

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONSWITH MULTIPLE DISABILITIES**

(Department of Empowerment of Persons with Disabilities (Divyangjan),

Ministry of Social Justice and Empowerment, Govt. of India)

ECR, Muttukadu, Kovalam Post, Chennai 603 112, Tamilnadu.

Fax: 044-27472389 Tel: 044-27472104, 27472113, 27472046, Toll Free No:18004250345

Website: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in) E-mail: [niepmd@gmail.com](mailto:niepmd@gmail.com)

**TENDER DOCUMENT: Notice Inviting Tender for Purchase of “Medicines”  
under Rate Contract**

E-tender is invited through NIC e-procurement portal URL “<http://eprocure.gov.in/eprocure/app>”. In two bid systems (i) Technical Bid (ii) Financial Bid from reputed Firms /Agencies/Manufacturers/Authorized dealers having proven track record in supplying Medicines and other medical related consumable materials . For more details please visit our web site: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in).

**File No. NIEPMD/Pur4 (53)/2016-17**

Last date for e-bidding	<b>02.00 PM. On 20-02-2017</b>
Tender Fee	<b>Rs. 1000/-</b>
EMD Amount	<b>Rs. 90,000/-</b>
Pre Bid Meeting	<b>06-02-2017 at 02.00PM</b>
Date & Time of Opening of Tender Documents	<b>03.00 PM. On 21-02-2017</b>

# **TENDER DOCUMENT**

## **Notice Inviting Tender for Purchase of “Medicines” under Rate Contract at**

**National Institute for Empowerment of Persons  
with Multiple Disabilities (Divyangjan), Muttukadu,  
Kovalam, Chennai  
for a period of one year  
extendable for another Two year (On Yearly  
performance basis)**

Last Date & Time for Submission of  
Tender Document (Technical & Financial) : **20-02-2017-- 02.00 PM**

Date & Time of Opening of  
Tender Documents (Only Technical Bids) : **21-02-2017-- 03.00 PM**

Pre Bid Meeting : **06-02-2017 – 02.00PM**

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH  
MULTIPLE DISABILITIES (DIVYANGJAN)**

**Muttukadu, Kovalam (Post), Chennai - 603112**

**Web Site: [www.niepmd.tn.nic.in](http://www.niepmd.tn.nic.in)**

**Mail Id: [niepmd@gmail.com](mailto:niepmd@gmail.com)**

**--Sd--  
Director**

**NOTICE INVITING TENDER FOR SUPPLY OF “MEDICINES” UNDER RATE  
CONTRACT AT NIEPMD, CHENNAI FOR A PERIOD OF ONE YEAR  
EXTENDABLE FOR ANOTHER TWO YEARS**

**TENDER NO. NIEPMD/ PUR 4(53) /2016-17**

- Name of the Item : “Medicines” Under Rate Contract for a period of one year extendable for another Two years (as per the Details/ Description mentioned in Price Bid).
- Earnest Money Deposit : Rs.90,000/- in the form of D.D. payable at Chennai in the name of Director, NIEPMD
- Tender Cost : Rs 1000/- in the form of D.D payable at Chennai in the name of Director, NIEPMD
- Date & time for submission of Tender/Quotation : **20-02-2017-- 02.00 PM**
- Date & Time for opening of Tender / Quotation (Technical Bid – A ) : **21-02-2017-- 03.00 PM**
- Address for submission of tender : National Institute for the Empowerment of Persons with Multiple Disabilities (Divyangjan), Muttukadu, Kovalam (Post), Chennai – 603112
- Place of opening of the tender: National Institute for the Empowerment of Persons with Multiple Disabilities (Divyangjan), Muttukadu, Kovalam (Post), Chennai – 603112

**Note:**

1. Please go through the conditions of the tender document and ensure all the conditions are complied with. Incomplete tenders will be rejected at the discretion of the competent authority of NIEPMD.

## TECHNICAL BID - A

### QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING FOR TENDER FOR "MEDICINES UNDER RATE CONTRACT"

1. (a) Name of the Firm / Agency :  
(Full Address with Tel. No)
- (b) Status of Agency :  
Including Partners
2. Details of any Tie – ups :  
(Please attach)
3. Financial status of Bidders and / or :  
his associates including Annual Report  
of past 3 years (2013-14, 2014-15, 2015-16)  
duly authenticated  
by Chartered Accountant.  
(please enclose copies)
4. Name of 3 clients wherein similar :  
products have been provided.  
(attach copies of work order)  
of value of Rs.5 lakhs and above  
in the year 2015-16
5. Registration No. of the Firms / Agency :  
under Tamilnadu Govt. or any other  
Act. (enclose copy)
6. Income Tax No. / PAN No. :  
(enclose copy)
7. Details of EMD :  
  
Bank Draft No..... Date:..... Bank Name ..... for Rs.....  
Details of Tender Cost  
Bank Draft No..... Date:..... Bank Name ..... for Rs.....
8. Total \_\_\_\_\_ number of pages / documents from Sl.No. \_\_\_\_\_ to \_\_\_\_\_ are  
Uploaded online with the tender document and all are duly numbered, signed  
with office seal and date.

Date:  
Place:

Signature of the Bidder or his Authorized  
Signatory with Seal of the Agency / Firm.

## GENERAL CONDITION OF THE TENDER

1. The tender shall be opened on **20-02-2017** at 3.00 pm. or on such later date, as may be notified by NIEPMD. If the said date is declared as holiday at a later date, the tender will be opened on the next working day.
2. The tender shall remain open for acceptance for One hundred & twenty (120) days from the date of opening of tenders by National Institute for Multiple Disabilities (NIEPMD). The time limit for acceptance may be extended by NIEPMD at its discretion for such further period, as it may notify.
3. The tender document should be submitted online through NIC e-procurement portal URL: [www.eprocure.gov.in](http://www.eprocure.gov.in)
4. The invitation to tender calls for bid proposals in two parts viz., Technical Bid and Price Bid.

Technical Bid shall consist of EMD for the required amount as per the tender documents and technical details which is required to be submitted online

(a) The Tender Document can be downloaded from e-procure website. The cost of the tender fee is to be submitted in the form of Demand Draft of Rs.1000/- in favour of the "Director, NIEPMD" payable at Chennai along with the receipt of submission of e-tender and should reach NIEPMD HQ, Chennai by Speed Post / Regd. Post / By Hand within 05 days of the Opening of tender or the amount can be transferred through NEFT / RTGS to "NIEPMD Institution, A/c No. **761297290**, IFSC Code – **IDIB000K122**, **Indian Bank, Kovalam Branch**, MICR Code: **600019133**, Branch Code: **01176**, NIEPMD PAN: **AABTN4536B** on or before opening of the tender. The details of UTR No. is required to be uploaded along with the tender document as proof of the payment through RTGS. The Demand Draft date should be on or before opening of the tender. The demand draft should be scanned and uploaded in the e-procure portal along with tender document.

(b) The cost of the **Earnest Money Deposit** of Rs. 90,000/- (Rupees Ninety Thousand Only) is to be submitted in the form of Demand Draft in favour of the "Director, NIEPMD" payable at Chennai along with the receipt of submission of e-tender and should reach NIEPMD HQ, Chennai by Speed Post / Regd. Post/By Hand within 05 days of the Opening of tender or the amount can be transferred through RTGS to "NIEPMD Institution, A/c No. **761297290**, IFSC Code – **IDIB000K122**, **Indian Bank, Kovalam Branch**, MICR Code: **600019133**, Branch Code: **01176**, NIEPMD PAN: **AABTN4536B** on or before opening of the tender. The details of UTR No. is required to be uploaded along with the tender document as proof of the payment through RTGS. The Demand Draft date should be on or before opening of the tender. The demand draft should be scanned and uploaded in the e-procure portal along with tender document.

(b) Price Bids shall consist of item-wise price details in the given proforma as per the BOQ chart available in the financial bid of the tender document online.

(c) The technical bid and the price bid are to be submitted online separately.

(d) At the time and date of opening of tender, only technical bids shall be opened online.

(e) The time and date of opening of price bids shall be intimated to the technically qualified bidders through online.

(f) Tender not complying with the above conditions are liable to be rejected without any further reference.

(g) This tender document is not transferable. The tendered work if awarded, is not transferable.

(h) The Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof and also relax the conditions of the tender at the discretion of the competent authority.

7. Tender received from firms and individual who are not authorized dealers but only authorized to quote on behalf of the manufacturer or dealer shall not be accepted. Authorized dealers should attach Authorization or Distributorship or Dealership as the case may be certificates from the concerned Manufacturers. Computer generated letter heads of the manufacturer and such certificates will not be treated as valid authorization. A Gazetted Officer or Notary, however, should duly attest Photostat copies. Original Certificate should be produced at the time of opening of the tender / quotation, if demanded.

8. Manufacturers should submit copies of their Manufacturing License, Drugs License, CIN (Corporate Identity Number) and other relevant permission / licenses required for such manufacturing, duly attested by a Gazetted Officer or Notary. Original Certificates should be produced at the time of opening, if demanded. All the documents to be scanned and uploaded online while submitting the bids.

All the copies are to be scanned and uploaded in the tender document online only.

9. All tenderer should quote his / her rates in terms of Indian Rupees exclusive of all taxes and duties. Applicable taxes and duties should be mentioned separately in the column provided in price bid.

10. The specification submitted should match with the specification mentioned in the Tender Schedule.

11. If any tenderer violates or fails to fulfill any one of the above mentioned requirements, his or her tender may be liable to be rejected.
- 12 .Once the rate is accepted by the NIEPMD and communicated to the successful tenderer, the same shall remain valid throughout the life of the agreement as may be executed in due course with the approved tenderer and no further price escalation will be allowed during such validity period which shall normally be a period of 12 months from the date of execution of the agreement and may be extended subject to satisfactory performance and if mutually agreed upon by both the parties. Any reduction in prices in the market during the contract period, the successful agencies should charge the reduced price.
13. A successful tenderer will have to supply the medicines within the period fixed by the Department / Authority. If the supply cannot be made within the stipulated period without any intimation, the Department has the right to procure the materials from any other source and the differences in prices, if any, will be realized from the Security deposit of the approved supplier, as mentioned herein, without assigning any reason thereof. Also the demurrage charges will be applied to the delayed supply @ 0.5% per week. If the delay is for 01 or 02 days, complete 01 week demurrage charges will apply.
14. The NIEPMD reserves the right to accept or reject any tender without assigning any reason thereof.
15. Payments will be made only after the medicines are received in full and good condition to be certified by the Indentor and after completion of satisfactorily supply. There shall not be any advance payment and no such request shall be entertained.
16. Any attempts of negotiation / campaign, direct or indirect, on the part of a tenderer with the authority to whom he has submitted the Tender or the authority who is competent finally to accept, shall render such Tender liable to be excluded from consideration.
17. Late / delayed tenders shall not be accepted by e-procure portal. Any other / further clarifications in connection with submission of the tender may be made from the purchase department during office hours on all working days.
18. On award of contract to the agencies, during the course of supply of medicines, if the medicines are found to having side effects to the patients visiting at NIEPMD, the agency will be liable to be black listed.
19. The Estimated cost of the medicines requirement per year is approximately Rs.12.00 lakhs (Rupees Twelve lakhs) only.
20. The details of the Medicines to be supplied are furnished at Annexure-I.

**Annexure – I**

<b>SI NO</b>	<b>Name of the drug</b>	<b>Dosage</b>	<b>Monthly requirement</b>	<b>Yearly requirement</b>
<b>A</b>	<b>Tablets</b>			
1.	Tab. Amitriptyline	25 mg	300	1000 Nos.
2.	Tab. Atomoxetine Hydrochloride	10 mg	1300	15600 Nos.
3.	Tab. Baclofen Sodium	10 mg	1000	12000 Nos.
4.	Tab. Carbamazepine	100 mg	2500	30000 Nos.
5.	Tab. Clobazam	5mg	3500	42000 Nos.
6.	Tab. Clonazepam (DT)	0.5 mg	600	7200 Nos.
7.	Tab. Clonidine Hydrochloride	100 mcg	1000	12000 Nos.
8.	Tab. Chlorpromazine Hydrochloride	50 mg	400	4800 Nos.
9.	Tab. Diazepam	5 mg	50	600 Nos.
10	Tab. Escitalopram	5 mg	400	4800 Nos.
11	Tab. Fluvoxamine Maleate	50mg	200	2400 Nos.
12	Tab. Haloperidol	5 mg	800	9600 Nos.
13	Tab. Lamotrigine Sustained – Release	50 mg	800	9600 Nos.
14	Tab. Lamotrigine Dispersible	25 mg	1000	12000 Nos.
15	Tab. Levetiracetam	250 mg	3000	36000 Nos.
16	Tab. Lithium Carbonate	400 mg	200	2400 Nos.
17	Tab. Melatonin	3 mg	400	4800 Nos.
18	Tab. Olanzapine	5 mg	1500	18000 Nos.
19	Tab. Oxcarbazepine	300 mg	600	7200 Nos.
20	Tab. Phenobarbitone	30 mg	300	3600 Nos.
21	Tab. Phenytoin Sodium	100 mg	700	8400 Nos.
22	Tab. Trihexyphenidly Hydrochloride	2mg	3500	42000 Nos.
23	Tab. Topiramate	25 mg	1500	18000 Nos.
24	Tab. Respidone	1 mg	3500	42000 Nos.
25	Tab. Sodium Valproate	200 mg	2000	24000 Nos.
26	Tab. Sodium Valproate	500 mg	1000	12000 Nos.
27	Tab Sodium Valproate (200mg) &	300 mg	1500	18000 Nos.



	Valproic Acid (87mg) Controlled Release			
28	Tab. Paracetamol Tab	500 mg	300	3600 Nos.
29	Tab. Mefenamic Acid and Dicyclomine HCl	250 mg	200	2400 Nos.
30	Tab. Phenaramine Maleate	25 mg	20	240 Nos.
31	Tab. Domperidone	10 mg	20	240 Nos.
32	Tab. Etofylline- 77mg and Theophylline - 23mg(Deriphylline)	100 mg	60	720 Nos.
33	Tab. Magnesium Hydroxide 250 mg, Dimethicone IP 50 mg, Aluminium Hydroxide 250 mg, Aluminium Silicate Hydrate 50 mg (Tab. Gelusil MPS)	500mg 500 mg	30	360 Nos.
34	Tab. Carbamazepine Extended IP	200mg	400	4800 Nos.
<b>B</b>	<b>Oral Suspension</b>			
35	Sodium valproate Oral Solution (100 ML Bottle)	200 mg/5ml	100	1000 Bottles
36	Levetiracetam Oral Solution (100 ML Bottle)	100 mg/ml	50	600 Bottles
37	Paracetamol Paediatric Oral Suspension (60 ML Bottle)	250 mg/ 5ml	3	36 Bottles
38	Levocarnitine oral solution (30 ml Bottle)	500mg/5ml	07	84 Bottles
<b>C</b>	<b>Injection</b>			
39	Injection diazepam	5 mg/ ml	2 ampoule	24 ampoules
40	Injection Haloperidol	10 mg/ 2ml	2 ampoule	4 ampoule
41	Injection Phenergan	50 mg/ 2ml	2 ampoule	4 ampoule
42	Injection Adrenalin	(1: 1000) 1 ml	-	4 ampoules
43	Injection Pheniramine Maleate	2 ml	-	10 ampoules
44	Injection Betamethadone Sodium Phosphate	1 ml	-	10 ampoules
45	Injection Sodium Chloride IP ( 0.9 g / 100ml)	500 ml	-	6 Bottle
46	Injection Dextrose (Anhydrous) IP ( 5g/ 100 ml)	500 ml	-	6 Bottle

47	Injection Sodium Chloride IP 0.9 g, Dextrose (Anhydrous) 5g/100 ml	500 ml	-	3Bottle
48	Inj. Tetanus Toxoid 0.5ml	0.5ml	10 ampoules	120 ampoules
<b>D</b>	<b>Wound Dressing Materials</b>			
49	Ethyl alcohol 96% with 1% methanol 2% v/v Diethyl Phthalate IP and 0.5% v/v of methyl salicylate IP (surgical spirit)	100 ml	2 Bottle	5 Bottle
50	Povidone-Iodine Solution IP 10% w/v. (Standardised microbial solution 10%). (Betadine solution)	100 ml	2	8 Bottles
51	Hydrogen peroxide solution IP (20 volumes)	100 ml	2 Bottle	6 Bottles
52	Ithamol glycerine ointment.	1oz/28ml	-	3 Nos.
53	Povidone-Iodine ointment. (Betadine Ointment)	20gm Tube	-	5 Nos.
54	Micropore Adhesive Bandage (3 Meter Length x 1" width)	Medium size (1 inch)	-	5 Nos.
55	Adhesive Bandage (wash proof) (50 Strips per pack)	PKT	10	50 Nos.
56	Syringe	2 ml		20 Nos.
57	Syringe	5 ml		5 Nos.
58	Dressing tray ( steel) with clamps	(medium size)	-	2 Nos.
	Alice		-	2 Nos.
	Artery		-	2 Nos.
	Suture removal scissors		-	2 Nos.
	Bowls (steel)		-	2 Nos.
59	Sterile Gloves (Box of 50 pieces)	Size - 6	-	20 Set
60	Absorbent Cotton wool (unsterile)	Net weight 50 gm	-	5 Nos.
61	Surgical pads (sterile) (1Pkt=12Pads)	Small size	-	50 Nos.

62	Gauze Bandage (un sterile) (10cmx3mtr)	10cm x 3 mtr.	-	15 Nos.
<b>E</b>	<b>Hospital Materials</b>			
63	Thermometer (digital)		-	3 Nos.
64	Inch Tape	1.5 Mtr	-	3 Nos.
65	Paediatric oxygen mask		-	1 Nos.
66	Adult oxygen mask		-	1 Nos.
67	Suction Catheter (Paediatric)		-	5 Nos.
68	Oxygen cylinder 10 ltrs.	B- type with flow meter	-	1 Nos.
69	Suction Apparatus		-	1 Nos.
70	Intravenous Infusion Set		-	6 Nos.
71	Scalp Vein Set 24Gx19mm		-	10 Nos.

**Note:-**

**For Tablets** per 10 Tab rates to be quoted.

**For Injection** per ampoules / Bottle rate to be quoted (Volume as mentioned against each)

**For Oral suspensions / Solutions etc.** Per bottle rate to be mentioned (Volume as mentioned against each)

**For other materials** per unit rate to be mentioned for volume mentioned against each.

**TERMS & CONDITIONS FOR PRICE BID**

1. The rates shall be on F.O.R. at NIEPMD, Chennai.
2. The rates shall be exclusive of all taxes, duties as applicable. Applicable taxes and duties should be mentioned separately in the column provided in price bid
3. Prices shall be firm until the completion of work or supply and no enhancements of rates will be done / is permitted because of any escalation.
4. Any reduction in prices in the market during the contract period, the successful agencies should charge the reduced price.
5. Once the rate is accepted by the NIEPMD and communicated to the successful tenderer, the same shall remain valid throughout the life of the agreement as may be executed in due course with the approved tenderer and no further price escalation will be allowed during such validity period which shall normally be a period of 12 months from the date of execution of

the agreement and may be extended subject to satisfactory performance and if mutually agreed upon by both the parties.

6. A sum of Rs. 1,20,000/- as performance security will have to be deposited in the form of Bank Guarantee/Demand Draft on award of the rate contract for one year.
7. The statutory deductions like Income Tax, WCT, etc., as per standard norms will be made from the bills.
8. NIEPMD reserves the right to accept or reject any or part of offers without assigning any reasons.
9. The offers once received will not be returned to the agencies.
10. The supply of the medicines should be done within 30 days from the date of Purchase Order. In case of any delay penalty will be charged as per rules.
11. The supply shall be made strictly in accordance with the terms, conditions and description stipulated in the agreement, and as per standard practice.
12. The successful agencies should submit an undertaking stating that the medicines being supplied are not having any side effects to the MR / CP / ASD / Autism or any multiple disable Children.
13. The successful agencies after awarding of contract should submit the satisfactory report from the Drug Control Authority as being inspected the medicines and found satisfactory every 3 months to NIEPMD.
14. In case of any dispute, the decision of Director NIEPMD shall be final.
15. The rate contract is initially for a period of 1 year, extendable by another Two years subject to satisfactory performance and on mutual agreement.

**ACCEPTANCE CERTIFICATE**  
**(FOR TECHNICAL BID)**

I.....(designation).  
..... of (Name of the Company)  
..... hereby accept the above-  
mentioned Terms & Conditions for the above contract at NIEPMD, Chennai.

Signature &  
Company Seal

Date: .....

**PRICE BID -B**

(To be uploaded in available excel sheet, no price to be indicated here)

SI NO	Name of the drug	Dosage	Rate Per 10 Tabs / Caps Per bottle / per Nos. Volume as mentioned against each item	
			Rate	Tax @
<b>A</b>	<b>Tablets</b>			
01	Tab. Amitriptyline	25 mg		
02	Tab. Atomoxetine Hydrochloride	10 mg		
03	Tab. Baclofen Sodium	10 mg		
04	Tab. Carbamazepine	100 mg		
05	Tab. Clobazam	5mg		
06	Tab. Clonazepam (DT)	0.5 mg		
07	Tab. Clonidine Hydrochloride	100 mcg		
08	Tab. Chlorpromazine Hydrochloride	50 mg		
09	Tab. Diazepam	5 mg		
10	Tab. Escitalopram	5 mg		
11	Tab. Fluvoxamine Maleate	50mg		
12	Tab. Haloperidol	5 mg		
13	Tab. Lamotrigine Sustained – Release	50 mg		
14	Tab. Lamotrigine Dispersible	25 mg		
15	Tab. Levetiracetam	250 mg		
16	Tab. Lithium Carbonate	400 mg		
17	Tab. Melatonin	3 mg		
18	Tab. Olanzapine	5 mg		
19	Tab. Oxcarbazepine	300 mg		
20	Tab. Phenobarbitone	30 mg		
21	Tab. Phenytoin Sodium	100 mg		
22	Tab. Trihexyphenidly Hydrochloride	2mg		
23	Tab. Topiramate	25 mg		
24	Tab. Respidone	1 mg		

25	Tab. Sodium Valproate	200 mg		
26	Tab. Sodium Valproate	500 mg		
<b>Sl. No</b>	<b>Name of the drug</b>	<b>Dosage</b>		
27	Tab Sodium Valproate (200mg) & Valproic Acid (87mg) Controlled Release	300 mg		
28	Tab. Paracetamol Tab	500 mg		
29	Tab. Mefenamic Acid and Dicyclomine HCl	250 mg		
30	Tab. Phenaramine Maleate	25 mg		
31	Tab. Domperidone	10 mg		
32	Tab. Etofylline- 77mg and Theophylline - 23mg (Deriphylline)	100 mg		
33	Tab. Magnesium Hydroxide 250 mg, Dimethicone IP 50 mg, Aluminium Hydroxide 250 mg, Aluminium Silicate Hydrate 50 mg (Tab. Gelusil MPS)	500mg 500 mg		
34	Tab. Carbamazepine Extended IP	200mg		
<b>B</b>	<b>Oral Suspension</b>			
35	Sodium valproate Oral Solution (100 ML Bottle)	200 mg/5ml		
36	Levetiracetam Oral Solution (100 ML Bottle)	100 mg/ml		
37	Paracetamol Paediatric Oral Suspension (60 ML Bottle)	250 mg/ 5ml		
38	Levocarnitine oral solution (30 ml Bottle)	500mg/5ml		
<b>C</b>	<b>Injection</b>			
39	Injection diazepam	5 mg/ ml		
40	Injection Haloperidol	10 mg/ 2ml		
41	Injection Phenergan	50 mg/ 2ml		
42	Injection Adrenalin	(1: 1000) 1 ml		
43	Injection Pheniramine Maleate	2 ml		

44	Injection Betamethadone Sodium Phosphate	1 ml		
45	Injection Sodium Chloride IP ( 0.9 g / 100ml)	500 ml		
46	Injection Dextrose (Anhydrous) IP ( 5g/ 100 ml)	500 ml		
47	Injection Sodium Chloride IP 0.9 g, Dextrose (Anhydrous) 5g/100 ml	500 ml		
48	Inj. Tetanus Toxoid 0.5ml	0.5ml		
<b>D</b>	<b>Wound Dressing Materials</b>			
49	Ethyl alcohol 96% with 1% methanol 2% v/v Diethyl Phthalate IP and 0.5% v/v of methyl salicylate IP (surgical spirit)	100 ml		
50	Povidone-Iodine Solution IP 10% w/v. (Standardised microbial solution 10%). (Betadine solution)	100 ml		
51	Hydrogen peroxide solution IP (20 volumes)	100 ml		
52	Ithamol glycerine ointment.	1oz/28ml		
53	Povidone-Iodine ointment. (Betadine Ointment)	20gm Tube		
54	Micropore Adhesive Bandage (3 Meter Length x 1" width)	Medium size (1 inch)		
55	Adhesive Bandage (wash proof) (50 Strips per pack)	PKT		
56	Syringe	2 ml		
57	Syringe	5 ml		



58	Dressing tray ( steel) with clamps Alice Artery Suture removal scissors Bowls (steel)	(medium size)		
59	Sterile Gloves (Box of 50 pieces)	Size - 6		
60	Absorbent Cotton wool (unsterile)	Net weight 50 gm		
61	Surgical pads (sterile) (1Pkt=12Pads)	Small size		
62	Gauze Bandage (un sterile) (10cmx3mtr)	10cm x 3 mtr.		
<b>E</b>	<b>Hospital Materials</b>			
63	Thermometer (digital)			
64	Inch Tape	1.5 Mtr		
65	Paediatric oxygen mask			
66	Adult oxygen mask			
67	Suction Catheter (Paediatric)			
68	Oxygen cylinder 10 ltrs.	B- type with flow meter		
69	Suction Apparatus			
70	Intra venous Infusion Set			
71	ScalpVein Set 24Gx19mm			

Signature & Company Seal

Date:

**ACCEPTANCE CERTIFICATE**  
**(FOR FINANCIAL BID)**

I.....(designation).  
..... of (Name of the Company)  
..... hereby accept the above-  
mentioned Terms & Conditions for the above contract at NIEPMD, Chennai.

Signature &  
Company Seal

Date: .....

## **IMPORTANT INSTRUCTION TO BIDDERS**

(Annexure to Agreement)

1. The NIEPMD, Chennai intends to enter into an Annual Rate Contract for procurement of Medicine for its clients for one years extendable to two more years on satisfactory performance basis. These items will be purchased as per requirement from time to time.
2. In case any firm is already providing the medicine to any other Government Hospital and reputed private Hospitals details thereof may also be furnished along with the Tender.
3. The following terms and conditions may be kept in view while applying for tender:-
  - a) The firm should be in a position to supply medicine on short notice as and when needed (say within 24 hrs).
  - b) All expenses will be borne by the firm for sending the medicine to NIEPMD, Chennai premises.
  - c) The Medicine should be delivered to the NIEPMD, Chennai premises as per the term of purchase order or in case of emergency within 24 hrs. of the receipt of the orders / email or phone communication. In case the firm fails to supply the medicines as per requisition, the firm will give “Not Available Certificate” within 24 hrs. and the Institute will be at liberty to make spot purchases from any alternative source and the difference in cost will be recoverable from the firm.
  - d) The rates discount/quoted/offered shall remain fixed during rate contract period and no request for any increase in the rates shall be entertained.
  - e) The owner/firm should be available on his own direct telephone (office as well as residence) and also on mobile phone so they may be contacted immediately in emergent cases. The Mobile Number may also be provided.
  - f) Up to date drug license as issued by concerned State Drug Authority.
  - g) Medicines shall be supplied from manufactures holding up to date Good manufacturing Practices (GMP) certificate issued by the appropriate Licensing Authority and WHO, ISO certified and other relevant quality certifications. A copy of the certificate shall be produced by supplier within 2(Two) weeks whenever demanded by NIEPMD, Chennai.
  - h) Medicines supplied to NIEPMD, **Chennai shall have at least 75% of shelf life at** the time of supply to Institute.
  - j) The supplier should take the onus of scientifically disposing of the supplied medicine (using appropriate methods) which gets expired during storage at NIEPMD, Chennai at no extra cost.
  - k) The payment will be made on bill basis within 30 days. The invoice will be as per packing for example if the packing is given for 10 X 10 tablets the invoice will be for 10 X 10 tablets and not for 1 tablet similarly, if the packing unit is 2 ml ampoules (10 ampoules) the invoice will be for 10 ampoules and not for 1 or 25 ampoules. The vendor will prepare bill as per receiving copy invoice/challan with details of material accepted.
  - l) That in case of change in prescription or if due to any unavoidable circumstances medicine purchased could not be used, the firm will take back such medicine and reimburse the payment made.

4. That NIEPMD, Chennai would not purchase the duplicate/substandard medicine and if supplied, appropriate action such as imposition of penalty and cancellation of agreement as the competent authority think to deem fit will be taken against defaulting suppliers. Therefore, the items supplied should be quality/branded items, from the original manufacturers. The suppliers will ensure replacement of the defective items etc. as & where found, within 24 hrs. at his own cost.

5. The tenderer who is awarded the contract shall have to supply all the medicines/drugs requisitioned in, except where at the time of tender/ tenderer has given list of such medicines/drugs which could not be supplied by the tenderer because of any law or marketing strategy of any company (duly supported by documents) and duly accepted by the Institute at the time of award of the contract.

6. The NIEPMD, Chennai reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the NIEPMD, Chennai in this regard shall be final and binding on the firm.

7. The tenderer who is awarded the work will have to make the contract on Rs.100. stamp paper to abide the rate, Terms & condition of the Tender documents Security deposited of Rs1,20,000/- (Rupees One Lakh Twenty Thousand only) has to be deposited while signing the contract.

8. In case of non-compliance of any terms & conditions by tenderer, NIEPMD, Chennai will discontinue the contract immediately, by forfeiting the EMD.

9. The institute will be at liberty to purchase medicine from the principals/manufacturers or from any other source if the rates quoted by them are lower than the rates quoted by the tenderer or other exigencies and emergency needs.

10. The tendered may specify discounts separately on the generic and marketed brands.

**11 Force Majeure:-** Any failure of omission or commission to carry out the provisions of this contract by the contractor/supplier shall not give rise to any claim by any party, one against the other if such failure of omission or commission arises from an act of God which shall include an acts of natural calamities such as fire, flood, earthquake, hurricane or any resilience or from civil strikes, compliance with any statute and/ regulations of the Government, lockout and strikes, riots, embargoes or from any political or other reasons beyond the contractor/suppliers control including war (whether declared or not), civil war or state of insurrection provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to Force Majeure, conditions.

**12. Arbitration:** - If at any time, any question dispute or difference whatever shall arise between tenderer and the institute (Purchaser) upon or in relation to or in connection with the contract, either of the parties may give to the other notice in writing of the existence of such a question dispute or difference and the same shall be referred to two arbitrators one to be nominated by the Institute (Purchaser) and the other to be nominated by the tenderer. Before proceeding with the reference the arbitrators shall appoint/nominate an Umpire and Umpire appointed by them shall enter upon the reference and his award shall be final and binding on the parties. The venue of arbitration shall be at NIEPMD, Chennai.

(i) The provisions of the Indian Arbitration Act 1996 in force and of the rule framed there under and any statutory modifications there of shall apply. Such a notice of the existence of any question, dispute or difference in connection with this contract shall be served by either party within one year of the beginning of such dispute

failing which all rights and claims under this contract shall be deemed to have been forfeited and absolutely barred.

(ii) Upon every or any such reference, the costs of any incidentals to the reference and awards respectively shall be at the discretion of arbitrators or in the event of their not agreeing to the award of the Umpire appointed by them who may determine thereof or correct the same to be fixed as between solicitors and close as between parties and shall direct by them and in what manner the same shall be borne and paid.

(iii) The supplies to be made under this contract shall, if reasonably possible continue during arbitration proceedings and no payments from or payable by the Institute shall be withheld on account of such proceedings except to the extent which may be in dispute.

13. Notwithstanding anything, the Institute shall be at liberty to terminate this contract by giving 30 days clear notice ending with the expiry of that month of contract without assigning any reason whatsoever. The tenderer may also terminate this contract by giving 30 days clear notice ending with the expiry of the month of contract. The loss thus caused to the Institute as a result of re-tendering of the contract shall be borne by the tenderer from the Earnest Money/Security Deposit.

Certified that I/We have read over the tender document including the draft agreement and have understood the contents.

I/We undertake to abide by the terms & conditions as laid down in the tender documents/agreement, in case the contract is awarded to me/us in the near future.

**Date:** (Signature of Authorised Person)

(Name)

**Place:** \* (Designation)

Name of Firm/Company/Agency

Contact Details

**AFFIDAVIT**

I \_\_\_\_\_ Son of Shri \_\_\_\_\_  
resident of \_\_\_\_\_ District contractor/partner, or sole proprietor  
(Strike off word which is not applicable) of firm M/s. \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm and declare that  
any individual /firm/companies black listed by the Union Govt. or State Government  
or Tamilnadu Govt. or any partner/shareholder of the above said firm thereof is/are  
not directly or indirectly connected with or has/have any subsisting interest in  
business of my firm/our above said firm.

Place:

Date:

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I do hereby solemnly declare and affirm that the above declaration is true  
and correct to the best of my knowledge and belief. No. Part of it is false and  
nothing has been concealed therein.

Place:

Date:

Deponent

**POWER OF ATTORNEY**

**(On a Stamp Paper of relevant value)**

I/ We.....(name and address of the registered office) do hereby constitute, appoint and authorize Sri/Smt. .... (Name and address) who is presently employed with us and holding the position of ..... as our attorney, to act and sign on my/our behalf to participate in the tender no..... for .....

I/ We hereby also undertake that I/we will be responsible for all action of Sri/Smt..... undertaken by him/her during the tender process and thereafter on award of the contract. His / her signature is attested below.

Dated this the \_\_\_ day of 201\_ For\_\_\_\_\_

(Name, Designation and Address)

Accepted  
\_\_\_\_\_

(Signature)

(Name, Title and Address of the Attorney)

Date:

“Annexure 6”

## **DECLARATION**

From:-

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

To

The Director,  
NIEPMD, Muttukadu,  
Kovalam (Post),  
Chennai – 603 112

1. I, \_\_\_\_\_ Son / Daughter / Wife of  
Shri \_\_\_\_\_ Proprietor/Director authorized  
signatory of the agency/Firm, mentioned above, is competent to sign this  
declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender  
and undertake to abide by them;

3. The information / documents furnished along with the above application are true  
and authentic to the best of my knowledge and belief. I / we, am / are well aware of  
the fact that furnishing of any false information / fabricated document would lead to  
rejection of my tender at any stage besides liabilities towards prosecution under  
appropriate law.

4. I/We further undertake that none of the Proprietor/Partners/Directors of the  
Agency/agency was or is Proprietor or Partner or Director of any Agency with  
whom the Government have banned /suspended business dealings. I/We further  
undertake to report to the Director, NIEPMD, Chennai immediately after we are  
informed but in any case not later 15 days, if any Agency in which  
Proprietor/Partners/Directors are Proprietor or Partner or Director of such a Agency  
which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Bidder)

Date:

Name:

Place:

Designation

Seal of the Agency Address





### CHECK LIST

***The Technically Bid shall be summarily rejected, if these documents are not uploaded.*** Documents must be uploaded in following serial order only.

Sl. No.	Particulars	Yes / No
1.	Scanned copy of receipt of Tender Fee or Demand Draft for payment for `1000/- (Rupees One Thousand only) to be uploaded. <b>(Non-Refundable).</b>	
2.	Scanned copy receipt for EMD or Demand Draft for payment of ` 90,000/- (Rupees Ninety Thousand Only) to be uploaded.	
3.	Photocopy of valid NSIC/SSI/DGS&D Registration Certificate / Review Certificate to be uploaded in case of claiming EMD exemption.	
4.	Firm / Company Registration certificate (Copy to be uploaded)	
5.	Address of registered office	
6.	Address of the office at Chennai / Tamilnadu	
7.	Upload an affidavit duly certified by the notary at the location of the Agencies that the bidder has never been black listed or punished by any Central Govt. / State Govt. / PSU agencies or any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.	
8.	Certificate by the bidder to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.	
9.	PAN / GIR No.(Upload attested copy)	
10.	Copy of Registration with Service Tax/ Sales Tax/ VAT Department.	
11.	Authorized Manufacture / Dealer ship / Distribution ship Certificate	
12.	Undertaking to supply on credit of 30 days after clear receipt of materials	
13.	Undertaking regarding rates will be firm during contract period.	
14.	Copy of Income Tax Return of the firm/company/agency (Individual in case sole proprietary firm) for last 3 financial year.	
15.	Drug License Certificate	
16.	Original Technical Catalogue of the quoted requirement of drugs (upload)	
17.	Quality Assurance Certificate (please specify)	
18.	Have you previously supplied Medicines to any government / private organization? If yes, attach the relevant poof.	
19.	Experience of 03 years or more in Drug business. The bidder must have adequate experience of execution of similar work in Govt. offices/ PSUs/Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be uploaded along with the offer.	
20.	Certified copies of abridged balance sheets along with profit & loss account of the firm (tenderer) in support of annual financial turnover during the last	

	years, ending 31st March 2016 of the previous financial year, should be at least <b>25 Lakh</b> . (Attach Proof)	
21.	<p>The bidder shall be a manufacturer/ Distributers/Suppliers/Agents having valid license or direct importer holding valid import license.</p> <p>In case of OEM, Proof of being Original Equipment Manufacturer (OEM) or authorized dealer must be uploaded</p> <p style="text-align: center;"><b>OR</b></p> <p>In case of authorized representative of OEM - current authorization from the OEM must be uploaded.</p> <p style="text-align: center;"><b>OR</b></p> <p>In case of direct importer holding valid import license copy of license to be uploaded</p>	
22.	<b>Scanned self-attested copy of Tender document (signed on every page) with self-attested copies of all relevant documents and annexures completed in all respect asked in the tender document at several places should be uploaded with technical bid. Original copies of any of these / all document should be produced to our office as and when demanded by the Institute. Non production of original document will result in rejection / cancellation of bid/contract at any stage.</b>	
23.	<b>No financial quotes should be uploaded with technical bid. Financial quotes should be uploaded only in excel sheet provided with bid. Price Bid –B attached with Tender document in for instructional purpose only. No price should be quoted in it at the time of uploading attested copy of Tender document.</b>	