

Government of West Bengal
Office of the Principal
Jalpaiguri Government Engineering College
Jalpaiguri -735102

Memo No. **JGEC/CPC/MEDICINE/2018-19/01/NIQ**

Date: 09-07-2018

**Notice Inviting Quotation [NIQ]
(Section I)**

Office of Issue	: Office of the Principal Jalpaiguri Government Engineering College (JGEC) Jalpaiguri -735102
NIQ No.	: JGEC/CPC/MEDICINE/2018-19/01
Date of issue of bid document	: 10-07-2018
Quotation Forms Available From	: www.jgec.ac.in
Last date of Receipt	: 23-07-2018 (up to 12'O Clock)
Date of opening of Technical bid	: 23-07-2018 (at 12:30pm)
Date of opening of Financial bid	: 23-07-2018 (at 1:00pm)
Cost of Bid Document	: Rs. 200/- (Rupees two hundred only)
Earnest Money	: NA
Total Estimated Cost	: Rs. 50000/- (Rupees fifty thousand only)[Approx.]

Sealed limited quotations under two bid systems i.e. "**Technical Bid**" & "**Financial Bid**" are invited from interested and eligible firms for "**Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College**" in Jalpaiguri Government Engineering College

The Technical & Financial bids should be sealed by the bidder in separate covers duly superscripted "**Technical Bid -NIQ No.: JGEC/CPC/MEDICINE/2018-19/01/ Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College**" and "**Financial Bid - NIQ No.: JGEC/CPC/MEDICINE/2018-19/01/ Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College**" respectively. Both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted "**NIQ No.: JGEC/CPC/MEDICINE/2018-19/01/ Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College**".

Bidders are advised to go through the quotation document carefully and understand various provisions contained therein along with their implications. The quotation document is not transferable under any circumstances.

Intending eligible bidders may obtain a copy of bid document from the website of Jalpaiguri Govt. Engg. College i.e. www.jgec.ac.in/ Portal and the cost of bid document (Rs. 200/-) may be deposited in the form '**Demand Draft**' drawn on any scheduled bank in favour of "Principal, Jalpaiguri Govt. Engineering College" payable at Jalpaiguri along with the bid.

For any clarification regarding any terms and conditions of the quotation, bidders may contact to the **Store Keeper, Jalpaiguri Govt. Engg. College**

(Section – II)

INSTRUCTIONS FOR SUBMISSION OF QUOTATION

1. BONAFAIDE BIDDER

The bidder should be bonafide, which shall mean an entity:

- (a) Having a valid Trade Licence certificate;
- (b) Valid Drug License;
- (c) Having Permanent Account Number;
- (d) Having GST Registration No. (GSTIN), PTAX Registration;
- (e) Having executed at least two purchase orders for supply of Medicines in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 23-07-2018 ;
- (f) Meeting all other requisites laid down in this Section elsewhere.

2. QUOTATION DOCUMENT

The quotation must be submitted through a '**Letter of Submission of Quotation**' as per Annexure-I in the manner indicated below, failing which the quotation is liable to be rejected. Incomplete or conditional quotation is also liable to be rejected.

3. SUBMISSION OF QUOTATIONS - TIME LIMIT/MODE

The quotation documents duly completed should be submitted in two separate parts. The first part should be sealed in a separate envelope and superscripted as "**Technical Bid -NIQ No.: JGEC/CPC/MEDICINE/2018-19/01/ Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College**". This should contain all the information which would enable Quotation Issuing Authority to decide on credentials of the bidders for performing/ doing the job and other documents listed below in **para 4 of Section II** and elsewhere in the Section.

The second part will consist of the "**Financial Bid - NIQ No.: JGEC/CPC/MEDICINE/2018-19/01/ Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College**" and should be superscripted on the second envelope as such. Both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscripted "**NIQ No.: JGEC/CPC/MEDICINE/2018-19/01/ Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College**".and addressed to "The Principal, Jalpaiguri Govt. Engg. College , Jalpaiguri - 735102"

4. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE TECHNICAL BID

- Letter of Submission of Quotation.
- Quotation document with all pages duly signed and embossed with official seal.
- D. D. of Rs. 200/ - (Rupees two hundred only) towards cost of Bid document
- Copy of a valid Trade Licence certificate
- Valid Drug License;
- Copy of PAN Card and Latest IT Return.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
- Copy of registration certificate for PTAX.
- Copy of Registration No (for Co-operative Societies)
- Copy of Registration No (for S.S.I. Units)
- Documents indicating at least two executed purchase orders for supply of Medicines in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 23-07-2018
- A self-certificate to the effect that the bidder has not been blacklisted by any Central/State Govt. organisation, Public Sector Units or its contracts have not been terminated on account of poor performance.

5. THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE FINANCIAL BID

The Schedule of Rates (SOR) given at Annexure-IV duly filled in and signed by the bidders, shall be submitted in the 'Financial Bid'.

All rates shall be quoted only in the proper form i.e. in the SOR (Annexure-IV) **inclusive of all taxes**. Each page shall be signed in full by the bidder or his authorized signatory as described in paras above.

6. TERMS & CONDITIONS GOVERNING THE CONTRACT

GENERAL TERMS & CONDITIONS

- a. The schedule of rates should be filled in carefully after considering all the aspects of contract **and "Terms & Conditions Governing the Contract"**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the bidder had not understood the work envisaged by this quotation document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the bidder or his authorized signatory.
- b. The quotation document duly completed as described in paras above must reach the designated address up to 12'O Clock **on 23-07-2018** positively.
- c. Sealed quotations shall be submitted either by post/with acknowledgement due or in person. Quotations by Telegram/ Fax will not be considered.
- d. Quotations received after the scheduled date and time shall not be considered under any circumstances.
- e. J.G.E.C. reserves the right to:

Accept or reject any or all the Technical and financial Bids without assigning any reasons at any point of time and the decision of the JGEC authority will be final. Relax the quotation conditions at any stage if considered necessary for the purpose of finalising the contract in the overall interest of JGEC.

Disqualify the bidders blacklisted by Central/State Govts./Public Sector Units or whose contracts have been terminated on account of poor performance.
- f. Each folio of quotation document and every supporting documents attached with it shall be signed by the intending bidder or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
- g. Quotations containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the bidder with seal.
- h. The materials to be supplied should be strictly as per specification. If there is found any dispute such as quantity, quality, specification etc the supplier will be black listed and the payment will be forfeited for the materials so supplied.
- i. The authority may deduct necessary taxes from the payment to the suppliers as per existing laws.

OPENING OF BIDS:

The technical bids will be opened in the presence of bidders or their authorized representatives **at 12:30pm on 23-07-2018**. The bidder's representatives present at the time of opening of bid shall sign in an attendance register. Authorisation letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening (A Format is given in **Annexure- II**).

Only one representative for any bidder shall be authorized and permitted to attend the bid opening.

The date fixed for opening of bids, if subsequently declared as holiday, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on the next working day, time and venue remaining unaltered.

VALIDITY OF OFFER:

The bidder will be required to keep the offer open for a period of **120 (one hundred and twenty) days** from the last date of submission of quotation. It shall be understood that the quotation document have been sold/issued to the bidder and the bidder is permitted to quotation with the stipulation that after submitting his quotation, he shall not rescind his offer or modify the terms and conditions thereof in any manner that is not acceptable to JGEC.

ACCEPTANCE OF QUOTATION:

- a. The authority for acceptance of the quotation documents and quotationed rates will rest with the competent authority of JGEC who does not bind himself to accept the lowest or any other quotation, nor does he undertake to assign reasons for his decision in this matter.
- b. Acceptance of quoted rates will be communicated through a letter as soon as possible.
- c. All the quotation documents submitted by a bidder shall become the property of JGEC and JGEC shall have no obligation to return the same to the bidders.
- d. **Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidder who resorts to canvassing will be liable for rejection.**
- e. If the bidder deliberately gives wrong information or conceals any information/facts in his quotation, which shall be favourable for acceptance of his quotation fraudulently, then JGEC reserves the right to reject such quotation at any stage of execution without any financial liability.
- f. The bidder shall treat the contents of the quotation documents as private and confidential

TERMS OF DELIVERY:

Door delivery at Jalpaiguri Government Engineering College, JGEC Campus, Store Section, Jalpaiguri - 735102.

DELIVERY PERIOD:

Within 7 days of the placement of confirmed supply order on the firm or as stipulated in the Supply Order.

PAYMENT TERMS:

- (i) 100% payment shall be released on satisfactory receipt of the goods/articles ordered. Advance payment will not be made under any circumstances.
- (ii) Taxes will be deducted as per applicable rules.
- (iii) **Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017**

GUARANTEE/ WARRANTY:

The contractor shall guarantee that the stores, articles sold/ supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification and particulars contained/ mentioned in the Quotation enquiry. The date of manufacturing of the items supplied will not be more than 3 (Three months) old. The contractor shall guarantee that the said goods/ stores articles would continue to conform to the description and quality aforesaid for a period of twelve months, from the date of providing of the said goods/ stores / articles to the purchaser.

The decision of the JGEC shall be final as to the quality of the stores and shall be binding upon the bidders and in case of any of the articles supplied not being found as per specification shall be liable to be rejected or replaced and any expenses or losses caused to the suppliers shall be borne by the supplier. It will be the responsibility of the supplier to ensure that articles supplied are of the best quality and free from all defects. The items/ articles supplied will not be more than 3 months (Three months) old.

The acceptance of articles will be given only when the articles are found up to the specifications given in the quotation enquiry and free from all defects. The rejected items must be removed by the bidders from the consignee's premises within 03 days from the date of the information about their rejection. The in-charge stores concerned will take reasonable view of such materials but in no case shall be responsible for any loss, shortage, damage that may occur to it while it is in the premises of the consignee.

JGEC reserves the right to terminate the Agreement any time without assigning any reason/notice.

CRITERIA FOR EVALUATION OF BIDS:

Technical Bid:- The technical bids of the bidders will be opened in the first stage and will be evaluated on following criteria:-

- Letter of Submission of quotation.
- Quotation document with all pages duly signed and embossed with official seal.
- D. D. of Rs. 200/ - (Rupees two hundred only) towards cost of Bid document
- Copy of a valid Trade Licence certificate
- Valid Drug License;
- Copy of PAN Card.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017
- Proof of registration for PTAX.
- Copy of latest PTAX, IT return.
- Copy of Registration No (for Co-operative Societies)
- Copy of Registration No (for S.S.I. Units)
- Documents indicating at least two executed purchase orders for supply of Medicines in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 23-07-2018
- A self-certificate to the effect that the Bidder has not been blacklisted by any Central/State Govt. organisation, Public Sector Units or its contracts have not been terminated on account of poor performance.

Financial Bid:- The financial bids will be opened only in respect of those firms, which meet the technical bid criteria mentioned above.

Contract will be awarded to the firms which emerge as **L1** as per price mentioned in SOR, for particular item(s).

ANNEXURE – I**LETTER OF SUBMISSION OF QUOTATION**

To
 The Principal /O.I.C.
 Jalpaiguri Govt. Engg. College
 Jalpaiguri - 735102

Subject: Quotation for "**Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College**"

Notice Inviting Quotation No. _____

Dear Sir,

Subject to the conditions given in the quotation documents for the abovementioned contract, I/We hereby quotation for the contract for supplying material as Contractor for JGEC for its office at the rates specified in the S.O.R.(Annexure- V) annexed with the documents. I/We hereby certify that I/We have examined and am/are fully familiar with all the provisions of the contract documents and I/We am/are satisfied that they are accurate and agree to abide by all these terms and conditions laid therein.

The following certificates/ documents are enclosed herewith:-

- Quotation document with all pages duly signed and embossed with official seal.
- D. D. of Rs. 200/ - (Rupees two hundred only) towards cost of Bid document
- Copy of a valid Trade Licence certificate
- Valid Drug License;
- Copy of PAN Card.
- Copy of Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017
- Proof of registration for PTAX.
- Copy of latest PTAX, IT return.
- Copy of Registration No (for Co-operative Societies)
- Copy of Registration No (for S.S.I. Units)
- Documents indicating at least two executed purchase orders for supply of Medicines in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 23-07-2018
- A self-certificate to the effect that the bidder has not been blacklisted by any Central/State Govt. organisation, Public Sector Units or its contracts have not been terminated on account of poor performance.
- The Schedule of Rates (SOR) duly filled and signed is enclosed in a separate sealed envelope as Financial Bid.

I/We do hereby declare that the entries made in the quotation and annexure attached therein are true and the quoted rates are within prescribed retail price.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

ANNEXURE - II**NIQ No.: JGEC/CPC/MEDICINE/2018-19/01****LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorization for attending bid opening of Quotation for "Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College".

A person is hereby authorised to attend the bid opening for the quotation mentioned above on behalf of _____ (Bidder) in order of preference given below.

Name & Specimen Signature of Bidder

Or

Officer authorised to sign the bid documents on behalf of the bidder.

Note:

1. Only one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

ANNEXURE-III
NIQ No.: JGEC/CPC/MEDICINE/2018-19/01

CHECKLIST and the order in which the documents are to be submitted for the Technical Bid

Please check whether all the below mentioned documents have been supplied for participating in the quotation for hiring of vehicles. The documents are to be submitted in descending order.

SL	Documents	Page No
1.	Letter Of Submission Of Quotation (Annexure I)	
2.	Quotation Document with all pages duly signed and embossed with official seal	
3.	Demand Draft of Rs. 200/- (Rupees two hundred only) towards cost of Bid document	
4.	Copy of a valid Trade Licence certificate	
5.	Copy of Valid Drug License	
6.	Copy of PAN Card.	
7.	Copy of registration certificate for GST, PTAX.	
8.	Copy of latest PTAX, IT return.	
9.	Copy of Registration No (for Co-operative Societies)	
10.	Copy of Registration No (for S.S.I. Units)	
11.	Documents indicating at least two executed purchase orders for supply of Medicines in any Central/ State Govt. & Public Sector Undertaking / MNC within the preceding five years as on 23-07-2018	
12.	A self-certificate to the effect that the Bidder has not been blacklisted by any Central/State Govt. organisation, Public Sector Units or its contracts have not been terminated on account of poor performance (Annexure IV)	
13.	Letter of authorisation for attending bid opening (Annexure II)	
14.	Any Other document (please specify)	
15.	Schedule of Rates (Annexure V)	

Bidders to ensure

SL NO.	Bidder to ensure	Yes/ No
1.	That all pages have been stamped and signed by the authorized person(s).	
2.	That all the pages have been numbered.	
3.	That all the documents are legible (clearly readable).	

ANNEXURE – IV**A self-certificate**

To
The Principal /O.I.C.
Jalpaiguri Govt. Engg. College
Jalpaiguri – 735102

Subject: A self-certificate for Quotation of " Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College"

Quotation Notice No. _____

Dear Sir,

This is to certify that the undersigned bidder has not been blacklisted by any Central/State Govt. organisation, Public Sector UNITS or its contracts have not been terminated on account of poor performance.

Yours faithfully,

Signature of Bidder

Name: _____

Mobile/Tel No.: _____

Address : _____

ANNEXURE-V

(To be kept in a separate envelope)

NIQ No.: JGEC/CPC/MEDICINE/2018-19/01

SCHEDULE OF RATES (S.O.R.) TO BE QUOTED FOR " Supply of Medicine for Collegiate Health Centre (2018-2019) of Jalpaiguri Government Engineering College"

Sl. No.	Name of the medicine with specification	Required UNIQ (Approx.)	UNIQ Rate (in Rs.) Inclusive of all Taxes	Total Amount (in Rs.) Inclusive of all Taxes
1	Tab. Ranitidine-150	2000 tabs		
2	Tab. Antacid (aluminum hydroxide, magnesium hydroxide, and simethicone)	1000 "		
3	Tab. Ornidazole-200 + Ofloxacin 200	400 "		
4	Tab. Norfloxacin 200 + Tinidazole 200	400 "		
5	Tab. Metronidazole-400	1000 "		
6	Tab. Digestive Enzyme [Fungal Diastase, Charcoal, and Papain]	600 "		
7	Tab. Albendazole-400	50 "		
8	Tab. Domperidone-10	200 "		
9	Tab. Cinnarizine+Domperidone-(20+15)	50 "		
10	Tab. Drotaverine 40	50 "		
11	Tab. Doxycycline-100	1000 "		
12	Tab. Ceterizine-10	2000 "		
13	Tab. Paracetamol 500	1500 "		
14	Tab. Paracetamol 650	1500 "		
15	Tab. Antihistamine Analgesic	1500 "		
16	Tab. Grilintus BM [8mg]	2000 "		
17	Tab. Aceclofenac+Paracetamol(100+500)	1500 "		
18	Tab. Theophylline-150	200 "		
19	Tab. B-Complex [Normal]	1 jar (1000 tabs)		
20	Tab. Pheniramine HCL [25mg]	2000 tabs		
21	Tab. Laxative (Bisacodyl) [5mg]	100 "		
22	Cap. Ampicillin+Cloxacillin-(250+250)	1500 caps		
23	Cap. Amoxicillin-250	2000 "		
24	Cap. B Complex [Normal]	600 "		
25	ORS (pkt. of 21.8gms.)	150 pkts		
26	Oint. Analgesic 10mg	150 pcs		

Sl. No.	Name of the medicine with specification	Required UNIQ (Approx.)	UNIQ Rate (in Rs.) Inclusive of all Taxes	Total Amount (in Rs.) Inclusive of all Taxes
27	Oint. Analgesic 20mg	50 pcs		
28	Oint. Antifungal 10g	50 pcs		
29	Oint. Antifungal 5g	150 pcs		
30	Oint. Antiseptic 10g	100 pcs		
31	Oint. Antiseptic 30g	25 pcs		
32	Gentamycine (Eye/Ear Drop) [5ml]	50 ph.		
33	Inj. Titenus Toxoid [0.5ml]	100 amp.		

Note: Quantity may vary at the time of placing the order.

**Sd/-
(Dr. Amitava Ray)
Principal
Jalpaiguri Govt. Engg. College
Jalpaiguri**