

Terms and conditions

1. The bidder(s) shall have to submit their quotation in separate sealed envelopes, i.e one for technical bid by super scribing Cover "A" (Technical Bid) & Cover "Bs" (Price Bids). The Technical Bid and Price Bid should be put into a third Cover, which should be super scribed as "Quotation for Medicine and drugs for SDVO, Bhubaneswar" and should be addressed to the **Sub-Divisional Veterinary Officer, Bhubaneswar, At/PO- Sahidnagar, Infront of INOX- Bhawani Mall, Maharishi college Road, Bhubaneswar**
The bid documents can be handed over in person to Smt. Malashree Swain, Jr. Asst., O/O SDVO, Bhubaneswar. Smt. Swain will preserve all such sealed envelopes containing the bid documents with her and present to Technical and Purchase Committee on the day of opening of Quotation.
2. Rate should be quoted in Indian Currency (with paisa in two decimals only), both in words and figures against each item as the payments will be made in Indian currencies only.
3. The quotationer shall not quote the rate for any item other than the item specified in the list.
4. The GST shall be charged as per the guidelines given by the Finance Dept., Govt. of Odisha / India from time to time.
5. The purchaser reserves the right to reject the lowest or any other bid or all bids any time without assigning any reason what so ever.
6. Bids should be prepared clearly and without any overwriting and corrections. Erasures and other changes shall bear the dated initial of the person signing the bid.
7. In the event of discrepancy or arithmetical error in the schedule of price, the decision of the purchaser shall be final and binding on the bidder.
8. There will be no EMD for the quotation as per the Office Memorandum no.8484/dt.05/04/2022 of Govt. of Odisha in Finance Department. However the bidders have to submit a **BID SECURITY DECLARATION** that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the quotation notice.
9. From successful bidders the performance security will be kept @ 3 % of the total quoted value as per the 8475/dt.05/04/2022 as Banker's Guarantee form (Model BG form is attached herewith). The successful bidder will have to submit the BG form within seven days of declaration of L-1 bidder failing which LoA/ Lol will not be issued.
10. Bidder shall have the capacity to supply 50% of the ordered item within 72 hours of email / WhatsApp of purchase order.
11. Minimum Annual turnover of the bidder: Rs. One Crore in each year in last preceding three years (2019-20, 2020-21 & 2021-22).
12. Should have experience of supplying to any Govt. of Odisha Veterinary Institution in last 3 years (bidders at present supplying to SDVO, Bhubaneswar need not submit the same).
13. Should have valid up-to-date TAX (Income Tax & GST) return certificate.
14. Should have valid PAN Card, GST registration.
15. Bidders who have been blacklisted either by the Tender/ Quotation inviting authority or by any State Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting.

16. Bidders shall have to submit non-refundable samples (for items to be purchased more than 10 units) while submitting the bids to OIC, Veterinary Polyclinic, Sahidnagar. The members of Technical & Purchase Committee of SDVO, Bhubaneswar will verify the quality & convenience of use samples. The decision of members on verification of sample is final and binding. Basing on the sample evaluation report, price bids of the item(s) qualified in sample verification (of technically qualified bidders) along with other technically qualified items will be opened. The bidders shall not claim any payment towards verification / consumption / use of such samples for quality, user friendliness etc. for evaluation purpose. The samples of lowest responsive bidder after price comparison, will be kept by the OIC, Veterinary Polyclinic, Sahidnagar as Master Sample (even if not consumed/utilized).
17. The price of the item should be quoted inclusive of insurance, packing, forwarding, freight (door delivery) but exclusive of GST if any as per the format given below as FINANCIAL BID-COVER-B. The total cost of all the items in the list should be quoted both in figures and words. Only two decimal points (paise) will be taken into consideration ignoring the rest digits. **In case of difference in words and figures, words will be taken into consideration for evaluation.**
18. The quoted rates should be final and shall not be subject to any escalation during the validity of the rate contract which is till completion of one year from the day of declaration of successful bidder.
19. The bidder should submit/furnish a certificate in the quotation to the effect that the price quoted by them is not more than the open market price or also under GeM Rate Contract / CGHS / NPPA or rates fixed by Govt. of India where such rate exists. However, in circumstances when the price decreases during the contract period, the approved supplier should ethically intimate the same to the purchasing authority and decrease the price accordingly.
20. The bid documents should be clearly written /typed without any correction, interpolations, and overwriting. Each page of the bid document should be self-attested and bear the dated signature of the bidder.. If any information or document furnished by the bidder is found to be misleading/incorrect at any stage, the bid will be rejected.
21. In the event of the last date of submission of bid being declared as a holiday for the purchaser's office, the last due date submission of bids and opening of bids will be the next following working day & same time.
22. The purchaser reserves the right to have a window period of six months after declaration of the successful bidder and award of purchase order without assigning any reason thereof.

Documents to be submitted with the Technical Bid (COVER-A)

1. Proof of Annual turnover of Rs. One Crore in each year in last preceding three year of bidder in the format annexed herewith (Proof :Chartered Accountant certificate/ Income tax return/ GST return)
2. BID security declaration in the format annexed herewith.
3. Copy of I.T Return (2019-20, 2020-21& 2021- 22) & latest up-to-date GST payment receipt.
4. Copy of valid wholesale/distributor/C & F Agent certificate and drug license, trade license from the Drug Controller, Odisha/Competent authority. (As the case may be)
5. Photocopy of PAN CARD & GST registration certificate
6. Proof supply to any Govt. Veterinary institution in last three years (LoA/ Lol as proof)
7. Declaration of not been blacklisted by any Govt. institution
8. Declaration that price quoted by them is not more than the open market price or also under GeM Rate Contract / CGHS / NPPA or rates fixed by Govt. of India where such rate exists.

All the sheets of technical Bid along with bid document shall be numbered and duly self attested by the bidder.

Evaluation :

1. The cover A and the cover B will be opened on the same day
2. The bid documents will be opened in presence of the bidders or their representatives. But absence of any bidder or their representative is not a bar to stall the process.
3. The bidder should mention their Bank Account no. and IFSC code in the technical bid
4. The bid document (whole / part) will be rejected, if any of the documents are wanting /not found with the bid:
5. Quotation papers will be evaluated as per the requirement of the technical bid (Cover A) and the price bid (Cover-B) shall be opened only for the bidders who will qualify in the technical & sample evaluation (where samples are required).
6. The bid evaluation will be on LCBS after qualified in technical bid.
7. The lowest responsive bidder that is L-1 (out of technically qualified bidders) will be decided on the basis of lowest total cost quoted for all of the items.
8. If the approved lowest eligible supplier fails to supply items within the stipulated period of rate contract, to meet the need, the tender inviting authority reserves right to procure the same from the L2/ L3 suppliers at L1 rate, if they agree to supply at L1 approved rate or negotiated rate and claim the performance security amount by invoking the rights conferred in Banker's Guarantee form.

Delivery:

- **Delivery of Supply shall be completed** within **15 days** from the date of issue of purchase order or as mentioned in the purchase order and the delivery shall be made at to the OIC, Veterinary Polyclinic, Sahidnagar.
- 100% payment shall be made after submission of stock entry certificate(s) by the OIC, Veterinary Polyclinic, Sahidnagar and as per the availability of funds. Under no circumstances the supply should be interrupted as regards to payment.
- 9. If any product after use found to be **“Not of Satisfactory Quality”/Not as per the parameter/ gives adverse reaction upon consumption**”, such item will be declared as “Not of Satisfactory Quality” on the basis of the report of the concerned Veterinarian of Veterinary Polyclinic, Sahidnagar. The said product shall be frozen. The supplier has to replace fresh stock equal to the purchased quantity and take back the frozen stock at his own cost. In case the supplier fails to replace the stocks, the Performance Security shall be forfeited and the amount will be claimed by invoking the rights conferred in Banker’s Guarantee form.
- . No further purchase order will be placed to the firm / supplier for the item(s) and the firm / supplier will be blacklisted/debarred from participating in any quotation/tender floated in future for three years.
- 10. If bidder fails to supply items after getting purchase order within the stipulated time period or violates the tender terms & conditions, the bidder shall be blacklisted and will be debarred to participate in any tender called by the SDVO, Bhubaneswar and the Performance Security shall be forfeited and the amount will be claimed by invoking the rights conferred in Banker’s Guarantee form.

The authority reserves the right to accept /reject all the bids or any part thereof without assigning any reason thereof.

Arbitration- All legal disputes, if any relating to purchase etc. are subject to jurisdiction in the courts of law situated in Bhubaneswar or High Court of Odisha.

ANNUAL TURN OVER STATEMENT

The Annual Turnover of M/S _____
_____ whois a manufacturing unit / wholesaler / distributor/C & F
agent/ retailer for the last three years are given below andcertified that the statement is
true and correct.

<i>Sl.No.</i>	<i>Year</i>	<i>Turnover in Rupees (Rs.)</i>
1.	2019 – 2020	-
2.	2020 – 2021	-
3.	2021-2022	-
Date:		
Place:		
Signature of Chartered Accountant Regd no. Address Seal		

In the absence of a CA certificate, GST return or IT return certificate showing the transaction or income can also be attached as proof

FORMAT FOR SUBMISSION OF SAMPLE

Item Sl. No.	Name of the item & specification	Name of the manufacturer	Model:	Qty.

N.B:

1. Bidders are requested to submit samples on the date and time of submitting their bid.
2. Each Sample shall be wrapped with plastic cover and stickered with following information:
 - i. Item serial Number
 - ii. Name of the bidder
 - iii. Name of the item
 - iv. Quantity

Submitted by

Date:

Mobile:

Received by

Date:

Mobile:

BID SECURITY DECLARATION

We of M/S _____ who is a manufacturing unit / wholesaler / distributor/C & F agent/ retailer certify that if we withdraw or modify our bids during period of validity., we will be suspended for three succeeding financial years from the issue of LoA or Lol.

Signature of Proprietor/authorized person
with seal of

Name of the
Manufacturing Unit / Wholesaler /
Distributor/C & F Agent/ Retailer

Signature

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DECLARATION FOR NOT BEEN BLACKLISTED

We of M/S _____ who is a manufacturing unit / wholesaler / distributor/C & F agent/Retailer certify that we have not been blacklisted by any Govt./Corporate institution in last five years. We further certify that if we are found to be the same, we authorise the SDVO, Bhubaneswar to reject the Contract/LoA/Lol without assigning any further reason.

Signature of Proprietor/Authorized person
with seal of

Name of the
Manufacturing Unit / Wholesaler /

Distributor/C & F Agent/ Retailer

DECLARATION FOR LOWER THAN MARKET PRICE

We of M/S _____ who is a manufacturing unit / wholesaler / distributor/C & F agent/ Retailer declare that price quoted by us is not more than the open market price or also under GeM Rate Contract / CGHS / NPPA or rates fixed by Govt. of India where such rate exists.

Signature of Proprietor/Authorised person
with seal of

Name of the
Manufacturing Unit / Wholesaler /
Distributor/C & F Agent/ Retailer

Technical Bid
(To be filled in & returned with the documents)

1.	Name of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office:- Residence:- Mobile :- e-Mail I.D.:
3.	Details of amount of Earnest Money Deposit	BID declaration form to be submitted
4.	GST Registration No. (Photo copy of last GST Clearance certificate to be attached)	
5.	Income Tax Account No. (Photo copy of PAN to be attached)	
6.	Details of credentials of similar nature of work if any. (Photo copy of work order to be attached)	
7.	BANK details (Banking name, Bank name, Account no. IFSC code)	

DECLARATION

1. I Son / Daughter / Wife of Shri Proprietor / Partner / Director / authorized signatory of the agency mentioned above that I am competent to sign this declaration and execute these tender documents.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information / documents furnished along with the above application are true & authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law

NB- The technical bid will have to be submitted along with other documents mentioned above.

Place

Signature of Authorized person

Date

Full Name:

Seal

Financial Bid

Agency/ Firm name-

Address

Sl.no.	Particulars of item	Base price (Rs) including all charges	Units	GST (Rs)	Total cost (Rs)
	Total				

Place

Date

Signature of Authorized person

Full Name:

Seal

Model Bank Guarantee Format for Performance Security

[Ref. Para 22(i)]

To

The Sub Divisional Veterinary Officer, Bhubaneswar

WHERE AS..... (Name and address of the supplier) (Here in after called "the supplier") has undertaken, in pursuance of contact no.....dated..... to supply.....(description of goods and services) (here in after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligation in accordance with the contract.

AND WHEREAS we have agreed to give the supplier such a bank guarantee; NOW THEREFORE we here by affirm that we are guarantors and responsible to you on behalf of the supplier, up to a total of(amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show ground or reasons for your demand or the sum specified therein.

We here by waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be Performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until theday of20.....

We the.....Branch.....undertake not to revoke the guarantee during its currency except with the previous consent of the Sub Divisional Veterinary Officer, Bhubaneswar in writing.

We the.....Branch..... further agree that a mere demand by Sub Divisional Veterinary Officer, Bhubaneswar, is sufficient for us Branch at _____ to pay the amount covered by the Bank Guarantee without reference to the Agency and protest by said Agency cannot be a valid ground for us Branch to decline payment to Sub Divisional Veterinary Officer, Bhubaneswar

(Signature of the authorized Officer of the Bank)

Name and designation of the Officer

.....

Seal, name & address of the Banks
and address of the Branch