shall be construed as unexecuted supply and would invite penalty of 20%
- v. Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.
- vi. The maximum amount of agreed liquidated damage shall be 20%.
- vii. If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to M.D, JKMSCL, Jammu / Srinagar (J&K), which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply. The firms shall ensure extension of delivery period for delayed supplies. The payment shall only released by purchase officer after sanction of extension in delivery period by M.D., JKMSCL.
- viii. Delivery period may be extended with or without liquidated damages. If the delay in the supply of goods is on account of hindrances beyond the control of the Bidder, the extension in delivery period may be granted without Liquidated Damage.
- ix. If the Bidder is unable to complete the supply within the specified or extended period, the purchasing officer (JKMSCL) shall be entitled to purchase the goods or any part thereof from elsewhere without notice to the Bidder on his (i.e.

Bidders) account and risk only with the prior approved from M.D., JKMSCL, Jammu / Srinagar (J&K). The Bidder shall be liable to pay any loss or damage which the purchasing officer may sustain by reasons of such failure on the part of the Bidder. The Bidder shall not be entitled to any gain on such purchases made against default. The recovery of such loss or damage shall be made from any sums accruing to the Bidder under this or any other contract with the government. If recovery is not possible from the bill and the Bidder fails to pay the loss or damage, within one month of the demand, the recovery of such amount or sum due from the Bidder shall be made under the law for the time being in force. In case more than one supplier has been approved for any item under the approved list circulated to the purchasing officers, the risk purchases may be made at a higher rate from any other firm whose rate is duly approved. It is mandatory for the approved supplier to acknowledge receipt of orders within fifteen days from the date of dispatch of order, failing which the purchasing officer will be at liberty to initiate action to purchase the items on risk purchase system at the expiry of the prescribed supply period, after taking required approval from M.D., JKMSCL (J&K). Wrong quote shall in no case be permitted. In case of such quote(s), action as debarring the supplier shall be initiated.

## **21. RECOVERIES:-**

- (i) Recoveries of liquidated damages, short supplies, breakage, rejected articles shall ordinarily be made from bills. Such amount may also be recovered from any other untied dues & security deposits available with Corporation. In case recovery is not possible, recourse will be taken under law in force.
- (ii) Any recovery on account of L.D. charges/risk & cost charges in respect of previous rate contracts/ supply orders placed on them by the corporation can also be recovered from any sum accrued against this tender after accounting for untied sum or due payment sum lying with corporation against previous rate contracts/supply orders. Firm shall submit details of pending amount lying with corporation but decision of M.D., JKMSCL, J&K regarding authenticity of sum payable shall be final.

## **22. INSPECTION:-**

- i) The material will be supplied according to specifications provided at Annexure 'C' and shall be inspected by the agency/committee/Technical Panel as mentioned in the supply order or amended thereafter by competent authority. In case of BIS Items, inspection shall be strictly as per relevant BIS specifications with latest amendments and have been made applicable by BIS at the time of inspection (if applicable). The inspection and testing of the material may be got done by any Inspecting agency/technical panel constituted for the purpose by JKMSCL at the works of the Manufacturer or at the supply point or at site of Installation. The supplier shall provide all facilities for inspection/demonstration/testing free of cost.
- ii) Notwithstanding the fact that the authorized inspecting agency/committee had inspected and/or has approved the stores/articles at the work of the manufacturer or at the supply point, the purchase officer or his duly authorized Expert, shall inspect the material as soon as it is received in the stores to ensure that the material is in accordance with the specifications laid down in rate contract on the basis of physical inspection such as followings including test reports submitted by concerned supplier/inspection agency.
- (iii) In case of doubts in any specific test (where ever applicable), same may be got conducted in any laboratory as per guidelines issued by rate contract concluding authority. If the material is found below specification or defective, it will not be accepted and shall notify the defects to the firm and inspecting agency within 15 days. He shall also simultaneously ask the firm for removal of defect/

replacement or refund of its cost as the case may be. The firm shall be bound to replace the defective material after inspection or remove defects in the goods within fifteen days of receipt of intimation from the consignees. However the date of delivery, in case of defective material, where payment has not been made shall be taken as the date on which the corporation accepts the material after replacement of defective material/removal of defects as the case may be. Wherever defective material is to be replaced it shall be re-inspected by Committee/Inspection Agency. Charges of such re-inspection at the work of manufacturer or at the supply point shall be borne by the supplier.

- (iv) If required, the consignee may refer inspection committee to match the specification with available reserved sample with the corporation which is submitted by the firm / supplier at the time of technical approval.
- (v) The firm shall ensure that only the material inspected by the Inspection Agency is dispatched to the consignee. In case any un-inspected material has been found in the material received by consignee, the firm shall be solely responsible for it and the department/Corporation shall be free to take suitable necessary action as per terms and conditions of tender documents/agreement against the firm for such irregularity.

### **23. PACKING & INSURANCE:**

- (i) The goods will be delivered at the destination in perfect condition. The firm if so desires may insure valuable goods against loss by theft, destruction or damages by fire, flood, under exposure to weather or otherwise in any situation. The insurance charges will have to be borne by the supplier and the department shall not be required to pay any such charges, if incurred
- (ii) The firm shall be responsible for the proper packing so as to avoid damages under normal conditions of transport by Sea, Rail, Road or Air and delivery of material in good condition to the Purchase Officer's store. In the event of any loss, damage, breakage or leakage or any shortage the firm shall be liable to make good such loss and shortage found at destination after the Checking / inspection of material by the consignee. No extra cost on such account shall be admissible. The firm may keep its agent to verify any damage or loss discovered at the consignee's store, if it so likes. Packing, cases, containers and other allied material if any shall be supplied free, except where otherwise specified by the firm(s) and agreed by the corporation and the same shall not be returned to him.

### **PACKING SPECIFICATIONS:**

#### **Schedule for Packaging- General Specifications**

1. No corrugate package should weigh more than 15kgs (i.e. product + inner carton + corrugated box).
2. All Corrugated boxes should be of 'A' grade paper i.e. Virgin
3. All items should be packed in first hand boxes only.
4. Flute: The corrugated boxes should be of narrow flute.
5. Joint: Every box should be preferably single joint and not more than two joints.
6. Stitching: Every box should be stitched using pairs of metal pins with an interval of two inches between each pair. The boxes should be stitched and not joined using calico at the corners.
7. Flap: The flaps should uniformly meet but should not overlap each other. The flaps when turned by 45-60° should not crack.
8. Tape: Every box should be sealed with gum tape running along the top and lower opening.

9. Carry Strap: Every box should be strapped with two parallel nylon carry straps (they should intersect).
10. Label: Every corrugated box should carry a large outer label at least 15cms x 10cms dimension clearly indicated that the product is for "JKMSCL HOSPITAL SUPPLY" (\_\_\_\_\_- Not For Sale QC passed" along with below mentioned logogram and it should carry the correct technical name, strength or the product, date of manufacturing, date of expiry, quantity packed and net weight of the box in bold letters. However, in case of imported items (s) / foreign manufactured products, the supplies may be arranged without logogram. No item should mention Market Rates on its labels.
11. Other: Regarding Art Work=>JKMSCL LOGO - JKMSCL- Hospital Supply must be written showing the batch number, date of manufacturing and date of expiry of each item
12. Specifications for Chemicals: Not more than 25 kg may be packed in a single bag/carton.

**Note: The meagre quantity for the purpose of exemption from the Artwork shall be the absolute discretion of JKMSCL.**

#### **24. REJECTION:**

- (i) Articles not as per specification/ or not approved shall be rejected by the department and will have to be replaced by the supplier / firm at its own cost within the time limit fixed by the corporation.
- (ii) All the stores supplied shall be of the best quality and conforming to the specification, trademark laid down in the schedule attached to agreement and in strict accordance with and equal to the approved, standard, samples. In case of any material of which there are no standards or approved samples, the supply shall be of the best quality to be substantiated by documents. The decision of M.D., JKMSCL, (J&K) as to the quality of stores be final and binding upon the Bidder. In case any of the article supplied are not found as per specification or declared sub-standard/spurious, they shall be liable to be rejected and any expenses of loss caused to the supplier as a result of rejection of supplies shall be entirely at his account.
- (iii) If, however, due to exigencies of Government work/interest such replacement either in whole or in part is not considered feasible, the prices of such articles will be reduced suitably. In case, where material has been used & some defect are noticed then the firm can be allowed to rectify/replace defects in portion of such defective material. The prices fixed by M.D., JKMSCL shall be final.
- (iv) The rejected materials must be removed by the firm, within 15 days of the date of intimation of rejection. The officials concerned will take reasonable care of such material but in no case shall be responsible for any loss, damage, shortage that may occur while it is in their premises.
- (v) No payment shall be made for defective materials. However, if payment has been made, then defective material shall be allowed to be removed only after the firm replaces material as per specifications, duly inspected. If the payment has not been made, the firm may be allowed to remove the material without prior replacement (provided firm has deposited security money as per condition No. 16) Joint inspection of defective material may be carried out as required by the corporation. However, sample of ISI marked material found defective shall be kept by consignee for reference to BIS.
- (vi) In case firm wants to take back material to their works for rectification then firm has to deposit payment received against such defective supplies. In case



supplier firm has not received any payment then material be returned to supplier firm for rectification, if the firm has deposited required security deposit as per contract.

- (vii) The Bidder shall be responsible for the proper packing and delivery of the material to the consignee. In the event of any loss, damage, or breakage, leakage or shortage, the Bidder shall make good the loss and shortage found at the checking of the materials by the consignee. No extra cost on such account shall be admissible.

**25. CORRECTION OF ARITHMETIC ERRORS:**

Provided that a financial bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- (i) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- (ii) If there is an error in a total corresponding to the addition or subtraction of sub totals, the sub totals shall prevail and the total shall be corrected; and.
- (iii) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above. If the Bidder that submitted the lowest evaluated bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

**26. PROCURING ENTITY'S RIGHT TO VARY QUANTITY:**

If the Bidder fails to supply the ordered quantity, JKMSCL shall be free to arrange/procure the items and the extra cost incurred shall be recovered from the Supplier..

**27. DIVIDING QUANTITIES AMONG MORE THAN ONE BIDDER (IN CASE OF PROCUREMENT OF GOODS):**

As a general rule all the quantities of the subject matter of procurement shall be procured from the bidder, whose bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the bidder, whose bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the bidder, whose bid is accepted and the second lowest bidder or even more bidders in that order, in a fair, transparent and equitable manner at the rates of the bidder, whose bid is accepted.

**28. PARALLEL RATE CONTRACT:**

The corporation may also execute parallel rate contract to with more than one Firm For each item on the lowest approved prices on the same terms & conditions.

- (i) To ensure sustained supply without any interruption, the Tender Inviting Authority reserves the right to fix more than one supplier to supply the requirement among the qualified Bidders.
- (ii) Orders will be placed with lowest (L-1) firm. However in case of any exigency at the discretion of the Tender Inviting Authority, the orders may also be placed with the other firms, in the ascending order, L-2, L-3 and so on who have

matched with the L-1 rates and executed agreement with corporation on same terms & conditions.

- (iii) After the conclusion of Price Bid opening (cover-B) the lowest offer of the Bidder is considered for negotiations and rate arrived after negotiations is declared as L-1 rate and L-1 supplier for an item for which the tender has been invited.
- (iv) The tender who has been declared as L-1 supplier for certain item shall execute necessary agreement for the supply of the tendered quantity of such item as specified in the tender documents on depositing the required amount performance security and on execution of the agreement such Bidder is eligible for the placement of purchase orders.
- (v) JKMSCL will inform the L-1 rate to the Bidders who had qualified for Price Bid (Cover -B) opening, inviting their consent to match with the L-1 rate for the item/items quoted by them and the Bidders who agree to match L-1 rate, will be considered as Matched L-1.
- (vi) The Bidder, who agrees to match L-1 rate shall furnish the breakup detail (Rate, GST, etc.) of price (L-1 rate).
- (vii) The supplier, on receipt of the purchase orders deems that the purchase orders exceeds the production capacity declared in the tender document and the delay would occur in executing the order, shall inform the GM (P&S) JKMSCL immediately without loss of time and the purchase orders shall be returned within 7 days from the date of issuing order, failing which the supplier would be deprived from disputing the imposition of liquidated damages, and penalty for the delayed supplies.
- (viii) If the L-1 supplier has failed to supply/intimate JKMSCL about his inability/ delay in supply as per the purchase order, the required items within the stipulated time or as the case may be, JKMSCL may also place purchase orders with the Matched L-1 Bidders for purchase of the items provided such matched L-1 Bidders shall execute necessary agreement indicating the production capacity as specified in the tender document on depositing the required amount. Such bidder is eligible for the placement of purchase orders for the items quoted by them.
- (ix) Subject to para (vii) above, while JKMSCL has chosen to place purchase orders with matched L-1 supplier and there are more than one such matched L-1 supplier, then the purchase orders for the requirement of items will be placed with L-2 first on matched rates of L-1 and in case L-2 does not have the required capacity then L-3 would be considered on matched L-1 rates and the same order would be followed in case of L-3, L-4 etc.
- (x) The matched L-1 supplier, on placement of purchase orders, will be deemed as L-1 rate Supplier for the purpose of the tender and all provisions of the tender document applicable to L-1 rate Bidder will apply mutatis mutandis to the matched L-1 supplier.
- (x) If the supplier fails to supply the item(s) for the purchase orders, at any point of time, either fully or partly, within the stipulated time, JKMSCL is at liberty to place purchase orders with other Bidders (in ascending order, viz, L-2, L-3 and so on) at the price offered by them and in such cases the supplier is liable to indemnify JKMSCL, WITHOUT ANY PROTEST OR DEMUR, for the difference in cost incurred by JKMSCL and the JKMSCL is entitled to recover the difference in cost from the amount due / payable to the supplier.
- (xi) The supplier shall supply the entire ordered quantity before the end of 60 days including installation from the date of issue of purchase order at the

destinations mentioned in the purchase order, if the above day happened to be a holiday for JKMSCL, the supply should be completed by 5.00 p.m. on the next working day.

(xii) In case of imported items 30 days will be given in addition to above mention period.

**29. VALIDITY OF BID/Tender:**

Bid shall be valid for a period of six (06) months from the date of opening of technical bids.

**30. PRICE ESCALATION:**

Price Escalation or Price Variation shall not be applicable or considered under any circumstances for the purchases made under this tender or agreement. **However, provisions provided for tax variations are exclusive to this clause.**

**31. SUBLETTING OF CONTRACT:**

Subletting or assigning contract to third party is prohibited. In the event of Bidder violating this condition, the Jammu and Kashmir Medical Supplies Corporation Ltd, shall be at liberty to place the contract elsewhere on the Bidder's account and at his risk. The Bidder shall be liable for any loss or damage, which the Corporation / Indenting Department may sustain in consequence or arising out of such replacement of the contract.

**32. FALL CLAUSE:-**

The prices charged for the items/supplies under the contract by successful Bidder shall in no event exceed the lowest price at which the successful Bidder sells the items/stores of identical description to any other persons during the period of the contract. If anytime, during the period of the contract, the Bidder reduces the sales price chargeable under the contract, he shall forthwith notify such reduction to the JKMSCL, Jammu / Srinagar (J&K) and the price payable under the contract of the items supplied after the date of coming into force of such reduction or sale shall stand correspondingly reduced.

**33. SMALL GRIEVANCE**

Small grievances regarding interpretation of any clause of the Contract / Agreement executed between the parties, shall be referred to Managing Director, JKMSCL for its clarification.

**34. ARBITRATION**

34.1 Governing Law: This NIT shall be governed by and construed in accordance with the laws of the State of Jammu and Kashmir and the laws of India as applicable to the State of Jammu and Kashmir.

34.2.1 Amicable Settlement: Either party is entitled to raise any claim, dispute or difference of whatever nature arising under out of or in connection with the NIT including its existence or validity or termination (collectively "dispute") by giving a written notice to the other party, which shall contain

- i. a description of the dispute
- ii. the ground for such dispute
- iii. all written material in support of its claim

34.2.2 The other party shall, within thirty days of issuance of dispute notice issued under para 38.2.1, furnish:

- I. Counter claim and defences, if any, regarding the dispute; and
- II. All written material in support of its defences and counter claim

34.2.3 Within thirty days of issuance of notice by any party pursuant to para 38.2.1 or para 38.2.2 both the parties to the dispute shall meet to settle such

dispute amicably. If the parties fail to resolve the dispute amicably within thirty days of the receipt of the notice referred to in the above para the dispute shall be referred to Managing Director, JKMSCL, J&K for its reference to arbitration.

- 34.3 Dispute Resolution: Besides, as referred above in para 38.2.3 may also include any dispute arising out of contract with regard to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to the Managing Director, JKMSCL, J&K who will appoint his senior most officer as sole Arbitrator of the dispute, will not be related to this contract and whose decision shall be final and binding on both the parties. The Arbitrator proceedings shall be governed by the J&K Arbitration and Conciliation Act, 1997. The venue of the Arbitration shall be in the State of Jammu and Kashmir.

### **35. COMPLIANCE WITH THE CODE OF INTEGRITY AND NO CONFLICT OF INTEREST:**

Any person participating in a procurement process shall-

- a) Not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- b) Not misrepresent or omit misleads or attempts to misleads so as to obtain a financial or other benefit or avoid an obligation;
- c) Not indulge in any collusion, Bid rigging or any-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- d) Not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- e) Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any part or to its property to influence the procurement process;
- f) Not obstruct any investigation or audit of a procurement process;
- g) Disclose conflict of interest, if any; and
- h) Disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### **36. Conflict of Interests-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

A Bidder may be considered to be in Conflict of interest with one or more parties in bidding process if, including but not limited to:

- a. Have controlling partners/shareholders in common; or
- b. Receive or have received any direct or indirect subsidy from any of them; or
- c. Have the same legal representative for purposes of the Bid; or
- d. Have a relationship with each other, directly or through common third parties, that puts them. In a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. The Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification



- of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. The Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specification of the Goods, Works or Services that are the subject to the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in charge / consultant for the contract.
37. (i) Bidder is requested to send with bid, printed descriptive literature of the quoted items.
  - (ii) If Bidder supplied to or have Rate contract of quoted items with any other Govt. institutions within one year, he should provide copies of purchase orders, invoices and rate contract, if asked for.
  - (iii) Bidder shall not make any supply on the RC of JKMSCL to any of the Institute / department within the state of J&K. In case of default, supplier has to deposit 5% of the total value of Purchase Order / Supplies made to the department(s)/ Institute(s) other than JKMSCL to TIA/GM (Adm), JKMSCL.
38. All correspondence in this connection should be addressed to the Managing Director, JKMSCL **Plot no 58, Friends colony, Satyam Road, Trikuta Nagar, Jammu**
39. (i) Direct or indirect canvassing on the part of Bidders or their representative shall disqualify their tenders.
  - (ii) Supplier may be disqualified, banned or suspended from business during the rate contract, if:
    - (a) fails to execute a contract or fails to execute it satisfactorily;
    - (b) is declared bankrupt or insolvent or its financial position has become unsound, and in the case of a limited company, it is wound-up or taken into liquidation;
    - (c) the firm is suspected to be doubtful loyalty to state or country.
    - (d) the State Investigation Agencies or any other investigating agency recommends such a course in respect of a case under investigation.
    - (e) Bidder does not comply to clause 36 (iii), above.
    - (f) M.D., JKMSCL is prima-facie of the view that the firm is guilty of an offence involving moral turpitude in relation to business dealings, which if established would result ill business dealing with it banned.
40. If the bidder wishes to lodge any complaint against the other bidder regarding submission of false documents, information etc, the bidder has to deposit Rs. 10,000/- (Rupees Ten thousand only) in the form of Demand Draft drawn in favour of JKMSCL in terms of deposit. The amount so deposited shall be refunded if after scrutiny the complaint is found to be true. However, if the complaint found to be false and malafide, the deposit will be forfeited. No interest shall be paid against this deposit. The complaint must be on letter head bears the signature of the bidder or the authority higher than the bid signatory of the firm.
41. (i) Any certificate/documents/information submitted by the bidder found to be false / forged / fabricated etc than bidder shall be liable for the appropriate legal action along with disqualification, banning, suspension etc, for the limited or unlimited period
  - (ii) Bidders are required to submit wanted information (if any) based on the facts. If the furnished information by the firm found to misleading or not based on facts disciplinary action against the firm may be taken as to banning concerned item/items for certain or uncertain period.

42. The Corporation reserves the right to accept any tender not necessarily the lowest. Corporation may reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which Bidder has been given or distribute items of stores to more than one firm/supplier.
43. The Purchase Committee will have the right of rejection of all or any of the quotations without giving any reason for the same. The right to conclude parallel rate contracts with another firm for the stores detailed in this catalogue is also reserved by the MD JKMSCL.
44. Extra stipulation or any other condition contrary to the above Tender conditions are not acceptable and may render the tender liable to rejection.
45. The Bidder must sign all the pages of tender document at the below of Terms & Conditions agreeing to abide by all conditions of the tender and accept them in toto.
46. The MD, JKMSCL may relax or change/ make modifications in terms and conditions in the exigency excluding fundamental changes.
47. **JURISDICTION:-**All actions, legal proceedings and suits arising from or connected to this tender shall be subject to the exclusive jurisdiction of courts in the State of Jammu and Kashmir only.
48. **SAVING CLAUSE:-**No suit, prosecution or any legal proceedings shall lie against Bid Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of Bid.
49. Any condition(s) which may be left out in this tender document, the same condition(s) shall also constitute the part of this tender document as per its mention in SPP of JKMSCL.
50. **APPLICABILITY OF CLAUSES:-**All the clauses from 1 to 49 and their Annexure, Formats & Enclosures are applicable for the tendered items.

Sd/-

Jammu & Kashmir Medical Supplies Corporation Limited  
Jammu/Srinagar (J&K).

**I/we have read the aforesaid terms and conditions and I / we agree to abide myself/ ourselves by the above terms & conditions of the tender document.**

**B. Special Terms and conditions:-**

1. Technical details, Tender form duly signed in all respect, Earnest Money and all other required Documents should be uploaded in Cover "A" and Financial details (BOQ), should be uploaded in Cover "B" otherwise tender will not be considered.
2. Conditional tenders will not be considered.
3. Transshipment will be permitted and partial shipment not allowed.
5. The bidder should quote rates in Indian rupees and payment will be made in Indian rupees. (INR) only.

In the case of supply of imported item the suppliers shall furnish a certificate along with the bill to effect that the firm has completed all the formalities in connection with the import.

I / We have read the above terms and conditions and I/ we agree to abide by the same.

Signature  
Name in Capitals  
Company /Firm Seal

TABLE-1

List of tendered Items

Annexure C

S.No	Name of item	Detailed specification	Rates to be quoted for
1.	Pillow soft cotton	Weight 1.5Kg ( $\pm 5\%$ ), Size 48cmx73cm. Fine Quality	Each
2.	Pillow Cover cotton	White Colour Size 53 X 78cm	Each
3.	Pillow Cover cotton	Dyed (Green/Pink/blue/Peach/Purple or any other colour desired by the Department) Size 53 X 78cm.	Each
4.	Pillow with synthetic filling ( <b>White</b> )	Poly-fill soft with separate waterproof cover 48cm x 73cm. Fine Quality	Each
5.	Pillow with High quality polyurethane foam	With separate waterproof cover size 61 x 40 x 09 cm Fine Quality	Each
6.	Stitched pillow case Cover with inner flap	Size-80cm X 55cm with hospital name " <b>JKMSCL Supply</b> " woven by a suitable strong fabric color. Preferably at centre of pillowcase	Each
7.	Draw Sheet	<b>Colour Green</b> Multipurpose draw sheet standard, one side Linen and one side autoclavable water proof sheet size 59"x40" with hospital name printed as "JKMSCL Supply" by a suitable strong fabric color. Preferably at centre of draw sheet. Complying with ISI 754:1990 Casement (handloom Cotton Bed sheet)	Each
8.	Draw Sheet	<b>White Colour</b> Multipurpose draw sheet standard, one side Linen and one side autoclavable water proof sheet size 59"x40" with hospital name printed as "JKMSCL Supply" by a suitable strong fabric color. Preferably at centre of draw sheet. Complying with ISI 754:1990 Casement (handloom Cotton Bed sheet)	
9.	Operation Sheet white	<b>Auto-clavable</b> Size:- 220x 160cm (88"x64") <b>Specification:-</b> Made of 100% Casement cloth Weight per mtr:-250 gms $\pm 5\%$ Tolerance:- $\pm 5\%$	Each
10.	Operation Sheet Dyed (Colour as per the requirement of Department)	<b>Auto-clavable</b> Size:- 220x 160cm (88"x64") <b>Specification:-</b> Made of 100% Casement cloth Weight per mtr:- 250 gms $\pm 5\%$ Tolerance:- $\pm 5\%$	Each
11.	Bed Sheet stain resistant	Material: Sheeting cloth with hospital name woven. White Colour Size 250 cm X 150 cm (wt. 720-750 gm) Printed as "JKMSCL Supply" by a suitable strong fabric colour. Preferably at centre of bed sheets. Complying with ISI 175: 1989	Each
12.	Bed Sheet stain	Material: Sheeting cloth with hospital name	Each

	resistant (Dyed)	woven. Colour: (Green/Pink/blue/Peach/ Purple or any other colour desired by the Department) Size 250 cm X 150 cm (wt. 720-750 gm) Printed as “JKMSCL Supply” by a suitable strong fabric colour. Preferably at centre of bed sheets. <b>Complying with ISI 175: 1989</b>	
13.	Stitched operation room gown for surgeons	Colour as per the requirement of the Department) Wrap around, with elastic cuff and string with name woven as “JKMSCL Supply” by a suitable strong fabric color preferably at Pocket of gown Medium Gown Length-49” ; Chest - 54” 4” width at wrist sleeve 25”. Fine casement cloth, Bleached/Dyed <b>Compliant with ISI No. 11815:1986</b>	Each
14.	Stitched patient coats Stripped <b>small size</b>	Soft, opaque, Kurta with full front open with button) of the following sizes with name printed as “JKMSCL Supply” by a suitable strong fabric colour. Preferably at Pocket of Coats 100% bleached cotton (poplin). Small Size- Length 32” Chest45” (Colour as per the requirement of the Department)	Each
15.	Stitched patient coats Stripped Medium Size	Soft, opaque, Kurta with full front open with button) of the following sizes with name printed as “JKMSCL Supply ”by a suitable strong fabric colour. Preferably at Pocket of Coats 100% bleached cotton (poplin). Medium Size- Length 35” Chest50”	Each
16.	Stitched patient coats Stripped Large size	soft, opaque, Kurta with full front open with button) of the following sizes with name printed as “JKMSCL Supply ”by a suitable strong fabric colour. Preferably at Pocket of Coats 100% bleached cotton (poplin). Large Size- Length40” Chest55”	Each
17.	Stitched patient coats Stripped X-Large	soft, opaque, Kurta with full front open with button) of the following sizes with name printed as “JKMSCL Supply ”by a suitable strong fabric colour. Preferably at Pocket of Coats 100% bleached cotton (poplin). X Large Size- Length 42” Chest 60	Each
18.	Stitched patient coats Stripped XXL	soft, opaque, Kurta with full front open with button) of the following sizes with name printed as “JKMSCL Supply ”by a suitable strong fabric colour. Preferably at Pocket of Coats 100% bleached cotton (poplin). XXL Size- Length44” Chest65”	Each
19.	Stitched, patient pyjamas Stripped	Pyjamas with name printed as “JKMSCL Supply” by a suitable strong fabric color.	Each



	Small	Preferably at Pocket of Pyajams 100% bleached cotton (poplin) • Small Size– Length 38”; Waist 50”; Assan16; Thigh25”	
20.	Stitched, patient pyjamas Stripped Medium	Pyjamas with name printed as “JKMSCL Supply” by a suitable strong fabric color. Preferably at Pocket of Pyajams 100% bleached cotton (poplin) • Medium Size– Length 40”; Waist55”; Thigh26”; Assan17” Compliant with 11815:1986	Each
21.	Stitched, patient pyjamas Stripped Large	Pyjamas with name printed as “JKMSCL Supply” by a suitable strong fabric color. Preferably at Pocket of Pyajams 100% bleached cotton (poplin) • Large Size– Length 42”; Waist 55”; Thigh26”; Assan17”	Each
22.	Stitched, patient pyjamas Stripped XL	Pyjamas with name printed as “JKMSCL Supply” by a suitable strong fabric color. Preferably at Pocket of Pyajams 100% bleached cotton (poplin) • X Large Size- Length 44”; Waist60”; Thigh28”; Assan17”	Each
23.	Dead body Sheet (White)	Dead Body Sheet white khadi Size 150 x 300cm	Each sheet
24.	Doctor's White coat with Embroidered JKMSCL Logo Terry cot Size Small	65% polyester + 35% cotton suiting cloth Size: ➔ Small 45" chest & 41" Length; Sleeves L- 10"; Width 8.5 " Equivalent or not less than 350 gm	Each
25.	Doctor's White coat with Embroidered JKMSCL Logo Terry cot Size Medium	65% polyester + 35% cotton suiting cloth Size: ➔ Medium: 50" chest & 41" Length Sleeves L- 10" Width 8.5 Equivalent or not less than 400 gm	Each
26.	Doctor's White coat with Embroidered JKMSCL Logo Terry cot Size Large	65% polyester + 35% cotton suiting cloth Size: ➔ Large 52" chest & 41" Length Sleeves L- 10" Width 8.5 " Equivalent or not less than 420 gm	Each
27.	Doctor's White coat with Embroidered JKMSCL Logo Terry cot Size XL	65% polyester + 35% cotton suiting cloth Size: ➔ XL: 54" chest & 41" Length Sleeves L- 10" Width 8.5 Equivalent or not less than 440 gm	Each
28.	Doctor's White coat with Embroidered JKMSCL Logo Terry cot Size XXL	65% polyester + 35% cotton suiting cloth Size: XXL: 56" chest & 41" Length; Sleeves L- 10"; Width 8.5 "Equivalent or not less than 460 gm	Each
29.	Hand towel-57”x36”	Hand towels with 100% turkish cotton size 57”x36”	Each

		Hospital name printed with Hospital Stamped <b>"JKMSCL Supply"</b> by a suitable strong fabric color. Preferably at Centre of Towel.	
30.	Towel Turkish Dyed	Hospital name printed with Hospital Stamped <b>"JKMSCL Supply"</b> by a suitable strong fabric color. Preferably at Centre of Towel Size 27"x54" Material Fine Quality Cotton GSM :- 250-350.	Each
31.	Hand towel-39"x36"	Hand towels with 100% turkish cotton 39"x36" Hospital name printed with Hospital Stamped <b>"JKMSCL Supply"</b> by a suitable strong fabric color. Preferably at Centre of Towel	Each
32.	Napkin for bed cleaning	100% Turkish cotton of white colour. 18"x12"	Each
33.	Floor Duster	Cotton Floor Cleaning Duster for Blackboard, Fan, Desk, Sweeping Cloth Dusting Reusable & Washable Mop 24"x24" Microfiber Advance for Mopping.	Each
34.	Apron Khidmatghar/ Sweeper	Material: Casement /Drill cloth Colour: Green /white Size: Length 50"; Chest 46"; Loop 3 Nos. Sleeves 11"	Each
35.	Blanket woollen (Satin Lined) (colour camel/blue/black/red or other)	With piping 50% each with hospital name printed with Hospital Stamped <b>"JKMSCL Supply"</b> by woven. Preferably at centre of woollen blanket. Fine Quality 230x152cm, weight 2200gm ±3%, 70%±5% woollen and 30% ±5% other fibres <b>Compliant with ISI 1681: 1998</b>	Each
36.	Blanket Cover Mazri	Size:- 95"x65" 1. Stain resistant. 2. Size; Standard adult size. 3. Color: as per requirement of the Department 4. Zip type 5. Material: Stain Resistant Casement Cloth	Each
37.	Stitched, surgeon Kurtas bleached /dyed Terricot Cloth. Medium Size	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> Soft, opaque with both standard size front pocket and one chest pocket of the following sizes: (V neck with flap) with <b>"JKMSCL Supply"</b> woven with a suitable strong fabric. Preferably at Pocket of Kurtas. • Medium Size–Length 28"(100) Chest 46"Sleeves 10"Width 8.5" <b>Compliant with ISI No. 188:1980</b>	Each
38.	Stitched, surgeon Kurtas bleached /dyed Terricot Cloth. Large Size	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> Soft, opaque with both standard size front pocket and one chest pocket of the following sizes: (V neck with flap) with <b>"JKMSCL Supply"</b> woven with a suitable strong fabric. Preferably at Pocket of Kurtas. • Large Size–Length 30"(200)	Each

		Chest48"Sleeves10"Width8.5" <b>Compliant with ISI No. 188:1980</b>	
39.	Stitched, surgeon Kurtas bleached /dyed Terricot Cloth. Size: XL	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> Soft, opaque with both standard size front pocket and one chest pocket of the following sizes: (V neck with flap) with " <b>JKMSCL Supply</b> " woven with a suitable strong fabric. Preferably at Pocket of Kurtas. • X-LargeSize–Length36"(150) Chest50" Sleeves10"Width 8.5" <b>Compliant with ISI No. 188:1980</b>	Each
40.	Stitched, surgeon Kurtas bleached /dyed Terricot Cloth  Size XXL	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> Soft, opaque with both standard size front pocket and one chest pocket of the following sizes: V neck with flap) with " <b>JKMSCL Supply</b> " woven with a suitable strong fabric. Preferably at Pocket of Kurtas. • XXL Size–Length38" Chest54"Sleeves54"Width9" <b>Compliant with ISI No. 188:1980</b>	Each
41.	Stitched, surgeon pajamas bleached /dyed Terricot Cloth  Size: Small	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> with 2 standard size pockets (two front pockets) with mayani of the following sizes with name " <b>JKMSCL Supply</b> " woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both Small Size– Length 38"(100) Waist 50"; Thigh 25"; Assan 16" <b>Compliant with ISI No. 188:1980</b>	Each
42.	Stitched, surgeon pajamas bleached /dyed Terricot Cloth Medium <b>Size: Medium</b>	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> with 2 standard size pockets (two front pockets) with mayani of the following sizes with name " <b>JKMSCL Supply</b> " woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both Medium Size Length 40"(200); Waist 55"; Thigh26";Assan17" <b>Compliant with ISI No. 188:1980</b>	Each
43.	Stitched, surgeon pajamas bleached /dyed Terricot Cloth  <b>Size: Large</b>	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> with 2 standard size pockets (two front pockets) with mayani of the following sizes with name " <b>JKMSCL Supply</b> " woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both Large Size– Length44"(100) ; Waist 60"; Thigh28"; Assan17"	Each
44.	Stitched, surgeon bleached /dyed Terricot Cloth XL	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> with 2 standard size pockets (two front	Each

		<p>pockets) with mayani of the following sizes with name “<b>JKMSCL Supply</b>” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both</p> <p>X-Large      Size-Length 42”(50); Waist 55”; Thigh 26”; Assan 17</p> <p><b>Compliant with ISI No. 188:1980</b></p>	
45.	Stitched, surgeon bleached /dyed Terricot Cloth XXL	<p><b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b></p> <p>with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “<b>JKMSCL Supply</b>” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both</p> <p>XXL Size-      Length45”; Waist-65” Thigh 30”;Assan18”</p> <p><b>Compliant with ISI No. 188:1980</b></p>	Each
46.	Stitched, surgeon bleached /dyed Terricot Cloth Small	<p><b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b></p> <p>with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “<b>JKMSCL Supply</b>” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both</p> <p>Small Size-      Length 38”(100)    Waist 50”; Thigh 25”; Assan 16”</p> <p><b>Compliant with ISI No. 188:1980</b></p>	Each
47.	Stitched, surgeon bleached /dyed Terricot Cloth Medium	<p><b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b></p> <p>with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “<b>JKMSCL Supply</b>” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both</p> <p>Medium Size    Length 40”(200); Waist 55”; Thigh26”;Assan17”</p> <p><b>Compliant with ISI No. 188:1980</b></p>	Each
48.	Stitched, surgeon bleached /dyed Terricot Cloth Large	<p><b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b></p> <p>with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “<b>JKMSCL Supply</b>” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both</p> <p>Large Size-      Length44”(100) ; Waist 60”; Thigh28”;    Assan17”</p> <p><b>Compliant with ISI No. 188:1980</b></p>	Each
49.	Stitched, surgeon pajamas bleached /dyed Terricot Cloth XL	<p><b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b></p> <p>with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “<b>JKMSCL Supply</b>” woven with a</p>	Each



		suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both X-Large      Size-Length 42”(50); Waist 55”; Thigh 26”; Assan 17 <b>Compliant with ISI No. 188:1980</b>	
50.	Stitched, surgeon pajamas bleached /dyed Terricot Cloth XXL	<b>(Dark Green/Sky Blue/Maroon or as per requirement of the Department)</b> with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “ <b>JKMSCL Supply</b> ” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both XXL Size-      Length45”; Waist-65” Thigh 30”;Assan18” <b>Compliant with ISI No. 188:1980</b>	Each
51.	Paramedical Staff Dress Stitched shirt /kurta (Colour as per requirement of Department) Small	100% bleached poplin cotton with two front and one chest pocket V neck with flap) with “JKMSCL Supply”woven with a suitable strong fabric. Preferably at Pocket of Kurtas/Shirt. 1. MediumSize–Length 28”(100) Chest46”Sleeves10”Width8.5”	Each
52.	Paramedical Staff Dress Stitched shirt /kurta (Colour as per requirement of Department) Medium	100% bleached poplin cotton with two front and one chest pocket V neck with flap) with “JKMSCL Supply”woven with a suitable strong fabric. Preferably at Pocket of Kurtas/Shirt. 2. MediumSize–Length 28”(100) Chest46”Sleeves10”Width8.5”	Each
53.	Paramedical Staff Dress Stitched shirt /kurta (Colour as per requirement of Department) Large	100% bleached poplin cotton with two front and one chest pocket V neck with flap) with “JKMSCL Supply”woven with a suitable strong fabric. Preferably at Pocket of Kurtas/Shirt. • Large Size–Length 30”(200) Chest48”Sleeves10”Width8.5”	Each
54.	Paramedical Staff Dress Stitched shirt /kurta (Colour as per requirement of Department) X-Large	100% bleached poplin cotton with two front and one chest pocket V neck with flap) with “JKMSCL Supply”woven with a suitable strong fabric. Preferably at Pocket of Kurtas/Shirt. • X-LargeSize–Length36”(150) Chest50”Sleeves10”Width 8.5”	Each
55.	Paramedical Staff Dress Stitched shirt /kurta (Colour as per requirement of Department) XX-Large	100% bleached poplin cotton with two front and one chest pocket V neck with flap) with “JKMSCL Supply”woven with a suitable strong fabric. Preferably at Pocket of Kurtas/Shirt. • XXL Size–Length38” Chest 54”Sleeves54”Width9”	Each
56.	Paramedic Staff Dress Stitched Pyjama Small Size (Colour as per requirement of	Paramedic Staff Dress Stitched Pyjama of bleached 100% cotton (poplin) with two standard sized front pockets with Mayani. with 2 standard size pockets (two front pockets) with mayani of the following sizes	Each

	Department)	with name “JKMSCL Supply” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both Small Size– Length 38”(100) Waist 50”; Thigh 25”; Assan 16”	
57.	Paramedic Staff Dress Stitched Pyjama Medium Size (Colour as per requirement of Department)	Paramedic Staff Dress Stitched Pyjama of bleached 100% cotton (poplin) with two standard sized front pockets with Mayani. with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “JKMSCL Supply” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both Medium Size– Length 40”(200); Waist 55”; Thigh 26”; Assan 17”	Each
58.	Paramedic Staff Dress Stitched Pyjama Large Size (Colour as per requirement of Department)	Paramedic Staff Dress Stitched Pyjama of bleached 100% cotton (poplin) with two standard sized front pockets with Mayani. with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “JKMSCL Supply” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both Large Size– Length 44”(100) ; Waist 60”; Thigh 28”; Assan 17”	Each
59.	Paramedic Staff Dress Stitched Pyjama XL (Colour as per requirement of Department)	Paramedic Staff Dress Stitched Pyjama of bleached 100% cotton (poplin) with two standard sized front pockets with Mayani. with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “JKMSCL Supply” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both X-Large Size– Length 42”(50); Waist 55”; Thigh 26”; Assan 17	Each
60.	Paramedic Staff Dress Stitched Pyjama XXL (Colour as per requirement of Department)	Paramedic Staff Dress Stitched Pyjama of bleached 100% cotton (poplin) with two standard sized front pockets with Mayani. with 2 standard size pockets (two front pockets) with mayani of the following sizes with name “JKMSCL Supply” woven with a suitable strong fabric preferably at pocket of Pyjamas. Pyjamas should have strings and elastics both <b>XXL</b> Size– Length 45”; Waist-65” Thigh 30”; Assan 18”	Each
61.	Patient Suit Summer Full size stripped/Check	Made of superior quality blue & white stripped terrycot shirting cloth having composition of 65% polyester and 35% viscose or cotton. Size of Kurta: length: 95cm, Chest, 125cm, Sleeve, 63cm (iii) Length of Pyjama: 104cm. GSM-200 + 5%	Each suit

62.	Patient Suit Summer Paediatric striped/Check	Made of superior quality Red & white stripped terrycot shirting cloth having composition of 65% polyester and 35% viscose or cotton. (ii) Size of night suit shirt: length: 71cm, chest, 100cm, Arm 46cm (iii) Length of Pyjama: 81cm	Each suit
63.	Mattress Foam Plain with Cotton Cover	1. High Density polyurethane Foam Mattress with all 4 edges seal. 2. Density:- Minimum 32. 3. Size:- 72" x 36" x 04 Inches. 4. Mattress shall be fully covered across all faces with standard fabric (Cotton) covering.	Each
64.	Mattress for Semi Fowler Bed	<ul style="list-style-type: none"> <li>High Density polyurethane Foam Mattress with all 4 edges seal.</li> <li>Density: - Minimum 32</li> <li>Size: 77" x 36 x 04 Inches.</li> <li>Two sections should be there(30:70 cut giving 15 to 45 ° elevation</li> <li>Mattress shall be fully covered across all faces with standard fabric (Cotton) covering.</li> </ul>	Each
65.	Rexine Mattress Cover with Zip	Size 80"x 39" for 4" thick mattress Minimum GSM of Rexine = 70GSM Rexine must be impermeable	Each

**Essential Required parameters with specification for Linen/Fabric.**

**Casement (handloom Cotton Bed sheet) (IS:745:2003)**

- Count of yarn-20s/2, Weft-20s/2.
- Threads per inch-Warp-36-5% Min, Weft-36-5%Min.
- Weight per square meter-180gms(Min).
- Percentage Composition- warp and Weft 100%cotton.
- Breaking strength of Fabric (15-20) cm 2380 N(Min)
- Dimensional stability- Warp/Weft-6%Max
- Color fastness to light-4or better.
- Color fastness to washing- 4 or better.
- Change in color staining on adjacent fabric- 4 or better.
- Color fastness to rubbing Dry/wet (warp/weft)-4orbetter.
- Scouring Loss %-6%Max.
- pH value cold method- 6-10.

**Poplin (IS:188:1980)**

- Count of yarn-Warp & Weft- 60s(2f)
- Threads per inch-Warp-109-5% Min,Weft-56-5%Min.
- Weight per square meter-135gms± 5%- 2.5%(Min).
- Percentage Composition-100%cotton.
- Breaking strength of Fabric (15-20)cm<sup>2</sup>.
- Dimensional stability-Warp/Weft-3%Max.
- Colour Fastness to light- 5 or better.
- Perspiration fastness---4orbetter.
- Souring Loss%-2%Max.
- pH value cold method-6-10.

**Note:**

- Pajamas are to be made with (MIANIS/AASANS) as specified.
- Colours to be as mentioned.
- All stitched items to use standard mercerized threads and bear a minimum of 12 stitches per inch.
- Stitched apparel to conceal the frayed edges- chor silai in colloquial language.
- Designs for the apparels shall be provided in consultation with the user departments.
- All bed linen (bed sheet, top sheet, draw sheet) should have "JKMSCL Supply" woven along the sides in parallel mode.

7. Fabric specification as per enclosures.
8. Tags of different sizes to be attached on all the dress items.
9. Shirts/Kurtas for Staff or Doctor' should have "JKMSCL Supply" printed on the chest pocket.

Note:

1. All items are sample based. Intending bidders have to deposit the samples of each quoted item in triplicate within 10 days as and when asked for.
2. The certificate documenting the quality of the linen from Notified Laboratories of Textiles Committee, Govt. of India, Ministry of Textiles, should be submitted alongwith the tender document.
3. **SUPPLIES SCHEDULE:-**
  - a. The purchase order shall be liable to cancellation if the delivery schedule is not strictly followed.
  - b. Supplies are to be delivered at F.O.R. stores & respective GMC DWH.
4. No minimum quantity is guaranteed and the bidder shall not claim or compensation from the Jammu & Kashmir Medical Supplies Corporation Ltd.



(On Firm's letter head)  
Performa for the bidder for declaring items quoted in the Tender

S. No	Item Code	Name of the Item	Mfg By	Quality standards	Compliance (YES or NO)	Deviations (in Unambiguous Terms)

**JAMMU AND KASHMIR MEDICAL SUPPLIES CORPORATION LTD.***(Public Sector Undertaking of Govt of Jammu & Kashmir)*Corporate Head Office: 1<sup>ST</sup> Floor, Drug Store Building, Govt. Medical College, Bakshi Nagar, Jammu

Corporate Office: Opp.UT of Motor Garages Near Haj House, Bemnia, Srinagar

Telephone: 0191-2580842, Fax: 0191-2581845 (Jammu); Telefax: 0194-2432008 (Srinagar)

**PROFORMA for FINANCIAL BID FOR QUOTED ITEM**

S. N.	Name Item With full Specification	Item Code	Unit	Basic Rate / Unit	SGST	CGST	Total GST	Total Rate / Unit with tax
1	2	3	4	5	6	7	8	9
1.								
2.			<b>Do not quote rates here.</b>					
3.								
4.								

Date

Signature

Name in Capitals

Company / Firm Seal

Note: -

1. The final rate quote should be inclusive of all taxes. Excise, etc
2. Excise component should be separately shown in column No.6 for further reference
3. Rate should be quoted only single unit
4. No quantity or cash discounts should be offered.
5. Read all the terms & conditions before filling the Annexure-D.
6. Please quote rates in absolute amount only.

**Please don't write Rs. 00.00 against the items for which you don't wish to quote; instead, do write "Not Quoted" against the said item; as the system takes Rs. 00.00 as L1**

**(Original manufacturer/Direct Importer)****AFFIDAVIT**

(on Non Judicial Stamp of Rs.100/-)

**DECLARATION FORM**

1. I/We..... (Original manufacturer / Direct Importer) having our office at.....  
**(Address of Original manufacturer/Direct Importer)** and Manufacturing Unit at.....do declare that I/We have read all the Terms & Condition of the bid invited by M.D (TIA), Jammu & Kashmir Medical Supplies Corporation Limited, Jammu / Srinagar (J&K) for the finalization of the Rate Contract of \_\_\_\_\_, have agreed to abide by all the Terms & Conditions Of NIT including amendments, if any. I/We declare that we are participating in this bid in the capacity of (Original manufacturer/Direct Importer)\_\_\_\_\_.
2. That our firm is a \_\_\_\_\_ (sole proprietorship/Partnership/Pvt. Ltd. /ltd.) Firm
3. That neither our Firm nor our directors and officers stand blacklisted /debarred or banned/convicted by Bid Inviting Authority or Govt. of Jammu and Kashmir or any state Govt. or Govt. of India or its enterprise on the date of bid submission on the ground of submission of fake or forged documents or false information / facts, or for supply of drugs/medicines/other items in India.
4. I/ we hereby declare that:
  - a) I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
  - b) I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
  - c) I/we are not insolvent, in receivership, bankrupt or being wound up. not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
  - d) I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
5. I/we certify that there has been no reduction in sale price of the stores identical to the stores supplied to the JKMSCL under the contract herein and such stores have not been offered/sold by me/us to any person(s)/ organization(s) including the purchaser or any statutory undertaking of the central or state Government, as the case may be upto the date of the bill/date of completion of supplies at a price lower than the price charged to JKMSCL under the contract.
6. That I/We has/have furnished the correct information in the tender and I/We shall be solely responsible and liable for punitive action for wrong/false information if found to have been submitted in the tender apart from forfeiture of EMD & performance security.
7. I/We declare that the Financial bid has been submitted without any condition and strictly as per the conditions of the tender documents and I/We am / are aware that the Financial bid is liable to be rejected if it contains any counter / other condition.
8. I / We do hereby declare that I / We shall supply the items as per the tendered specifications, terms & conditions of the Tender Document and as per the instructions given in this regard.
9. I/We agree that the M.D. JKMSCL, Jammu / Srinagar (J&K) may forfeit bid security and or performance security and debar me/us for a period specifying in orders, if any information/document furnished by us is proved to be false/fabricated at the time of inspection and not complying with the terms and conditions of the bid document as presented in bid, Annexure-B and other relevant documents.

10. I/We hereby undertake that the rates quoted in financial bid shall remain valid for a period of two years from the date of issuance of first purchase order and I/We shall abide by the same fully.
11. I/We do hereby understand and agree that in event of I/We failing to adhere to the GMP norms at any stage when the contract is in operation, the bid will be rejected/contract will be terminated and where the failure is observed after conclusion of the contract, I/We will be liable for blacklisting according to provisions of this tender.
12. I/We declare that we possess all the legal license(s)/permits for manufacture and supply of the product(s) quoted; that we possess all the necessary facilities for the production, have adopted proper procedure for control of all activities to ensure proper quality of product(s) during its/their shelf life and we shall maintain all the documents including raw data records. I/We understand and agree that in event of I/We failing to provide such facilities, adopt proper procedure or maintain proper documents, I/we will be liable for all penal actions such as rejection of bid, termination of contract and blacklisting
13. I am/ We are aware of Tender Inviting Authority's right to forfeit the Earnest Money Deposit and/ or Security Deposit and blacklisting me/us for a period of 3 years in case, any information furnished by us proved to be false at the time of inspection or otherwise and not complying the conditions as per GMP Guidelines.
14. I/we declare that I/we use approved, safe & tested raw materials including excipients from NABL accredited Laboratory.
15. I/we declare that the test report is obtained for each batch of the finished product w.r.t. composition of active ingredients, from NABL accredited laboratory.
16. I/we declare that I/we have not been found guilty of supplying any item/spurious drugs in the last three (03) years

(Deponent)

Signature

Date:

Office Seal:

Name of the Firm:

Verification

I.....S/o.....(Designation)..... Prop/ Partner/  
Director of Firm M/s ..... Address ..... Affirm on oath that  
the contents/information from para 1 to 16 as mentioned above, are true & correct to the  
best of my knowledge and nothing is hidden. I also declare on oath, that if any  
information furnished by me as above is found wrong, false, forged or fabricated; the  
Corporation will be at liberty to cancel the Bid and forfeiting the earnest money deposit  
and or performancesecurity, for which I shall be solely responsible and the laboratory /  
firm may be Debarred/Banned/ prosecuted for the same

(Name of Deponent & Signature)

ATTESTED BY NOTARY PUBLIC

**ANNEXURE-IV-B**



**(Authorized Representative/Bidder)**

**AFFIDAVIT**

(on Non Judicial Stamp of Rs.100/-)

**DECLARATION FORM**

1. I/We..... **(Authorized Representative)**  
having our office at.....  
**(Address of Authorized Representative)** do declare that I/We have read all the Terms & Condition of the bid invited by M.D (TIA), Jammu & Kashmir Medical Supplies Corporation Limited, Jammu / Srinagar (J&K) for the finalization of the Rate Contract of \_\_\_\_\_, have agreed to abide by all the Terms & Conditions Of NIT including amendments, if any. I/We declare that we are participating in this bid in the capacity of **Authorized Representative**.
2. That our firm is a \_\_\_\_\_ (sole proprietorship/Partnership/Pvt. Ltd. /ltd.) Firm.
3. That neither our Firm nor our directors and officers stand blacklisted /debarred or banned/convicted by Bid Inviting Authority or Govt. of Jammu and Kashmir or any state Govt. or Govt. of India or its enterprise on the date of bid submission on the ground of submission of fake or forged documents or false information / facts, or for supply of drugs/medicines /other items in India.
4. I/ we hereby declare that:
  - e) I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
  - f) I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
  - g) I/we are not insolvent, in receivership, bankrupt or being wound up. not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
  - h) I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
5. I/we certify that there has been no reduction in sale price of the stores identical to the stores supplied to the JKMSCL under the contract herein and such stores have not been offered/sold by me/us to any person(s)/ organization(s) including the purchaser or any statutory undertaking of the central or state Government, as the case may be upto the date of the bill/date of completion of supplies at a price lower than the price charged to JKMSCL under the contract.
6. That I/We has/have furnished the correct information in the tender and I/We shall be solely responsible and liable for punitive action for wrong/false information if found to have been submitted in the tender.
7. I/We declare that the Financial bid has been submitted without any condition and strictly as per the conditions of the tender documents and I/We am / are aware that the Financial bid is liable to be rejected if it contains any counter / other condition.
8. I / We do hereby declare that I / We shall supply the items as per the tendered specifications, terms & conditions of the Tender Document and as per the instructions given in this regard.
9. I/We agree that the M.D. JKMSCL, Jammu / Srinagar (J&K) may forfeit bid security and or performance security and debar me/us for a period specifying in orders, if any information/document furnished by us is proved to be false/fabricated at the time of inspection and not complying with the terms and conditions of the bid document as presented in bid, Annexure-B and other relevant documents.
- 10.I/We hereby undertake that the rates quoted in financial bid shall remain valid for a period of two years from the date of issuance of first purchase order and I/We shall

abide by the same fully.

11.I/We declare that we possess all the legal license(s)/permits for supply of the product(s) quoted; that we possess all the necessary facilities for the supply, have adopted proper procedure for control of all activities to ensure proper quality of product(s) during its/their shelf life . I/We understand and agree that in event of I/We failing to provide such facilities, adopt proper procedure or maintain proper documents, I/we will be liable for all penal actions such as rejection of bid, termination of contract and blacklisting

12.I am/We are aware of Tender Inviting Authority's right to forfeit the Earnest Money Deposit and/ or Security Deposit and blacklisting me/us for a period of 3 years in case, any information furnished by us proved to be false at the time of inspection or otherwise.

(Deponent)

Signature

Date:

Office Seal:

Name of the Firm:

Verification

I.....S/o.....(Designation)..... Prop/ Partner/  
Director of Firm M/s ..... Address ..... Affirm on oath that  
the contents/information from para 1 to 12 as mentioned above, are true & correct to the  
best of my knowledge and nothing is hidden. I also declare on oath, that if any  
information furnished by me as above is found wrong, false, forged or fabricated; the  
Corporation will be at liberty to cancel the Bid and forfeiting the earnest money deposit  
and or performance security, for which I shall be solely responsible and the laboratory /  
firm may be Debarred/Banned/ prosecuted for the same

(Name of Deponent & Signature)

ATTESTED BY NOTARY PUBLIC

**Note: The authorized representative shall have to submit the declaration from original manufacturer also**

**ANNEXURE-VII**

(On firm's letter head)  
**ANNUAL TURN OVER STATEMENT**

The Average Gross Annual Turnover of M/s. \_\_\_\_\_ address \_\_\_\_\_ for the past three financial years are given below and certified that the statement is true and correct.

S.No.	Financial Years	Turnover in Lakhs (Rs)
1.	1 <sup>st</sup> year	-
2.	2 <sup>nd</sup> Year	-
3.	3 <sup>rd</sup> Year	-
Total		- Rs. _____ Lakhs
Average gross annual turnover		- Rs. _____ Lakhs

Date  
Signature of Auditor/Seal

Signature of the bidder

Chartered Accountant  
(Name & Address.)  
Tel. No.  
Mob. No.  
**UDIN:**

## ANNEXURE-H

(On firm's letter head)  
**STATEMENT OF PAST SUPPLIES**  
**(SPECIAL TERMS & CONDITIONS)**

We..... (Name of firm) do hereby certify that we have supplied ----- (Name of item) as per details given below:

Financial year	Order placed by [full address of purchaser with telephone & fax no.]	Order No. and date	Description and quantity of ordered goods	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the item been supplied satisfactory
				As per contract	Actual		
2020-21							
2021-22							
2022-23							

1. It shall be submitted with technical bid and the above information should be verifiable from relevant documents of the bidder, which shall be provided by him.
2. Past Performance for the year 2023-24 may also be considered, if accounts are audited and certified by C.A.
3. The past performance criteria is not applicable for ISI marked items.
4. In the case of supply of imported item the suppliers may be asked to furnish a certificate and other information to the effect that the firm has completed all the formalities including bill of entries in custom in connection with import of the item in question.

Place :

Date :

Signature of Bidder with  
Seal



*(On the letterhead of manufacturer)*  
**Authorization of Bidder by the Firm**

The Managing Director  
 Jammu and Kashmir Medical Supplies Corporation Limited  
 J&K

Dear Sir,  
 Sub: Regarding authorization of bidder by the firm  
 Ref.: Your NIT no. .... dated.....

Name of items.....

I/we ..... (Name).....for M/s.....(Name of firm)..... who are proven and reputable manufacturers .....(Name of item).....having factory at .....(Address of Factory and Office)..... hereby authorize Mr..... (Name & Designation of Bidder).....to submit a bid, process the same further, to raise invoice, enter into a tripartite contract with you against your requirement and to receive payments, on our behalf as contained in the above referred bid documents/NIT for the above goods manufactured by us.

I/we further confirm that no individual other than Mr.....(Name & Designation of Bidder), is authorised to submit a Bid, process the same further and enter into a contract with you against your requirement as contained in the above referred Bid documents for the above goods manufactured by our Firm.

I/we also hereby extend our full consent, as applicable as per bid conditions of contract, read with modifications/addendum, if any, in the conditions of contract for the goods and services offered for supply by the authorized bidder/signatory against this bid document.

In case of default of authorized representative (or) otherwise, I/we also hereby confirm that we shall also be jointly and severally responsible for the satisfactory execution of contract placed on the authorized Firm & blacklisting along with penalty, if any, for non-execution of contract by the authorized dealer/supplier shall be borne by us.

This authorization shall be valid till the completion of the rate contract period and related services i.e. guarantee etc., whichever is later.

I/we further confirm that without the prior consent of JKMSCL, Authorized representative I.e M/S----- shall not be changed.

The attested photocopy of photo ID/voter ID/driving license/any other equal document for authorized person is enclosed here.

Yours faithfully,

*(Name & signature of chairman).....*  
 For M/s .....

AUTHORISED SIGNATORY OF FIRM

Accepted by the authorized person  
 Mr.....

*(Signature, Name & address).....*

**[on Rs. 100/- Non-Judicial Stamp Paper- "Affidavit"]**  
**AGREEMENT**  
**(For Manufacturers/ Direct Importers only)**

This deed of agreement is made on this ..... day of ..... 2022 between Jammu & Kashmir Medical Supplies Corporation Limited represented by its General Manager (P&S/Drugs) having its registered office at Ist Floor, Durg Store Building, Govt. Medical College Jammu (Temporarily shifted to Plot No:58, Friends Colony, Satyam Road, Trikuta Nagar, Jammu / Opposite State Motor Garage, near Haj House Bemina Srinagar (herein after referred to as "First Party" (Purchaser) which term shall include its successor, representatives, executors assigns and administrator unless excluded by the contract) and M/s ..... (Original Manufacturer / Direct Importer) represented by its Proprietor/Managing Director/Managing Partner/ Authorized Signatory of the company/ firm having its registered office at ..... and its factory premises at ..... (hereinafter referred to as "Second Party" (Suppliers) which term shall include its successors representatives, heirs, executors and administrators unless excluded by the contract).

Whereas the (Original Manufacturer/ Direct Importer) (Second Party)) have agreed to supply to First Party (Purchaser), the items with specifications mentioned in the scheduled attached here to at the prices noted herein and in the manner and under the terms and conditions herein after mentioned and whereas the second party has agreed to deposit performance security to first party, equivalent to 5% of the tentative cost/ contract value (rounded to the nearest round number) in the scheduled attached as per terms & conditions of the tender document in the form bank of guarantee for the due and faithful performance of this agreement, to be forfeited in the event of Second Party failing duly and faithfully to perform it. Now these presents witness that for carrying out the said agreement in this behalf into execution the Second Part and the First Party (Purchaser) do hereby mutually covenant, declare, contract and agree each of them in the manner following, that is to say,

1. The term "Agreement", wherever used in these connection shall mean and includes the terms and conditions contained in the invitation to bid floated for the rate contract cum supply for Linen and Bedding Items for Jammu & Kashmir Medical Supplies Corporation Limited (Rate Contract for twelve (24) months period, extendable for another three (03) months with mutual consent) the instructions to bidders, the condition of bid, acceptance of bid, particulars herein after defined and those eligibility criteria, general conditions and other conditions that may be added from time to time.
- 2.1. The agreement is for the supply, by the Second Party (Suppliers) to the First Party (Purchaser), of the Linen and Bedding items on terms and conditions set forth in the agreement.
- 2.2. This agreement shall be deemed to have come into force with effect from the date of receipt of letter of information/ acceptance and it shall remain in force upto period of twenty four (24) months which can further be extended for another three (03) months with mutual consent of First Party and Second Party.
- 2.3. The bid quantity noted against each item in the scheduled attached here to indicate only the probable/ tentative total requirement of the First Party in respect of each item for the agreement period indicated in clause "2.2" above. This quantity may increase or decrease at the discretion of the First Party. The Second Party (Supplier) shall make supplies of the items on the basis of Purchase order only placed on him/ her from time to time by the ordering authority of First Party (Purchaser-JKMSCL)

specifying the quantity required to be supplied at a specific location/ locations within the state of Jammu and Kashmir.

- 2.4. The Second Party shall have no right/query regarding placing of orders against the tentative requirement mentioned in the schedule enclosed which may increase or decrease or First Party may not issue any order for certain item/ items mentioned therein the schedule enclosed/ tentative/ Indicative quantity.
- 2.5. The release of payment shall be as per terms and conditions of the tender document and deduction and penalties as per the penalty clause of the tender document.
- 2.6. Penalty shall be imposed @ 0.25% per day for every day of delay subject to maximum 10%. Rest of the terms and conditions of SPP with regard to penalty clause shall remain unchanged
- 2.7. Penalty shall not be imposed if a claim with regard to any supply i.e (Drug/Equipment) is complete in all respects i.e QC verified/Board verified etc is not cleared by JKMSCL with in a period of 60 days.

### **3. SUPPLIES ON THE RATE CONTRACT OF JKMSCL:**

The Second Party shall in no case, use the rate contract of JKMSCL for making supplies and / or comparing of rates to/ with any of other department(s)/ agency (ies)/ NGO etc. In case Second Party supplies any of the item(s) at the rate contract or provides the document for comparison of rates or otherwise, to any other department(s)/ agency(ies)/ NGO(s) etc, the defaulted Second Party shall have to pay 7.5% of the total invoice value of the product(s) supplied to other department(s)/ agency(ies) etc. at the rate contract of JKMSCL as penalty to the first party (JKMSCL-purchaser) and further the Second Party shall be liable to be considered for Debarring/ Blacklisting for a period not less than five years.

### **4. TERMINATION OF CONTRACT ON BREACH OF CONDITION.**

- 4.1. In case the supplier fails or neglects or refuse to faithfully perform any of the covenants on his part herein contained, it shall be lawful for the First Party to forfeit the amount deposited by the supplier (second party) as performance security and cancel the contract.
- 4.2. In case the Second Party neglects or refuse to observe, performs, fulfill and keep, or any one or more or any part of any one of covenants, stipulation and provisions herein contained, it shall be lawful for the First Party on any such failure, neglect or refusal, to put an end to this agreement and there upon on every article, cause and thing herein contained on the part of First Party shall cease and be void and in case of any damage, loss, expenses, differences in cost or other from out of deposit/ due for the time being payable to the Second Party under this and/ or any other contract and in case such last mentioned deposit/ dues are insufficient to cover all such damages, loses, expenses, difference in cost and other deposit as aforesaid, it shall be lawful for the First Party to appropriate the performance security made by the supplier as herein before mentioned to reimburse all such damages, losses, expenses and difference in cost and other money as the purchaser shall be sustained, incurred or been put to by reason of the Second Party (Supplier) having been guilty of any such failure negligence or refusal as aforesaid or other breach in the performance of this contract.
- 4.3. If any time during the course of contract it is found that the information furnished by the Second Party (Supplier) to the First Party (Purchaser) either in his bid or otherwise, is false, the purchaser may put on end to the contract/ agreement wholly or in part and thereupon the provision of clause "4.1" above shall apply or any other action are deemed fit by the First Party may also apply.
- 4.4. The First party (Purchaser-JKMSCL) reserves the right to terminate, without assigning any reasons the contract/ agreement either wholly or in part, without any notice to the Second Party. The Second Party shall not be entitled for any compensation what so ever in respect of such termination of the contract/ agreement by the First Party.
5. All certificates or notices or orders for time or for extra, varied or altered suppliers which are to be the subject of extra or varied charges whether so described in the Agreement or not, shall be in writing and unless in writing shall not be valid, bidding

or be of any effect what so ever.

6. The Second Party (Supplier) shall not be in any way interested in or concerned directly or indirectly with any of the officer, subordinate or servants of the First Party. In any trade, business or transaction nor shall the Second Party give or pay or promise to give or pay any such officer, subordinate, servant directly or indirectly any money or fee or other consideration under designation of "Custom" or otherwise; nor shall the Second Party permit any person or persons whomsoever to interfere in the management or performance hereof under the Power of Attorney or otherwise without the consent in writing of the First Party obtained in first hand.
7. In case the Second Party (Suppliers) at any time during the continuance of the contract becomes bankrupt or in solvent or commits any act of bankrupt or insolvency under the provisions of any law in that behalf for the time being in force or should compound with his creditors, it shall be lawful for the First Party to put an end to the agreement and there upon on every article , clauses and thing herein contained to be operative on the part of the purchaser, shall cease and be void and the First Party shall have all the rights and remedies given to him under the preceding clauses.

#### **8. SERVING OF NOTICE TO SUPPLIER**

- 8.1. All notice or communication relating to or arising out of this agreement or any of the terms thereof shall be considered duly served on or given to the Second Party (Suppliers) if delivered to him or left at his/ her premises, place of business or abode.
9. And it is hereby agreed and declared between the parties hereto that in case any question of dispute arises touching the construction or wording of any of clause herein contained the rights, duties, liabilities of the parties hereto or any other way, touching or arising out of the presents the decision of the Managing Director, JKMSCL in the matter shall be final and binding.
10. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by first and the final appellant authority and decision of said authority shall be final.
11. All terms and conditions of the NIT shall be the part of this agreement.

Original Manufacturer/ Direct Importer  
(Supplier) (Second Party)

(Signature, Name & full Address with stamp  
Witness (Signature, Name & Address)

- 1.
- 2.

Jammu & Kashmir Medical Supplies Corporation  
Ltd (First Party) Represented by

General Manager (P&S/Drugs)/ JKMSCL  
(Signature, Name & full Address with stamp)  
Witness (Signature, Name & Address)

- 1.
- 2.



**[on Rs. 100/- Non-Judicial Stamp Paper- "Affidavit"]**

**AGREEMENT**

**(Tripartite Agreement for Authorized Agents/ Dealers/ Facilitators)**

This deed of agreement is made on this ..... day of ..... 2020 between Jammu & Kashmir Medical Supplies Corporation Limited represented by its General Manager (P&S/Drugs) having its registered office at Ist Floor, Drug Store Building, Govt. Medical College, Jammu (Temporarily shifted to Plot No:58, Friends Colony, Satyam Road, Trikuta Nagar, Jammu / Opposite State Motor Garage, near Haj House Bemina Srinagar (herein after referred to as "First Party" (Purchaser) which term shall include its successor, representatives, executors assigns and administrator unless excluded by the contract), M/s ..... (Original Manufacturer/ Direct Importer) represented by its Proprietor/ Managing Director/ Managing Partner/ Authorized Signatory of the company/ firm having its registered office at ..... and its factory premises at ..... (herein after referred to as "Second Party" (Suppliers) which term shall include its successors representatives, heirs, executors and administrators unless excluded by the contract) and M/s ..... (Authorized agent/ dealer/ facilitator) represented by its Proprietor/ Managing Partner/ Managing Director having its registered office at ..... (herein after referred to as "Third Party"- (Authorized Agent/ Suppliers/ Dealers) of Second Party, which term shall include its successors representative, heirs, executors and administrators unless excluded by the contract).

Whereas the (Original Manufacturer/Direct Importer) (Second Party/Third Party (Authorized Representatives) have agreed to supply to First Party ( Purchaser), the Linen and Bedding items with specifications mentioned in the scheduled attached here to at the prices noted herein and in the manner and under the terms and conditions herein after mentioned and whereas the second party/ third party have agreed to deposit performance security to first party, equivalent to 5% of the tentative cost/ contract value (rounded to the nearest round number) in the scheduled attached as per clause 11 of the tender document in the form of bank guarantee for the due and faithful performance of this agreement, to be forfeited in the event of Second Party/Third Party failing duly and faithfully to perform it. Now these presents witness that for carrying out the said agreement in this behalf into execution the Second Part/Third Party, and the First Party (Purchaser) do hereby mutually covenant, declare, contract and agree each of them in the manner following, that is to say,

1. The term "Agreement", wherever used in these connection shall mean and includes the terms and conditions contained in the invitation to bid floated for the rate contract cum supply for Linen and Bedding Items for Jammu & Kashmir Medical Supplies Corporation Limited (Rate Contract for twenty four (24) months period, extendable for another three (03) months with mutual consent), the instructions to bidders, the condition of bid, acceptance of bid, particulars herein after defined and those eligibility criteria, general conditions and other conditions that may be added from time to time.
- 2.1. The agreement is for the supply, by the Second Party/ Third Party (Suppliers) to the First Party (Purchaser), of the Linen and Bedding Items on terms and conditions set forth in the agreement.
- 2.2. This agreement shall be deemed to have come into force with effect from the date of receipt of letter of information/ acceptance and it shall remain in force upto a period of twenty four (24) months which can further be extended for another three (03) months with mutual consent of First Party and Second Party/Third Party.
- 2.3. The bid quantity noted against each item in the scheduled attached here to indicate only the probable/ tentative total requirement of the First Party in respect of each item

for the agreement period indicated in clause “2.2” above. This quantity may increase or decrease at the discretion of the First Party. The Second Party/ Third Party (Supplier) shall make supplies of the Linen and Bedding items on the basis of Purchase order only placed on him/her from time to time by the ordering authority of First Party (Purchaser-JKMSCL) specifying the quantity required to be supplied at a specific location/ locations within the state of Jammu and Kashmir.

- 2.4. The Second Party/ Third Party shall have no right/ query regarding placing of orders against the tentative requirement mentioned in the schedule enclosed which may increase or decrease or First Party may not issue any order for certain item/items mentioned therein the schedule enclosed /tentative/ Indicative quantity.

**3. AUTHORIZED AGENTS/ DEALERS OF SECOND PARTY:**

- 3.1. In this agreement, the Second Party (Original Manufacturer/ Direct Importers) have authorized M/s .....; (Third Party) as Agent/Distributers/Dealers to submit bid, to negotiate with First Party, to raise invoice and receive payment on behalf of Second Party; and as such, supplies shall be endorsed by the Second Party M/s ..... (Original Manufacturer/ Direct Importers) and original copy of delivery challan of Second Party towards the Third Party for such supplies shall be endorsed along with invoice submitted by Third Party to First Party.
- 3.2. The Corporation under such arrangements shall have a right to secure confirmation to authority of suppliers from Second Party before releasing the payments.
- 3.3. The release of payment shall be as per terms and conditions/ payment clause of the tender document and deduction and penalties as per the penalty clause of the tender document.

**4. SUPPLIES ON THE RATE CONTRACT OF JKMSCL:**

The Second Party or Third Party shall in no case, use the rate contract of JKMSCL for making supplies and / or comparing of rates to/ with any of other department(s)/ agency(ies)/ NGO etc. In case Second Party/ Third Party supplies any of the item(s) at the rate contract or provides the document for comparison of rates or otherwise, to any other department(s)/ agency(ies)/ NGO(s) etc, the defaulted Second Party or Third Party, wherever applicable, shall have to pay 7.5% of the total invoice value of the product(s) supplied to other department(s)/agency(ies) etc. at the rate contract of JKMSCL as penalty to the first party (JKMSCL-purchaser) and further the Second Party/ Third Party shall be liable to be considered for Debarring/ Blacklisting for a period not less than five years.

**5. TERMINATION OF CONTRACT ON BREACH OF CONDITION**

- 5.1. In case the supplier fails or neglects or refuse to faithfully perform any of the covenants on his part herein contained, it shall be lawful for the First Party to forfeit the amount deposited by the supplier (second party/ third party) as performance security and cancel the contract.
- 5.2. In case the Second Party/Third Party fails, neglects or refuse to observe, performs, fulfill and keep, or any one or more or any part of any one of covenants, stipulation and provisions herein contained, it shall be lawful for the First Party on any such failure, neglect or refusal, to put an end to this agreement and there upon on every article, cause and thing herein contained on the part of First Party shall cease and be void and in case of any damage, loss, expenses, differences in cost or other from out of deposit/ due for the time being payable to the Second Party/ Third Party under this and/ or any other contract and in case such last mentioned deposit/ dues are insufficient to cover all such damages, loses, expenses, difference in cost and other deposit as aforesaid, it shall be lawful for the First Party to appropriate the performance security made by the supplier as herein before mentioned

to reimburse all such damages, losses, expenses and difference in cost and other money as the purchaser shall be sustained, incurred or been put to by reason of the Second Part/ Third Party (Supplier) having been guilty of any such failure negligence or refusal as aforesaid or other breach in the performance of this contract.

- 5.3. If any time during the course of contract it is found that the information furnished by the Second Party/ Third Party (Supplier) to the First Party (Purchaser) either in his bid or otherwise, is false, the purchaser may put on end to the contract/ agreement wholly or in part and thereupon the provision of clause "5.1" above shall apply or any other action are deemed fit by the First Party may also apply.
- 5.4. The First party (Purchaser-JKMSCL) reserves the right to terminate, without assigning any reasons the contract/ agreement either wholly or in part, without any notice to the Second Party/Third Party. The Second Party/ Third Party shall not be entitled for any compensation what so ever in respect of such termination of the contract/ agreement by the First Party.
6. All certificates or notices or orders for time or for extra, varied or altered suppliers which are to be the subject of extra or varied charges whether so described in the Agreement or not, shall be in writing and unless in writing shall not be valid, bidding or be of any effect what so ever.
7. The Second Party/ Third Party (Supplier) shall not be in any way interested in or concerned directly or indirectly with any of the officer, subordinate or servants of the First Party. In any trade, business or transaction nor shall the Second Party/Third Party give or pay or promise to give or pay any such officer, subordinate, servant directly or indirectly any money or fee or other consideration under designation of "Custom" or otherwise; nor shall the Second Party/ Third Party permit any person or persons whomsoever to interfere in the management or performance hereof under the Power of Attorney or otherwise without the consent in writing of the First Party obtained in first hand.
8. In case the Second Party/Third Party (Suppliers) at any time during the continuance of the contract becomes bankrupt of or in solvent or commits any act of bankrupt or insolvency under the provisions of any law in that behalf for the time being in force or should compound with his creditors, it shall be lawful for the First Party to put an end to the agreement and there upon on every article, clauses and thing herein contained to be operative on the part of the purchaser, shall cease and be void and the First Party shall have all the rights and remedies given to him under the preceding clauses.
- 8.1. In case Third Party, (Authorized Representative/ Dealer/ facilitator) at any time during the continuants of the contract become bankrupt of or insolvent or commits any act of bankrupt or insolvency either provisions of any law in that behalf for the time being in force, or should compound with his creditors, the Second Party, (Original Manufacturer/Direct Importers) shall be bound to continue with the supplies directly for the First Party till the completion of contract otherwise it shall be lawful for the purchase to put an end to the agreement and thereupon every article clause and thing herein contained to be operative as part of First Party, shall cease and be void and the First Party shall have all the rights and remedies given to him under the preceding clauses.

## **9. SERVING OF NOTICE TO SUPPLIER**

- 9.1. All notice or communication relating to or arising out of this agreement or any of the terms thereof shall be considered duly served on or given to the Second Party/ Third Party (Suppliers) if delivered to him or left at his/ her premises, place of business or abode.
10. And it is hereby agreed and declared between the parties hereto that in case any

question of dispute arises touching the construction or wording of any of clause herein contained the rights, duties, liabilities of the parties hereto or any other way, touching or arising out of the presents the decision of the Managing Director, JKMSCL in the matter shall be final and binding.

11. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by first and the final appellant authority and decision of said authority shall be final.
12. All terms and conditions of the NIT shall be the part of this agreement.

Authorized Agent/ Dealer  
(Third Party)

(Signature, Name & full Address with  
stamp)

Witness (Signature, Name & Address)

1.

2.

Jammu and Kashmir Medical Supplies  
Corporation Ltd.

(First Party) Represented by  
General Manager (Drugs)/ JKMSCL  
(Signature, Name & full Address with  
Stamp)

Witness (Signature, Name & Address)

Original Manufacturer/ Direct Importer  
(Supplier) (Second Party)

(Signature, Name & full Address with  
stamp)

Witness (Signature, Name & Address)

1.

2



(On Firm's letter head)  
**Memorandum of Appeal**

- Appeal no..... of.....  
 Before the..... (appellate authority)
1. Particulars of appellant:
    - (i) Name of the appellant:
    - (ii) Official address, if any:
    - (iii) Residential address:
  2. Name and address of the respondent(s):
    - (i)
    - (ii)
    - (iii)
  3. Number and date of the order appealed against and name and designation of the officer/ authority that passed the order (enclose copy), or a statement of a decision, action or omission of the procuring entity in contravention to the provisions of the Act by which the appellant is aggrieved:
  4. If the appellant proposes to be represented by a representative, the name and postal address of the representative:
  5. Number of affidavits and documents enclosed with the appeal:
  6. Ground of appeal:
 

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..... (supported by an affidavit)
  7. Prayer:.....
 

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Place .....

Dated .....

Appellant's signature