

TENDER NOTICE

National Institute of Health and Family Welfare is an apex technical Institute under the Ministry of Health and Family Welfare, Government of India.

Director, NIHF, invites Sealed tender for supply of Medicines items duly signed and stamped by Manufacturer/Authorized suppliers subject to the terms and conditions as stipulated below in sealed envelopes so as to reach this office by 3:00 p.m. on or before 06/01/2017. Interested firms are required to furnish their most competitive concessional rates as applicable for Government Hospital/Academic Institutions/Organizations etc. For detailed specifications and terms and conditions of tender document, please visit this Institute's website www.nihfw.org.

The Director, NIHF reserves the right to accept or reject any or all of the Bids in full or in part including the lowest one without assigning any reason thereof.

Director, NIHF



F.No. NIHF/SB/16-61/2016
NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
Baba Gangnath Marg, Munirka, New Delhi – 110 067

TENDER DOCUMENT

SUBJECT: Tender for Supply of Medicines for use of NIHF Clinic

Cost of Tender document: Rs. 500/- (Rupees Five Hundred only)

Name of the firm :-----

Address of the firm & Phone No.-----

Date & Time of issue of tender document: **08/12/2016** from **9.30 A.M to 5.00P.M**
Last Date & Time for Sale of Tender document: **05/01/2017** up to **5.00 P.M.**
Last date & Time for submission of Tender: **06/01/2017** up to **3.00 P.M.**
Date & Time of opening of tender: **06/01/2017** at **3:30 P.M**

(J.P. Shivdasani)
Actg. Dy. Director (Admn.)
NIHF

NIHFW/SB/16-61/2016

Dated: 08/12/2016

To,

SUB: TENDER ENQUIREY FOR SUPPLY OF MEDICINES FOR USE IN NIHFW CLINIC

Sealed tenders are invited on behalf of Director, NIHFW, New Delhi for supply of Medicines in NIHFW, New Delhi.

Date & time of issue of tender	Cost of tender document	Earnest Money deposit	Last date & time of receipt of tender	Date & time of opening of prequalification & financial bid.
08/12/2016 to 05/01/2017 9.30 A.M to 4.00 P.M	Rs. 500/-	Rs. 5,000/-	06/01/2017 up to 3.00 P.M	06/01/2017 3.30 P.M

Note:-In case the date of opening of tender happens to be declared as a holiday then tender shall be opened on the next working day at the same time.

The sealed envelope containing the quotation should be marked in capital letters "TENDER FOR SUPPLY OF MEDICINES" and same may be dropped in the tender box kept at reception of Institute by 3.00 P.M on 06/01/2017. The envelope should also bear the sender's name and address.

Director, NIHFW, New Delhi reserves the right to enhance or reduce the quantity or to decide not to purchase any tendered item, to accept any tender in full or in part, to reject any or all tenders at any time without assigning any reason thereof.

Please note that Tender Form not accompanied by requisite earnest money will be rejected out rightly without assigning any reason or entertaining any correspondence. The earnest money of unsuccessful bidders will be refunded, without any interest, in due course of time, as mentioned in the tender document.

Tender document is enclosed.

(Keshav Chand)
In-Charge (Store)
NIHFW

SUB:-TENDER ENQUIREY FOR SUPPLY OF MEDICINES FOR USE IN NIHFV.

Sealed tenders are invited by the Director, NIHFV for supply of Medicines as per specifications and quantity of items given in the enclosed **Annexure-"I, & II "**.

- i. The Tender should be submitted in two sets, one "Technical Bid" and second "Price Bid" as for Annexure I & II respectively.
- ii. First set Annexure I should have in a separate cover containing technical detail.
- iii. Second set Annexure II should have in a separate sealed envelope/cover containing price schedule.
- iv. Both envelopes /Covers of "Technical Bid" & "Price Bid" should be in a single cover clearly superscribed "Tender for Supply of Medicines" and indicating Tender No. on the sealed cover.

The sealed tender, addressed to the Director, NIHFV, is required to be dropped in the tender box kept in Administrative Block of this Institute. The quotations must be furnished on the letter head of the firm duly signed by an authorized signatory of the firm so as to reach this office by **3.00 P.M. on or before 06/01/2017**. Quotation will be opened in the presence of Tender Opening Committee on **06/01/2017** at **3.30P.M.** Tenderer(s), who wish to participate, may also attend or authorize their representative in writing to attend. The specification/description of medicines is enclosed as per Annexure-1.

Please furnish your most competitive rates on the letter head of company, duly signed and stamped by the authorized signatory of the company, subject to the terms and conditions mentioned here under:-

TERMS AND CONDITIONS

1. Any tenderer responding to this enquiry shall be deemed to have agreed to the terms and conditions contained herein. No separate contract will be entered into with successful tenderer and therefore these terms and conditions here in contained shall be binding on the successful tenderer. Conditional tenders are liable to be rejected. In the matter of acceptance, Director's decision will be final.
2. Tender must be dropped in the Tender Box on or before **06/01/2017** latest by 3.00 P.M. Tender received unsealed/ or late are liable to be rejected.
3. When a tender runs into several pages, each page must be signed and stamped by authorized signatory of the Company/Firm. Against the item for which you cannot quote, please mark '**NOT QUOTED**'. Unsigned quotations are liable to be rejected.
4. Each tenderer will be required to deposit Earnest money of **Rs. 5,000/-**(Rupees five thousand only) through Demand Draft drawn on any nationalized Bank, payable at New Delhi. Tender received without EMD, will not be accepted.
5. The EMD deposited is liable to be forfeited if the tenderer withdraws or alters the bid within the bid validity period.
6. The earnest money of all unsuccessful tenderer(s) will be refunded after the tender is finalised.

7. The earnest money will be refunded to the successful tenderer only after receiving the Security Deposit @ 5% of the order value through Demand Draft or by Bank Guarantee in favour of Director, NIHF, New Delhi.
8. The Tenderer/Supplier has to give an undertaking duly signed by the Authorized Signatory (ies) that there is no vigilance/CBI case pending against the firm/supplier and the firm has not been blacklisted by any Govt. Organization.
9. No figures or words should be overwritten. Overwritten figures or words should be scored out and re-written under full signature of tenderer. Quotation, which does not fulfil these conditions, will not be considered
10. The prices quoted must be net per unit and must indicate all charges separately like packing and delivery etc. The price of medicine must be quoted on the basis of "Destination NIHF", Academic Block, Baba Gangnath Marg, Munirka, New Delhi-110067. Categories of stores offered whether imported or indigenous, make, type and all other particulars should be stated in details in "Technical bid" Annexure I. No facility regarding import license etc. can be afforded.
11. Rate should be typed or written legibly in ink against each item mentioned in the rate enquiry. Full specifications, size, make etc. of each item, should be quoted and must be mentioned clearly, in quotation. Technical, illustrative leaflets of quoted items duly sealed, stamped & signed by the authorized signatory of the firm must be enclosed in the tender.
12. VAT, Sales Tax/Excise duty etc. where legally liable and intended to be claimed should be distinctly shown along with the prices in the tender. Where this is not done, no such claims will be admitted at any stage and /or any ground.
13. Rate quoted against this Tender Enquiry will remain valid up to 90 days from the date of opening the tender. During this period it will be obligatory on the part of the tenderer to honour supply orders placed on him or for further quantities that may be needed by the Institute from time to time. No request for increase in the rates, if any will be allowed or entertained during this period after the opening of tenders by the Tender Opening Committee.
14. As soon as the acceptance of tender is communicated to the successful tenderer the contract shall come into force and it shall be binding on him(tenderer) to honour the terms and conditions herein contained which shall be enforced by DIRECTOR, NIHF and thus no separate contract will be entered into separately.
15. The quantity shown in this tender inquiry is tentative and likely to vary at the time of placing orders. The successful tenderer is bound to supply any quantity, as ordered by NIHF, within the time schedule, mentioned in supply orders.
16. Please note that the date of delivery, indicated in the supply order, must be adhered to strictly. If for any special reason delivery cannot be effected within the stipulated period, application for extension of delivery date should be made well in advance stating full reasons. Extension may be granted only at the discretion of Director or he may cancel the order / black list the firm at his discretion. Repeated instances of failure to supply stores ordered by the due dates of delivery, may result in non issue of our future enquiries/ black list the firm without making reference and also make purchase at 'Your Risk' and Responsibility.

17. Any loss sustained by the Institute as a result of non compliance of delivery schedule, questionable quality of stores and short delivery during the pendency of the contract, shall be recoverable from the tenderer, besides forfeiting of his Earnest Money/Performance Security which may be lying in this Institute. Failure to comply with the supply orders shall authorize the Director, NIHFW, to effect purchases at the **RISK AND RESPONSIBILITY** of the tenderer(s) as a consequence of which the increase in purchase cost shall be realized by way of liquidation of earnest money or performance security lying with NIHFW and or by deduction from the bills of the successful tenderer.
18. The Director, NIHFW, reserves the right to accept or reject any or all tenders wholly or partially including the lowest tender and also the right to cancel the supply orders placed on the successful tenderer(s) without assigning any reason thereof or incurring any liability thereby.
19. Payment against the supplies will be made within a reasonable period through a Crossed Cheque drawn on State Bank of India, NIHFW, Munirka, New Deklhi-110067, only after inspection and acceptance of supplies and presentation of pre-receipted bill. No condition/clause with regard to interest etc. shall be entertained.
20. All the Medicines should have the stamp of “NIHFW SUPPLY NOT FOR SALE”

Terms & Conditions for MSME/NSIC

1. In compliance of Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012, purchase preference shall be given to Micro and Small Enterprises (MSEs) registered with district Industries Center or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or consortia of Micro and Small Enterprises formed by National Small Industries Corporation, if the price quoted by the MSEs is within 15% of L-1 price (L-1 price means Landed Lowest Price) quoted by any other bidder, for the tendered items for which they are the L-1.
2. Purchase preference shall be applicable for the 20% of the tendered quantities only provided L-1 bidder is not MSEs and the MSEs accept the L-1 price.
3. In case of MSEs is the L-1 bidder for an item, the 100% tendered quantities shall be placed to MSEs firm.
4. In case of an MSE owned by SC/ST and price quoted is within 15% of the L-1 price quoted by the L-1 bidder then 20% quantity shall be ordered to them at L-1 rate, subject to their acceptance.
5. In case of more than one MSEs participates in the tender and their prices are within 15% of L-1 price and L-1 bidder is an enterprise other than MSEs then 20% of the tendered quantities shall be shared proportionately between participating MSEs on their acceptance of L-1 price.
6. In case of more than one MSEs participates in tender and their prices are within 15% of L-1 price bidder price who is not a MSEs and one of the MSEs is owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantities shall be procured from MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance of L-1 price in addition to sharing of equal portion of balance of 16% with other non SC/ST owned MSEs subject to their acceptance of L-1.

7. In case of more than one MSEs owned by SC or ST then 4% tendered quantities or say 20% of the 20% tendered quantity shall be procured from these MSEs owned by SC or ST entrepreneurs exclusively subject to their acceptance.
8. Tenderer in the above category should submit a proof/certificate regarding registration with MSME/NSIC for Tendered items.

SPECIAL CONDITIONS OF CONTRACT

1. Disputes, if any, emanating from the resultant contract shall be settled through an arbitrator nominated by Director, NIHFWS.
2. The resultant contract shall be interpreted under the Indian Laws.
3. Only the courts located in Delhi, shall have jurisdiction in the matter.
4. Purchase preference will be given to Pharmacy Central Public Sector Enterprises and their subsidiaries in the terms of department of chemicals & petrochemicals of OM. NO. 50013/1/2006 -SO(PI-IV) dated 07/08/2006 as amended from time to time.

Yours faithfully,

(J.P. Shivdasani)
Actg. Dy. Director (Admn.)
NIHFWS

Check list for eligibility of tenderer (s)

1. Each page of tender document should be signed by tenderer(s).
2. (a) Demand Draft of Rs. 5, 000/- drawn on any nationalized bank in favour of Director, NIHFV, New Delhi towards EMD should be enclosed (Bank/Draft No. _____ dated _____).
- (b) Demand Draft of Rs.500/- drawn on any nationalized bank in favour of Director, NIHFV, New Delhi towards Tender fee should be enclosed in case the tender document downloaded from Institute's website (Bank Draft No. _____ dated _____).
3. Attested Copies of last 3 year's income Tax Return.
4. Copy of self attested Sales Tax / Vat / Tin Registration Certificate & Pan Card.
5. An affidavit on non-judicial stamp paper of Rs.100/- duly certified by the authorized signatory (ies) that there is no vigilance/CBI case pending and the firm has not been blacklisted by any Govt. Organization.
6. Authorisation Certificate from the Principal firm for Dealership / Distribution ship should be enclosed with Technical Bid.
7. Current valid Certificate of registration including its annexure if any should be enclosed with Technical Bid.

Note:- All documents should be enclosed according to the check list and serial order in the envelop / cover of "Technical Bid".

“Technical Bid”

S. No.	Name of the medicines	Name of Make, Firm, Catalogue & Specification
	<u>Antibiotics</u>	
1.	Tab Ciprofloxacin 500mg	
2.	Tab Norfloxacin 400mg + Tinidazole 600mg.	
3.	Tab Azithromycin 500 mg	
	<u>Nutrition & Related Drugs</u>	
4.	Tab Elemental iron 100 mg + Folic acid 1.5 mg	
5.	Cap B-complex	
	<u>Hormones & Related Drugs</u>	
6.	Inj. Human Chorionic gonadotropins 5000 i.u.	
7.	Tab Ethinylestradiol 0.05mg	
8.	Tab Bromocriptine 2.5mg	
9.	Tab Medroxyprogesterone Acetate 10mg.	
10.	Cap Natural Micronised Progesterone 200 mg.	
	<u>Vaginal Pesseries</u>	
11.	Clotrimazole 200 mg+ clindamycin 100 mg Pesseries 100 mg	
12.	Clotrimazole Pesseries 100 mg	
	<u>Alimentary system Related drugs</u>	
13.	Tab Metronidazole 400 mg	
14.	Tab Bisacodyl 5 mg	
15.	Tab Doxylamine Succinate 10 mg + pyridoxine hydrochloride	
	<u>Analgesic Antipyretics Antispasmodics</u>	
16.	Tab Ibuprofen 400 mg	
17.	Tab Diclofenec Sodium sr 100 mg.	
18.	Tab Paracetamol 500 mg	
	<u>Anti Histaminic</u>	
19.	Tab cetirizine 10 mg	

Signature of Tenderer
with stamp

“Financial Bid”

S. No.	Name of the medicines	Qty/Unit of Stores Required	Rate per pack/Strip	VAT%	Total amount
	<u>Antibiotics</u>				
1.	Tab Ciprofloxacin 500mg	300 Tab			
2.	Tab Norfloxacin 400mg + Tinidazole 600mg.	200 Tab			
3.	Tab Azithromycin 500 mg	100 Tab			
	<u>Nutrition & Related Drugs</u>				
4.	Tab Elemental iron 100 mg + Folic acid 1.5 mg	15000 Tab			
5.	Cap B-complex	1000 Cap			
	<u>Hormones & Related Drugs</u>				
6.	Inj. Human Chorionic gonadotropins 5000 i.u.	50 Inj.			
7.	Tab Ethinylestradiol 0.05mg	300 Tab.			
8.	Tab Bromocriptine 2.5mg	1000 Tab			
9.	Tab Medroxyprogesterone Acetate 10mg.	300 Tab			
10.	Cap Natural Micronised Progesterone 200 mg.	2000 Cap			
	<u>Vaginal Pesseries</u>				
11.	Clotrimazole 200 mg+ clindamycin 100 mg Pesseries 100 mg	100 Pesseries			
12.	Clotrimazole Pesseries 100 mg	300 Pesseries			
	<u>Alimentary system Related drugs</u>				
13.	Tab Metronidazole 400 mg	500 Tab			
14.	Tab Bisacodyl 5 mg	100 Tab			
15.	Tab Doxylamine Succinate 10 mg + pyridoxine hydrochloride	500 Tab			
	<u>Analgesic Antipyretics Antispasmodics</u>				
16.	Tab Ibuprofen 400 mg	100 Tab			
17.	Tab Diclofenec Sodium sr 100 mg.	100 Tab			
18.	Tab Paracetamol 500 mg	1000 Tab			
	<u>Anti Histaminic</u>				
19.	Tab cetirizine 10 mg	50 Tab			

Signature of Tenderer
with stamp