

**HEALTH CENTRE
INDIAN INSTITUTE OF SCIENCE
BENGALURU 560 012**

Date: 19.03.2018

NOTICE INVITING TENDER

The Registrar, Indian Institute of Science, Bengaluru invites sealed tenders in Two Bid System (Technical bid and Price bid) from reputed, eligible distributors, pharmaceutical companies to enter into Rate Contract for purchase of Allopathic Medicines for Health Centre, Indian Institute of Science.

The detailed Tender Forms can be downloaded From 26.03.2018 To 09.04.2018 in the Institute website <http://www.iiisc.ac.in>.....

Please write “**TENDER FOR SUPPLY OF ALLOPATHIC MEDICINES TO IISc**” on the top of the sealed envelope which should contain two separate sealed envelopes marked ‘Technical Bid and Price Bid’. The sealed envelopes containing the tender should be addressed to:-

The Registrar
Indian Institute of Science
BENGALURU 560 012

The Tender documents have to be submitted between 04.04.2018 and 16.04.2018 before 4.00 P.M. The sealed tenders should be dropped in box kept for the purpose in the Health Centre, Indian Institute of Science, Bengaluru-560012. No bid will be accepted after stipulated date and time. A pre-bid meeting will be held on 02.04.2018 at 4.00 p.m. in the Health Centre. The Technical Bids of the bidders will be opened on 18.04.2018 at 4.30 P.M at the Health Centre. The price bids of the shortlisted agencies, qualifying in the technical scrutiny, will be opened at a later date and will be intimated to qualifying bidders to attend price bid opening.

REGISTRAR

**HEALTH CENTRE
INDIAN INSTITUTE OF SCIENCE
BENGALURU 560 012**

To

M/s _____

Sub: Submission of rate contract for allopathic medicines for use in Health Centre, IISc.

Dear Sir,

It is proposed to enter into a Running Rate Contract with pharma companies/distributors, which fulfill the eligibility criteria, for a period of two years, for supply of Allopathic medicines listed in **Annexure A**.

Pharma companies/distributors having minimum annual turnover of Rs.1 crore (Rupees one crore only) in Allopathic medicines during the last three financial years i.e., 2014-15, 2015-16 and 2016-17 will be eligible for participation in Rate contract. Other eligibility criteria have been given in the terms and conditions (**Annexure B**). Firms intending to participate in the rate contract should ensure that they fulfill all the eligibility criteria prescribed under the terms and conditions. Otherwise the tender is liable to be rejected.

The Rate contract will be governed by the terms and conditions enclosed (**Annexure B**) with this tender enquiry. No modifications or alterations are allowed in any case. Tenderer is, therefore, advised to submit rate quotation only if the terms and conditions as prescribed by the Institute are acceptable to them in its entirety and they fulfill all the eligibility criteria.

The tenderers should submit Technical and Price Bid separately in sealed envelope super scribing the envelopes as "**Technical Bid**" and "**Price Bid**". Both these envelopes should again be put in a single envelope super scribed "**TENDER FOR SUPPLY OF ALLOPATHIC MEDICINES TO IISc**".

The tenderer should submit an Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft drawn in favour of "The Registrar, Indian Institute of Science, Bengaluru".

A. TECHNICAL BID:

The tenderer should submit the following certificates/documents in the Technical Bid cover. The tender shall be liable to be rejected if these documents are not submitted with technical bid.

- Earnest Money Deposit of Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft drawn in favour of “The Registrar, Indian Institute of Science, Bengaluru”.
- Audited financial statements (Balance Sheet and Profit & Loss statement) for the last three financial years i.e. 2014-15, 2015-16 and 2016-17.
- Three years marketing experience certificate from the State Drug Controller in the prescribed proforma.
- A certificate from a Chartered Accountant indicating sales turnover in respect of Allopathic formulations only, for the last three financial years i.e. 2014-15, 2015-16 and 2016-17.
- Valid GMP certificate for the medicines quoted.
- The list of medicines for which rate has been quoted (masking the rate portion).

B. PRICE BID:

The tenderer should enter the rate for various medicines, to which he intends to quote, in relevant column of the **excel file**, given along with the tender document, take a print out of the same on the firm's letter head, serially number the pages, sign each and every page of the document with company seal, put it in a separate sealed cover super scribed as “Price Bid”. Copy the excel file to a CD and put it in the same sealed cover. Attach a certificate, duly signed and sealed, as follows to the printed quote:

“Certified that the rates indicated in both hard copy and softcopy are the same. In case of any discrepancy the rate indicated in hard copy may be considered”

The tender duly completed in all respect should reach the Health Centre, IISc on or before 16.04.2018 at 4.00 p.m. No quotation will be accepted after the prescribed date and time.

Yours faithfully,

REGISTRAR

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IMPORTANT INSTRUCTIONS/CHECK LIST FOR SUBMISSION OF TENDER

1. Information about the tenderer in Annexure-C
2. The tenderer should read carefully the terms and conditions enclosed and submit Annexure-D duly signed.
3. The tenderer should quote only for those items for which they have valid GMP certificate.
4. The tenderer should quote only one rate for each item without any price escalation clause.
5. The list of items for which quotation (without rate) is submitted should be attached to technical bid.
6. The Price Bid should be submitted in prescribed excel file only, along with hard copy as indicated elsewhere in the tender document.
7. The delivery period of the allopathic medicines under the rate contract should not exceed two weeks from the date of issue of purchase order.
8. The goods are to be supplied F.O.R. destination.
9. Earnest Money Deposit for Rs.50,000/- (Rupees Fifty thousand only) in the form of Demand Draft in favour of 'Registrar, Indian Institute of Science, Bengaluru', should be enclosed with Technical Bid.
10. Three years marketing experience certificate from the State Drug Controller in the prescribed proforma.
11. Audited financial statement (Balance sheet and Profit & Loss account) for three years (2014-15, 2015-16 and 2016-17) to be submitted with technical bid.
12. Certificate from Chartered Accountant giving sales turn over in Allopathic medicines only for the last three years (2014-15, 2015-16 and 2016-17) to be submitted with technical bid.
13. Non-conviction certificate from 2014 till date from the State Drug Controller with technical bid.
14. Agency should be the authorized distributor for the molecule for which quotes have been submitted. A letter to this effect from the pharma company has to be attached.

TERMS AND CONDITIONS FOR RUNNING RATE CONTRACT FOR ALLOPATHIC MEDICINES

1. This rate enquiry is for the purpose of executing Rate contract for supply of allopathic medicines to Health Centre, IISc, Bengaluru. The rates quoted and accepted by the Registrar, IISc shall be valid for the quantities that may be purchased from time to time during a two year contract period. The contract period may be extended for a further period of one year, if required, on the same terms and conditions. The annual requirement shown in the tender is indicative and subject to variation for which the rate quoted and accepted will be valid.
2. The quotation shall remain open for acceptance for 90 days from the date of opening of the technical bid.

3. Eligibility:

Firms which fulfill the following conditions shall be eligible:

- (1) Only reputed/eligible distributors, pharmaceutical companies having a minimum annual turnover of Rs.1 crore (Rupees one crore only) for allopathic medicines during the last three years i.e. 2014-15, 2015-16 and 2016-17 will be eligible for participation in the Rate contract. Firms will have to submit audited financial statements for the above three years in support of annual turnover. Group turnover will not be considered for determining the eligibility. A certificate by Chartered Accountant indicating sales turnover of allopathic medicines only for the last three years i.e. 2014-15, 2015-16 and 2016-17 should be submitted.
- (2) Agency must submit GMP certificate i.e. Good Manufacturing Practices certificate issued by State Drug Control authorities for each of the medicine quoted.
- (3) Agency should submit a certificate from the State Drug Controller that the firm has been marketing the product(s), for which the agency has quoted price, for the last three years.
- (4) Agency should submit a non-conviction certificate issued by the State Drug Controller to the effect that the firm has not been convicted under Medicines and Cosmetics Act, 1940 and rules there under, during the preceding three years for any of the medicines for which the firm has quoted price and that no case is pending against them in any Court of Law in India under the Act.
- (5) Agency should be the authorized distributor for the molecule for which quotes have been submitted. A letter to this effect from the Pharma Company has to be attached.

4. The manufacturing Date, Expiry Date, Batch No., MRP and Main Composition must be written clearly on each Bottle, Packets and Tins etc. in respect of each lot offered by you against the contract.
 - i) If any medicine supplied against the Rate contract is found to be not of standard quality on inspection by competent authority, the agency will be liable to replace the entire quantity or make full payment of entire consignment against the particular invoice irrespective of the fact that part or whole of the medicines may have been consumed.
 - ii) If the product is found to be 'not of standard quality', the cost of testing will be recovered from the supplier.
 - iii) If the firm fails to replace the batch declared to be 'not of standard quality' or fails to make payment in lieu of that, the firm is liable to be debarred for two years in respect of one or more or all the items in the Rate contract.
 - iv) The firms shall arrange to effect free replacement of any quantity which may deteriorate in potency, strength etc., before the date of expiry marked on labels.
5. The agency/supplier should also give a guarantee against losses or deterioration in potency within the stated period of life of medicines.
6. The price charged for the medicines supplied under the contract shall in no case exceed the lowest price at which the agency sells the medicines of identical description to any other person(s) during the period of agreement. If at any time during the agreement period, the agency reduces the sales price of such medicines or sells such medicines to any other person at a lower rate, the firms shall forthwith notify such reduction in price to the Registrar, IISc and the price payable under the contract for those medicines supplied after that date will be at the reduced price.
7. Successful tenderers shall not be entitled to any upward rate revision of price, for any reason.
8. The price quoted must be inclusive of all charges for packing and forwarding.
9. GST and other taxes, if extra, should be shown separately along with the price quoted. Where this is not indicated, no claim of other taxes will be admitted at any later stage.
10. **Evaluation criteria:** The agency who has quoted lowest price for a given molecule (irrespective of pharmaceutical company mentioned in Annexure A) per tablet/capsule/ml/mg will be selected for supply of that molecule. In case of more than one agency quoting the same lowest price for a molecule, the Institute

reserves the right to place order with any one of the agency or split the quantities between the agencies in a suitable manner.

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11. The delivery period will be maximum two weeks from issue of purchase order. The successful tenderers shall maintain stocks and shall make delivery against purchase orders from such stocks as and when orders are received from the Officer-in-charge, Health Centre, IISc. In case of failure to supply, the Institute reserves the right to purchase the medicines from other sources, at the discretion of the Officer-in-charge, Health Centre, IISc.
12. If the medicines are not supplied by the schedule date in full or in part, the order in respect of the quantity not supplied is liable to be cancelled at the agency's risk and expense. If the agency fails to supply against any order (within the scheduled date or any extended date) a penalty of two (2) per cent of the value of the order or value of balance quantity under the order, calculated at the contract rate per week or a part of the week will be levied. The maximum penalty for late supply shall not exceed 10% of the total value of the order.
13. The tenderer must deposit a sum of Rs.50,000/- (Rupees Fifty thousand only) as Earnest Money Deposit, along with the tender which will be retained as Security Deposit in the case of the successful bidding agencies. The Earnest Money Deposit/Security Deposit will not carry any interest. The Institute reserves the right to adjust the whole or part of this money to recover the penalty indicated in clause 12 above or any other dues to the Institute.
14. After the quotations have been accepted by the Registrar, IISc the purchase orders will be placed by the Officer-in-charge of the Health Centre, IISc.
15. Purchase order will be placed from time to time during the currency of the contract in which the exact quantities required on each occasion within the period of delivery shall be specified.
16. No guarantee can be given as to the minimum quantity which will be drawn against this contract. The annual requirement shown in the tender is only indicative.
17. Payment for the supply will be made within 4 to 6 weeks (after receipt and acceptance of the supplies).

18. General Instructions:

- i) Rates for only such items which can be supplied immediately on demand or latest within 2 weeks of placing of purchase order may be quoted.
- ii) The IISc reserves the right to reject any or all offers including the lowest quotation without assigning any reasons whatsoever. The IISc will also have the authority to accept tenderer's offer in respect of any one or more of the items for which tenderers may have quoted and the decision in this respect shall be final.
- iii) The IISc reserves the right to invite separate quotations to effect purchases outside this contract in the event of any urgent demand arising where no stocks are held or otherwise.
- iv) Quotations shall be strictly according to the required specifications and formulations.
- v) Each and every page of the tender and Annexure should be signed by the authorized signatory of the firm with seal.
- vi) Furnishing wrong information and false documents will make the tenderer ineligible and liable to be debarred / blacklisted from participation in rate contracts.
- vii) Tenderer will have to furnish documents in support of the information given in the tender. Original documents shall be submitted for verification as and when required.

19. Arbitration:

In the event of any dispute or difference arising under these conditions or any special conditions the same will be referred to the sole arbitration of the Director, Indian Institute of Science, Bengaluru or any person appointed by him.

The venue of the arbitration shall be Bengaluru.

I. GENERAL INFORMATION:

Sl.No.	Details	
1.	Name of the tendering Firm	
2.	Address, Telephone No., e-mail	
3.	Person responsible for conduct of business Necessary documents prescribed by law about ownership / partnership / of the business	
4.	Particulars of Licenses held under Medicines & Cosmetics Act & details: (copy of the valid license to be enclosed) (if the license is under renewal, certificate from the Medicine Controller that the license is under renewal and deemed to be in force should be enclosed)	
5.	Registration certificates connected with GST and other relevant indirect taxes	
6.	TAN No. (attach a copy)	
7.	PAN Card No. (attach a copy)	
8.	The firms must not have been convicted by the State Drug authorities and no case should be pending under the Medicines and Cosmetics Acts and Rules, against them.	
9.	Details of EMD of Rs.50,000/-	

II. FINANCIAL:

Total turnover for allopathic medicines during last three Financial years (year wise): i. 2014-15 ii. 2015-16 iii. 2016-17	
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DECLARATION

I, _____, Proprietor / partner / director of M/s _____ hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Name & Designation with stamp

ANNEXURE-D

(To be filled in by tenderer and returned with the tender in their letter head)

To

The Registrar,
Indian Institute of Science,
Bengaluru - 560 012

Dear Sir,

Please find enclosed our quote for supply of Allopathic medicines to Health Centre, IISc. We have carefully perused the terms and conditions of the Rate Contract and accept the same.

For and on behalf of the firm
(Firms Name and address)

(Signature of authorized signatory)

Name:

Designation:

Seal