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UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(UNIVERSITY OF DELHI)

DILSHAD GARDEN DELHI-110 095

F. No. (30)(8)/UCMS/CS/Comm. Medicine/e-tender/Medicines/2019

Date: 01.07.2019

Limited Tender Enquiry for Rate Contract to supply of Medicines

Online bids are hereby invited towards **“Rate contract for the supply of Medicines for the period of two years”** from the prospective bidders/suppliers under two bid systems (technical and financial) as per list attached at Annexure-I through e-procurement.

1. For submission of e-bids, bidders required to get themselves registered with <http://eprocure.gov.in/eprocure.gov.in/eprocure/app>.
2. Bids must be marked **“Rate contract for the supply of Medicines”** shall be submitted online only at CPP portal : <https://eprocure.gov.in/eprocure/app> on or before date **25/07/2019**.
3. Bidders are advised to follow the instructions provided in the “Instructions to the bidder” for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>
4. Bidder who downloads the tender document from the Websites (www.ucms.ac.in, <https://eprocure.gov.in/eprocure/app>) shall not tamper/modify the tender documents in any manner. If found, tender will be completely rejected and earnest money deposited (hereinafter referred to as EMD) would be forfeited and bidder is liable to be blacklisted.
5. Participating bidders are advised to visit above-mentioned websites on regularly for any corrigendum/addendum/amendment etc. at any stage.
6. The College will not be responsible for non receipt of online bids within the specified date and time due to any technical reason.
7. The rates approved shall be valid for two year initially, which can be extended (if required) by the College on the mutual agreement.
8. The supply will be made at University College of Medical Sciences, Dilshad Garden, Delhi-110095.
9. The procurement shall be made, in conformity with the General Financial Rules (GFR) 2017 strictly.
10. Bidders are advised to quote all medicines, which must be supplied within a period of 10 days from the date of issuance of Purchase Order.
11. The offer must be valid atleast for a period of 120 days from the closing date of the bid. Any offer falling short of the validity period is liable for rejection.
12. The firms must quote the rates in figure as well as in words for all the medicines. In case of any deviation, the rate quoted in words will be considered. The rates must be quoted clearly without any overwriting/ cutting.
13. Bidder`s offer is non-transferable and should be submitted as per our prescribed format on company`s letter head duly signed by the competent signatory.
14. The bids will be opened online in the College after closing date.

15. University College of Medical Sciences will award the medicines-wise rate contract(s) to the successful bidder on lowest price basis. Purchase order will be issued on the basis of actual requirement of the College from time to time.
16. In case two or more bidder has quoted the same lowest rate, the procurement will be done on equal quantity basis from each bidder.
17. The bidder must furnish all information in the prescribed proforma only. Each page of the bid and all supporting documents are to be duly signed by the bidder along with seal of the firm. Bids not submitted in the prescribed format will be liable for rejection.
18. Interested Bidders are requested to upload their bids in TWO PARTS, Part I, technical bid (as per **Annexure-IV**) as well as Part-II, price bid (As per Format given at **Annexure-I**). Online bids must be submitted on or before date i.e. **25/07/2019**, failing which, offer will be liable for rejection.

Terms & Conditions

1. Eligibility Criteria

- The prospective bidder should be a registered entity as per applicable law.
- Bidder must have a valid Drug License as well as all other relevant License to supply the medicine. (Self attested copy of the license must be enclosed).
- Bidder should have relevant experience for at least 3 years in medical and allied institutions.
- The Bidder must enclose self attested copies of 3 purchase orders, out of which atleast 1 purchase order must be minimum worth Rs.2 Lacs for single supply, which should have been issued by any Govt. Medical or Allied Institutions during last three years.
- Bidders must provide PAN No. (Self attested copy of the PAN card must be enclosed) and ITR for last 3 years.
- Bidder must enclose Non-Blacklisting Certificate as per format given at **Annexure –V**.
- Test report of any/all medicines may be asked, if required.
- Bidders must provide GST Registration No. (Self attested copy of the GST registration certificate must be enclosed).

2. Bid Submission - Two Bid System

2.1 Part-I, Technical Bid:

The Technical offer should be complete in all respects and should contain all information asked for, **except prices**. The Technical Bid should include all components asked for in Annexure IV. The format for submission of technical offer should be as follows:

- Check List as per **Annexure – IV**
- Tender Acceptance letter as per **Annexure II**
- Non-Blacklisting Certificate – **Annexure – V**

2.2 Part – II Price Bid:

- The Price Bid should give all relevant price information as per Annexure-I. The Bid Form must be filled in all respects, without any errors, erasures or alterations.
- It should contain prices, with detailed break up as per format enclosed, both in figures and in words for each item. In case of any deviation, the rate quoted in words will be considered. The rates must be quoted clearly without any overwriting/ cutting.

- The taxes and duties as applicable should be quoted separately and clearly. The terms such as taxes and duties as applicable or at actual should not be mentioned in the bid. In the event of an increase in taxes/duties, the extra liability on account of these taxes shall be borne by UCMS. Similarly in the event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to UCMS.
- The bidder may quote the prices in Indian National Rupees (INR) on FOR basis (Destination of purchaser).
- If any column does not apply to the bidder, same should be mentioned as NOT APPLICABLE.

3. Opening of financial bid and evaluation

After, the Technical evaluation of the bids, purchaser will open the “Financial Bids”, of all the technical qualified bidders at notified date and time. **The lowest financial bid with respect to the medicine shall only be considered for award.**

4. 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.

5. Earnest Money Deposit

- 5.1 The Bidder shall furnish **EMD** for Rs. 60,000/- (Rupees sixty thousand only) in the form of Demand Draft in favour of “**The Principal, University College of Medical Sciences**”, payable at Delhi must reach in the Office of Assistant Registrar (Central Stores) Room No. 6, Ground Floor, University College of Medical Sciences, Dilshad Garden, Delhi-110095 on or before date and time i.e. **24/07/2019 and up to 4.00 p.m.**, failing which, offer will be liable for rejection. Bidders must attach scanned copy of EMD along with the technical bid.
- 5.2 EMD of successful bidders shall be retained with College as Security Money upto 60 days after the the period of Rate Contract, which may be refunded after completion of all obligations/liability on the part of supplier.
- 5.3 The EMD will be returned to the un-successful Bidder as promptly as possible without any interest after finalization of contract.
- 5.4 The EMD will be forfeited:
 - 5.4.1 If bidder withdraws its bid during the period of tender/bid validity after closing dates.
 - 5.4.2 If successful bidder does not honor his commitment after placing the order, the EMD will be forfeited and the loss incurred by the College will be recovered from the bidder.
 - 5.4.3 If it is found at any stage that information/particulars regarding tendered item(s) is false.
 - 5.4.4. If any type of concealment of facts is found on the part of bidders.

6. Modification and Withdrawal of Offers

Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification or withdrawal is received by the College prior to the date & time prescribed for submission of original EMD (as per point No. 5.1).

7. Clarification of Offers

To assist in the scrutiny, evaluation and comparison of offers, purchaser may, at his discretion, ask some or all Bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

8. Technical Inspection and Performance Evaluation

The evaluation criteria adopted by purchaser would apply uniformly to all Bidders.

9. Verification

Purchaser 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

Purchaser will issue medicines-wise **Purchase Order(s)** to the bidder who has offered lowest evaluated price.

11. Final decision making authority

Purchaser reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason thereof or incurring any liability to the bidders. In such a scenario, no claim whatsoever will be entertained.

12. Rejection of Tender

The tenders shall be summarily rejected:

- 12.1 If the bidder proposes any alteration in or additions to the prescribed form of tender.
- 12.2 If the bidder declines to carry out any work of the tender document.
- 12.3 If the technical bid submitted is found to be incomplete
- 12.4 If the price bid submitted is found to be incomplete
- 12.5 If any discrepancy is found between the technical bid and price bid
- 12.6 If financial bid document is found alongwith technical bid
- 12.7 If EMD is not submitted as per clauses 5.1 of terms & conditions.
- 12.8 If the bidder does not fulfill any of the conditions mentioned in the Tender.

13. Delivery & Performance Period

The purchaser will have to mention the time schedule for supply of the Medicines from the date of placement of orders.

- 13.1 Delivery:** Within 10 days, maximally extendable by another 15 days.
- 13.2** The bidder shall be responsible for proper packing & temperature maintenance of medicines so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the medicines 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.
- 13.3** Part delivery for medicines will not be allowed. The University College of Medical Sciences will have the discretion to invoke the payment from the Bank for any breach of contract.

14. Warranty & performance of the medicines:-

- 14.1 The supplier warrants that goods supplied under this contract are new, unused, of the most recent and they incorporate all recent improvement in medicines unless provided otherwise in the contract.
- 14.2 The supplier warrants the satisfactory performance of the medicines supplied and shall replace any medicines whose performance is unsatisfactory.
- 14.3 Supplier shall supply the latest manufactured medicines to ensure maximum shelf life for the same.
- 14.4 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15. Terms of Payments

100% payment after satisfactory delivery of the Medicines.

16. Guarantee of genuineness of item(s)

The medicines must conform to the highest quality and standard. Consistency must be maintained for the entire lot of the medicines offered.

17. 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 agreement 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, fires, floods and freight embargoes.

If a Force Majeure situation arises, the bidder shall promptly notify the undersigned in writing of such conditions and the cause thereof within twenty calendar days unless otherwise directed by undersigned 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, purchaser and the bidder shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of purchaser shall be final and binding on the bidder.

18. Jurisdiction

The jurisdiction of the courts shall be Delhi only.

Yours sincerely,

**sd/-
(Rajesh Kumar)
Assistant Registrar (Central Store)**

Encl: As above

Annexure – I

S. No.	Name of the Medicine	Packing	% of GST	Any other Taxes/ Charges	Unit price (in Rs.) in words (including Taxes and other charges)	Unit price in figure (including Taxes and other charges)
01.	TAB. B. COMPLEX	STRIP				
02.	TAB VIT. C - 500 MG	STRIP				
03.	TAB. CALCIUM- 500 mg	STRIP				
04.	VIT. D SACHET – 1 gm	PKT				
05.	CAP. MULTIVITAMIN	STRIP				
06.	SYP. ZINC 100ml	BOTTLE				
07.	TAB. IRON FOLIC ACID 60 mg + 500 µg	STRIP				
08.	TAB. FOLIC ACID – 5 mg	STRIP				
09.	GLUCON – D (75 GM)	PKT				
10.	CAP. AMOXICILLIN 500 MG	STRIP				
11.	TAB. METRONIDAZOLE (400 MG)	STRIP				
12.	TAB. AMOXYCILLIN DT (125 MG)	STRIP				
13.	TAB. OFLOXACIN + ORNIDAZOLE 200 mg + 500 mg	STRIP				
14.	TAB. AMOXICILLIN + CLAVULINIC ACID 625 MG	STRIP				
15.	TAB. CIPROFLOXACIN (500 MG)	STRIP				
16.	SYP. AMOXYCILLIN 60ml	BOTTLE				
17.	TAB. SALBUTAMOL – 4 MG	STRIP				
18.	Tab. AZITHROMYCIN - 500 MG	STRIP				
19.	TAB. CIPROFLOXACIN + TINIDAZOLE 500 mg + 600 mg	STRIP				
20.	SYP. OFLOXACIN + ORNIDAZOLE 60 ML	BOTTLE				
21.	SALBUTAMOL INHALER 100 mcg (SALBUTAMOL)	Dispenser				
22.	TAB. PARACETAMOL - 500 mg	STRIP				
23.	TAB. DICYCLOMINE + PARACETAMOL 20 mg + 325 mg	STRIP				
24.	SYP. PARACETAMOL 60ml	BOTTLE				
25.	TAB. DICLOFENAC SR 100 MG	STRIP				
26.	SYP. ALBENDAZOLE 10ml	BOTTLE				
27.	TAB. ANTACID AL OH ₃ : 240 MG : MG CO ₃ – 60 MG: MG OH ₂ – 100 MG	STRIP				
28.	SYP ANTACID 170 ML	BOTTLE				
29.	TAB. METOCLOPRAMIDE – 10 MG	STRIP				
30.	TAB. PANTOPRAZOLE – 40 MG	STRIP				
31.	TAB. AMLODIPINE - 5 MG	STRIP				
32.	TAB. IVERMECTIN 6 MG + ALBENDAZOLE 400 MG	STRIP				
33.	TAB. RANITIDINE - 150 MG	STRIP				
34.	TAB. CETRIZINE 10 MG	STRIP				
35.	TAB. FLUCONAZOLE - 150 MG	STRIP				
36.	TAB. TINIDAZOLE - 500 MG	STRIP				
37.	TAB. PANTOPRAZOLE + DOMEPERIDONE – 40 MG	STRIP				

38.	TAB. ALBENDAZOLE - 400 MG	STRIP				
39.	TAB. DOXYLAMINE (10mg)+ PYRIDOXINE (10mg)	STRIP				
40.	TAB. METFORMIN 500 MG	STRIP				
41.	ORS POWDER (21 GM PKT)	PKT				
42.	TAB. PHENIRAMINE 25 MG	STRIP				
43.	TAB. CLOTRIMAZOLE VAGINAL PESSARY - 100 MG	STRIP				
44.	SYP. PROMETHAZINE – 60 ml	BOTTLE				
45.	C M APPLICAP 'EYE"Chloromycetin" 1% - 250 MG	BOTTLE				
46.	CIPROFLOXACIN EYE / EAR DROP 0.3% - 10 ML	BOTTLE				
47.	ANTIBIOTIC POWDER (BACITRACIN 250 IU+NEOMYCIN 5mg+SULPHACETAMIDE 60mg) -10 G	BOTTLE				
48.	POVIDONE IODINE OINTMENT 5% – 15 GM TUBE	TUBE				
49.	POVIDONE IODINE SOLUTION 5%– 500 ML	BOTTLE				
50.	OINTMENT DICLOFINAC GEL – 30 MG	TUBE				
51.	CREAM CLOTRIMAZOLE (1%)-15gm	TUBE				
52.	CREAM SILVER. SULPHADIAZINE (1%)- 15gm	TUBE				
53.	CREAM PERMETHRIN (5%)-30 gm	TUBE				
54.	OINTMENT BETAMETHASONE 15 gm	TUBE				
55.	HAND SANITIZER 500 ML	BOTTLE				
56.	URINE PREGNANCY TEST KIT	KIT				
57.	GARGLE POVIDONE IODINE	BOTTLE				

Note:- Unit price must be quoted for per Tablet/Capsule/Bottle/tube/Cream/Pkt./Kit etc

TENDER ACCEPTANCE LETTER

(ON THE BIDDER'S LETTERHEAD)

To,

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

Tender Reference No: _____
Date:- _____
Due Date:- _____

Sub: Acceptance of Terms & Condition of Tender _____

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned „Tender from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

Authorized Signatory
(Name & Designation with seal)
Date:

Annexure III

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.	Turnover of the company 2016-2017 2017-2018 2018-2019	
8.	GST No. (Proof enclosed, if applicable)	

Yours faithfully,

Authorized Signatory
(Name & Designation with seal)
Date:

CHECK – LIST**Name of Bidder:****Name of Manufacturer:**

S. No.	Description	Yes/ No/ NA	Page No. in the bid document	Remarks
1.	Have you enclosed the tender acceptance letter as per Annexure II?			
2.	Have you enclosed EMD of required amount?			
3.	Have you enclosed the company profile as per Annexure III?			
4.	Have you enclosed the Non-blacklisting Certificate as per Annexure V?			
5.	Have you enclosed copies of PAN card and ITR for last 3 years?			
6.	Have you enclosed copy of GST Registration Certificate?			
7.	Have you enclosed copy of valid Drug License?			
8.	Have you enclosed copies of atleast 3 purchase orders (As per point No. 1, terms & conditions) ?			

N. B.

1. All pages of the bid should be page numbered/ indexed/signed/stamped.
2. It is the responsibility of bidder to go through the Tender document to ensure furnishing all required documents in addition to above, if any.

Yours faithfully,

Authorized Signatory
(Name & Designation with seal)
Date:

**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

Sir/Madam,

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services before submission of this offer.

Yours faithfully,

Authorized Signatory
(Name & Designation with seal)

Date:
Place: