

**OFFICE OF THE CANTONMENT BOARD FERROZEPUR**

1. Name of Work : Procurement of Medicines and related articles/items(Generic Form) for the year 2017-2018.
2. Tender Notice Number : CBF/SK/2017/1057 dated 18.07.2017.
3. Date of Start of Sale/downloaded Tender documents : 21/07/2017
4. Tender Submission Start Date : 21/07/2017
5. Tender Submission Closing Date : 04/08/2017 upto 1700 hours
6. Technical Bid opening date : 08/08/2017 at 1100 hours
  
7. Duration of Contract : One Year from the date of commencement of the contract
8. Cost of tender form : 500/-
9. Estimate cost of Work : Rs.10 Lac
10. Earnest Money : 10,000/-
11. Security Deposit : Rs. 25,000/-
12. Validation of rates of tender : One Year from the date of commencement of the contract

**Om Pal Singh, IDES**  
Chief Executive Officer  
Cantonment Board  
Ferozepur

**FEROZEPUR CANTONMENT BOARD (PUNJAB)**

**e- Tender Notice**

For and on behalf of Cantonment Board, Ferozepur, e-tenders on double bid system are invited from the reputed firms/ registered firms of appropriate category regd with any govt. department dealing in the field of medicine for the supply of Medicine (Generic Form) and related items for Cantt General Hospital, Cantonment Board, Ferozepur. Estimated Cost --- Rs.-10.00 Lac. EMD ---Rs. 10,000 Tender cost - Rs. 500/- Tender will be uploaded on 21/07/2017 on and technical bid will be submitted upto 1700 hours 04/08/2017, the same will be opened on 08/08/2017 at 1100 hours. For further details contact Medical Officer Incharge, Cantt General Hospital, Ferozepur, Cantt and also us at [www.cbzr.org](http://www.cbzr.org) or [www.eprocure.gov.in](http://www.eprocure.gov.in)

No./CBF/SK/2017/1057  
Office of the Cantt Board  
Ferozepur, (Pin-152001), Punjab.  
Dated, The 18 July 2017

Chief Executive Officer  
Ferozepur  
**(Om Pal Singh, IDES)**

### **DETAILS OF SCOPE**

1. Name – Procurement of Medicines and related articles/items (Generic Form) for one year.
2. The Supplier has to arrange medicines as per prescriptions and specifications as mentioned in Annexure 'A'.
3. Specification and other details will be available in the Cantt General Hospital and can be inspected during Hospital hours.
4. The Period of this contract for one year.
5. The Supplier will be quote item rate as per proforma mentioned in BOQ. The rates should include the FOR charges.

**Om Pal Singh, IDES,**  
Chief Executive Officer,  
Cantonment Board,  
Ferozpur.

### **INSTRUCTION FOR SUPPLIERS**

1. Please download this document and read carefully.
2. Sign all the Annexure at the space provided for signature.
3. After signing all the pages, scan them with the sequence as per page number given at top right corner.
4. Also scan all the supporting documents.
5. All The Supporting documents should be self attested.
6. Create a PDF file of scanned pages.
7. Login to [www.eprocure.gov.in](http://www.eprocure.gov.in).
8. Open the tender.
9. All figures should be mentioned in words also.
10. Upload the PDF file properly signed by the bidder or his authorized representative.

### **DOCUMENT TO BE SUBMITTED WITH THE TENDER FORM**

1. Copy of Demand Draft or RTGS/NEFT transaction receipt for tender cost as specified.
2. Copy of Demand Draft or RTGS/NEFT transaction receipt for Earnest Money Deposit amounting to 2% of the estimated cost.
3. Copy of PAN Card.
4. Income Tax Return filed with IT deptt.
5. Experience certificate if any.
6. Registration of GST.
7. Authority Letter (in case document signed by the authorized representative).
8. Bank Solvency or Financial Soundness as per Format mentioned at Annexure (II) for financial limits/requirement mentioned in Annexure (I).
9. Undertaking by the agency (In affidavit from on non judicial stamp paper worth Rs.50.00/- only) as per Annexure (III).
10. Form of Company/Agency information as per Annexure (IV).
11. Copy of registration of firm with any pharmaceuticals.

### **Please Note-**

- (A)** In case a blank tender is submitted, reasons for submission of same should be stated.
- (B)** Tenders not accompanied with above mentioned documents are liable to be rejected.

**Om Pal Singh, IDES,**  
Chief Executive Officer,  
Cantonment Board,  
Ferozepur.

## **GENERAL INFORMATION**

1. The value of tender shall be quoted by the Supplier.
2. Soft copy of both technical bid (Part-A) and financial bid (Part-B) may be viewed on the website [www.eprocure.gov.in](http://www.eprocure.gov.in) from time and date specified as above.
3. Online technical bid (Part – A) must be accompanied with soft copy of documents/certificates as mentioned below:-
  - a. Copy of demand draft or RTGS/NEFT transaction receipt for tender cost as specified.
  - b. Copy of demand draft or RTGS/NEFT transaction receipt for Earnest Money Deposit amounting to Rs. 10,000/-.
  - c. Copy of PAN Card.
  - d. Income Tax return with IT Deptt.
  - e. Experience Certificate if any.
  - f. Registration of GST.
  - g. Authority Letter (in case documents signed by the authorized representative).
  - h. Copy of registration of firm with any pharmaceuticals.

### **Please Note:-**

- a) All the above mentioned documents should be uploaded with technical bid (Part-A) otherwise financial bid shall not be opened and will be treated as cancelled as a whole.
- b) i. If Tender cost and Earnest Money is deposited through Demand Draft. Both the Demand Draft in Original in respect of EMD and cost of Tender Form as mentioned above should reach this office on following address on or before time and date mentioned for submission of e tender.

***“Office of the Cantonment Board,  
83, Jhoke Road,  
Ferozpur Cantt-152001.”***

- ii. If Tender cost and earnest money is deposited through RTGS/NEFT – The payment through RTGS/NEFT should be created in the account of this office at mentioned Account No. else the tender shall be treated as rejected. The details of RTGS/NEFT is given below;

Name	Chief Executive Officer
Account Number	50100072220869
Bank	HDFC
Branch	Basti Tankan Wali, Ferozpur -152001 (Punjab)
IFSC Code	HDFC 0002783

The scanned copies of both the RTGS/NEFT in respect of EMD and cost of tender form as mentioned above should also include with other documents or

should reach this office on following address on or before time and date mentioned for submission of e-tender.

**“Office of the Cantonment Board,  
83, Jhoke Road,  
Ferozpur Cantt – 152001”**

- c. All the documents/ certificates should be self attested.
- d. Financial bid (Part –B) will be open only of eligible bidders who upload technical bid (Part – A) with requisite documents as mentioned in para 3 above.
- e. E- Tender may be downloaded from the website [www.eprocure.gov.in](http://www.eprocure.gov.in) from the date as specified above. Online bid can be submitted as per schedule mentioned above. Evaluation of technical bid shall be started on as per schedule mentioned above and financial bid of those bidders who found eligible shall be opened thereafter or will be communicated to all the stakeholder/ supplier / firm who desired to participate in e-tender are advised to electronically register themselves on the said website from which they would require to obtain class-III digital certificate ( If already note obtained) from the certified agencies, authorized under Government of India and get conversant with the process of online submission of tender well in time so as to submit the tender by the due dead line. No request for extension of the due date of tender opening on the above ground will be entertained. The process of participating in the online tender may also be seen at our website [www.cbfr.org](http://www.cbfr.org).
- f. The Cantonment Board/ CEO reserve the right to reject or accept any tender without assigning any reason thereof.
- g. Earnest Money deposit of successful tender will be adjusted into security money and the balance amount shall be deposited in form of TDR. In case the full amount of the security money deposited in office in form of TDR by the supplier, the earnest money shall be refunded to supplier. Earnest money deposit of remaining tenderers shall be refunded on request after award of work to the successful tenderer.
- h. A tenderer shall be deemed to have full knowledge of all relevant documents working conditions and such other conditions which effect entire work.
- i. The submission of tender by tenderer implies that he has read, understand and agreed to abide by all the conditions stipulated in the tender documents which will form Part and Parcel of contract agreement to be executed between the Cantonment Board, Ferozpur and successful tenderer.
- j. The Cantonment Board do not bind themselves to accept the lowest tender or to give any explanation for not accepting the lowest tender.

- k. The tender submitted by any person indebted to the Board will not be entertained.
- l. In the event of submission of tender by a firm, it must be signed separately by each member or in the event of absence of any partner, it must be signed on his behalf by a person holding power of Attorney authorizing him to do so.
- m. In case of non-execution of agreement by the lowest tenderer, the earnest money deposited by the tenderer shall be forfeited.
- n. The overall rates as per terms and conditions items mentioned quoted by tenderer shall be accurately filled in the figures and words, so that there is no discrepancy. If any discrepancy is found in the item rates quoted in figures and words.
- o. Board has not bound to accept the lowest rates. If in the opinion of the Board, the rates are not workable, the Board has right to reject the same and the work shall be awarded to the tenderer who has quoted the workable rates.
- p. The supplier should be careful in quoting the rate as once the tender is accepted representation with a view to raising the same under any circumstances will not be entertained.

**Evaluation Criteria:-**

The itemwise rates quoted by tenderer shall be accurately filled in figures and words, so that there is no discrepancy. If any discrepancy is found in the rates quoted in figures and words, the rates quoted by the tenderer in words shall be taken as correct. **The rates of each item shall be taken separately and comparative will be made accordingly.** The contractors who will quote lesser rate for each item presented in the list will be preferred on priority and the security will have to be deposited by the each of the selected contractors. The total amount of the L-1 tenderer shall not be considered for allotment of tender.

**Please Note:-**

Board is not bound to accept the lowest rates. If in the opinion of the Board, the rates are not acceptable, the Board has right to reject the same. The Bidder should be careful in quoting the rate as once the tender is accepted representation with a view to raising the same under any circumstances will not be entertained.

**Om Pal Singh, IDES,**  
Chief Executive Officer,  
Cantonment Board,  
Ferozpur

**Annexure (I)****ELIGIBILITY CRITERIA**

<b>Sl. No.</b>	<b>Limit</b>	<b>Past experience of completed Supply/procurement of medicine in last 5 years</b>	<b>Financial soundness</b>
1	10 Lac	<p>a. Three supply costing not less than Rs.4.00 Lac.</p> <p style="text-align: center;">or</p> <p>Two supply costing not less than Rs.5.00 Lac.</p> <p style="text-align: center;">or</p> <p>One supply costing not less than Rs.8.00 Lac.</p> <p style="text-align: center;">and</p> <p>b. Average annual turnover for last two consecutive financial years shall not be less than Rs.8.00 Lac.</p>	<p>a. Solvent upto Rs.3.40 Lac.</p> <p style="text-align: center;">or</p> <p>Financially sound for engagement upto Rs.10.00 Lac.</p> <p style="text-align: center;">and</p> <p>b. Working capital not less than Rs.4.00 Lac.</p>



**Annexure (II)**

**FORM OF SOVENCY CERTIFICATE FROM A SCHEDULED BANK**

This is certified that to the best of our knowledge and information M/s/Shri/Smt. \_\_\_\_\_ having address \_\_\_\_\_ a customer of our bank are/is respectable and can be considered solvent/financially sound for any engagement upto Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

Name, No, Seal of Bank

Note: In case of partnership firm, certificate to include names of all partners as recorded with the bank.

**FORM OF WORKING CAPITAL CERTIFICATE FROM A SCHEDULED BANK**

This is certified that M/s/Shri/Smt. \_\_\_\_\_ having address \_\_\_\_\_ has/have been maintaining a saving bank account/current account/fixed deposit account with this branch of bank since \_\_\_\_\_ and an amount not less than Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) has been available to the credit in his/her/their account No(s) \_\_\_\_\_ for the last three months. The firm is enjoying overdraft/credit facility upto limit of Rs. \_\_\_\_\_.

(Signature)

Name, No, Seal of Bank

## UNDERTAKING BY THE FIRM/AGENCY

Before:-

The Chief Executive Officer,  
Cantonment Board,  
Ferozpur.

I, \_\_\_\_\_,  
on behalf of \_\_\_\_\_  
(Name of the firm/agency) hereby declare that there is no legal suit/criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force.

I, \_\_\_\_\_,  
on behalf of \_\_\_\_\_  
(Name of the firm/agency) hereby declare that our organization or the staff to be provided has no business or direct family relationship with FCB employees or persons positioned in or on the Board of this organization by whatever process.

I, \_\_\_\_\_,  
on behalf of \_\_\_\_\_  
(Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, \_\_\_\_\_,  
on behalf of \_\_\_\_\_  
(Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and \_\_\_\_\_ (name of the firm/agency) would be debarred from any further engagement by FCB ever.

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Date: \_\_\_\_\_

Designation \_\_\_\_\_

**Note:- Contractor is required to type this proforma on Non Judicial stamp paper worth Rs.50.00/- only in form of affidavit.**

**TECHNICAL BID**  
**COMPANY/AGENCY INFORMATION/PROFILE**

The Bidder/Contractor should furnish the following information:-

a.	Name of the Company/Agency/Firm	
b.	Name(s) of the proprietary/Directors	
c.	Registered address of the firm Telephone No. Fax No.	
d.	E-mail address	
e.	Name of the Contact Person Telephone/Mobile No.	
f.	Name of the Bank (with full address)	
g.	Bank Account No.	
h.	TIN No./Sales Tax No.	
i.	Pan Card No.	
j.	Service Tax No.	

Authorized Signatory\_\_\_\_\_

Name\_\_\_\_\_

Date:\_\_\_\_\_

Designation\_\_\_\_\_

Part-“A”

**Name of work: Procurement of Medicines and related articles/items  
(Generic Form) for the year 2017-18.**

Sir,

As per tender notice No.CBF/SK/2017/1057 dated 18.07.2017, I/We hereby submitting following documents as required:-

Sr. No.	Name of documents	Annexure Nos.	Whether enclosed or not	
			YES	NO
1	Copy of Demand Draft or RTGS/NEFT transaction receipt for tender cost	Annexure “01”		
2	Copy of Demand Draft or RTGS/NEFT transaction receipt for Earnest Money Deposit	Annexure “02”		
3	Copy of Pan Card	Annexure “03”		
4	Income Tax Return for last three years	Annexure “04”		
5	Registration of GST	Annexure “05”		
6	Authority letter (In case documents signed by the authorized representative)	Annexure “06”		
7	Financial limits/requirement mentioned in Annexure (I)	Annexure “07”		
8	Bank Solvency or Financial Soundness as per Format mentioned at Annexure (II)	Annexure “08”		
9	Undertaking by the agency (In affidavit from on non judicial stamp paper worth Rs.50.00/- only) as per Annexure (III)	Annexure “09”		
10	Form of Company/Agency information as per Annexure (IV)	Annexure “10”		
11	Address proof of workplace of firm/contractor.	Annexure “11”		

**Om Pal Singh, IDES**  
Chief Executive Officer,  
Cantonment Board,  
Ferozepur.

Signature of Bidder with seal  
Name and address of Bidder

\_\_\_\_\_

Dated \_\_\_\_\_