

INDIAN INSTITUTE OF TECHNOLOGY DELHI
IIT HOSPITAL

Date: -12/12/2017

Open Tender Notice No.IITD/HOSP(SP-1419)/2017

Indian Institute of Technology Delhi is in the process of purchasing following item(s) as per details given below.

Details of the item	Medicine(s) & Allied Items for IIT Delhi Hospital
Earnest Money Deposit to be submitted on-line through RTGS	Rs. 50,000/- (Name of the Bank A/C: IIT Delhi Revenue Account, SBI A/C No. : SBI10773572622, Name of the Bank: State Bank of India, IIT Delhi, HauzKhas, New Delhi-110016, IFSC Code: SBIN0001077, MICR Code: 110002156). This is mandatory that UTR Number is provided in the on-line quotation/bid. (Ref. UTR Column of the Declaration Sheet at Annexure- I (C)).

Tender Documents may be downloaded from Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>). Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

NO MANUAL BIDS WILL BE ACCEPTED. All quotation (both Technical and Financial) should be submitted, IN THE DESIGNATED FORMAT, on the e-Procurement portal).

Schedule

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Goods
Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Supply
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Medicine(s) & Allied Items for IIT Delhi Hospital
Is Multi Currency Allowed	No (INR)
Date of Issue/Publishing	12/11/2017 at 13:00 Hrs.
Document Download/Sale Start Date	12/11/2017 at 13:00 Hrs.
Document Download/Sale End Date	11/01/2018 at 15:00 Hrs.
Date for Pre-Bid Conference	15/12/2017 at 11:00 Hrs.
Venue of Pre-Bid Conference	Stores & Purchase Section, IIT Delhi, Hauz Khas, New Delhi
Last Date and Time for Uploading of Bids	11/01/2018 at 15:00 Hrs.
Date and Time of Opening of Technical Bids	12/01/2018 at 15:00 Hrs.
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	180 days
Address for Communication	Mr. D. C. Harbola
Contact No.	011-2659-6699
Fax No.	011-2658-1044
Email Address	prakashbrahm@hospital.iitd.ac.in mhussain@hospital.iitd.ac.in a25935@admin.iitd.ac.in

**Chairman Standing Purchase Committee
(Buyer Member)**

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). *The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates.* The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) *Bidder should take into account any corrigendum published on the tender document before submitting their bids.*
- 2) **Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.** Please note the number of covers in which the bid documents have to be submitted, the number of

documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. **Bidder will be responsible for any delay due to other issues.**
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) **A standard BoQ file in Excel format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.** Bidders are requested to download the BoQ file, which is in compressed RAR format (i.e. .rar extension), un-compress it, open it and complete the WHITE colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). The RAR files can be uncompressed using WinRAR application of Windows. No other cells should be changed. Once the details have been completed, the bidder should save it, compress it using WinRAR application of Windows and **submit it online, without changing the filename. If the BoQ Excel file is found to be modified by the bidder, the bid will be rejected.**
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) **Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.**

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, **the bidders are required to upload all the documents in .pdf format.**
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app> .

Indian Institute of Technology Delhi

HauzKhas, New Delhi-110 016

NOTICE INVITING QUOTATIONS

Dated:12/12/2017

Subject: Notice Inviting Quotations (NIQ) for Allopathic Medicine(s).

Invitation for Tender Offers

Indian Institute of Technology Delhi invites online Bids (Technical bid and Commercial bid; Two bid format) from eligible and experienced manufacturers of **Medicine(s) & Allied Items for IIT Delhi Hospital** mentioned in the enclosed list for the supply of quantities, for the financial years 2017-18 and 2018-19 as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>.

There are four Tenders under one NIQ and separate BOQ for each tender & the tender ID are given below:

1. <2017_IIT_278909_1> : **Allopathy Medicines**
2. <2017_IIT_278909_2> : **Ear, Eye, Nasal, Oro, Skin**
3. <2017_IIT_278909_3> : **Homeopathy**
4. <2017_IIT_278909_4> : **Allied Items**

TECHNICAL SPECIFICATION:

ELIGIBILITY

1. Manufacturers intending to submit tender *should first ensure that they fulfill all the eligibility criteria*. The main requirements to bid are:
 - a) The *manufacturers* should have an annual turnover of pharmaceutical products of **200 Crores** or more per annum in the last two years [*This requirement applies to all bidders submitting quotations for entries in the BoQ with <Tender ID 1> : Allopathy Medicines*].
 - b) The condition of minimum turnover of 200 Crores (under 1 a) above) *does not apply* to manufacturers *submitting quotations exclusively/only for* entries in the BoQ (s) with <Tender ID_2> : Ear, Eye, Nasal, Oro, Skin , <Tender ID_3> : Homeopathy and <Tender ID_4> : Allied Items,. [i.e. *Any manufacturer / vendor submitting quotations for entries in the BoQ with <Tender ID 1> : Allopathy Medicines, MUST meet the condition specified in 1 a) above.*].
 - c) Only licensed Indian drug manufactures are eligible to participate in the tender. Tender has been called for the generic names of drugs. The tenderers should quote for each of the **generic products in various preparations, strengths, various combinations and packaging as indicated in the BoQ(s)**.
 - d) In case of a drug manufacturer / supplier having a medicine of a proprietary nature, they must submit a proprietary certificate which clearly indicates that “this medicine is solely manufactured by our OEM i.e..... and by no other manufacturer.
 - e) The firm should have either valid WHO (GMP) or GMP certificate as per revised Schedule ‘M’ of drugs and cosmetic act.
 - f) The standing of the manufacturing and marketing drugs should be at least two years.
 - g) The condition of minimum two years manufacturing & marketing experience however, would not apply to drugs, which were introduced in India less than two

years ago. The bidders/ manufacturers would be required to submit a supporting document to support their claim.

- h) Authorized / approved importers of drugs can, however, submit tenders only for the drugs not manufactured in India.
 - i) Bids of importers will not be considered if drugs offered by them are also being offered by Indian manufactures.
 - j) However, as an exception, quotations for drugs imported by licensed Indian Manufacturers from their parent company abroad would be treated on par with quotations from other Indian manufacturer provided all the required criteria applicable to Indian Manufactures are fulfilled and, in addition the condition listed below is met.
 - k) The tenderer will provide an undertaking that it would own responsibility of any damage arising because of delay in supply/ non-supply /poor quality of drugs
2. In case of immunological agents, firms are debarred from submitting quotation for five years for that particular immunological agent in which there had been a batch failure / substandard report from any authorized laboratory. Five years will be counted from the date of such report.
 3. All bidders need to fill up **Annexure I (A)** in support of Technical compliance.
 4. All bidders need to fill up **Annexure I (B)** as declaration sheet.
 5. All bidders need to fill up **Annexure I (C)** as organizations contact and EMD payment detail.

OTHER TERMS & CONDITIONS (OTC)

1. **Earnest Money Deposit (EMD):**All tenders must be accompanied by EMD of Rs. 50,000/- (Rupees Fifty Thousands only) paid only through RTGS (Name of the Bank A/C: IIT Delhi Revenue Account, SBI A/C No. : SBI10773572622, Name of the Bank: State Bank of India, IIT Delhi, Hauz Khas, New Delhi-110016, IFSC Code: SBIN0001077, MICR Code: 110002156). This is mandatory that UTR Number is provided in the on-line quotation/bid. (Ref. UTR Column of the Declaration Sheet at Annexure-I (C)). The EMD of successful bidders shall be returned after submission of Performance Bank Guarantee deposits and signing of contract by the successful bidders. The EMD will be forfeited, in case Tenderer withdraws its Tender during the validity of bids OR the successful bidder who fails to sign the contract agreement and fails to deposit the Performance Bank Guarantee Amount within the stipulated time. Only single EMD payment is to be made irrespective of the number of tenders that are filled. **(UTR details MUST be identical in all the BoO(s) where the bidder has submitted bids.)**
2. **Performance Guaranty Deposit & Award of Contract:**
The bidder who has quoted lowest unit rate for an item (L1) shall be considered for award of contract. On being informed about the acceptance of the Tender and before signing the agreement, the successful bidder shall pay the Performance Bank Guarantee of an amount equivalent to Rs. 50,000.00 for those items where the annual purchase by IIT Delhi Hospital is in excess of Rs. 5 Lakh. This requirement will not apply for those items where the annual purchase of said items does not exceed the sum of Rs. 50,000.00. The successful Tenderer shall execute an agreement (As per format given in **Annexure IV**) on a non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted. **If the successful bidder fails to execute/sign the agreement and / or fails to deposit the required Guarantee deposit within the specified time or withdraws his/her tender after the intimation of acceptance of his/her tender or owing to any other reasons, Tender shall be cancelled and the EMD deposited by him with the tender shall stand forfeited by the Tender Inviting Authority besides debarring the bidder for a period of 2 years.**

3. **Placement of Purchase Orders and Delivery Requirements:**
- (a) The Tender Inviting Authority shall, from time to time, place individual Purchase Orders for supply of drugs and medicines, with the specified distributor / supplier of the Manufacturer, during the period of 02 years from the date of signing of contract with successful Tenderer(s). Tender Inviting Authority reserves the right to extend the validity of purchase order further by 03 months on the same rates and terms & conditions of the contract.
 - (b) The distributor / supplier should complete the supply at the IIT Hospital Stores, **within 30 days from the date of issue of purchase order.**
 - (c) All drugs supplied should have at least **a minimum of 3/4th of the shelf life** of the drug supplied at the time of receipt of supply at consignee end.
 - (d) If at any time the Bidder has, in the opinion of the Tender Inviting Authority, delayed / refused the supply of drugs due to one or other reasons related to 'Force Majeure' the time for supplying the drugs may be extended by the Tender Inviting Authority/ordering authority at its discretion for such period as may be considered reasonable. However, such extension shall be considered only if a specific written request is made by the Vendor/Tenderer within 7 days from the occurrence of such event. ***The exceptional clause does not include scarcity of raw material, power cut, labour disputes and regulatory sanctions.***
 - (e) The supplier shall not be liable to pay LD/penalty and forfeiture of the performance Guarantee for the delay in executing the contract on account of the extension of the supply period on the ground of 'Force Majeure' events.
 - (f) ***Any other request indicating an inability to fulfill a Purchase Order, in full or in part, by the Vendor or their designated supplier / distributor shall attract a penalty equal to the difference between the cost of the said item as quoted by the Vendor and the second lowest (L2) bid. Recovery of this amount shall be made from the 'Performance Guarantee Deposit' (Ref. 2 above).***
4. **Validity Certificate:** Certificate that rates will remain valid for the financial year 2017-18 & 2018-19 will be submitted by the vendor. No request for the increase in rates will be accepted after submitting the quotations unless approved by the GOI. However, benefit of any price reduction by the company at any stage must be passed on to the IITD Hospital.
5. **DPCO: All medicines covered under Drug and Price Control Order must be supplied at the rates fixed by NPPA.**
6. **Govt. Hospital / Institutional rate certificates:** Must be attached with the quotations.
7. **Composition and shelf life:** Composition / contents of the drug / medicine must be given against each item along with the shelf life. The shelf life must be clearly printed on the bulk packaging as well as on individual packaging. No stickers / stamps will be acceptable please.
8. **Shelf Life: At the time of supply no medicine should have passed "more than 1/4th period" of its shelf life.**
9. **Residual shelf life:** Any item / medicine supplied if not consumed **"before the "1/6th period"** of its expiry date, the IITD Hospital will inform the company / supplier for replacement with the fresh stock or in lieu a credit note may be issued.
10. **GST:** As applicable must be mentioned separately in the Compliance Table (Annexure 1 A)
11. **Distributor / Supplier / Stockist's address:** All quotations must be accompanied by a certificate indicating the details ***of only one*** authorized Distributor / Supplier / Stockist with complete postal address, phone numbers including mobile numbers, FAX number and email address. The NIQ bid must also indicate the parties responsible for providing

the "Performance Guarantee Deposit" clause in case of being awarded the final contract.

12. **Requirement:** All bulk and every item in the packing must be marked "IITD HOSPITAL SUPPLY. NOT FOR SALE".
13. **Quality assurance:** All products supplied must be pharmacologically and therapeutically potent and of certified quality. The supplied products are liable to be tested for chemical analysis at any time and if found **sub-standard**, the company will be liable to pay damages as per IITD norms. **The company will also have to refund the entire amount paid to it irrespective of medicines consumed.**
14. **Delivery:** All supplies of annual purchase of medicines should be made *within 30 days* from the date of initial purchase order. Partial supply / Failing to supply in time will attract damages, *as detailed in 3 (f) above.*
15. **Repeat / additional purchases:** Orders for repeat / additional purchases of medicines will be given by e-mail / fax on day to day basis. **The supplies must be made within 30 days** at the same rates as given in the quotations or revised lower rates. Failing to supply in time will attract damages, *as detailed in 3 (f) above.*
16. **Payment:** Payments will be made within 30 days from the day of submission of bill(s).
17. **Penalty Conditions:** [Also see 3 f)]
 - a) Pursuant to para 14 above, in case the delivery period is extended with liquidated damages, the Ordering Authority shall, impose liquidated damages @0.5% per day of the ordered cost of medicine of the delayed items or part thereof until the actual delivery is made up to a maximum deduction of 10% of the contract price.
18. **Dispute:** If any, shall be subject to jurisdiction of Delhi Courts only.
19. **Rights:** IITD reserves the right to accept or reject any or all quotations without assigning any reason.
 - i. Original Quotation giving details of medicines **strictly as per format given in the BoQ and duly digitally signed.** Medicines / drugs must be mentioned on the basis of composition.
 - ii. Bidders should **only** quote for those package sizes which are suitable for dispensing to individual patients and NOT bulk package units (i.e. those made for use by large hospital pharmacies.)
 - iii. For BoQs, kindly fill up the relevant data **ONLY FOR THOSE ITEMS** where ever the bidder is willing to quote. For those items in the BoQ, where a bid is NOT being offered, **the relevant cell(s) MUST BE LEFT BLANK.** [i.e. **DO NOT ENTER either 'ZERO' OR the numerical value '0' in the concerned cell.**]
 - iv. Cover 'B' of only those bidders, which satisfy the standard criteria laid down in this tender document (on the basis of details furnished by the tenderers in Technical Bid, will be opened.
 - v. All the relevant documents as mentioned in the Compliance Sheet (Annexure-I A) must be filled up by the bidder. Please provide relevant proof/document against each and every claim as mentioned in the Compliance Sheet (Annexure-I A). For any missing documents the bids is liable to be rejected.
 - vi. Attached RTGS from must be complete in all respects.
 - vii. No additional document will be accepted later, once the tender is opened (unless specifically asked for).

Calculation of L1:

Calculation of L1 for three different brands *having same generic composition and strength / potency*, but with different quantity package size (in terms of milliliter), here unit price will be calculated by taking price per one milliliter as illustrated below.

For example, the supplies of three brands A, B and C of a syrup, quoted bottle price as Rs. 20, Rs. 30 and Rs. 45, respectively and the respective bottle packing capacities are 30 ml, 50 ml and 60 ml. The cost of for 1 ml of syrup will be calculated as:

Syrup-Brand A - 30 mL – 20 INR=20/30 Rs./mL=0.67 Rs./mL

Syrup-Brand B - 50 mL – 30 INR=30/50 Rs./mL=0.60 Rs./mL [**L1**]

Syrup-Brand C - 60 mL – 45 INR=45/60 Rs./mL=0.75 Rs./mL

Accordingly, bidder of Brand B will be declared as L1.

COMPLIANCE TABLE

The Chairman
 Standing Purchase Committee (SPC)
 C/O IIT Hospital Store
 IIT Delhi, Hauz Khas, New Delhi -110016

Sub: Compliance Table

Sir,

I have gone through the eligibility criteria and all general terms & conditions laid down in NIQ. Our organization meets all the eligibility criteria and **I agree and accept the same.**

I am submitting the Technical Bid and all documents required as mentioned in NIQ, enclosed as per the tabulated details given below:

	Name of Document	Page No/ Yes or No
1.	BoQ have been filled up on-line, in the manner specified.	
2.	Has the tenderer ever been convicted under the Drugs & Cosmetics act? If yes give details.	
3.	Valid WHO (GMP)/ GMP certificate as per revised schedule 'M'.	
4.	Undertaking by the tenderer that it would own responsibility of any damage arising because of delay in supply, non- supply or supply of poor quality of drugs.	
5.	Copies of audited balance sheet submitted to Registrar of Companies and profit and loss account for the financial year 2015-16 and 2016-2017 for support of claims regarding turnover. Minimum turnover should be 200 Crores.(Eligibility conditions Sec. 1 & 2)	
6.	Authority as authorized signatory to sign the tender.	
7.	Govt. Hospital / Institutional rate certificates.	
8.	Proprietary Certificate: In case of sole manufacturer /supplier of a particular medicine / drug in the country [as per clause 1 d) of the Eligibility conditions].	
9.	GST applicable (Indicate Item and Rate)	
10.	Acceptance to all terms and conditions of the NIQ	

Technical eligibility will be determined by bidder meeting all the above criteria (including submitting required documentation) satisfactorily.

All documents in support of above claims have been submitted in PDF format at attachment to Annexure-I.

Signature

Name

Designation &

Organization Stamp.

DECLARATION

I _____

Proprietor /Partner / Director of

M/s. _____

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge.

This is also certified that the rate quoted are not higher than the rate quoted to other Government /Semi Government / autonomous / public sector hospitals / institutions / organizations etc.. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We, further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent

Signature:

Name:

Designation:

Note:

- 1. To be signed only by the person authorized to sign the tender document.**
- Warning: Subsequently, if information furnished in this Form is found incorrect, the tenderer will be black listed.
- Non-performance of the contract provisions will attract disqualification from participation in Tender in the future.

ORGANIZATION'S CONTACT DETAILS and EMD Payment Details

NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent	
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 GSTNo.	
7 PAN No. (Include a copy of the PAN card)	
8 UTR No. (For EMD)& Date* (* UTR details MUST be identical in all the BoQ where the bidder has submitted bids)	
9 Copy of Cancelled Cheque	

(Signature of the Tenderer)

Name:

Seal of the Company

Original Quotation giving details of medicines strictly as per format and duly digitally signed.

Format: Submitted quotations for the medicines must be complete in all respects and strictly according to the sequence and format specified in the different sheets 1 and 2 (if so desired) of the BoQ.

INSTRUCTIONS FOR DATA ENTRY IN SHEETS 1-2 OF THE BoQ [For all bidders]:

1. **Closed Cell** :Serial Number
2. **Closed Cell** :Generic Composition of Medicine
3. **Closed Cell** : Preparation/Potency type
4. Open Cell : Commercial / Brand Name of the product
5. **[To be entered by bidder]**
6. Open Cell: Preparation type (Tablet/Capsule/Cream/ointment/ gel/syrup/ injection/ampoule/vial etc.)
[To be entered by bidder]
7. Open Cell: Type of packing of supplied units (Bottle/tube/vial/ampoule/strip etc.)
8. Open Cell : Numbers in one supplied unit **Numerical value only**
[To be entered by bidder]

For example:

Number of tablets or capsules in one strip

Volume in *ml* in case of liquid medicines etc.

Weight in *mg* in case of cream/gel/ ointments etc.

International units in case of vaccine/injection etc.

9. Open Cell: MRP (Maximum Retail Price. Corresponding to one supplied unit)
[To be entered by bidder]
10. Open Cell: Offered price of one supplied unit to IIT Delhi Hospital
[To be entered by bidder]
11. **Closed Cell:** Unit Rate (automatically generated by BoQ) [L1/L2/L3 will be decided based on this price only]

Item	Unit Rate
Tablet	Rs. per Tablet (of specified strength/concentration/potency)
Injection	Rs per mL (of specified strength/concentration/potency)
Syrup	Rs. Per mL (of specified strength/concentration/potency)
Sachet	Rs. Per mg/gram (of specified strength/concentration/potency)
Cream / Ointment	Rs. Per gram (of specified strength/concentration/potency)

Bidders should ***only*** quote for those package sizes which are suitable for dispensing to individual patients and NOT bulk package units (i.e. those made for use by large hospital pharmacies.)

For data entry in the BoQ sheets, kindly fill up the relevant data **ONLY FOR THOSE ITEMS** where ever the bidder is willing to quote. For those items in the BoQ sheet, where a bid is NOT being offered, **the relevant cell(s) MUST BE LEFT BLANK.** [i.e. **DO NOT ENTER either 'ZERO' OR the numerical value '0' in the concerned cell.**]

Special Note: The BoQ is a password protected Microsoft-Excel worksheet. Bidders are allowed to enter their relevant data at the respective column numbers, as detailed above. No attempt should be made to tamper with the protection of the cells in the BoQ. In case the BoQ format is changed or tampered with in any manner, the Excel sheet will be come in-valid. An in-valid BoQ will be summarily rejected.

INDIAN INSTITUTE OF TECHNOLOGY DELHI

NEFT MANDATE FORM

Subject: - Willingness to Receive Payment through RBI's NEFT system.

We refer to the National Electronic Fund Transfer (NEFT) System being set up by Indian Institute of Technology Delhi for remittance of our payments using **RBI's NEFT/RTGS** scheme and confirm that we are agreeable our payments being made through the above scheme to our under noted Account;

1. GSTIN NO/TAX NO. (if applicable): _____
2. IIT SUPPLIER CODE: _____
3. NAME OF ORGANISATION AND ADDRESS:

4. BANK NAME: _____
5. BRANCH ADDRESS: _____
6. BRANCH TELE /FAX NO.: _____
7. MICR CODE OF BANK: _____
8. IFSC CODE: _____
9. BANK ACCOUNT NO.: _____
10. TYPE OF ACCOUNT: _____
11. PERMANENT ACCOUNT NO.(PAN): _____

[Include a copy of the PAN card]

12. E-MAIL ADDRESS: _____
13. YOUR MOBILE NUMBER: _____

I/We hereby declare that the particulars given about are correct and complete. If the transaction is delayed or credit is not effected at all for reasons of incomplete or incorrect information/I/We would not hold the Institute responsible.(A blank cancelled cheque or Xerox copy of the cheque leaf is attached for necessary action at your end).

Bank Certificate: It is certified that above mentioned beneficiary holds an account

Bank Account No.: _____ with our branch and the bank particulars mentioned above are correct.

Date:

Signature of Supplier
(Authorised Signature
Authenticated by Bank)
SS/Authorisation No.
Name
Official Stamp

Format of Contract Agreement

THIS AGREEMENT made the..... day of, 2016 Between *Indian Institute of Technology Delhi* (hereinafter "the Purchaser") of the one part and M/s _____ (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser is desirous that certain Goods and ancillary services viz. Supply of Drugs and Medicines in the tender reference No. ---/Distt./DRUG/RC/20-- Dated ____ and has accepted a bid by the Supplier for the supply of those goods and services for the sum of Rs. _____ /- (*Rupees* _____ *only*) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Acceptance issued by the purchaser.
- b) The Notice Inviting Tender
- c) The supplier's bid including enclosures, annexures, etc.
- d) The Terms and Conditions of the Contract
- e) The Schedule of Requirement
- f) The Technical Specification
- g) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as given in the BoQ.

DELIVERY SCHEDULE:

Supply shall complete within 15 days from the date of purchase order.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the
Said _____ (For the Purchaser)

in the presence of

Signature

Name

Address

Witness 1. _____ 2. _____

Signed, Sealed and Delivered by the
Said _____ (For the Supplier)

in the presence of

Signature

Name

Address

Witness 1. _____ 2. _____

Bid Submission

i. Online Bid Submission :

The Online bids (complete in all respect) must be uploaded online in **Two** Envelopes as explained below:-

Envelope – 1			
(Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1.	Technical Bid	Compliance Table as per Annexure-I (A)	.PDF
2.		Declaration as per Annexure-I (B)	.PDF
3.		Organization's Contact details and EMD Payment Details	.PDF
4.		NEFT Mandate Form as per Annexure-III	.PDF
5.		Format of Contract Agreement as per Annexure-IV	.PDF
Envelope – 2			
Sl. No.	TYPES	Content	
1.	Financial Bid	Price bid i.e. the BoQ in MS-EXCEL should be submitted in .RAR format.	.RAR