



Health Centre

University of Kashmir

Hazratbal, Srinagar, J&K (India)-190006
NAAC Accredited Grade "A+"

NOTICE INVITING E-TENDER

For and on behalf of Competent Authority of the University of Kashmir, e-tenders in two bid systems are invited from reputed manufacturers/authorized dealers for supply of medicine and allied items, detailed here under. The bid/tender document consisting of eligibility criteria, specifications, terms & conditions and other details can be seen/ downloaded from website www.jktenders.gov.in as per the schedule given below:

S.N o.	Particulars	Date & Time
1	Date of Issuance of Tender Notice	08-11-2023
2	Date of downloading bid documents	08-11-2023 from 12:30 p.m
3	Bid submission Start Date	09-11-2023 12:30 p.m
4	Bid Submission End Date	17-11-2023 2:30 p.m
5	Last date for submission of Hard copies	17-11-2023 upto 4:00 p.m
6	Date & time of opening of Technical Bid	20-11-2023 at 11:00 a.m
7	Date & time of opening of Financial Bid	To be notified after technical bid evaluation

Detailed tender notice can be also be viewed from the official website of University of Kashmir www.kashmiruniversity.ac.in

Coordinator
University Health Centre

No. F-TENDER (UOK/UHC/2023)

Dated:- 08-11-2023

TENDER DOCUMENT

FOR

Supply of “Medicine and allied items”

HEALTH CENTRE

University of Kashmir

Hazratbal, Srinagar,

J&K-190006



Health Centre

University of Kashmir

Hazratbal, Srinagar, J&K (India)-190006
NAAC Accredited Grade "A+"

No.F(Tender-Notice-HC)KU/23

Dated:-08 11-2023

For and on behalf of the Health Centre, University of Kashmir, **e-tenders** are invited in two bid system from reputed manufacturer/authorized dealers/suppliers/retailers for supply of below mentioned item.

S.No.	Name of supply	Earnest Money Deposit	Cost of tender document fee (Non-refundable)
01	Supply of "Medicine and allied items"	Rs. 10,000 /-	Rs.1000/=

The bid/tender document consisting of eligibility criteria, specifications, bill of quantities (B.O.Q), terms & conditions and other details can be viewed /downloaded from website www.jktenders.gov.in as per the schedule given below:

S.No.	Particulars	Date & Time
1	Date of Issuance of Tender Notice	08-11-2023
2	Date of downloading bid documents	08-11-2023 12:30 p.m
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5	Last date for submission of Hard copies	17-11-2023 4:00 p.m
6	Date & time of opening of Technical Bid	20-11-2023 at 11:00 a.m
7	Date & time of opening of Financial Bid	To be notified after technical bid evaluation
8.	Tender Opening Authority	Office of the Registrar, University of Kashmir Srinagar
9.	List of Documents to be uploaded:- 1) Scanned copy of tender document fee in the shape of Demand Draft Scanned copy of EMD the shape of F.D.R Scanned copy of Valid GST Registration /Pan Card/ GST return form 36 2) Scanned copy of Registration Certificate (Drug License) from Food and Drug Department. 3) Scanned copy of Certificate of Registration of OEM/Authorization letter in case of authorized Dealer. 4) Scanned copy of an affidavit from 1 st Class Magistrate, that there is no adverse report against the firm.	

- The bids shall be deposited in electronic format on the departmental website www.jktenders.gov.in up to said bidding schedule with Digital Signature.
- The opening authority reserves the right to accept or reject all tenders or any tender in part or whole without assigning any reasons thereof.

3. THE bids for the supply shall remain valid for a period of 180 days from the date of opening of bids.
4. The bidders have to upload scanned copy of all necessary documents as mentioned in the bid/tender document. The Hard Copy of Technical bid as well as checklist of required documents in a sealed envelope super-scribed **“Medicine and allied items”** must reach office of the Registrar, University of Kashmir, Hazratbal, and Srinagar, J&K-190006 by or before **17-11-2023 upto 4:00 p.m.** Tender incomplete in any respect will not be accepted.

Sd/-

Coordinator
University Health Centre

General Terms & Conditions

1. Eligibility Criteria :

To participate in bidding process, the bidders are required to fulfill conditions and should upload all the requisite documents mentioned below, failing which the bidders will not qualify for opening of their financial bid.

A) Cover Ist (Technical bid):-

- 1) Scanned copy of tender document fee in the shape of Demand Draft.
- 2) Scanned copy of EMD in the shape of F.D.R.
- 3) Scanned copy of Valid GST Registration /Pan Card & latest GST return & form 3B/ valid drug license.
- 4) Scanned copy of Certificate of Registration of OEM/ Authorization letter from the concerned company in case of authorized dealer.
- 5) Scanned copy of an affidavit from 1st Class Magistrate, that there is no adverse report against the firm.

B) Cover IInd (Financial bid):-

- a. Will contain BOQ (Price bid) to be downloaded from the website www.jktenders.gov.in and subsequently uploaded with rates duly filled up to the scheduled time & date as per given bidding schedule.

2. Instruction for bidders:-

A) **Submission of Technical Bid:-** The bidders are required to submit the tender in the form as defined below:-

The **Envelope-A** shall contain **Technical Bid** and shall have the following documents/ certificates attached to it:

- (a) Tender Document fee in the shape of Demand Draft drawn in favour of Registrar, University of Kashmir, Hazratbal Srinagar J&K.
- (b) EMD in the form of fixed cash deposit receipt (FDR) drawn in favour of Registrar, University of Kashmir, Hazratbal, Srinagar, J&K.
- (c) Valid GST Registration/Pan Card and latest GST Return/ form 3B
- (d) Scanned copy of Certificate of Registration of OEM/ Authorization letter from the concerned company in case of authorized dealer.
- (e) Scanned copy of an affidavit from 1st Class Magistrate, that there is no adverse report against the firm.

- (f) The rates quoted must be inclusive of all taxes, charges, etc.
- (g) The rate quoted shall be strictly as per the specified brand and no substitute medicine etc shall be accepted. Further value quoted for small instruments/ equipments shall be strictly as per the branded/ superior quality.
- (h) The rate quoted shall be strictly as per the specified brand and no substitute medicine etc shall be accepted. Further value quoted for small instruments/ equipments shall be strictly as per the branded/ superior quality.

The sealed envelope shall carry the signature of the authorized person, name and address of the bidder/firm and both the sealed envelopes shall be kept in third big envelope and “**Tender for Supply Medicines**” should be super-scribed on the top of the envelope as well as name and address of sender/firm on the bottom of envelope. The sealed envelope containing the Technical addressed to Registrar, University of Kashmir must reach his office by or before the last date as mentioned in the tender notice.

- B) All entries in the Tender shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory.
- C) Tender incomplete in any form will be rejected out rightly. Conditional Tenders will not be accepted.
- D) No Bidder will be allowed to withdraw the Bid after submission of the tender within the bid validity period, otherwise the EMD submitted by the tendering firm would stand forfeited.
- E) Each page of the technical bid must be signed by the authorized representative. The technical bid received without the signature of authorized person/representative will **not** be entertained and will be rejected summarily.
- F) Dispute, if any arising out of the supply shall be subject to the jurisdiction of Srinagar Courts only.
- G) No advance payment shall be made.
- H) The Successful bidder must deliver supply within ten days from the date of issuance of allotment order.
- I) **Opening of Bid:**
 - (a) The Technical Bids will be opened in the office of the Registrar, University of Kashmir, Srinagar. The bidder or their authorized representatives, who may wish so, can present themselves at the time of opening of technical bid.
 - (b) The Technical bid will be evaluated by a Committee and will shortlist the eligible technically qualified bidder as per terms & conditions of tender document. The financial bid of only technically qualified bidder/s shall be opened online later on. The date of opening of Financial Bid will be notified separately.

- J) **Right of Acceptance/Rejection:-** The Registrar, University of Kashmir, Srinagar reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
- K) **Acceptance of Bid:-**The successful bidder shall give its acceptance within specified time from the date of finalization of tender & is required to enter into an agreement with University of Kashmir. In case, successful bidder fails to give acceptance within stipulated time, the award of contract will be deemed to be cancelled and EMD amount will be forfeited.
- L) **Signing of Tender:-**
- (a) The tender is liable to be rejected if complete information is not given therein or if the particulars are not clearly mentioned.
 - (b) Individuals signing tender or other documents connected with the contract must specify:
 - (i) Whether signing as a Sole Proprietor of the firm or his Attorney?
 - (ii) Whether signing as a Registered Active Partner of the firm or his Attorney?
 - (iii) Whether signing as authorized dealer.
- N) **DELIVERY TERMS:**
- a) When a purchase/supply order is placed to the successful bidder, he shall have to acknowledge the receipt of the said order.
 - b) In case the University of Kashmir does not receive supply of the item(s) by due date, the supply order shall stand **CANCELLED**, unless extension is sought and granted by the competent authority for the late supply.
 - c) The University is not responsible for any loss to the bidder which may occur due to natural calamity like earth quake, fire, flood etc. and/or due to strikes
 - d) *The approved supplier shall ensure the delivery of Medicine etc. within 10 days.*

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(2)Terms & Conditions for the supply of Medicine and allied items.

1. The tender shall be accompanied with Demand Draft in favour of Registrar UOK of Rs.1000/- (one thousand only) as tender document fee and FDR pledged to Registrar UOK for Rupees Rs.10, 000/- (Ten thousand only) as Earnest Money Deposit.
2. In case of any deviation/default on the supplier, in terms of failure to supply the specified quality & quantity within the prescribed time, the University shall be competent to impose additional penalty on the Bidder.

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(ii) Tender Application Form for supply of Medicine and allied items.

1. Name of the Firm:

2. Full Postal Address:.....

3. Mobile No.

4. Telephone No.

5. Fax No.....

6. E.mail Id:.....

7. Date of Establishment of Firm.....

8. Registration No. of Firm:.....

9. PAN No.:.....

10. GST Registration No(if applicable):.....

11. Is your firm participating as Principal Manufacturer or
Authorized dealer/Supplier:.....

12. Any other information which you consider necessary to furnish:
.....

13. The total number of pages attached with Technical bid are
.....

UNDERTAKING

- a) I the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with all the terms & conditions mentioned in the tender document.
- b) The rates quoted by me are valid and binding upon me for the entire period of contract.
- c) The earnest money of **Rs.10,000/-** has been deposited by me and is enclosed herewith vide FDR No.....dated..... drawn on bank..... Branch.....
- d) I hereby undertake to supply the items as per directions given in the tender document/ supply order within stipulated period, if I qualify in the tendering process.
- e) I give the rights to University of Kashmir to forfeit the earnest money deposited by me if any delay occurs on my part or if I fail to comply to the terms & conditions mentioned in the tender document of if the item supplied is not as per specifications mentioned in the tender document.

Full Name & Complete Address of Firm:

**Signature & Stamp of the bidder
(authorized person can only sign)**