



# **SHORT TENDER DOCUMENT FOR SUPPLY OF** **MICROSCOPE SLIDE**

**OFFICE OF THE JOINT DIRECTOR OF HEALTH SERVICES (MALARIA), ASSAM CUM  
STATE PROGRAMME OFFICER**

**NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME  
SAIKIA COMMERCIAL COMPLEX, SRINAGAR PATH, CHRISTIAN BASTI  
G.S. ROAD, GUWAHATI-781005, ASSAM  
PH.-0361-2341089, [E-MAIL-nvbdcpassam@gmail.com](mailto:E-MAIL-nvbdcpassam@gmail.com)**



**OFFICE OF THE JOINT DIRECTOR OF HEALTH SERVICES (MALARIA), ASSAM  
NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME, ASSAM  
SAIKIA COMMERCIAL COMPLEX, 2<sup>nd</sup> FLOOR, "B" BLOCK  
CHRISTIAN BASTI, G.S. ROAD, GUWAHATI-781005**

**SHORT TENDER NOTICE FOR SUPPLY OF MICROSCOPE SLIDE  
(NATIONAL COMPETITIVE BIDDING)**

Tender reference No. : NVBDCP/VII-2/PSCM/Micr-Slide/2013/11,850, Dt.-17-09-2016

1. Date of commencement of sales of tender documents : 17-09-2016
2. Closing date & time of receipt of tender : 30-09-2016 up to 2:00 PM
3. Date and time of opening tender : 30-09-2016 at 3:00 PM
4. Place and address of opening tender : Office of The Joint Director of Health Services (Malaria) cum SPO,NVBDCP, Assam, Saikia Commercial Complex, Christian Basti, G.S. Road, Guwahati-05
5. Address for communication : Office of The Joint Director of Health Services (Malaria) cum SPO,NVBDCP, Assam, Saikia Commercial Complex, Christian Basti, G.S. Road, Guwahati-05
6. Cost of Tender Documents : Rs. 2000/- (Rupees Two Thousand) only (non-refundable) in form of demand draft

## **SHORT TENDER NOTICE FOR** **SUPPLY OF MICROSCOPE SLIDE** **TO NVBDCP, ASSAM**

Sealed tender in two bid system (Technical bid & Price bid in separate sealed envelopes) affixing court fee stamp of Rs.8.25 (Rupees Eight and Paise Twenty Five) only or IPO of Rs.10 (for bidders located outside the state of Assam) are invited by the Joint Director of Health Services (Malaria) cum State Programme Officer, NVBDCP, Assam from manufacturers authorized dealers or distributors for supply of **Microscope Slides** as per technical specifications and terms & conditions described hereunder, from reputed and experienced manufacturers or authorized dealers or distributors of the item and shall be received till 30-09-2016 up to 2:00 PM and opened on the same day at 3:00 PM. The tender may be sealed cover addressed to "Joint Director of Health Services (Malaria) cum State Programme Officer, NVBDCP, Assam, Saikia Commercial Complex, Srinagar path, Christian Basti, G.S. Road, Guwahati-781005". Tender received after the closing date & time shall not be entertained.

### **1. LAST DATE FOR RECEIPT OF TENDERS**

Sealed tender into separate covers {Technical Bid (Cover-A) & Price Bid (Cover-B)} will be received till 30-09-2016 up to 2:00 PM by the Joint Director of Health Services (Malaria) cum State Programme Officer, NVBDCP, Assam, Saikia Commercial Complex, Christian Basti, G.S. Road, Guwahati-781005.

### **2. ELIGIBILITY CRITERIA**

- A. Bidder shall either be a manufacturer of the product or an authorized dealer or distributor. In case of the bidder is a dealer or distributor, manufacturer's authorization in the prescribed format as in Annexure-X is required to be submitted.
- B. Average Annual Turnover of the manufacturer in the last three financial years i.e. 2012-13, 2013-14 & 2014-15 shall not be less than **Rs. 500 Lakhs (Five Crore)**.
- C. In case of bidder is an authorized dealer/distributor of a manufacturer, the dealer's average annual turnover in the last three financial years i.e. 2012-13, 2013-14 & 2014-15 will not be less than **Rs.25 (Twenty Five) Lakhs**.
- D. The Manufacturer should possess valid Bureau of Indian Standards (BIS) certificate & Mfg. license for the product quoted with up to date endorsement.
- E. Manufacturer/dealer distributor which has been **blacklisted** either by the Tender Inviting Authority or by any State Government or Central Government Organization shall not be allowed to participate in the tender during the period of blacklisting.
- F. The manufacturer/Bidder should have experience in supplying surgical in the past three financial years (2012-13, 2013-14 & 2014-15) and value of a single order executed for a Government Organization for supply of surgical during this period should be at least Rs. 6.50 Lakhs.

### **3. GENERAL CONDITIONS.**

- (i) The tender documents may also be downloaded from the official website of NHM, Assam - [www.nrhmassam.in](http://www.nrhmassam.in) . The bidder who has downloaded the tender document from the website will be required to deposit a demand draft of Rs 2,000/-(non-refundable) in favour of "**State Health Society, NVBDCP Assam**" payable at Guwahati, Assam while submitting the tender. Tender without the fee of Rs 2000/- will not be accepted.

- (II) All bids must be accompanied with Earnest Money Deposit (EMD) as specified in the bid document and must be furnished with the bid.
- (III) Bids shall be opened in the presence of bidders / authorized representatives who intend to attend, on the specified date and time.
- (IV) At any time prior to the date of submission of bid, the authority Inviting tender may, for any reason, whether on at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding Documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, the authority inviting tender may at its discretion, extend the date and time for submission of bids.
- (V) Price Preference/ Purchase Preference to PSUs / SSI Units shall not be applicable.
- (VI) The bid and all correspondence and documents shall be in the English language.
- (VII) The tender document is not transferable.
- (VIII) The tender document shall be signed by the tenderer in all pages with official seal.
- (IX) Interested eligible bidders may obtain further information from the office of the authority inviting tender

**4. TECHNICAL BID - COVER "A"**

The Bidder should furnish the Technical Bid in a separate cover hereafter called "**Cover A**". Court Fee Stamp of Rs.8.25 (or IPO of Rs.10.00 for bidders based outside Assam) must be affixed.

A. The product should meet the following Technical Specification and other details:-

**i) Description of the Product**

The general purpose Microscope Slides shall be transparent and made of colourless glass. The surface of the slides shall be free from pits, nicks, scratches and other surface irregularities when view at 5 X magnification. The edges of the slides shall be ground such that they are free from sharp edges and chips.

**ii) Dimensions & Tolerances:**

Dimensions of slides shall be as below :

Sl. No.	Length	Width	Thickness
1	76mm + 0mm – 1mm	26mm + 0mm – 1mm	1.1mm + 0.1mm – 0.2mm

Other requirement like optical properties, visual seds, parallelism and sampling and conformity criteria shall be as per Bureau of India Standards (BIS) norms. BIS Certificate/license on the product with up to date endorsement to be submitted along with the bid.

iii) Packing Slides shall be supplied in packing of 50 pieces. All the slides in one carton shall be of same size. The slides that be packed in such a way that no damage will be caused during transport or storage by surface abrasion or other causes likely to impair the transmitting surface. Packing material shall be free from chemical that would cause corrosion of the surface.

**iv) Marking :**

Cartons of Microscope Slide shall be marked with following information.

- a. Name of manufacturer
- b. Material & description.
- c. Dimension of Slide
- d. ISI certification mark.
- e. Quantity i.e. 50 Slides in one packet
- f. All packets are to be marked as **“NVBDCP SUPPLY, NOT FOR SALE”**

**B. The bidder shall furnish along with the technical bid, the following:-**

- a) All bids must be accompanied by EARNEST MONEY DEPOSIT amounting to Rs.86,000/- in the form of Demand Draft valid for 4 months in favour of the “STATE HEALTH SOCIETY – NVBDCP, ASSAM” payable at Guwahati. EMD of the successful bidder shall be retained till completion of the tender period but shall not carry any interest.
- b) Documentary evidence of the constitution of the company such as Memorandum of Articles & Association, Partnership Deed etc. with details of the Name, Address, Telephone Number, Fax Number, e-mail address of the firm and of the Managing Director/Partners/Proprietor.
- c) Details of supplies made during the last 3 years (i.e. 2012-13, 2013-14, 2014-15) with summary of Purchase Orders as per **ANNEXURE-I**. Items supplied to Govt. institutions and to programme sponsored by WHO, UNICEF etc., if any during the last 3 years with copies of purchase order and performance certificates are to be separately highlighted.
- d) Average annual turnover during the last 3 financial years i.e. 2012-13, 2013-14, 2014-15 in the specified format (Refer Annexure II-A & B) certified by the Auditor/Chartered Accountant. (Whichever is applicable)
- e) Undertaking in the form at Annexure-III confirming acceptance of all terms and conditions of the tender.
- f) An undertaking on fraud and corruption as per ANNEXURE-IV.
- g) Agreed terms & conditions as per ANNEXURE-V.
- h) Duly filled check list as per ANNEXURE-VII to be submitted.
- i) **Sale Tax Clearness Certificate** : Sale tax clearance certificate as on 31<sup>st</sup> March of financial year 2015-16 transfer format in Annexure-XI. Sale tax clearance certificate in any other format of the concerned state will also be consideration.
- j) **Authorization (Manufacturing Authorization)** : Authorization letter from all manufacture concerned in the format at Annexure-X.
- k) **List of Item quoted** : The list of item quoted shall be furnished as per Annexure-XII. The list shall specifically indicate manufacturer’s name along with composition and pack size.
- l) All the pages of the bid document should be signed (with office seal) and submitted along with the bid.
- m) **Execution of Similar Contracts** : Details of supplies surgical made during the past 3 financial years (2012-13, 2013-14, 2014-15) with summery of Purchase Orders and Performance Certificates issued by clients in the specified format (Refer Annexure XIV). Items supplied to Govt. Institutions and to programs sponsored by WHO, UNICEF etc., if any, for the past 3 years to be highlighted. (Attested/notarized copy of at least three orders, one of which should be of value not less than Rs.6.50 Lakhs executed for a Government organization during the past 3 financial years 2012-13, 2013-14 & 2014-15 for supply of surgicals must be enclosed.)

## **5. PRICE BID:- Cover “B”**

Cover – “B” shall contain Price Bid of the bidder.

- a) Bid shall be type written and correction, if any, in the bid shall invariably be attested under signature of the bidder with date. Corrections done with correction fluid shall also be duly attested.
- b) The rate quoted per test shall be landed cost at destination, inclusive of packing, forwarding, Excise Duty, Sales Tax/VAT, Freight, Insurance etc. if any.
- c) Each page of the price bid shall be duly signed by the bidder with official seal.

The bidder shall put the duly signed Annexure-VI in a sealed cover super scribed as **“PRICE BID COVER “B” TENDER FOR SUPPLY OF MICROSCOPE SLIDES due on .....**”, to NVBDCP, Assam addressed to the Joint Director of Health Services (Malaria) cum State Programme Officer, National Vector Borne Disease Control Programme, Saikia Commercial Complex, Srinagar Path, Christian basti, G.S. Road, Guwahati-781005, Assam.

## **6. COVER FOR TECHNICAL & PRICE BID**

The two separately sealed covers (Technical Bid (Cover-“A”) and Price Bid (Cover-“B”)) shall be placed together inside another cover which shall be sealed and super scribed as **“TENDER FOR SUPPLY OF MICROSCOPE SLIDES due on .....**” and delivered at the office of the Joint Director of Health Services (Malaria) cum State Programme Officer, National Vector Borne Disease Control Programme, Saikia Commercial Complex, Srinagar Path, Christian basti, G.S. Road, Guwahati-781005, Assam.

## **7. OPENING OF COVER “A” and COVER “B” OF TENDER**

- a. Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid-Cover-“A”.
- b. Only those bidders whose Technical Bids are found to be acceptable after technical and commercial evaluation will be invited to be present at the date and time of opening of Price Bid-Cover “B”. The price bids of bidders not found technically qualified will not be opened.

## **8. VALIDITY OF BID**

Bids shall remain valid for acceptance for a period of 90 (Ninety) days from the date of opening of Technical Bid i.e. Cover “A”. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidder’s consent to an extension of bid validity period. A bidder may refuse extension request without forfeiting their EMD.

## **9. VALIDITY OF OFFER OF SUCCESSFUL BIDDER**

The validity of offer of the successful bidder shall be at least 02 (Two) years from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rate and terms during this period. The validity may be extended by one year with mutual consent.

## **10. OTHER CONDITIONS**

### **A. ITEM DETAILS & QUANTITY**

The tentative quantity of Microscope Slides is 30,00,000 nos. but may increase or decrease as per requirement of Tender Inviting Authority.

### **B. NO REVISION/CORRECTION OF QUANTITIES**

Any ground, whatsoever, to claim revision or modification in the quantities quoted by him/her. Representation to make correction in the tender documents on the ground of clerical error, typographical error, etc., shall not be entertained after submission of the bids.

C. FIRM DELIVERY SCHEDULE

Firm delivery schedule shall be mentioned in the bid. Cross Conditions such as "SUBJECT TO AVAILABILITY:: SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED" etc., will not be considered under any circumstances and the bids of those who have given such conditions shall be treated as incomplete and Tender will be summarily rejected.

D. EXECUTION OF ORDER

Supplies should be made directly by the successful bidder and not through any other agency.

E. INSPECTION

Tender Inviting Authority or his authorized representative has the right to inspect the factories of bidders, at any point of time and also has the right to reject the tender or terminate / cancel the orders issued, based on adverse reports brought out during the manufacturing process, quality control measures adopted etc., in the manufacture of item quoted.

F. ISI Mark

The tendering unit must enclose clear and self certified copies of the BIS Licenses with up to date endorsement.

G. ROAD PERMITS

Obtaining of Road Permits, if necessary, shall be the responsibility of the successful bidder.

**11. ACCEPTANCE OF TENDER**

A. TENDER EVALUATION

Tenders will be evaluated with reference to sample and various criteria of technical bid and thereafter on the basis of the total price per packet of 50 slides for determining the L<sub>1</sub> (Lowest) price from amongst those qualifying the technical bid stage. Conditional discounts shall not be taken into account for price comparison.

B. RIGHT TO REJECT TENDER

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for of all items or for any one or more of the items tendered at any point of time without assigning any reason.

C. TENDER ACCEPTANCE

The acceptance of the tenders will be communicated to the successful bidders in writing.

**12. AGREEMENT**

The successful Bidder shall execute an agreement on a non-judicial stamp paper of value of Rs 100/- (stamp duty to be paid by the Bidder) as per proforma at Annexure-IX within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 10 days from the date of issue of purchase order.

**13. SECURITY DEPOSIT**

The successful bidder, within 7 working days of signing of the agreement, shall be required to submit Security Deposit of 5 % of the order value in the form of bank guarantee (BG) from any Indian Schedule-A bank in favour of the Tender Inviting Authority valid for a period of 12 months from contractual date of delivery. However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee, the successful bidder shall have to furnish additional bank guarantee covering 5% of the order value for the guarantee period of the goods supplied.

**14. NON ASSIGNMENT OR SUB-LATting**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons whatsoever.

**15. COMMUNICATION**

All notices or communications relating to or arising out of an agreement or any of the terms thereof shall be considered duly served on or given to the Bidder if delivered to him or left at his premises, places of business or abode.

**16. SUPPLY CONDITIONS**

**A. PURCHASE ORDER**

Purchase order will be placed on the successful Bidder at the discretion of the Tender Inviting Authority.

**B. SPECIFICATION & QUALITY**

The items supplied by the successful Bidder shall be of the best quality and shall comply with the specifications, stipulations and conditions specified.

**C. DELIVERY PERIOD**

The total ordered quantity must be delivered at destination within 30 (Thirty) days from the date of purchase order or as specified in the order.

**D. DELIVERY POINT/DESTINATION**

The items should be delivered at destination i.e. **Central Drugs Warehouse, Patharquary, Narengi, Guwahati-71, Assam** or as specified in the Purchase Order,



E. PENALTY FOR DELAYED DELIVERY

(i) In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be reduction in price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value.

(ii) Once the maximum price reduction is reached, termination of the contract may be considered. Non-performance of the contract provisions shall make the

successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

F. ALTERNATIVE PURCHASE

If the successful Bidder/supplier fails to execute the order within the stipulated time, the Tender Inviting Authority will be at liberty to make alternative arrangements for purchase of the items for which the purchase orders have been placed, from any other source or from the open market, at the risk and cost of the supplier. This would be in addition to any other penalties including forfeiture of security deposit.

G. GUARANTEE

Supplier shall give guarantee against any and all defects in design, workmanship of material and performance for a period of 12 months (or as specified in the PO) from the date of supplies. Should any defects develop during the guarantee period, it should be remedied promptly free of cost by the supplier and all expenses for transportation of goods necessitated for such repairs or replacement shall be borne by the supplier. The guarantee period for such repaired/replaced goods shall again be 12 months from the date of supply.

H. SHORTAGES & DAMAGE

It shall be the responsibility of the successful bidder/supplier for any shortages/damages at the time of receipt in Warehouse/delivery point. Tender Inviting Authority will not be responsible for the stock of product received, for which no order has been placed.

**17. FORCE MAJUERE**

The above conditions of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

**18. FRAUD & CORRUPTION:**

The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices –

1. "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, anything of value to influence the action of an official in the procurement process or in contract execution.
2. "Fraudulent Practice" means misrepresentation or omission of facts in execution of contract.
3. "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non-competitive level.
4. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practices are directed at any subsequent stage or during execution of the contract, the Tender Inviting Authority will reserve the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

In the bid document itself, an undertaking from the bidders may be obtained in the format at Annexure-III.

**19. LOCAL CONDITIONS:**

It will be imperative on each bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The Tender Inviting Authority shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after Tender Inviting Authority accepts the bid.

**20. PAYMENT PROVISIONS**

- A. No advance payments will be made to the successful bidder.
- B. Payments towards the supply of item will be made strictly as per rules of the Tender Inviting Authority. Full payment will be made only after satisfactory completion of supply of entire ordered quantity and subject to furnishing of requisite Bank Guarantee.
- C. On completion of supplies of ordered quantities bills/ Invoices should be raised in triplicate in the name of the Tender Inviting Authority.
- D. If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree to such reduction in rates.

- E. In case of any enhancement in excise duty due to notification of the Government after the date of submission of bids and during the validity period of contract, the quantum of additional excise duty so levied will be allowed to be charged extra as a separate item without any change in price structure of the items approved under the tender. For claiming the additional cost on account of the increase in excise duty, the bidder should produce a letter from the concerned Excise Authority for having paid additional Excise Duty on the goods supplied to Tender Inviting Authority and also must claim the same in the invoice separately.
- F. Tender Inviting Authority has every right to receive supply even after expiry of contractual delivery date and in such case; price reduction as specified under Clause No. 16 E (i) will be applicable.
- G. If the supply is received in damaged condition it shall not be accepted. In case of damage in the packing, the supply will be accepted only after levying penalty as decided by the Tender Inviting Authority on the total value of supply to that particular warehouse.

**21. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements of signing of contract and / or submission of performance security within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security/EMD. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

**22. ARBITRATION**

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Joint Director of Health Services (Malaria) cum State Programme Officer, National Vector Borne Disease Control Programme, Assam or to the sole arbitration of some person nominated by him. There shall be no objection if the arbitrator so appointed happens to be an employee of National Vector Borne Disease Control Programme, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

**23. SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

**24. LAWS GOVERNING THE CONTRACT & JURISDICTION**

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Court within the city of Guwahati only.

**Proforma for Performance Statement**  
(For a period of last 3 years)

Name of firm .....

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Sl.	Name of the Product	Year	Quantity Supplied	Value	Name & full address of the Purchaser
1.					
2.					
3.					

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Signature and seal of the Bidder .....

**Note:- Copies of Purchase Orders executed for Government Organizations must be submitted along with the Annexure-I.**

## Technical Specifications, Quantity and Earnest Money Deposit Amount

Sl. No.	Name of Item	Total Quantity	EMD Amount	Location
1	Microscope Slides (ISI Marked) Confirming to BIS norms Length: 76mm +0 mm -1 mm Width: 26mm +0 mm -1 mm Thickness: 1.1 mm, + 0.1 mm, - 0.2 mm	30,00,000 Nos.	Rs. 86,000/-	For Guwahati

1. Bidder must affix court fee stamp of Rs.8.25 (Rupees Eight and Paise Twenty Five) only or IPO of Rs.10/- (For bidders located outside the state of Assam).
2. All the materials should be well packed and quantity must be mentioned outside the cover.
3. Bid security (EMD) to be furnished in favour of "State Health Society-NVBDCP, Assam".
4. **EMD in shape of NSC/KVP shall not be accepted.**

**ANNUAL TURNOVER STATEMENT OF THE MNUFACTURER**

The Annual Turnover of M/s \_\_\_\_\_ for the past three financial years certified that the statements are true and correct.

<b>Sl No.</b>	<b>Financial Year</b>	<b>Turnover (Rs) in Lakhs</b>
1.	2012-13	
2.	2013-14	
3.	2014-15	
Total -		Rs. _____ Lakhs
Avg. turnover per annum -		Rs. _____ Lakhs

Date :

Seal :

Signature of Auditor /  
Chartered Accountant  
(Name in Capital Letters)

**ANNUAL TURNOVER STATEMENT OF THE AUTHORIZED DEALER/DISTRIBUTOR**

The Annual Turnover of M/s \_\_\_\_\_ for the past three financial years certified that the statement is true and correct.

Sl No.	Financial Year	Turnover (Rs) in Lakhs
1.	2012-13	
2.	2013-14	
3.	2014-15	
Total		- Rs. _____ Lakhs
Avg. turnover per annum		- Rs. _____ Lakhs

Date :

Seal

Signature of Auditor /  
Chartered Accountant  
(Name in Capital Letters)

**UNDERTAKING**  
**(To be submitted by the Bidder)**

To

Joint Director of Health Services (M) cum  
SPO, NVBDCP, Assam

Ref. : Tender ref. No.

Sub. : For supply of Microscope Slides.

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of three years from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office of .....to rate contract ..... The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than any controlled price or the MRP/ prevailing market rate.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of ..... (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
4. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
5. We hereby undertake to pay the **penalty** as per the terms and conditions of the contract for delayed supply of the ordered items.
6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have



been over-paid; the amount so found shall be refunded by me/us.

7. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

SEAL :

**UNDERTAKING ON FRAUD & CORRUPTION**

We M/s ..... do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of ..... under tender reference no ..... dated ..... we shall strictly observe the laws against fraud and corruption in force in the country.

Signature of Proprietor/Partner/Director

Designation :

Seal :

**NAME OF THE PURCHASER :**

The Joint Director of Health Services (Malaria) cum State Programme Officer,  
National Vector Borne Disease Control Programme,  
Saikia Commercial Complex, Sri Nagar Path,  
G.S. Road, Guwahati-781005, Assam.

**AGREED TERMS & CONDITIONS**

Tender No. .... Date .....

**A. Details of Bidder**

Bidder Name:

Offer Ref :

Telephone No :

Fax No :

Contact Person:

Signature:

E-mail:

**B. Definitions**

1. "Purchaser" means ..... or his authorized representative.
2. "Bidder" or "Participant" means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
3. "Vendor" or "Supplier" means a person or firm or company, to whom the order is addressed for supply of goods and /or services.
4. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

**NOTE: The questionnaire below must be duly filled in and should be enclosed with Bid. Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.**

<b>Sl. No.</b>	<b>Description</b>	<b><u>Vendor's Confirmation (YES/NO)</u></b>
	<b>C. Technical</b>	
1.	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document. Confirm That the quality will be as per technical requirements.	
3.	In case of deviations, confirm that the same have been highlighted separately.	
4.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
5.	Confirm that all certificates/ documents furnished.	
6.	Confirm that Earnest Money Deposit (EMD) as per bid document, for each schedule quoted, enclosed.	

	<b>D. Commercial</b>	
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or rejection of offer.	
2.	Confirm that the quoted price includes packing & forwarding (P&F) all duties & taxes viz. Excise Duty, Sales Tax/VAT, freight, Insurance, installation & commissioning at site.	
3	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
4	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by you.	
5	If clause 4 above is not acceptable, advice maximum possible rate of ED chargeable; this shall be loaded to your price.	
6	Confirm that in case of delay on your account any new or additional duties and taxes are imposed after the contractual delivery date shall be to your account. This will be in addition to Price Reduction for Delay in Delivery.	
7	Confirm acceptance of Price Reduction Schedule for delay in delivery @ 0.5% of delayed value of goods per week of delay or part thereof subject to maximum of 10% of the total order value.	
8	Confirm acceptance of Delivery Period as indicated under clause 16.c of the bid document.	
9	Confirm acceptance of relevant payment terms specified in the bid document.	
10	It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the bid document.	
11	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
12	Confirm that the prices quoted are not higher in any respect than MRP.	
13	Packing / forwarding, transportation, loading/ unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement. Please confirm compliance.	
14	Confirm that security deposit of 5 % of the total order value in the form of a Bank Guarantee from a nationalized Bank shall be furnished, which will be valid for a period of 12 months from the date of order.	
15	Confirm acceptance of Part Order.	
16	Confirm acceptance of Repeat order within 24 months from the date of basic order at same price and terms & conditions.	

17	Confirm that the batch No., manufacturing date and expiry date will be declared and written in the body of the boxes/cartons. Also confirm that such materials will be dispatched within 30 days from the date manufacture.	
18	It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
19	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
20	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with a supply order, during execution of the order, without resorting to any fraud, corruption and/or coercion.	
21	Confirm that the offer shall be valid for a period of 90 (Ninety) days from the date of bid opening.	
22	Confirm that you organization/company is not a blacklisted organization/company by any Govt. organization.	

**SIGNATURE**

:

**Seal :**

**PRICE BID**

Tender Ref. No:..... Date.....

**SCHEDULE OF RATES**

Sl. No.	Name of Item with Specification	Price per Unit (1 Unit = Packet of 50 Microscope Slides)	Tax/VAT	Others, if any	Total landed cost per unit (Including all Taxes) in INR
1	2	3	4	5	6 (3+4+5)
1	Microscope Slides (ISI Marked) Confirming to BIS norms Length: 76mm +0 mm -1 mm Width: 26mm +0 mm -1 mm Thickness: 1.1 mm, + 0.1 mm, - 0.2 mm				

Signature :

Seal :

**CHECK LIST**

<b>Sl.</b>	<b>Cover A</b>	<b>YES</b>	<b>NO</b>
1	Rs.8.25/- Court Fee Stamp affixed/IPO of Rs.10/- for bidders outside Assam.		
2	EMD in the form of DD/Bank Guarantee submitted.		
3	Documentary evidence for the Constitution of the company/concern firm.		
4	Attested photocopy of Manufacturing License issued by the Licensing Authority for the product quoted. (Dealer/distributor also need to submit)		
5	Attested/notarized copy of trade license & VAT registration certificate issued by component authority.		
6.	Attested/notarized copy of valid BIS certificate issued by component authority.		
7.	Power of Attorney, resolution of Board etc., authorizing an officer of the bidding firm to sign the tender documents.		
8.	Detailed specifications & dimensions of Microscope Slides along with catalogue.		
9.	Duly filled & signed format as Annexure-I		
10.	Duly filled & signed format as Annexure-II		
11	Duly filled & signed format as Annexure-II-A & B		
12	Duly filled & signed format as Annexure-III		
13	Duly filled & signed format as Annexure-IV		
14	Duly filled & signed format as Annexure-V		
15	Duly filled & signed format as Annexure-VI		
16	Duly filled & signed format as Annexure-VII		
17	Duly filled & signed format as Annexure-VIII		
18	Duly filled & signed format as Annexure-X		
19	Duly filled & signed format as Annexure-XI		
20	Duly filled & signed format as Annexure-XII		
21	Duly filled & signed format as Annexure-XIII		
22	Duly filled & signed format as Annexure-XIV		
23	Signature and seal on each page of Tender Document		
24	Sample of Microscope Slides (01 Packet)		
<b>Sl</b>	<b>Cover B</b>	<b>YES</b>	<b>NO</b>
1.	Price Bid as per Annexure- VI submitted in a sealed cover.		

**Declaration on Manufacturing Facilities**

(To be filled in & signed by the manufacturer)

**Tender No.** \_\_\_\_\_

**Dated : 00/00/2016**

For supply of Microscope Slides

1. Name of the Manufacturer :
2. Full Postal Address :
3. Telephone No. /Fax No. :
4. Email address :
5. Date of inception of business :
6. Registration no. & Date :
7. Issued by :
8. Valid till :
9. Details of manufacturing activity & item wise capacity :
12. Name of Govt. Departments/ Pvt. Institutions to which the bidder already supplied the items with quantity value and supply period : As per enclosure
18. Has the bidder ever been black listed by any govt. agency? If yes, give details. :
14. Are any cases pending in the court related to any supplies? If yes, give details :
15. Does the firm have the adequate facilities for Inspection and quality control? Please give details :

I, \_\_\_\_\_ Prop./partner/Director of M/s  
\_\_\_\_\_ Hereby declare that the information given in this form is true and correct to the best of my knowledge & belief. I/we agree to the tender Inviting Authority forfeiting the Earnest Money Deposit and/or Performance Security Deposit and blacklisting us for a period of 5



years, if any information furnished by us is proved to be false at the time of inspection and non - compliance with terms and conditions of the contract. I offer to supply the items mentioned in the schedule (enclosed in price bid) at the rates quoted therein.

I agree to hold this offer for two years after finalization of rate contract.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE MANUFACTURER :

★ The details of manufacturing unit shall be for the premises where items quoted are actually manufactured.

**Form of Contract Agreement**

THIS CONTRACT AGREEMENT is made

This ..... day of month..... year.....

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements ( including Technical Specifications)
  - (e) The Supplier’s bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award
  - (g) [Add here: **any other documents**]
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

**For and on behalf of the Purchaser**

Signed: \_\_\_\_\_  
In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

**For and on behalf of the supplier**

Signed: \_\_\_\_\_  
In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

**MANUFACTURER’S AUTHORIZATION CERTIFICATE**

The Joint Director of Health Services (Malaria) cum State Programme Officer,  
National Vector Borne Disease Control Programme,  
Saikia Commercial Complex, Sri Nagar Path,  
G.S. Road, Guwahati-781005, Assam.

**Subject : Authorization for participation in the tender for quoting our products for products as per tender requirements.**

Ref : Tender ref. No.

DATED:

Dear Sir,

We M/s \_\_\_\_\_ who are established and reputed Indian manufacturer of \_\_\_\_\_ having factory at \_\_\_\_\_ and/company’s registered office at \_\_\_\_\_ (Full address, Phone/Fax/E-mail Address etc.) having valid BIS License No. \_\_\_\_\_ valid up to \_\_\_\_\_ do hereby authorize M/s \_\_\_\_\_ (Full address, Phone/Fax/E-mail Address etc.) to submit the bid and subsequently negotiate and sign the rate contract with the Tender Inviting Authority against above referred tender for Microscope Slides.

WE hereby extend our full guarantee & warranty as per specification/requirement for supply, terms & conditions of the above tender offered by the above dealer/distributors against this tender.

Thanking you,

Yours faithfully,

For \_\_\_\_\_

Name & Designation of the Signatory

(Manufacturer)

(Above authorization shall be submitted on letter head of manufacturer and duly notarized)

**CERTIFICATE OF SALE TAX VERIFICATION TO BE PRODUCED BY AN APPLICANT**

**(To be filled by the applicant)**

1. Name or style in which the applicant is assessed or assessable to Sales Tax Addresses or assessment .....
2. a) Name and Address of all companies, firms or associations or persons in which the applicant is interested in his individual or fiduciary capacity .....
- b) Places of business of the applicant (All places of business should be mentioned) .....
3. The districts, taluks and divisions in which the applicant is assessed to Sales Tax (All the places of business should be furnished). .....
4. a. Total contract amount in the preceding three years.
  - i)
  - ii)
  - iii)
- b. Particulars of Sales Tax for the preceding three years.

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<b>Year</b>	<b>Total T.O. be Assessed Rs.</b>	<b>Total Tax Assessed Rs.</b>	<b>Total Tax paid Rs.</b>	<b>Balance Due Rs.</b>	<b>Reason for Balance Rs.</b>
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- c. If there has been no assessment in any year, whether returns were submitted any, if there were, the division in which the returns were sent.
- d. Whether any penal action or proceeding for the recovery of Sales Tax is pending.
- e. The name and address of Branches if any.

I declare that the above mentioned information is correct and complete to the best of my knowledge and belief.

SIGNATURE :  
NAME & DESIGNATION :  
DATE :  
NAME & ADDRESS OF THE FIRM :

Tender No.

**ITEM QUOTED WITH NAME OF MANUFACTURER**

<b>Sl. No.</b>	<b>Name of items with specification</b>	<b>Quantity in Box</b>	<b>Name of Manufacturer</b>	<b>Price quoted/not quoted</b>
1	Microscope Slide (Micro-slide)	Box of 50 nos. Slides		

**INFORMATION TO BE PROVIDE BY THE TENDERER (AS A DEALER/DISTRIBUTOR)**

1. Name of the tenderer \_\_\_\_\_
2. Name of the manufacturer of whom authorization given \_\_\_\_\_
3. Manufacturer authorization as per Annexure X \_\_\_\_\_ (Yes/No)
4. Office Address \_\_\_\_\_ Tel. No. \_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
E-mail \_\_\_\_\_ Fax No. \_\_\_\_\_
5. Name of contact person with Telephone No./Mobile No. & Address  
\_\_\_\_\_
6. Whether unit is Limited/Pvt. Ltd./Proprietary Firm/Partnership firm  
\_\_\_\_\_
7. In case of partnership/public ltd. Unit then Power of Attorney \_\_\_\_\_
8. Trade License No. \_\_\_\_\_ valid up to \_\_\_\_\_ (Date)
9. VAT/CST No. of tendering Unit (If applicable)

Sign of Proprietor/Partner/  
Authorized Person  
Seal of the Unit

**Note : If tenderer is participating as a dealer/distributor then he will provide all the information in annexure VIII & X related to their manufacturer and authorization.**

**PERFORMANCE STATEMENT (For the Bidder)**

Tender No.:

<b>Sl. No.</b>	<b>Name of the product (Surgicals)</b>	<b>Year</b>	<b>Quantity Supplied</b>	<b>Value</b>	<b>Name and full address of the purchaser</b>
	1	2	3	4	5
1					
2					
3					

(Please use additional sheets if required)

**SIGNATURE** :

**NAME & DESIGNATION** :

**DATE** :

**NAME & ADDRESS OF THE FIRM** :