

NOTICE INVITING TENDER

For

“Annual Rate Contract of Medicines , & other Surgical/Dressing Items”

At

North Eastern Hill University, Health Centre, Shillong

On behalf of the North Eastern Hill University, Health Centre, Shillong, invite online Tenders in two bid system for “Annual Rate Contract of Medicines and other surgical / dressing items for supply of medicines, and other surgical / dressing items required for NEHU, Health Centre for the year 2024-25.

Tender documents may be downloaded from institute’s web site www.nehu.ac.in (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>.

Manual bids shall not be accepted.

NIT No.	F.53/HC/P-S/MED-SUR/2024-25 --- 831 Dt. 20/09/2024
Published date	25.09.2024 at 4:00 p.m
Bid Download Start date	26.09.2024 at 10:00 a.m
Bid Submission Start date	26.09.2024 at 10:00 a.m
Bid Submission End Date	16.10..2024 at 12.00 p.m
Bid Opening Date	17.10.2024 at 1:00 p.m
EMD Cost	50,000 (fifty thousand)

If due date of opening is declared holiday, tenders will be opened on next working day.

Tenders received after the due date will not be entertained / considered.

Terms and Conditions

1. Tenderer should submit their valid GST Registration Certificate, Pan Card.
2. Tenderer should submit their valid “**Trading License**” issued by the **Khasi Hills Autonomous District Council**, Shillong for firms operating business outside Scheduled areas and **Municipal Trading License** issued by Municipal office, Shillong for firm operating business in European Ward for non-tribal firms.
3. Tribal firm should submit their Schedule tribe (ST) Certificate.
4. Tenderer should submit their valid Drug license certificate issued by the Directorate of Health Services ,Government of Meghalaya or other respective Government.
5. Tender without EMD of the stated amount shall be rejected. Scanned copy of EMD Cost must be uploaded.
6. Tenderer should submit the Authorization letter from the company / manufacturer.
7. In the events of certain medicines etc. nearing to expiry date, the same will be returned to the respective suppliers within the period of 3 (three) months in exchange of fresh batch. Any change in the price of such items will however be adjusted accordingly.
8. Medicines should have at least 2 years shelf life.
9. Delivery / Transportation of goods will be responsible by the respective tenderers / suppliers upto the destination (i.e NEHU, Health Centre, Shillong). Transportation charges will not be provided for the same.
10. Delivery of goods shall be made by the supplier within 45 days from the date of receipt of supply order / purchase order, however, in case of emergent requirement tenderer has to supply the required quantity of goods within 1 weeks of placing of order. In few emergency cases the items are to be delivered at a very short notice i.e. within 24 hours.
11. The rates quoted and accepted should be valid for the year 2024-25. Any increase in price will not be entertained.
12. The University reserves all rights to make any changes in terms and conditions of the tender and to reject any tender or all without assigning any reason(s) thereof and also does not bind itself to accept the lowest rate or any tender.
13. All disputes shall be subjected to Shillong Jurisdiction only.

14. No suit , prosecution or any legal proceedings shall lie against BID Inviting Authority or person for anything that is done in good faith or intended to be done in pursuance of the tender.
15. The tenderer should inform the purchasing Authority if any tendered items is reduced or brought down by any law or Act of the Central or State Government. In case the supplier fails to notify for such reduction of rates, the Purchasing Authority will revise the rates on the lower side. If there is a price increase for any item after quoting the rates, the bidder will have to supply the item as per their quoted rates.
16. Tenderer are required to provide for the Replacement and Coverage of Damages of any items as per the terms and conditions.
17. No tenderer will be allowed to withdraw their bid after opening of technical bid.
18. 100% payment shall be paid on receipt and acceptance of goods in good condition at the consignee premises.
19. Quantity shown against each items is tentative and the same will be as per the requirement of the institute at the time of placement of order.
20. Only licensed Indian drug manufacturers are eligible to participate in the tender. Tender has been called for the generic names of drugs. The tenderer should quote for each of the generic products in various preparations, strength, various combinations and packaging.
21. In case of a drug manufacturer / supplier having a medicine of a proprietary nature, they must submit a proprietary certificate.
22. Bids of importers will not be considered if drugs is offered by them are also being offered by Indian manufacturers.
23. Bids will be opened by a committee members whose have been duly constituted for the purpose at the time and date as specified in the tender document.
24. Bids will be evaluated by a Technical Committee with reference to the parameters / criteria prescribed in the TE document and one of such criteria is the quality of the product offered.
25. The decision of the committee on technical suitability and quality shall not be opened for discussion. Every bidder must go through the terms and conditions of bid carefully and understand them before submitting the Bid. No excuses shall be made that the conditions have not been read or understood will be entertained later.

26. Samples of medicines etc. may be provided along with the company / brand.
27. The Purchaser reserves the right to reject the medicines / goods supplied if found to be defective and also reserves the right to select an alternative supplier for the same.
28. If the successful bidders fail to honor the terms and conditions mentioned in the TE document they will be blacklisted to supply to NEHU, Shillong for a period of three years.
29. The tenderer will provide an undertaking that it would own responsibility of any damage arising because of delay in supply / non-supply / poor quality of drugs.
30. The tenders shall remain for a period of 180 days after the date of opening prescribed in the TE document.
31. The Purchaser reserves the right to terminate the contract in whole or in part on one month's notice. The bidder will not be entitled to any compensation whatsoever in respect of such termination.
32. Other terms and conditions not mentioned above shall be applicable as per General Financial Rules (GFR) 2017 and Manual for Procurement of goods amended from time to time.
33. In all matters pertaining to tender the decision of the university shall be final.
34. **Bid Documents:-**

Technical Bid: -

To qualify in the Technical Bid the firm should have the minimum eligibility Criteria and the following documents to be submitted to support their eligibility criteria .

- (a) Scanned copy of PAN Card.
- (b) Scanned copy of GST Registration Certificate.
- (c) Scanned copy of valid Trading License. (KHADC / Municipal)
- (d) Scanned copy of Scheduled tribe (ST) certificate.
- (e) Scanned copy of the valid Drug License Certificate.
- (f) Scanned copy of EMD.

- (g) Non- Blacklisting Certificate (Bidder to submit undertaking on their letter head that they have not been blacklisted/debarred from any govt. department / private institute in last one year).
 - (h) Entire Copy of NIT documents duly signed & stamp on all pages.
 - (i) Undertaking / Letter of acceptance to the terms and conditions and also accepting the period for execution of work to be provided by the bidder.
 - (j) Authorization letter from the company / manufacturer.
 - (k) Undertaking that it would own responsibility of any damage arising because of delay in supply / non-supply / poor quality of drugs.
35. The above documents are to be scanned in a single PDF and to be uploaded in the portal.

NON-BLACKLISTING CERTIFICATE :

[To be submitted on letterhead]

I/We hereby certify that the [Name of the firm] has never been blacklisted / debarred by any Central / State Government / Public Undertaking / Institute on any account in last one year.

I/We also certify that the firm will be supply the items as per the specification given by NEHU, Health Centre, Shillong and also abide by the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in the bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and NEHU, Shillong may impose any action as per NIT rules.

Date :

Place :

Name :

Business Address :

Signature of Bidder :

Seal of the Firm :

Financial Bids:-

1. Tenderer should submit price in BOQ.xls only and filled in the blank spaces provided for. Bidders need not modify any other text or background shown in the BOQ template or replace it with any other copy of same BOQ.xls.
2. Only those financial bids will be opened whose technical bids are found eligible by the Technical Committee.
3. Bid price shall be in Indian rupees only. No other Foreign exchange will be made.
4. Rate quoted shall be fixed during the entire period of the contract.

Earnest Money deposit (EMD):

1. Bidder should furnish an EMD of a refundable amount of **Rs 50,000/-** in the shape of Demand Draft, Bankers Cheque from a scheduled bank in India drawn in favour of “ **The Finance Officer, NEHU**” payable at **Shillong**. This EMD should be submitted in sealed envelop **super-scribed** as **EMD & NIT No.**_____ **dated** _____”. The bidder should enclosed a pre-receipted bill for the EMD to enable us to return the EMD of unsuccessful bidders. **Failure to deposit Earnest Money will lead to rejection of tender.** In the event of the awardee bidder backing out, EMD of that bidder will be forfeited.

Note:- EMD fee envelop should be placed in another sealed envelope and address to :-

**“Chief medical Officer” Health Centre
“North Eastern Hill University (NEHU)
Mawkynroh, Shillong 793022”**

This envelop having EMD fee should reach on or before opening of technical bid.

2. **Refund of EMD:** The earnest money of unsuccessful bidders will be returned to them without any interest within 15 working days after awarding the contract.
3. The earnest money of the successful bidders will be returned to them without any interest after the end of the contract.

Instructions for Online Bid Submission:

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using **valid Digital Signature Certificates**. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
2. More information useful for submitting online bids on the CPP Portal may be obtained at: **<https://eprocure.gov.in/eprocure/app>**.

REGISTRATION:

1. Bidders are required to enrol on the e-Procurement module of the **Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>)** by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS:

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

ASSISTANCE TO BIDDERS:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk number 0120-4200462, 0120-4001002

Sd/-
Chief Medical Officer & I/c,
NEHU, Health Centre,
Shillong-793022