



**Central Purchase unit**

**National Institute of Technology Srinagar (J&K) -190006**

Email: [cpu@nitsri.ac.in](mailto:cpu@nitsri.ac.in)

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**Document for Tender Notice No. dated: 22 - 03 -2019**

**"Tender document for Invitation of bids for the supply of  
First Aid Boxes To The Institute"**

**-0-0-0-**

1. Sealed Bids are invited for the supply of First Aid Boxes having detailed Specifications as given in Annexure -I. in a 2-bid format on the terms & conditions given from para-2.

**2. Envelope-1, "Techno-Commercial Bid", Containing the following documents:-**

- (a) Proof of being Distributor/Marketing agent/ Authorized dealer in the shape of copy of agreement and registration under law in force and possessing a valid drug license.
- (c) PAN card of the firm.
- (d) GST registration and tax clearance certificate or tax return document thereof.
- (e) Bid security for Rs. 2,000/= in the form of CDR/BD/DD/TDR pledged in favor of Officer In-charge, Central Purchase Unit NIT Srinagar (J&K). Tender without Bid security shall be rejected.
- (h) The bidder shall fill in the Bid form given in Annexure-II.

**3. Envelope-2, "Price Bid", to be prepared as under:**

- (a) Prices must be quoted in the format enclosed in Annexure-III both in words & figures. The rates quoted should be covered with transparent tape. Price not quoted in the given format shall be rejected.
- (b) All the charges which will get levied over the Basic Price must be clearly mentioned with rates and amount. The total cost quoted should be **FOR NIT Srinagar (J&K).**
- (c) Bid price should be without over writing. However minor over writing should be clearly signed by the bidder. In case of any discrepancy between price quoted in figures and words, the price quoted in words will prevail.

**4. Validity of Bids**

Bids shall remain valid at least for 60 days from the date of opening of the bids.

**5. Evaluation of Bids.**

- (a) The purchaser shall evaluate and compare the bids which are found Responsive, i.e. those bids which are:
  - (i) Properly signed.
  - (ii) Conform to terms and conditions.
  - (iii) are accompanied with Bid security and all other documents.
- (b) Bids shall be evaluated separately for each independent item or composite item as the case may be

**6. Award of contract**

- (a) Contract shall be awarded to the bidder who qualifies techno- commercially and offers the lowest and reasonable rates.
- (b) Successful bidder shall be notified about the award of the contract through a supply order where-in terms and conditions of contract shall be incorporated.
- (c) The bidder shall have to supply the goods within a prescribed time-frame after receipt of the purchase order issued by the CPU.

## **7. Payment.**

100% payment shall be made after receipt of items at NIT Srinagar as per specifications and in case of any deviation noticed with regard to quality, the supply shall be rejected and the supplier shall be bound to replace with genuine quality as per specifications on his own risk, responsibility and cost. Repeated rejection of supply can lead to the termination of the supply order, forfeiture of the security deposit and blacklisting of the bidder for 1-year.

## **8. Warranty**

(a) All items shall carry the warranty as admissible as per manufacturing standards and these shall be guaranteed to be standard and genuine.

## **9. Settlement of disputes.**

Settlement of disputes if any shall be subject to the jurisdiction of Srinagar Courts only.

## **10. Liquidated Damages.**

If the bidder after accepting the purchase order of items, fails to deliver any or all of the items or to perform the services within the specified period, a penalty of 0.50% (half percent) of the value of the supply per week or part thereof shall be imposed. The maximum penalty shall be limited to 10% of the cost. However the Institute shall be at liberty to terminate the supply order after the expiry of the delivery period on the risk & responsibility of the defaulting bidder.

## **11. Submission of Bids.**

(a) ***The last date for submission of bids is 03-04-2019 upto 16.00 hours.***

(b) Each envelope of the Bid should be properly sealed and both envelopes should be sealed in a bigger envelope. All the three envelopes must be superscripted with the due date of submission, Name of the Items/Goods, Tender No. and the address of the Tender receiving Officer

(d) Bids should be addressed to Officer In-charge, Central Purchase Unit NIT Srinagar (J&K)-190006.

(e) Bids not from Srinagar shall be dispatched sufficiently well in advance so as to reach the destination as per scheduled time & date. NIT Srinagar shall not be responsible for any delay by posts deptt. or a Courier agency.

## **12. Bid opening.**

(a) The Bids will be opened first on 04-04-2019 at 3.00PM in the o/o the undersigned. Interested bidders can attend the Bid opening.

**14. Notwithstanding the above, the Institute reserves the right to reject any or all the bids received in response to this N.I.T. or withdraw it without assigning any reasons thereof.**

Officer In-charge  
Central Purchase unit, NIT Srinagar

N.B.

1. Before preparing your valuable bid kindly go through the document fully and take care of all the requirements.
2. Bidders from outside Srinagar may please send their Bids well in advance so that these are received in time.

**No. NIT/CPU/first Aid/2019/**

**Dated 26-03-2019**

## Annexure-I

“Details and specifications of the items for the First Aid Box”

<b>S. No</b>	<b>Description of items</b>	<b>Material/size etc.</b>	<b>Contents/ specifications</b>	<b>Qty</b>
1	First Aid Box	Heavy duty Plastic Box Transparent Type with detachable cover and foldable handle of suitable size which can accommodate the items given in contents column. 2- compartment or 4- Compartment type box shall be preferred.	<p>a) The box shall contain the following things of reputed make/brand of genuine quality:</p> <ol style="list-style-type: none"> <li>1. Bandage Rolls -3inches and 6inches type, – 02 each</li> <li>2. Cotton Roll-100gms; 03 pieces</li> <li>3. Adhesive Tape; 3inches and 1 inch type, 0 2 each</li> <li>4. Betadine ointment, 30 gms - 01</li> <li>5. Betadine lotion ,50ml- 02</li> <li>6. Dettol lotion- 50ml- 01</li> <li>7. Silverex ointment 30ml- 01</li> <li>8. Band Aids of different sizes washable – small, medium and long type- 06 each</li> <li>9. Neosporin powder-30 gm - 01</li> </ol> <p>b) The Items of medicinal nature shall carry at-least one year shelf left on the date of supply.</p>	About 150 Nos. but can vary as per need.

**Annexure -II**  
**Bid Form**  
**(To be filled-in by the Bidder)**

Name of the Bidder:- \_\_\_\_\_

Tender for supply of \_\_\_\_\_

NIT No. & Date:- \_\_\_\_\_

S.No.	Point for check (Please answer in next column in Yes or No)	Yes/No
1	Technical specifications/ literature is attached (if needed)	n/a
2	Valid tax clearance certificate is attached	
3	GST/Pan card is attached	
4	Registration for Dealership/ manufacturer certificates is attached	
5	Rates are covered with transparent tape	
6	Bid document fee draft is attached	
7	Bid security is enclosed	
8	Bid price is in Indian Rupees	
9	Rates are F.O.R. NIT Srinagar	
10	Bid is without correction/overwriting	
11	Terms and condition of the tender are accepted	

Note: If any of the answers is in NO, the tender is liable for rejection.

Name; Seal &  
Signature of the Supplier:  
email:  
Mobile No.:

### **Annexure-III**

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### **Price Schedule**

**Note: Please quote for Genuine/original and standard items only and as per the format below.**

Item No.	Item Particulars	Qty.	Basic Cost /unit	Any other charge	GST		Total cost per unit	Total amount for the quantity
					%	Amount		
1.	First Aid Box containing the items as per specifications and details of the tender	150 Boxes						