
	सामग्री प्रबंधन अनुभाग भारतीय प्रौद्योगिकी संस्थान, रूडकी रूडकी-247667, हरिद्वार, उत्तराखण्ड, भारत Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in	Material Management Section Indian Institute of Technology Roorkee-247667(Haridwar) (Uttarakhand) (India) Phone-(O) 01332-28-4293, 4693 E-mail: mmiitr@iitr.ac.in	
	GSTIN-05AAALI0033R4Z2		
	PAN-AAALI0033R		

निविदा प्रलेख / Tender Document

No. 1000000204/MM-1/IITR/2020-21/Rate Contract for Supply /IH/RT-1/141

10-Aug-2020

Bids under two bid systems (Technical and Commercial) are invited Online at CPP Portal (<https://eprocure.gov.in/eprocure/app>) from the reputed manufacturer/authorized supplier/dealer for the following items. **Manual bids will not be accepted.**

वस्तु की तकनीकी विषिष्टताये / Technical Specifications of item:

Sr. No	Name of item / Specifications	QTY	UOM
1	Rate Contract for Supply of Branded Allopathic Medicines to The Institute Hospital, Indian Institute of Technology Roorkee	As per Requirement	
नोट-1: कृपया वस्तु का मूल्य एवं कर अलग-अलग दर्शाए।			
Note-1: Please quote the Rate & Taxes of the item separately.			
Note-2: E-way bill is to be issued by the Venders/Transporter			
Note-3: The HSN / SAC Code of the item must be mentioned.			
Critical Date Sheet			
1	Published Date	10-Aug-2020	(17:00)
2	Bid Document Download / Sale Start Date	10-Aug-2020	(17:30)
3	Seek Clarification Start Date	10-Aug-2020	(18:00)
4	Seek Clarification End Date	18-Aug-2020	(16:00)
5	Pre Bid Meeting Date	Not Required	Not Required
6	Bid Submission Start Date	20-Aug-2020	(10:00)
7	Bid Submission End Date	31-Aug-2020	(15:00)
8	Bid Opening Date	31-Aug-2020	(15:30)

Chapter-1 : Instruction to bidders

- A. The Tender should be enclosed with proper certifications like Agency Certification, Authorization certificate and/or Proprietary Certificate, as the case may be, in support of your offer.
- B. बोली का जमा किया जाना / Submission of Bids:

The bids should be submitted online in two parts –

 - 1 (i) The Technical Bid (Annexure-III, A, B, C & D) with EMD and Tender Acceptance Letter
(ii) The Financial Bid (Annexure-E) & Price Bid in .XLS Format
 - 2 The bids should be on official pad preferably with GST Number of the firm
 - 3 The quotations should bear full details and where possible may be duly supported with catalogues, pamphlets, literature, samples of the item/items as the case may be for comparing the quality and rates of the item(s).
 - 4 The rates shall not be subject to escalation of any nature.
 - 5 The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.

- 6 While quoting / sending rates, the firm shall give an undertaking as per Annexure-II.
- C. **बोलियों का खोला जाना / Opening of Bids:**
 - 1 The Technical Bids will be opened online at CPPP Portal (<https://eprocure.gov.in/eprocure/app>)-**Plz refer Critical Date Sheet**
 - 2 The Financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the respective firm later by the system (CPP Portal (<https://eprocure.gov.in/eprocure/app>))
 - 3 Representatives of the firms(s) may be present at the time of openings, if they so desire.

Chapter-2 : Conditions of Contract

- D. पूर्व-आपूर्ति निरीक्षण / Pre-supply Inspection:
 - 1 Authorized representative of the Institute shall make the final inspection before supply of the item at site of the firm, if required.
- E. **बोली अस्वीकृती के लिए मानदंड / Criteria for bid rejection:**
 - 1 If technical bid found without the required undertaking (Annexure-II) & Annexure- A,B, C & D.
 - 2 If it found at a later date that any information given in the bids is Incorrect/false then the bid is liable to be disqualified/rejected.
 - 3 Canvassing in any form will result to disqualification.
 - 4 If "extra, as actual" etc. are mentioned against any of the price components in the bid the bid will be rejected.
 - 5 If the firm quotes 'NIL' charges / consideration, the bid shall be treated as unresponsive and will not be considered.

Chapter-3 : Schedules of requirements

- F. [टिप्पणी / Note:](#)
 - 1 If the supplier/firm is manufacturer/authorized dealer/sole distributor/of the item, the certificate to this effect should be attached.
 - 2 Please note that the firms must submit the compliance Statement in an organized and structured manner in respect of all the details as per tender document.
 - 3 It may also be noted that the tender bids received after the stipulated date & time or found incomplete and the tender bids containing false/incorrect information shall be summarily rejected. The Institute shall not entertain any communication in this regard, whatsoever.
 - 4 The firm is required to give its Bank Account details with IFSC for the purpose of making e-payment.
 - 5 The Indian Institute of Technology (IIT) Roorkee reserves the right to reject any quotation wholly or partly without assigning any reason.
 - 6 IIT Roorkee discourages High Sea Sale purchase. All tenders with High Sea Sale will be rejected.
 - 7 The firms should clearly mention (in the financial bid) the Harmonized System of Classification (HS code) defined by the Central Custom and Excise Board (Govt. of India)- for the item(s) involving import.
 - 8 **If the due date happens to be a holiday, then the bid will be opened at 3.30PM of the next working day followed by the holiday.**
 - 9 If an agent submits bid on behalf of the Principal/OEM, the same agent can not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.
 - 10 Indian Agent should submit the certificate from the Foreign Principal that they are the Authorized & Registered Indian Agent.
 - 11 **Any corrigendum/addendum/errata in respect of the Tender Notice/ Enquiry letter shall be made available CPP Portal (<https://eprocure.gov.in/eprocure/app>). Hence prospective bidders are advised to visit the CPP Portal (<https://eprocure.gov.in/eprocure/app>) regularly.**
 - 12 Bidders shall be responsible for the correctness of the information provided in the enquiry letter/tender document. If it is found at a later date that any information given in the bid is Incorrect/false then the bid is liable to be disqualified/rejected.
 - 13 Before submission of bids, bidders should read the complete enquiry letter/tender document carefully and ensure that the bidders fulfill the eligibility criteria.
 - 14 In case the item/product is under rate contract with DGS&D or GeM, then Bidder should certify that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.
 - 15 **The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process which may be detected at any stage even after the issue of purchase order, the Institute reserves the right to modify/withdraw/cancel any communication made to the bidder.**

Chapter-4 : Specifications and allied Technical details

Please refer Annexure-III

Chapter-5 : Price Schedule (to be utilized by the bidders for quoting their prices online in .XLS format at CPPP Portal (<https://eprocure.gov.in/eprocure/app>))

Plz. See Annexure- E & Price Bid in .XLS Format

Chapter-6 : Contract Form

Purchase Order is used as Contract Form

Chapter-7 : Other Standard Forms, if any to be utilized by the purchaser and bidders

Tender Acceptance Letter

*उप कुलसचिव (सामग्री प्रबंधन) / सहायक कुलसचिव (सामग्री प्रबंधन)
Deputy Registrar (MM)/ Assistant Registrar (MM)

***Document Digitally Signed on <https://eprocure.gov.in/eprocure/app>**

For any Clarification regarding technical specifications of item Please Contact:

**Dr. Vandana Khobragade,
CMO, Institute Hospital,
IIT Roorkee**

**Institute Hospital, Ph.-01332-28-5784
IIT Roorkee**

**Email: cmo@iitr.ac.in,
hospital@iitr.ac.in**

तकनीकी बोली

विस्तृत विवरण अनुपालन रिपोर्ट के साथ प्रस्तुत किया जाना है (अपने आधिकारिक लेटर हेड पर विक्रेता/फर्म द्वारा प्रस्तुत करने के लिए)

Detailed specification cum compliance report to be submitted with the Technical Bid
(to be submitted by the vendor/firm on its official letter head)

(For Detailed Technical Specification Plz refer Annexure-III)

Sr.No	Name & Required Specifications of Item(s)	Qty	UOM	Offered specifications of item(s) by the firm
1				
	Firm's Profile :			
1	Manufacturer/Authorized Agent/Distributor/Dealer/Supplier(valid certificate must be attached)			
2	E-mail I.D. & Telephone/Mobile No. Detail of Bank A/C			
Note:	1. "offered specifications", should be filled up properly in the format provided as per Annexure-I.			
	2. Volume & Weight of the item should also be mentioned.			
	3. The HSN / SAC Code of the item must be mentioned.			

Signature: _____

Name : _____

Designation : _____

Seal of the Organisation

उपबंध / UNDERTAKING

Ref. No. No. 1000000204/MM-1/IITR/2020-21/Rate Contract for Supply /IH/RT-1/141
Dated:- 10-Aug-20

That all the terms/conditions mentioned in the enquiry letter/tender against which the rates are being given are acceptable to the firm.

It is certified that the rate quoted is not over and above (higher side) the rates under RC with the DGS&D or GeM.

It is certified that the firm has never been black-listed from any Government Department. (State/Central Govt./ Autonomous/ PSU)

Signature_____

Name_____

Instructions for Online Bid Submission

Instructions to the Bidders to submit the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

- 1 Possession of valid Digital Signature Certificate (DSC) and enrollment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for tendering.
- 2 Bidder should register for the enrollment in the e-Procurement site using the "Online Bidder Enrollment" option available on the home page. Portal enrollment is generally free of charge. During enrollment/registration, the bidders should provide only valid and true information including valid email id. All the correspondence shall be made directly with the contractors/bidders through email id as registered.
- 3 Bidder need to login to the site through their user ID/ password chosen during enrollment/registration.
- 4 Then the Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by SIFY/nCode/eMudra etc. recognized by Controller of Certifying Authorities (CCA) India on eToken/SmartCard, should be registered.
- 5 The registered DSC only should be used by the bidder in the transactions and should ensure safety of the same.
- 6 Contractor/Bidder may go through the tenders published on the site and download the tender documents/ schedules for the tenders.
- 7 After downloading/getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected.
- 8 Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting if any. Bidder should take into account the corrigendum if any published before submitting the bids online.
- 9 Bidder may log in to the site through the secured login by the user id/ password chosen during enrolment/registration and then by submitting the password of the e-Token/Smartcard to access DSC.
- 10 Bidder may select the tender in which he/she is interested in by using the search option and then move it to the 'my tenders' folder.
- 11 From my tender folder, he may select the tender to view all the details uploaded there.
- 12 It shall be deemed that the bidder has read and understood all the terms and conditions before submitting the offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the incomplete bid shall stand rejected.
- 13 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and ordinarily it shall be in PDF/xls/rar/jpg/dwf formats. If there is more than one document, all may be clubbed together and provided in the requested format. Bidders Bid documents may be scanned with 100 dpi with black and white option. It is advisable that each document to be uploaded through online for the tenders should be less than 2 MB. If any document is more than 2MB, it can be reduced through zip/rar and the same if permitted may be uploaded. The file size being less than 1 MB the transaction uploading time will be very fast.
- 14 The Bidders can update well in advance, the documents such as certificates, annual report details etc., under "My Space option" and these can be selected as per tender requirements and then send along with bid documents during bid submission. This will facilitate the bid submission process faster by reducing upload time of bids.
- 15 Bidder should submit the Tender Fee/ EMD as specified in the tender. Scanned copy of the same should be uploaded as part of the offer.
- 16 While submitting the bids online, the bidder shall read the terms and conditions and may accept the same to proceed further to submit the bid packets.
- 17 The bidder has to select the payment option as offline to pay the Tender FEE/ EMD as applicable and enter details of the same.
- 18 The details of the DD/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection. (If applicable)
- 19 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Every act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read, understood and agreed with all clauses of the bid document including General conditions of contract without any exception.
- 20 The bidder has to upload the relevant files required as indicated in the cover content. In case of any irrelevant files, the bid may be rejected.

- 21 If the price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified / replaced by the bidder; else the bid submitted is liable to be rejected for the tender.
- 22 The bidders are advised to submit the bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission due date and time (as per Server System Clock). The TIA shall not be held responsible for any delay or the difficulties faced during the submission of bids online by the bidders.
- 23 After the bid submission (i.e. after Clicking "Freeze Bid Submission" in the portal), the acknowledgement number indicated by the system should be printed by the bidder and kept as a record of evidence for online submission of bid for the particular tender and also be used as entry pass to participate in the bid opening.
- 24 The time settings fixed in the server side and displayed at the top of the tender site, shall remain valid for all actions of requesting, bid submission, bid opening etc., in the e- Tender system. The bidders should follow such time during bid submission.
- 25 All the data being entered by the bidders would be encrypted using Public Key Infrastructure (PKI) encryption techniques to ensure the secrecy of the data. The data entered is not retrievable by unauthorized persons during the bid submission and until the time of bid opening by any person.
- 26 Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers' public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 27 The confidentiality of the bids is maintained with the use of Secured Socket Layer (SSL) 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 28 The bidder should logout of the tendering system using the normal logout option available at the top right hand corner and not by selecting the (X) exit option in the browser.
- 29 For any queries regarding e-Tendering process, the bidders may contact at address as provided in the tender document. Parallely for any further queries, the bidders are advised to contact over phone: **0120-4001005** or send an e-mail to – cppp-nic@nic.in.

Tender Acceptance Letter
(To be given on Company Letter Head)

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender No. 1000000204/MM-1/IITR/2020-21/Rate Contract for Supply /IH/RT-1/141

Tender description:

Dear Sir,

- 1 I/We have downloaded/ obtained the tender document(s) for the above mentioned 'Tender No.' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).
- 2 I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like section(s), schedules(s) etc.), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/ clauses contained therein.
- 3 The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.
- 4 I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.
- 5 In case any provisions of this tender are found violated, then your department/organisation shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-III



भारतीय प्रौद्योगिकी संस्थान रुड़की
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

Rate Contract for Supply of Branded Allopathic Medicines to
The Institute Hospital, Indian Institute of Technology Roorkee

DEFINITIONS OF TERMS :

In this Appendix (as hereinafter defined) the following words and expressions shall have meanings hereby assigned to them, except where the context requires otherwise:

- 1.1 The **"INSTITUTE"** shall mean Indian Institute of Technology Roorkee (IITR) with its premises located at Roorkee - 247667 and shall include its authorized representatives, successors and assignees.
- 1.2 The **"FIRM [s]"** shall mean firm or company or corporation, or consortia of firms or companies or corporations, whose Bid has been accepted by the Institute and includes the Contractor's legal representatives, his successors and permitted assignees.
- 1.3 The **"TENDER"** shall mean the bid/proposal/offer alongwith supporting documents, submitted by the firm for considerations by the Institute.

On behalf of Institute, the Material Management Section invites online bids at CPP Portal (<https://eprocure.gov.in/eprocure/app>) in Two Bid (Cover) System (Technical bid and Financialbid) from reputed, branded eligible and qualified Manufacturer/ their Authorized Dealer to enter into Annual Rate Contract(s) for Supply of branded allopathic medicines.

A. Schedule of Tender :-

Sr.	Schedule	Particulars
1.	Last date & time of submission of bid	Please refer Critical Date Sheet
2.	Date and Venue of Opening of Technical Bid	Please refer Critical Date Sheet Venue: Material Management Section, Main Building, IIT Roorkee

- (i) Bids without Tender Fee & EMD shall be summarily rejected.

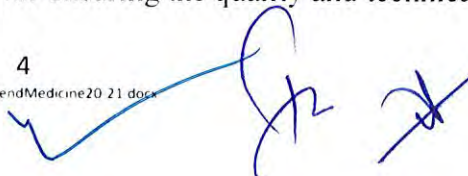
(B) Technical Eligibility Criteria for the Firms (to be provided with the technical bid) :

1. The firm / bidder should be GST Registered. True copy of the GST registration should be submitted. Bids without GST Registration shall be rejected.
2. Bidders shall submit Tender Fee (non-refundable) of value of Rs. 500 online into the account of IIT Roorkee on below mentioned account details with description of complete tender/enquiry number. Tender can be downloaded from the Institute website or CPPP.
3. Firms of appropriate class and repute who have carried out similar supply work in AIIMS New Delhi, PGI Chandigarh, JIPMER or any Govt./Semi Govt. Hospitals / Public Sector Undertaking will be given preference. A True copy of at least one rate contract award letter issued during the last three Financial Years ending **31st March 2020** from AIIMS New Delhi, PGI Chandigarh, JIPMER or any Govt./Semi Govt. Hospitals / Public Sector Undertaking must be enclosed with the Technical Bid.

4. **The individual manufacturing pharmaceutical firm should have manufacturing experience for 30 years or more since its establishment date to the last date for tender submission. A valid and signed copy regarding the establishment of the firm should be attached with the technical bid.**
5. Firms should submit valid and signed copy of ISO Certificates.
6. The Firm should have a valid factory license for Manufacturing, Assembling and Supply of medicines. Copy of the same should be provided.
OR
bidder should submit the Authorization certificate from the OEM.
7. **The firm should have annual financial turnover more than Rs.150 Crore in productions of branded allopathic medicines, during the last three Financial Years ending namely 2016-17, 2017-18 & 2018-19.**
Only a certificate duly signed by the Chartered Accountant/Company Secretary (as per **Annexure-A**) indicating the Financial Turnover must be enclosed with Technical Bid.
8. The firm should submit Form-1, Form-2, Form-3, Form-4 and Form-5 given in **Annexure-B**.
9. While quoting / sending rates, the firm shall give an undertaking (as per **Annexure-C**) to the effect that the terms/conditions mentioned in the enquiry letter against which the rates are being given are acceptable to the firm.
10. The firm should not be black listed or suspended by any Govt. /Public Sector undertaking/ University /Institution /Govt. Hospitals etc. An undertaking/declaration in this regard should be enclosed (as per **Annexure-D**). If any such matter i.e. of blacklisting / suspension is subjudice, even then the concerned firm shall be technically disqualified.
11. The firm should produce true copy Income tax returns for the Past three years i.e. **2016-17, 2017-18&2018-19** along with copy of PAN/TAN No. Sales Tax/GST registration Certificate .

(C) Submission of Bids:

1. The tenders should be submitted in two parts - (i) The Technical Bid and (ii) the Financial at CPP Portal (<https://eprocure.gov.in/eprocure/app>).
2. Bids should be submitted online for the medicines / salts as specified in BoQ. Besides the medicines/salts specified in **BoQ**, the bidder firm must also provide the complete list of all the medicines in alphabetical order. (In Pdf as per Annexure-E otherwise bid will be not considered)
3. All the pages of the bids should be signed and stamped/sealed.
4. Tenders should be printed on official pad preferably with GSTIN number of the firm.
5. Tenders should bear full details and where possible may be duly supported with catalogues, pamphlets, literature for ensuring the quality and technical details.



6. Tender Fee & EMD received after the last date and time of the bid submission shall not be considered.
7. Since this purchase being for IIT Roorkee, it is therefore exempted from the payment of custom/excise duty. The firms should quote accordingly. The exemption certificate shall be provided to the firms.
8. The rates must be quoted both in figures and words.
9. The rates and offer should be valid for one year from the date of award of Rate Contract.
10. The offer shall not be subject to escalation of any nature.
11. The rates quoted should be applicable to educational institutions and any cost advantage received in lieu thereof should be passed on the Institution.

(D) Opening of Bids :

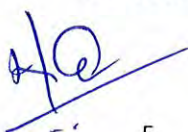
1. The Technical Bids will be opened as per the details mentioned in critical date sheet in the Material Management Section, Main Building, IIT Roorkee. Representatives of the firms(s) may be present at the time of opening the technical bids if they so desire.
2. The financial bids of only the Technically Qualified bidders will be opened. The date and time for opening the Financial Bid will be communicated to the respective firm later by the system. (CPP Portal (<https://eprocure.gov.in/eprocure/app>))
3. Representatives of the firms(s) may be present at the time of opening the financial bids if they so desire.

(E) Tender Fee and Earnest Money Deposit (EMD):

1. Bidders shall submit Tender Fee (non-refundable) of value of Rs. 500 online into the account of IIT Roorkee on below mentioned account details with description of complete tender/enquiry number. Tender can be downloaded from the Institute website or CPPP.
2. The Technical Bid should accompany an EMD of value of Rs. One Lakh should be deposited online into the account of IIT Roorkee on below mentioned account.

Details of IIT Roorkee Bank Account:

Account Name: NON MHRD GOVERNMENT FUND IIT ROORKEE
Account No.: 00000032685865515
Bank Name: STATE BANK OF INDIA
Branch Address: IIT ROORKEE, ROORKEE
IFSC Code: SBIN0001069
MICR: 247002094



3. The Bidder will have to fill Tender Fee & EMD details in CPP portal & provide the tender reference number in the narration/remarks while doing the payment as per quoted items and share the receipt of the same in pdf on CPP Portal (<https://eprocure.gov.in/eprocure/app>). The qualification in Technical bid will be subject to the submission of EMD in above mentioned account within schedule date and time as mentioned in the NIT. IITR shall not be responsible for any delay in submission of EMD.

In case the EMD is not received in above mentioned account within the aforesaid period, the bid will be out rightly rejected.

4. Exemption on submission of Tender Fee & EMD only will be given against submission of valid MSME/NSIC certificate under valid category.
5. The earnest money (EMD) shall be refunded to all the unsuccessful firms, without any interest after finalization of the contract.
6. EMD shall be refunded to the successful firms on receipt of PBG/Security Deposit. No interest is payable on the EMD to either the successful firms or the unsuccessful firms.

(F) Security Deposit :

The successful firms will have to submit security deposit of **Rs.1,00,000.00 (Rs. One Lakh only)** in the form of Performance Bank Guarantee issued by any Commercial Bank drawn in favor of "The Registrar, IIT Roorkee" payable at Roorkee, otherwise the contract will be cancelled and EMD will be forfeited.

The Performance Bank Guarantee (PBG) of above **Rs.1,00,000.00 (Rs. One Lakh only)** should be valid for the contract period plus additional six months. No interest shall be claimed by the bidder on the PBG submitted.

(G) Financial Offer :

1. Rate should be quoted for the medicines / salt as given in the list given at **Annexure-E**. If the bids are not found as per the list of medicines specified in the tender document, then the bids shall be automatically rejected.

Rate should be quoted per Tablet / per Capsule / per Unit / per Kit/ per ml. as specified in **Annexure-E**.

Bid (s) shall be rejected if rates are not quoted as per the quantity mentioned above.

2. There should not be any over-writing or cutting on rates quoted. However, all cutting/corrections must be duly authenticated otherwise bids will be liable to be rejected.
3. The firms should quote maximum discount rate.
4. The rate / discount should not exceed from the rate / discount that are offered to the DGS&D or to any other Govt. Units / Organizations / Hospitals / Institutions.

(H) The Termination of Contract:

1. The contract period may be terminated at any time by the Institute after giving one month notice if any of the following is found :
 - (a) If the firm is found blacklisted by the any Govt. Establishment /University /Institution/Govt. Hospitals / Public Sector Undertaking, etc. then the Rate Contract will be summarily cancelled and further action as per Institute Rules will be taken.
 - (b) If the firm indulges in any malpractice or illegal act concerning the contract or reported ordiscovered by the Institute, then the contract shall be terminated without notice and action to blacklist the firm is liable to be taken.
 - (c) If the firm does not supply within 01 week (from the issue date of supply order) then the Institute reserves the right to take appropriate action as deemed fit.
 - (d) If the firm provides wrong, incorrect &false information, document or data.

(I) Supply of Medicines:

1. The firm should supply the medicines as per the supply order placed from time to-time.
2. The Institute Hospital shall place the order as per the quoted rates directly to the firm with a copy to the authorized dealer / stockist, if they have any for the execution of supply order.
3. **Life Period :**
 - (a) **For medicines / drugs having shelf life of Two Years or less:**
Drugs supplied should not be older than one fourth (1/4) of its shelf life from the dateof manufacture.
 - (b) **For medicines / drugs having shelf life of more than two years :**
Drugs supplier should not be older than one sixth (1/6) of its shelf life from the date of manufacture.
 - (c) **For imported drugs :**
All imported drugs should have50% of shelf life from the date of manufacture at the time of supply.
 - (d) **For EXPIRED Medicines :**
Medicines expired in the Medical Store of the Institute hospital should be replaced by the supplier within the same award period.

(J) Testing of Drugs / Medicines (Quality Control):

All drugs supplied by supplier under RC shall be subject to quality testing by Govt. / Govt. approved laboratories at the time of receipt of supply.

The Institute may carry out the testing of drugs if found necessary. If drugs are found of substandard quality then the supplier will be liable to replace the entire quantity immediately and the entire cost shall be borne by the supplier. The institute shall have the right to take necessary action against the supplier if drugs are found of substandard quality.



(K) Payment Terms:

1. The firm should submit the proforma invoice (after discount offer as per contract) for the medicines. Taxes or Govt. levy, if any as applicable at the time of delivery the same must be shown separately in the bill.
2. Payment will be released, after receipt and acceptance of medicines by the authorized representative of the Institute and on submission of the bill along with the list of medicines supplied as per the purchase order. No advance amount will be paid. Statutory taxes as applicable at source will be deducted from the Bill. All payments will be made by NEFT / RTGS / crossed cheque.

(L) FORCE MAJEURE :

1. A penalty of 0.5% of the delivered price / total order value per week shall be levied for the delay subject to a maximum of 5% of the total order value shall be imposed.

For the purpose of and within the scope of contract by way of indication and not of limitation. the term "Force Majeure" shall mean acts of nature, strikes, Lockouts, or other industrial disturbances, act of public/enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms lightening, flood, washouts, civil disturbances, explosion and any other similar even not within the control of either party on which by exercise of due care and diligence neither party is able to prevent or overcome.

If a Force Majeure situation arises, the firms shall promptly notify the Institute in writing of such conditions and the cause thereof.

2. Penalty as may be decided by the Institute is liable to be levied on the firm who does not supply the medicines according to quantity/specifications and time limit specified in the purchase order.

(M) ARBITRATION:

In the event of any difference or dispute arising out of this agreement, all efforts shall be made by both the Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through an arbitration conducted under the Arbitration and Conciliation Act, 1996 by the sole Arbitrator appointed by the Director, IIT Roorkee. The arbitrator shall give reasoned and speaking award.

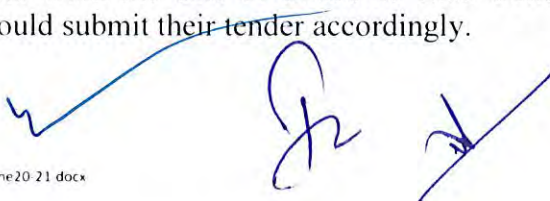
(N) SUB-LETTING OF Contract:

No part of the contract nor any share or interest therein shall in any manner or degree be transferred, assigned or sublet by the firm directly or indirectly to other person, firm or corporation whosoever.

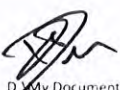
(O) GENERAL TERMS & CONDITIONS :

General terms and conditions are given below :

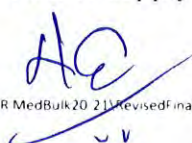
1. The Institute may follow the IITR Purchase & Store Rues-2018 for finalizing the rate contract in the best interest of the Institute.
2. The rate contract shall be for one year from the date of award of Rate Contract extendable to one month. The firms should submit their tender accordingly.



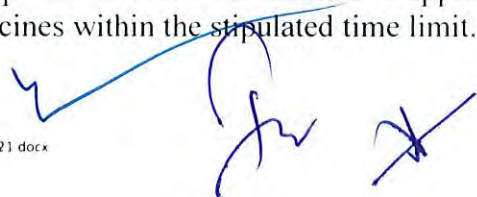
3. The Financial bids of only those firms who qualify in Technical Bid evaluation by the concerned Committee shall be opened.
4. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. Any alterations without authentication will be treated as a 'NIL' entry.
5. Tender incomplete in any form will be rejected outright.
6. No firm will be allowed to withdraw after submission of the tenders within the bid validity period otherwise the EMD submitted by the firm would stand forfeited.
7. In case the successful firm declines the offer of contract, for whatsoever reason(s), its EMD will be forfeited.
8. Each page of the tender document should be signed and stamped by authorized signatory of the firm as a token of acceptance of the terms and conditions laid down.
9. The Institute reserves its right to reject all or any tender in whole, or in part or cancel the entire tender process, without assigning any reason thereof.
10. The firm shall have to provide services 24 hours x 7 days.
11. In case of any complaints regarding supply of substandard medicines or medicines other than prescribed by the doctor, the firm shall be penalized as deemed fit by the Institute. The firm will also be liable to indemnify the Institute for any undue loss caused to the institute.
12. In case of breach of terms and conditions by the firm, the **Security Deposit** will be forfeited at the discretion of the Institute.
13. **The approximate value of medicines / quantities of medicines may increase or decrease as per actual requirement of the Institute at the time of placing supply order.**
14. The firm shall supply the said medicines with at least one year validity i.e. date of expiry from the date of supply.
15. The unused medicine(s) may be returned to the supplier / firm. The supplier / firm should accept such medicines and supply the fresh medicines as per demand of the Institute Hospital in lieu of the returned medicine(s), within the same Rate Contract period.
16. The firm should deliver the medicines at **The Institute Hospital, Indian Institute of Technology Roorkee** in good condition and in accordance with the Purchase Order. Transport / delivery cost to be borne by the firm.
17. On termination of the contract, the Institute will have the full right to take appropriate decision in the interest of the Institute.
18. Deduction will also be made from the bill on account of supply of defective medicines.
19. Placement of purchase order with the successful firm is subject to the physical inspection of the firm by the authorized representatives of the Institute to appraise the capabilities of the firm to supply the medicines within the stipulated time limit.



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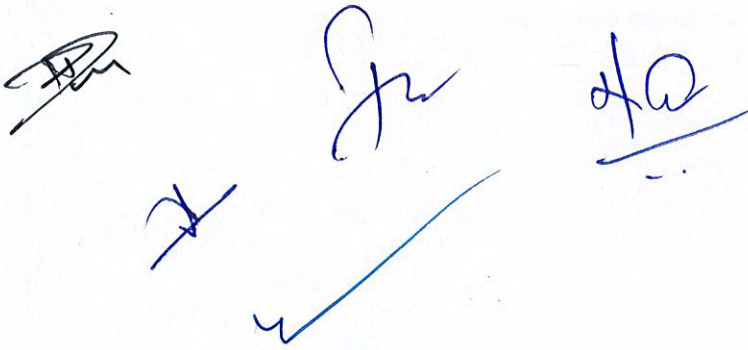


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20. The Institute has the right to entrust the supply of medicines to one or more firms, in case of equal amount of offer.
21. A checklist is given at **Annexure-G** for the help of the bidders. The bidders can submit the same with the technical bid.

Dy. Registrar (Material Management)

The block contains several handwritten marks in blue ink. On the left, there is a signature that appears to be 'R'. Below it is a checkmark. In the center, there is a signature that appears to be 'S'. Below it is a long horizontal line. On the right, there is a signature that appears to be 'H'. Below it is a horizontal line.

(To be submitted with Technical Bid)

UNDERTAKING ON ANNUAL FINANCIAL TURNOVER

*(to be given on the letter head of the Authorized Chartered Accountant/Company Secretary,
do not use the Xerox copy of the letter head)*

**The Registrar
Indian Institute of Technology Roorkee
Roorkee - 247667 (Uttarakhand.)**

This is to certify that the annual turnover of last Financial Year of the firm/company named as
(Name of the firm & Address) is given below:

Sl. No.	Financial Year	Annual Business Turnover (both in figure and in words)
01	2016-17	
02	2017-18	
03	2018-19	

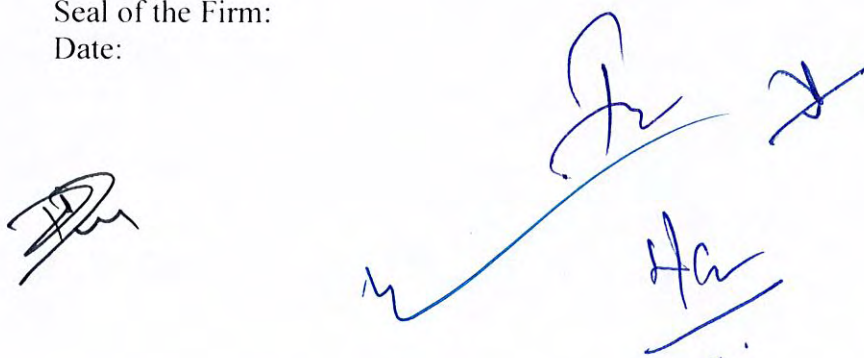
Name:

Signature of the Authorized Signatory:

Designation:

Seal of the Firm:

Date:



(To be submitted with Technical Bid)

FORM-1: Certificate of Validity Period of the current Price List*(to be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

We certify that Price List submitted for the bulk supply of branded allopathic medicines to the Institute Hospital of IIT Roorkee, for the year 2020-21 is valid upto Sept. 30, 2021.

Name :
 Signature of the Authorized Signatory :
 Designation :
 Seal of the Firm :
 Date :

FORM-2: Certificate of WHO / GMP / ISO 9001 / ISO 9002*(to be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

We certify that we are WHO GMP ISO 9001 ISO 9002 Company
 (Please tick whichever is appropriate)

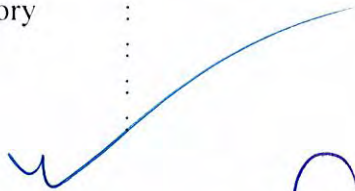
Name :
 Signature of the Authorized Signatory :
 Designation :
 Seal of the Firm :
 Date:

FORM-3: Proprietary Certificate 'A'

(For those firms who are manufacturing all the medicines mentioned in their current price list in their plant)
(to be given on the letter head of the firm, do not use the Xerox copy of the letter head)

We certify that all the Medicines catalogued in the Price List are manufactured by our firm in our plant, under our Technical Guidance, Supervision and Quality Control.

Name :
 Signature of the Authorized Signatory :
 Designation :
 Seal of the Firm :
 Date :




FORM-4: Proprietary Certificate 'B'

(Only for those firms who are manufacturing most of the medicines mentioned in their current Price List, in their plant, but some of the medicines, mentioned in their current Price List are being manufactured by a second source under their Technical Guidance, Supervision and Quality Control)

(to be given on the letter head of the firm, do not use the Xerox copy of the letter head)

This is to certify that we are manufacturing most of the Medicines, which are catalogued in the Price List of our company in our plant. But some of the medicines which are catalogued in the Price List of our company are being manufactured by a second source under our Technical Guidance, Supervision and Quality Control.

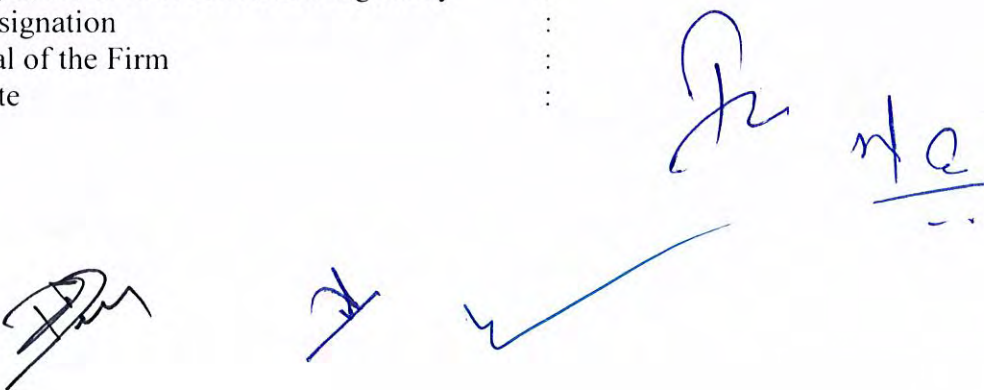
Name :
Signature of the Authorized Signatory :
Designation :
Seal of the Firm :
Date :

FORM-5: Certificate of Authorization

(to be given on the letter head of the firm, do not use the Xerox copy of the letter head)

This is certify that M/s (Name & Full Address of the Authorized Dealer / Distributor / Stockiest including contact Phone / Mobile numbers) is authorized to supply medicines to the Institute Hospital, IIT Roorkee and collect the payments on the basis of the supply order placed with us, for the financial year 2020-21.

Name :
Signature of the Authorized Signatory :
Designation :
Seal of the Firm :
Date :

The block contains several handwritten signatures and marks in blue ink. At the top right, there is a large, stylized signature. Below it, to the right, is another signature that appears to be 'M/A' with a horizontal line underneath. In the bottom left corner, there is a signature that looks like 'Dhan'. In the bottom center, there is a checkmark. To the left of the checkmark, there is a signature that looks like 'K'. There are also some other smaller marks and lines scattered around.

(To be submitted with Technical Bid)

UNDERTAKING ON TERMS & CONDITIONS*(to be given on the letter head of the firm, do not use the Xerox copy of the letter head)*

Ref.No.....Dated.....

That in reference to the Tender Notice No. / **MM-...../ IITR/ 2020-21/ RC-Medicines /.....dated April, 2020** the firm accepts all the terms / conditions mentioned in the tender document against which the rates are being given.

Name :
 Signature of the Authorized Signatory :
 Designation :
 Seal of the Firm :
 Date :



The block contains four handwritten signatures in blue ink. The first signature is on the left, the second is below it. To the right of these is a large checkmark. Further right is another signature, and below it is a signature that appears to be 'H.C.'.

(To be submitted with Technical Bid)

UNDERTAKING ON BLACKLISTING OF THE FIRM

(to be given on the letter head of the firm, do not use the Xerox copy of the letter head)

**The Registrar
Indian Institute of Technology Roorkee
Roorkee - 247667 (Uttarakhand.)**

We certify that as on date the firm (*Name of the firm & Address*) is free from blacklisting or suspension by any Govt. / Public Sector undertaking / University / Institution / Govt. Hospitals and such matter of blacklisting or suspension is not under subjudice before any court.

Name :
Signature of the Authorized Signatory :
Designation :
Seal of the Firm :
Date :

The block contains four handwritten signatures in blue ink, arranged diagonally from bottom-left to top-right. The first signature is a stylized 'P' with a horizontal line. The second is a stylized 'A' with a horizontal line. The third is a stylized 'S' with a horizontal line. The fourth is a stylized 'A' with a horizontal line. Below the second signature, the date '2/10' is written in blue ink.

Annexure-G**Information to be furnished by the Bidder Firm**

(to be given on the the letter head of the firm, do not use the Xerox copy of the letter head)

Sl.	Particulars	Rely of the firms (Yes / No)
1	Is the firm OEM/Manufacturer/or their authorized dealer/ representative?	
2	Is the firm having valid Certificate of : 1. WHO 2. GMP 3. ISO 9001 4. ISO 9002	(to the specified)
3	Are Medicines catalogued in the Price List manufactured by the firm in their plant, under our Technical Guidance, Supervision and Quality Control?	
4	Is the firm having validity period of the current Price List for hospitals?	
5	Is the firm free from blacklisting or suspension by any Govt. / Public Sector undertaking / University /Institution / Govt. Hospitals?	
6	Is the firm's annual financial turnover is more than Rs.150 Crore in production of ethical medicines during the last three Financial Years ending namely 2016-17, 2017-18&2018-19	
7	Is the firm ready to deposit Tender Fee (non-refundable) & Earnest Money Deposit (EMD) online into the account of IIT Roorkee?	
8	Has the firm carried out similar supply work in AIIMS New Delhi, PGI Chandigarh, JIPMER or any Govt./Semi Govt. Hospitals / Public Sector Undertaking ?(True copy of at least three award letters of the last Three Financial Years ending 31st March 2020 – to be attached)	
9	Is the firm authorize dealer / distributor/ stockiest for supply of medicines to the Institute Hospital, IIT Roorkee?	

Name :
Signature of the Authorized Signatory :
Designation :
Seal of the Firm :
Date :