



National Institute of Homoeopathy

(An Autonomous Institute under Ministry of AYUSH)

Govt. of India

Block-GE, Sector-III, Salt Lake

Kolkata – 700 106. Ph. 033-2337-0969/0970

Website: www.nih.nic.in

Tender Notice for Instrument

Tender Notice No. FN.10-7/NIH/Inst & Eq/Part-5/2013

Date: 07.07.17

Sealed tenders are invited from the reputed manufacturers or its authorized agent/dealer/distributor of Instrumental Items under two bid systems (Technical Bid & Financial Bid).

Specifications of Technical Bid:

The first sealed envelope must be super-scribed as “Technical Bid” and must fulfill the following eligibility criteria:

- Should have at least an annual turnover of Rs. 25 lakh or more.
- Income Tax Return Files of last 03 years.
- Trade License.
- Permanent Account Number.
- UDYOG AADHAR Number (if applicable).
- VAT Registration Certificate/GST Registration Certificate (if applicable).
- Central Sales Tax Registration Certificate (if applicable).
- Service Tax Registration Certificate (if applicable).
- Having experience of supplying to Govt. organization preferably those engaged in homoeopathy research, homoeopathy hospital and homoeopathic academic institutions like CCRH/NIH etc.

Earnest Money Deposit and Performance Security Money:

The bids must remain valid for the period of 90 days and the bidders are required to submit 5% of total quoted amount towards ‘BID SECURITY’ as Earnest Money Deposit (EMD). Unsuccessful bidder’s EMD will be returned to them without any interest, after 30 days of opening of bid. Successful bidder’s EMD will be returned without any interest, after receipt of performance security money (PSM). Successful bidder has to deposit 10% of total order amount towards ‘SECURITY DEPOSIT’ as PSM and the same will be returned without interest after 30 days from the successfully supplying of items. Both EMD & PSM are to be submitted in the form of Demand Draft(s) (DD) in favour of **Director, NIH** payable at Kolkata drawn on any nationalized bank. Unsuccessful bidder’s EMD and successful bidder’s PSM will be returned on the basis of request letter for returning. The above mentioned EMD should be submitted along with technical bid.

Bids have been inviting for following given items:

| Sl. No. | Items | Unit | Quantity |
|---------|------------------------------------|------|----------|
| 1. | B P Machine (Mercury Type) | Pc. | 25 |
| 2. | B P Machine (Clock / Aneroid Type) | Pc. | 05 |
| 3. | B P Machine (Digital Type) | Pc. | 05 |
| 4. | Stethoscope | Pc. | 50 |

Specifications of Financial Bid:

- The second sealed envelope must be super-scribed as “Financial Bid” and contain the rate, Unit, Quantity, Brand, VAT/GST, Delivery, Payment, Validity & Discount if any etc.
- The bids must remain valid for the period of 90 days from the date of opening. During this period the bidder must agree not to vary/ alter, withdraw and/or revoke his bid as a whole or in part. If the

bidder however, fails to keep his bid valid for 90 days or varies it during the period then the purchaser shall be entitled to forfeit the bid security amount without any notice or proof of damage etc.

3. The ingredients used for manufacturing of items, date of manufacturing & date of Expiry must be mentioned on the label in a legible manner.
4. Consortium Tenders are liable to be rejected.
5. In case of bidders from outside Kolkata, the bidder has to arrange for "Form – C" of its own if required.
6. The delivery cost/ transportation charges/ handling charges for delivery of items at NIH shall be borne by the bidder. Delivery Period shall be within 30 days from the date of the Supply order in NIH. And delivery will be made in NIH only.
7. Statutory taxes must be mentioned separately. In case statutory taxes are not mentioned separately then quoted price will be considered as inclusive of all taxes.

Other Terms and Conditions:

1. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super-scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super-scribed as "Tender document for Instrumental Items" along with tender number & last date of submission.
2. The date of manufacturing must be mentioned on the label in a legible manner.
3. Supplier has to quote for one brand only for each item and name of brand for which rate quoted must be mentioned.
4. Bidders must have to show the sample of quoted items at the time of opening of financial bid.
5. **Last date of receipt of tender is 24/07/2017.** Tender form should reach by 04:00 PM on the last date. Opening of technical bid is on the next working day.
6. If the supplied product differs from the technical specification at any stage during the period of contract or even thereafter till the date of expiry of the product, then the bidder has to replace the products with the fresh one, as per the technical specification advertised in the tender document. In that case the cost of such replacement is to be entirely borne by the bidder himself.
7. Bidders claiming for payment in part or full in advance will be rejected.
8. Technical bid should be consisting of detail of Profile of the firm including Registration number of firm, PAN/TIN number details, Service Tax number etc. and proof of same to be attached. Firm has to submit proof for qualifying of eligibility of bidders as mentioned in Sl.No.8 of terms & condition. All paper should be rubber stamped & signed by the authorized representative of the firm. "Technical bid" consisting of all technical details along with commercial terms and conditions. The technical bids shall be opened by the constituted committee at the first instance and evaluated. At the second stage financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.
9. Qualifying criteria of Bidders:

This Notice Inviting Tender is open to any bidder who is a manufacturer or authorized distributor/dealer and meets the Qualifying Requirements stipulated hereunder for participation in the tender. The bidder shall furnish satisfactory evidence to establish that bidder meets the following qualifying requirements:

 - a. Bidder should be a manufacturer or authorized distributor/dealer for the offered items or the authorized representative of the manufacturer and must have to submit essential authorization certificate for the current financial year i.e. 2017-18.
 - b. Should have at least an annual turnover of Rs. 25 lakh or more.
 - c. Income Tax Return Files of last 03 years.
 - d. Trade License.
 - e. Permanent Account Number.
 - f. UDYOG AADHAR Number (if applicable).
 - g. VAT Registration Certificate/GST Registration Certificate (if applicable).
 - h. Central Sales Tax Registration Certificate (if applicable).
 - i. Service Tax Registration Certificate (if applicable)
 - j. Having experience of supplying to Govt. organization preferably those engaged in homoeopathy research, homoeopathy hospital and homoeopathic academic institutions like CCRH/NIH etc.

Financial bid shall be opened of the firms fulfill the criteria asked as above and proof of same is submitted along with technical bid.

10. Award of Contract to Successful Bidder

The Purchaser will award the Contract to the successful Bidder:

- i) Whose bid will be determined to be substantially responsive to this bidding document and who will be determined by the Purchaser, to be qualified technically, financially and otherwise in respect of such other capabilities, as the Purchaser may deem necessary and appropriate to satisfactory performance of the Contract and
 - ii) Whose bid will be determined to be lowest evaluated, responsive bid and is determined to be qualified to satisfactorily perform the contract.
 - iii) The Purchaser reserves the right to reject any bid or bids received at its discretion without assigning any reason whatsoever.
11. The bidder's proposal shall positively include the written evidence regarding the experience and qualifications and license etc. The above stated requirements are a minimum and purchaser reserves the right to request for any additional information and also reserves the right to reject the proposal of any bidder, if in the opinion of the purchaser the qualification data is incomplete or the bidder is found not qualified to satisfactorily perform the work. Notwithstanding anything stated above, the purchaser reserves the right to assess the bidder's capability and capacity to perform the contract, should the Circumstances warrant such assessment in the overall interest of the purchaser. The Institute reserves all rights to accept or reject all or any of the Tender/Quotations(s) without assigning any reason thereof. The decision of the NIH authority is final and binding upon all.
12. Arbitration
Any dispute would be resolved through arbitration by sole arbitrator to be appointed by the Director, National Institute of Homoeopathy within jurisdiction of Kolkata.
13. Please visit Institute website regularly regarding and any update & feel free to call on telephone number mentioned above on top in address.

Sd/-
Director I/C