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UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(UNIVERSITY OF DELHI)

DILSHAD GARDEN DELHI-110 095

F. No. MC/UCMS/CAH/Lab. Animal Feed/2019

Date: 31.10.2019

E Tender Enquiry for Rate Contract to supply of Animal Feed

Online bids are hereby invited towards **“Rate contract for the supply of Animal Feed 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 Animal Feed”** shall be submitted online only at CPP portal : <https://eprocure.gov.in/eprocure/app> on or before **25 November 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 Central Animal House, 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 animal feeds, which must be supplied within a period of 21 days from the date of issuance of Purchase Order.
11. The offer must be valid at least 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 animal feeds. 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 animal feeds-wise rate contract(s) to the successful bidder on lowest price basis. Standing 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,(if permissible, under the rule on CPPP).
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-I**) as well as Part-II, price bid (As per Format given at **Annexure-VII**). Online bids must be submitted on or before **25 November 2019**, failing which, offer will be liable for rejection.
19. The College reserves all rights to accept/reject/cancel the proposal at any stage without assigning any reason.

Terms & Conditions

1. Eligibility Criteria

- The prospective bidder should be a registered entity as per applicable law.
- The Bidder must enclose self-attested copies of 3 purchase orders, which should have been issued by any Govt. Medical or Allied Institutions during last three years. The college may ask the certificate of satisfactory supply at any point of time.
- 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**.
- Bidders must provide GST Registration No. (Self-attested copy of the GST registration certificate must be enclosed).
- 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.

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**
- Authorization form as per **Annexure VI**

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 animal feed 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

- 5.1.1 The Bidder shall furnish **EMD** for Rs. 25,000/- (Rupees Twenty Five 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 Department of Pharmacology, Room No. 532, Fifth Floor, University College of Medical Sciences, Dilshad Garden, Delhi-110095 on or before date and time i.e. **25 November 2019 and up to 4:00 PM**, failing which, offer will be liable for rejection. Bidders must attach scanned copy of EMD along with the technical bid.
- 5.1.2 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.
- 5.1.3 The EMD will be returned to the un-successful Bidder as promptly as possible without any interest after finalization of contract.
- 5.2 The EMD will be forfeited:
 - 5.2.1 If bidder withdraws its bid during the period of tender/bid validity after closing dates.
 - 5.2.2 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.
 - 5.2.3 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 feeds-wise **Purchase Order(s)** to the responsive 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 Animal feeds from the date of placement of orders.

- 13.1 Delivery:** Within 21 days.
- 13.2** The bidder shall be responsible for proper packing & temperature maintenance of animal feeds so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the animal feeds 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 animal feeds 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 animal feeds:-

- 14.1 The supplier warrants that animal feed supplied under this contract are fresh and they incorporate all recent improvement in animal feeds unless provided otherwise in the contract.
- 14.2 The supplier warrants the satisfactory performance of the animal feeds supplied and shall replace any animal feeds whose performance is unsatisfactory.
- 14.3 Supplier shall supply the fresh manufactured animal feeds 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 Animal feeds.

16. Guarantee of genuineness of item(s)

The animal feeds must conform to the highest quality and standard. Consistency must be maintained for the entire lot of the animal feeds 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/-
(Dr. Rachna Gupta)
Professor & Head
Department of Pharmacology**

Encl: As above

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**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)	
9.	Are you manufacturer or authorized dealer	

Yours faithfully,

Authorized Signatory
(Name & Designation with seal)
Date:

Annexure – IV**CHECK – LIST**

NAME OF ITEM:

NAME OF PROSPECTIVE BIDDER:

NAME OF MANUFACTURER:

S. No.	Description	Yes/ No/ NA	Page No. in the biddocument	Remarks
1.	Have you enclosed the covering/acceptance letter as per Annexure II?			
2.	Have you enclosed EMD of required amount for the quoted bid?			
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 the detail of Service/Support Centers as per Annexure ?			
6.	Have you enclosed the Technical offer with specification as per Annexure I?			
7.	Have you enclosed the GST Registration Certificate?			
8.	Have you enclosed manufacturer certificate?			

N. B.

1. All pages of the bid should be page numbered and indexed.
2. The prospective 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 prospective 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:

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

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:

MANUFACTURERS' AUTHORIZATION FORM

No.....

Dated:

To,

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

Dear Sir,

Tender No.....

We Who are established and reputable manufacturers of (name& descriptions of goods offered) having factories at (address of factory) do hereby authorize M/s.(Name and address of authorized dealer) to submit a bid, and sign the contract with you against the above E Tender.

Yours faithfully

(Name)

(Name of Manufacturers)

Note: this letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be included by the Prospective bidder in its Bid.

Annexure – VII

PRICE BID

1	2	3	4	5	6						7
S.No.	Brief Description of Goods	Make	Country of Origin	Quantity (Nos.)	Price per unit (Rs.)						Total Price (at UCMS) (In Rs.)
					Unit Cost	GST (if any)	Packing and Forwarding charges	Inland Transportation, Insurance for a period including 3 months beyond date of delivery, loading/ unloading and Incidental costs till consignee's site, if any	Any other charges (if applicable)	Unit Price (at UCMS) (In Rs.)	5 x 6(h)
					(a)	(b)	(c)	(d)	(e)	(h)	(a+b+c+d+e)

Total bid price in Indian National Rupees in words (as per Column 7): _____

Note: - If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Place: _____
Date: _____

Name _____
Business Address _____
Signature of prospective bidder _____
Seal of the prospective bidder _____