



# National Institute of Homoeopathy

(An Autonomous Institute under the Ministry of AYUSH)

Govt. of India

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## Tender Notice for supplying of Sundry Items

**Tender Notice No. PF.04/10-44/NIH/Sundry/15-16/Vol-2**

**Date: 13/03/2018**

**Last date for Submission of Bid: 02/04/2018**

Sealed tenders are invited from the reputed manufacturers or its authorized agent/dealer/distributor of Sundry Items for the supplying of Globules, Sugar of Milk, Butter Paper and Empty Phials under annual rate contract for one year through two bid system (Technical Bid & Financial Bid).

### **Specifications of Technical Bid:**

The company must fulfill the following eligibility criteria:

- Should have at least an annual turnover of Rs. 50 lakh or more.
- The firm must be Good Manufacturing Practice (GMP) compliant, good market standing for the last five years (for globules and sugar of milk only).
- The firm should maintain HPI quality/grade standard (for globules and sugar of milk only).
- Having experience of supplying to Govt. organization preferably those engaged in homoeopathy research, homoeopathy hospital and homoeopathic academic institutions like CCRH/NIH/West Bengal Government Homoeopathic Medical College etc.

**Bids have been inviting for following given two different sizes of Globules, Sugar of Milk, Butter Paper and four different sizes of Empty Phials under Annual Rate Contract:**

Sl. No.	Description of Items	Unit	Approximate consumption Qty. per year
1.	Globules No. 20 for dispensing homoeopathic medicine (HPI grade/standard)	Kg	600
2.	Globules No. 40 for dispensing homoeopathic medicine (HPI grade/standard)	Kg	1800
3.	Sugar of Milk for dispensing homoeopathic medicine (HPI grade/standard)	Kg	300
4.	Butter Paper for dispensing homoeopathic medicine	Kg	200
5.	2.5 ml Empty Phials (Machine made) neutral glass white colour with Screw Cap & Drop Push (for homoeopathic medicine)	Gross	3000
6.	5 ml Empty Phials (Machine made) neutral glass white colour with Screw Cap & Drop Push (for homoeopathic medicine)	Gross	2500
7.	18 ml Empty Phials (Machine made) neutral glass amber colour with Screw Cap & Drop Push (for homoeopathic medicine)	Gross	1500
8.	130 ml Empty Phials, Neutral glass amber colour with Screw Cap & Push (mouth 25 mm) (for homoeopathic medicine). The glass phials should be in sealed packing bearing the name and seal of the manufacturer (original factory made not recycled)	Gross	2000

**Technical Specification of Globules:** (source: <http://www.hplism.nic.in/APPENDIX.pdf>)

- Globules are prepared from pure cane sugar (pharmaceutical grade of cane sugar/sucrose). It is sometimes made with 80 per cent sucrose and 20 per cent lactose. They must be white, of uniform size for the claimed size normally designated as numbers (10, 15, 20, 25, 30, 40, 50, and 80).

2. The claimed size is determined as follows: Lay ten close contacts with each other, the space so occupied is measured in millimeters by a suitable caliper and the measure is designated as numbers. Permitted variation  $\pm 10\%$ .
3. The globules should be perfectly globular; the diagonal diameters measured with the help of screw gauge shall not vary more than 10 per cent between them.
4. Hardness: Globules should not be too soft or too hard.
5. Solubility: Entirely soluble in water.
6. Sugar contents: Not less than 99 percent of the claimed amount.
7. Foreign matters: Globules should not contain any of the following substances:
 

a. Flavour	f. Chalk
b. Starch	g. Kaolin
c. Glucose	h. Antioxidants
d. Glycerine	i. Inorganic and synthetic whitening agents.
e. Talc	
8. Porosity: Should be capable of impregnation as evidenced by capacity to absorb 0.1 per cent, methylene blue solution to the center of the sphere within 30 seconds (cut by a blade to observe).

**Technical Specification of Sugar of Milk:**

1. Sugar of Milk is prepared from bovine milk/IP standard.
2. Sugar of milk should be odourless and faintly sweet in taste.
3. Sandy or gritty feeling on touching between fingers.
4. Solubility: One gram of lactose is soluble in 5ml of water. Whereas it is soluble in 2.6 ml of boiling water. Insoluble in alcohol.
5. Must be free from impurities like starch, cane sugar, acid, copper,  $\text{PO}_4^+$ .

**Packaging:**

1. The ingredients used for manufacturing of globules and sugar of milk, date of manufacturing, Date of Expiry must be mentioned on the label in a legible manner.
2. The label on the globule and sugar of milk packets must clearly mention "supplied to National Institute of Homeopathy, Kolkata" and "not for sale" in red color.
3. The packaging use pharmaceutical grade packing material only.
4. The packets must be completely air tight and using double packaging method and transparent packing material.

**Financial Bid Specification:**

1. Bidders are required to submit 2% of total quoted amount towards 'BID SECURITY' as Earnest Money Deposit (EMD) in the form of Demand Draft drawn in favour of Director, National Institute of Homeopathy, payable at Kolkata drawn on any nationalized bank or bank guarantee from any of the commercial banks. In case the bidder fails to supply the items as per the terms and conditions the EMD shall be forfeited. Unsuccessful tenderers' earnest money / bid security will be refunded to them without any interest, after 30 days of opening of financial bid on the basis of request letter for returning. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.
2. The second sealed envelope must be super-scribed as "Financial Bid" and contain the rate of the different sizes of Globules, Sugar of Milk, Butter Paper and Empty Phials. These two sealed envelopes should be placed in a bigger sealed envelope super-scribed as "Tender document for supply of Globules, Sugar of Milk, Butter Paper and Empty Phials".
3. Successful bidder has to deposit 5% of total yearly order amount in form of Demand Draft or Bank Guarantee (from any of the commercial banks) towards 'SECURITY DEPOSIT' as Performance Security Money (PSM) in favour of Director National Institute of Homeopathy, Payable at Kolkata and will be valid till contract exist.
4. The institute intends to enter into annual rate contracts with the successful manufacturer/firm for purchase of Sundry Items at fixed price for a period of one year. Authority reserves the right to curtail or extend the period of contract depending on performance. Supply order will be placed as and when required basis. The contract is likely to commence from the date of award of contract would continue for a period of one year. The period of contract may be further extended for a period of one year after completion of contract on the same rate and terms & conditions on mutual consent of both parties as per requirement of NIH or may be curtailed/terminated before the contract period owing

- to depriving in service or supply of substandard quality of Sundry Items. The NIH, however reserve the right to terminate the initial contract at any time after giving fifteen day notice to the awarded firm.
5. The bids must remain valid for the period of 120 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 120 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 Supplier has to quote for one brand only. Name of brand for which rate quoted and other technical detail to be mentioned in technical bid.
  6. Consortium Tenders are liable to be rejected.
  7. In case of bidders from outside Kolkata, the bidder has to arrange for "Form – C" of its own if required.
  8. The delivery cost/ transportation charges/ handling charges for delivery of Sundry 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.
  9. 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. Tender form should reach by 04:00 PM on or before 02/04/2018. Opening of technical bid is at 03:00 PM on the next working day.
2. 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.
3. Bidders claiming for payment in part or full will be rejected.
4. Supplier has to furnish test report of the Globules and Sugar of Milk at the time of entering into contract and supply of medicine from National accredited/Govt. laboratory, if necessary. Nevertheless the Institute is free to make random sample testing of the supply from National accredited/Govt. Laboratory and or other verification methods and such report will be override other reports. Deviation from the specifications as mentioned in the tender at any stage shall attract action as per the law.
5. 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. Demand Draft of EMD enclosed separately as to be asked. Technical Specification along with Brand confirmation of quoted Globules and Sugar of Milk should be mentioned. Firm has to submit proof for qualifying of eligibility of bidders as mentioned in Sl.No.6 of terms & condition. **Supplier has to quote for one brand only. Name of brand for which rate quoted and other technical detail to be mentioned in technical bid.** 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 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 quotation for supplying of Globules, Sugar of Milk, Butter Paper and Empty Phials with tender number & last date of submission. The technical bids shall be opened by the constituted committee at the first instance and evaluated. Further committee may ask for sample test of Globules and Sugar of Milk for quality check before opening of financial bid. At the second stage financial bids of only the technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.
6. 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 Globules and Sugar of Milk or the authorized representative of the manufacturer and must have to submit essential authorization certificate for the current financial year i.e. 2018-19.
  - b. Should have at least an annual turnover of Rs. 50 lakh or more.

- c. The firm should be G.M.P. compliant, good market standing of at least 05 years (for globules and sugar of milk only).
- d. The firm should maintain HPI quality/grade standard (for globules and sugar of milk only).
- e. Having experience of supplying to Govt. organization preferably those engaged in research, hospital and 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.

7. 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.
10. 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.
11. 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.
12. 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**