

Govt. of Jharkhand

**RANCHI INSTITUTE OF NEURO-PSYCHIATRY & ALLIED SCIENCES (RINPAS)**

**रँची तंत्रिका मनोचिकित्सा एवं संबद्ध विज्ञान संस्थान (रिनपास)**

Kanke, Ranchi - 834006 (Jharkhand) + Telefax: (0651) 2450813 Ph.: (0651) 2450303

## **TENDER NOTICE**

**TENDER NOTICE NO. DIR /16/12/11-12/MISC.**

**MEDICINE**

**December, 2011**

**Office of the Director**

**RINPAS**

**Kanke, Ranchi – 834006 (Jharkhand)**

**[www.rinpas.nic.in](http://www.rinpas.nic.in)**

**email ID:- [directorrinpas@gmail.com](mailto:directorrinpas@gmail.com)**

**Last date for receipt of Tender: Date: 19-01-2012 (upto 13.00 hrs.)**

**Cost of Tender Document: Rs. 500/- (Non Refundable)**

# TERMS & CONDITIONS

## RE-Tender No:-DIR/16/12/2011-12/Misc/Medicine

- 1) Tender in sealed envelopes should be superscribed "**Tender for Medicines**" with tender notice number and due date of tender and bear the Name, Address, Phone Number and Fax Number of the tenderer .
- 2) Bids are to be submitted in two parts:
  - a) Techno Commercial Bid containing complete technical and commercial aspects in sealed cover, as per list in Annexure-1.
  - b) **Price Bid containing price elements only in sealed cover.**Both envelopes should be sealed in a common envelop.
- 3) Incomplete or conditional tenders are liable for rejection summarily.
- 4) Tender/supplementary submitted after due date will not be considered.
- 5) The undersigned takes no responsibility for delay, loss or non-receipt of tender documents sent by post.
- 6) In case the opening date is declared holiday, the tender will be opened on the next working day at the same time and for this no information will be published separately.
- 7) **All enclosures should be page numbered, signed and stamped by the tenderer. The number of pages should be mentioned in the forwarding letter.**
- 8) The tender rates quoted should be **inclusive of all taxes.**
- 9) The quoted price should be FOR destination, i.e. free delivery at RINPAS, Kanke, Ranchi **inclusive** of packing, forwarding and transportation charges.
- 10) The tenderers should quote their rates in **both figures and words. Overwriting** in rates will not be accepted.
- 11) Tenderers should furnish the name of the pharmaceutical company and trade name/generic name against each medicine.
- 12) **EMD:** For items in Group "**A**" Earnest Money of **Rs.25,000/-** (Rupees twenty five thousand) and for items in Group "**B**" **Rs 10,000** (Rupees Ten Thousand) in the shape of demand draft in favour of **Director, RINPAS, Ranchi** payable at Ranchi on any nationalized bank should accompany tender paper. The EMD will be refunded in full to unsuccessful tenderers after finalization of tender. In case of successful tenderer, the same will be retained as security money, which will be released after completion of contract period. **The tender without EMD will be ignored straightway.** The name of the tendering firm with full address should be written on back of the bank draft. The tenderers who had deposited EMD in response to Tender Notice No. DIR/04/05/2011-12 or Tender Notice No. DIR/14/08/2011-12/Medicine are not required to deposit again.
- 13) Supply order will be given periodically according to requirement.
- 14) Supplied medicines (Vials, Ampoules, Phials, Strips, Bottles & Packets) must be inscribed "Hospital Supply Not for Sale"
- 15) Medicines will have to be supplied (within the specified period) on working days between 9.00 AM to 4.00 PM at Medical Store of RINPAS.

- 16) The potency of the drugs supplied will be assessed and evaluated and if found substandard, appropriate legal action will be taken and the cost of medicines will be recovered from the respective supplier.
- 17) In case of supply of poor quality products, inadequate quantity of medicines, irregular or delayed supply, the undersigned reserves the right to disqualify such suppliers and forfeit the earnest money and they will be liable for suitable legal action.
- 18) If the approved supplier fails to supply medicines within the specified period the same may be purchased from local market and the difference of amount will be recovered from the approved supplier.
- 19) The period of expiry of the medicines on the date of supply must **not be less than 75%** of shelf life.
- 20) Payment will be made in accordance with availability of funds and after fulfillment of required official formalities. Claim for interest on dues on account of delayed payment due to technical formalities will not be entertained.
- 21) The rate accepted by the Purchase Sub-Committee will be valid for one year or till the finalization of next tender.
- 22) Under no circumstances requests for increase in rate will be accepted.
- 23) Preference will be given to reliable and regular supplier on the basis of past track record and having sound financial background.
- 24) The medicines will be considered based on quality, reputation of pharmaceuticals and price.
- 25) **The intending pharmaceuticals should have following pre-requisites in their own name (not of a sister concern)**
  - a) GMP Certificate
  - b) Latest Performance Certificate from Food & Drug Administration.
  - c) Pharmaceutical company should have their own Office/Depot/Agent in Ranchi
  - d) Audited statement of annual turn over (minimum 12 crores) by Chartered Accountant
- 26) The undersigned reserves the right to accept or reject any or all tenders fully or partially without assigning any reason thereof.
- 27) All legal matter in respect to the tender will be subject to the jurisdiction of Hon'ble High Court, Jharkhand, Ranchi.
- 28) **Set of documents as per Annexure-I and duly filled Annexure-II must be enclosed with the tender paper otherwise the tender will be rejected straightway.**

Terms and conditions accepted

Signature & Seal of the tenderer  
as token of acceptance

*Amool R. Singh*  
*28.12.2011*

**Director**  
RINPAS, Kanke, Ranchi

**LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH TENDER****For Group 'A' & 'B' except Surgical items****A) Documents relevant to manufacturer:**

- i) Permanent registration/ manufacturing license of the pharmaceutical company.
- ii) Income Tax Permanent Account number
- iii) Audited statement of annual turn over (minimum 12 crores ) by Chartered Accountant.
- iv) GMP Certificate
- v) Latest Performance Certificate from Food & Drug Administration.
- vi) Authorization letter on Company's letter head appointing local Depot/Agent in Ranchi.

**B) Documents relevant to Authorized Dealer/Depot**

- i) Income Tax Permanent Account number
- ii) Up to date Sales Tax clearance certificate
- iii) VAT / C.S.T. Registration number
- iv) Drug License certificate.
- v) The tendering firms who are supplying items/goods to the concerned store/ department of RINPAS must enclose a certificate from the officer in-charge of the Medical Store that "the past records of M/s..... address..... regarding supplies are satisfactory and that the Medical Store has no reservations, whatsoever if they are approved by the Purchase Sub- Committee for supply of goods".
- vi) Affidavit in original on a non judicial stamp paper by a Notary Public that 'they are not black listed / debarred in any Govt. organization for tendering and they are not having any case pending against them anywhere and the product for which they have quoted are still being manufactured by the pharmaceutical company'.

**C) Earnest Money of Rs. 25,000/- and/or Rs. 10,000 in the shape of Bank Draft. Those firm who have already submitted EMD in response to Tender Notice No. DIR/04/05/2011-12 or Tender Notice No. DIR/14/08/2011-12/Medicine must mention Bank Draft number, Date and issuing Bank.****D) Terms & Conditions must be duly signed and seal put on appropriate place and enclosed with the Tender Paper.**

**Note:** (i). The authorized dealers must enclose documents relevant to all the manufacturers whose products are being quoted by them. Similarly the manufacturing company if quoting directly must enclose all the documents relevant to the local authorized dealer/distributor.

(ii) All the above documents should be indexed in the Pro forma given in Annexure-II.

**For Surgical items**

- i) Income Tax Permanent Account number
- ii) Up to date Sales Tax clearance certificate
- iii) VAT / C.S.T. Registration number
- iv) Catalogue/Specification of Surgical items
- v) Authorized dealership certificate
- vi) Affidavit in original on a non judicial stamp paper by a Notary Public that 'they are not black listed / debarred in any Govt. organization for tendering and they are not having any case pending against them anywhere and the product for which they have quoted are still being manufactured by the pharmaceutical company'.

**List of Documents to be submitted Along with Tender  
For Group 'A' & 'B' except Surgical items**

<b>A</b>	<b>Documents relevant to manufacturer:</b>	<b>Page no.</b>
I.	Permanent Registration/ Manufacturing License Of The Pharmaceutical Company.	
II.	Income Tax Permanent Account Number	
III.	Audited Statement Of Annual Turn Over (Minimum 12 Crores ) By Chartered Accountant.	
IV.	GMP Certificate	
V.	Latest Performance Certificate From Food & Drug Administration.	
VI.	Authorization Letter On Company's Letter Head Appointing Local Depot/Agent In Ranchi.	
<b>B</b>	<b>Documents Relevant To Authorized Dealer/Depot</b>	
I.	Income Tax Permanent Account Number	
II.	Up To Date Sales Tax Clearance Certificate	
III.	VAT / C.S.T. Registration Number	
IV.	Drug License Certificate.	
V.	Certificate from the officer in-charge of Medical Store of RINPAS regarding satisfactory supply. (For those tendering firms only who are already supplying items/goods to Medical Store of RINPAS)	
VI.	Affidavit in original on a non judicial stamp paper by a Notary Public that 'they are not black listed / debarred in any Govt. organization for tendering and they are not having any case pending against them anywhere and the product for which they have quoted are still being manufactured by the pharmaceutical company'.	
<b>C</b>	<b>EARNEST MONEY OF RS. 25,000/- AND/OR RS. 10,000 IN THE SHAPE OF BANK DRAFT.</b>	<b>(DD NO., DATE &amp; BANK)</b>
	<b>Deposited with Tender Notice No. DIR/04/05/2011-12</b>	
	<b>Deposited with Tender Notice No. DIR/14/08/2011-12/Medicine</b>	
	<b>Fresh EMD</b>	
<b>FOR SURGICAL ITEMS</b>		
I.	Income Tax Permanent Account Number	
II.	Up To Date Sales Tax Clearance Certificate	
III.	VAT / C.S.T. Registration Number	
IV.	Catalogue/Specification Of Surgical Items	
V.	Authorized Dealership Certificate	
VI.	Affidavit in original on a non judicial stamp paper by a Notary Public that 'they are not black listed / debarred in any Govt. organization for tendering and they are not having any case pending against them anywhere and the product for which they have quoted are still being manufactured by the pharmaceutical company'.	