

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

TENDER NOTICE

Ref. No. NITRD/Ten. /2024-25/4

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 **07.03.2025 to 27.03.2025** 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 RTGS/NEFT at Punjab National Bank A/C No. 0636010100257320, IFSC CODE – PUNB0498000, Lado Sarai Branch Delhi-110030**, or by 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 28.03.2025** along with requisite **EMD** as mentioned in tender document. The tenders will be **opened at 11.00 a.m. on 28.03.2025 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 Item/ services*
1.	Various Medicines for 2025-2026 i) MT-1 Antibiotics ii) MT-2 Bronchodilators iii) MT-3 Analgesics iv) MT-4 Steroids v) MT-5 G.I.T vi) MT-6 Miscellaneous Medicines vii) MT-7 Anti-Tussive viii) MT-8 Vitamin & Minerals ix) MT-11 Hemostatic x) MT-13 Antiseptics xi) MT-15 I/V Fluids xii) MT-16 Anesthetics xiii) MT-17 Iodine Based Intravenous Contrast Media
2.	Supply of EGGS

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

(Director)

NOTE: This tender document contains 8 pages, including tender notice.

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) **Financial bid** containing the Proforma Invoice and the other details of financial needs only.
 - iii) **EMD amount Rs. 60,000.00** 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: -**
 - (i) In case of non-supply after placing of the order.
 - (ii) In case of willful suppression/ submission of wrong information.
 - v) **EMD, if submitted with validity of one year 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 envelops 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 give 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 email and bidder should respond on pc.nitrd@outlook.com.
5. **Bidder to provide E-mail address 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.**

CHECK LIST*

(To be enclosed with the Technical Bid for tender for Supply of Eggs)

Name and Address of Tenderer :
Telephone and Fax, Delhi Number :
Mobile No. :
E. Mail Address :

Sl. No.	Description	Page No.	Remarks
1.	Total No. pages		
2.	Proof of Purchase of Tender Form		
3.	Earnest Money Details D.D No..... Name of the Bank		
4.	Proof of experience for Supply of Dietary items in Govt. / Corporate Hospital / Reputed organization at-least for past three years.		
5.	Copy of GST Registration Number		
6.	Copy of I.T. return filed for the last 3 years		
7.	PAN Number of the Company / Individual in case of sole proprietor		
8.	Affidavit that the Tenderer has never been black listed by a State/ Central Government and Semi Govt. or autonomous Bodies (Annexure-B).		
9.	FSAAI Registration Number		

**Authorized Signature
Name with rubber stamp**

*** Checklist is just for reference and not exhaustive. All documents as given in tender conditions are to be submitted.**

*** In case 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.**

NATIONAL INSTITUTE OF TUBERCULOSIS AND RESPIRATORY DISEASES
SRI AUROBINDO MARG, NEW DELHI-110030

Terms and Conditions: -

This tender is open for dealers for the as per the terms and conditions given below.

1. **The period of contract would be Five years.**
2. **The validity of bid will be Six months.**
3. **Tenderers should submit:**
 - i. Proof of purchase of Tender Form.
 - ii. Copy of PAN No.
 - iii. List of reputed institution with Address where the supply is or were made.
 - iv. G.S.T. Registration number.
 - v. Affidavit that supplier is not black listed (Annex- 'B').
 - vi. **Bidder should be registered as per FSAAI guidelines (If registration not started till now, undertaking may be given on the affidavit that FSAAI has not started the registration).**
 - vii. ***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.***
 - viii **Company should submit 3-years' experience certificate in Dietary Department of reputed hospitals/Institute.**

In case the above documents are not submitted at the time of tender opening as a part of the technical bid, it will not be asked separately and the tender will be rejected summarily. A checklist of above documents should be submitted in the following Performa.

4. Tenderers must give **rates** of the items **per piece**. Tenderers should quote their rate in words. Vague terms like cheapest or lowest market rates will not be accepted. No figures or words should over written. Overwriting will disqualify the tenderer.
5. Rates should be inclusive of cartage to the Kitchen of Institute.
6. The details shown is an estimated requirement and cannot be guaranteed that the same will be ordered.
7. (a) Pre-receipted bills to be submitted on monthly basis for payment in the succeeding month in which supplies are made.
(b) Payment will be made after satisfactory supply of the items certified by Department Incharge.
(c) GST as applicable will be deducted from the payments.
8. In the event of unsatisfactory service, the Director can terminate the contract after giving two weeks' notice.

9. The Director reserves the right to accept, reject the offer or change the tender condition in part or in to without assigning any reason. The decision of the Director shall be final in case of dispute arising under this contract.

SUPPLY:

10. All supplies must be to the satisfaction of the Director or his nominee, who will have the power to reject and return at the contractor's cost supplies which are unsuitable.
11. All the supplies are to be made in presence of the person appointed by the Institute.
12. **The supply of Eggs will have to be made BY 7.00 A.M. on every day.**
13. In case of unsatisfactory supply of items in quality and quantity, the concerned supplier will be warned by Institute and if supplier is given three such warnings the tenderer will be debarred from future supply and their current tender may be cancelled for the year with forfeiture of PBG/Performance Security. In case of non-supply, items will be purchased at the risk and cost of company.
14. The owner of the firm should be available on his direct telephone (office as well as residence) and also on mobile phone.
15. The successful bidder shall, within 10 days of issue of the supply order, give its acceptance along with Security deposit of 5% of annual value of contract 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** and sign an agreement within next 7 days with NITRD and the same will be refunded without any interest thereon after completion of award. If the Security deposit is not given along with the letter of acceptance a penalty of Rs.100/- per day will be imposed till it is deposited. If the bidder fails or neglects to do any of his obligations under the contract, it shall be lawful for the NITRD, New Delhi to forfeit either whole or any part of the performance guarantee furnished by the bidder as aforesaid as compensation for any loss resulting from such failure. NITRD shall not be liable to pay any interest on security money deposit. In case the agency fails to execute the job after signing the agreement/deed or leave the job before completion of the period of contract at their own accord without giving the required notice period, the Director shall have the right to forfeit the security money deposited by the agency.
16. The tender should be accompanied with the Earnest Money Deposit accordingly 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** in favor of **Director, National Institute of TB and Respiratory Diseases, New Delhi.**
17. The contract can be terminated by the department at any time without assigning any reason. If the work of the contractor is found to be unsatisfactory, it would be entrusted to any other party at the risk and expenses of the defaulting contractor. In this connection, decision of the Director shall be final and binding upon the contractor.
18. If the supplier fails to supply the required items in the stipulated time or if the quality of the materials is not as per the approved/ required norms, the department shall be free to make necessary procurements of various items from the market at the supplier's risk and cost which shall be recoverable from his pending bills or performance security besides resulting in cancellation of the contract.
19. The firm blacklisted at any point of time by any Ministry/ Department, need not apply. In case, the fact is concealed and it will come to the notice of the Government during the period of contract, the contract shall be terminated straightway and the security deposit will be forfeited. If the fact comes to notice before award of contract, his bid shall be rejected outright.

20. The department reserves the right to reject the tender in whole or any part and decision of Head of the Department in the matter, will be final.
21. All matters/ disputes pertaining to the tender and resultant contract shall be settled by the Head of the Department or officer nominated by him, for the purpose.
22. The Annual turnover of the company must be more than Rs.20 Lakhs. CA, certified turnover statement for the last three years to be submitted.
23. Company must be at least 3 years' experience in the same field/ Dietary Department of reputed Institutes / Hospitals.
24. **Penalty Clause:**

If supply not made as per clause 12, penalty @ Rs.500/- will be imposed on each occasion. Further, in such cases, institute may purchase items from open market and difference in cost may be charged from the supplier from his E.M.D or pending bills.

25. **Arbitration clause**

In case of any dispute between the Institute and the firm, arising under the contract or in regard to the interpretation of the terms and conditions of the contract (except as to any matters the decision of which is specially provided for by these or special conditions), decision of the Director, National institute of TB and Respiratory diseases to act as sole arbitration in the dispute shall be final and binding on both the parties to his contract.

Subject to aforesaid, the arbitration and conciliation act, 1996 and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause. The venue of arbitration shall be at New Delhi/ Delhi in India.

DIRECTOR

EGGS ITEM

Item	Total Price in Rs. (1 st Year)	Total Price in Rs. (2 nd Year)	Total Price in Rs. (3 rd Year)	Total Price in Rs. (4 th Year)	Total Price in Rs. (5 th Year)
EGG (55 Gms. or more) Monthly Requirement: Approx. 13,500 Eggs.					

* Above quantity is provisional, it may increase/decrease on annual price.

Note: Supplier will supply the Eggs daily to the Institute Kitchen by 7.00 AM.

- (1) Supplies are to be made at Main Kitchen of National Institute of Tuberculosis and Respiratory Diseases (NITRD), Sri Aurobindo Marg, New Delhi – 110030, during office hours (01:00 p.m. to 03:00 p.m.). This should be strictly adhered or supplier would be returned at supplier's cost.
- (2) Supply should reach the Institute within 7 days from the date of issue of supply order (as per demand by the Kitchen).
- (3) Payment will be made only after delivery of goods and satisfactory acceptance by the Kitchen.
- (4) No cartage will be paid against total delivery.
- (5) Eggs will be received in good quality.

ANNEXURE – ‘B’

Copy of Affidavit

I _____ S/o _____ Resident
_____ District _____ Contractor/Partner or Sole
Proprietor (Strike off word which is not Applicable) of the firm M/s
_____ Do hereby
solemnly affirm and declare that my / our firm/Company, any partner or shareholder or any person
directly or indirectly connected with my /our firm or having any subsisting interest in business of my /
our firm as mentioned above, is not black-listed by the Union or any Sate Govt. or UT Govt in last 3
years.

DEPONENT