

TENDER FORM

FOR SUPPLY OF

MEDICINES
(CONSUMABLE &
DISPOSABLE CLINICAL ITEMS)

TO

SAI
NORTHERN REGIONAL CENTRE
SONEPAT.

SPORTS AUTHORITY OF INDIA
NORTHERN REGIONAL CENTRE
BAHALGARH,
SONEPAT

PHONE : 0130 -2380316, FAX: 0130-2380317
Website:saisonepat@reddifmail.com

1. Name of the Tenderer to whom the Tender Form is issued.
2. Address
3. Serial No. assigned to the Tender Form
4. Date of Sale:
4. Signature of the Clerk issuing Tender Form

NOTE:

- The Tender form purchased by the tenderer is non-transferable.
- The tender form are required to be submitted intact together with Conditions to tender acceptance form as at the time of sale, without any Pages being removed. Failure to comply with this will render the Tender liable to be rejected.

TENDER FOR THE SUPPLY OF MEDICINES (CONSUMABLE & NON CONSUMABLE)

The Director (Incharge), SAI, NRC, Sonapat reserves the right to invite tenders, reject any tender or all tenders without assigning any reasons for any such action.

The tender box will be sealed at 1.00 PM on 28/02/2013 allotted for the purpose. Tenders will be opened in the presence of Tenderers present on 28/02/2013 at 3.00 PM.

TERMS & CONDITIONS – Envelope – ‘A’.

1. Only the Registered wholesalers, retailers as the case may be, are allowed to quote. The offers of middlemen and those who are not in the line will not be entertained.
2. The discount shall remain intact for the period of contract, irrespective of the change in the requirements and market prices. The percentage of discount shall be specified.
3. Each product should be supplied fresh within 2 – 3 months of the date of manufacturing, failing, the same shall not be accepted.
4. The product supplied shall have minimum expiring period of one year.
5. The Director (Incharge), SAI, NRC, Sonapat reserves the right to cancel the contract without giving any reason giving one month's notice without/and assigning any reason for cancellation.
6. Copy of cash receipt for purchase of tender form issued by the Account Branch, SAI, NRC, Sonapat shall accompany your Tender, otherwise it is liable to be rejected.
7. The word “Tender for supply of medicines” should be sperscribed on the top left corner of envelops bearing the name and address of the tenderer. The sealed tenders should be submitted in the following manner.

Technical Bid – Evelope “A”

- (a) Earnest money worth Rs. 12,000/- though crossed demand draft drawn in favour of Director (Incharge), SAI, NRC, Sonapat payable at Sonapat (To be submitted in Envelop ‘A’).
- (b) Tender form, Signed terms and conditions and other required documents as per tender.

Financial Bid – Envelope - “B”

- (a) Discount quoted on MRP should be as per proforma mentioned in Financial Bid at Page No. 9 of the tender document.
8. The envelopes containing the documents as mentioned at Sr. No. 7 above should be wax-sealed and be superscribed Technical Bid – “A” and Financial Bid – “B” as the case may be. The envelopes “A” & “B” shall be submitted in one single big sealed envelop addressed to the Director (Incharge), Sports Authority of India, Northern Regional Centre, Bahalgarh, Sonapat on or before 28/02/2013 at 01.00 PM dropped in the Tender Box kept in the office of Director (Incharge). Name & address of the tenderer should be mentioned on the envelope.
 9. In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and or with regard to the break or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course or on or after its termination the parties agreed to settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Director(Incharge).
 10. In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate Arbitration proceedings for resolution of differences/ disputes etc., mentioned above by appointing a sole Arbitrator, who shall be the Director (Incharge), SAI, NRC, Sonapat. In such event the said proceeding shall be conducted in accordance with the provisions of the arbitration and conciliation act 1996.
 11. The venue of such arbitration proceedings shall be at Sonapat and the courts in Sonapat alone will have jurisdiction in respect of all proceedings connected therewith.
 12. Read all the terms and conditions carefully and submit the required documents.
 13. Fill the tender with pen/ball pen only. Anything written in pencil will not be accepted.
 14. Use English/Hindi language only.
 15. Avoid over writing. Any over writing or striking off the written matter is to be signed.
 16. Write the discount offered in figures as well as in words.
 17. Put your signature on all the pages of this tender documents. Failure to do this, the tender is liable to be rejected.
 18. Earnest Money Deposit so obtained will be refunded to the unsuccessful tenderers. But Earnest Money of the successful tenderer will be refunded on receipt of performance security @ 5% of the total annual contract approximate value of Rs. 6.00 lakhs.

19. In case the contractor fails to comply with the instructions issued by SAI, Director (Incharge), SAI, NRC, Sonapat reserves the right to get the work done from any other Agency at the risk and cost of the successful bidder.
20. The contractor shall have to adhere to the security regulations/instructions prevailing/issued from time to time by SAI administration.
21. The Director (Incharge), SAI, NRC, Sonapat will have the right to forfeit the earnest money, if the terms and conditions of the Agreement are not adhered to by the tenderer.
22. The discount of percentage shall be specified as tendered will be exclusive of all taxes levied in Sonapat. The rates shall be operative **for one year** from the date of
23. In all matters of dispute, the decision of the Director (Incharge), SAI, NRC, Sonapat will be final.
24. Conditional, incomplete and tenders without earnest money are liable to be rejected.
25. The Officer receiving the medicines will have the right to reject the articles if not found fresh, up to the mark and not of quality.
26. Successful tenderer will have to execute an Agreement for the due performance of this contract on non-judicial stamp-paper worth Rs. 50/- within 10 days of the receipt of communication regarding acceptance of his tender by this Office failing which the supply order will not be placed.
27. I/We honestly confirm and declare herewith that I/We am/are not involved in any Civil and/or Criminal case directly or indirectly and I/We also confirm and promise to abide that if anything of such nature is found against me/us, SAI will have all the rights to terminate contract immediately without assigning any further reason thereof.
28. The Director (Incharge), SAI, NRC, Sonapat will be legally and lawfully competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during the pendency and till the final execution of the contract of supply in case the supplier is ever found to have committed any fraud against SAI, NRC, Sonapat in supplying any defective material or over-billing for any material so supplied to them or indulge in any other malpractices thereby causing any financial losses during the contract period or in case of breach of any terms & conditions of the Agreement.

Language of this standard form, conditions of contract shall be final and binding, Authority of interpreting any terms is reserved with the Sports Authority of India only.

29. These are only draft terms and conditions which can be modified by the SAI before signing the agreement.

30. The Supplier should fulfil the following conditions with regard to Medicines.
- a) The selected product when supplied, the bill should clearly mention the batch number, date of manufacture and date of expiry of the product.
 - b) The product should be fresh stock within 2 – 3 months of manufacturing.
 - c) The product to be replaced if required within three months of expiry date.

Failure in any of the above conditions, tender papers will be considered invalid.

I/ We have read the above terms & conditions of this tender and understood the same and shall abide by them, it is certified that I am authorized signatory of this firm.

An amount of Rs. 12,000/- (Rupees Twelve thousand only) has been enclosed in shape of Bank Demand Draft No. _____ Drawn on _____ (Branch Name) Dated _____.

Signature of authorised signatory / tenderer

Date:

Place:

Name _____

Address _____

Official SEAL.

SPORTS AUTHORITY OF INDIA
NORTHERN REGIONAL CENTRE, BAHALGARH, SONEPAT.

TENDER FORM- ENVELOPE-A

Note: 1. The tender form shall be filled in ink only and following certificates/documents must be enclosed while submitting the tender.

2. The columns which ever is not applicable may please be ignored.

The Contractor is required to finish the following records/
documents:

- (a) Latest income tax clearance certificate/ assessment order
- (b) VAT Registration Certificate
- (c) VAT Regd. No.
- (d) Permanent Account Tax Number (In case of Tax payee) PAN
- (e) Copy of the license certificate issued by Drug Controller Department, Govt. of Haryana/Delhi to be enclosed.

1. Name of the firm along with
Permanent registered office
Address: _____

2. Permanent Residential address
With telephone number : _____

3. Present residential Postal
Address : _____

4. In case, the tenderer is a partnership firm:-

(a) Name of partners

Name of authorized signatory (tenderer) bidder :

(b) Whether registered under the partnership Act 1932?

(c) Whether any partner of the firm has been allotted any shops
or commercial premises from government/local body/BDA,
Sonapat. If so. Give details thereof.

- (d) State the capacity of the signatory
- (i) Individual
 - (ii) Partner/Director
 - (iii) Attorney
5. Telephone No. (off) & (resi):
Branches (if any) :
6. Nature of the firm, whether,
Proprietary/ partnership/Pvt. Ltd :
7. Name of the Proprietary/Partner/
Director.
8. Whether dealer. Wholesaler or retailer :
9. Name & Address of the Banker :
10. Who are the person/persons
Authorized to sign. on your behalf
(give their full name, designation/
Specimen sig. etc.(enclose photo)
11. Turnover for the last two year :
(Attach documentary proof)

I/We confirm that. I/We have read all the terms and conditions governing tenders for allotment of contract. Under the SAI and understand that, in case of any of the statement given by me/us is found incorrect or if all the terms and conditions of the contract letter (if issued) are not complied with within the period specified therein. The award of contract will be liable for cancellation and my/our Earnest Money would be liable to be forfeited by SAI. I/WE agree that decision of SAI in this behalf would be final and binding on me/us.

Signature of authorised signatory/ tenderer

Name with full address
Official Seal

Date :

Place :

FINANCIAL BID – ENVELOPE-‘B’

We/I _____ (Authorised signatory)
hereby offer discount as mentioned below on MRP of any medicines
(consumable & disposable clinical items) to be supplied to Medical Centre
SAI, Northern Regional Centre, Bahalgarh, Sonapat.

1. *Discount offered is ____ ____ percent (in figures) ____ ____ percent
(in words) exclusive of all taxes. Medicines supplied will be F.O.R..
SAI Northern Regional Centre, Bahalgarh, Sonapat. .

I/We have read the above terms & conditions of this tender and
understood the same and shall abide by them. It is certified that I am
authorized signatory of this firm.

SIGNATURE OF AUTHORISED SIGNATORY

Name with full address
Office SEAL

Date:

Place:

*Note:- In case the discount offered by one or more firms is the same other
credential of the firm will be taken into consideration/ or Director
(Incharge) has the right to appoint a committee for table negotiations.