

Tender for Supply of Various Medicines.

Tender No. 12/H/Medicines/15-16

DOCUMENT STATING TERMS & CONDITIONS  
FOR  
Supply of Various Medicines  
AT  
B.P.S.GOV.T. MEDICAL COLLEGE FOR WOMEN,  
KHANPUR KALAN

**Tender for Supply of Various Medicines**

Tender Enquiry No.

Dated:

(FOR OFFICE USE ONLY)

This Tender Form is sold to

M/s \_\_\_\_\_

On \_\_\_\_\_ for Supply of Various Medicines

Against Tender Enquiry No. \_\_\_\_\_

Vide Receipt No. \_\_\_\_\_

Dated \_\_\_\_\_

Signature and stamp of issuing authority

Cost of tender Set (also applicable for downloaded tender): Rs.2000/- payable only by DD/Cash/Bankers Cheque/Pay Order(Non-Refundable) in favour of the DIRECTOR , B.P.S.GOV.T. MEDICAL COLLEGE FOR WOMEN, KHANPUR KALAN.

GOVERNMENT OF HARYANA

**BPS GOVERNMENT MEDICAL COLLEGE FOR WOMEN,  
KHANPUR KALAN (SONEPAT)****Tender Notice for Supply of Various Medicines**

Sealed tenders are invited from reputed and experienced firms and agencies for supply of Various Medicines for Hospital. The tender form and other terms and conditions may be downloaded from department's website [www.bpsgmckhanpur.ac.in](http://www.bpsgmckhanpur.ac.in) . The last date of submission of tender forms is **22.12.2015 (up to 1.00 PM)** in the O/o Director, BPS, Govt. Medical College for Women, Khanpur Kalan, Sonapat . The tender application along-with other related documents can be obtained from the office of Director BPS Govt. medical College ,Khanpur Kalan, sonapat from **27.11.2015 to 21.12.2015** up to 3.P.M on payment of non refundable amount of Rs. 2000/- (Rs. Two Thousand Only) in the shape of demand draft of any scheduled bank payable at Gohana in favour of The Director , BPS Govt. Medical College for Women, Khanpur Kalan, Sonapat or cash payment. . Tender will be opened on **22.12.2015 at 3.00 PM** in the office of Director, BPS, Govt. Medical College for Women, Khanpur Kalan, Sonapat.Tender received late after the specified time and date shall not be entertained.Application not accompanied with EMD or short EMD, it shall be straitway rejected.

Director  
BPS Govt. Medical College for Women,  
Khanpur Kalan , Sonapat

**PARTICULARS TO BE FURNISHED BY THE AGENCY**

1. Name of the Agency :
2. Address of the Agency :
3. Name of the Proprietor of the Agency :
4. Telephone No. of the Agency and Proprietor :
5. List of the Institution / Organization in which the Agency had supplied drugs /Medicine :

Sr. No.	Name of The Institution / Organization (Proof to be attached)

6. Turnover of the Agency in last three Financial Years to be submitted :  
(photocopy of Annual account balance Sheet and duly certified by the chartered accountant be attached for documentary evidence)

Year	Turnover (in Rupees)
2011-12	
2012-13	
2013-14	

7. PAN and TIN number of the Agency.
8. EMD Draft number/Date and name of the Bank.

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. This is also certified that this Agency has neither black listed by any Government Department nor any criminal case has registered/pending against the Agency/ Firm or its owner/partners anywhere in India.

Date :  
Place :

(Signature of the Proprietor)

Seal of the Firm/Agency

**(5) Check list of the technical bid:-**

Sr. No	Details	Type	Number	Date	Issuing Authority
1	Firm Registration	Compulsory			
2	PAN Card (Personal) PAN card (Firm)	“			
3	Shops Establishment Registration certificate	“			
4	Professional Tax Registration Number	“			
5	Vat/ Sales Tax Registration	“			
6	Income tax Annual Return	“			
7	Annual Turnover Last three financial year 2012-13, 13-14,14-15	“			
8	Balance Sheet Last three Financial Year 2012-13, 13-14,14-15	“			
9	Demand draft for Tender Earnest money	Rs. 50,000			
10	Bank solvency Name and address of Bank	@ 40% of the tender value			
11	GMP (Good Manufacturing Practice Certificate) per as the revised schedule ‘M’ of the drugs & Cosmetic Act m 1945 OR Valid WHO-GMP Certificate issued by Central /State Drug controller Authorizes				
12	Propriety Certificate (if propriety Items) issued by Central /State Drug controller Authorizes				
13	Manufacturing /Authorized Distributor Marketing Certificate Central /State Drug controller Authorizes				

14	Non-conviction certificate issued by Central /State Drug controller Authorizes				
15	Provide the names ,contract details & rates of medicines of previous supply to Govt. Hospital /College/Universities ,				

Date:

.....

Sign:

.....

Place:

.....

Name:

.....

Designation:

.....

Company/Firm name with seal: .....

## TENDER FORM

### INSTRUCTIONS TO TENDERERS

1. Quotations must be submitted in properly sealed envelope addressed to **Director, B P S Government Medical College for Women, Khanpur Kalan (Sonapat)** by designation and not by name. The quotation must be superscribed **“Quotations against Tender Notice Various Medicines. Tender No. 12/H/ Medicines /15-16 due on 21/12/2015 (3:00 p.m.) (as called for in tender notice)”** The quotations must reach in the office of Director, BPS, Govt. Medical College for Women, Khanpur Kalan (Sonapat) before the last date & time mentioned in the tender notice.
2. In the event of quotations being submitted by a firm, In partnership, it must be signed by each member thereof and in the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, and in the case of company the quotations should be executed in the manner laid down in the said Company’s Articles of Association. The signatures on the quotations shall be deemed to be signed by authorized signatory.
3. All the columns of the quotations form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. Quotations shall always be both in the figures and words. The words “No quotations should be written across any or all the items in the schedule for which a tenderer does not wish to tender”.
4. Any Omission in filling the columns of “Units” and “Rates” shall together debar a quotation from being considered.
5. All corrections must be signed by the tenderers.
6. The tenderers shall deposit earnest money as mentioned against the document in the shape of Demand Draft payable at Gohana (Sonapat) in favour of **The Director, BPS, Govt. Medical College for Women, Khanpur Kalan**. The earnest money must accompany the tender form without which the offer will not be considered. The said amount will be regarded as forfeitable by the Director, BPS, Govt. Medical College for Women, Khanpur Kalan if the successful tenderer fail to supply the goods within the time fixed by the authority.
7. The DGMER will have the right to reject all or any of the quotation without assigning reasons.
8. No tender will be considered unless and until all the documents are properly signed.
9. The quotations will be regarded as constituting an offer or offers open to acceptance in whole or in part at the discretion of DGMER.
10. In the event of tender being accepted the quotations will be converted into contract, which will be governed by the conditions in the document read with these instructions.

**I/we hereby quote to supply** the goods and materials specified in the underwritten schedule in the manner in which and within the time specified as set forth in the supply order at the rates given in Schedule below. **The conditions on page 3 to 16 will be binding upon me/us** in the event of the acceptance of my/our tender. I/we herewith enclose deposit receipt for a sum of Rs.....as security money and to I/we fail to execute an agreement embodying the said conditions and deposit security as laid down in the form within 10 days of the acceptance my/our tender, I/we hereby agree that the above sum of security money shall be forfeited by the DGMER.

**Read and accepted.**

**Signature of the Tenderer**

**SCHEDULE 'A'****Tablet/Syrup**

Sr. No.	Name of Medicines	Unit	Rate
1	Acetazolamide Tablet 250 mg		
2	Formotorol + Tiotropium MDI		
3	Tab Doxophyllin 400 mg		
4	Syp Antacid		
5	Fluoxetine (hydrochloride) Capsules 20mg		
6	Sodium Carboxy Methyl Cellulose Eye Drop 0.5%		
7	Lignocaine Hydrochloride 4%, 30 ml Topical solution		
8	Tab Bupropion 150 mg		
9	Formotorol + Budesunide MDI 400 mcg		
10	Budesunate Transpules		
11	Cetrimide Sol. 20% Conc. For dilution 500ml (in ml)		
12	Tab Quitiapine 100mg		
13	Salmeterol + Fluticasone MDI 250 mcg		
14	Formotorol + Budesunide MDI 200 mcg		
15	Formotorol + Budesunide 200 mcg Rotacaps		
16	Ambroxol Hydrochloride Respules 15 mg		
17	Tab Clozapine 100mg		
18	Tab Mirtazepine 15 mg		
19	Syp Potassium Chloride		
20	Tab Torsamide + Spironolactone 10mg		
21	Tab Diacerine +Glucosamine + MSM		

22	Povidone iodine scrub 7.5% W/V 500ml		
23	Tab Diclo+PCM+Chlorzoxazone		
24	Tab Mefenamic Acid+ dicyclomine		
25	Saline Nasal Drops		
26	Moxifloxacin Eye Drop 0.5 %		
27	Tamsulosin+Dutasteride Tablet 0.4 mg+0.5 mg		
28	Mupirocin Ointment 2% w/w, 5gm		
29	Duoline Respules		
30	Tiotropium Bromide MDI		
31	Levosalbutamol MDI		
32	MDI Tiotropium + Formetrol+ Ciclesonide		
33	Syp Lactulose		
34	Tab Telmisartan 40mg		



## SCHEDULE 'B'

### Conditions of Contract

1. This contract is valid upto 1 year from the allotment of tender/contract but in the event of any breach of the agreement at any time on the part of the contractor may be terminated summarily by the Director General, Medical Education & Research, Haryana Panchkula without compensation to the Contractor.  
Any change in the constitution of the firm shall be notified forthwith by the contractor in writing to the DGMER and such change shall not relieve any former member of the firm from any liability under the contract.  
No new partner/partners shall be accepted in to the firm by the contractor in respect of this supply unless he/they agree to abide by all its items, conditions and deposit with the officer sanctioning the supply a written agreement to this effect.  
The contractor's receipt of acknowledgement or that of any partners subsequently accepted above shall bind to them and will be sufficient discharge for any of the purposes of the supply.
2. The contractor will supply nothing but genuine articles described in column 2 of schedule 'A' from time to time in such quantities as may be entered in the indents sent at the rates set forth in column 3 of schedule "A" for use in the institution.
3. The articles to be supplied under this order will be of the quality which is equal and answerable in every respect to the specifications given in the list accompanying the tender approved by DGMER. The contractor shall be responsible for all complaints as regards the quality. In case of dispute regarding quality for articles, the decision of the DGMER will be final and binding on the contractor. It will open to the DGMER tend to send samples submitted by the tenderer/contractor to any laboratory for chemical analysis and the cost thereof will be borne by the tenderer /contractor.
4. The contractor will be responsible for damage or loss in transit and replace goods broken or **lost within 14 days** from the notice thereof.
5. Unless when specially ordered otherwise in the order accompanying the indent all goods must be dispatched **within 14 days** for the receipt of indent by the contractor.
6. Condition as to time for performance whether laid down in the supply order or not shall be regarded as the essence of the contract.
7. The DGMER or any other officer or person duly authorized in writing by the DGMER shall have the power to inspect the stores, before or during or after manufacture, collection, dispatch, transits or arrival & to reject the same of any part or portion, if he or they be not satisfied that the same is equal or according to the sample submitted by the contractor. The contractor shall not charge or shall be paid for rejected supply as above and claim for any damage of that rejected supplies may suffer from any harm whatsoever incidental to a full and proper examination and test of such supplies. Government shall not be liable whatever for rejected supplies and the same will be at the contractor's risk. Rejected supplies shall be lifted by the contractor **within 14 days** after issue of notice to him for such rejection, after that such rejected goods will be at contractor's risk for which the DGMER/Medical Superintendent of BPS, Medical College for Women, Khanpur Kalan, Sonapat, will charge the rent for the space occupied by such rejected goods.

**Packing:-**

8. (i) All labels of cartons, ampoules, vials, bottle jars, tubes, tins strips, containers etc. should be emboldened/imprinted/stamped with CAPITAL AND BOLD LETTERS. "BPS GMC SUPPLY NOT FOR SALE". MRP should of course not be printed. Such packing shall clearly indicate the description, quantity, name and address, contract no. and date for identification.
- (ii) Loose supplies/damaged packing/tempered or damaged labeled supplies shall not be accepted under any circumstance and lose if any will be recovered from the firm.
- (iii) Supplies should be made in proper boxes/cartons and should have durable packing.
- (iv) All the cartons/boxes should be virgin/new and having proper strength  
Liquid orals have to be supplied only in glass bottles/plastic bottles conforming to IP Drugs & Cosmetics Act.
- (v) It should be ensured that only first use packaging material of uniform size including Bottles and vials is used for making supplies
- (vi) All containers i.e. bottles, tins, cartons, tubes etc. are required to be secured with pilferproof scales to ensured genuineness of the products packed and the correctness of the contents.
- (vii) The IV fluids/large volume fluids (100 ml or more)/Eye/Ear drops will be purchased with Glass and FFS Technology packed
- (viii) All Hygroscopic drugs must be packed in aluminum/blister packs.
- (ix) The tablets/capsules should be packed in 10 tabs or capsules per strip and 10 strips in a box except otherwise mentioned.
- (x) The labels in case of Drugs/Medicine should clearly indicate route of administration whether the prescriptions are meant for INTRA VENOUS, INTRA-MUSCULAR or SUB-CUTANEOUS etc.

**Logograms/Labeling:**

The supply will be prepared and packed with the logogram either printed or embossed on tablets, capsules and bottles etc. All the tablets and capsules have to be supplied in standard packing of 10 x 10 in trip/blister packing with printed logogram and shall also confirm to schedule PI of the Drugs & Cosmetic Rules wherever it applies

**9 Transportation**

- i) With every dispatch of goods or materials, under this contract, invoices in triplicate will be prepared by the contractor to be sent to the DGMR & one copy will be returned with the quantities or number received duly noted thereon.
- ii) Railway receipt will have to be forwarded to the consignee immediately after dispatch of store, otherwise delay shall be treated on the part of the contractor due to not forwarding the railway receipt timely, the amount of such demurrage charges will be deducted from the contractor's bill.

- iii) The contractor shall dispatch material "Freight Paid" in all cases where the offer is **F.O.R.** destination.
- iv) All dispatch by rail will be made at railway risk (except where rates quoted are F.O.R./destination) and as per instructions in the supply order. This is subject to the condition that the materials are securely packed by the suppliers in sound containers and the consignment is accepted by the carriers without any adverse remarks as to the packing or the condition of the containers. In case of any adverse remarks, the responsibility for the losses in transit will rest upon the suppliers. Subject to these conditions contractor will not be entitled to charge or be paid for supplies broken, lost or damaged in transit. The DGMER/Director of BPS, Medical College for Women, Khanpur Kalan, Sonapat, will be the authority to determine whether or not the breakage, loss or damage was caused through the contractor's negligence and the decision of the DGMER or some other officer acting on his behalf shall be final and conclusive against the contract. **Such rejected supplies shall be lifted by the contractor at his own expense.**
- v) If during the currency of the contract the specifications of any article or articles to be supplied there undergo change the contractor shall continue to comply with demands for the supply of the said articles in accordance with new specifications at rates to be mutually agreed to in writing at the time of such change. In default of such agreement, the contract in so far as it relates to the said articles or articles under respect of which no agreement has been arrived at, shall terminate but no such change shall affect the supply of any other articles under the contract or entitle the contractor to any compensation.
- 1. In the event of withdrawal or discontinuance of any article and consequence ceasing of or reduction in demand, the contractor shall not be entitled to any compensation. The DGMER/Director of BPS, Medical College for Women, Khanpur Kalan, Sonapat, will, however make all reasonable endeavours to give warning of any impending complete withdrawal or of any reduction seriously affecting quantities likely to be required under contract.

**10 Life Period:-**

Drug Supplied should have minimum shelf life of atleast one year and in case of medicine with shelf life one year of lesser the drug supplied should not be older than one fourth ( $1/4^{\text{th}}$ ) of its shelf life from the date of manufacture.

**11 Inspection sampling at the consignee address:-**

- (i) The supply should be accompanied with in house test report. After the receipt of the consignment the department will draw a sample out of each consignment and will send it for testing at one of the Govt. approved testing laboratories. If the sample/samples is / are found not of standard quality the consignment shall be rejected.
- (ii) Regular and random testing of drugs will be undertaken from Govt. /Govt. approved laboratories at the time of supply and at any time during the shelf life of when ever any defect is notice. All the charges for getting samples tested would be borne by the supplier.

- (iii) All rejected stores shall in any event remain and will always be at the risk of the firm immediately on such rejection.
- (iv) If the product is found to be not of standard quality, the total cost of test will be batch irrespective of the fact that part of the supplied stores may have been consumed where a drug supplied by the firm is found to be of “Not of Standard Quality” the firm will be debarred from supplying that drug for a period of 3 years. No further orders will be placed to the firms for that particular drug and rate contract to that particular drug will be cancelled.

## 12 Penalty clause

- a) The time and date of delivery of dispatch stipulated in a supply order shall be deemed to be the essence of the contract and should contractor fail to deliver or dispatch any consignment within the period prescribed for such delivery or dispatch stipulated in the supply order, the delayed consignment will be **subject to 2% penalty per consignment** per month recoverable on the value of stores supplied. In case of Non-supply by the contractor, recovery will be made from his pending bills or amount of Earnest Money deposited with DGMER, Haryana Panchkula. His security deposit will also be forfeited.
  - b) No recovery of penalty will be made if the indenting Officer accepts the delayed supplies by extending the delivery **period up to 2 weeks** by recording in writing that the exceptional circumstances were beyond the control of the supplier and there was no loss to Government.
  - c) Where the delay on the part of supplier is of **more than 2 weeks** the matter of extension of delivery period will be referred by the indenting Office to the DGMER with a certificate that there are genuine reasons for delay on the part of supplier and that no loss will result to the BPS Medical College for Women, Khanpur Kalan, Sonapat. In case extension in delivery period is allowed, the case will be decided on merits by the DGMER.
  - d) On the failure of the supplier to make supply with extended period or otherwise and the receipt of such information in the office of Director General Medical Education & Research Haryana Panchkula, risk purchase at the cost of suppliers will be made by the DGMER within 6 months of the expiry of the stipulated delivery period by inviting short term quotations from other known suppliers. The difference of excess cost thus incurred will be recovered from the suppliers from his pending bills, Earnest Money or security whichever is available. The procedure will be adopted after serving registered notice to supply **stores within 15 days**.
- 13 The contractor acknowledges that he had made himself fully acquainted with all conditions and circumstances under which the supplies required the contract will have to be made or furnished and with all the terms, clauses, conditions, specifications and other details of the contract and the contractor shall not plead ignorance of any of those as excuse in case of complaint against or rejection of supplies tendered by him or with a view either asking for enhancement of any rates regarding the contract or for evading any of his obligations under the contract.

14. No payment will be made in **advance** for any supplies under this order.
15. Payment will be made on billing system after satisfactory supplies.
16. A certificate should be given on the body of the bill that the rates being charged are special Hospital Rates and are in no way higher to those quoted/charged by your firm from the DGS&D New Delhi/Other State Govt. Departments/Health Institutions in India. In case any difference is found at a later stage your firm will refund the same accordingly.
17. A attested copy of Test Report of supplied goods batchwise of Govt./Govt. Approved /Manufacturer labs. duly attested by 1<sup>st</sup> class Magistrate/Gazatted Officer /Notary /**Self Attested** should also be supplied with the bill.
18. The supplied goods should be with stamp of “B.P.S. MEDICAL COLLEGE, KHANPUR KALAN, SONEPAT SUPPLY NOT FOR SALE or Haryana Govt. Supply Not For Sale.” “ESI Supply not for sale”.
19. The supply of Drugs will also be accepted by partially but the payment will be made after received the complete supply order.
20. **The Supplier should provided the bank Account no., MICR code, IFSC code, PAN No. And Bank name Attach with Bill.**
21. The contractor shall not:
  - (a) Assign or sublet contract without written approval of the officer sanctioning the contract.
  - (b) Disclose details of the conditions governing this contract to unauthorized persons.
  - (c) In the event of the contractor failing duly and properly to fulfill or committing breach of any of the terms and conditions of this contract or repeatedly supplying goods liable to rejection hereunder or failing, declining, neglecting/delaying to comply with any demand or requisition or otherwise not executing the same in accordance with the terms respect of this contract or any other contract entered into by the contractor or any of his partner or representatives thereof with the DGMER directing, giving promising or otherwise to any person in the employment of the DGMER in any way relating to such officers or person or persons office or employment or if the contractor or any of his partners become insolvent or apply for relief as insolvent debtor or commence any insolvency proceedings or make any composition with his/their creditors or attempts to do so then without prejudice to the DGMER, Haryana Panchkula rights and remedies otherwise, the DGMER, Haryana Panchkula shall be entitled to terminate this contract forth with and to blacklist the contractor and purchase or procure or arrange from Government stocks or otherwise at the contractor’s risks at the absolute discretion of the DGMER as regards the manner, place or time of such purchases or such supplies have not been supplied or have been rejected under this agreement or are required subsequently by the BPS Medical College for Women Khanpur Kalan, Sonapat, there under and in case where issues in replacement are made from Government’s stock or supplies, the cost or value of such stocks or supplies together with all incidental charges or expenses, shall be recoverable from the contractor on demand and the contractor

shall not be entitled to benefit from any profit which may thus accrue the Government/ BPS Medical College for Women Khanpur Kalan, Sonapat,. The termination of this contract in whole or part under these conditions shall be affected by the acceptance, meanwhile or subsequently, or supplies accepted or made at any station whether in ignorance of the termination or otherwise.

22. If any question, difference or objection whatsoever shall arise, in any way connected with or arising out of this instrument or the meaning or operation of any part thereof or the rights: duties or liabilities of either party than save in so far as the decision of any such matter herein before provided for and has been so decided that every such matter including whether its decision has been otherwise provided for and or whether it has been finally decided accordingly or whether the contract should be terminated or has been rightly terminated in whole or part and as regards the rights and obligations of the parties as a result of such termination shall be referred for arbitration to any officer appointed by DGMER and his decision shall be final & binding and where the matter involves a claim the amount if any awarded in such arbitration shall be recoverable in respect of the matter so referred.
23. If the price of a contracted article is controlled by Government the payment will in no case be made at higher rate than the controlled rate.
24. Vender should demonstrate the instrument before supplying to the institute.
25. Payment to the vender will be given after complete delivery of order and after satisfactory report.

#### **ANNEXURE 'A'**

#### **CONDITIONS WITH TENDER FORM**

1. Trade discount should be quoted separately.
2. Offer with price variation clause will not be accepted.
3. Sales Tax, Inter State Tax or any other chargeable Excise Duty/Custom Duty must be specifically mentioned separately, otherwise offer will be considered inclusive of all such taxes.
4. Any tender which is not on the proper tender form and received late may not be considered.
5. No offer will be considered unless accompanied by prescribed earnest money, except in case of firms registered with the Director, Supplies and Disposal, Haryana.
6. The conditions of contract (Schedule 'B') attached to the tender form be returned duly signed along- with the Schedule 'A' and in case of non compliance the tender may be ignored.
7. Tender which are not strictly according to the specifications laid down in the Schedule 'A' will not be considered. Unless a deviation from the specification/Delivery period given in Schedule 'A' is pointed out by the tenders specifically. It will be presumed that offer confirms to the specifications/delivery period as laid down in the Schedule 'A'.
8. Tender must be supported by a sample where asked for, failing which it will not be considered.

- b) The tender should clearly state that the sample submitted confirms to the specification laid down in the Schedule 'A' failing which tender will not be considered.
  - c) In case the date of opening falls on Holiday, Gazetted or subsequently declared the tender will be opened on the next working day following the close day.
9. The payment can be made through bank against report of full material on per supply order with satisfactory inspection note.
  10. Prices should be for supply of the material in safe conditions F.O.R. destination failing which offer may be ignored.
  11. The DGMER, Haryana Panchkula, does not bind himself to accept the lowest tender and reserves to himself the right to reject any or all tenders without assigning any reasons.
  12. All disputes will be settled within the Jurisdiction of the DGMER, Haryana Panchkula.
  13. The quotations will be regarded as constituting an offers open to acceptance on whole or in parts or parts till the date as indicated in the Schedule 'A'
  14. The offers should be typed or written in Ink/Ball pen. Offers in the pencil may be ignored.
  15. The firm registered under quality marking Scheme in Haryana State should furnish attested copies of their registration certificate for the tendered goods in supports of their registration for such goods.
  16. Preference would be given to the Haryana Quality Marked goods and goods certified under ISI certification Marking Scheme.
  17. The samples/test report wherever required shall be submitted by the date and time fixed for the receipt of the tender, samples received after fixed time and date may be ignored. This condition will also be applicable to outside tenderers.
  18. The registration certificates of which attested copies are attached with quotations should be certified by the tenderers to be valid on the day of opening of tenders.
  19. An under taking should also be given by the tenderers to the effect that if validity of the registrations certificate expired after the day by opening of the tenders due to closing of the factories or some other factors, they shall report the fact to this office immediately.
  20. In case where the tenderers offers machinery and equipment for which license is required under the industries (Development and Regulation) Act. 1957, it would be certified by him that he is in possession of such valid license on the date of opening of the tenders under the aforesaid Act, for the Manufacturer/Authorized Distributor of machinery and equipment so offered if he is a Manufacturer/Authorized Distributor. If he is not a Manufacturer/Authorized Distributor, it should be certified that he is an authorized representatives of licensed manufacture quoting the name and address of such License holder and the license number.
  21. The tenderer will give complete addresses of its sister concerns along with name of partners with their complete address (es) and extent of share.

22. It should also be ensured that the tender/quotations has been signed by an authorized person. His name, designation and address should be given in capital letters.
23. Offers are to be submitted in duplicate along with only tender form. Offers not received in duplicate may be ignored. The duplicate copy of the offer should be carbon copy of original tender and it must tally in all respects with the original.

### **IMPORTANT INSTRUCTIONS OF TENDER NOTICE**

1. Please quote the name of the Manufacturer/Authorized Distributor and also mention Trade/Brand name of your products.
2. Please quote your rates only if you are Manufacturer/Authorized Distributor/authorized distributor/dealer of item to be quoted by you.
3. Certificate from original Manufacturer/Authorized Distributor to this effect may be attached that the "Rates charged by you are not higher than the rates being charged from any other Government/Semi Government/Autonomous bodies DGS&D, New Delhi."
4. Tenders received late will not be considered.
5. Rates quoted should be F.O.R. BPS Medical College for Women Khanpur Kalan, Sonapat.
6. **Earnest money Rs.50,000/- in the** shape of Demand Draft in favor of the Director, BPS Medical College for Women Khanpur Kalan, Sonapat Payable at Gohana should be attached with the tender document.
7. Tenders not accompanied with requisite earnest money/tender fee will be rejected.
8. Earnest money already deposited against any previous tender will not be considered.
9. Quantity can be increased/decreased.
10. All cutting/over-writing in the tender should be attested by the tender with his signature.
11. Literature/Catalogue for all the quoted items/equipments should be attached with the tender.
12. **Delivery period:** Tenderers should quote earliest delivery period but not; exceeding **45 Days**. If delivery period is given more than 45 days then rates can be ignored.
13. Conditional tenders will not be accepted and rates quoted should valid upto 180 days from the date of opening of Tender. Withdrawal of rate, amendments/modifications during the validity period of rates shall be considered as unfussiness like behavior which will result in forfeiture of earnest money and/or penal actions such as debarring of firm for further business.

**Note:** If these conditions are not fulfilled their/your tender is likely to be ignored.



