



BID DOCUMENT

FOR

SUPPLY OF MEDICINE KITS

UNDER ICDS

TO

THE DEPARTMENT

OF

SOCIAL WELFARE AND SOCIAL EDUCATION

GOVERNMENT OF TRIPURA



Directorate of Social Welfare & Social Education
Malancha, Ujan Abhoynagar, Agartala, Tripura, Pin-799005



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

Index

Section	Particulars	Page No.
Section I	Bid Data Sheet	P 3
Section II	Notice Inviting e-Tender	P 4
Section III	Scope of Work, Methodology and Deliverables	P 5-7
Section IV	Information to Bidders	P 8-12
Section V	Technical Specifications	P 13-14
Section VI	General Conditions of the Contract	P 15-17
Section VII	Instruction to Bidders	P 18-19

Annexure	Particulars	Page No.
Annexure I	Tender form for supply of Medicine Kits (Pre Qualification Bid)	P 20
Annexure II	Checklist of the documents to be attached with tender form	P 21
Annexure III	Financial Bid (BoQ)	P 22



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

Section I

BID DATA SHEET

1	e-Tender Inviting Authority	Director, Social Welfare & Social Education, Govt. of Tripura.
2	Name of the Work	Supply of 9911 (Nine Thousand Nine Hundred Eleven) Medicine Kits under Integrated Child Development Services (ICDS) Scheme for use in Anganwadi Centres in the State of Tripura.
3	e-Tender Reference ID	No.F.1(3-22)-ICDS/SWE/2015
4	Date of publishing of e-Tender	20.02.21
5	Seek clarification end date	28.02.21 at 12.30pm
6	Date of Pre-bid meeting (Virtual/Online)	02.03.21 at 12.30 pm
7	Clarification/Corrigendum to be uploaded on the portal	05.03.21
8	Last date of submission of e-Tender (both technical & financial)	22.03.21 by 5.00 pm
9	Tender Fee	Rs.2000/- (Rupees Two Thousand) only
10	Earnest Money Deposit (EMD)	Rs.300000/- (Rupees Three Lakh) only
11	Time and Date of Opening of Technical Bid(s)	23.03.21
12	Time and Date of Opening of Financial Bid(s)	Will be intimated to the qualified bidders separately.
13	Bid Validity	180 days from the date of publishing of the tender
14	Contract Period	180 days from the date of Award of Contract (AoC)

NB:

- (i) *All the above mentioned time are as per clock time of e-procurement portal <https://tripuratenders.gov.in>
- (ii) The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

Section II



Government of Tripura
Department of Social Welfare and Social Education
Malancha, Ujan Abhoynagar, Agartala, Tripura
Website: <http://socialwelfare.tripura.gov.in>

Phone: - 0381-2326033

e-mail:- icds.dswe@gmail.com

No.F.1(3-22)-ICDS/SWE/2015/

Dated, Agartala, 20-02-2021

Notice Inviting e-Tender

1. The Department of Social Welfare & Social Education Department, Government of Tripura invites Online Tenders through e-Procurement Portal of Government of Tripura (<https://tripuratenders.gov.in>) from bonafide, reputed Manufacturer/Authorized Distributor/Dealer/Registered Firm/Supplier for supply of 9911 (Nine Thousand Nine Hundred Eleven) Medicine Kits under Integrated Child Development Services (ICDS) Scheme containing the items as specified in **Section-V** for use in Anganwadi Centres in the State of Tripura as per the details below:-

Scope of work in brief	Tender Fee	EMD	Contract Period	Last Date of submission of e-Tender
Supply of 9911 (Nine Thousand Nine Hundred Eleven) Packaged Medicine Kits under Integrated Child Development Services (ICDS) Scheme for use in Anganwadi Centres in the State of Tripura.	Rs.2000/-	Rs. 300000/- (refundable)	180 days from the date of Award of Contract (AoC)	22.03.21 by 5.00 pm.

Detailed tender notice, schedules and tender documents can be obtained from <https://tripuratenders.gov.in>

The interested bidders are requested to download and to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely.

Eligible bidders shall participate in bidding only through website <https://tripuratenders.gov.in>.

The e-Procurement website will not allow any bidder to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of bids physically is not permitted.**

All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available only in the <https://tripuratenders.gov.in> portal.

Director
 Social Welfare and Social Education
 Government of Tripura.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

Section III

SCOPE OF WORK, METHODOLOGY AND DELIVERABLES

1. SCOPE OF WORK:

The Department of Social Welfare & Social Education Department, Government of Tripura invites online bids through e-Procurement Portal of Government of Tripura (<https://tripuratenders.gov.in>) from bonafide, reputed and experienced Manufacturer/Authorized Distributor/Dealer/Registered Firm/Supplier for supply of 9911 (Nine Thousand Nine Hundred Eleven) Medicine Kits under Integrated Child Development Services (ICDS) Scheme for use in Anganwadi Centres in the State of Tripura.

2. METHODOLOGY:

Supply of 9911 (Nine Thousand Nine Hundred Eleven) Medicine Kits containing the items as specified in Section-V for use in Anganwadi Centres through e-tender.

3. SCHEDULE FOR COMPLETION OF THE WORK:

The supply of 9911 (Nine Thousand Nine Hundred Eleven) Medicine Kits in all the offices (as indicated below) will be completed within **30 (Thirty)** days of issuing of AOC.

Sl. No.	Name & Address of Consignee	Quantity of Medicine Kits required
1	2	3
1	Office of the CDPO, Hezamara ICDS Project	183
2	Office of the CDPO, Mohanpur ICDS Project	343
3	Office of the CDPO, Mandai ICDS Project	178
4	Office of the CDPO, Jirania ICDS Project	351
5	Office of the CDPO, Dukli ICDS Project	204
6	Office of the CDPO, Ranirbazar NP ICDS Project	32
7	Office of the CDPO, Urban ICDS Project	254
8	Office of the CDPO, Agartala-2 ICDS Project	228
WEST TRIPURA DISTRICT		1773
9	Office of the CDPO, Khowai ICDS Project	188
10	Office of the CDPO, Tulasikhar ICDS Project	220
11	Office of the CDPO, Padmabil ICDS Project	167
12	Office of the CDPO, Kalyanpur ICDS Project	138
13	Office of the CDPO, Teliamura ICDS Project	157
14	Office of the CDPO, Mungiakami ICDS Project	98
15	Office of the CDPO, Khowai NP ICDS Project	34
16	Office of the CDPO, Teliamura NP ICDS Project	40
KHOWAI DISTRICT		1042
17	Office of the CDPO, Kanchanpur ICDS Project	365
18	Office of the CDPO, Damchherra ICDS Project	142
19	Office of the CDPO, Jampui Hills ICDS Project	61
20	Office of the CDPO, Kadamtala ICDS Project	319
21	Office of the CDPO, Panisagar ICDS Project	305

**Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura**

22	Office of the CDPO, Dharmanagar NP ICDS Project	65
NORTH TRIPURA DISTRICT		1257
23	Office of the CDPO, Jampuijala ICDS Project	262
24	Office of the CDPO, Boxnagar ICDS Project	159
25	Office of the CDPO, Kathalia ICDS Project	184
26	Office of the CDPO, Melagarh ICDS Project	279
27	Office of the CDPO, Bishalgarh ICDS Project	377
28	Office of the CDPO, Sonamura NP ICDS Project	22
SEPAHIJALA DISTRICT		1283
29	Office of the CDPO, Rupaichari ICDS Project	131
30	Office of the CDPO, Hrishyamukh ICDS Project	155
31	Office of the CDPO, Bagafa ICDS Project	207
32	Office of the CDPO, Rajnagar ICDS Project	266
33	Office of the CDPO, Satchand ICDS Project	289
34	Office of the CDPO, Jolaibari ICDS Project	185
35	Office of the CDPO, Sabroom NP ICDS Project	20
36	Office of the CDPO, Belonia NP ICDS Project	38
SOUTH TRIPURA DISTRICT		1291
37	Office of the CDPO, Matabari ICDS Project	290
38	Office of the CDPO, Kakraban ICDS Project	187
39	Office of the CDPO, Killa ICDS Project	145
40	Office of the CDPO, Ompi ICDS Project	171
41	Office of the CDPO, Karbook ICDS Project	272
42	Office of the CDPO, Amarapur ICDS Project	216
43	Office of the CDPO, Udaipur NP ICDS Project	21
44	Office of the CDPO, Amarapur NP ICDS Project	23
GOMATI DISTRICT		1325
45	Office of the CDPO, Pecharthal ICDS Project	131
46	Office of the CDPO, District HQ ICDS Project	125
47	Office of the CDPO, Gournagar ICDS Project	129
48	Office of the CDPO, Kumarghat ICDS Project	219
49	Office of the CDPO, Kailashahar NP ICDS Project	36
50	Office of the CDPO, Kumarghat NP ICDS Project	18
UNAKOTI DISTRICT		658
51	Office of the CDPO, Manu ICDS Project	291
52	Office of the CDPO, Chawmanu ICDS Project	152
53	Office of the CDPO, Dumburnagar ICDS Project	239
54	Office of the CDPO, Ambassa ICDS Project	231



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

55	Office of the CDPO, Salema ICDS Project	346
56	Office of the CDPO, Kamalpur NP ICDS Project	23
DHALAI DISTRICT		1282
GRAND TOTAL		9911

4. DELIVERABLES:

After completion of supply of 9911 (Nine Thousand Nine Hundred Eleven) Medicine Kits in all 56 (Fifty Six) Offices, the successful bidder has to submit original receipt duly signed by the Store-keeper/Official and countersigned by the CDPO of the concerned ICDS Project thereby indicating the number of Medicine Kits received by him/her in good condition to the Directorate of SW & SE.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

Section IV

INFORMATION TO BIDDERS

1. Availability of Tender Documents:

- 1.1. The tender documents will be available in the website <https://tripuratenders.gov.in> for download from 21.02.2021 at 10.00 am.
- 1.2. All future modification/Corrigendum shall be made available only in the <https://tripuratenders.gov.in> portal, so bidders are requested to get the update themselves from the e-Tender web portal.
- 1.3. The interested bidders are requested to download and to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely. **Downloaded DNIT has to be uploaded back after signing (ink sign) each page of the document as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT.**

2. Eligibility Criteria:

The bidder must have the following Eligibility Criteria and enclose the mentioned documentary proof in Technical Bid, failing which the bid shall not be considered for evaluation and will be summarily rejected-

Sl. No.	Criterion	Supporting Documents to be Submitted
1	No proposals will be accepted without Tender Fee and Earnest Money Deposit.	Bidder must submit their proposals and is required to pay Rs. 2000/- (Rupees Two Thousand) only as Tender Fee (non-refundable) and EMD (refundable, without any interest) of Rs. 300000/- (Rupees Three lakh) only electronically using the Online Payment Facility provided in the Portal.
2	The Bidder should have a valid drug License.	Self-attested copy of Valid drug License (renewed up to date)
3	The Bidder should have a valid PAN card, GST Certificate and must have filed its Income Tax Returns for the last 3(three) Financial Years (2017-18 to 2019-20)	Self-attested copy of PAN Card, GST Registration Certificate/Letter and Income Tax Return Statement duly certified by CA for last three years in a single file.
4	The average annual gross turnover of the bidder during the last three years shall not be less than Rs 3.00 crore; and the average annual turnover from the supply of medicine items shall not be less than 2 crores in the last three years. (2017-18 to 2019-20)	Self-attested copy of Annual Turnover Statement for the last 3 financial years certified by the Auditor/Chartered Accountant.
5	All the items offered should be Laboratory tested and conforming to the required quality standards and safety requirements.	Self-attested copy of Certificate obtained from NABL Accredited Laboratory certifying the items conform to required standard, should be attached with the sample of the medicine kit submitted for technical evaluation.
6	The Bidder should have work experience of supplying Medicine Kits / Medicines to the Central/State Governments/PSU etc. of Rs. 1.50 crore in the last three years (2017-18 to 2019-20)	Self-attested copy of Work Order/Supply Order/ Performance Certificates issued by the Central/State Governments/PSU



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

7	The bidder must submit sealed complete sample Medicine Kit to the O/o the Director, SW & SE, Govt. of Tripura before the closing date/time of submission of bid along with the certificate from the NABL Accredited Laboratory.	Sealed complete sample Medicine Kit with cover mentioning the name of the bidder, address along with the certificate from the NABL Accredited Laboratory.
---	---	---

3. Clarification of Tender Document / Pre-Bid Meeting:

- 3.1. A prospective bidder requiring any clarification of the Bid Documents shall submit query to the e-Tender Inviting Authority (e-TIA) online (email at- icds.dswe@gmail.com) before **Seek clarification end date** as mentioned in **Section I (Bid Data Sheet)** as per following format:

Name of the bidder:			
Address:			
Email:			
Contact Number:			
S. No.	Name and number of section / annexure / Pg. No. of tender	Query	Description of requested change

- 3.2. The e-TIA shall respond online to any request for clarification of the Bid Documents.
- 3.3. Besides, e-TIA shall hold a Pre-bid meeting with the prospective bidders at Pre-bid meeting date as mentioned in Section I (Bid Data Sheet). Queries received from the prospective bidders over email shall be addressed.
- 3.4. Any clarification issued by e-TIA in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of bid document which would be notified through a corrigendum.

4. Amendment of Tender Document:

The e-TIA shall reserve all the rights to make changes in the terms and condition or add new clauses in the tender notice by issuing Addendum/Corrigendum notice. All such future Addendum/Corrigendum, if issued, shall be made available only in the <https://tripuratenders.gov.in> portal. To give prospective bidders reasonable time to take an addendum into account in preparing bid, the e-TIA, if felt necessary, may extend the last date of submission of the bid.

5. Bid Validity Period:

- 5.1. The bid for the work shall remain valid for a period of 180 (one eighty) days from the publishing date of this e-Tender.
- 5.2. In exceptional circumstances, prior to expiry of the original time limit, the e-TIA may request the bidders to extend the period of validity for a specified additional period. Such request to the bidders shall be made in writing. A bidder may refuse the request without forfeiting his EMD. A bidder agreeing to the request will not be permitted to modify his bid, but will be required to extend the validity of his EMD for a period of the extension.

6. Bid Language:

Bid and all accompanying documents to be submitted by the bidder shall be in English.

7. Schedule of Submission of Bid:

- 7.1. Online submission of bids will commence on 06.03.2021 at 10.00 am and remain open up to 22.03.21 by 5.00 pm. Bids must be submitted within the Bid Submission start and end date and time specified in DNIT.
- 7.2. Bidders are allowed to bid 24x7 until the time of Bid Closing.
- 7.3. Director, Social Welfare and Social Education Department, Government of Tripura reserves the right to extend the date and time of receipt of Bids by issuing Corrigendum in which case all rights and obligation of the Department of Social Welfare and Social Education, Government of Tripura and Bidders will remain same as previously.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

7.4. The e-Procurement application <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.

8. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of the bid. The e-TIA, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

9. Contract Period:

The contract is to commence from the date of Award of Contract to the successful bidder and shall continue for 180 (one hundred eighty) days from the date of AoC, unless it is curtailed or terminated by the Director, Social Welfare and Social Education Department, Government of Tripura.

10. Tender Fee and Earnest Money Deposit (EMD):

- 10.1. The Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal.
- 10.2. EMD shall be forfeited if the bidder withdraws his bid during the period of tender validity.
- 10.3. EMD of the unsuccessful bidders will be returned to them at the earliest.
- 10.4. No interest will be paid to the bidders on EMD submitted.

11. Rates/ Prices:

- 11.1. The rates quoted shall remain firm during the period of contract.
- 11.2. The rates shall be quoted by the bidder entirely in Indian Rupees.
- 11.3. The prices quoted should be inclusive of all taxes (as per prevailing tax rates), transportation cost, delivery cost, packaging cost, insurance cost and all other incidental costs.

12. Mode of Submission of Bid:

- 12.1. The interested bidders may submit their online copy of the bid at <https://tripuratenders.gov.in> on or before last date of submission of Bid documents. The bidder(s) may note that ONLINE BIDS WILL ONLY be accepted. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.
- 12.2. The Bidder shall follow all the instructions given at **Section-VII (Instruction to Bidders)** for submission of online bid.
- 12.3. The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

13. Withdrawal of Bids:

Resubmission/Re-uploading of bid is allowed before the date and time of closing of the bid.

14. Bid Opening:

- 14.1. The Technical Bid(s) will be opened online in the portal as per the date and time mentioned at **Section-I (Bid Data Sheet)**.
- 14.2. In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the bid inviting authority on the day of opening, the e-tenders will be opened on the next working day at the same time.
- 14.3. Due to any technical issue/unavailability of internet connectivity the date and time of opening of online Technical Bid(s) may be differed until availability of connectivity/resolving the technical issue. Summary of Technical Bid opening shall be uploaded in the Portal.
- 14.4. Once the Technical Bid(s) accepted, the Financial Bids of the qualified Bidders (whose Technical Bids have been accepted) shall be opened online only, the date for which shall be communicated to the bidder through system generated Email/SMS.
- 14.5. In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

15. Evaluation of Technical & Financial Bid:

- 15.1. Technical & Financial bids will be evaluated by the Tender Evaluation Committee to be formed for the purpose by the Department of Social Welfare and Social Education, Government of Tripura.
- 15.2. The Tender Evaluation Committee shall evaluate the Technical Proposal as per the response to the DNIT and supporting documents/documentary evidence. In case of inability to submit requisite supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected. Technical bids received without payment of EMD/Tender fee will also be summarily rejected.
- 15.3. The technical sample of medicine kit shall be evaluated by the sample Scrutiny Committee as nominated by the Director, SW & SE, Govt. of Tripura, who will submit their report to Tender Evaluation Committee for their consideration.
- 15.4. Incomplete and conditional tenders will not be entertained.
- 15.5. The Tender Evaluation Committee may call upon any bidder for clarification on the statements and supporting documents/documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by the Tender Evaluation Committee. And in case of failure to do so the bidder may be considered disqualified.
- 15.6. The offer of the technically qualified bidder(s) shall be selected for opening of Financial Bid online only. The date of opening of Financial Bid(s) will be communicated to the concerned bidder through e-mail/information will be uploaded in the e-procurement portal.
- 15.7. Financial Bids (BoQ in excel file) of the technically qualified bidder(s) will be evaluated by the Bid Evaluation Committee and the committee will prepare an 'Evaluation Statement' considering all parameters as per conditions given in the bid document. Subsequently, 'Evaluation Statement' will be uploaded in the e-procurement portal for information to the bidders.
- 15.8. The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations and the decision of the Committee in the matter of evaluation of the bids shall be final and abiding.
- 15.9. The Tender Evaluation Committee reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.
- 15.10. In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

16. Award of Contract:

- 16.1. The Director, Social Welfare and Social Education Department, Government of Tripura will award or recommend to the Competent bid accepting authority for award of the contract to the bidder who is found Technically Qualified as per the bid conditions and whose Offer Rate is lowest (L1) after evaluation of Financial Bids submitted by the qualified bidders.
- 16.2. The bidder whose bid has been accepted will be notified the award of contract by any authorized official, prior to expiration of the bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter/e-mail.
- 16.3. The Director, SW & SE, Govt. of Tripura reserves the right to issue the supply order for reduced quantity of Medicine Kits subject to the availability of funds as per the bid price quoted by the bidder.
- 16.4. The bidder should appear before the tender inviting authority within 15 days after the bidder has been awarded with all the original copies of all the submitted documents and performance security obtained from a Nationalized Bank having Branch at Agartala with required validity period and sign an agreement in the form prescribed by the Department of Social Welfare and Social Education, Govt. of Tripura for due fulfilment of the contract.
- 16.5. Failure to attend the Directorate of Social Welfare and Social Education on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money deposited.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

- 16.6. The written agreement to be entered into, between the bidder and the Government shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the proper officer authorized to enter into contract on behalf of the Government.

17. Performance Security:

- 17.1. Successful bidder has to furnish "Performance Bank Guarantee" as per Performance Security for an amount equal to 5% of the total contract value, issued by a Nationalized Bank having Branch at Agartala favour of DDO, Directorate of Social Welfare and Social Education within 15 (fifteen) days from the issue of Award of Contract. The validity of Performance Bank Guarantee shall be one year (12 months) months from the date of issue of Award of Contract. Any request for time extension by a bidder will not be accepted.
- 17.2. The E-Tender Inviting Authority shall discharge its EMD upon submission of Performance Security and on receipt of a formal request letter from the bidder asking for such release.
- 17.3. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the security Deposit, part/whole (as per decision of Department of Social Welfare and Social Education, Government of Tripura), will be forfeited from the guarantor.
- 17.4. The Performance Security Bond will be discharged by the DDO, Directorate of Social Welfare and Social Education, Govt. of Tripura on completion of the successful execution of the task.

18. Corrupt or Fraudulent Practices:

The Government requires that the bidders / suppliers under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government

- (a) define for the purposes of the provision, the terms set forth below as follows:
- (i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution; and
 - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- (b) Will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) will blacklist / or debar an individual supplier/firm/organization, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.

19. Address for Communication:

All the communications with respect to the tender shall be addressed to: The Director, Social Welfare and Social Education Department, Government of Tripura, Ujan Abhoynagar, P.O. Abhoynagar, PIN-799005 (e-mail id- icds.dswe@gmail.com).

20. Right to Accept any Bid and to Reject any or all Bids:

Director, Social Welfare and Social Education Department, Government of Tripura reserves the right to accept or reject any Bid or all Bids and to cancel the bidding process/e-Tender, at any point of time, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

Section V

TECHNICAL SPECIFICATION

Technical Specification of the items to be supplied: supply of 9911 (Nine Thousand Nine Hundred Eleven) Medicine Kits under Integrated Child Development Services (ICDS) Scheme containing the items as specified below for use in Anganwadi Centres in the State of Tripura:-

Sl. No.	Name of items	Strength	Dosage Form	Quantity Required in one Unit Pack	Specification
1.	Paracetamol Tablet IP	500 mg	Tablets	50 strips per strip of 10 Tablets = 500 Tablets	500 mg / Tablet
2.	Paracetamol Syrup IP	125 mg/5 ml	Syrup	8 bottles per 60 ml bottle = 8 bottles	125 mg / 5 ml per 60 ml unbreakable bottle
3.	Benzyl Benzoate Application IP	25 % w/w	Lotion	500 ml x 1 bottle	500 ml Lotion to be packed in a blue HDPE bottle of 550 ml OFC with a label printed on 75 GSM + 5% Indian chromo art paper in 2 colours with 100 x 60 mm + 1 mm size
4.	Gentian Violet 2% w/v	2% w/v	Solution External Application	1 bottle x 100ml	100 ml solution packed in amber glass bottle UPS type-III with a rack size of 25 mm, with a OFC, 120 ml +/- 5 ml and sealed with a silver color ROPP cap 25 mm with a label printed on 75 +/- 5% GSM Indian chromo art paper in 2 colors with size 80 x 45 mm +/- 1 mm
5.	Povidone Iodine Ointment USP	5% w/w	Ointment for External Application	5 gm x 5 tubes	5 gm ointment packed in a Aluminum collapsible tube internally lacquered with a white HDPE cap with a piercing pointer inside. Tube to be printed 2 colours on white ground and such 5 tubes packed in a 300 +/- 5% GSM white duplex board printed in 2 colours.
6.	Absorbent 400 Cotton Roll of gms I.P		Absorbent Cotton	400 gm. x 2 rolls	Packing in rolls of 400 gm. of a continuous lap, with light weight paper running under the entire lap, folded over the edges rightly and evenly



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

					rolled enclosed and sealed in a well closed container. Each roll shall be legible marked with manufacture's name, month and year of manufacturer and it's weight and NOT STERILISED
7.	Cotton Bandage			5 cm x 5 mtrs X 1 dozen	Each bandage of 5 cm x 5 mtrs shall be made into rolls, neatly and securely wrapped with blue brown paper and glued leaving the ends uncovered. Such 12 rolls shall be securely wrapped in a draft paper and glues and again wrapped in a layer of 40 micron thick polythene film. Packet of bandage shall be legibly marked with manufacture's name, month and year of manufacturer, length (m). width (cm) and NOT STERILISED
8.	Digital Thermometer			1 pc per kit	<ul style="list-style-type: none"> • For oral and underarm use. • Environment friendly and light weight.
9.	CPR Resuscitator			6 pc per kit	Foldable & portable with one way valve
10.	Small Scissors (surgical)			1 pc per kit	6 inches straight dissecting scissors (blunt/sharp blades) made up of steel material.
11.	Adhesive Tape Roll			2 Rolls	Each tape roll having minimum size of 1 inch x 10 yards (2.5 cm x 9 m).
12.	Instruction booklet for safety and precautions			1 booklet per kit	

Note: - All items must be packed in non-toxic colored Plastic box. The box should be of superior quality to protect from prolonged sunlight.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

Section VI

GENERAL CONDITIONS OF THE CONTRACT

21. General Term & Conditions

The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency/Individual Supplier.

22. Terms of Payment:

- 22.1. The payment will be made only after submitting the final Bill in triplicate along with original receipt duly signed by the Store-keeper/Official and countersigned by the CDPO of the concerned ICDS Project indicating the number of Medicine Kits received by him/her in good condition on completion of supply of 9911 Medicine Kits in 56(Fifty Six) different destinations as mentioned in "SCHEDULE FOR COMPLETION OF THE WORK" of the bid document.
- 22.2. The quantity of Medicine Kits to be procured may increase or decrease.
- 22.3. The Supplier shall furnish a copy of test report of the batch of manufacture of items supplied, along with the bill.
- 22.4. No claim for interest in case of delayed payment will be entertained by the Department of Social Welfare and Social Education, Government of Tripura,
- 22.5. No advance payment shall be made including payments of handling charges/service charges/GST charges etc. under any circumstances to the bidder.
- 22.6. All remittance charges will be borne by the bidder.
- 22.7. In case the bidder fails to execute the contract, Director, Social Welfare and Social Education Department, Government of Tripura, shall have liberty to get it done through any other Supplier with full cost recoverable from the bidder in addition to damages and penalty.
- 22.8. Amount payable to the Bidder/ Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional /optional.
- 22.9. The bill in triplicate should be sent to the Directorate of Social Welfare and Social Education Department, Government of Tripura, for payment after submitting the final bill.

23. Tax deduction at source:

- 23.1. All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract. The Department of Social Welfare and Social Education, Government of Tripura shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments. The supplier shall furnish to the purchaser registration No. under works tax and PAN card (for TDS), as applicable.
- 23.2. If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Bidder or its employees in connection with performance of the Contract, an adjustment as per the terms of this DNIT shall be applicable and Contract Price shall be made to take into account any such change in such manner as prescribed herein the DNIT.

24. Annulment of Contract:

- 24.1. Failure of the successful bidder to comply with the requirement noted at **Section-III (Scope of Work)** or for violation of any other Clause of the e-tender document shall constitute sufficient



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

ground for the annulment of the award in part or full and forfeiture of the EMD or Performance Security in which event the e-TIA may make the award to any other bidder at the discretion of e-TIA or call for new bids.

24.2. The contracting agency will be bound by the details furnished to the Department of Social Welfare and Social Education, Government of Tripura, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Supplier liable for legal action besides termination of contract.

24.3. In case the firm fails to complete the task within stipulated time period, a suitable amount of penalty decided by Department of Social Welfare and Social Education, Government of Tripura, will be deducted from the performance security and action will be taken against the firm to recover suitable penalty.

24.4. In the event of breach /violation or contravention of any terms and conditions contained herein the Bidder/Supplier will be blacklisted in addition to termination of contract.

24.5. The e-TIA reserves the right to blacklist a bidder at his discretion for a suitable period in case he fails to honour his bid without sufficient grounds.

24.6. The Director of Social Welfare & Social Education, Government of Tripura reserves the right for rejection/cancellation of all or any of the tender, in part or full at any point of time without assigning any reasons.

24.7. Bidders submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry verbal or written shall be entertained in respect of acceptance/rejections of the tender.

25. Arbitration:

25.1. The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of Agartala only.

25.2. Disputes or differences between the e-TIA and the Bidder/Supplier, if any, arising under the contract, shall be referred to the arbitration of sole-arbitrator to be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Agartala and decision on the arbitrator shall be final and binding upon the parties hereto.

26. Force Majeure:

The Bidder/Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract if it is the result of an event of Force Majeure.

26.1. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the e-Tender Inviting Authority either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and freight embargoes.

26.2. If a Force Majeure situation arises, the Bidder/Supplier shall promptly notify the e-Tender Inviting Authority in writing of such conditions and the cause thereof. Unless otherwise directed by the e-Tender Inviting Authority in writing, the Bidder/Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.



27. OTHER CONDITIONS OF CONTRACT:

- 27.1 The Supplier shall furnish a copy of test report of the batch of manufacture of items supplied, along with the bill.
- 27.2 Drugs bearing expiry date be offered of the potency covering at least 75% Shelf Life before the expiry date of the drug at the time of supply. The labeled shelf life of all drugs supplied should be of not less than one and half years, except these drugs for which shelf life is less specified in Drugs and Cosmetics Act.



Section VII

INSTRUCTION TO BIDDERS

28. Instruction to Bidders:

- 28.1. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/Bidder/Supplier on the e-procurement/e-tender portal (<https://tripuratenders.gov.in>) is a prerequisite for e-tendering. For detailed instruction for online registration and submissions of bid through e-procurement module, the bidders are requested to visit the website <https://tripuratenders.gov.in>
- 28.2. Bidder shall download and carefully read all terms conditions and other contents of the DNIT. Downloaded DNIT has to be uploaded back after signing (ink signed) each page and further signing digitally during uploading as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT. Bidders to note that the very act of using DSC for uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the e-tender.
- 28.3. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the e-tender document. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the e-tenders. Bid documents should be scanned with 100 dpi with black and white option.
- 28.4. As a part of the Technical Bid, the bidder has to pay Tender Fee and EMD as prescribed.
- 28.5. Do not quote any rate in the BOQ screenshot (**Annexure - III**) / anywhere in DNIT. Bidder has to download the BOQ excel sheet from the e-procurement portal of Government of Tripura and quote the rate and upload the same in the Financial cover only.
- 28.6. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.
- 28.7. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- 28.8. The bidder shall bear all the costs associated with the preparation and submission of the bid. The e-TIA, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
- 28.9. The time settings fixed in the server side & displayed at the top of the e-tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- 28.10. Each bidder shall submit only one bid for the work. A bidder who submits more than one bid (May obtaining different user ID) will cause disqualification of all the bids submitted by the bidder.
- 28.11. Resubmission/Re-uploading of bid is allowed before the date and time of closing of the bid.

29. Documents to be Submitted Online:

- 29.1. E-Tenders are to be submitted in two folders, one in '**Technical Proposal (Cover-I)**' & the other is '**Financial Proposal (Cover-II)**' before the prescribed date & time. Both Technical Proposal and Financial Proposal will be submitted concurrently.
- 29.2. **Following Documents to uploaded in the 'Technical Proposal (Cover-I)' folder [Legible scan copy in PDF format (to be scanned in 100 dpi resolution)]:**
 - i. Self-attested copy of Registration Certificate/Incorporation certificate.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

- ii. Self-attested copy of valid drug License (renewed up to date) for the products as per Tender requirement duly approved by the Licensing Authority.
- iii. Self-attested copy of PAN Card and copies of Income Tax Return duly certified by CA for last three years and GST Registration Certificate/Letter in a single file.
- iv. Self-attested copy of Annual Turnover Statement for the last 3 financial years certified by the Auditor/Chartered Accountant.
- v. Self-attested copy of Certificate of conformity from NABL Accredited Laboratory for the items conforming to required specifications.
- vi. Self-attested copy of Work Completion/Performance Certificates of the Government Departments/Government Organizations in a single pdf file.
- vii. Signed and Stamped Copy of this DNIT as token of acceptance of all the terms & condition of the entire tender document [Take printout of the downloaded DNIT, put ink signature and stamp/seal on each page of the document, scan the document in PDF format and finally upload for submission].
- viii. Declaration of non spurious and substandard item for the quoted items.
- ix. Solvency Certificate issued by a Nationalized Bank certifying their financial soundness for any engagement up to a limit of Rs. 1.5 crore.
- x. Scanned copy of completely filled up information as per **Annexure-I, Annexure II** in a single pdf file. [Bidder shall take printout of **Annexure-I & Annexure II** and shall fill the necessary information & put ink signature with stamp/seal, and then scan them into a single PDF file. Finally those documents should be uploaded]

30. 'Financial Proposal (Cover-II)' should be submitted as per the Bill of Quantity (BoQ) in MS-Excel File.

- i. The bidders are requested to first download the BoQ file corresponding to this tender from the <https://tripuratenders.gov.in> and save it without changing the name of the file.
- ii. To quote the price, bidders are requested to open the downloaded BoQ file and enable macros on it.
- iii. After that they will get an area to quote their price and name of the Firm/Organization and save it **without changing the name of the BOQ file (bidders cannot allow to alter the name of BOQ file)** and upload the same online after digital signing.
- iv. Bidders are hereby requested not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and bids uploaded with Tampered BOQs will be summarily rejected.
- v. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.
- vi. The Unit Price should be quoted for supply of the item inclusive of GST & the costs of transportation up to the destinations i.e. ICDS Projects as mentioned in "SCHEDULE FOR COMPLETION OF THE WORK" of the bid document.
- vii. No other incidental charges/costs shall be paid/entertained by the Department.



TENDER FORM FOR SUPPLY OF MEDICINE KIT

PRE-QUALIFICATION BID

1. Name & address of firm/ Agency and contact number:-
2. Registration No. of the firm/ Agency:-
3. Name, designation, address & contact no. of authorized person of firm/ Agency to deal with:-
4. Please specify as to whether tenderer is a sole Proprietor/ Partnership firm
Name, Address and contact no. of Director/ Partner should be specified:-
 - a)
 - b)
 - c)
 - d)
5. Pan No. of Income Tax Department of Income Tax Clearance Certificate:-
6. Drug Licensee No. :-
7. Details of experience with regard to supply of Medicine Kits (with full details of the Agency(s) to whom such work order awarded) along with copies of work satisfactory reports should be attached. In case number of such agencies is more, then separate sheet may be used for indicating experience for supply of Medicine Kit.
8. Sealed sample of Medicine Kit.
9. Solvency Certificate issued by a Nationalized Bank certifying their financial soundness for any engagement up to a limit of Rs. 1.5 crore.
10. Any other information.
11. Declaration by the contractor:-
 - i. This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.
 - ii. I/We confirm that our company or firm/ Agency, is currently not blacklisted in any manner whatsoever by any of the State or UT or PSU and or Central Government in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as on <last date of bid submission>.
 - iii. I/We (Name of firm/ Agency) do hereby declare that the quoted product/items manufactured/supplied by us as specified in the tender document during the last five years have not been declared of spurious and sub-standard quality in the entire country.

(Signature/s of the bidder/s)

Name: -

Designation: -

Address: -

Contact No. (Office):-

Mobile No:-



Annexure- II

CHECK LIST OF THE DOCUMENTS TO BE ATTACHED WITH TENDER FORM

Please check whether fee/attested copies of the following documents have been attached or not:-

- | | |
|--|--------|
| 1. Tender fee Deposited | Yes/No |
| 2. Earnest Money Deposit (EMD) deposited | Yes/No |
| 3. Registration No. of the Firm/ Agency | Yes/No |
| 4. Pan No. and Income Tax Clearance Certificate | Yes/No |
| 5. GST Registration No. issued by Competent Authority | Yes/No |
| 6. CA certificate of Total Average annual turnover statements
and average annual turnover from supply of medicine items | Yes/No |
| 7. Details of work experience certificate for supply to Govt. Deptt.
along with the satisfactory report | Yes/No |
| 8. Copy of NABL Accredited Laboratory attached | Yes/No |
| 9. Sealed sample of Medicine Kit(to be submitted before
closing date of bid) | Yes/No |
| 10. Forwarding letter indicating the list of enclosures | Yes/No |
| 11. Annexure-I , Annexure-II and Annexure-III (excel file to be uploaded online) | Yes/No |
| 12. Others documentary proof of Contractor & Register office | Yes/No |
| 13. Any other document related to this tender | Yes/No |

(Name and Address of the Bidder)

Contact No.



Bid Document for supply of Medicine Kits under ICDS to SW & SE Deptt., Govt. of Tripura

Annexure- III

Financial Bid (BOQ)

Sl. No.	Name of item	Quantity Required in one unit Pack	Unit Price (Per Kit) (Inclusive of GST)	Total Value
(1)	(2)	(3)	(4)	(5)
1.	Supply of Medicine Kits under ICDS for use in Anganwadi Centre	9911		
	Total Amount (in words)			

Note:-

- I. The Unit Price should be quoted for supply of the item inclusive of GST & the costs of transportation up to the destinations i.e. ICDS Projects as mentioned in "SCHEDULE FOR COMPLETION OF THE WORK" of the bid document.
- II. This annexure is only meant for understanding as to how to fill BOQ. However, BOQ (excel file) to be uploaded online in the e-procurement portal of Tripura only.