

Cost of Tender: Rs. 1500.00



## ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA

(An Autonomous body under MoHFW, Govt. of India)

TENDER NO: AIIMS/Pat/PC/RC/Disinfectant/2017-18/F4506

DATED: 12/09/2017

RATE CONTRACT FOR FOR SUPPLY OF HAND SANITIZER,ANTISEPTIC SOLUTIONS,INSTRUMENT DISINFECTANT ETC.

AT

**AIIMS PATNA**

**DATE OF ISSUE OF TENDER FORM WITH DOCUMENT : From 12/09/2017**  
**DATE & TIME FOR SUBMISSION OF TENDER DOCUMENT : From 12/09/2017 to 10/10/2017 upto 14:00 hrs**  
**DATE OF PRE-BID MEETING : On 21/09/2017 on 15:00 hrs**  
**DATE & TIME FOR OPENING OF TENDER DOCUMENT : On 10/10/2017 at 15:30 noon**

**Address for Correspondence:**

Faculty in charge

Procurement cell

AIIMS, Patna.

Ph. No. 0612-2451203

E-mail: [procurement@aiimspatna.org](mailto:procurement@aiimspatna.org)

Website: [www.aiimspatna.org](http://www.aiimspatna.org)

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All India Institute of Medical Sciences, Patna

**Notice Inviting Tender**

Sealed offers are invited in **Two** bid system **(1) Technical Bid** and **(2) Price Bid** from reputed & genuine manufacturers / importers only, for executing a rate contract for a period of two years for **SUPPLY OF HAND SANITIZER, ANTISEPTIC SOLUTIONS, INSTRUMENT DISINFECTANT ETC.** vide **Tender no.** AIIMS/Pat/PC/RC/Disinfectant/2017-18/F4506

The detailed terms and conditions of the NIT can be downloaded from website of the Institute [www.aiimspatna.org](http://www.aiimspatna.org) Central Public Procurement Portal (CPPP): [www.eprocuregov.in](http://www.eprocuregov.in). The offer should reach on or before 10.10.2017 up to 1400 hours at the office of faculty in charge Procurement cell, Administrative Block, AIIMS Patna, through speed post/Registered and it will be opened on 10.10.2017 at 15:30 hours.

The Director reserves the right to accept or reject any offer partially or fully without assigning any reason.

**Faculty In charge Procurement Cell  
on behalf of The Director AIIMS Patna**

In case, the date mentioned above is declared Government Holiday, the date shall automatically be shifted to the next working day. Offers received with the stipulated period will only be considered. Institute shall not be responsible for any postal delay.

## **SALIENT POINTS OF THE NOTICE INVITING TENDER**

Sealed offers are invited in two bid system for supply of HAND SANITIZER,ANTISEPTIC SOLUTIONS,INSTRUMENT DISINFECTANT ETC. for a period of two years. **Bids will be accepted from reputed & genuine manufacturers / importers only.** The salient features of the tender are as under:

- 1) The sealed offer should in two bid system: (1) Technical bid containing Tender documents & (2) Price bid containing the offered rates in the format provided (Annex. III). Technical bid and Price bid should be sealed in separate envelopes. These envelopes should be sealed in single envelope super scribed as 'Procurement cell Tender for HAND SANITIZER,ANTISEPTIC SOLUTIONS,INSTRUMENT DISINFECTANT ETC.' and should bear the 'Tender No.'**
- 2) Cost of tender document (Non – refundable):** Rs.1500.00 (Fixed) (Rupees one thousand five hundred), in form of Demand Draft, favouring 'Director AIIMS Patna
- 3) Earnest Money Deposit ( Refundable):** Rs.50000.00 (Rupees Fifty thousand only), in Form of DEMAND DRAFT from a Nationalised / Scheduled Bank, pledged in favour of Director AIIMS Patna. **The validity of the EMD shall be 36 months from the date of issue of the tender.**
- 4) Performance Security:** 5 % of the value (calculated as per approximate one year consumption) of the approved item. The Performance Security would be minimum Rs. 10000.00 (Rupees ten thousand only) and maximum of Rs.300000.00 (Rupees three Lacs only). Those vendors who have been identified for the purpose of Rate Contract will be required to deposit the performance security within 03 weeks after accepting the Rate Contract and it should be valid for a period of 36 months from the date of Rate Contract.
- 5) Submission of bid / offer:** Sealed tenders should be submitted through speed post at Faculty in charge, Procurement cell, AIIMS Patna or may be dropped by hand in tender box placed at administration office, medical collage building AIIMS Patna Any bid received after due date & time or if delivered at wrong place shall be rejected.
- 6) Last date for submission of bid / offer:** On or before 10.10.2017; up to 1400 hrs
- 7) Date and time of opening of bid / offer:** The bid / offer would be opened on 10.10.2017 at 15:30 hrs, at the office of Procurement cell AIIMS Patna.
- 8) Validity of offer:** Your offer may be valid for 365 days from the last date of submission of the bid, i.e from 10.10.2017 and if your offered rates and items are accepted for Rate Contract the same will remain valid for the entire period of Rate Contract, i.e, The Rate Contract will be valid for period of two year from the date of issue of Rate Contract. It may be further extended for a maximum period of one year or till the finalization of new rate contract whichever is earlier, if required.
- 9) The award of the Rate contract is not linked with the procurement style opted by Procurement cell/ Institute during the entire period of rate contract. Any item under the rate contract may be procured through supply order. Modality of procurement and inventory management of any item may be changed at any point of time.**

### General Terms and conditions of the above NIT

1. **Bids will be accepted from reputed & genuine manufacturers / importers only.**
2. List of tendered item i.e. scope of supply is attached herewith.
3. Some of the items may be kept on utilization or consignment basis as elaborated in the tendered list.
4. The firms who intend to participate in the tender should first ensure that they fulfil all eligibility criteria as prescribed in the general terms & conditions.
5. The tenderer submitting his / her tender would be deemed to have thoroughly read, considered and accepted all the terms & conditions mentioned in the tender document. No enquiries shall be entertained in respect of acceptance or rejection the bid.
6. Tenderer shall submit duly filled, signed & stamped annexures as per the format Provided.
7. The firm should submit the self-attested copies of USFDA/WHO-GMP/CEE/COPP/ISO/CE/EN/Research molecule certificate (In case of Research molecule), Manufacturing certificate or provide evidence of supply of HAND SANITIZER,ANTISEPTIC SOLUTIONS,INSTRUMENT DISINFECTANT ETC./consumables/disposable items/devices if they export/supply the tendered product to countries including in the 'very high human development' list of countries of the world for internal use in those markets if applicable. These will be included as a factor to judge quality.
8. **"For AIIMS Patna supply only"** should be mentioned on the supplied items [Individual units (Strips of capsule/tablet, vials and ampoules) (Printed/Indelible Stamped)].
9. The sealed envelope containing tender bid super scribed as **'Procurement cell Tender for HAND SANITIZER,ANTISEPTIC SOLUTIONS,INSTRUMENT DISINFECTANT ETC.'** and the **'Tender enquiry No.'**, will be in two parts. **Part '1' – Technical Bid & Part '2' – Price Bid** sealed in separate envelopes and should reach the institute on or before the date and time specified in the NIT.
10. Efforts have been made to avoid duplication in the list of items tendered. However, in case of any identical/similar products/items tendered in duplicate intentionally or unintentionally, the Procurement cell reserves the right to club the technical/price bids for comparison and finalization of Rate Contract.
11. Technical Bid must be in C.D/Pendrive in excel format.
12. Sample must be submitted along with technical bid/bid submission.
13. Tender item serial no. must be same.

#### **PART '1' - TECHNICAL BID:**

The sealed envelope should be super scribed 'Technical Bid' and shall contain the following:

- I. The Checklist as per the format provided in the Tender documents.
- II. List of items for which the rates are offered, as per the enclosed format (Annexure II).
- III. Cost of the Tender document downloaded from the Institute's website in form of Demand draft, valued at Rs. 1500.00 (Rupees fifteen hundred only), in favour of 'AIIMS Patna. This cost would be non-refundable.
- IV. Earnest Money Deposit (EMD) in form of Demand Draft from a Nationalised / Scheduled Bank for Rs. 50000.00 (Rupees Fifty thousand only) in favour of AIIMS Patna.
- V. Non Conviction / No pending conviction certificate attested / issued by Notary, for preceding three years on Rs. 100.00 Non Judicial stamp (Notarized).

- VI. Self-declaration on Rs. 100.00 (Rupees Hundred only) Non judicial stamp paper (Notarised), for the 'Lowest offered rates' and acceptance of 'Downward price revision' clause (Annexure IV).
- VII. A Notorised affidavit that the tenderer does not have any relation with the person authorized to evaluate Technical Bid/Price Bid or involved in finalizing the tender or will decide the use of tendered items (**Annexure-V**) on stamp paper of Rs. 100.00 (Notarized).
- VIII. Annexure VI signed and stamped for acceptance of the terms & conditions of the tender.
- IX. Annexure VII & VIII duly filled, signed and stamped and also additional forms which are placed at page 26-27.
- X. Self attested documentary evidence to establish the status of the bidder.
- XI. Self attested copies of audited balance sheet for Financial Year 2013-14, 2014-15 & 2015-16 to access the turnover of the bidder.
- XII. Self attested copies of valid manufacturing/marketing/import license and registration certificate of the company for preceeding three years.
- XIII. The firm should submit the self attested copies of USFDA/WHO-GMP/CEE/COPP/DCGI/ISO/CE/EN/ Research molecule certificate (In case of Research molecule)
- XIV. Self attested copy of the PAN Card
- XV. Self attested copy of the Income tax returns (ITR) for the Financial Year 2013-14, 2014-15 & 2015-16.
- XVI. Self attested copies of GST registration certificates.
- XVII. Soft copy of the Technical bid strictly in the format as given in (Annexure II) on a Compact disc / Pen drive in excel file duly password protected with password.
- XVIII. Specifications of the quoted item should be the same as per the details given in the tender.
- XIX. Any plea for clerical / typographical error etc. would not be accepted. No correspondence will be entertained after opening of Price bid.
- XX. Conditional bid would not be entertained.

#### **PART '2' – PRICE BID:**

The sealed envelope should be super scribed '**Price Bid**' and shall contain the following:

- I. Price bid in the prescribed format (Annexure III) duly filled, signed and stamped by the tenderer. Prices should be neatly typed and should be in figures and as well as in words. Any cutting / overwriting would make the offer invalid.

#### **Guidelines for the Price bid:**

- I. **Rates should be quoted for one unit only i.e one tab, one amp./vial, one bottle etc.** MRP mentioned should be for the minimum saleable pack i.e. one strip, one vial, one bottle etc.
- II. Rates quoted should be inclusive of Bihar GST./GST (W.E.F implementation) Procurement cell would only accept the stocks which are Bihar GST paid rate of GST against each items must be indicated so that the same can be connect to GST w.e f. its implementation
- III. The prices quoted by the tenderer should not exceed the controlled price, if any, fixed by the Central / State Government and the Maximum Retail Price (MRP) of the item.
- IV. The billing agency should be registered with Bihar Commercial tax department and processes a TIN number.

- V. The quoted rates should be F.O.R destination (Procurement cell, AIIMS, Patna)
- VI. Quoted item serial no. should be the same as the serial no. detailed in the item list of the tender document.
- VII. Specifications of the quoted item should be the same as per the details given in the tender.
- VIII. Any plea for clerical / typographical error etc. Would not be accepted. No Correspondence will be entertained after opening of Price bid.
- IX. Conditional bid would not be entertained.

**11. A rational balance of quality, quantity and cost of the product offered / quoted by the firms, which meet the eligibility criteria, shall be the sole basis of awarding the contract.**

12. The store offered should have 75% of remaining shelf life in case of products manufactured in India and 60% remaining shelf life in case of imported products. Loss or premature deterioration due to biological and or due to other factors, during the life span of the store shall have to be made good by the contractor free of cost.

13. The stores offered by the contractor should strictly conform to the provisions of Drugs & Cosmetics Act 1940 and rules made there under as amended from time to time.

**14. Each and every page or paper of the tender document should be serially numbered, signed & stamped by the authorised signatory of the bidder.**

15. Tenderer should uphold good business practices.

**16. Disqualification of the bid:**

I. Any deviation from the documents listed in the Tender Checklist of the Tender Documents would lead to disqualification of the bid.

II. Any action on the part of tenderer to influence any official will amount to rejection of his bid.

## **Definitions & Interpretations of Different terms & Terminology**

**In this tender, the words & expression used shall have the meaning / definition / expression as under:**

(a) Institute means All India Institute of Medical sciences, Patna

(b) Contracting Authority means the designated officers on behalf of the Director (c)

Tenderer means any direct reputed & genuine manufacturer / Importer in India (d)

“Acceptance of Tender” means the letter communicating for opening of price bid

(e) “Rate Contract” includes the notice inviting tender, general terms & conditions, definition & interpretations, instructions to tenderers, tender acceptance and submission of declaration forms.

(f) “Contractor” means the person, firm or company with whom the contract is made

(g) “Inspection” means inspection carried out by the person specified in the contract

(h) “Purchaser” means the authority accepting the tender.

(i) “Supply Order” means an order for the supply of goods

(j) Utilization means vendor managed Inventory where the vendor keeps the track of their items required & consumed.

(k) Consignment basis means when the vendor keeps the approved goods at his cost & risk.

(l) “Test” means such tests as are considered necessary

(m) “Unit” means the unit of purchase as specified in the schedule of goods

(n) GST” means tax payable under the Bihar GST Act on sale or purchase of goods as the case may be or any tax in place of GST during the currency of contract.

(o) Tax Invoice: Where the GST has been paid on the purchase of goods by the Institute’s Procurement cell and such goods have been sold / used in the Institute, the amount of tax paid

to the vendor on the purchase of such goods shall subject to input credit of tax paid on the purchase or sale of goods under the rules. The vendor / authorized billing agency shall provide the tax invoice for availing the tax input credit.

(p) Manufacturer means that makes the first sale of such goods after manufacturing.

(q) Importer means the firm who makes the first sale of such goods after imports

(r) Purchase price means amount of valuable consideration paid or payable for purchase of goods.

(s) "Billing agency" refers to the Rate Contract holder (manufacturer) itself or to any Agency/clearing & forwarding agency appointed by the Rate Contract holder (manufacturer).

#### **Rate contract (other than life saving category)**

Following three categories of companies/entities will be selected and Rate Contract will be signed with them.

- i. Category 1: Rate Contract 1 – the first source for procurement (L-1)
- ii. Category 2: Rate Contract 2 – the second (alternative) source for procurement (L-2)
- iii. Category 3: Rate Contract 3 - the third (alternative source for procurement (L-3)
- iv. Situation under which supply order might be placed to alternative sources (RC-2 (L-2) AND RC-3 (L-3), in that order)
  - RC-1 source fails to supply the items within the stipulated time of 30 days.
  - The committee members in their collective judgement are not satisfied with the quality of items procured from RC -1 source.
  - When the RC-1 source fails to honor the terms and condition of the contract e.g. (i) asking for upward revision of prices, (ii) asking for extension of the delivery period beyond the accepted time, (iii) any other request from RC-1 source which does not serve the purpose of the Institute.
- RC-1 could not perform well on account of good inventory management bringing loss on account of overstocking and expiry to zero level.
- Whenever RC-1 fails to completely honour three supply orders the rate contract would be cancelled and RC-2 (L-2) would be made the regular source of procurement and the performance security of RC-1 will be forfeited.
- In such a situation all clauses related to RC1 (L-1) shall automatically apply to RC2 (L-2).
- Companies performance during the current Rate Contract will be taken in consideration while finalizing the future tender.

#### **Procurement on Supply order basis**

Supply of material covered under this rate contract will be made on the basis of written supply order with terms and conditions enumerated therein. It will be the responsibility of supplier to have an access with Procurement cell to maintain the optimum inventory level. This has been decided to tide over the problem of over stocking including near expiry / slow moving / non-moving inventories, for which following mechanism will be observed: -

(i) Besides having liaison with user department, you will be allowed to have access to computerized system to know the consumption pattern / reports of the items concerned.

(ii) In hand stock position at central Procurement cell and peripheral sub stores can also be obtained from time to time.

(iii) Access to Procurement cell to know the status of expiry / slow moving / non-moving products.

(iv) Company will own the responsibility of overstocking & expiry.

(v) Company will actively take preventive measures and inform SPO in writing about any specific item / quantity mentioned in supply order that may lead to overstocking / expiry.

(vi) In case of any difficulty in getting the feedback from Procurement cell, you may contact (Procurement cell)/ Director.

You will agree that any loss of material is going to be a national loss. Please do inform about



such items asked for supply but may not be required by the users. In case of any difficulty in getting the feedback from Procurement cell, you may contact F/I procurement (Procurement cell)/ Director.

**1. Period of validity:**

The Rate Contract will be valid for period of two year from the date of issue of Rate Contract. It may be further extended for a maximum period of one year or till the finalization of new rate contract whichever earlier, if required.

**2. Authority to the purchase:**

Any officer designated by the Institute shall be entitled to exercise all the rights and powers given in the contract

**3. Responsibility of the Tenderer for executing the contract:**

The tenderer shall perform the contract in all respect in accordance with the terms and conditions mentioned therein. The tenderer shall remain responsible until the actual delivery of the goods is made to the consignee at the stipulated place.

**4. Rate:** The rate quoted by tenderer shall remain firm and fixed until the completion of contract.

(i) All rates quoted should be for ONE UNIT. Bids should be neatly typed and no blank space should be left

(ii) Tenderer must ensure that the quoted rates are inclusive of Bihar GST as applicable. Procurement cell will only accept the material which would be Bihar GST paid, if applicable. All rates quoted should be inclusive of all taxes including Central Sales Tax, Bihar GST as applicable

(iii) All rates quoted should be F.O.R. destination i.e. Procurement cell AIIMS, Patna.

(iv) The Institute will not own responsibilities for issuance of road permit and clearance of consignment from any road, rail, air, postal terminals etc.

(v) No escalation in rates (except Govt levy / tax) would be permissible.

(vi) Tenderer should take care that the rate and amount are written in such a way that interpolation is not possible.

(vii) Tenderer should quote the rate in words & figures both.

(viii) Alteration if any should be attested by the tenderer, otherwise tender will not be considered.

**5. Earnest Money Deposit (EMD) & Performance Security:**

(i) EMD must be deposit in shape of DD only. EMD should be deposited by the manufacturer / importer only.

(ii) EMD of **Rs. 50000.00 (Fifty thousand only)** in the shape of D.D only, favour of "AIIMS Patna, issued by any scheduled / nationalized bank must be enclosed with the technical bid by the tenderer.

(iii) EMD amount in the shape of DEMAND DRAFT must have validity of minimum 36 months from the date of issue of Tender notice. The EMD of the RC holders would be released after signing of Rate Contract and deposition of performance security.

(iv) If the tenderer fails or neglects to observe or perform any of his/her obligations under the contract, it shall be lawful for the purchaser to forfeit the performance security furnished by the tenderer.

(v) Performance Security: 5% of the value (calculated as per approximate one year consumption) of the approved item. The Performance Security would be minimum Rs. 10000.00 (Rupees ten thousand only) to a maximum of **Rs. 3,00,000.00 (Three lacs only)**. Performance Security will be in shape of Bank Guarantee in favour of "**AIIMS Patna**". It should be valid for 36 months from the date of issuance of Rate Contract and Performance Security should be submitted within 03 weeks after acceptance of Rate Contract.

**6. Change in Constitution of firm:** Any change in the pattern of ownership of the contracting party will not nullify the provisions of the contract. The contract will devolve on the successor

owners.

**7. Fall Clause:** If at any point of time during the execution of the contract, the contractor reduces the MRP / Sale Price or sells or offers to sell such stores, as are covered under the rate contract of the Institute, to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the rate contract of the Institute, He/She shall mandatorily notify any such reduction in MRP or Sale Price or offer of sale to the purchaser within a month of the earliest date of such a reduction in price. The price payable under contract with the purchaser will stand correspondingly reduced from the date of reduction of price as notified or evidence obtained of such reduction in the price. In case of delay (more than one month) in such a notification the difference in cost will be recovered and Director AIIMS PATNA shall have the right to impose penalty such as forfeiture of Performance Security, cancellation of Rate Contract or possible removal of name from list of suppliers (any or all of the above). If such information comes to the notice of Procurement cell authority from other sources, suitable action shall be initiated. Variation, if any, will be governed by the terms & conditions as enumerated in proposed rate contract.

**8. Inspection and sampling at the consignee's end:**

(i) After the receipt of the consignment, the demanding officer may draw a sample out of each consignment and send it for testing at one of the approved testing laboratories/user departments. If the sample/samples is/are found not of standard quality, the consignment shall be rejected. If the product is found to be not of standard quality for any of the above-mentioned reasons, the total cost of laboratory test will be recovered from the supplier. Where there are visible and obvious defect in the consignment, it shall be rejected.

(ii) All rejected stores shall in any event remain and will always be at the risk of the contractor immediately on such rejection.

(iii) Purchaser reserves the right to depute persons as may be designated by him to visit the premises of the manufacturers for ensuring that GMP(s) are observed by the manufacturers. It is also open to the purchaser to send persons as may be designated by him to inspect stores and draw samples from there before dispatch of consignment.

(iv) In case of rejection of stores, the supplier will have to replace the entire quantity or make full payment of entire consignment against the particular invoice irrespective of the fact that part of the supplied stores may have been consumed.

**9. Penalty Clause:**

(a) **Non-execution of supply order** - For the reasons of failure to supply partially or completely within 30 days, if the Procurement cell has to buy the items from the RC 2 (L-2), RC 3 (L-3) or approved local vendor firm, the rate difference in cost will be recovered from RC holder i.e L1 /Billing Agency as appointed by the Rate Contract Holder. In case if L-2 firm is not available in panel, Procurement cell has to buy the item from locally approved vendor and the difference of cost will be recovered from RC holder/Billing agency payments. The difference of amount will be deducted from the forthcoming bills of the supplier pertaining to any product. Repeated failure (Three times) to supply in part or in full may amount to termination of rate contract for the product (s) and forfeiture of Performance Security. Reasons of failure to supply the material will be communicated by the firm to the Procurement cell timely.

(b) **Late delivery clause** -The date & time of the delivery as stipulated in the supply order shall be deemed to be the essence of the contract and delivery must be completed no later than the date(s) as specified in the supply order. Unsupplied items of each supply order which will not be supplied during stipulated time period of 30 days should be treated as cancelled and will be procured from RC-2/RC-3 or approved local vendor and difference amount deducted from forthcoming bills of RC1 (L1)/Billing Agency as appointed by the RC Holder.

(c) **Non production of item** – Difference in the value between existing source and source from where supplies are being obtained for remaining tendered quantity will be recovered from the billing agency.

**10. Items nearing expiry / Expired:** The items supplied nearing expiry and / or if not consumed, will be intimated at least three months in advance and will have to be replaced by the tenderer at his / her cost. Slow moving items may be asked for replacement with other approved items at the discretion of Procurement cell.

**11. Disputes and Arbitration:** All disputes or differences arising during the execution of the contract shall be resolved by mutual discussion failing which the matter will be referred to the Director (AIIMS, Patna) for arbitration whose decision shall be the final binding on the contracting parties.

**12. Laws governing the contract:**

(i) This contract shall be governed by the laws of Bihar, India

(ii) The Courts of Patna shall alone have jurisdiction to decide any dispute arising out of or in respect of the contract.

(iii) Terms and expressions not herein defined shall have the meaning assigned to them, if any, in the Indian Sale of Goods Act, 1930 or the Indian Contract Act, 1872 or the General Clauses Act, 1897 as amended from time to time.

(iv) In view of the notification issued by the Ministry of Health & Family Welfare, Government of India, Gazette Notification no. SO 1468 (E) dated 6.10.2005 and GSR 627 (E) dated 7.10.2005, it would be sole responsibility of the Rate contract holder to comply with the applicable rules and regulations from time to time.

(v) Procurement cell will entertain only direct correspondence from RC holder.

**13. Information required on challan & bills:**

**(a) Challan:** Supply order will be released and you may execute the supplies directly or through billing agency. Challan must be endorsed by the security personal at AIIMS PATNA main gate. The endorsement must clearly mention time and date of entry of the material. The Challan must always bear the following information:

(i) Name of the item as, it is mentioned in Rate contract/ supply order.

(ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand Name, if any)

(iii) Size of the item

(iv) Supply order no. and Date

(v) Date of manufacturing

(vi) Date of expiry

(vii) Batch number

(viii) Quantity of each item (in unit)

(ix) Maximum Retail Price (MRP)

(x) TIN No. of /GST No of AIIMS Patna

**(b) Pre-receipted Bill (Tax Invoice),** must always bear the following information:

(i) Name of the item as, it is mentioned in Rate contract/ supply order.

(ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand Name, if any)

(iii) Size of the item

(iv) Supply order no. and Date

(v) Date of manufacturing

(vi) Date of expiry

(vii) Batch number

(viii) Quantity of each item (in unit)

(ix) Value of each item

(x) Total value of the bill

(xi) The amount of Bihar GST/ GST paid by the supplier.

(xii) Maximum Retail Price (MRP)

(xiii) TIN Number of AIIMS PATNA

**14. PAYMENT:-**

- (a) 100% payment shall be made on receipt of goods in satisfactory conditions and submission of bill with the material/challan.
- (b) Payment will be made on 30<sup>th</sup> day from the date of submission of bill, with early Payment option facility to be enumerated in the supply order.
  - (i) If you allow 4% trade discount, payment shall be made within (03) working days from its submission date.
  - (ii) If you allow 2% trade discount, payment shall be made within (07) working days from its submission date.
  - (iii) If you do not wish to avail the opportunity of early payments, payments shall be made on 30<sup>th</sup> day on its submission.
  - (iv) Early payment options are applicable against 100% supplies.
- (c) On consignment / Utilization basis- Fortnightly payment would be released against the item consumed and settled bills of the patients.
- (d) Bills not received in accordance with the instructions as required on challan / bill (Mentioned above) will not be entertained / processed for payment by the Institute.
- (e) The part supplies are accepted for the sake of convenience of Procurement cell only. The remaining order shall be treated as cancelled only after last date of supply as per supply order. In case of Part Supply and procurement being done from RC2 or other sources, the cost difference account shall be deducted from the forthcoming bills of the RC1 (L1)/Billing Agency as appointed by the RC Holder.
- (f) The Institute retains the right of returning (to the supplier/s) any item in any quantity that helps to manage the inventory in most economical manner. The value of returned goods would be adjusted in any possible manner that suits the need of the Institute.
- (g) Bill in quadruplicate and pre-receipted payment must be submitted along with copy of challan at the time of supply of the material at Procurement cell. You are advised to comply this point very strictly to avoid any delay in release of the dues. Further you must ensure uninterrupted supply and change of billing agency, will in no way affect the supply schedule.
- (h) **Any variation** in the prices detected at any point of time, the sole responsibility would rest with the firm and shall invite necessary action such as recovery/Administrative action as deemed proper.
- (i) Billing agency may collect payment in its own name for supplies made under written authorization from the manufacturer/importer.

**15. Termination of Contract:** In case any party (Institute or the company) wants to withdraw from the rate contract, it can do so after giving 03 (three) months' notice in writing to the Procurement cell.

**16.** The Director reserves the right to accept or reject any offer partially or fully without assigning any reason.

**Essential Documents**  
(To be submitted in Original)

To, The Faculty In charge

All India Institute of Medical Sciences, Phulwarisharif  
Patna – 801507

**Sub: Tender Enquiry no: AIIMS/Pat/PC/RC/Disinfectant/2017-18/F4506 dated 12/09/2017**

Sir,

I am / we are submitting technical bid enclosing the documents as per details given below:

**CHECKLIST**

Sl	Name of Document	Page (From)	Page (To)
1.	Cost of Tender document downloaded from Institute website (Non-refundable) D.D No./Pay Order No.....Dated..... Issuing Bank.....for Rs.1500.00 (Rs fifteen hundred only) in Favour of Director, AIIMS Patna		
2.	E.M.D. – DEMAND DRAFT No: -----date of issue ----- Name & address of issuing bank the DEMAND DRAFT ----- Amount in figures & words. EMD of Rs. <b>50000.00 (Fifty thousand only)</b> for <b>HAND SANITIZER,ANTISEPTIC SOLUTIONS,INSTRUMENT DISINFECTANT ETC.</b> in favour of AIIMS Patna “		
3.	List of items for which the rates are offered, as per enclosed Proforma (Annexure-II). This list should <b>be in duplicate with a copy enclosed on top of the technical bid (Annexure-II)</b>		
4.	Tender document <b>(Annexure – VI &amp; VII, VIII) duly filled, signed &amp; stamped</b>		
5.	Self attested copy of the PAN Card		
6.	Self attested copy of the Income tax returns (ITR) for Financial Year 2013-2014, 2014-15 & 2015-16		
7.	Self Attested copies of GST registration certificate		
8.	Self Attested copies of audited balance sheet for Financial Year 2013-2014, 2014-15 & 2015-16 to access turnover of the bidder.		
9.	Non-conviction / No pending conviction certificate attested/ issued by Notary for preceeding three years		
10.	Self-Attested copies of valid manufacturing/marketing/import license and registration certificates of the company for preceeding three years <b>(Annexure I)</b>		
11.	Documentary evidence stating the status of the bidder i.e. Proprietorship/ Partnership / Company etc.		
12.	Self-Declaration on Rs 100/- Non-judicial stamp paper (Notarized) about lowest rate & passing on the Downward rate revision <b>(Annexure-IV)</b>		
13.	List of Institute/Hospital where the company supplying the tendered item during last 12 months.		
14.	An Notorised affidavit on Rs. 100/- Non Judicial stamp paper that <b>tenderer</b> does not have any relation with the person authorized to evaluate technical bid/price bid or involved in finalizing the tender or will decide the use of tendered items <b>(Annexure-V)</b> on stamp paper		
15.	An Notorised affidavit on Rs. 100/- Non Judicial stamp paper certifying that the firm has not been black listed in the past by any Government/Private Institution and there is no vigilance/CBI/case pending against the firm/supplier		

### **Declaration of the company**

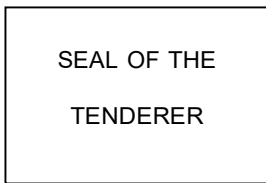
The Bidder should have to give the details of the CEO (MD), Chairman (with the Authorised Signatory of the tender Bid) such as:

- 1) Name
- 2) Tel. No.
- 3) E-mail ID,
- 4) Address

### **Declaration by the Authorized Signatory**

It is certified that each and every page of the tender document are serially numbered, duly signed by me and the information furnished in tender document is true and correct to the best of my knowledge and belief.

Yours faithfully,



Signature

Name

Designation

Name of company (Tenderer)

Address

Telephone No.

Mobile No.

Fax No.

E-mail:

**Procurement Form**

Annexure- I

**Manufacturing & Marketing Certificate**

This is to certify that M/s \_\_\_\_\_ are holding valid manufacturing license No. \_\_\_\_\_ Dated \_\_\_\_\_ of the State and they are manufacturing the following products.

It is further certified that the following products are also being marketed.

The Products are as follows:

---

Sl. No.	Name of Product	Specification	Size
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**Note:** This certificate is to be signed by the Drug Controller of State. Certificate issued by Inspector of Drugs/Drugs Inspector will not be accepted unless their authorization by the State Drug Controller to this effect is supported with documentary proof.

Signature and seal of  
Drug Controller of the State

Dated:

**Procurement Form**

**Annexure- II**

**Detail of the items quoted in the technical Bid**

Sl.	Tender Item Sl. No.	Name of Item as in the Tender List	Specification of quoted items	Brand Name	Name of Agency for Quality Certification. e.g. US-FDA, CEE/COPP, WHO GMP etc	Category Brand/Generic Brand/Generic
1	2	3	4	5	6	7

**Note:**

1. Tender list serial no. of the item should be the same serial no. as detailed in item list of tender document.
2. Use separate sheet in the same format in case of need of more space.
3. Any product other than listed in tender enquiry can be quoted in separate sheet in same format.
4. Mention of category of each item whether Generic or Generic Brand or Branded is mandatory, failing which item is liable for rejection.



## Procurement Form

Annexure- III

### Format of Price Bid

Sl	Tender Item Sl. No.	Name of Item as Appeared in the Tender List	Specification (Strength & Formulation i.e Tab./inj/S yp. of quoted item	Brand Name	Pack Size	Maximum Retail Price (MRP) inclusive of all taxes (in Rs)	Offered Rates/Unit Only Basic Price)	GST (in %)	Total Offered Rates/Unit (8+9)
1	2	3	4	5	6	7	8	9	10

**Note:**

1. Tender item list Sl. No. of the item should be the same serial no. as detailed in item list of tender document
2. Use sheet in the same format. Please do provide the above information in Excel software in Compact Disk/Pendirve
3. The file name should be the Bidders company name
4. Identification of comparable products (Items) would be done by the expert's committee
5. Committee's decision would be final on this issue.

## **Procurement Form**

**Annexure IV**

### **Self-Declaration for lowest rate (Notarized)** **(on Rs 100.00 Non-judicial Stamp paper)**

I, (Name of the Authorized Signatory), (Designation of the Signatory) with M/s (Name of the Company), do hereby certify that we (the company) or its subsidiaries/designated representatives have not supplied the product at a cost lower than that quoted in the Tender No. \_\_\_\_\_ to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the rate contract of the Institute.

We also undertake that any downward revision in MRP/Sale price/offer to sale to any Government Organization (Central/State Government Hospital/Institute, anywhere in India) of the product during the entire period of Rate Contract, including any extended periods, will be duly informed to AIIMS PATNA within a month (30 days) of such price revision, and the same will be passed on to the Institute.

Authorised Signatory

Designation

Seal

Date:

Place:

**Procurement Form**

**AnnexureV**

**Affidavit (Notarized)**

(On Rs 100.00 Non-judicial Stamp paper)

**Reference:TenderNo. AIIMS/Pat/PC/RC/Disinfectant/2017-18/F4506 dated 12/09/2017 for HAND SANITIZER,ANTISEPTIC SOLUTIONS,INSTRUMENT DISINFECTANT ETC.**

I, (Name of the Signatory), S/o (Father's Name), (Designation of the Signatory) with (Name of The Company), with its office at (Address of the Head office of the Company), do solemnly affirm and declare as under:-

The Tenderer does not have any relation with the person authorized to evaluate technical bid/price bid or involved in finalizing the tender or will decide the use of tendered items

Place:

Date:

Deponent

**Verification:**

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and no part of it is false and nothing has been concealed therein.

Verified at (Place), on this (Date) day of (Month) 2016.

Deponent

## All India Institute of Medical Sciences, Patna



E-mail [procurementcell@aiimspatna.org](mailto:procurementcell@aiimspatna.org)  
Procurement cell

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Ref: **AIIMS/Pat/PC/RC/Disinfectant/2017-18/F4506 dated 12/09/2017**

To,

**Sub: Annual Rate contract for Supply of HAND SANITIZER,ANTISEPTIC SOLUTIONS,INSTRUMENT DISINFECTANT ETC.**

Dear Sirs,

In reference to tender bid for above-mentioned items, your products as per enclosed **Annexure** are being covered under Annual Rate Contract. The terms and conditions to govern the Annual Rate Contract are as follows:

The award of rate contract is not linked to the procurement style opted by PROCUREMENT CELL/ Institute during the entire period of rate contract. Any item under rate contract may be procured through supply order. Mode of procurement and inventory management of any item may be changed at any point of time.

1. **(a) PROCUREMENT ON SUPPLY ORDER BASIS:** - Supply of material is covered under this rate contract may increase or decrease. It will be made available on the basis of written supply order with terms and conditions as enumerated therein. It will be the responsibility of supplier to have an access with PROCUREMENT CELL to maintain the optimum inventory level. This has been decided to tide over the problem of over stocking including near expiry / slow moving/ non-moving inventories, for which following mechanism will be observed: -
  - (i) Besides having liaisoning with user department, you will be allowed to have access to Computerized system to know the consumption pattern / reports of the items concerned.
  - (ii) Stock in hand position at and peripheral sub stores can also be provided on demand.
  - (iii) Access to Procurement cell is allowed to know the status of expiry / slow moving / non- moving products.
  - (iv) The company will own the responsibility of overstocking & expiry.
  - (v) The company will take all preventive measures and will keep informed Procurement officer in writing about any specific item / quantity mentioned in supply or der that may lead to overstocking or expiry.
  - (vi) In case of any difficulty in getting the feedback from Procurement cell, you may contact Procurement officer/ Director.
  - (vii) The Institute has the right to switch over from supply order based procurement to consignment / utilization based procurements also.

You will appreciate that any loss of material is going to be a national loss. Please keep informed about such items asked for supply but in fact not required by the users. In case of any difficulty in getting the feedback from Procurement cell, you may contact Faculty in charge procurement cell / Chairman / Director.

**(b) PROCUREMENT ON CONSIGNMENT/UTILIZATION BASIS:-** All approved items on Consignment / Utilization basis must be made available in sufficient quantity to cater the whole need of the Institute, Lead time for replenishment of such stocks will be 48 to 72 hours. It will be communicated by telephone, fax or e-mail to you or your authorized distributor.

2. **PERIOD OF VALIDITY:-** - The Rate Contract will be valid for period of two year from the date of issue date of Rate Contract. It may be further extended for a maximum period of one year or till the finalization of new rate contract whichever earlier, if required.
3. **PERFORMANCE SECURITY:-** - Please submit performance security @5 % of the value (calculated as per approximate one year consumption) of the approved item. The Performance Security would be minimum Rs. 10000.00 (Rupees ten thousand only) and maximum of Rs.300000.00 (Rupees three Lacs only). Performance security will be in shape of DEMAND DRAFT drawn in favour of "IHA Drugs and Consumables A/C" (as stipulated in tender notice) payable at Patna from any nationalised bank / scheduled bank. The performance Security will have the minimum validity of 36 months from issuance of Rate Contract and it should be submitted within 03 weeks after acceptance of the awarded Rate Contract.
4. **TAXES AND DUTIES:-** Rates are inclusive of all taxes including Central Sales Tax, GST etc as applicable. Any price variation due to Govt. levies will be settled accordingly. In case the excise duty is being claimed excise gate pass should accompany the supplies or annotation to the effect that excise duty has been deposited. Other charges like banks charges, postage, freight, etc. will be borne by your company.
5. **PRICES:-** Rates are F.O.R. Destination basis i.e. Central Stores, All India Institute Of Medical Sciences, Patna. No escalation in rates except Govt. Levy/ tax would be permissible. If at any point of time during the execution of the contract, the contractor reduces the MRP / Sale Price or sells or offers to sell such stores, as are covered under the rate contract of the Institute, to any Government Organization (Central/State Government Hospital/Institute) at a fixed price lower than the price chargeable under the rate contract of the Institute, He/she shall mandatorily notify any such reduction in MRP or Sale Price or offer of sale to the purchaser within a month of the earliest date of such a reduction in price. The price payable under contract with the purchaser will stand correspondingly reduced from the date of reduction of price as notified or evidence obtained of such reduction in the price. In case of delay (more than one month) in such a notification the difference in cost will be recovered and Director AIIMS Patna shall have the right to impose penalty such as forfeiture of Performance Security, cancellation of Rate Contract or possible removal of name from list of suppliers (any or all of the above). If such information comes to the notice of Procurement cell authority from other sources, suitable action shall be initiated. Variation, if any, will be governed by the terms & conditions as enumerated in proposed rate contract.
6. **ROADPERMIT:-** No road permit i.e. Form 31/32, Form C or D would be provided by the Institute. It would be the sole responsibility of the supplier to affect the door deliveries at his / her own. Procurement cell will neither own any responsibility for clearance of goods from any road, rail, postal, air terminals nor any machinery of AIIMS Patna would be allowed for this purpose.
7. **DELIVERY:-** Supplied material should have ordinarily minimum shelf life of 75% at the time of supply. Batch number and expiry date must be mentioned on face of the bill. Stores

supplied through courier, post etc may be received under the sole responsibility of supplier regarding quantity, specification and breakage.

8. **DEFECTIVE INVENTORY:** - central Stores / User department / Procurement cell of the Institute will be the sole authority to declare inventory as defective either at the time of receiving the goods or after the use of goods. Cost of such defective inventory will be recoverable from forthcoming bill of the supplier or replaced with any other approved stocks, failing which contract may be terminated.
9. **Penalty Clause:**
  - (a) **Non-execution of supply order** - For the reasons of failure to supply partially or completely within 30 days, if the Procurement cell has to buy the items from the RC 2 (L-2), RC 3 (L-3) or approved local vendor firm, the rate difference in cost will be recovered from RC holder i.e L1 /Billing Agency as appointed by the Rate Contract Holder. The difference amount will be deducted from the forthcoming bills of the supplier pertaining to any product. Repeated failure (Three times) to supply in part or in full may amount to termination of rate contract for the product (s) and forfeiture of Performance Security. Reasons of failure to supply the material will be communicated by the firm to the Procurement cell timely.
  - (b) **Late delivery clause** -The date & time of the delivery as stipulated in the supply order shall be deemed to be the essence of the contract and delivery must be completed no later than the date(s) as specified in the supply order. Unsupplied items of each supply order which will not be supplied during stipulated time period of 30 days should be treated as cancelled and will be procured from RC-2/RC-3 or approved local vendor and difference amount deducted from forthcoming bills of RC1 (L1)/Billing Agency as appointed by the Rate Contract Holder.
  - (c) **Non production of item** – Difference in the value between existing source and source from where supplies are being obtained for remaining tendered quantity will be recovered from the billing agency.
10. **INFORMATION REQUIRED ON CHALLAN/BILL:-**
  - (a) **Challan:** Supply order will be released and you may execute the supplies directly or through billing agency. Challan must be endorsed by the security personal at AIIMS Patna main gate. The endorsement must clearly mention time and date of entry of the material. The Challan must always bear the following information:
    - (i) Name of the item as, it is mentioned in Rate contract/ supply order.
    - (ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand Name, if any)
    - (iii) Size of the item
    - (iv) Supply order no. and Date
    - (v) Date of manufacturing
    - (vi) Date of expiry
    - (vii) Batch number
    - (viii) Quantity of each item (in unit)
    - (ix) Maximum Retail Price (MRP)
    - (x) TIN No./GST no of AIIMS Patna
  - (b) **Pre-receipted Bill (Tax Invoice),** must always bear the following information:
    - (i) Name of the item as, it is mentioned in Rate contract/ supply order.
    - (ii) Name of the item as, it is mentioned in the product literature of the company (i.e. Brand Name, if any)
    - (iii) Size of the item
    - (iv) Supply order no. and Date
    - (v) Date of manufacturing
    - (vi) Date of expiry

- (vii) Batch number
- (viii) Quantity of each item (in unit)
- (ix) Value of each item
- (x) Total value of the bill
- (xi) The amount of Bihar GST paid by the supplier.
- (xii) Maximum Retail Price (MRP)
- (xiii) TIN /GST No of AIIMS Patna.

11. **Replacement of near expiry / slow moving / non-moving items:** - It will be responsibility of supplier to get status of slow / non-moving inventory for replacement purposes from Procurement cell stores on quarterly basis or at a higher frequency. If company fails to replace such slow moving / non-moving stocks in time, Institute will retain the right to identify such stocks any time during the contract period and return the same to the company. Cost of such returned inventory will be recoverable from forthcoming bill of the supplier or replaced with any other approved stocks, failing which contract may be terminated.

12. **Release of EMD**

- (i) The EMD of Rate Contract Holder would be released after submission of Performance Security.**
- (ii) The bidders who has/have not awarded Rate Contract can take their EMD Immediately after finalization of Rate Contract after due correspondence.**

13. **PAYMENT:-**

- (a) 100% payment shall be made on receipt of goods in satisfactory conditions and submission of bill with the material/challan.
- (b) Payment will be made on 30<sup>th</sup> day from the date of submission of bill, with early payment option facility to be enumerated in the supply order.
  - (i) If you allow 4% trade discount, payment shall be made within (03) working days from its submission date.
  - (ii) If you allow 2% trade discount, payment shall be made within (07) working days from its submission date.
  - (iii) If you do not wish to avail the opportunity of early payments, payments shall be made on 30<sup>th</sup> day on its submission.
  - (iv) Early payment options are applicable against 100% supplies.
- (c) On consignment / Utilization basis- Fortnightly payment would be released against the item consumed and settled bills of the patients.
- (d) Bills not received in accordance with the instructions as required on challan / bill (Mentioned above) will not be entertained / processed for payment by the Institute.
- (e) The part supplies are accepted for the sake of convenience of Procurement cell only. The remaining order shall be treated as cancelled only after last date of supply as per supply order. In case of Part Supply and procurement being done from RC2 or other sources, the cost difference account shall be deducted from the forth coming bills of the RC1 (L1)/Billing Agency as appointed by the RC Holder.
- (f) The Institute retains the right of returning (to the supplier/s) any item in any quantity that helps to manage the inventory in most economical manner. The value of returned goods would be adjusted in any possible manner that suits the need of the Institute.
- (g) Bill in quadruplicate and pre-receipted payment must be submitted along with copy of challan at the time of supply of the material at central stores. You are advised to comply this point very strictly to avoid any delay in release of the dues. Further you must ensure uninterrupted supply and change of billing agency, will in no way affect the

supply schedule.

(h) Billing agency may collect payment in its own name for supplies made under written authorization from the manufacturer/importer.

14. **Any variation** in the prices detected at any point of time, the sole responsibility would rest with the firm and shall invite necessary action such as recovery / administrative action as deemed proper.
15. In addition the other terms and conditions as detailed in tender documents would be applicable.
16. In view of the notification issued by the Ministry of Health & Family welfare, Government of India Gazette Notification no SO 1468 (E) dated 06.10.2005 and GSR 627 (E) dated 07.10.2005; it would be sole responsibility of the Rate Contract holder to comply with the applicable rules and regulations from time to time.
17. Any communication as regards to the Rate Contract will be done with the Rate Contract holder only.
18. It would be responsibility of the Rate Contract holder to submit the undertaking during currency of contract by 1<sup>st</sup> week of every month to the effect that their prices have not come down during the preceding / prevailing month.
19. Name & Address of Billing Agency will be informed by the tenderer after award of Rate Contract (if required) with the following details of the billing agency:
  - PAN Card
  - Sale tax Registration with GST Return for preceeding three years.
  - Non Conviction Certification /no pending conviction certificate attested/issued by notary for preceeding three years
  - A Notorised affidavit that the billing agency does not have any relation with the person authorized to evaluate Technical Bid/Price Bid or involved in finalizing the tender or will decide the use of tendered items (Annexure-IX) on stamp paper of Rs. 100.00
20. RC holder shall be responsible for all acts of commission and omission carried out by the beneficiary/Billing agency.
21. All Terms & Conditions as mentioned in Tender document will also be the part of this Rate Contract.

Please send us your acceptance duly signed and stamped on duplicate copy of this rate contract as token of your acceptance before execution of the first supply order and also submit the performance security.

Yours faithfully,

(Procurement cell)  
AllIMS, Patna



**Procurement form**

**AnnexureVI**

To,  
The Faculty in Charge  
Procurement cell  
AIIMS Patna

**Ref: AIIMS/Pat/PC/RC/Disinfectant/2017-18/F4506 dated 12/09/2017**

**Subject: Acceptance of Term and conditions of Rate Contract**

Sir,

I have gone through the conditions laid down in the tender documents.

I hereby accept the above proposed terms and conditions of the rate contract (Annexure-VI )  
in case of the same is being awarded to my firm against quoted items in this tender documents.

(Authorised Signatory)

Date:

Place:

**PROCUREMENT Form**

**Annexure VII**

To,  
The faculty Incharge  
Procurement cell  
AllIMS Patna

Ref: Tender Enquiry no \_\_\_\_\_

Sir,

I have gone through the conditions laid down in the tender documents.

I hereby offer to supply the items mentioned in Price Bid at the rates quoted therein. I hereby declare to supply the material duly paid with Bihar GST, or applicable taxes at any point of time if applicable. I agree to hold this offer open for the period of two years from the date of issuance of Rate Contract, if awarded.

(Authorised Signatory)

Name

Seal

PROCUREMENT FORM

**AFFIDAVIT (Notarized) (To be filled by RC Holder)**

**(on Rs 100.00 Non-judicial Stamp paper)**

**Ref:Enquiryno:** \_\_\_\_\_

I, (Name of the Signatory): \_\_\_\_\_

S/o (Father's Name): \_\_\_\_\_

Designation of the Signatory) with (Name of the Company):

\_\_\_\_\_  
\_\_\_\_\_

Address of the Head office of the Company:

\_\_\_\_\_  
\_\_\_\_\_

Do solemnly affirm and declare as under:-

The RC holder or its representative will not have:

- (i) Any conflict of interest in Satisfactory execution of that RC
- (ii) Will not indulge in any corrupt practice
- (iii) Will not indulge in any fraudulent practice

**Verification:**

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and no part of it is false and nothing has been concealed therein.

Verified at (Place), on this (Date) day of (Month) 2016

**Deponent**

## Procurement cell Form –1(Part I)

Form for pre-qualification for supply of items / rendering services to the PROCUREMENT CELL, AIIMS PATNA,

### General:

1. (a) Name of the Tenderer :
- (b) Status of the tenderer :  
Proprietorship/Partnership/Company
2. Full Postal Address :
  
3. Telephone No. :
4. Mobile No.
5. Fax No.
6. E-mail Address :
7. State whether tenderer is small scale, medium scale, organized sector (Indian or multinational firm /company)
8. Name of the persons who are responsible for conduct of business as explained under section 34 of the Drugs & Cosmetics Act, 1940.

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Sl. No.	Name	Father's/Husband's Name	Age	Residential Address
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- 
9. Particulars of licenses held under the Drugs & Cosmetics rules including date of grant of license, if applicable :
  10. (a) Names of procurement agencies with whom the tender is registered :
  - (b) List of the Institute / Hospital where the company is supplying the tendered item during last 12 months. :
  - (c) Has the tenderer ever been black listed/ debarred by any procurement agency? If yes, give details: :

11. (a) Is there any case pending in the court under the Drugs & Cosmetics Act? If yes, give details (attach separate sheets) like name of item, nature of complaints :
- (b) Has the tenderer ever been convicted under the Drugs & Cosmetics Act? If yes, give details. If not, enclose a copy of Non-conviction certificate from State Drugs Controller where manufacturing unit is located. :

# PROCUREMENT CELL Form – 1 (Part – II)

## Technical:

1. Does the tenderer have adequate :
  - (a) **Space for** :
    - (i) Storage of raw materials, packing :  
materials, Intermediaries and :  
finished products.
    - (ii) Manufacturing operations :
    - (iii) Quality control operations :
    - (iv) Other facilities like water treatment, :  
heating :  
(Emergency electricity generation), :  
waste disposal etc.
  - (b) **Equipment for** :
    - (i) Material handling :
    - (ii) Manufacturing of item permitted on :  
the :
    - (iii) Quality control of item permitted on :  
the licenses held (or alternatively :  
the tenderer have arrangements :  
with approved Testing :  
laboratory/(ies) for very ophisticated :  
or highly expensive Equipment):
    - (iv) Other facilities like water supply, :  
heating, air cleaning and air :  
conditioning (wherever required) :  
emergency electricity generation, :  
waste disposal etc.
  - (c) **Specialized testing facilities** :
  - (d) **Do you have your own testing** :  
**laboratories and in house quality** :  
**assurance**
2. Number of technical staff with the :  
tenderer :
  - (a) For supervision of manufacture of :  
items :
  - (b) For quality control of raw materials, :  
Intermediates & finished products :
3. Particulars of Heads of Production and :  
Quality control :

Name	Qualification	Whether approved by regulatory agency
------	---------------	---------------------------------------

For manufacturing

For quality control

- 
4. Has the tenderer carried out stability studies for the items for which rates have been quoted :
  5. Does the tenderer possess valid quality certificate for the items quoted in the tender? **Please specify the name of agency certifying the quality in column no. 7 of Annexure 'A'.** :
  6. Installed capacity for manufacturing of different items per annum and actual production during the last 12 months. :
    - (a) Any significant variations between capacity and production should be explained. :
    - (b) The basis on which calculations have been made for installed capacity should be stated and due allowance should be given to time loss during change over of product and maintenance of machinery and equipment. Attach a separate sheet to furnish information :
  7. (a) Whether any item manufactured by the tenderer has/have been recalled during last three years? If yes, give details: :
    - (b) Whether any item imported by the tenderer has/have been recalled by FDA or similar agencies of Europe and Australia during last three years? If yes, give details: :
    - (c) What are the results of investigation on the recalled items? :
    - (d) What action has been taken to prevent recurrence of recall of items on that particular account? (Attach separate sheet, if space is not sufficient). :
  8. Do you agree to samples being sent to laboratories approved by Drug controller, NABL, Central Govt., State Govt. for quality checking :

# PROCUREMENT CELL Form – 1 (Part – III)

## Financial Aspects:

1. Financial status (annual turn-over) of the tenderer. Please furnish attested copies of a audited balance sheet / certificate issued by the Banker / Chartered Accountant for Financial Year 2014-15 & 2015-16 to know financial status of the tenderer.

(Rs. In Lacs)

2. (a) Annual turnover :  
(b) Facilities available from bank :  
(i) Over draft facilities :  
(ii) Over draft facilities against Hypothecation :  
(iii) Others :

3. Names & Address of the Banker

Name and address of chartered accountant :

4. Furnish the following information with documents :  
(a) Income Tax PAN :  
(b) Central Sales Tax Reg No. :  
(c) GST Reg No. :  
(d) Service Tax Registration No. :  
5. Name and address of the Billing agency :

**IMPORTANT Billing from within Bihar state will only be accepted in order to ensure that supplied goods are Bihar GST paid**



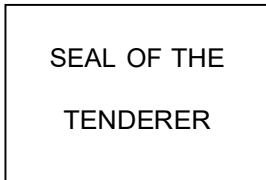
## PROCUREMENT CELL Form – 1 (Part – IV)

### Declaration

I, \_\_\_\_\_  
-----Prop/ Partner/ Director of M/s -----  
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Hereby declare that the information given in this Form – 1 (Part-I to III) is true and correct to the best of my knowledge and belief.

Signature and Name of the authorized signatory



Designation

Date

Place

LIST OF HANDRUB,ANTISEPTICS,AERIAL FUMIGANT,INSTRUMENT DISINFECTANT		
Sr.no.	Name of the item	Unit Pack
1	Skin Antiseptics Composition: Chlorhexidine Gluconate Solution IP..... 1.5% v/v Strong cetrimide Solution BP Equivalent to Cetrimide IP ..... 3% w/v with hand Dispenser	Bottle of 1lit.
2	Chlorhexidine Gluconate and Cetrimide Solution Composition : Strong Cetrimide Solution Equivalent to Cetrimide.....15% w/v Chlorhexidine Gluconate Solution .....7.5% v/v Equivalent to Chlorhexidine Gluconate.....1.5% w/v with hand Dispenser	Bottle of 1lit.
3	Chlorhexidine Gluconate Surgical Hand Scrub Composition: Chlorhexidine Gluconate Solution 20% v/v Equivalent to Chlorhexidine Gluconate 4.0% w/v with hand Dispenser	Bottle of 500 ml
4	70% v/v Ethanol and 0.5% w/v Chlorhexidine Gluconate	pack of 500ml
5	Skin Antiseptics Composition:Povidone-Iodine USP..... 10% w/v (i.e.1% available Iodine)	Bottle of 1lit
6	Povidone Iodine Surgical Scrub . 7.5 % w/v (i.e. 0.75 % w/v available Iodine)	Bottle of 500 ml
7	Chlorhexidine Tincture spray Composition: Chlorhexidine gluconate solution IP .....10 % v/v Equivalent to chlorhexidine gluconate..... 2 % w/v Ethanol IP .....70% v/v	Bottle of 500 ml
8	Skin Antiseptics each 100g contains 2-propanol 63.0gm and benzalkonium chloride 0.025gm	Bottle of 500 ml
9	Skin Antiseptics each 100g contains 2-propanol 63.0gm and benzalkonium chloride 0.025gm	Bottle of 100 ml
10	Liquid antiseptic containig Chlorhexidine gluconate solution IP .....0.3 % v/v +cetrimide IP 0.6%W/V +Isopropyl alcohol IP 3.0 %V/V	Bottle of 1lit
11	Liquid antiseptic containig Chlorhexidine gluconate solution IP .....7.5 % v/v +cetrimide IP 15%W/V +Isopropyl alcohol IP 7.0 %V/V	Bottle of 1lit
12	Skin Antiseptics Composition :Povidone-Iodine USP..... 5% w/v	Bottle of 1lit

13	Aldehyde free Disinfectant containing triple salt of potassium mono per sulphate ( 40- 50 % ) Sodium phosphate ( 20 - 30% ) sodium C10-13-alkylbenzenesulphonate(10-20%), malic acid (1-10%)sulphamic acid ( 1-10%) sodium toluenesulphonate( 1-5%) sodium chloride (1-5%) dipotassium peroxy di sulphate(<1.5%)	500 gm
14	Disinfectant for hospital containing {not less than 3% w/v PHMB [poly (hexamethylenbiguanide) hydrochloride], 10% w/v Didecyl dimethyl ammonium chloride}	Bottle of 1lit
15	Disinfectant for hospital containing { not less than 3% w/v PHMB [poly (hexamethylenbiguanide) hydrochloride], 10% w/v Didecyl dimethyl ammonium chloride}	Bottle of 5lit
16	Each 100 g contains Didecyldimethyl Ammonium Chloride: 7.0 g Corrosion inhibitors Fragrance, Excipients q.s	Bottle of 500ml
17	Silvernitrate (0.01% W/V) + Hydrogen Peroxide( 10-11 % W/V)	Bottle of 1lit
18	Silvernitrate (0.01% W/V) + Hydrogen Peroxide( 10-11 % W/V)	Bottle of 5lit
19	0.55 % w/v orthophthaldehyde solution	Bottle of 1lit
20	0.55 % w/v orthophthaldehyde solution	Bottle of 5lit
21	2.45%w/v Glutaraldehyde Solution	Bottle of 1lit
22	2.45%w/v Glutaraldehyde Solution	Bottle of 5lit
23	2%w/v Glutaraldehyde Solution	Bottle of 1lit
24	2%w/v Glutaraldehyde	Bottle of 5lit
25	Multi-enzyme cleaner for surgical, medical and dental instruments containing 12% v/v Enzymes (combination of Proteases, Lipases and Amylases), non-ionic surfactants, preservatives.	Bottle of 1lit
26	Sporicidal Sterilant containing Sodium Perborate ( 40-60% ) , Alkyaryl sulfonate sodium salt (1-2%), Citric acid( 20- 25% ) i.e., ( 0.26% Peracetic acid).	pack of around 810 gm
27	Alcoholic Hand Rub (Chlorhexidine Gluconate Solution BP 2.5% v/v Equivalent to Chlorhexidine Gluconate 0.5% w/v Ethanol 70% v/v)	Bottle of 500 ml
28	Alcoholic Hand Rub (Chlorhexidine Gluconate Solution BP 2.5% v/v Equivalent to Chlorhexidine Gluconate 0.5% w/v Ethanol 70% v/v)	Bottle of 5 lit
29	Alcoholic Hand Rub(Each 100 gms contains: 2-propanol.... 45 gms 1-propanol.... 30 gms *Ethyl hexadecyldimethyl ammonium ethylsulphate ...0.2 gms(*Mecetronium ethylsulphate)	Bottle of 5 lit

30	Alcoholic Hand Rub(Each 100 gms contains: 2-propanol.... 45 gms 1-propanol.... 30 gms *Ethyl hexadecyldimethyl ammonium ethylsulphate ...0.2 gms(*Mecetronium ethylsulphate)	Bottle of 500 ml
31	Denatured spirit ( Ethanol..... 70% v/v)	Bottle of 500 ml
32	HYDROGEN PEROXIDE IP/BP	Bottle of 100 ml
33	HYDROGEN PEROXIDE IP/BP	Bottle of 450 ml
34	Carbolic Acid (Phenol)- 5%	Bottle of 5LIT
35	Formalin solution (37-40% w/v formaldehyde)	Bottle of 5 lit
36	Formalin solution (37-40% w/v formaldehyde)	Bottle of 1 lit
37	Sodium Hypochlorite Solution(Sodium Hypochlorite Solution containing not less than 4% and not more than 6% by weight of NaOCl)	Bottle of 200ml
38	Soda lime USP grade,Superior soda lime must be designed for clinical use, Granule size range: 2.5-5.0mm	4.5 kg can
39	Tab.Sodium Dichloroisocyanurate(9,000 mg)	nos
40	Tab.Sodium Dichloroisocyanurate(5,000 mg)	nos
41	Tab.Sodium Dichloroisocyanurate(2400 mg)	nos
42	Tab.Sodium Dichloroisocyanurate(2100 mg)	nos
43	Tab.Sodium Dichloroisocyanurate(1500mg)	nos
44	Tab.Sodium Dichloroisocyanurate(500 mg)	nos
45	Tab.Sodium Dichloroisocyanurate(240 mg)	nos
46	Tab.Sodium Dichloroisocyanurate(300 mg)	nos
47	Polymeric Biguanide Hydrochloride < 10% Alkyl Dimethyl Benzyl Ammonium Chloride & Didecyl Dimethyl Ammonium Chloride < 10%	pack of 1lit
48	Polymeric Biguanide Hydrochloride < 10% Alkyl Dimethyl Benzyl Ammonium Chloride & Didecyl Dimethyl Ammonium Chloride < 10%	pack of 5lit
49	Each 100 gms contains: 1, 6 Dihydroxy 2,5 – dioxyhexane 11.2 gms (Chemically bound formaldehyde) Glutaraldehyde 5.0 gms Benzalkonium chloride 5.0 gms Alkyl Urea Derivative 3.0 gms	pack of 500ml

50	Benzalkonium Chloride Solution 40% v/v Equivalent to Benzalkonium chloride 20% w/v Disodium Edetate 1.5% w/v Colour- Sunset yellow	pack of 1lit
51	Benzalkonium Chloride Solution 40% v/v Equivalent to Benzalkonium chloride 20% w/v Disodium Edetate 1.5% w/v Colour- Sunset yellow	pack of 5lit
52	Each 100 gms contains: Ethanol 10 gms 1-Propanol 6 gms 2-Propanol 9 gms    Provided with convenient hand sprayer	250 ml with spray
53	Potassium peroxomonosulphate 50%w/w	pack of 1kg
54	Potassium peroxomonosulphate 50%w/w	pack of 5kg
55	Multi Enzymatic Cleaner(Protease,Lipase,Cellulose,Amylase ) for cleaning of surgical and medical Equipments	pack of 100ml
56	Multi Enzymatic Cleaner(Protease,Lipase,Cellulose,Amylase ) for cleaning of surgical and medical Equipments	pack of 1lit
57	Sodium Hypochlorite Solution Eq. to free Chlorine 0.5% w/v	pack of 250ml
58	Sodium Hypochlorite Solution Eq. to free Chlorine 0.5% w/v	pack of 500ml
59	Benzalkonium Chloride 0.500 g Chlorhexidine Gluconate 0.200g Non perfumed excipient q.s to 100 ml	pack of 125ml
60	Benzalkonium Chloride 0.500 g Chlorhexidine Gluconate 0.200g Non perfumed excipient q.s to 100 ml	pack of 300ml
61	Benzyl Benzoate 25% w/v	pack of 100ml
62	Benzyl Benzoate 25% w/v	pack of 200ml
63	Benzyl Benzoate 25% w/v	pack of 500ml
64	Chlorhexidine Gluconate Solution 10% v/v Equivalent to Chlorhexidine Gluconate 2.0% w/v Isopropyl Alcohol 70% v/v	pack of 125ml
65	Chlorhexidine Gluconate Solution 10% v/v Equivalent to Chlorhexidine Gluconate 2.0% w/v Isopropyl Alcohol 70% v/v	pack of 500ml

66	Chlorhexidine Gluconate Solution 10% v/v Equivalent to Chlorhexidine Gluconate 2.0% w/v Isopropyl Alcohol 70% v/v	pack of 1lit
67	Chlorhexidine gluconate solution 10% v/v Equivalent to chlorhexidine gluconate 2% w/v Ethanol 70% v/v	100 ml with Spray
68	Chlorhexidine gluconate solution 10% v/v Equivalent to chlorhexidine gluconate 2% w/v Ethanol 70% v/v	pack of 500ml
69	Skin Antiseptic Solution(Each 100 g contains 2-propanol IP: 63 g Benzalkonium Chloride: 0.025 g (as Benzalkonium Chloride Solution )	pack of 500ml

**Warning:- Subsequently, if information furnished in this Form is found incorrect, tenderer is liable to be penalized including the Blacklisting**