

**CENTRAL PROCUREMENT AGENCY**

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**TENDER ENQUIRY DOCUMENT**

**FOR PROCUREMENT OF MISC ITEMS FOR  
H1N1 MANAGEMENT**

BY

**CENTRAL PROCUREMENT AGENCY**

UNDER

**DIRECTORATE OF HEALTH SERVICES**

**GOVT OF NCT OF DELHI**

**TENDER NO. 1528**

**Central Procurement Agency:**

F-17, SWASTHYA SEWA NIDESHALAYA BHAWAN

KARKARDOOMA, DELHI-110032

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## CENTRAL PROCUREMENT AGENCY

### Directorate of Health Services, GNCTD F-17, KARKARDOOMA, DELHI-110032, GNCTD

Central Procurement Agency is the nodal agency for procurement of all items required by health facilities under GNCTD.

CPA invites bids from interested bidders at e-procurement site of Govt. of NCT of Delhi (<https://govtprocurement.delhi.gov.in>) for procurement of items given in annexure-L.

The details of terms and condition of this bid invitation are as under:

**This is a limited tender enquiry.**

#### **Bidder's eligibility:**

Firms intending to participate in the tender (hereafter called bidders) should first ensure that they fulfil all the eligibility criteria given as under:

- 2.1 Should be a licensed Indian manufacturer / importer or their authorized distributor, ready to supply the tendered quantity, if awarded.
  - a. For Drug items – should have license from respective Drug authority..
  - b. For Non Drug items : (i) Indian manufacturers should have license from Director of Industries, Min of commerce or NSIC.A manufacturer/importer can authorize only one distributor for a particular item. However a distributor can have authorization from multiple manufacturers.  
To be an authorised distributor of a manufacturer, it should have an authorisation letter from the manufacturer and a Memorandum of Understanding(MOU) to deal in its products.  
  
A manufacturer can submit his bid directly and supply through a local distributor (registered with DVAT) also.
- 2.2 Should have manufacturing & marketing experience (marketing experience, if an importer) of last two years for the product quoted.
- 2.3 Should not be under conviction for manufacturing/supplying sub-standard drugs/items or on any other grounds under Drugs & Cosmetics Act or rules framed there under. The firm / company / corporation and any of its Directors/ Proprietor/ Partner/ authorized signatories should not be convicted / or a criminal case filed against or pending in any court of India by any department of the government under Prevention of Corruption Act or for cheating / defrauding government / embezzlement of government fund or for any criminal conspiracy in the said matter. This shall be applicable to manufacturer/importer and distributor together irrespective of bidder status.
- 2.4 Should not be currently blacklisted, debarred or deregistered for forgery, misrepresentation or supplying "Not of Standard Quality" product(s) for which the bid is being submitted, by any govt. /autonomous body/ institution, hospital in India. This shall be applicable to manufacturer/importer and distributor together irrespective of bidder status.
- 2.5 Be ready to supply item(s) as per the specification given in the tender document, and not their substitute.
- 2.6 Should submit required EMD in prescribed form unless exempted by any Govt. order.
- 2.7 Should be willing to supply goods with sale invoice issued in Delhi. The bidder or its local

supplier shall need to be registered subsequent to signing of agreement, with the Delhi VAT Department, if not yet registered, and submit a valid TAX Identification Number issued by Delhi VAT **with the invoices at the time of supply. Payment for the goods supplied shall be made to the bidder or its authorised distributor supplying the goods.**

**3.  
Documents  
Comprising  
the Bid**

3.1. EMD of Rs.100000/- in form of FDR or Bank Guarantee favouring Director Health Services, GNCTD, from any Indian Commercial bank and valid for 6 months from tender publication date, for each items or Rs 400000/- for all items shall be sent to the address of Tender Inviting Authority by speedpost, before the due date and time mentioned above. Tender Inviting Authority (TIA) will not be responsible in any way for postal delay. A bidder may choose to submit this physically in an envelope containing the EMD duly superscripted with the tender no., bidder details, in the tender box specially kept for this purpose in the office of TIA at 5<sup>th</sup> Floor, CPA, DHS, F-17, Karkardooma, Delhi-110032, GNCTD on the day of the opening of the tender, before the **date and time of opening of bids.**

3.2 The Bidder should submit (upload) the following documents via e-tender as part of technical bid. **(All the documents submitted should be self attested and stamped by the Bidder before scanning and named before uploading at the e-procurement site. Original documents may be required to be produced when demanded).**

3.2.1 Earnest Money Deposit, from manufacturer/importer/authorised distributor. Scanned copy shall be uploaded, original to be deposited, as detailed above. (to be named **EMD**)

3.2.2 Registration certificate: with Registrar of Company under Company Act / proprietorship certificate / partnership deed along with details as Annexure M, in r/o manufacturer/importer (to be named **REG**)

3.2.3 A valid Drug License (wherever applicable) issued by the Licensing authority concerned, for the tendered item conforming to the relevant Pharmacopeia/ specification for the item, valid on the date of tender opening. For drug items, this shall be of both manufacturer/importer as well as distributor.

For non drug items, license of the manufacturer from Director of Industries/ Min of commerce or NSIC should be enclosed. For imported items IEC (Import Export Code) and bill of entry for the quoted products needs to be submitted. (To be named **LIC**)

3.3.4 The instruments such as power of attorney, resolution of board etc., authorizing an officer of the Bidder **and verifying his signature, duly signed by the Authorized signatory of the Company/Firm** along with any govt issued photo-identity document of the authorised signatory like, passport, driving license, Aadhar card etc. Only such authorized officer of the Bidder should sign the tender documents and **digitally sign the tender document at the time of uploading. If others digital signature has been used it should be duly authorised. Any bid uploaded by an unauthorised digital signature is liable to be rejected.** (to be named **AUT**)

3.3.5 Manufacturing & Marketing experience of manufacturer and marketing experience of importer for last two years, issued by its statutory auditor(chartered accountant), for the product(s) quoted.(to be named **MKT**)

3.3.6 For items covered under Drug & Cosmetic Act, a Non-conviction Certificate issued to

**both** manufacturer/importer and distributor, by the Licensing Authority within 12 months prior to the date of publishing of tender document or after the publishing, certifying that the firm/company is not currently convicted.(to be named **NCC**)

3.3.7 **Existing** VAT/ Sales tax registration certificate of manufacturer/importer/authorised distributor (to be named **VAT**)

3.3.8 Undertaking (as in the proforma given in **Annexure-U**), to be submitted both by manufacturer/importer **and** its distributor. (to be named **UND**)

3.3.9 deleted

3.3.10 Deleted

3.3.11 BIS, FDA, CE certificates etc where ever applicable.(to be named **CER**)

3.3.12 Distributor Authorisation Certificate **and** MOU between manufacturer /importer and distributor(**DIS**)

3.3.13 Bidders should submit samples of the item quoted for technical evaluation to CPA, Directorate of Health Services, F-17, Karkardooma, New Delhi-32 on or before the last date and time of submission of the bid.

**Two samples for each item** along with product catalogue should be packed and sealed **separately** with a tag containing name of the bidder, tender enquiry no., item code no. and submitted to CPA. The details may be written on the item packing with indelible ink. If there are different sizes of an item as different codes, sample may be submitted for any one size (code). For items costing more than Rs.5000/- per unit, only one unit or brochure needs to be submitted. Costly items shall be returned to the bidder or adjusted with the supply after finalization of the tender. Wherever required, brochure should accompany the samples. CPA shall issue a receipt of the submission of the samples

If a bidder does not find a slot for uploading a document at e-procurement site, it can submit it in any other slot along with other documents.

**It is the duty of distributor, if the bid is submitted by an authorised distributor, to verify that the manufacturer he represents qualifies the bidders eligibility criteria in respect of non conviction, blacklisting and criminal liability criteria. If at any time during evaluation or running of contract, it is detected that the manufacturer itself does not qualify or did not qualify at the time of bidding, the bid shall not be considered or if had been considered, then the contract of that item(s) terminated immediately and it shall be considered a concealment of fact on the part of the bidder with penalty of forfeiture of EMD or performance security of that item(s).**

### 3.7. **PRICE BID**

3.7.1. The Bidder shall fill in the BOQ given at the eprocurement site as per the

**Annexure-R** for the items quoted.

3.7.2 The rate quoted in BOQ (**Annexure-R**) should be for a unit and for the given specification. The Bidder is not permitted to change/alter specification or unit size in the BOQ.

**Tender submission:**

Bids have to be submitted at the e-procurement site given above and no document is required to be submitted in physical form except EMD which shall have to be submitted on or before the date and time of submission of the bid.

**Bid Evaluation:-**

This is a short enquiry/ limited tender. The price bids of all the bidders who have submitted valid EMD shall be opened. The documents required for compliance of the bidder's eligibility then shall be checked. The lowest priced bid which complies with a required bidder's eligibility shall be considered L1 and qualified. Its rate shall be presented before Special Purchase Committee (SPC) for evaluation. For this the documents uploaded only at the e-procurement site shall be considered and no other documents shall be admissible later on. However clarification regarding any of the uploaded documents may be sought from the bidder if required. All bidders are requested to upload documents complete with enclosure/attachement/annexure.

**Terms of Supply & Payments:**

Items may have to be supplied to DHS central store, F17, Karkardooma, Delhi and as per the specification given in this bid document. The quantity asked in the tender document may increase as per actual consumption.

Each batch of supply may be got tested by CPA in any of the empanel lab for quality analysis, the payment of which shall be borne by supplier. The rate of testing a sample can be ascertained from CPA. Vaccines are not tested, if there is a report from Govt Lab, Kasauli. Supplier has to submit an in-house test report with the consignment for the supplied item.

It shall be stamped "DELHI GOVT SUPPLY, NOT FOR SALE" with indelible ink on each unit wherever practically possible.

25% of the order is to be supplied within 7 days of issue of supply order, rest within 20 days of the issue of supply order, otherwise a penalty of 0.5 % per day subject to maximum of 15%. The payment shall be made within 45 days, preferably 30 days, of the receipt of goods as per terms and condition of the bid. Bills in triplicate shall be made in favour of CPA-DHS, Delhi.

**Penalty**

EMD shall be forfeited if a bidder withdraws from the bid or fails to supply the ordered item within the delivery period.

**Price Bid:**

It shall be submitted on line, in the BOQ provided at e-procurement site.

Rate quoted shall be inclusive of vat, octroi, packing, cartage, delivery etc.

CPA shall not pay any amount over and above the quoted rate, the quoted price which shall not be more than MRP of that item.

Format of BG for EMD:

**BANK GUARANTEE FORMAT FOR FURNISHING EMD**

Whereas .....  
(hereinafter called the "tenderer") has submitted their offer  
dated..... for the supply of  
.....  
(hereinafter called the "tender") against the purchaser's tender  
enquiry No. .... KNOW ALL MEN by these presents that WE  
..... of ..... having our  
registered office at ..... are bound unto  
..... (hereinafter called the "Purchaser) in the sum of  
..... for which payment will and  
truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these  
presents. Sealed with the Common Seal of the said Bank this..... day of .....20.....

THE CONDITIONS OF THIS OBLIGATION ARE:

- (1) If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
- (2) If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
  - a) If the tenderer 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 Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser 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 upto 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.

.....  
(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

\_\_\_\_\_

On Rs100 Stamp Paper

**UNDERTAKING**

I ..... S/o ..... resident of  
.....do solemnly affirm:-

That I am the Director/proprietor / partner/authorized signatory (tick the appropriate one) of  
M/s. ....situated at .....

That my/our firm/company/corporation has participated in tender no. \_\_\_\_\_ of  
CPA, Directorate of Health Services, NCT of Delhi, Karkardooma, Delhi -110032 and I am  
executing this Undertaking for myself and on behalf of my/our firm/company/corporation.

That our firm / company / corporation or its Directors / Proprietor / Partner / authorized  
signatories including the authorised distributor through which supply shall be made to CPA,  
has not been convicted / or a criminal case filed against us or pending in any court of India  
by any department of the government under Prevention of Corruption Act or for cheating /  
defrauding government / embezzlement of government fund or for any criminal conspiracy in  
the said matters.

That our firm/company/corporation/authorised distributor through which supply shall be  
made to CPA is not be currently under conviction for manufacturing/supplying sub-standard  
drugs or on any other grounds under Drugs & Cosmetics Act or rules framed there under

That I have read the terms and conditions of the tender and I agree to abide by these terms  
and conditions and other guidelines issued in this regard. I fulfil the prescribed bidder  
eligibility criteria and have submitted bid for item(s) as specified in the tender document and  
have not quoted for a substitute item.

That the information given by me in this tender form is true and correct to the best of my  
knowledge and belief and the rates quoted are not higher than the rates quoted to other  
Govt. / Semi Govt. / Autonomous / Public Sector Hospitals / Institutions / Organisations  
situated in Delhi in the same financial year.





## Annexure L

List of items with specification:

S. No.	Name Item	Specifications	Item Code	Units required
1.1	Tissue Paper	2 ply Soft paper (Size 30 * 30CM) packed in packet of 5 Company should be ISO certified.	H1N1 Misc05A	12.5 lac. No.s
1.2	Tissue Paper	2 ply Soft paper (Size 30 * 30CM) packed in packet of 10 Company should be ISO certified.	H1N1 Misc05B	12.5 lac. No.s
1.3	Tissue Paper	2 ply Soft paper (Size 30 * 30CM) packed in packet of 50 Company should be ISO certified.	H1N1 Misc05C	10 lac. No.s
2	Soap	1.Should contain triclosan, triclocarban and chloro xylenol along with tetrea sodium EDTA. 2. Should be antibacterial. 3. It should form a good lather with effective cleaning property. 4. Should be 15 gms packing.	H1N1 Misc06	100000
3	Dustbin	<p><b>Features of the Dustbin:</b></p> <ul style="list-style-type: none"> <li>• Durable</li> <li>• Resistant to damage and decay by micro-organism</li> <li>• Does not hold up the escalation of bacteria or mold</li> <li>• Reduces frequent cleaning</li> <li>• Colour should be black only</li> <li>• Easy to lift, transportable and install</li> <li>• Foot paddle operated.</li> <li>• Smooth, noiseless opening and closing of the top cover.</li> </ul> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• Size: 50 ltr Capacity</li> <li>• Material: Fibre Glass</li> <li>• Type: Garbage Can Mould</li> <li>• Advantages: Water-Proof And Fire Resistance</li> </ul>	H1N1 Misc06	25000
4	Canopy	<p><b>Custom Printed Promotional Canopy Tents</b> which are easy to setup/erect and dismantle. Should be light weight and with individual bag for easy transportation. Should accomodates 2 persons inside. <i>Designing and printing in multicolour should be free of cost.</i></p> <p><b>Size :</b> 6ft x 6ft x 7ft (Height)</p> <p><b>Frame :</b> Steel Powder Coated pipe (25 guage)</p> <p><b>Cover :</b> Tentron (waterproof) allo-over material, Pasted and stitched with 300gsm Flex with custom design printing/Branding.</p> <p>With Individual Carry Bag.</p>	H1N1 Misc07	1000

NOTE: REFER THE BELOW MENTIONED PICTURE FOR DESIGN :



The photograph is actually indicating the design only.

5	<b>Public Address System Battery Operated</b>	<p>Rated Power Output 30 watts Max SPL @ Rated Power 109 dB @ 2 meter Frequency Response 100 Hz – 15 kHz +/- 3dB Speaker Type 4.5 inch neodymium woofer Battery Type 10 'AA' alkaline Dimensions (HWD) 5.5 x 5.5 x 6.5" / 13.9 x 13.9 x 16.5 cm Weight 3.0 lbs / 1.36 Kg Line Out line level, 3.5 mm Inputs Line line level, 3.5 mm Powered Mic Lo-Z phantom power, 3.5 mm jack Mic Lo-Z, 1/4" phone.</p> <p>RC-30 – Recharge Kit, Battery Type 10 'AA' size, NiMH 2.5 AH Charger AC-30 AC-30 Input 120 VAC, 60Hz, 24 watts max AC-30/220 Input 220 VAC, 50Hz, 10 watts max Shipping Weight 2.1 lbs / 1.0 Kg.</p>	H1N1Misc08	1000
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