

**DEPARTMENT OF VETERINARY
GOVERNMENT OF CHHATTISGARH**

TENDER FORM

ALLOPATHIC VETERINARY MEDICINES

LAST DATE OF SUBMISSION

DATE -28.10.2009 UP TO 5:30 PM

OPENING DATE

DATE- 29.10.2009 AT 3:00PM

FOR YEAR - 2009-10

**Deputy Director
Veterinary Services
Ambikapur Distt. Surguja
(ChhattisGarh)**

PHONE AND FAX NO- 07774-240877

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ALLOPATHIC

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CHECK LIST:-**ALLOPATHY**

Sr. No.	Name of Documents	Page No.	Yes	No
1	2	3	4	5
1	Security Money Deposit in the form of BD of any scheduled Bank			
2	Duly attested photocopy of License for products duly approved by the Licensing authority			
3	Market standing certificate issued by the Licensing Authority			
4	Annual turnover of Statement for 3 Year by Sales Tax authorities			
5	Good Manufacturing Practices Certificate			
6	Valid sales Tax Certificates Current			
7	Tender Form duly signed by authorized person			
8	Non-conviction Certificate Current			
9	List of items quoted (Without indication of Prices)			
10	General information about Bidder (Specimen-2)			
11	Agreement Bond (Specimen-3)			
12	Manufacturing & Marketing Certificate issues by Drug controller. (Specimen-4)			
13	Details of persons (Specimen-5)			
14	Acceptance of Terms and Conditions (Specimen-6)			
15	Details of Persons (Specimen-7)			
16	Details of Manufacturing Unit (Specimen-8)			
17	Financial Bid (Envelop)			
18	Authorisation Letter From Bidder			

Section A: Tender Supply Letter

Office of the Deputy Director of Veterinary Services

Ambikapur, Distt. Surguja Chhattisgarh

No.....2009-10/Tender/Distt _____,

Date.....

To,

M/s.....

.....

.....

.....

Subject: - Tender for supply of Veterinary Allopathic Medicines.

Ref : - Your Letter No Date.....

Please find herewith-enclosed tender form along with agreement bond, terms and condition of contract as per list of products.

Last date of Submission of tender Date and Time 28-10-2009 5.30 P.M.and will be opened on the Date & Time 29-10-2009 3.00 P.M.

The tender will be received at Office of the under signed in stipulated date and time only.

Encl: - _____ Pages only.

**Deputy Director
Veterinary Services, Ambikapur
Distt. Surguja Chhattisgarh**

Section B: Tender Information

Office of the Deputy Director of Veterinary Service Ambikapur Distt. Surguja, Chhattisgarh (herein after referred to as Purchaser) invites Sealed tender for the supply of **Veterinary Allopathy medicines** and as per schedule of requirement from **LICENSED VETERINARY MANUFACTURES**.

The Tender form can be obtained from the Purchaser on payment of Rs 1000- by cash or Demand Draft from a scheduled bank drawn in favor of the “ **Deputy Director, Veterinary Services, Ambikapur Distt. Surguja, Chhattisgarh**” and submitted along with the required demand draft with technical proposals.

The Supply of all Categories of Medicines is grouped into three categories –

1. ALLOPATHIC MEDICINES

All interested licensed manufacturers are required to submit their technical proposal and financial proposals in two separate envelopes. The technical proposals will be accompanied with Security Deposit (SD) amount as specified in this tender document elsewhere. The SD should be included in the same envelope containing the Technical Proposal. The technical and financial proposals along with SD must be delivered to the Office of **Deputy Director of Veterinary Services Ambikapur, Distt. Surguja, Chhattisgarh**, on or before the due date for submission of proposals mentioned elsewhere in the Tender document.

The Technical Proposals as indicated above shall be common for all categories of medicines. The Financial proposals will be required to be submitted for each category of medicines separately.

The envelope containing Technical proposal along with the SD will be opened on the specified date and time in presence of purchase committee and in presence of bidders or their authorized representatives who choose to attend.

The summary of various activities with regard to this Invitation of bids are as given below .

1	Date of commencement of Sale of tender Document	From the Date of Notice Publication
2	Last Date of Sale of Tender Document	27-10- 2009 up to 5-30 pm
3	Last Date and Time for Submission of Proposals	28 -10- 2009 up to 5-30 pm
4	Date and Time of Opening of Technical Proposals	29 -10- 2009 up to 3 - 00 pm
5	Security Deposit	Rs.10,000 with tender document, in the form of Bank Draft from scheduled bank and as per terms mentioned elsewhere in the document. The Purchaser will not be liable to pay any interest on such SD amount. <ul style="list-style-type: none">• Cash or Cheque or any other mode will not be accepted.

Section C: Information and Instructions for Bidders

Submission of Proposal

The eligible manufacturers are also referred to as “bidders” should submit their proposals in the format and content provided in Section E: Technical Proposal and Content and Section F: Financial Proposal and Content.

Two copies of Technical proposal are to be submitted. Each Copy being physically separated, bound, sealed and labeled as “Technical Proposal” and marked ‘Original” or “Copy” as appropriate. Both the copies along with SD shall be put in the same envelope containing the technical proposal.

Separate Financial Proposal for each category of medicines shall be placed in different envelopes clearly marked “Financial Proposal”.-Allopathic (Category of medicines as indicated above)”. Both Technical and Financial Proposal shall be kept in an outer envelope clearly marked “ TENDER FOR THE SUPPLY OF **MEDICINES, 2009-10 DUE ON 28.10.2009** “. The outer envelope should also bear the submission address, name of the bidder and contact details.

The tenderer should be applied in the enclosed form only. The same on acceptance will constitute the contract in terms specified there in. All/Any conditional tenders are liable to be rejected.

The filled Tender or Proposal should reach the office of **Deputy Director of Veterinary services, Ambikapur Distt Surguja, CG** according to the last date and time for submission given to Section B: Tender notice however, Purchaser may at its discretion extend the said deadline for submission of the proposal by amending the tender document. Any proposal received late i.e. after the stipulated date and time will be rejected.

Validity of Proposal

The tender terms and conditions including financial rate contracts agreed upon with the successful bidder shall be valid up to **31st March 2010**. The rate contract period may, however, be extended for a further period on mutually agreed terms on the discretion of the Purchaser for a maximum period of three months. Any contract mentioning otherwise validity period will not be considered.

Language and Currency of Proposal

All the enclosed documents shall be in English or Hindi, if any document is produced in any language other than English or Hindi, true translation copies of such documents in English shall be enclosed duly attested by a Gazetted officer. Failure to submit English translation of such documents shall make tender invalid. Further the price quoted in the Proposals shall only be in Indian Rupees.

Tendering Cost

The prospective manufacturers shall bear all costs associated with tendering process with respect to preparation and submission of proposals. The Purchaser shall not be responsible or liable for any of these costs regardless of conduct or outcome of this tender process. It may be noted that none of the tender related costs related to preparation and submission and other incidentals costs if any are reimbursable.

Risk of Proposal Rejection

Any proposal application which is incomplete in any respect i.e. not fulfilling any of the requirements of Section E: Technical Proposal or Section F: Financial Proposal or any other clause, conditions in the tender document shall be liable for rejection. Any Illegible and over writing, cutting etc. in the rates filled in financial bid will make the proposal also liable for rejection. Further bids have to be submitted in a fresh bid sheet as per format given in Annexure 1, Non submission of bids in a fresh bid sheet shall be liable for rejection.

Changes in Tender Document

Purchaser may at any time prior to the deadline for submission of bids, for any reasons, whether on its own initiative or in response to the clarification sought by any prospective bidder, modify, change incorporate or delete any part of the tender document. In order to allow sufficient time for preparation against such changes, Purchaser may at its discretion extend the deadline for the submission of bids.

Tender Evaluation

Thereafter, financial bids will be opened by the purchase committee to provisionally assign the vendor selection for each medicine in the order of preference as under –

First Preference –	Lowest Bidder (L-1)
Second Preference –	L-II
Third Preference –	L-III

Thereafter the purchaser shall invite the L-1 bidder for negotiations and if the purchaser feels that negotiation process is not producing any results and the overall contract value gap between L-I, L-II or L-III is not more than 10% (or any other % as may deem fit to the Purchaser), they shall invite L-II and/or L-III bidder accordingly for final negotiation.

The selected bidder(s) (also referred as Contractors in the document) will be communicated in writing about the results. The SD shall be returned to all unsuccessful bidders or disqualified bidders **only via registered post at the address** of communication mentioned in the application.

Right to Reject/Accept any or all Bids

- The Purchaser reserves the right of the accepting the tender in whole lot or distinct part of it or the supply can be distributed between more than one tenderer.
- The undersigned may reject all or any of the tenders without assigning any reasons there of or annul the tender process without thereby incurring any liability to the prospective bidders.
- No tender shall be taken into consideration unless it satisfies all the requirements prescribed above and is presented within prescribed time limit. Purchaser, however reserves the right to give any relaxation in this connection.

Penalty Clause

The terms and conditions mentioned in the tender document contains the penalty clause as per the store purchase rules of CG

That will get attracted in case of default from successful bidder.

Mode of Submission of Proposals

Proposal shall be accepted by registered post or speed post or by depositing the tender form in the drop box at the address specified in **Section B: Tender Notice section of the document**. Proposals received in any other mode shall not be acceptable.

Right to Black List Defaulting Contractors

The purchaser reserves the right to Black List any contractor either in whole or in part limiting to certain products and for certain period for any breach of any of the terms and conditions of the tender. Such Black Listed Contractor or his establishment will not be eligible to participate in any of the departmental tenders accordingly.

Authorized Signature

If tender being submitted by a partnership firm or a company it must be signed separately by each partner/director and in the event of absence of any partner/director it must be signed on his behalf of a person holding power of attorney which should be issued by the person absent, authorizing him to do so which should be produced with the tender and it must be disclose that the firm is registered under Indian Partnership Act/Companies' Act along with specification of No. of Partners/Directors who constitute the firm/Company with their names & address and should be give other detail of manufacturing unit as detailed in Specimen 7 to this tender document

Each page of the proposal and its enclosures should be signed at the bottom by the tenderer / Authorized Person.

Deputy Director
Veterinary Services
Ambikapur Distt. Surguja {C.G.}

Section D: Tender Terms and Conditions

1. SECURITY DEPOSIT

- a. The Security Deposit (SD) should be Rs.10,000 Only with Financial Bid in Section E of the document. SD should only be in the form of Bank Draft from any scheduled bank favouring “**Deputy Director of Veterinary Services, Distt. Surguja, Chhattisgarh**”. SD in the form of **CHEQUE/CASH/ POSTAL / BANK** Guarantee will not be accepted. For Public Sector Under takings Bank Guarantee shall also be accepted for the validity period of the proposal.
 - b. If the contractor is bidding for multiple medicines or items, a single Bank Draft for the entire SD amount can be submitted.
 - c. In cases where the Successful bidder has won only a partial contract or in cases where he has won the supply contract for lesser number of items he had bid for, he can submit a Bank Draft with revised amount of Security deposit corresponding to such change. The basis of SD amount shall remain to be the 3% of the value of budgetary estimate for each medicine as given in Annexure 1.
 - d. Security Deposit in any other form, which may have been made earlier or any payment pending with the purchaser will not be adjusted towards the requirement of Security Deposit in this tender
 - e. The SD shall be returned to all unsuccessful bidders or disqualified bidders only via registered post at the address of communication mentioned in the application.
 - f. Security Deposit will be returned completion of the supply contract.
2. The price quoted in the tenders shall not in any case, exceed the controlled price, if any fixed by the Central / State Govt. and the Maximum Retail price(MRP). The Deputy Director Veterinary Services, Distt Surguja (C.G.) at his discretion, will exercise the right to revise the price at any stage so as to conform to the controlled price or MRP as the case may be. This discretion will be exercised without prejudice to any other action that may be taken against the tenderer.
 3. For any changes to the rates quoted by the firm in tender documents i.e. proposed rates & M.R.P. rates, at the time of supply then such changes must be informed to undersigned well in time (before supply) and following conditions shall apply with respect to any changes in rates during the period of supply or any extension thereof-
 - (a) After approval of Tender rate, if M. R. P. increases, there will be no change in approved rates and tenderer will have to supply the order on approved tender rates only.
 - (b) Further if the purchaser comes to know that there was a difference in the rate mentioned in tender documents and as per MRP/ rate in Invoice towards supply of goods after the supply goods, Then the purchaser has the right to take appropriate action & loss incurred to the Purchaser on account of such rate difference will be deducted from security deposit or from any amount due to the contractor.
 - (c) **M.R.P.** should also be mentioned along with the quoted price, without which the tender will not be considered. Please refer the format in Annexure 1.
 - (d) On any circumstances the rates tendered shall not be allowed to be revised upward by the contractor during the terms of the contract.
 4. Purchase preference will be given to state’s SSI Unit/Govt undertaking units per Store Purchase rules of the Government of Chhattisgarh, provided those units have full filled all the other terms and conditions of the tender.
 5. The approved/quoted prices will hold goods till the end of **31 March 2010** and may be further extended up to three months with the prior approval of Deputy Director Veterinary Services, Distt Surguja (C.G). The delivery of goods by the contractor should be at Deputy Director Veterinary Services, Distt Surguja (C.G.). The cost of packing, forwarding, freight and other charges for effecting delivery at the destinations shall be borne by the Contractor (also referred to as Successful Bidder).
 - a. to the successful bidder after one month from the date of completion of the supply contract.
 6. The price quoted by the tenders shall not in any case, exceed the controlled price, if any fixed by the Central / State Govt. and the Maximum Retail price(MRP). The Deputy Director Veterinary Services, Distt Surguja (C.G.) at his discretion, will exercise the right to revise the price at any stage so as to conform to the controlled price or MRP as the case may be. This discretion will be exercised without prejudice to any other action that may be taken against the tenderer.
 7. For any changes to the rates quoted by the firm in tender documents i.e. proposed rates & M.R.P. rates, at the time of supply then such changes must be informed to undersigned well in time (before supply) and following conditions shall apply with respect to any changes in rates during the period of supply or any extension thereof-

(a) After approval of Tender rate, if M. R. P. increases, there will be no change in approved rates and tenderer will have to supply the order on approved tender rates only.

(b) Further if the purchaser comes to know that there was a difference in the rate mentioned in tender documents and as per MRP/ rate in Invoice towards supply of goods after the supply of goods, Then the purchaser has the right to take appropriate action & loss incurred to the Purchaser on account of such rate difference will be deducted from security deposit or from any amount due to the contractor.

(c) **M.R.P.** should also be mentioned along with the quoted price, without which the tender will not be considered. Please refer the format in Annexure 1.

(d) On any circumstances the rates tendered shall not be allowed to be revised upward by the contractor during the terms of the contract.

8. Purchase preference will be given to state's SSI Unit/Govt undertaking units per Store Purchase rules of the Government of Chhattisgarh, provided those units have full fill all the other terms and conditions of the tender.
9. The approved/quoted prices will hold goods till the end of **31 March 2010** and may be further extended up to three months with the prior approval of Deputy Director Veterinary Services, Distt Surguja (C.G). The delivery of goods by the contractor should be at Deputy Director Veterinary Services, Distt Surguja (C.G.). The cost of packing, forwarding, freight and other charges for effecting delivery at the destinations shall be borne by the Contractor (also referred to as Successful Bidder).
6. All dues regarding taxes and duties including sales tax commercial tax excise duty, octroi duties levied on the supply shall be payable by the contractor himself. The Purchaser on written request shall only grant a certificate of total quantity of supply made.
7. All losses during transit including the losses due to breakage and shortage, spoilage etc. will have to be borne by the contractor at his own cost.
8. In the event of the supply being not accepted at the destination, it shall be responsibility of the contractor to remove the same forthwith at his own charges and cost.
9. Any amount due to the Government of Chhattisgarh from the contractor on any account in respect of this tender may be recovered from him as arrears of land revenue.
10. In case Manufacturers wish to supply_The medicines through their distributors or Agent, Prior intimation about such distributor or Agent through which The medicines_will be supplied shall be provided with authorization certificate to the Deputy Director Veterinary Services, Distt Surguja (C.G) in writing, However the purchase orders shall be made in the name of Manufacturer only. Manufacturer will raise invoice in the name of purchaser and the respective payments shall be made in the name of Manufacturer only.
11. In the event of any dispute or differences arises between the parties of this contract on any of the provisions herein or anything arising here out of this tender document, The same shall be referred to the **Director Veterinary Services, Raipur,(C.G.)** for arbitration and his decision thereon shall be final and binding to all concerned.
12. Deputy Director Veterinary Services, Distt Surguja (C.G.) reserves the right to increase or decrease the size of the order during the contract. The contractor will be bound to comply without any claim for the compensation.
13. The contractor shall be held responsible for the supply of any spurious or contaminated Medicine,dressing material equipment or apparatus and the cost involved in testing and other legal proceeding and the cost of replacement will be borne by him.
14. The composition/ specification of the_Medicines & Drugs to be supplied should comply with IP,BP,USP or other Notified pfarmacopoeia standards .
15. Supply being made should be strictly of the same description as prescribed in the purchase order and in the same qty as per purchase order issued. Any deviation without a prior approval from Deputy Director Veterinary Services, Distt Surguja (C.G) in writing from Purchase Order in terms of Item description, its unit of measure or quantity will not be acceptable and such supply will not be liable for payment. .
16. Expiry of the medicines and Drugs must be minimum of one year after the date of supply.

17 **ORDERS AND DELIVERY SCHEDULES**

- a. The purchaser does not guarantee the quantity, which will be ordered. The quantity mentioned in Financial Proposal Annexure 1 against the items is tentative and no claim for release of order for that many quantities will be entertained.
- b. The purchaser reserves the right to order for only such quantity as may be necessary and the Contractor is bound to supply the ordered quantity only, Purchaser may issue subsequent orders as and when required. Quantities supplied in excess will not be paid for.
- c. The entire supply shall need to be completed within the period mentioned in the Purchase Order or for the period extended by the Deputy Director Veterinary Services, Distt. Surguja (C.G).
- d. If the contractor fails to execute the supply within the stipulated time, the purchaser is empowered to make emergency purchases at the risk & cost of the contractor and claim the difference in total cost from the tenderer in addition to other penal clauses.

18 **PENALTY CLAUSE:**

- a. In case commodities indented are not supplied within the time limit or loss is not made good according to the terms & conditions of this contract, the tenderer shall be liable to pay liquidated damages and by the way of penalty the sum of 2% of the cost of order placed, shall be deducted from the bill for every month of delay (Month will be considered of 30 days and part month will be considered as Full month for the calculation of penalty)
- b. Further it shall be lawful for the Deputy Director Veterinary Services, Distt Surguja (C.G.) to purchase the articles indented from open market at the risk and cost of the contractor who in addition to the liquidated damages, aforesaid shall also be liable for any losses or damages caused by the said purchases to the Government
- c. In case, however, no supply is made even after expiry of **60 days** from the date issue of order of supply, the amount of security deposit shall be forfeited to the Government of Chhattisgarh and the contract shall stand terminated.
- d. **REMEDIAL CLAUSE:** However, if the purchaser is satisfied that the delay in supply was caused by the circumstances beyond the control of contractor, he may grant him in writing, extension of time which will not exceed **90 days** which shall not be extended again. In such case the purchaser may forgo the whole or part of the liquidated damages as the purchaser may deem proper except the actual extra cost incurred in making purchases from open market.

- 19 The Drugs and Medicines shall be supplied in the packaging specifications as provided in Annexure 2.
- 20 The Invoice/Billing shall be done in the name of "Deputy Director, Veterinary services, Distt.Surguja, CG"
- 21 The Information with respect to Manufacturer excise registration no, Purchase Order No issued by the Purchaser, Drug License No., VAT/Sales Tax Registration No, MRP MUST be mentioned in the Invoice with other details. Invoices not complying with these conditions and/or not supported by proof of delivery shall not be liable for payment.
- 22 The purchaser reserves the right to randomly select from each batch of the consignment received either at the time of receiving the goods or at any time during the shelf life of the product for test and analysis at any laboratory approved under the Drugs and Cosmetic act and Rules notwithstanding the routine sampling that may be carried out by the Drugs and Regulatory authorities. The batches resulting in rejections shall be returned to the Contractor at his own cost. The cost of medicines and the cost of removal of such medicines incurred by the contractor shall not be paid for.
- 23 In the event of breach of any of the above terms & conditions of the contract by the contractor, the purchaser, shall have the right to forfeit the security deposit or the balance there as the case may be, for the said breach, but without prejudice to the right of Government of Chhattisgarh to recover further sum as damages from any sum which may become due to the contractor by the Government or otherwise however.

Section E: Technical Proposal and Content

In order for the Purchaser to evaluate the technical proposals fairly and completely, all prospective bidders must follow the sequence and format laid out below for submission of their technical proposal. To be considered the bidders must provide a complete response to the technical proposals along with supporting and must submit following minimum requirements in the sequence mentioned below –

1. Covering Letter. **(Specimen 1)**
2. General Information about Bidders. **(Specimen 2)**
3. Agreement Bond in a Rs 50/- notarized judicial stamp paper. **(Specimen 3)**
4. Security Deposit in the manner provided elsewhere in the document
5. Duly attested photocopy of valid import license issued by Licensing Authority if it is an imported item. The license must have been renewed up to date in line with 5 above.
6. Market Standing Certificate issued by the Licensing Authority, as a Manufacturer with at least two years continuous manufacturing License i.e. 2007-2008 and 2008-2009 in respect of items covered by Drugs and Cosmetics act, 1940 and rules there under for each drug quoted. In case of direct importer, evidence for possessing and actually importing the said items for the last two financial years.
7. Two Year's Manufacturing / Marketing experience certificate from the State Drug Controller in the prescribed Performa **(Specimen 4)**. The Certificate should have been issued recently (not more than one year old). The certificate is to be signed by Drug Controller of the State.
8. Manufacturing units should have minimum average annual turnover of Rs. THREE CRORES during the last three financial years. The Certificate of annual turnover should be issued by CA and should be supported by Audit Report and Audited Financial statements for last three years i.e. 2006-07, 2007-08 and 2008-09. In case Audit of 2008-09 is pending, provisional financial statements with turnover certificate from the Chartered Accountant must be submitted.
9. Either a valid WHO-Good manufacturing Practices (GMP)/or GMP certificate issued by Licensing Authority for last two years 2007-08 to 2008-09.
10. Valid sales Tax registration certificates issued by concerned Authorities.
11. Performance Statement in An affidavit executed before Executive Magistrate / public Notary **(Specimen 5)**
12. Acceptance of Terms and Conditions mentioned in the Tender Document **(Specimen 6)**
13. Current Non-conviction certificate issued by food and drug controller Authorities.
14. Details of personnel working with the manufacturer and have relatives as gazetted officer in veterinary department **(Specimen 7)**
15. If the organization is registered under SSI/State Govt. Undertaking Unit, Enclose copy of registration
16. Incorporation Certificate of the Organization (In case of Non Proprietary firm)
17. Details of the Manufacturing Unit **(Specimen 8)**
18. Authorization Certificate in case Manufacturers wish to supply the medicines through their distributors or Agents.
19. DULY ATTESTED PHOTOCOPY OF DRUG LICENCE FOR THE PRODUCTS APPROVED BY LICENCING AUTHORITY MENTIONED IN TENDER FORM.

Note -The above documents should be arranged in serially as given in above manner with paging.

Section F: Financial Proposal and Content

Separate Financial Proposal for each category of medicines should be placed in different envelopes clearly marked "Financial Proposal – Allopathic (Category of Medicines as indicated above)". Each Financial Proposal be submitted with the covering page as below –

To,

The Deputy Director of Veterinary services
Government of C.G.
Distt Surguja, C.G.

Subject: Financial Proposal for Supply of Allopathic medicines to the office of Deputy Director of veterinary services, Distt. Surguja (C.G.).

Dear Sir,

I/We _____ (name of the Organization) are pleased to submit our financial proposal for the supply of Allopathic in accordance with our technical proposal and as per request in Annexure 1 of the tender form dated _____

Our Attached financial Proposal for 10,000 and 3% of value of order placed as below-

S No	Category of Medicines	Amount in Figures (Rs) (Total for all medicines)	Amount in Words (total for all medicines)
1	Allopathic Medicines as per format and list attached in Annexure 1 to the Tender Document.		

We understand that our financial proposal is unconditional and any conditions mentioned shall make our tender liable for rejection. Our financial proposal shall be valid till **31st March 2010** or till the end of supply as per terms and conditions of supply period laid elsewhere in the tender document.

We acknowledge that with reduction in MRP of items being supplied in this tender there would be a proportionate decrease in our quoted price . We take full responsibility to intimate the purchaser with such change in advance to supply-

Thanking You.

Your truly.

Name and Signature of Authorized Signatory
(Note-Proprietor/Partner of Firm/Director of
Company will sign the letter)

Annexure 2: Packaging Specifications to be ensured with deliveries

- 1.** It should be ensured that only first use packaging material of uniform size including bottle and vial is used for making supplies.
- 2.** All primary packing containers should be strictly conforming to the specification included .
- 3.** The cap of bottles of preparations should not carry the name of the supplier.
- 4.** The labels in the case of injectables should clearly indicate whether the preparations are meant for IV, IM, SC, etc. use.
- 5.** The Capsule shall have the name of the Drugs in addition to the logo, to improve the traceability of the capsule.
- 6.** Packing should be able to prevent damage or deterioration during transit.
- 7.** No box should contain mixed products or mixed batches of the same product.

- 8.** All glass bottles used for liquid Orals /External preparations shall be USP type- III glass and not recycled or second hand bottles should be used.
- 9.** All containers and closures, which come in direct contact, shall comply with specification.
- 10.** Every box should be sealed with gum tape running along the top and lower opening.
- 11.** Every box should carry a large outer label clearly indicating that the product is for "C.G. Govt. Supply-NOT FOR SALE", vials, ampoules and bottles and packet shall also contain label "CG Govt Supply - NOT FOR SALE).
- 12.** The product label on the cartoon should be large atleast 15 cms x 10 cms dimension. It should carry the correct technical name, strength of the product, date of manufacturing, date of expiry, quantity packed and net weight of the box.

Specimen 1: Covering Letter

To,
The Deputy Director of Veterinary services
Ambikapur, Surguja (C.G.)

Subject: Technical Proposal for Supply of Allopathic medicines Deputy Director of veterinary services Ambikapur Surguja Chhattisgarh.

Dear Sir,

This is in reference to your tender notice dated _____ inviting proposals for the above supply. We _____ (name of the Organization) are pleased to submit our proposal for the above supply.

We have enclosed supporting information/documents with respect to technical proposal in Envelope 1 to aid in evaluation of our proposal and financial Bid in Envelope 2 (and or 3) in separate sealed cover.

We hereby certify that all the documents and information contained in the submissions are true and correct to the best of our knowledge. We also state that we have read and understood the terms and conditions mentioned in the tender document and agree to abide by them. We further state that we are ready to undertake such supply order as per requirements laid down in the tender document.

We understand that submission of this bid does not confer any right to us for selection. We also understand that the Purchaser reserves the right of accepting the tender in whole lot or distinct part of it or the supply can be distributed between more than one tenderer.

For any clarifications Mr. _____ , of _____ (Name and Address with Telephone Number) may be contacted.

Thanking You,

Yours truly,
Name and Signature of Authorized Signatory
(Note: Proprietor/Partner of Firm/Director of Company will sign the letter)

Specimen-2:-General Information about Bidders

1. Name of the Firm.....
2. Address of the Firm for Correspondence:.....
3. Constitution of the Firm
(Proprietorship, Company, Partnership etc)
4. PA Number of the Firm
5. Year of Incorporation of the Firm
6. In case of non proprietary firm, Name of Authorized Person for signing the tender: -
.....
(Encl. Power of attorney and Deed letter)
7. Name and Address of all the Partners/Directors (in case of Partnership firm/Company):
8. Name of Appendix filled in tender:-.....
9. If Firm is registered under SSI/GOL/Unit enclose copy :-.....
10. Details of Bank Draft / F.D.R. for
11. a)- Cost of Tender documents
12. b)- Security Money-

CERTIFICATE

I/ we certified that the rate quoted against this tender for Govt. supply if they have been approved by the Deputy Director of veterinary services, Ambikapur Distt. Surguja (C.G.),and at any state it has been found that the quoted rate higher than the rate applicable to supply the Govt. then in such condition Deputy Director of veterinary services Ambikapur Distt. Surguja Chhattisgarh has right to cancel the approved rate and to take legal action against the firm.

Date:-

Place:-

Signature of contractor
With Seal

Specimen 3: Agreement Bond (Non Judicial Stamp Paper of Rs 50/-, Signed and Notarized)

AGREEMENT BOND

I/We hereby tender for the supply of **Veterinary Allopathic Medicines** to the Government of Chhattisgarh acting through the Deputy Director Veterinary Services, Distt. Surguja, Chhattisgarh, (hereinafter called purchaser) for supply of **Veterinary Allopathic Medicines** at the rates mentioned in the schedule of this memorandum in accordance with the terms and condition. I/We here by agree to abide by and fulfill the terms of this tender and all conditions of contract opened here to, or in default there of to forfeit the security deposit and pay to the said Government of C.G. or his successors, the penalties of sum of the money mentioned in the said condition.

In case I/We fail to undertake the supply of commodities or violate any of the said terms and conditions of contract dated this day _____ of _____ 2009, I/We understand that the sum of security deposit, the full value of which will be absolutely forfeited by the said purchaser without prejudice to any other rights or remedies to the said purchaser in the office.

Witness.....

Address.....

Occupation.....

Signature of Contractor
(Name & Seal.....)

The above tender is hereby accepted by me on behalf of Government of Chhattisgarh, Dated2009.

DEPUTY DIRECTOR

Veterinary Services
Distt. Surguja (C.G.)

Specimen 4: Manufacturing and Marketing Certificate

This is to certify that M/s _____ are holding valid manufacturing licence no. _____ Date _____ of the state and they are manufacturing the following products since the last two years.

It is further certified that the following Allopathic Medicines are also being marketed for the last two years.

The products are as follows:

S.No.	Name of the Product	Specification	Strength
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Date:-

**Sign & Seal
State Drug Controller**

Specimen 5: Performance Statement in an affidavit before the Executive Magistrate/Public Notary executed on a Non judicial stamp paper of Rs 50/-

**PERFORMANCE STATEMENT
(For a period of last two years)
(2007-2008 & 2008-2009)**

Name of the Firm: _____

Order placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered Drugs & Medicines	Value of order (Rs)	Delivery period		Remarks indicating reasons for late delivery, if any	Was the supply of Drugs & Medicines satisfactory?(attach a certificate from the Purchaser/Consignee)
				As per Original contract	Actual		

Date:-

Place:-

Signature and seal of the Bidder _____

(Note_ Above information is optional to be submitted by tenderer)

Specimen 6: Acceptance of Terms and Conditions in an affidavit before the Executive Magistrate/Public Notary executed on a Non judicial stamp paper of Rs- 50/-

Acceptance of Terms and Conditions

To,
Deputy Director
Veterinary Services,
Ambikapur Distt Surguja (C.G.)

Dear Sir,

We submit here with our proposal on your Tender Notice..... Dated with our quotation against respective items. We have carefully perused the Terms & Conditions of the Tender document and accept the same.

For, and on Behalf of the firm
(Firm's Name & Address)
(Signature of Authorized Signatory)

WITNESS:
Signed in my presence:-

Name:-----

Designation:-----

Name :.....
Designation :.....

Seal :

Notary Public
(With Name & Complete Address)

Specimen 7: Details of Persons who are working with the Manufacturer/Contractor who have relatives of any Gazetted officers of Veterinary departments of C.G.

A list showing the name of the persons who are working with the contractor and are near relations of any Gazetted officers of Vet. Departments in C.G.

Sr.No.	Name of persons working with contractor	Related to which Gazetted Officer of Vet. Dep't.	Nature of relation	Remark
1				
2				
3				
4				

Date:-----

Place:-----

**Signature of Contractor
With seal**

Specimen 8: Details of Manufacturing Unit(s) of the Contractor

DETAILS OF MANUFACTURING UNIT

Name of the Tenderer & Full Address
.....
Phone Nos.
Fax
E-Mail
Date of Inception
License No. & Date
Issued by
Valid up to

Details of Installed Production Capacity and actual production for the
Year- 2008-09.

Tablets/Bolus/ Capsules-----
Injections(Ampoules/Vials)-----
I.V.Fluids -----
Liquids -----
Suspension -----
Syrups -----
Drops -----
Ointments -----
Powders -----
Antiseptics/Disinfectants -----

Name & designation of the authorized signatory :
Signature of the authorized signatory :

***The details of manufacturing unit shall be for the premises where items quoted are actually manufactured.**