



Tel.22582106 (Direct); 22582972-74

Hospital: 22586262

Fax : 0091-11-22590495

Website: www.ucms.ac.in

UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(UNIVERSITY OF DELHI)

DILSHAD GARDEN DELHI-110 095

F.No.MC/UCMS/CAH/Lab. Animal Pellet Feed/2017-18

Date: 20.10.2017

(Speed Post)

To,

M/s

.....

.....

Sub:- Rate Contract for the supply of Animal Feed.

Sir,

University College of Medical Sciences, University of Delhi, which is one of the prestigious Medical Institute, invites sealed bids in **TWO BID SYSTEM** for the supply of the item as per list attached at "**Annexure-I**".

1. Interested Bidders are requested to submit their bids in TWO PARTS duly sealed in separate envelopes for technical bid (as per **Annexure -"VI"**) and price bid (as per **Annexure -"VII"**) in prescribed format. Bidder shall ensure that their bids, complete in all respects, are submitted at the office of Department of Pharmacology, Room No.535,, 5th Floor, University College of Medical Sciences, Dilshad Garden, Delhi – 110095 **on or before 15.11.2017 upto 10:30 a.m.** failing which the bids will be treated as late and rejected.
2. The bid submitted by telex/telegram/Fax/E-mail etc. shall not be considered.
3. The bid not submitted in the prescribed formats or incomplete in detail is liable for rejection. The UCMS is not responsible for non receipt of bids within the specified date and time due to any reason including postal delays or holidays.
4. Bid received without separate sealed envelopes as mentioned above will not be accepted.
5. The College reserves all rights to accept/reject/cancel the proposal at any stage without assigning any reason.
6. The Technical bids will be opened **on 15.11.2017 at 11:00 a.m.** in the College in the presence of representative(s) (if any) of the firm(s). In case, any unscheduled holidays occurs on prescribed closing/opening date, next working day shall be prescribed date of closing/opening. If any further amendment/ changes made by the College, the same will be uploaded on the College website only.

Terms & Conditions of the Bid

1. Eligibility Criteria

- Bidder must be a registered firm in India under the applicable law.
- Bidder should have reputed background and should be established the business (for which the bid is made) for at least 3 years.
- The bidder shall furnish, as part of its bid offer, documents establishing the bidder's eligibility to participate in the bid and its qualifications to perform the Contract. The documentary evidence of the bidder's qualifications to perform the Contract, shall establish to University College of Medical Sciences satisfaction that the bidder's is eligible as per the criteria outlined in the Eligibility Criteria stated above.

2. Two Bid System

Bid should invariable be submitted in two bids system containing two parts, Part-I as Technical Bid in one sealed envelope and Part – II as Price Bid in another sealed envelope. Both the sealed envelops should then be put in one big envelope and all the three envelopes also superscribed as ***“Rate Contract for the supply of Animal Feed”***.

ENVELOPE Part- I (Technical Bid):

The Technical offer should be complete in all respects & should contain approximately 50 gm of feed sample packet and with all information asked for including model reports of batch testing and microbiological quality testing etc., **except prices**. The Technical Bid should include all components asked for in Annexure II. The format for submission of technical offer is as follows:

- Check List as per **Annexure-II**
- Acceptance letter as per **Annexure -III**
- The Company profile as per **Annexure-IV**
- Non-Blacklisting Certificate – **Annexure-V**
- Technical Offer with Specifications as given in **Annexure-VI** complete with all the columns filled in. **This should not contain any price information.**
- GST Certificate/ Registration No. (Copy of the Certificate must be enclosed).
- PAN No. (copy must be enclosed)

The Technical Bid may be submitted in neat manner preferably in spiral binding. Each Page of the document shall bear seal and signature of the authorized signatory. Documents submitted must have the relevance with the technical specification. No documents, brochures, leaflet, etc, shall be submitted in loose form or which have not been asked. Proper reference of such documents must be indexed.

ENVELOPE Part - II (Price Bid):

- The Price Bid should give all relevant price information as per **Annexure VII**. The Bid Form must be filled in all respect, without any errors, erasures or alterations.
- The Price must be quoted F.O.R. UCMS and must be given in Indian Rupees (INR) only.
- The rates approved shall be valid tentatively for one year initially from the date of Rate Contract, which can be extended by the College on the mutual agreement, if required.

3. Offer validity Period

The offer must be valid for a period of 120 days from the opening date of the Price bid. Any offer falling short of the validity period is liable for rejection.

4. Earnest Money Deposit

- EMD of Rs.13,680/- (Thirteen thousand six hundred eighty only) in the form of Demand Draft in favour of **“The Principal, University College of Medical Sciences”**, payable at Delhi shall be attached with the Technical bid, failing which the bid shall be rejected.
- The EMD of unsuccessful bidders shall be returned without any interest after finalization of Contract. EMD of successful bidders shall be retained with College as Security Money for the period of Rate Contract.
- In case the successful bidder fails to provide satisfactory service during the contract period or found at default, the EMD/Security Money will be forfeited.
- In case the successful bidder withdraws his offer within the validity of bid or before entering into contract within the bid validity period, the EMD will be forfeited & the bidder will have no right to claim for refund of the EMD.
- If successful bidder does not honour his commitment after placing the order, the EMD will be forfeited and the loss incurred by the College will be recovered from the bidder.

5. Costs

The offer should include the following:

- Cost of the Animal Feed inclusive of all taxes & statutory levies, transportation etc, if any.

Special discounts/rebates, wherever applicable, keeping in view that the supplies are being made to an educational institution, may please be indicated.

6. Modification and Withdrawal of Offers

The bidder may modify or withdraw its offer after its submission, provided that written request of the modification or withdrawal is received by University College of Medical Sciences prior to the closing date and time prescribed for submission of offers. No offer can be modified/withdraw by the bidder, subsequent to the closing date and time for submission of offers. In the event of withdrawal of the offer by successful bidders, the EMD will not be refunded.

7. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, University College of Medical Sciences may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing. If deemed necessary.

8. Technical Inspection and Performance Evaluation

The evaluation criteria adopted by University College of Medical Sciences, Dilshad Garden, Delhi – 110095 would apply uniformly to all bidders.

After opening Price Bid of the shortlisted bids, if there is any discrepancy between words and figures, the amount indicated in words will prevail.

9. Verification

The University College of Medical Sciences reserves the right to verify any or all statements made by the bidder in the bid document and to inspect the bidder's facilities, if necessary, to establish to its satisfaction about the bidder's capacity to perform the job.

10. Award Criteria

University College of Medical Sciences will issue the **Purchase Order(s)** as per the actual requirement during the period of Rate Contract to the Bidder whose bid has been determined to be substantially responsive and who has offered lowest evaluated price.

11. Delivery & Installation Period

The University College of Medical Sciences would like to have the following time schedule for completion of the activities from the date of placement of orders.

- a. **Delivery:** As given in the Purchase Order.
- b. The bidder shall be responsible for proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be entertained.
- c. Part delivery will not be allowed. The Principal University College of Medical Sciences will have the discretion to invoke the payment from the Bank for any breach of contract.

12. Payment Terms:-

100% payment shall be made after satisfactory delivery of feed in requisite quality and quantity.

13. Shelf Life:-

The shelf life of the feed must not be less than six months from the date of satisfactory delivery.

15. Force Majeure

The bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, acts of UCMS in fires, floods and freight embargoes.

If a Force Majeure situation arises, the bidder shall promptly notify UCMS in writing of such conditions and the cause thereof within twenty calendar days unless otherwise directed by UCMS in writing, the bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, UCMS and the bidder shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of UCMS shall be final and binding on the bidder.

16. Jurisdiction

The jurisdiction of the courts shall be Delhi only.

17. Income Tax at source shall be deducted as per rules, before making final payment.

Yours sincerely,

**sd/-
Assistant Registrar**

Encl:- As Above

**University College of Medical Sciences
& G.T.B Hospital, Dilshad Garden Delhi – 95**

Annexure – I

Name of the Item:- Animal Feed

Technical Specification required:-

S. No.	Animal Feed Detail
1.	Pellet Feed for Rodents-Breeding (Rat & Mice) <ul style="list-style-type: none">• Double ply sealed bags of feed• Feed containing minimum Crude Protein @ 18-21 % and Fat @ 4-6%.• Report of Microbiology Quality Control, Proximate Analysis and levels of Mycotoxins/Aflatoxins may be required with supply.• Documents pertaining to Batch Number, Date of Manufacture & Shelf Life may also be required at time of supply.
2.	Pellet Feed for Rabbits/Guinea Pigs-Breeding <ul style="list-style-type: none">• Double ply sealed bags of feed• Feed containing minimum Crude Protein @15-18 % and Fat @ 3.5-6%.• Report of Microbiology Quality Control, Proximate Analysis and levels of Mycotoxins/Aflatoxins may be required with supply.• Documents pertaining to Batch Number, Date of Manufacture & Shelf Life may also be required at time of supply.
3.	Maintenance Pelleted Feed for Rodents (Rat & Mice) <ul style="list-style-type: none">• Double ply sealed bags of feed• Feed minimum Crude Protein @12-14 % and Fat @ 3-6%• Report of Microbiology Quality Control, Proximate Analysis and documents for Shelf life may be required with supply.

Annexure – II

CHECK – LIST

Name of Item:

Name of Bidder:

SI No.	Description	Yes/ No/ NA	Page No. in the bid document	Remarks
1.	Have you enclosed the covering/acceptance letter as per Annexure III?			
2.	Have you enclosed EMD of required amount for the quoted bid?			
3.	Have you enclosed the company profile as per Annexure IV?			
4.	Have you enclosed the Non-blacklisting Certificate as per Annexure V?			
5.	Have you enclosed the Technical offer with specification as per Annexure VI ?			
6.	Have you enclosed the GST Registration Certificate?			
7.	PAN NO. (COPY)?			

N. B.

1. All pages of the bid should be page numbered and indexed.
2. The bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
3. It is the responsibility of bidder to go through the Tender document to ensure furnishing all required documents in addition to above, if any.

(Signature with date)

(Full name, designation & address of the person duly authorized sign on behalf of the Bidder)
For and on behalf of

(Name, address and stamp of the bidding firm)

(On the bidder's letterhead)

To,

The Principal,
University College of Medical Sciences,
Dilshad Garden,
Delhi – 110095

Bid Ref. No. _____

Date:- _____

Due Date:- _____

(Acceptance Letter)

Sub:- Rate Contract for the supply of Animal Feed.

Sir,

With reference to the above tender, having examined and understood the instructions, terms and conditions forming part of the bid, we hereby enclose our offer for the supply of the following item as detailed in your above referred tender.

Item Description	Make

We further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. We also understand that the University College of Medical Sciences is not bound to accept the offer either in part or in full and that the UCMS has right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Demand Draft for Rs. _____ favouring **“The Principal, University College of Medical Sciences”** issued by _____ **Bank**, _____ **Branch**, and payable at Delhi, towards Earnest Money Deposit.

Yours faithfully,

Authorized Signatory
(Name & Designation, seal of the firm)
Date:

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	Item	Details
1.	Name of Company	
2.	Mailing Address	
3.	Telephone and Fax numbers	
4.	Date of registration of the Company	
5.	Year of commencement of Business	
6.	Name and designation of the person authorized to make commitments to the College	
7.	Turn over of the company (not of group) 2015-2016 2016-2017	
8.	Tin No. (Proof enclosed)	
9.	GST No. (Proof enclosed)	
10.	ISO/ISI No. and (Proof enclosed)	

Signature (Name & Designation)

Date :

Annexure V

Certificate from the bidder on their letterhead stating that the Company has not been blacklisted by any Government organization, Non-Government or Public Sector organization

To,

The Principal,
University College of Medical Sciences,
Dilshad Garden,
Delhi – 110095

Subject:- _____

Dear Sir,

This is to certified that M/s _____ has not been blacklisted and no criminal case is pending in any Government Organization, Non-Government or Public Sector organization before submission of this bid document.

Yours faithfully,

(Signature)
(Name & Designation)
(Company Seal)

Date:
Place:

No column under technical bid should be left blank. The vendor must specify the compliance of specification required.

TECHNICAL BID

Name of Item:-

S. No.	Description of Animal Feed	Remarks, if any
1.	Pellet Feed for Rodents-Breeding (Rat & Mice) Make:- Technical Specification of the item:-	
2.	Pellet Feed for Rabbits/Guinea Pigs-Breeding Make:- Technical Specification of the item:-	
3.	Maintenance Pelleted Feed for Rodents (Rat & Mice) Make:- Technical Specification of the item:-	

Signature (Name & Designation): _____

Date : _____

Note:- Technical documents (Product of the Brochures, Leaflets, manuals etc.) must be enclosed with the Technical Bid.

PRICE BID FOR “ANIMAL FEED”

1	2	3	4	5		6	7
S. No.	Brief Description of Feed	Make	Price per Kg (In Rs.)	Applicable Taxes		Any other charges (if applicable)	Total Price Inclusive of Taxes (Per Kg, In Rs.)
			(a)	(b)		(c)	(a+b+c)
				% of Taxes (if any)	Total amt. of all Taxes		
1.							
2.							
3.							

Note: -

1. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
2. Prices must be quoted F.O.R. UCMS and must be given in Indian Rupees (INR) only.

Place: _____

Date: _____

Name _____

Address _____

Signature of Bidder _____

Seal of the Bidder _____