

NATIONAL INSTITUTE OF TB AND RESPIRATORY DISEASES
SRI AUBORINDO MARG, NEW DELHI – 30

TENDER NOTICE

Ref. No. NITRD/Ten./2018-19/2

Sealed tenders in two separate bids **a) Technical bid, b) Financial bid** are invited from reputed Manufacturers/ authorized dealers/ firms/ Agency etc. for the following items/ services*. **The Tender document would be available from cashier on payment of Rs.500/- (non-refundable) in cash** for each item from **26.06.2018 to 16.07.2018** between **10.00 am to 3.00 pm** on all working days and **upto 12.00 noon on Saturdays**. Downloaded tender documents are accepted subject to payment of cost of tender document i.e. Rs.500.00 (non-refundable). The bidder may pay the cost of downloaded tender document by way of Crossed Demand Draft or by cash at the counter in the Accounts Section and proof of payment (receipt) to be enclosed with the tender document at the time of submission of the bids. The tender should be deposited in the Procurement Cell **by 10.30 am on 17.07.2018** along with requisite **EMD** as mentioned in tender document. The tenders will be **opened at 11.00 a.m. on 17.07.2018** in **Room No. 215 of OPD Building**. One representative of the bidder in possession of admit card as in tender can attend the tender opening.

Sr. No.	Name of Items
1.	Miscellaneous Lab. Items for Microbiology, Pathology and Biochemistry
2.	Grocery Items
3.	Outsourcing of Toilet's Sanitation Services*
4.	Drugs & Surgical Items

The Information regarding this Tender Notice is also available on Institute's Web-site <http://www.nitrd.nic.in>.

(Director)

Note: - This tender document has contains 7 pages including tender notice.

ST - 2 - Disp. Face mask, caps

S.No.	ITEM NO.	Item Name	Quantity in pcs.	Specification	EMD (In Rs.)
1.	ST-2/2018-19/221	Non rebreathing (high flow) Oxygen mask (bag mask)	1,025	Sample Required	7,500/-

Terms & Conditions for Drugs & Surgical Items

E-mail: sa-nitrd@.nic.in
Web Site: www.nitrd.nic.in

National Institute of Tuberculosis and Respiratory Diseases

(Autonomous Institute under the Ministry of Health and Family Welfare, Govt. of India)
Sri Aurobindo Marg, (Near Qutub Minar) New Delhi – 110 030.

INSTRUCTIONS TO TENDERERS REGARDING MODE OF BID AND EMD

1. **Bidders submitting tenders would be considered to have considered and accepted all the terms and conditions in the tender document. Any conditions given by the bidder would be taken as null and void.**
2. The tender will be on a **two bid system** comprising of :-
 - i. **Technical Bid** containing all the technical specifications and other tender requirement as per tender document **except** the proforma Invoice/Price.
 - ii. The tender will be on a two bid system 1) **Technical Bid** 2) **Financial Bid**. Technical bid is to be submitted in duplicate.
 - iii. **Financial bid** containing the Proforma Invoice and the other details of financial needs only.
 - a. **EMD** amount should be enclosed for the tender to be considered for evaluation. EMD should be in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online in an acceptable form. Tender without EMD would be rejected. EMD already lying with the National Institute of any previous tender/ quotation etc. will not be considered for this tender. EMD to be drawn in favor of **DIRECTOR NATIONAL INSTITUTE OF TB AND RESPIRATORY DISEASES.**
 - iv. **EMD will be forfeited :-**
 - a. In case of non supply after placing of the order.
 - b. In case of willful suppression/ submission of wrong information.
 - v. **EMD, if submitted with validity of three (3) months would have to be revalidated as required for the bidder to be considered for the tender.**
3. Please ensure that the E.M.D., Technical Bid, Financial Bid is submitted in three different envelopes and these should be put in an outer envelope super scribed with quotation no., Date of opening and item name. If exemption of E.M.D is claimed as per Govt. rules proof may given clearly.
4. Bidder must write the name of item quoted for and the tender number / date on the bid envelope without which the tender will be rejected. All clarification will be asked by FAX and bidder should respond on **FAX No. 011-26511793.**
5. **Bidder to provide Fax Number in case of any clarification is required as the normal response time in these cases would be of Five Days.**
6. **If any of the information is found to be incorrect at any stage, the contract/ tender may be cancelled with forfeiture of EMD and Penalty as decided by the Competent Authority.**
7. **After Technical Evaluation Committee (TEC), Tender Opening Committee (TOC) opens the financial bids in presence of the firms' representative, then the Standing Purchase Committee (SPC)/ Higher Purchase Committee (HPC) decides the L1 acceptable firm.**

Terms & Conditions:-

1. This tender is open to the manufacturers or their authorized dealers of the items in the schedule attached as per the terms and conditions given below.
2. **Earnest money** is to be deposited, in shape of demand draft drawn in favor of Director, NATIONAL INSTITUTE OF TB & RESPIRATORY DISEASES, NEW DELHI-110030. **Any EMD previously deposited with the institute cannot be considered for this tender.**
3. The validity of bid will be **one year** from date of opening and rate will be valid till **31st March, 2019** subject to the term and conditions mentioned below.
4. **Any supplier, giving supply of the item to the institute, if applies in this tender, should clearly state if he is willing to supply the item at last tender rate or not, failing which it will be presumed that the old rates are acceptable for the current tender.**
5. Tender should submit:-
 - i) Copy of PAN card.
 - ii) Photocopy of G.S.T. Registration Number.
 - iii) Reference of license to sale by bidder AND license to manufacture by manufacturer of concerned item with validity period of license as applicable.
 - iv) WHO- GMP/ ISO series / equivalent certification.
 - v) If an authorized dealer is submitting the tender; he should also furnish a certificate from manufacturer/supplier, regarding such authorization.
 - vi) Affidavit that the manufacturer and the bidder has not been blacklisted for quoting and supplying for the item by any govt. organization. (self attested Xerox copy may be given provided it is not older than Three months (As per Annexure –II)

Note: In case the above documents are not submitted at the time of tender opening as a part of the technical bid, it may not be asked for separately and tender will be rejected summarily.
6. No figures or words should be overwritten.
7. **Financial bid of the item applied should invariably be in the format as per Annexure – I.**
8. Taxes (G.S.T.) applicable, if extra to be charged should be distinctly shown along with the price quoted. Where this is not done, no claim for increase such taxes will be entertained at any later stage in any case.
9. Sample of items/Brochures should be submitted along with tender (wherever applicable) with a list of sample supplied.
10. All supply orders will be sent by speed post. **Supply of items should be maximum within 4 (Four) weeks** from the date of issue of the supply order. Bidders asking for delivery period of more than Four weeks may be summarily rejected.

11. **Delivery Terms:**

The date of delivery indicated in the supply order must be adhered to, strictly, otherwise liquidated damages as below will be imposed:-

In case of **non-supplying of the item** after placing the order, the **EMD will be forfeited** and firm may be debarred from further supply to this Institute for a period decided by Director

OR

Institute may purchase the item from open market and the difference in cost will be charged from the supplier from his E.M.D. (s) or pending bills with the Institute. The decision of the director would be final in this regard.

In case of **delay in supply**, penalty will be imposed @ 2% of order cost per week to the maximum of 10%. (part week would be counted as one week i.e. 8-14 days means 2 weeks ;15 -21 days means 3 weeks etc. final and binding in this regard).

If an Extension is asked for it will be at the discretion of the Institute, however penalty as per delay in supply will be applicable. Extension would not exceed more than 5 weeks. In Case of failure to Supply the items after Extension, Institute reserves the right to accept supplies or consider it as non-supply and forfeit EMD.

12. (a) No payment shall be made for rejected Stores. Rejected items must be removed by the bidders within two weeks of the date of rejection at their own cost and replace immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the supplier's without any further notice.

(b) **Bidders are required to give the following details for payment through NEFT/ RTGS.**

1. **Beneficiary Name**
2. **Beneficiary Address**
3. **Beneficiary Account Number.**
4. **Beneficiary Bank Name and Branch**
5. **Beneficiary IFSC Code.**

13. **Part supply** may not be accepted. In case, it is accepted by the Institute, Bidder should ensure that the full supply is made as per clause 11 failing which penalty would be enforced as above on the entire supply order.

14. Institute reserves the right to get delivery in a single lot or in a phased manner as per schedule in the supply order.

15. Drug Supply should be accompanied with the quality certificate from competent authorities, if applicable. **(Form 39)**. Supply can be subjected to chemical analysis if and whenever required. If found dissatisfactory, all the supply will be rejected. In such a case, the cost of testing along with the loss incurred by the Institute will be recovered from the supplier/manufacturer. Further, the firm may be debarred from supply to the institute for a period as decided by the Director, National Institute of TB & Respiratory Diseases.

16. Firm should submit a certificate that it is not supplying the item at a rate lower than what it has quoted in this tender to any other Govt. /Semi Govt. /Autonomous organization. If the firm is found supplying same item at lower rate to any other institution than lower rate will be applicable.

17. **Shelf life of Drugs, I/v, surgical disposables etc., should be minimum 3/4 months of total expiry at the time of delivery to stores.**
18. No request for change of manufacturer/company for the item will be accepted for an item once it has been finalized in tender.
19. Goods supplied by courier/transport will be accepted only in the presence of the supplier's representative.
20. The quantity demanded is an estimated requirement and cannot be guaranteed that the same will be ordered. The instituted reserve the right to order over the estimated requirement
21. Bidder must write the name of item quoted for and the tender number/date on the bid envelope without which the tender will be rejected.
22. The Director reserves the right to accept, reject the offer or change the tender condition in part or in to without assigning any reason.
23. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
24. **All the firms should preferably give their local address and fax number for correspondence.**
25. **All Medicine Strip /Vial should be labeled 'HOSPITAL SUPPLY NOT FOR SALE'.**
26. **All Medicines and Surgical Items should be BAR CODED giving the following information batch no. and date of expiry.**

(DIRECTOR)

Annexure – 'I'**As per Tender Clause (7)**

Item No.	Item Name	Specification	Unit Price as per packing in tender	G.S.T.	Net unit Price as per packing

ANNEXURE –'II'**As per Tender Clause 5 (vii)**

I/we (Name) _____ partner /sole proprietor (strike out word which is not applicable) of (Firm)_____do hereby declare and solemnly affirm to the fact that the individual firm/companies are not black-listed by the Union or State Government or any partner or shareholder thereof are not directly or indirectly connected with or has any subsisting interest in business of my/our firm.

DEPONENT

Address _____

I/we do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

DEPONENT

Dated: