

निविदा/कोटेशन का आमंत्रण ई-टेन्डरिंग माध्यम द्वारा
INVITATION FOR BID/QUOTATION THROUGH E-TENDRING

Telephone : 91-532-227+1056, 1057
Fax : 0532-2545341, 2545822
Website : http://www.mnnit.ac.in
Email : purchasemnnit@gmail.com,
fip@mnnit.ac.in



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
इलाहाबाद-211004 (भारत)
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 (India)
An Institute of National Importance as Declared by NIT Act, GOI, 2007

दो बोली खुली निविदा TWO-BID OPEN TENDER

**"Empanelment of Medicine Supplier at Health Care Centre [HCC] of Institute" के लिए
FOR "Empanelment of Medicine Supplier at Health Care Centre [HCC] of Institute"**

निविदा संख्या Bid No.: OT-02/MNNIT/Medicine Supplier/2018

Date: 01.02.2018

सेवा में To,

विषय: 'दो बोली प्रणाली' के तहत ई-निविदा के लिए आमंत्रण

Sub: Invitation of e-bids under 'Two-Bid System'.

प्रिय महोदय Dear Sir

निदेशक, मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद, प्रतिष्ठित/योग्य दवा विक्रेताओं से, मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद में दवायें, सर्जिकल वस्तुओं, इम्प्लांट्स, इंस्ट्रूमेंट्स, आदि को उपलब्ध कराने हेतु, निविदा दस्तावेज में दिए गए नियमों और शर्तों के अनुसार 'दो बोली प्रणाली' के तहत, ई-निविदाएं आमंत्रित करते हैं:

Director, Motilal Nehru National Institute of Technology Allahabad invites e-Bids, as per 'Two Bid System', from reputed Medicine suppliers, on the terms and conditions as per Bid document, for supply of Medicines, Surgical items, Implants, Instruments, etc. at Health Care Centre of Institute:

Sl. No.	Description of Items	Quantity
1.	Empanelment of Medicine Supplier at Institute	01 Job

सभी इच्छुक तथा योग्य/पात्र निविदाकर्ता/ बोलीदाता, इस निविदा दस्तावेज में दिए गए मापदंड के अनुसार, अपनी सर्वश्रेष्ठ प्रतिस्पर्धी बोलियों को प्रस्तुत करने के लिए आमंत्रित हैं। कृपया नीचे दिए गए रूप में अपनी निविदा/बोली को दो भागों में प्रस्तुत करें:

All interested eligible Bidders are invited to submit their best competitive bids as per the criteria given in this Bid document. Kindly submit your bid in two parts as under:

- तकनीकी बोली (भाग -1) सभी तकनीकी जानकारी तथा वाणिज्यिक नियमों और शर्तों के साथ, तथा
 - मूल्य बोली (भाग-2) चैप्टर-4 के अनुसार
- Technical Bid (Part-1) consisting of all technical details along with commercial terms and conditions, and
 - Price Bid (Part-2), as per Chapter 04 mentioned in the bid.

स्कैन किये गये निविदा दस्तावेज सभी अनुलग्नकों के साथ 23 फरवरी, 2018 को 15.30 बजे तक आनलाइन अपलोड किया जाना अनिवार्य है।

The Scanned Bid document alongwith all annexures must be uploaded online on or before 23 February, 2018 up to 15:30 hrs:

सभी प्राप्त निविदाओं को निविदाकर्ताओं/ बोलीदाताओं के उन अधिकृत प्रतिनिधियों की उपस्थिति में 23 फरवरी, 2018 को 16.00 बजे खोला जाएगा, जो प्रक्रिया में भाग लेंगे तथा अपनी उपस्थिति के साक्ष्य में एक रजिस्टर पर हस्ताक्षर करेंगे।

The Technical Bids (Part-1) received will be opened on 23 February, 2018 at 16:00 hours in the presence of authorized representatives of Bidders, who choose to attend and shall sign a register evidencing their attendance.

निविदा सारांश / BID SUMMARY			
BID Fee: ₹ 1000/-		Earnest Money Deposit (EMD) : ₹ 50,000/-	
ई-निविदा आरम्भ होने की तिथि / Bid Opening Date: 23-02-2018			
ई-निविदा बन्द होने की तिथि व समय /E-bid Closing Date & Time: 23-02-2018 को साय 15.30 बजे तक / upto 15.30 Hrs.			
	तिथि Date	समय Time	स्थान Venue (at MNNIT Allahabad)
प्री बिड सम्मेलन / Pre-bid conference	09.02.2018	at 15.00 Hrs.	Conference Room (Purchase Office)
ई-निविदा जमा करने की अंतिम तिथि / Last date of submission of Bids	23.02.2018	upto 15.30 Hrs.	
तकनीकी ई-निविदा (भाग-1)का खोला जाना / Technical Bid (Part-1) Opening	23.02.2018	at 16.00 Hrs.	
मूल्य ई-निविदा (भाग-2)का खोला जाना / Price Bid (Part-2) Opening	To be informed later		

संकाय प्रभारी (क्रय) Faculty In-charge (Purchase)

मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद Motilal Nehru National Institute of Technology Allahabad
इलाहाबाद-211 004 Allahabad-211 004

General Instructions

- (1) The complete Bid Document can be viewed/ download from the e-procurement portal www.tenderwizard.com/MNNIT and Institute website i.e. www.mnnit.ac.in.
- (2) A vendors manual containing the detailed guidelines for e-procurement system is also available on e-procurement portal i.e. www.tenderwizard.com/MNNIT.
- (3) The scanned copy of Demand Draft/FDR receipt for Bid Fee/EMD must be uploaded on e-procurement portal www.tenderwizard.com/MNNIT and sent in original at the address given below on or before Bid closing date & time:

**Faculty In-charge (Purchase),
Teliarganj, Motilal Nehru national Institute of Technology,
Allahabad-211004**

- (4) Bids received without Bid fee will not be considered.
- (5) No request for extension of the due date of Bid submission will be considered.
- (6) Bids received on or before the deadline shall be opened in the presence of attending Bidders their authorized representative of the Bidders, who choose to attend and shall sign a register evidencing their attendance on the same day.
- (7) In the event of any date indicated on the cover page is declared as holiday, the next working day at Institute shall be considered as the due date for opening of Bids.
- (8) Corrigendum, if issued any for the Bid, shall form part of the Bid Document.
- (9) Corrigendum, if any will be posted on Institute website www.mnnit.ac.in and e-procurement portal i.e. www.tenderwizard.com/MNNIT. Bidders are requested to visit the aforesaid website regularly and note the corrigendum/amendments to the Bid without fail and submit the offer accordingly.
- (10) MNNIT Allahabad will not be responsible for ignorance of the corrigendum.
- (11) After last date of receipt of Bid, no interim query will be entertained.
- (12) Late/delayed bid will not be accepted.

E-Tendering procedure:

(a) Accessing/ Purchasing of Tender Documents

- i. The complete Tender Document can be viewed / downloaded from the e-Procurement portal i.e. www.tenderwizard.com/MNNIT.
- ii. A Vendor's Manual containing the detailed guidelines for e-Procurement system is also available on e-Procurement portal of MNNIT under tender wizard.
- iii. It is **mandatory** for all the bidders to have **class-III Digital Signature Certificate** from any of the licensed Certifying Agency (Bidders can see the list of licensed Certifying Agencies from the link www.cca.gov.in) to participate in e-Procurement of MNNIT Allahabad.
- iv. Tender documents will be available online on website www.tenderwizard.com/MNNIT on given date which can be downloaded free of cost till the last date and time of submission of tender.
- v. **Validity of Bidder's Registration on the e-Procurement portal of MNNIT Allahabad.**
Bidders may note the following:

(i) It shall be the sole responsibility of the bidder(s) to keep the Registration valid up to the original/extended date of submission of bid.

(ii) Bids can be submitted only during the validity of their registration.

- vi. MNNIT Allahabad may issue addendum(s)/corrigendum(s) to the Tender documents. In such cases, the addendum(s)/corrigendum(s) shall be issued and placed on website www.tenderwizard.com/MNNIT and www.mnnit.ac.in at any time before the closing time of tender. The bidders who have downloaded the Tender documents from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the website for any such corrigendum/addendum till the time of closing of tender and ensure that bid submitted by them are in accordance with all the corrigendums/addendums.
- vii. The Tender documents shall be submitted online and on given date in the prescribed format given on the websites and bids received online and in physical form shall be opened at prescribed date. Detailed credentials as per the requirement of eligibility criteria and all Tender papers are to be submitted online.
- viii. Bidders cannot submit the Tender after the due date and time of e-bid submission. Time being displayed on e-procurement portal of MNNIT Allahabad ("Indian Standard Time") shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

(b) **MODIFICATION/SUBSTITUTION/WITHDRAWAL OF APPLICATIONS:**

In the event of modification/substitution/withdrawal of the Application, the bidder may modify, substitute or withdraw the documents of its Application after submission but prior to the Application due date.

- i. For withdrawal of the documents of the Application, the bidder will have to click on withdrawal icon at Tender Wizard and can withdraw its Application. However it may be noted that once the bid has been withdrawn, bidder cannot participate again for the same e-tender. The bidder may modify or substitute the Bid documents of the Application after submission, provided that the bidder update the old documents submitted in the electronic form from the Tender Wizard and also upload the modified or substituted documents.

NOTE: Do not withdraw your bid in case of any modification/substitution of application. Withdrawal will not allow further participation / modification / substitution of applications.

- ii. The bidders are advised to submit their e-bids well before the e-bid due date. Tender wizard shall not be responsible for any delay in submission of e-bids for any reason whatsoever.
- iii. The complete application shall be signed by the Authorized Signatory of the bidder & submitted **"on-line" and Financial Bid should be filled and submitted ONLY through "online" MODE**. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in different file format (PDF, JPEG). Bidders can upload a single file of size 5 MB only but they can upload multiple files.

e-Tendering Registration Queries	Registration Help Desk	011-49424365	twhelpdesk680@gmail.com
DSC Queries	Help Desk	011-49424365	twhelpdesk377@gmail.com
For e-Tendering Queries	Help Desk	011-49424365	twhelpdesk551@gmail.com
	Abhishek Mani	08090426426	twhelpdesk360@gmail.com

(c) **Document Size:**

The following documents shall be prepared and scanned in different files (in PDF or JPEG format such that file size is not more than 5 MB) and uploaded during the on-line submission of Bid. These documents shall also be submitted in 'ORIGINAL' to MNNIT Allahabad before the prescribed date & time for submission of Bids.

(a) **Minimum Requirements at Bidders end:**

Computer System with good configuration (Min P IV, 1 GB RAM, Windows XP, Window 7)

- Broadband connectivity.
- Microsoft Internet Explorer 7.0 or above/Equivalent.
- Digital Certificate(s) for users.

(d) **Vendors Training Program:**

Every Saturday Training (10:00 to 17:00) would be provided. Training is optional. Vendors are requested to carry a laptop and Wireless Connectivity to Internet. Address For Training: Tender wizard B1/5A, 2nd floor, Mian Nazafgarh road, Near Janakpuri Metro East, Pin-110058. Cost of Training to bidders: Rs Nil/(Free of cost).

CONTENT OF BIDDING DOCUMENTS

The scope of the medicine supply, bidding procedures and contract terms are prescribed in the bidding documents which should be read in conjunction. The bidding documents, apart from the invitation for bids have been divided into four chapters as under:

- Chapter 1:** Instructions to Bidder/Bidders (**ITB**)
- Chapter 2:** General Conditions of Contract (**GCC**)
- Chapter 3:** Technical Bid (Part-1)
- Annexure I:** General Information
 - Annexure II:** Organizational Structure of the Firm
 - Annexure III:** Financial Information
 - Annexure IV:** Details of completed supplies of Medicines, Surgical items, Implants, Instruments, etc. each with an outlay of Rs. 10 lakh or more in the last 5 Years.
 - Annexure V:** Turn Over For The Last 3 Years
 - Annexure VI:** Details Of Legal Cases Pending Against The Firm During The Last Five Years
 - Annexure VII:** Questionnaire
 - Annexure VIII:** Certificate of No Deviation
 - Annexure IX:** Application form for Technical Bid
 - Annexure X:** Declaration of Bidders
 - Annexure XI:** Affidavit regarding Blacklisting/ Non-Blacklisting from taking part in Govt. tender
 - Annexure XII:** Checklist
- Chapter 4:** Price Bid (Part-2)

Chapter-1
INSTRUCTIONS TO THE BIDDERS (ITB)

1. Bid fees of **Rs. 1000/-** only in the form of Demand Draft and Earnest Money Deposit (EMD) of **Rs. 50,000/-** by way of Demand Draft or Fixed Deposit Receipt (FDR) of any scheduled Commercial bank drawn in favour of Director, MNNIT Allahabad must be sent in a sealed envelope superscribed as 'Bid fees and EMD for Bid' bearing Bid No. and addressed to **Faculty In-charge (Purchase) Motilal Nehru National Institute of Technology Teliarganj, Allahabad.**

[NOTE: Bidder has to pay e-Bid processing fee to the ITI limited through e-payment gateway in the portal [Minimum Rs. 750 and Maximum Rs. 7500 of the Bid value (Excluding Tax)]

2. Bids without Bid fee & EMD shall be treated as invalid.
3. Each and every page of the Bid document should bear the Signature (with date) and seal of the bidder.
4. The discount offered on each category of medicines shall be quoted in Figure and words, both. In case of any discrepancy in rates, the rates written in words shall prevail.
5. The Competent Authority of MNNIT Allahabad, reserves the right to accept or reject any Bid or all Bids without assigning any reason.
6. Conditional Bids will be summarily rejected.
7. The Bid for the supply of medicines shall remain open for acceptance for a period of **One hundred eighty days (180)** from the last date of ONLINE submission of bid.
8. These instructions shall form part of the contract document.
9. The EMD of unsuccessful Bidders shall be refunded within one month after the award of work to the successful Bidders.
10. Discount quoted shall be firm and fixed and are inclusive of cost of manpower, material, Packaging, GST, duties and levies, insurance etc.
11. **Price Bid (Part-2) will be opened only for responsive bidders, qualifying "Eligibility Criteria".**
12. **COST OF BIDDING**

The bidders shall bear all the costs associated with the preparation and submission of their bid. The Institute in no case will be responsible or be liable for these costs regardless of conduct or outcome of the bidding process.

13. **BIDDING PROCEDURE, SIGNING AND SEALING OF BIDS**

The bidder must submit his e-bid in two parts as mentioned below:

Part 1: "Technical Bid"

(a) Earnest Money

The bidders are required to submit their EMD amount of **Rs. 50,000/- (Rs. Fifty thousand only)** in the name of "Director MNNIT" payable at Allahabad as Earnest Money. The demand draft / Fixed Deposit Receipt (FDR) must be issued by a Scheduled Indian Bank. Scanned copy to be uploaded and original be sent to Faculty In-charge (Purchase).

(b) Technical Bid as per formats given in Chapter-3.

Part 2: "Commercial Bid"

Price Bid as per format given in Chapter-4

14. **Documents establishing Bidders eligibility (Technical Bid)**

The following documents should be submitted along with the bid as mentioned below:-

- a) Scanned copy of **EMD Rs.50,000/- (Rs. Fifty thousand only)** in the form of Demand Draft / Fixed Deposit Receipt (FDR) drawn in favour of "Director MNNIT" & payable at Allahabad.
- b) Duly attested scanned copies of valid licenses held by the bidder as on the date of Bid opening in specified forms for various categories of allopathic medicines issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940 and rules made there under. Copy of Drug License for preceding three years would be required.
- c) Scanned Copy of Declaration of bidder as per **Annexure-X** duly signed.
- d) Scanned Copy of the valid Registration Certificate as per the applicable Act vide clause 2.3 along with the list of Executive Members of the Organization/ Trust/ Firm
- e) Scanned copy of GSTIN Registration Certificate.
- f) Scanned copy of Undertaking that the organization has not been convicted by State Drugs Controller, and stating that no case is pending against the firm under the "Drugs and Cosmetics Act and Rules" as well as under the "Drugs Price Control Order" issued from time to time.
- g) Scanned Copies of the Audited Balance Sheets for the preceding three financial years to establish the turnover of the bidder.
- h) Scanned Copies of latest returns filed.

15. **Sealing and Marking of Bids**

As the Bids are invited in Two Parts, i.e., **Part I – Technical Bid**, and **Part II – Price Bid**; all Bidder/Bidders are requested to follow carefully the following instructions before preparing their offer:-

I. Part I: TECHNICAL BID

Part – (a) Technical

- (i) This part should contain detailed information as required through various Annexures (Annexure-1 to Annexure-XII) and scope of works.
- (ii) A compliance statement showing the compliance of the item quoted by you with that of item bid by us should be prepared, signed and enclosed to this.
- (iii) Any other information called for in the Bid related to technical and commercial specifications can also come in this part.
- (iv) Discount offered on each categories of medicines **SHOULD NOT** be indicated in TECHNICAL BID (Part-1). In case of indication of discount offered on each categories of medicines in TECHNICAL BID, the same shall be **REJECTED**.

- (v) The commercial terms applicable for the items quoted by you should be indicated in this part.
- (vi) If any compliance statement is called for the commercial terms/contractual terms and conditions, the same is to be attached in this part.
- (vii) Discount offered on each categories of medicines should **NOT** be indicated in this part.
- (viii) The Commercial terms such as delivery terms, delivery period, payment terms, Warranty, validity of the offer, duties and taxes etc., shall come into this.

- Note:**
- 1. Either Technical Specifications or terms & conditions as above should be very clearly reflected item-wise with reference to the items called for in the Bid.
 - 2. Please note that the discount offered on each categories of medicines **SHOULD NOT BE** indicated in this part.
 - 3. Bid received through e-mail, fax or are not in proper format without appropriate and supporting document shall not be considered.

16. PERIOD OF CONTRACT

The contract shall initially be for a period of two years from the date of the signing of contract. However, strictly on the basis of the satisfactory performance it may be extended for a further period of one year at the sole discretion of the Director, MNNIT Allahabad.

17. RIGHT TO ACCEPT / REJECT ANY BID

The Director, MNNIT, reserves the right to annul the bidding process and reject all bids at any time without assigning any reasons and without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the such decision.

18. Payment Terms:

No advance payments towards costs of Medicines, Surgical items, Implants, Instruments, etc., shall be made to the bidder. All bills/invoices should be raised in triplicate and the payment shall be done after the receipt and verification of the supplied items.

19. PERFORMANCE SECURITY GUARANTEE

The successful bidder will have to furnish a **Performance Bank Guarantee for an amount of Rs. 1,00,000/- (Rs. One lakh only)** in the form of Bank Guarantee (as per format) issued by Scheduled Bank or through FDR payable to "Director MNNIT". No claim shall be made against MNNIT in respect of interest if any due on the Performance Security. The Performance Bank guarantee should remain valid up to six months beyond the validity of the contract.

20. INDULGENCE IN CORRUPT OR FRAUDULENT PRACTICES

- (i) The Institute requires that the Bidder under this bid observes the highest standards of ethics during the procurement and execution of this contract.
- (ii) In pursuance of this policy, the terms are set forthwith as follows:
 - a. "Corrupt practice" means offering, giving, receiving or soliciting anything of value to influence the action of the public official in the contract execution; and
 - b. "Fraudulent practice" means misrepresentation of facts in order to influence the execution of the contract to the detriment of the Institute, and it includes collusive practices among Bidders (prior to or after bid submission) designed to deprive the Institute of the benefits of free and open competition.
- (iii) The Institute will reject a proposal for award if it determines that the bidder recommended for award was engaged in corrupt or fraudulent practices in competing for this contract.
- (iv) The Institute will declare a firm ineligible, either indefinitely or for specified period of time, for award of the contract if at any time during Bidding or, contract period it determines that the firm was engaged in corrupt and fraudulent practices in competing for or in executing the contract.

21. Contract will be awarded to the bidder who will quote for maximum percentage of discount on printed MRP on all items across the board, subject to fulfillment of technical bid and all other terms and conditions.

Percentage discount will become applicable on the MRP mentioned and will be inclusive of GST etc. No taxes of any kind would be levied on the discounted price.

22. The Bid is liable to be rejected, if the required information / documents have not been furnished as asked for. Individual signing the Bid and other documents must specify whether he signs as:

- (i) A partner of the organization if it is in joint ownership/trusteeship/partnership then in that case he must have a clear legal authority to sign, answer and admit to refer disputes to arbitration. A person signing the Bid form or any document forming part of the bid on behalf of another shall be deemed under warranty that he has authority to bind with his acts on such other person. If on enquiry, it appears that the person so signing has no authority to do so, the MNNIT without prejudice to other Civil and Criminal remedies, can cancel the contract and hold the signatory responsible for all costs and conveyances arising there from.

23. PERIOD OF VALIDITY OF BIDS

The Bids shall be valid for acceptance for 180 days after the date of bid opening.

24. PENALTY

In case the chemist fails to supply the prescribed medicines and other items, a penalty will be imposed which has to be decided on the merit of the complaint by the Competent Authority.

25. FORFEITURE OF EMD / PERFORMANCE SECURITY.

- (i) The Earnest Money may be forfeited if a Bidder withdraws its Bid during the period of bid validity or in case of a successful Bidder, if the Bidder fails:
 - a) To sign the contract in accordance with the terms and conditions, and
 - b) To furnish Performance Security as per the terms and conditions.
- (ii) Performance Security is liable to be forfeited if selected Chemist/Pharmacist.
 - a) Fails to adhere to the terms and conditions of the contract
 - b) Supplies any sub-standard, spurious medicines, substituted drug/molecule etc.
 - c) Non-availability of common medicines / surgical consumables, etc.
 - d) Over-charging i.e. not offering the pre determined discount

26. CHECK LIST FOR BID:

All the information as called for in the various clauses and annexure of Bid specification should be furnished. Please refer to the check list. The details so furnished should be complete in all respects and as per the formats prescribed in the Bid specification (Statutory requirement of Contract). The bidder may have to produce original documents for verification, if so decided by MNNIT Allahabad.

(a) **Technical Bid (Part-1):**

Enclosures:

- (i) E M D
- (ii) Bid fees (if Bid document is downloaded from website)
- (iii) Standard Forms enclosure at Annexure-I to Annexure-XII
- (iv) Successful Bidder's proposed site organization chart
- (v) Signature with date & seal of the bidder/Bidders on all pages of Bid
- (vi) Any other Document as specified in the Bid document.
- (vii) Copy of Pan Card
- (viii) Certificate of Registration for GST.
- (ix) List of documents required in support of Bidders's Credentials.

(b) **Price Bid (Part-2):** ONLY containing discount offered on each categories of medicines.

27. Eligibility Criteria:

- 27.1 The chemist must hold valid licenses as on the date of Bid opening in specified forms for various categories of allopathic medicines issued by the Drug Control Authority of the State under the provisions of Drugs and Cosmetics Act, 1940.
- 27.2 The chemist must not have been convicted by the State Drugs authorities and no case should be pending under the Drugs and Cosmetics Act and Rules.
- 27.3 Chemist should have at least three years experience in selling / dispensing the medicines / surgical consumable etc. and should be having authorized distributorship of standard medicine companies.
- 27.4 GST Registration certificate should be available with the bidder.
- 27.5 GST be allotted to the firm.
- 27.6 Copy of the GST Registration Certificate is to be furnished. Organization shall also submit a certificate on the organization letter head stating that up-to-date returns have been filed there are no dues with the concerned department. Prospective bidder will also submit the copies of latest returns filed.

28. BIDDERS'S CREDENTIAL PROFORMA FOR PREQUALIFICATION OF BIDDERS/BIDDERS:

- (a) These Proforma documents (in form of **Annexure-I to Annexure-XII**) will form part of Pre-qualification bid, i.e., Technical Bid (Part-1)
- (b) Bidders's must submit documents in support of pre-qualification criteria along with Bidders's Credential Proforma.
- (c) No document in support of minimum eligibility criteria will be accepted **after** opening of Bid.

VERY IMPORTANT NOTE: No physical bid shall be submitted in MNNIT Allahabad except the Tender Fees and EMD as mentioned in clause 1 of Chapter-1, Instructions to Bidders (ITB).

Chapter-2

A: General Conditions of Contract (GCC)

1. NON SUBSTITUTION

The chemist will not change Drug / Molecule mentioned in the indent/purchase order. In case of request for specific brand of medicines, the brand shall not be substituted irrationally.

2. PACKED SUPPLIES

Supplies are required to be made in original packing of manufacturer. The packing should approximately be nearest to the total quantity demanded of any particular medicine / drug on any particular day.

3. LIFE PERIOD OF MEDICINES SUPPLIED

Every medicine has its own self-life period mentioned on the label of medicine / surgical consumables. The self-life of medicines / surgical consumables supplied should not have passed more than half of its self-life at the time of supply.

4. PERFORMANCE SECURITY

The amount of Performance Security shall be liable to be forfeited if the medicines / surgical consumables, etc supplied by the authorized Chemist against the request placed on them in pursuance of this contract are subsequently found as having not conforming to quality.

Performance Security is also liable to be forfeited if selected chemist:

- (i) Fails to adhere to the terms and conditions of the Contract
- (ii) Supplies any sub-standard, spurious medicines, substituted medicine etc.
- (iii) Non-availability of common medicines/surgical consumables, etc.
- (iv) Over-charging i.e. not offering the pre determined discount

5. Payment Terms:

No advance payments towards costs of Medicines, Surgical items, Implants, Instruments, etc., shall be made to the bidder. All bills/invoices should be raised in triplicate and the payment shall be done after the receipt of verification of the supplied items.

6. PENALTY FOR DEFAULT

The firm will ensure availability of all medicines & surgical consumables all times.

In case the chemist fails to supply the prescribed medicines and other items, a penalty will be imposed which will be equal to @0.1% of the total value (based on MRP) of the non supplied items per week with a maximum penalty of 1% of the final value of non supplied items.

7. TERMINATION OF CONTRACT FOR DEFAULT

MNNIT Allahabad may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the selected chemist terminate the Contract in whole or part:

- (a) If the bidder fails to provide any or all of the services within the period(s) specified in the Contract
- (b) If the bidder fails to perform any other obligation(s) under the Contract
- (c) If the bidder, in the eye of the MNNIT has engaged in corrupt or fraudulent practices in competing for or in executing the Contract including sub-contracting.

8. RETURN OF UNCONSUMED STOCK OF MEDICINES /SURGICAL ITEMS

Chemist will accept the stock of unconsumed / unused stock of medicines / consumable / items etc from Institute Health Care Centre of Institute, if returned to him in good & original pack within a week of purchase.

9. INDEMNITY

The bidder shall indemnify the Institute against all actions, \ suits, claims and demands brought or made against it in respect of anything done or committed to be done by the bidder in execution of or in connection with the work of this contract and against any loss or damage to the hospital in consequence to any action or suit being brought against the bidder for anything done or committed to be done in the execution of this contract. The bidder will abide by the job, safety measures prevalent in India and will free the hospital from all demands or responsibilities arising from accidents or loss of life, the cause of which is the bidder's negligence. The bidder will pay all indemnities arising from such incidents without any extra cost to hospital and will not hold the hospital responsible or obligated. MNNIT may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the bidder or single in case the latter chooses not to defend the case.

10. ARBITRATION

The Contract is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Institute and the Bidder in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitrator appointed by the Director, MNNIT who shall give written award of his decision to the Bidder. The decision of the Arbitrator shall be final and binding. For all legal matter, jurisdiction shall be of Allahabad High Court only.

11. NOTICES

- 11.1 Any notice given by one party to the other pursuant to this contract shall be sent to other party in writing by registered post/Speed Post/E-Mail etc. or by facsimile and confirmed by original copy by post to the other Party's address as below.
- 11.2 Notice shall be effective when delivered or on the notice's effective date, whichever is later.

B: SCOPE OF WORK

1. To supply the medicines, surgical items, Implants, Instruments, etc. to MNNIT at preapproved discounted rates to the HEALTH CARE CENTRE OF INSTITUTE, MNNIT Allahabad.
2. The selected chemist shall arrange & will be responsible for all clearances / formalities including drugs license from State Drug Controller for supply of the medicines, surgical items, Implants, Instruments, etc. at Health Care Centre of Institute.

Chapter-3

TECHNICAL BID (PART-1)

Following proforma documents (in form of **Annexure-I to Annexure-XII**) will form part of Pre-qualification bid, i.e., Technical Bid (Part-1) as eligibility criteria. The scanned copy of all the Annexure must be uploaded along with necessary attachments.

No document in support of minimum eligibility criteria will be accepted **after** opening of Bid.

Annexure I:	General Information
Annexure II:	Organizational Structure of the Firm
Annexure III:	Financial Information
Annexure IV:	Details of completed supplies of Medicines, Surgical items, Implants, Instruments, etc. each with an outlay of Rs. 10 lakh or more in the last 5 Years.
Annexure V:	Turn Over For The Last 3 Years
Annexure VI:	Details Of Legal Cases Pending Against The Firm During The Last Five Years
Annexure VII:	Questionnaire
Annexure VIII:	Certificate of No Deviation
Annexure IX:	Application form for Technical Bid
Annexure X:	Declaration of Bidder
Annexure XI:	Affidavit regarding blacklisting/Non-blacklisting from taking part in Govt. tender.
Annexure XII:	Checklist

All the information provided must be supported by authenticated documents.

< Company Letterhead of Bidder/Bidders >

Annexure-I

General Information

- | | |
|---|---|
| 1) Name of the firm | : |
| 2) Address | : |
| 3) Contact person | : |
| Phone | : |
| Fax | : |
| Email | : |
| Cell Phone | : |
| 4) Place and year of Incorporation of the firm | : |
| 5) Registration No. (Copy to be enclosed) | : |
| 6) Constitution of the firm (Pvt. Ltd., Public, Proprietary etc.) | : |
| 7) Name & qualification of the Chief Executive of the firm | : |

Signature (with date) & seal of Bidder/Bidders

< Company Letterhead of Bidder/Bidders >

Annexure-II

Organizational Structure of the Firm

Head of the Organization

- | | |
|---|---|
| a. Name | : |
| b. Designation | : |
| c. Address | : |
| d. Telephone | : |
| Fax | : |
| Email | : |
| Cell Phone | : |
| e. Qualification | : |
| f. Age | : |
| g. Experience in selling the | : |
| h. Medicines/surgical consumables etc. | : |
| i. Authorized distributorship of standard medicines company(ies). | : |

Signature (with date) & seal of Bidder/Bidders

< Company Letterhead of Bidder/Bidders >

Annexure-III

Financial Information

- | | |
|--|---|
| 1) Turn over for the last 3 years (Furnish in Annexure V) | : |
| 2) Permanent Account No. | : |
| 3) GST Registration No. | : |
| 4) Audited balance sheet for the last 3 years (Enclose copies for the last three years) | : |
| 5) Average annual turnover of last THREE financial years, as per above point 5 | : |
| 6) Income Tax Return Certificate (Enclose copies for the last five years) | : |
| 7) Solvency Certificate issued by Nationalized /Scheduled Bank. | : |
| 8) Whether any legal cases specific for supply of medicines, surgical items, Implants, Instruments, etc. items are pending against the firm during the last five years, please furnish details (At Annexure-VI). | : |

Signature (with date) & seal of Bidder/Bidders

< Company Letterhead of Bidder/Bidders>

Annexure-IV

Details of completed supplies of Medicines, Surgical items, Implants, Instruments, etc. each with an outlay of ₹ 10 lakh or more in the last 5 Years.

(Enclose satisfactory completion certificate and date of completion from the competent authority of concerned department/organization in case of Govt. or Chief executive in the case of Private Organization. However, in case of certificate obtained from Private Organization, Supporting documentary proof such as Payment details, Bank statement, TDS certificate will also be required to be furnished.)

Sl. No.	Project name	Name of the client	Description of work	Contract No.	Value of Contract (Rs. in Lakh)	Date of supplies Order
1.						
2.						

Signature (with date) & seal of Bidder/Bidders

< Company Letterhead of Bidder/Bidders>

Annexure-V

Turn Over for the last 3 years

Sl. No.	Year	Turn Over (₹ in Crore)	Remarks
1.	2014-15		
2.	2015-16		
3.	2016-17		

Signature (with date) & seal of Bidder/Bidders

< Company Letterhead of Bidder/Bidders>

Annexure-VI

Details of legal cases pending against the firm during the last five years

SL. NO.	ORGANISATION AGAINST WHOM THE LITIGATION IS INVOLVED	BRIEF DETAILS OF DISPUTE	AMOUNT INVOLVED (₹)	PRESENT STATUS	Remarks
1.					
2.					
3.					
4.					
5.					

Signature (with date) & seal of Bidder/Bidders

< Company Letterhead of Bidder/Bidders >

Annexure-VII

QUESTIONNAIRE

[NOTE: Questionnaire to be answered by the bidder by writing YES or NO in the box given. If any of the questions is not applicable, please mention as "Not Applicable (NA)"]

Sl. No.	Description	Yes/No
1	Whether the bidder has agreed to all Terms & Conditions given in the Bid.	
2	Whether the bidder has their own code for ESI & PF. (A copy of the certificate to be enclosed).	
3	Whether the bidder has enclosed copy of the present GST registration certificates. If a vendor is exempted from the registration under GST, the reason there of be stated.	
4	Whether the vendor / Successful Bidder is availing GST Credit for their inputs.	
5	Whether the vendor will submit GST invoice as per the existing ACT and the rules their under.	
6	Whether the bidder agrees to Pay Wages as per Minimum wages Act, EL Wages, Holiday Wages as per existing Government rules. (Necessary proof should be submitted while claiming running bill and final bill.)	
7	Whether the PAN Number of the bidder is furnished. If exempted from IT, the exemption certificate shall be enclosed.	
8	Whether the bidder agrees to keep the validity of their offer for 180 Days from the date of opening of price bid and keep the discount percentage firm throughout the contract period.	
9	Whether the bidder agrees for the payment terms of MNNIT.	
10	Whether the bidder has agreed to submit EMD of ₹ 50,000/- and has submitted the same along with technical bid. (If not enclosed the Bid will not be considered).	
11	Whether the bidder has agreed to submit Performance Security Deposit before commencement of the work.	
12	Whether the Bidder has enclosed the list of similar supplies carried out with supporting documents	
13	<u>Contract will be awarded to the bidder who will quote for maximum percentage of discount on printed MRP on all items across the board.</u> subject to fulfillment of technical bid and all other terms and conditions. <u>Percentage discount will become applicable on the MRP mentioned and will be inclusive of GST etc. No taxes of any kind would be levied on the discounted price.</u>	
14	Whether the bidder has submitted the proof of minimum average annual turnover for last 3 years	

Signature (with date) & Seal of Bidder/Bidders

< Company Letterhead of Bidder/Bidders >
Annexure-VIII
CERTIFICATE OF NO DEVIATION

I/We of M/s hereby certify that **there is no deviation** from the Bid conditions either technical or commercial and I am/we are agreeing to all the terms and conditions mentioned in the Bid Specification.

Date:

Signature (with date) & seal of Bidder/Bidders

<Company Letterhead of Bidder/Bidders >
Annexure-IX
Application Form for Technical Bid

1. Name of Bidder and Agency. :.....

2. Details E.M.D. (Rs.50,000/-)
With Draft No. :.....
Issuing Bank :.....

3. Details of Experience in the similar Field (attach copies from the Agency)

S. No.	Period From	To	Organization	Details

(If required enclose separate sheet)

4. Annual Turnover

S. No.	Year	Turnover in Rs. Lakhs Document (Attach Photocopy)
1	2014-15	
2	2015-16	
3	2016-17	

5. Total Manpower Working with the Bidder:

6. Qualification of Bidder:

7. GST Registration No. :

8. Income Tax return Certificate:

Signature (with date) & seal of Bidder/Bidders

Name of the Bidder :.....

Notes:

1. All the documents enclosed should be arranged and submitted in the same serial order as they appear on the qualification bid.
2. Information has to be filled up specifically in this format.
3. Information shall be limited to the applicant. If any relevant data concerning the group of companies to which the applicant belongs is desired to be given, the same shall be given separately in supplementary sheet.
4. Applicant not providing details or with insufficient details shall be rejected.

<Company Letterhead of Bidder/Bidders>

ANNEXURE-X

Declaration of Bidder

From:

Complete address of the bidder
with Phone/Fax & Mobile No.

To:

The Director,
Motilal Nehru National Institute of Technology, Allahabad,
Uttar Pradesh

Dear Sir,

1. I / We hereby offer to supply medicines, surgical items, Implants, Instruments, etc. to Health Care Centre of Institute as indicated in the Bid notice in the acceptance of Bid at the rate given in Price Bid attached and agree to hold this offer open till _____. I / we shall be bound by a communication of acceptance dispatched within the prescribed time.
2. I / we have understood the Instructions to the Bidders and Conditions of Contract and fully accept them.
3. I / we are fully aware of the nature of medicines, surgical items, Implants, Instruments, etc. required; and my / our offer is to supply the medicines and surgical consumables / implants etc. strictly in accordance with the requirements of Health Care Centre of Institute.
4. I / we agree to supply the standard quality medicines, surgical items, Implants, Instruments, etc..
5. I / we agree that the supply of aforesaid will comply with provisions of Drugs & Cosmetics Act, 1940 and rules made there under.
6. My / our organization has not been convicted by the State Drugs Authorities and no case is pending under the Drugs and Cosmetics Act and Rules.

SIGNATURE OF WITNESS

NAME

ADDRESS:

SIGNATURE OF BIDDER

NAME

ADDRESS:

<Company Letterhead of Bidder/Bidders>

ANNEXURE-XI

**AFFIDAVIT REGARDING BLACKLISTING/ NON-BLACKLISTING
FROM TAKING PART IN GOVT. TENDER**

(To be executed on Rs.10/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby declare that the firm/company namely M/s.-----has not been blacklisted or debarred in the past by MNNIT Allahabad or any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s. ----- hereby declare that the firm/company namely M/s.----- was not blacklisted or debarred by MNNIT Allahabad, or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.-----.

The period is over on-----and now the firm/company is entitled to take part in Government tenders. In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MNNIT Allahabad, and EMD/SD shall be forfeited. In addition to the above MNNIT Allahabad, will not be responsible to pay the bills for any completed/ partially completed work.

Signature

Name.....

Capacity in which assigned:

Name & address of the firm:

Date:

Signature of Bidder with seal.

<Company Letterhead of Bidder/Bidders>
Annexure-XII
Check List

Certificates/Documents required to be uploaded in the Two-Bid System

The prospective bidders have to upload the following certificates/documents invariably along-with Technical Bid. If these Documents are not uploaded/ conditions not met, the quotation shall be summarily rejected and no further correspondence, in this regard, shall be entertained.

S. No	Documents To be Submitted	Document uploaded YES / NO	Remarks
1	EMD in the form of Demand Draft / Bank Guarantee		
2	Duly attested copies of valid licenses held by the bidder as on the date of Bid opening in specified forms of various categories of allopathic medicines issued by the Drug control authority of the State under the provisions of Drugs and Cosmetics Act, 1940 and rules made there under.		
3	Duly signed copy of Declaration of bidder as per Annexure –X		
4	Copy of the valid registration Certificate of the organization as per the applicable Act.		
5	GST Registration Certificate.		
6	Undertaking that the bidder has not been convicted by State Drugs Controller, and stating that no case is pending against the organization under the “Drugs and Cosmetics Act and Rules” as well as under the “Drugs Price Control Order” issued from time to time.		
7	Copies of the Audited Balance Sheets for the preceding three financial years and Income Tax Returns to establish the turnover of the bidder.		

Signature (with date) & Seal of Bidder/Bidders

<Company Letterhead of Bidders>
Chapter-4
PRICE BID

From:

"Complete address of the bidder with Phone/Fax & Mobile No."

To:

The Director,
Motilal Nehru National Institute of Technology,
Allahabad, Uttar Pradesh.

Dear Sir,

I/We hereby offer to supply Medicines, Surgical items, Implants, Instruments, etc. to Health Care Centre of Institute as per the following:-

1. Discount on the printed Maximum Retail Price offered on Various types of drugs:

Type of Medicines	Discount offered in (%) on MRP (In figure)	Discount offered in (%) on MRP (In Words)
Branded		
Generic		
Generic Branded		

2. I also undertake to keep the above quoted rate of discount on the printed MRP available for supply valid, till the duration of this contract.
3. The Chemist/Pharmacist will indicate name of the medicine, quantity, batch number, date of expiry including discount given in the Performa invoice at the time of supplying the Medicines, Surgical items, Implants, Instruments, etc.