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**OFFICE OF THE  
DEPUTY DIRECTOR OF VETERINARY SERVICES  
DISTRICT- NARAYANPUR (C.G.)**

**TENDER FORM**

Last Date of submission  
Date 16.07.2012 to 3.00 P.M.  
Opening Date  
Date - 16.07.2012 at 4.00 P.M

**VETERINARY LABORATORY CHEMICALS & GLASS WEAR  
YEAR - 2012- 2013**

**OFFICE OF THE DEPUTY DIRECTOR VETERINARY SERVICES  
District, Narayanpur (C.G.)**

**TENDER DOCUMENT**  
**FOR SUPPLY OF VETERINARY LABORATORY CHEMICALS**  
**FOR YEAR 2012-13**

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- Issued to M/s .....
  - Price of tender document            Rupees (500/- Five Hundred only)
  - Price received                            :.....
  - Receipt No. /Date                    .....
- 

**Signature and designation of issuing officer**

.....

**Deputy Director Veterinary Services**  
**District - Narayanpur (Chhattisgarh)**

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## CHECK LIST

Sr. No.	Name of Documents	Page No.	Yes	No	
1	Security Money Deposit in the form of BD of any nationalized Bank	2	3	4	5

Duly attested photocopy of <b>Manufacturing License &amp; License for products</b> duly approved by the Licensing authority			
<b>Annual turnover</b> of Statement for 3 Year by Sales Tax authorities			
Duly attested photocopy of <b>Goods manufacturing Practice Certificate</b>			
Duly attested photocopy of Valid <b>sales Tax Certificates</b>			
Tender Form duly signed by authorized person			
Duly attested photocopy of <b>Non-conviction Certificate</b>			
List of items quoted (Without indication of Prices)			
Format of Financial Bid/Price bid and list of items <b>(Annexure-1)</b>			
Format for Financial Bid <b>(Annexure-2)</b>			
Item wise desired specification <b>(Annexure-3)</b>			
Covering letter <b>(Specimen-1)</b>			
General information about Bidder <b>(Specimen-2)</b>			
Agreement Bond <b>(Specimen-3)</b>			
Duly attested photocopy of Market standing certificate issued by the Licensing Authority <b>(Specimen-4)</b>			
Performance Statement <b>(Specimen-5)</b>			
Acceptances of terms & Conditions <b>(Specimen-6)</b>			
Details of persons <b>(Specimen-7)</b>			
Details of Manufacturer/Authorized distributor/dealer/supplier <b>(Specimen-8)</b>			
Declaration for not being Black listed <b>(Specimen 9)</b>			
Financial Bid <b>(Envelop)</b>			

**Submission of checklist duly completed is mandatory**

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**Section A: Tender Supply Letter**

**Office of the Deputy Director of Veterinary Services**

**Distt. – Narayanpur Chhattisgarh**

**No.....2012-13/Tender/ Narayanpur**

**Date.....**

**To,**

**M/s.....**

.....

.....

.....

1. Subject: -Tender for supply of Veterinary LABORATORY CHEMICALS & GLASS WEAR for year 2012-13

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

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

Last date of Submission of tender **Date and Time - 16.07.2012 UP TO 3.00 PM** and will be opened on the **Date & Time 16.07.2012 AT 4.00 PM**

The tender will be received at Office of the **under signed.**

**Encl: - \_\_\_\_ Pages only.**

**Deputy Director  
Veterinary Services  
Distt. - Narayanpur  
Chhattisgarh**

## Section B: Tender Notice

2. **Deputy Director Veterinary Services, District – Narayanpur (C.G.)** (herein after referred to as Purchaser) invites sealed tender for the supply of **Veterinary LABORATORY CHEMICALS & GLASS WEAR**

from Manufacturer/ Authorized dealer (hereinafter referred to as “Bidder” or “Tenderer”).

The Tender form can be obtained from the Purchaser on producing application & payment of Rs. 500/- (Five Hundred) cash or by Bank draft (non refundable) of any scheduled bank in favour of **Deputy Director Veterinary Services, District – Narayanpur (C.G.)** or it can be downloaded from website <http://agridept.cg.gov.in/> and submitted along with the required bank draft of Rs. 500/- mentioning as above with technical proposals (Technical bid envelop).

All interested manufacturers/ authorized dealer 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 **Deputy Director Veterinary Services, District – Narayanpur (C.G.)** on or before the due date for submission of proposals mentioned elsewhere in the Tender document.

The envelope containing Technical proposal along with the SD will be opened on the specified date and time in presence the 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	<b>16.07.2012 up to 12.30 p.m.</b>
3	Last Date and Time for Submission of Proposals	<b>16.07.2012 up to 3.00 p.m</b>
4	Date and Time of Opening of Technical Proposals	<b>16.07.2012 at 4.00 p.m.</b>
5	Security Deposit	<b>3% of Budgetary Estimate of each quoted items as given in Annexure 1 of this 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. Cash or Cheques or any other mode will not be accepted.</b>

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## Section C: Information and Instructions for Bidders

### Submission of Proposal

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The eligible manufacturers or 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.

3. Separate Financial Proposal for each category of Items shall be placed in different envelopes clearly marked “Financial Proposal – (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 VETERINARY LABORATORY CHEMICALS & GLASS WEAR .

, 2012-13 DUE ON **16.07.2012 AT 3 PM** “. The outer envelope should also bear the submission address, name of the bidder and contact details.

The tenderer should apply 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 Veterinary Services, District – Narayanpur** Chhattisgarh according to the last date and time for submission given 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

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The tender terms and conditions including financial rate contracts agreed upon with the successful bidder shall be valid up to **One Year**. 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

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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

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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

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Any proposal application which is incomplete from 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

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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

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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 of all Bids

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- 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

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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

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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

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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 Tenderer or his establishment will not be eligible to participate in any of the departmental tenders accordingly.

### Authorized Signature

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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 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  
District Narayanpur (C.G.)

## Section D: Tender Terms and Conditions

### 4. SECURITY DEPOSIT

- a. The Security Deposit (SD) should be equal to 3% of the value of budgetary estimate for each item as given in the Annexure 1 forming part of 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 Veterinary Services, District – Narayanpur (C.G.)**”. 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. 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
  - c. The SD shall be returned to all unsuccessful bidders or disqualified bidders via registered post at the address of communication mentioned in the application and if the tenderer want to collect it personally than an authority letter with all the detail of SD amount must be required by the collecting person.
- d. Security Deposit will be returned to the successful bidder after one month from the date of completion of the supply **LBORATORY CHEMICALS & GLASS WEAR**
6. The price quoted by the tenderer shall not in any case, exceed the controlled price, if any, fixed by the Central/State Government and the Maximum Retail Price (MRP). The **Deputy Director Veterinary Services, District – Narayanpur (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) If M. R. P. decreases during the contract period than the quoted rates will also be decreased in the same proportion and the decreased rate will **be treated as approved rate, Contractor will have to supply the LBORATORY CHEMICALS & GLASS WEAR**
    - (c) at the reduced rate. It will be **mandatory for the tenderer** to pre-intimate the purchaser about the reduction in rate due to change in MRP otherwise purchaser has the right to forfeit SD amount and/or blacklist the tenderer and/or cancel his supply

orders and/or recover the loss incurred to the Purchaser on account of such rate difference from the security deposit or from any amount due to the tenderer.

- (d) 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 tenderer.
- (e) 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
- (f) On any circumstances the rates tendered shall not be allowed to be revised upward by the Tenderer during the terms of the tender.
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 **One Year** and may be further extended up to three months with the prior approval of **Deputy Director Veterinary Services, District – Narayanpur (C.G.)**. The delivery of goods by the contractor should be **Deputy Director Veterinary Services, District – Narayanpur**, and Chhattisgarh. The cost of packing, forwarding, freight and other charges for effecting delivery at the destinations shall be borne by the tenderer (also referred to as Successful Bidder).
  10. All dues regarding taxes and duties including sales tax commercial tax excise duty, octoroi duties levied on the supply shall be payable by the tenderer himself. The Purchaser on written request shall only grant a certificate of total quantity of supply made.
  11. All losses during transit including the losses due to breakage and shortage, spoilage etc. will have to be borne by the tenderer at his own cost.
  12. 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.
  13. Any amount due to the Government of Chhattisgarh from the tenderer on any account in respect of this tender may be recovered from him as arrears of land revenue.
  14. The purchase orders shall be made in the name of tenderer only. Tenderer will raise Invoice in the name of purchaser and the respective payments shall be made in the name of tenderer /manufacturer only. In case Tenderer wish to supply the medicines through their distributors or Agent, Prior intimation along with the tender form about such distributor or Agent through which the Medicine will be supplied shall be provided with authorization certificate to the **Deputy Director Veterinary Services, District – Narayanpur** Chhattisgarh in writing. In such case the authorised distributor or Agent will raise Invoice in the name of purchaser and the respective payments shall be made in the name of the authorised distributor or Agent only

15. 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 **Chief Executive Officer, Jila Panchayat, District-Narayanpur, C.G.** for arbitration and his decision thereon shall be final and binding to all concerned.
16. **Deputy Director Veterinary Services, District – Narayanpur Chhattisgarh** reserves the right to increase or decrease the approx requirement quantity at the time of order place. The Tenderer will be bound to comply without any claim for the compensation.
17. The tenderer shall be held responsible for the supply of any spurious or contaminated medicine, dressing material and the cost involved in testing and other legal proceeding and the cost of replacement will be borne by him. The composition/specification of the **LBORATORY CHEMICALS & GLASS WEAR**
18. to be supplied should comply with IP, BP, USP or other notified pharmacopoeia standards.
19. Supply being made should be strictly of the same description as prescribed in the purchase order and in the same quantity as per purchase order issued. Any deviation without a prior approval from Joint Director of Veterinary Services, Distt. District Jagdalpur (Bastar) , Chhattisgarh 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. Expiry of the **LBORATORY CHEMICALS & GLASS WEAR**
20. must be minimum of one year after the date of supply.
21. **LBORATORY CHEMICALS** should be dully labeled indicating batch number, expiry date, MRP rates/for institutional supply (C.G. Govt. Supply-NOT FOR SALE) and other necessary instruction.

## 22. 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 Tenderer will 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 and tenderer will be responsible to take it back on his own expenses.
- c. The entire supply shall need to be completed within the period mentioned in the Purchase Order or for the period extended by **Deputy Director Veterinary Services, District – Narayanpur, Chhattisgarh**
- 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.

**23. 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 tender, the tenderer shall be liable to pay liquidated damages and by 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)

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**Further it shall be lawful for the Deputy Director of Veterinary Services, District Narayanpur, Chhattisgarh to purchase the LABORATORY CHEMICALS & GLASS WEAR**

- b. **LABORATORY CHEMICALS** indented from open market at the risk and cost of the tenderer 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 of issue of order of supply, the amount of security deposit shall be forfeited to the Government of Chhattisgarh and the tender 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 tenderer, he may grant him in writing, extension of time which will not exceed **60 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.
24. The Drugs and medicines shall be supplied in the packaging specifications as provided in Annexure 1.
25. The Invoice/Billing shall be done in the name of “**Deputy Director Veterinary Services, District – Narayanpur Chhattisgarh**”
26. The Information with respect to Manufacturer/Supplier's 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.
27. 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 1940 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 Supplier at his own cost. The cost of medicines and the cost of removal of such medicines incurred by the supplier shall not be paid for.
28. In the event of breach of any of the above terms & conditions of the tender by the tenderer, 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 tenderer by the Government or otherwise however.
29. If Manufacturer bidding those product which he has not manufacture but marketing those product manufacturing in loan license by another manufacturer then a marketing agreement between bidder and licenses holder manufacturer must be submitted also Good Manufacturing Practice certificate & Non-Conviction certificate of that particular loan license will be required.

26. Sample testing fee all the supplier we under go sampling of medicines supplied fee.for medicine sampling will be born by the supplier if the collected sampler failed by drug authrurity the earnest money/SD diposit will be for bidder if the cost of rejected medicine is more then the earnest money /SD deposit the different amount shell be diposited by the supplier other wise company will be black listed for future.

**Name and Signature of Authorized Signatory**

(Note: Proprietor/Partner of Firm/Director of Company will sign the letter)

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**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 (**Specimen 3**)
4. Security Deposit and Physical Security Deposit in the manner provided elsewhere in the document.
5. Duly attested photocopy of **Manufacturing License** for the products approved by the Licensing authority must be enclosed for each and every product quoted in the tender. The license must have been renewed up to date & valid for complete Rate Contract period & supplies being made against it. The copy should be legible; items should be clearly marked and should be clearly readable. The attestation should be made by a public notary/Gazetted Officer. If *the manufacturer* is bidder then he has to produce manufacturing license of their own and if the bidder is *authorized distributor/dealer /supplier* then he has to produce manufacturing license of the manufacturer whom the products are quoted.
6. Manufacturer/ Authorized distributor/dealer/supplier, whoever is bidding, should have minimum average annual turnover of **Rs. Fifty Lac** during the last three financial years. The duly attested copy of Certificate of annual turnover should be issued by Chartered Accountant (CA) and should be supported by Audit Report and Audited Financial statements for last three years i.e. 2009-10 2010-11 and 2011-12. In case Audit of 2011-12 is pending, provisional financial statements with scanned copy of turnover certificate from the Chartered Accountant must be submitted.
7. Duly attested photocopy of **Market Standing Certificate** issued by the Licensing Authority, as a Manufacturer with at least two years continuous manufacturing License i.e. **2010-2011 and 2011-2012** in respect of items covered by Drugs and Cosmetics act, 1940 and rules there under for each drug quoted. If the **manufacturer** is bidder then he has to produce Market Standing Certificate of their own and if the bidder is *authorized distributor/dealer /supplier* then he has to produce Market Standing Certificate of both i.e. their own and of the manufacturer whom the products are quoted.
8. Duly attested photocopy of **Non-conviction certificate** issued by the drug controller is compulsory enclosed of the year 2011.12 If the *manufacturer* is bidder then he has to produce Non-conviction certificate of their own and if the bidder is *authorized distributor/dealer /supplier* then he has to produce Non-conviction certificate of both i.e. their own and of the manufacturer whom the products are quoted.
9. Duly attested photocopy of **GMP certificate of last two financial year i.e. 2010-11 & 2011-12** issued by the drug controller issued by the concerned authorities, and. if the



*manufacturer* is bidder then he has to produce GMP certificate of their own and if the bidder is authorized *distributor/dealer /supplier* then he has to produce GMP certificate of the manufacturer whom the products are quoted.

10. Manufacturer/ Authorized distributor/dealer/supplier, whoever is bidding has submitted duly attested photocopy of valid sales Tax registration certificates issued by concerned Authorities.
11. Acceptance of Terms and Conditions (**Specimen 4** )
12. Details of personnel working with the manufacturer/authorized dealer/supplier and have relatives as gazetted officer in veterinary department ( **Specimen 5**)
13. If the organization is registered under SSI/ State Gov Undertaking Unit, upload Duly attested copy of registration
14. Incorporation Certificate of the Organization (Incase of Non Proprietary firm)
15. Performance Statement in an affidavit executed before Executive Magistrate/Public Notary (*mandatory*).
16. Details of the Manufacturer/ Authorized distributors/dealer/suppliers. (**Specimen 6**).
17. Duly attested Authorization Certificate in case Manufacturers wish to supply the items through their Authorized distributors/dealer/suppliers.
18. Duly attested Authorization certificate issued by manufacturer of item, if Authorized distributor/dealer/supplier is submitting tender.
19. Declaration for not being black listed (**Specimen 7**).
20. Details of the Manufacturing Unit (**Specimen 8**).
21. Duly complete checklist is *mandatory*.

**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 LBORATORY CHEMICAL

**Should be placed in different envelopes clearly marked "Financial Proposal(Category LABORATORY CHEMICALS & GLASS WEAR**

as indicated above)". Each Financial Proposal be submitted with the covering page as below –

To,

Deputy Director of Veterinary Services

Distt - Narayanpur (CG)

**Subject: Financial Proposal for Supply LABORATORY CHEMICALS& GLASS WEAR**

to the office of Deputy Director of Veterinary Services, Distt. Narayanpur , Chhattisgarh

Dear Sir,

I/We \_\_\_\_\_ (name of the Organization) are pleased to submit our financial proposal for the supply of **LABORATORY CHEMICALS& GLASS WEAR**

in accordance with our technical proposal and as per request in Annexure 2 of the tender form dated \_\_\_\_\_

Our Attached financial Proposal is for the total sum of Rs given as below –

SNo	Category LABORATORY CHEMICALS& GLASS WEAR	Amount in Figures (Rs) (total for all LABORATORYCHEMICALS GLASS WEAR (inclusive of all taxes, freight and Insurance)	Amount in Words (total for all medicines) (inclusive of all taxes, freight and Insurance)
1	LABORATORY CHEMICALS& GLASS WEAR  as per format and list attached in Annexure 2 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 **One year** 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,

Yours truly,

Name and Signature of Authorized Signatory

(Note: Proprietor/Partner of Firm/Director of Company will sign the letter)







45	Barium chloride			500g m	0 2	380	11. 60										
46	CMT kit			par pics	5 0	500 0	150										

Seal & Signature of Contractor

D

esired specification of items are given in Annexure 3

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 Annexure 2: Format for Financial Bid

S N o.	Na me of LBO RAT ORY CHE MIC ALS GLA SS WEA R	Pac kin g	SD amo unt	Ma nu fact ure r	Basic Price includ ive of incide ntal servic es	Pack ing & forw ardi ng char ges	Exc ise dut y	Impor t duty	Freigh t Insur ance charg es	S a l e s t a x  A p p l i c a b l e	O th er c h ar g es / t a x e s	Total land ed unit price / price quot ed (As in an ne xu re 1)	MR P (In Rs)
1	2	3	4	6	7	8	9	10	11	1 2	13	14	15

Price schedule of items quoted -

\* Desired specification of items are given in Annexure 3

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**Specimen1: Covering Letter**

Dated:

To,

Deputy Director of Veterinary Services,  
Distt Narayanpur , Chhattisgarh

**Subject: Technical and Financial Proposal for Supply of LABORATORYCHEMICALS  
GLASS WEAR**

**year 2012-13 to the office of** Deputy Director of Veterinary Services, Distt Narayanpur ,  
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 the 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)



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**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. PAN 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):  
.....

Signature of Tenderer  
With seal

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

**AGREEMENT BOND**

I/We hereby tender for the supply of **LBORATORYCHEMICALS &GLASS WEAR**

to the Government of Chhattisgarh acting through the Deputy Director of Veterinary Services, Distt. Narayanpur Chhattisgarh, (hereinafter called purchaser) for supply of Veterinary Medicine 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 tender 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 tender dated this day \_\_\_\_\_ of \_\_\_\_\_ 2012, 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 Tenderer  
(Name & Seal.....)

The above tender is hereby accepted by me on behalf of Government of Chhattisgarh,  
Dated .....2012.

**Deputy Director  
Veterinary Services,  
Distt - Narayanpur  
Chhattisgarh**

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**Specimen 4: Manufacturing and Marketing Certificate**

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

It is further certified that the following products 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)  
(2010-2011 & 2011-2012 )**

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		

Signature and seal of the Bidder \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**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 of Veterinary Services,  
Distt. - Narayanpur, Chhattisgarh

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:.....

Seal: .....

Notary Public

(With Name & Complete Address)

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**Specimen 7: Details of Persons who are working with the Manufacturer/Tenderer who have relatives of any Gazetted officers of Veterinary departments of CG**

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

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

**Signature of Tenderer**

**Specimen 8: Details of Manufacturer/Authorized distributor/dealer/supplier**

**For Manufacturer -**

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 2011-12**

S.No.	Name of item	Installed Production Capacity	Actual Production for the year 2011-12

\*The details of manufacturing unit shall be for the premises where items quoted are actually manufactured (Location of the factory).

Name & Signature of the Authorized Signatory

**For authorized distributor/dealer/supplier -**

Name of Authorized distributor/dealer/supplier, Full address, Phone Nos., Fax nos, Email .....

Name of companies for which the bidder is Authorized distributor/dealer/supplier (attach letter of authorization)-----

Name of Manufacturer, Full address\*,Phone Nos., Fax nos, Email.....

\*The details of manufacturing unit shall be for the premises where items quoted are actually manufactured (Location of the factory).

Name & Signature of the Authorized Signatory

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**Specimen 9: Declaration for not being Black listed**

I/We, M/s-----declare that we are not being blacklisted by any State including Chhattisgarh during last 5 years.

Name & Signature of the Authorized Signatory