



## **TENDER BOOK (2020-21)**

### **TERMS AND CONDITIONS OF TENDER FOR SUPPLY OF**

**100ML GLASS BOTTLES, ROPP CAP, SELF-SEALING CAPS, INNER  
DROPPING CORKS, PAPER CARTONS, MULTI COLOURED SELF-ADHESIVE  
LABELS, CRUDE DRUGS & BACK POTENCIES, 200 LITRE CAPACITY OF  
HDPE DRUMS TO MINI PHARMACY FOR THE YEAR 2020-21  
OF**

**DR. ABHIN CHANDRA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL,  
BHUBANESWAR (ODISHA)**

Unit-III, Kharvel Nagar, Bhubaneswar-751001

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**Price – Rs.525/- (Rupees five hundred &twenty-five) only**

**DR. ABHIN CHANDRA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL, UNIT-III, KHARVELA NAGAR, BHUBANESWAR-751001**

<b>Date of Commencement of Sale of the tender document / paper</b>	<b>9<sup>th</sup> December 2020</b>
<b>Last date for sale of tender document / Paper</b>	<b>28<sup>th</sup> December 2020 up to 4 pm</b>
<b>Last date &amp; time for submission of Technical Bid &amp; Price Bid</b>	<b>29<sup>th</sup> December 2020 by 5.00pm</b>
<b>Date and time for opening of Technical bid</b>	<b>30<sup>th</sup> December 2020 at 11.30am</b>
Place of opening of tender	Office of the Principal-cum-Superintendent, Dr. A. C. Homoeopathic Medical College & Hospital, Unit – III, Kharvela Nagar, Bhubaneswar
Address for communication & receipt of Tender paper	Principal-cum-Superintendent, Dr. A. C. Homoeopathic Medical College & Hospital, Unit – III, Kharvela Nagar, Bhubaneswar
Contact no - <b>9337103803</b>	

**Terms and Conditions for acceptance of tender for supply of Glass bottles(100ml), Ropp Cap, Self-sealing caps, Inner dropping corks, Paper cartons, Multi coloured self-adhesive labels, Crude drugs & Back Potency, 200 litre capacity of HDPE drums to the Homoeopathic Mini Pharmacy of Dr. Abhin Chandra Homoeopathic Medical College & Hospital, Bhubaneswar during the year 2020-21.**

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1. Sealed tenders should reach the office of the Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical College and Hospital, Unit – III, Kharvela Nagar, Bhubaneswar – 751 001 by **5P.M** on **29<sup>th</sup> December 2020**. Tender received beyond the scheduled date and time will not be entertained.

The tender has been invited under Two Bid system i.e. Technical Bid and Financial Bid. The interested firms are advised to submit tender papers in two separate sealed envelopes super scribing “**Technical bid for supply of 100 ml Glass bottles, Ropp Cap, Self-sealing caps, Inner dropping corks, Paper cartons, Multi coloured self-adhesive labels, Crude drugs & Back Potency, 200 litre capacity of HDPE drums**” and “**Price bid for supply of 100 ml Glass bottles, Ropp Cap, Self-sealing caps, Inner dropping corks, Paper cartons, Multi coloured self-adhesive labels, Crude drugs & Back Potency, 200 litre capacity of HDPE drums**”. Both sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for supply of 100 ml Glass bottles, Ropp Cap, Self-sealing caps, Inner dropping corks, Paper cartons, Multi coloured self-adhesive labels, Crude drugs & Back Potency, 200 litre capacity of HDPE drums for the year 2020-21**”.

2. Technical bid will be opened by the Director, AYUSH, Odisha, Bhubaneswar or his authorized officer before a Technical committee constituted for the same purpose, at **11.30 A. M on 30<sup>th</sup> December 2020** in the office chamber of the Mini Pharmacy of Dr. Abhin Chandra Homoeopathic Medical College and Hospital, Bhubaneswar. The bidder or his authorized person / representative may remain present at the time of opening of tenders, if they so desire. The Technical committee will examine the documents and the allied matters as per terms & conditions stipulated in the tender and will segregate the submitted tenders in two groups’ i.e. eligible & non-eligible categories.
3. **The schedule of opening of price bid of eligible bidders qualified in technical bid will be intimated by the authority after verification of bid documents.**
4. In the event of the last date for submission of tender being declared as a holiday by the Govt., the due date of submission and opening of tender will be the next working day following the scheduled day for submission and opening of tender.
5. Tender should be computer generated written and every correction in the tender should be duly attested by the bidder.

#### **4. EARNEST MONEY DEPOSIT**

4.1 The bidder shall have to deposit a sum of ₹62500/ (**sixty two thousand five hundred only**) as Earnest Money Deposit (EMD) in shape of A/C payee Demand Draft in favour of **Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical College and Hospital, Bhubaneswar** to be drawn from any Nationalized Bank payable at Bhubaneswar or Fixed deposit receipt/ Bankers cheque/Bank guarantee from any of the commercial Banks in an acceptable form. The model bank guarantee format for furnishing EMD is available at **Appendix-** This should be sent along with the tender. E.M.D. in any other form other than above will not be accepted.

4.2 The EMD is to be normally valid for a period of 45 days beyond the bid validity period. The bidders who are exempted from paying EMD shall have to produce relevant orders from the competent authority. EMD of the unsuccessful bidders will be remitted back after finalization of the tender. The E.M.D. of the successful bidders will be returned back only after receiving the Performance Security deposit.

#### **5.TENDER CONDITIONS; -**

The tender should be accompanied with the following as per the check list:

- 5.1 Check list duly filled by the bidder.
- 5.2 Covering letter of Technical bid as per annexure -10 duly filled by the bidder
- 5.3 Covering letter of Financial bid as per annexure -11 duly filled by the bidder
- 5.4 A self-attested copy of GST registration certificate.
- 5.5 A self-attested copy of up-to-date GST Clearance Certificate.
- 5.6 Earnest Money Deposit as mentioned.
- 5.7 The tender documents and the schedules in original duly signed by the bidder at the bottom of each page with office seal and the original receipt in support of purchase of tender paper.
- 5.8 A declaration form for abiding the terms and conditions as per the proforma enclosed at **Annexure – I**.
- 5.9 A self-attested copy of PAN card of the bidder.
- 5.10 Original money receipt towards the purchase of tender paper or a Bank Draft amounting to Rs 525/- in favour of the **Principal-cum-Superintendent, Dr. A. C. Homoeopathic Medical College and Hospital, Bhubaneswar**, drawn from any nationalized / scheduled bank payable at Bhubaneswar by those who have downloaded the tender paper from website.
- 5.11 The rates quoted by outside state firms should include G.S.T, other taxes if any and all other expenditure till delivery of items at F.O.R. destination. Inside state firms should quote their rate adding GST, all other taxes and expenditure till delivery of goods at the F.O.R. destination. The detail specification of items to be procured during this tendering process is enclosed at **Annexure -2** and specification of crude drugs is enclosed in **Annexure-3**. The GST rate should be indicated separately in the schedule against each item as per model tender format (price schedule) at **Annexure-4**. The list of Back Potencies and crude drugs to be procured are enclosed at **Annexure – 5, 6, 7 and 8** respectively.

- 5.12 The samples of all the quoted items such as 100 ml glass bottles, Ropp Caps, self-sealing caps, inner dropping corks, Crude drugs, Paper cartons, Multi coloured self-adhesive labels & Back Potencies should be submitted by the firms putting their signature with their firm name at the time of submission of tender paper for verification/testing by the appropriate Committee free of cost. However, the bidder shall submit 250 gms of each crude drug item, two 100 ml phials of back potencies one each for 28<sup>th</sup> 29<sup>th</sup> & 199<sup>th</sup> from the list and two 100 ml glass bottles, 10 Ropp Caps, 10 self-sealing caps, 10 inner dropping corks, one Paper carton with its complete partition, samples self-adhesive labels and one 200 litre capacity of HDPE drums as per specification
- 5.13 The firms participating in tender process for the supply of Back Potencies must submit the self-attested copy of the valid Manufacturing license issued in favour of him or the authorisation certificate from a firm having valid manufacturing license.

## **6. SECURITY DEPOSIT / PERFORMANCE SECURITY**

- 6.1 The successful bidders who are awarded with purchase order are required to deposit 10% of the total ordered value in shape of A/C payee Bank Draft duly pledged in favour of the Principal-cum-Superintendent, Dr. A. C. Homoeopathic Medical College and Hospital, Bhubaneswar from any nationalized / scheduled bank payable at Bhubaneswar or Fixed deposit receipt/ Bankers cheque/Bank guarantee from any Commercial Bank in an acceptable form (The model bank guarantee format for furnishing EMD is available at **Appendix-2**) as Security Deposit within 10 days from the date of issue of the supply order.
- 6.2 The security money deposit will be returned to the bidder only after successful compliance of the supply orders.
- 6.3 Failure to deposit the Security Deposit / Performance Security will call for cancellation of the order and the further claim for supply by the bidder will not be entertained.

## **7. GENERAL CONDITIONS**

- 7.1 The terms, conditions and the quoted price once approved shall remain valid for a period of 12 months from the date of approval of the tender or up to the date of publication of next tender whichever is earlier.
- 7.2 The rates approved by the Purchase Committee shall be binding on the bidder for a period of one year from the date of approval of tender and on no account request for increase of rates at any point of time till expiry will be entertained.
- 7.3 The items shall be selected on the basis of quality on competitive price basis and as such acceptance of lowest quotation is not obligatory.

- 7.4 The bidders are required to supply their articles in full quantities in good condition as mentioned at Annexure-III at their own cost within a period of 30 days from the date of issue of the supply order. If supply will not be completed within 30 days of issue of supply order, a maximum period of another 30 days may be allowed for extension on written request with penalty money of 0.5% of the total purchase order value per week or part thereof for delayed supplies as liquidated damage up to maximum 5% on purchase order value and which will be deducted from his payment. If supply will not be completed within the period of liquidated damage, the purchase order for the un-supplied item will be cancelled and no further purchase order will be placed to the firm for said item and the firm will be blacklisted for the said item only for two years.
- 7.5 If any item of supplied articles is found defective in comparison to the approved sample by the technical committee, like broken or damaged during receipt of supply at destination, the same will not be accepted and to be taken back in full quantity by the supplier and have to resupply again within due time. The cost of short supply / defective / damaged items will be deducted from the total bill amount.
- 7.6 If any information or documents furnished by the bidder in the tender paper are found to be misleading or in-correct at any stage, the tender of the relevant items in the approved list shall be cancelled and the concerned firm shall be black listed for supply for next 2 years for the products and his security deposit will be forfeited.
- 7.7 Director AYUSH, Bhubaneswar reserves the right to reject the tenders or to accept the tenders for supply of all articles or any part of the articles tendered for without assigning any reason thereof.
- 7.8 The bidder should not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- 7.9 No item will be received by the store without submission of Challan against the supplied item.

## **8. TERMS OF PAYMENT**

- 8.1 The bills will be drawn in favour of the firm concerned and the payments will be made only after submission of necessary challan with stock entry certificate in triplicate from the officer to whom the supply would be made and invoices in triplicate in the name of Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical College and Hospital, Bhubaneswar.
- 8.2 If the bidder fails to execute the supply within the stipulated time, the Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical College and Hospital, Bhubaneswar will be free to make emergency purchases from the firm / firms quoting prices in ascending order and claim the difference from the defaulting firms under intimation to the Director AYUSH, Bhubaneswar. On failure to compensate the differential amount, the same shall be deducted from the security deposit of the defaulting firm.
- 8.3 No advance payment will be made to the bidder towards the cost of the articles.
- 8.4 The payment shall be made to the supplier through E. Banking.
- 8.5 Payment of the supplied goods only be released, if it passes all the quality norms examined by a technical committee constituted for same purpose, if they fail then the concerned firm must replace the items in full quantity at his own cost up to F.O.R. destination within fifteen days from the date of rejection by the technical committee.
- 8.6 In the event of any litigation arising out of supply of articles, such matter would be subject to the jurisdiction of civil court, Bhubaneswar or High court of Odisha.

**9. AGREEMENT:**

The successful bidders will have to furnish agreements with their signatures in non judicial stamp papers of Rs 10.00 to the Principal-cum-Superintendent, Dr Abhin Chandra Homoeopathic Medical College & Hospital Bhubaneswar before executing supplies to the respective pharmacies .A specimen copy of agreement form is attached to the Tender Book at Appendix-3

**10. ARBITRATION CLAUSE:**

In case of any dispute between the purchaser and the supplier arising under the contract or regarding interpretation of the terms & conditions of the contract, the decision of the Principal-cum-Superintendent, Dr Abhin Chandra Homoeopathic Medical College & Hospital Bhubaneswar shall be final & binding for both the parties. In case of any legal dispute arises out of above contract or tender, the dispute will be settled within the Jurisdiction of Hon'ble Court of Odisha ,Cuttack

Principal-cum-Superintendent  
Dr. A.C, H.M.C&H Bhubaneswar.

**DECLARATION FORM**

I / We \_\_\_\_\_ having my / our  
\_\_\_\_\_ office at  
\_\_\_\_\_ do declare that I / We have carefully read all  
the conditions of tender of the Principal-cum-Superintendent, Dr. A. C. Homoeopathic  
Medical College and Hospital, Bhubaneswar for supply of items to the Mini Pharmacy.  
I/We will abide by all conditions set forth in the tender paper for the year 2020-21.

I / We further declare that I / We possess valid manufacturing license /  
Distributor license bearing No. \_\_\_\_\_ Valid up to \_\_\_\_\_.

I / We \_\_\_\_\_ do hereby declare that I will  
supply the tender items as per the terms and conditions of the tender document. I/We  
promise 01 (One) year warranty / guarantee on the items supplied by me/us against  
any defect. I/We will replace the item without any extra cost from the purchaser failing  
which the cost of items will be recovered from my security / performance deposit and  
E.M.D.

Signature of the Bidder

Date:

Name & Address of the firm

Affidavit before Executive Magistrate / Notary Public.

**The details of the specification of the items to be procured**

Sl. No	Name of items	Specification / strength / size
1.	One bottle+ one Ropp Cap+ one Inner dropping cork as one unit	1. <u>Bottle</u> - Reputed brand-new, amber coloured narrow mouth bottles in companies' original pack. Capacity-100ml. size-25mm as per the sample provided by the Mini Pharmacy. 2. <u>Ropp cap</u> - Best quality, aluminium blue coloured with college monogram to fit accurately to 100 ml capacity bottles, as per sample supplied by the authority. Size 25mm. leak proof and easy to open. 3. <u>Inner dropping Cork</u> -Best quality, food grade plastic inner dropping cork to fit accurately to 100 ml capacity bottles, as per sample supplied by the authority. Size 25mm.leak proof and easy for dispensing
2.	One bottle+ one self-sealing Cap+ one Inner dropping cork as one unit	1. <u>Bottle</u> - Reputed brand-new, amber coloured narrow mouth bottles in companies original pack. Capacity-100ml. size-25mm as per the sample provided by the Mini Pharmacy. 2. <u>Self-sealing cap</u> is Best quality, blue coloured food grade plastic self-sealing cap with college monogram to fit to 100 ml capacity bottles, as per sample supplied by the authority. Size 25mm.leak proof and easy to open. 3. <u>Inner dropping Cork</u> -Best quality, food grade plastic inner dropping cork to fit to 100ml capacity bottles, as per sample supplied by the authority. Size 25mm.leak proof and easy for dispensing
3.	Multi coloured self-adhesive label (plane type)	Multi coloured self-adhesive labels for dilutions & mother tinctures separately of unit size 10cm X 05 cm. the printing content on labels will be as per the instruction given by the authority.
4.	Multi coloured self-adhesive Label (cylindrical type)	Multi coloured self-adhesive label for dilutions & Mother tinctures separately of unit size 10cm X 05 cm, the printing content on labels will be as per the instruction given by the authority.
5.	Paper Carton (large)	Seven ply, size 15 ¼ inch x 13-inch x 5 ¼ inch to accommodate 42 numbers of 100ml bottles with complete partition. The printing content on cartons will be as per the instruction given by the authority.
6.	Paper Carton (small)	Seven ply, 13 inches X 9 ¼ inches X 5 ¼ inch with complete partition to accommodate 24 numbers of 100 ml bottles. The printing content on cartons will be as per the instruction given by the authority.
7.	Crude Drugs	Crude drugs are as per HPI standard, free of fungus and adulterants/impurities, packed in paper packet clearly mentioning the supplier's name, full name of the Crude drug, net weight, gross weight and date of packing etc over the packet. List of crude drugs with their specifications is enclosed at <b>Annexure -3</b> .
8.	Back Potency	Best quality from reputed manufacturer in companies' original sealed packing, labelled as per drugs & cosmetics act guideline. List of back potencies have been annexed at annexure- <b>5,6,7</b>
9.	200 litre capacity HDPE drums	Brand new and good quality of high-density polyethylene drums of capacity of 200 bulk liters each. specification of the each drum should be two bung type opening, height-930 mm approx, diameter 585 mm approx and the weight should be more than 9kg and minimum wall thickness 3mm.

**N.B; -The cost of (one 100 ml bottle+one Ropp Cap+one inner dropping cork) or (one 100mlbottle + one self-sealing cap + one inner dropping cork must be quoted as a single unit. Quoting separate rates for each item is not acceptable.**

**The details of the specification of the crude drugs to be procured**

Sl no	Name of the crude drugs	Specification (As per HPI standard)
1.	<i>Aesculus hippocastanum</i>	Dried Ripe nut excluding outer shell
2.	<i>Alfalfa</i>	Dried Whole plant excluding root
3.	<i>Andrographis Paniculata.</i>	Dried Whole plant
4.	<i>Arnica montana</i>	Dried Whole plant
5.	<i>Azadiracta indica</i>	Dried bark
6.	<i>Blatta orientalis</i>	Dried Whole insect
7.	<i>Calendula officinalis</i>	Dried flowering tops and leaves
8.	<i>Carica papaya</i>	Green unripe fruits
9.	<i>Chelidonium majus</i>	Dried whole plant
10.	<i>Crataegus oxyacantha</i>	Dried berries
11.	<i>Echinacea Angustifolia</i>	Dried whole plant
12.	<i>Ficus religiosa</i>	Fresh tender leaves
13.	<i>Hammamelis virginica</i>	Dried bark of stem & roots
14.	<i>Holarrhena antidysenterica</i>	Dried bark
15.	<i>Hydrastis canadensis</i>	Dried rhizome
16.	<i>Hydrocotyle asiatica</i>	Dried whole plant
17.	<i>Hypericum perforatum</i>	Dried whole plant
18.	<i>Janosia ashoka</i>	Dried bark
19.	<i>Justicea adhatoda</i>	Fresh leaves
20.	<i>Millefolium</i>	Dried whole plant
21.	<i>Ocimum sanctum</i>	Dried whole plant excluding root
22.	<i>Passiflora incarnata</i>	Dried leaf
23.	<i>Plantago major</i>	Dried whole plant
24.	<i>Rauwolfia serpentina</i>	Dried root
25.	<i>Robinia pseudocacia</i>	Dried bark of root and stem
26.	<i>Sabal serrulata</i>	Dried fruit
27.	<i>Syzygium jambolanum</i>	Dried matured seeds
28.	<i>Terminalia chebula</i>	Dried mature fruits
29.	<i>Thuja occidentalis</i>	Dried leaves and twigs

**Model Tender Format (Price Schedule) For Items (As Per Specification  
in Annexure-2)**

<b>Sl No</b>	<b>Name of the items</b>	<b>Price per unit</b>	<b>GST (...%)</b>	<b>Total Price including GST</b>
<b>1.</b>	One bottle+ one Ropp Cap+one Inner dropping cork as one unit			
<b>2.</b>	One bottle+ one self-sealing Cap+ one Inner dropping cork as one unit			
<b>3.</b>	Multi coloured self-adhesive label (plane type)			
<b>4.</b>	Multi colored self-adhesive Label (cylindrical type)			
<b>5.</b>	Paper Carton (big Size) size 15 ¼ inch x 13-inch x 5 ¼ inch with complete partition			
<b>6.</b>	Paper Carton (Small Size) 13 inches X 9 ¼ inches X 5 ¼ inches with complete partition			
<b>7.</b>	200 litre capacity HDPE drums			

**NB-The quantity will be mentioned at the time of placement of order.**

**Principal cum Superintendent**

**Model Tender Format (Price Schedule) for back potency for 30  
potency**

Sl No	Name of the Potency Medicine	Potency	Price per unit( 100 ml)	GST(.....%)	Total price including GST
1.	Aesculus hippocastanum	28			
2.	Allium cepa	28			
3.	Aloe socotrina	28			
4.	Ammonium carbonicum	28			
5.	Antimonium tartaricum	28			
6.	Apis melifica	28			
7.	Arsenicum album	28			
8.	Belladonna	28			
9.	Borax veneta	28			
10.	Bryonia alba	28			
11.	Chamomilla	28			
12.	Cina	28			
13.	Cinchona officinalis	28			
14.	Colocynthis	28			
15.	Dulcamara	28			
16.	Hepar sulphur	28			
17.	Ipecacuanha	28			
18.	Mercurius solubilis	28			
19.	Natrum sulphuricum	28			
20.	Nux vomica	28			
21.	Ratanhia	28			
22.	Rumex crispus	28			
23.	Rhododendron chrysanthum	28			
24.	Rhus toxicodendron	28			
25.	Sambucus nigra	28			
26.	Sanguinaria canadensis	28			
27.	Spigelia anthelmia	28			
28.	Spongia tosta	28			
29.	Staphysagria	28			
30.	Urtica urens	28			

**NB-The quantity will be mentioned at the time of placement of order.**

**Principal cum Superintendent**

**Model Tender Format (Price Schedule) for back potency for 30  
potency**

Sl No	Name of the Potency Medicine	Potency	Price per unit( 100 ml)	GST(.....%)	Total price including GST
31.	Aesculus hippocastanum	29			
32.	Allium cepa	29			
33.	Aloe socotrina	29			
34.	Ammonium carbonicum	29			
35.	Antimonium tartaricum	29			
36.	Apis melifica	29			
37.	Arsenicum album	29			
38.	Belladonna	29			
39.	Borax veneta	29			
40.	Bryonia alba	29			
41.	Chamomilla	29			
42.	Cina	29			
43.	Cinchona officinalis	29			
44.	Colocynthis	29			
45.	Dulcamara	29			
46.	Hepar sulphur	29			
47.	Ipeca cuanha	29			
48.	Mercurius solubilis	29			
49.	Natrum sulphuricum	29			
50.	Nux vomica	29			
51.	Ratanhia	29			
52.	Rumex crispus	29			
53.	Rhododendron chrysanthum	29			
54.	Rhus toxicodendron	29			
55.	Sambucus nigra	29			
56.	Sanguinaria canadensis	29			
57.	Spigelia anthelmia	29			
58.	Spongia tosta	29			
59.	Staphysagria	29			
60.	Urtica urens	29			

**NB-The quantity will be mentioned at the time of placement of order.**

**Principal cum Superintendent**

## **Model Tender Format (Price Schedule) for back potency for 200 potency**

SI No	Name of the Potency Medicine	Potency	Price per 100 ml	GST (- %)	Total price including GST
1.	Antimonium crudum	199			
2.	Arnica montana	199			
3.	Arsenicum album	199			
4.	Belladonna	199			
5.	Bryonia alba	199			
6.	Calcarea carbonica	199			
7.	Causticum	199			
8.	Gelsemium sempervirens	199			
9.	Graphites	199			
10.	Hepar sulphur	199			
11.	Kali bichromicum	199			
12.	Kali carbonicum	199			
13.	Lachesis	199			
14.	Lycopodium clavatum	199			
15.	Medorrhinum	199			
16.	Mercurius solubilis	199			
17.	Mezerium	199			
18.	Natrum muriaticum	199			
19.	Acidum nitricum	199			
20.	Nux vomica	199			
21.	Phosphorous	199			
22.	Phytolacca decandra	199			
23.	Podophyllum peltatum	199			
24.	Pulsatilla nigricans	199			
25.	Rhus toxicodendron	199			
26.	Ruta graveolens	199			
27.	Sepia	199			
28.	Silicea	199			
29.	Sulphur	199			
30.	Thuja occidentalis	199			

**NB-The quantity will be mentioned at the time of placement of order.**

**Principal cum Superintendent**

**Model Tender Format (Price Schedule) for Crude drugs (as per specification in annexure-3)**

SI No	Name of the Crude drugs	Price per KG	GST (- %)	Total price
1.	<i>Aesculus hippocastanum</i>			
2.	<i>Alfalfa</i>			
3.	<i>Andrographis Paniculata.</i>			
4.	<i>Arnica montana</i>			
5.	<i>Azadirachta indica</i>			
6.	<i>Blatta orientalis</i>			
7.	<i>Calendula officinalis</i>			
8.	<i>Carica papaya</i>			
9.	<i>Chelidonium majus</i>			
10.	<i>Crataegus oxyacantha</i>			
11.	<i>Echinacea Angustifolia</i>			
12.	<i>Ficus religiosa</i>			
13.	<i>Hammamelis virginica</i>			
14.	<i>Holarrhena antidysenterica</i>			
15.	<i>Hydrastis canadensis</i>			
16.	<i>Hydrocotyle asiatica</i>			
17.	<i>Hypericum perforatum</i>			
18.	<i>Janosia ashoka</i>			
19.	<i>Justicea adhatoda</i>			
20.	<i>Millefolium</i>			
21.	<i>Ocimum sanctum</i>			
22.	<i>Passiflora incarnata</i>			
23.	<i>Plantago major</i>			
24.	<i>Rauwolfia serpentina</i>			
25.	<i>Robinia pseudocacia</i>			
26.	<i>Sabal serrulata</i>			
27.	<i>Syzygium jambolanum</i>			
28.	<i>Terminalia chebula</i>			
29.	<i>Thuja occidentalis</i>			

**NB-The quantity will be mentioned at the time of placement of order.**

**Principal cum Superintendent**

**Model Bank Guarantee Format for furnishing EMD****[Ref. Para 21]**

Whereas.....(hereinafter called the "bidder") has submitted their offer dated..... for the supply of..... (Hereinafter called "the tender") against the purchase's tender enquiry No.....

KNOW ALL MEN by these presents that WE..... of .....having our registered office at ..... are bound unto..... (Hereinafter called the "Purchase") in the sum of..... for which payment will and truly to be made to the said Purchase, the Bank binds itself, its successors and assigns by these presents.

Sealed with the

Common Seal of the Bank this..... day of.....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

(1) If the bidder withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the bidder having been notified of the acceptance of his tender by the Purchase during the period of its validity:-

a) If the bidder fails to furnish the Performance Security for the due performance of the contract.

b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Purchase up to the above amount upon receipt of its first written demand, without the Purchase having to substantiate its demand, provided that in its demand the Purchase will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our \_\_\_\_\_ branch at \_\_\_\_\_ \* (Name & Address of the \_\_\_\_\_ \* branch) is liable to pay the guaranteed amount depending on the filling of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our \_\_\_\_\_ \* branch a written claim or demand and received by us at our \_\_\_\_\_ \* branch on or before Dt. \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

\* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.

Model Bank Guarantee Format for Performance Security  
[Ref. Para 22]

To

The Principal-Cum-Superintendent,  
Dr.Abhin Chandra Homoeopathic Medical college & Hospital, Bhubaneswar.

WHEREAS ..... (name and address of the supplier)  
(hereinafter called "the supplier") has undertaken, in pursuance of contract  
no.....dated..... to supply ..... (Description of goods and services)  
(Hereinafter called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you  
with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as  
security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the  
supplier, up to a total of .....  
(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand  
declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums  
within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or  
reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us  
with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be  
performed there under or of any of the contract documents which may be made between you and the supplier  
shall in any way release us from any liability under this guarantee and we hereby waive notice of any such  
change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20..... Our \_\_\_\_\_ branch at  
\_\_\_\_\_ \* (Name & Address of the \_\_\_\_\_ \* branch) is liable to pay the guaranteed amount depending  
on the filling of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at  
our \_\_\_\_\_ \* branch a written claim or demand and received by us at our \_\_\_\_\_ \* branch on or before  
Dt. \_\_\_\_\_ otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)  
Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

\*Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods  
or at the concerned district headquarters or the State headquarters.

**Check list (to be filled and submitted with bid documents )**

Sl no	List of Documents	Write <u>Submitted</u> Or <u>not submitted</u>	Remarks
1.	Check list duly filled by the Bidder(Annexure-9)		
2.	Technical Bid		
3.	Covering letter of Technical Bid (Annexure-10)		
4.	A self-attested copy of valid GST Registration certificate		
5.	A self-attested copy of up-to-date GST Clearance Certificate.		
6.	Earnest Money Deposit as mentioned		
7.	The tender documents and the schedules in original duly signed by the bidder at the bottom of each page with office seal.		
8.	A declaration form duly filled by the bidder as per Annexure – I.		
9.	A self-attested copy of PAN card of the bidder.		
10.	Original money receipt towards the purchase of tender paper or a Bank Draft amounting to Rs 525/-		
11.	Financial Bid ( includes Anneure-4,5,6,7,8(price schedule) and Annexure-11 duly filled by the tender		
12.	Firms participating in tender process for the supply of Back Potencies must submit the self-attested copy of the valid Manufacturing license issued in favour of him or the authorization certificate from a firm having valid manufacturing license		
13.	Samples 200 litre capacity of HDPE drums		
14.	Samples of 100 ml glass bottles, Ropp Caps, inner dropping corks (as per given specification) with signature & firm name,		
15.	The samples of 100 ml glass bottles, self-sealing caps, inner dropping corks(as per given specification) with signature & firm name		
16.	Samples of Crude drugs (as per given specification) with signature & firm name,		
17.	Samples of Paper cartons ( Large size & small) with its complete partition (as per given specification) with signature & firm name,		
18.	Sample of self-adhesive labels (as per given specification) with signature & firm name		
19.	Sample of 28 <sup>th</sup> back potency of any from the 28 <sup>th</sup> back potency list with signature & firm name,.		
20.	Sample of 29 <sup>th</sup> back potency of any from the 29 <sup>th</sup> back potency list with signature & firm name,.		
21.	Sample of 199 <sup>th</sup> back potency of any from the 199 <sup>th</sup> back potency list with signature & firm name,.		
22.	Bank guarantee for furnishing EMD (Appendix-1)		

Signature of the bidder with seal

**TECHNICAL BID**  
**COVERING LETTER**  
**(BIDDER LETTER HEAD)**

Location-

Date-

**To**

**The Principal-cum-Superintendent**

**Dr Abhin Chandra Homoeopathic Medical College & Hospital Bhubaneswar**

Sub : Tender for supply of 100ml glass bottles, ropp cap, self-sealing caps, inner dropping corks, paper cartons, multi coloured self-adhesive labels, crude drugs & back potencies, 200 litre capacity of HDPE drums to Mini pharmacy for the year 2020-21

Dear Sir,

I, the undersigned, offer to participate in the tender process to provide services for.....,....., ..... etc in accordance with your Tender Notice No..... : Dated..... . We are hereby submitting our proposal, which includes Technical Proposal and Financial Proposal sealed in separate envelopes.

I hereby declare that all the information and statements provided in the technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.

I, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the tender book. In case any provision of this tender are found violated, then your office shall have the rights to reject our proposal including forfeiture of the earnest money deposit absolutely.

I remain,

Yours faithfully,

**Authorized Signatory with Date and Seal**

**Name and Designation:**

**Address of the Bidder:**

**Phone and Mobile No.& Email address :**

## FINANCIAL BID COVERING LETTER

(BIDDER LETTER HEAD)

Location-,

To

**The Principal-cum-Superintendent,****Dr Abhin Chandra Homoeopathic Medical College & Hospital Bhubaneswar**

Sub: Tender for supply of 100ml glass bottles, ropp cap, self-sealing caps, inner dropping corks, paper cartons, multi coloured self-adhesive labels, crude drugs & back potencies, 200 litre capacity of hdpe drums to mini pharmacy for the year 2020-21

**Sir,**

I, the undersigned, offer to supply .....etc in accordance with your Tender No.-----, Dated:. Our attached financial price is .....**[Insert amount(s) in words and figures]** for the proposed supply. This amount is inclusive of the taxes applicable as per GST Act.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 12 months. I have carefully read and understood the terms and conditions of the tender to supply the items.

Yours faithfully,

**Authorized Signatory [In full and initials]****Name and Designation of signatory with Date and seal**

The Director, AYUSH ,Odisha, Bhubaneswar of other part.

**NOW THESE PRESENT WITNESS AND IT IS HEREBY AGREED AS FOLLOWS.**

1. That the time shall be the essence of contract and the supplier shall supply the goods as per the schedules completely, so as to make the delivery to the indenting pharmacies, located in the state on or before the date as per the orders placed by the respective indenting Officers in term of the instructions laid down in the Tender Book and in the event of failure to comply the orders will entitle the other part (Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical College and Hospital, Bhubaneswar) to rescind the contract immediately
2. That the goods shall be as per the specifications and price fixed in the approved list. Any deviation, if found to this effect will entitle the Director AYUSH Odisha, Bhubaneswar the indenting officers to refuse the consignment either whole or part thereof as the case may be.
3. That the goods shall be inspected at the Pharmacies either by the other part (Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical College and Hospital, Bhubaneswar) or through his authorized Officers in presence of the supplier or his authorized agents as per the pre-specified scheduled date and time. In the event of non-compliance to the inspection as referred above, the decision taken thereof by the other part will be final and binding to the supplier.
4. The supplied consignments are to be supplied by the supplier at own cost by the supplier, duly and properly packed and maintained in hygienic points of view.
5. That the earnest money deposited by the supplier at the time of bidding tenders is subject to his performance in abiding the terms and conditions of the tender. Any departure /deviation in complying the terms and conditions will entitle for forfeitures of the earnest money as per the decision to be taken by the other part (Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical College and Hospital, Bhubaneswar).
6. In witness of the parties here to have signed this deed this days of mentioned against the signature of each in presence of

(Principal-cum-Superintendent, DR ACHMC  
&H, BBSR or his duly authorized Officer)

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