



### TENDER NOTIFICATION

The Head, CLPC, Sri Adichunchanagiri Shikshana Trust invites closed tenders from eligible tenderers or bonafide licensed manufacturers (OEM) or their authorized local supplier/ dealer/ distributor in the state of Karnataka for the **Procurement of outpatient file folders at Adichunchanagiri Hospital and Research Center, BG Nagara - 571448, Mandya (District).** as per section I & II.

01	Name of the work	Procurement of outpatient file folders at Adichunchanagiri Hospital and Research Center, BG Nagara - 571448, Mandya (District).
02	Last Date for Tender Submission	On or before 29.09.2025 before 5.30 PM

### Section-1

#### Instructions to Tenderers

- 1) The Tenderer shall submit the bids (Technical & Financial bids) through the mail id: **clpchead@bgscet.ac.in** on or before the last date of tender submission (for any or all list of items) on professional business letterheads only. The details to be printed on the letter head is as follows
  - i) Tender for Procurement of outpatient file folders at Adichunchanagiri Hospital and Research Center, BG Nagara - 571448, Mandya (District).
  - ii) Tender Reference number.....[Insert Number]
  - iii) Address to "The HEAD, CLPC, Sri Adichunchanagiri Shikshana Trust, BGSCET Campus, Mahalakshmpuram, Bengaluru - 560086"
  - iv) The tenderer shall submit the original documents to this office on the last day of submission for verification who prefers to submit the tender through Post can dispatch the same through Registered post / Speed post or Couriers as to reach the above address on or before the due date and time specified in the Tender Notice. Tenders received after the due date and time, for what so ever reasons will not be considered and the authority, Head of CLPC will not be liable or responsible for the same.
- 2) **Tender Currency:** Prices shall be quoted in Indian Rupees only.
- 3) **AMC/CMC (IF ANY)** is subject to the Sri Adichunchanagiri shikshana trust's norms.
- 4) **Warranty:** 3 Years.
- 5) **Amendment of tender documents:** At any time prior to the deadline of submission of tenders the trust may, for no reason, whether as its own initiative or otherwise modify the tender documents by amendment. Sri Adichunchanagiri Shikshana Trust reserves all the rights to accept, reject, incorporate changes and re-tender without giving any reasons.



- 6) **Documents Comprising the Tender:** Shall attach Brochure, Certification of the product, Bank/account details, PAN, GSTIN, Good Standing Certificate and 02 years of ITR declaration inside the envelope and the company contact details with email id on the in the below mention format in annexure - 1.
- 7) **Tender Prices:** Prices indicated on the price schedule shall be entered separately I.e. the price of the goods, quoted (ex-works, ex-factory, ex-showroom, ex-warehouse, or off-the-shelf, as applicable), including all duties and sales and the other taxes already paid or payable. Any Indian duties, sales and other taxes which will be payable on the goods if the contract is awarded. Conditional tenders will not be considered. The bidder has to give the quotation in the below enclosed format in annexure - 2.
- 8) **Validity of the Bid:** 90 days from the last date of submission of bid.
- 9) **Corrupt or Fraudulent practices:** Sri Adichunchanagiri Shikshana Trust requires that the tenderers, observe the highest standard of ethics during the procurement and execution of such contracts. In purchase of this policy:
  - a) Will reject a proposal for award if it determines the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - b) Will declare a firm ineligible, either indefinitely or for the stated period of time, to be awarded a university contract if it any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a trust contract.
- 10) **Process to be confidential:** Information relating to the examination, clarification, evaluation, and comparison of tenders and recommendations for the award of contract will not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced. Any effort by a tenderer to influence the employer's processing of tenders or award decisions may result in rejection of his tender.
- 11) **Clarification of Tenders:** To assist in the examination, evaluation, and comparison of tenders the employer may, at his discretion, ask and tenderer for clarification of his tender, including breakdowns of unit rates. The request for clarification and the response shall be writing or by cable, but no change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the employers in the evaluation of the tenders.
- 12) **Delivery:** The successful BIDDER should commence the service as per the tender document/work or purchase order. For any queries or assistance, please write to [clpchead@bgscet.ac.in](mailto:clpchead@bgscet.ac.in) or telephone to +91- 8123707324.
- 13) **Penalty Clause:** Non-execution of supply order – for the reasons of failure to supply partially or completely within the stipulated time or any event of breach of contract. In case at any following stages
  - a) For the delayed supply (3 days of grace period) – 5% deduction
  - b) Quantity issues – 5 % deduction
  - c) Quality issues – 10% deduction



## **Section-2**

### **Technical Specification**

<b>SL. No</b>	<b>Particulars</b>	<b>Total Quantity in Nos.</b>
1.	Outpatient File Folders	100000

### **Technical Specification for Outpatient File Folders**

**Note: Rate Contract for a period of 1 Year**

**Size:** 180mm\*240mm (Finishing Size)

**Cover Page:** 170GSM Art Papet, Multi colour Back and Back Printing

**Inner Page:** 100GSM Maplito Paper (Without Printing) 5 Sheets (10Pages)

**Finishing:** Cover Page Single Side Mat Lamination Centre Pinning (Double)



**Annexure – 1**  
**PARTICULARS OF THE BIDDER**

<b>Sr. No</b>	<b>Description</b>	<b>Details (to be filled by the responder to the Bid)</b>
1	Name of the company	
2	Official address	
3	Phone No. And Fax No.	
4	Corporate Headquarters Address	
5	Phone No. And Fax No.	
6	Web Site Address	
7	Details of Company's Registration (Please enclose copy of the company registration document)	
8	Name of Registration Authority	
9	Registration Number and Year of Registration	
10	ISO certifications and its validity	
11	GST registration No.	
12	Permanent Account Number (PAN)	
13	Company's Revenue for last 3 years (Year wise)	
14	Company's net worth for the last year	
15	Bank Details (Name, Account no., Branch, IFSC, MICR)	



## Annexure - 2

The Bidder has to quote the rate in the Item Data available online with this bid. Details to be filled up for price bid are as below:

**The price shall be inclusive of all taxes (inclusive of GST) under the relevant Laws of India.**

SL. No	Particular	Amount In Rs. (Inclusive of All the taxes)
1	Total Cost for Procurement of outpatient file folders at Adichunchanagiri Hospital and Research Center, BG Nagara - 571448, Mandya (District).	
Total in Rs and in words -		

**Cost related to Supply and Installation as per Items mentioned in the Compliance sheet for technical proposal.**

SL. No	Particulars	Total Quantity In nos.	Unit Rate in Rs	Total Cost in Rs.
1	Outpatient File Folders	100000		
Total in Rs				
GST@18% in Rs.				
Grand Total Amount in Rs.				

**THE HEAD  
CLPC, ACU  
Mahalakshmiipuram,  
Bengaluru - 560 086.**