Department Of Biomedical Engineering
Medical Superintendent Office, HIMSR & HAHC Hospital, Jamia Hamdard

TERMS AND CONDITIONS (Calibration Services)

1. **Bid Validity:**
   The bid shall remain valid for a minimum period of **three (03) months** from the date of submission.
2. **Taxes & Pricing:**
   All applicable taxes must be mentioned **separately** in the price bid along with the **quoted calibration rates**.
3. **Details of Maintenance/Calibration Provider:**
   The bidder shall submit the following details:
   - Name and Address
   - Fax and Telephone Number
   - E-mail ID
   - PAN/TAN
   - GST Registration Number
   - Bank Account Details
   - MICR Number
4. **Rate Quotation:**
   Calibration charges should be quoted **both in figures and in words**.
5. **On-Site Calibration:**
   All calibrations should be carried out **within the hospital premises**, as far as possible.
6. **Tender Signing:**
   Each page of the tender document must be **signed and stamped** by the tenderer.
7. **Sealed Tender Submission:**
   The tender should be submitted in a **sealed cover**, containing all **technical details** and **price information**.
8. **Blacklisting Clause:**
   The **Medical Superintendent** or his designated officer shall be the competent authority for issuing blacklisting orders.
   Blacklisting may be imposed for a period **not exceeding five (05) years** in cases of failure, default, or breach of terms and conditions of the MOU/contract.
9. **Submission of Calibration Certificates:**
   All calibration certificates must be handed over to the **Bio-Medical Engineering Department** before submission of bills.
10. **NABH Requirement:**
    During any **NABH inspection**, if any equipment/certificate requires verification, the required calibration shall be done by the company **free of cost**.
11. **Payment Process (Quality Approval):**
    Payment will be processed only after submission of the **satisfactory report** by the respective **HOD / In-charge of Quality Department**.
12. **Payment Timeline:**
    Payment will be released within **90 days** from the date of submission of the bill.

Name & Signature:
Address of the Tenderer:
With Stamp