



REQUEST FOR PROPOSAL

“Selection Of An Agency For Supply Of Medicines For Animal Birth Control Programme At Puri Municipality

Executive Officer, Puri Municipality,

H&UD Deptt.

GOVT. OF ODISHA

Dated: 24.11.2022

Last date of submission: 30.11.2022

A.TENDER SCHEDULE

Availability of Tender document.	Download from https://puri.nic.in from 24.11.2022. onwards
Last date for Submission of Tender (through speed / Registered post only)	05 p.m of 30/11/2022
Date and Time for opening of Tender	11.30 a.m of 01/12/2022
Date and Time for opening of Financial Bid	Intimated later

Scope of Work:

- A. To supply the medicine for Animal Birth Control Programme equipments as enclosed in Annexure-I

IMPORTANT NOTE:

The quotation/Tender must reach the office of the Executive Officer, Puri Municipality by the registered post/speed post (by hand deliver will not be accepted) on or before dt 30.11.2022 and will be opened on dt 01.12.2022 in presence of the Tender Committee of the Puri Municipality & quotationers/bidders or their authorized agents

DECLARATION

I / we the undersigned being the quotationers/bidders as mentioned above, hereby apply to the *Puri Municipality* for supply of the of the **medicines for Animal Birth Control Programme** described above in accordance with the terms and conditions of the allotment by tender. I/We have read and understood terms and conditions of the tender and hereby unequivocally accept the same. I/We shall furnish the required documents in the form prescribed in accordance with terms and conditions of tender.

I/We shall peacefully supply the of the **medicines for Animal Birth Control Programme** with in the date as and when called upon by Puri Municipality to do so without demur.

Signature of Quotationers/bidders

Or on behalf of the applicant/ quotationers/bidders

Dated:

Place:

TERMS AND CONDITIONS

1. General Conditions

1. The tender document can be downloaded from www.puri.nic.in website.
2. The tender should be accompanied as per the *Annexure –I*.
3. The quotationers/bidders shall also be required to attach copies of term deposit receipt or copies of up to date pass book of any bank account he holds in his favour to enable the accepting authority to assess his financial status.
4. The quotationers/bidders is required to attach the residential proof with Tender Form.
5. The bid shall be valid for a period of 3 months from the date of opening of tenders.
6. The quotationers/bidders should indicate his permanent account no. and attach a photocopy of the PAN along with the bid.
7. The taxes as applicable at the time of supply or during the contract in force shall be payable by successful bidder.
8. That it is responsibility of the quotationers/bidders to ensure that all the supplied equipment from reputed companies and medicines should be within the expire date at least of 1 year to expire
9. That the successful quotationers/bidders shall supply all the medicines with in the stipulated date & time provided by the authority. If he fails to supply all the medicines with in the stipulated date & time, the Authority, Puri Municipality has a right to charge an amount fixed by the tender committee per day till such time the supply of medicine.
10. That in case of any disputes the decision of the Executive Officer, Puri Municipality - Cum-Chairman Committee / Officer Authorized by the Collector-Cum-District Magistrate shall be final and binding on both the parties.
11. That all the correspondence will be addressed to Executive Officer, Puri Municipality.
12. That the successful bidder shall keep Executive Officer, Puri Municipality Off totally indemnified and harmless against all claims, damages, dues, payments, fines, penalties, demands compensations, liabilities and other losses etc. which may incur on account of non compliance or violation of any statutory provisions
13. In case single tender is received, the Tender Committee, Puri municipality reserves the right to accept/ reject the single tender so received.
14. For the purpose of this tender Executive Officer, Puri Municipality- Cum-Chairman of the tender Committee or any other officer, authorized by him/her, shall be the competent authority and his / her decision shall be final and binding on the parties to the contract.

15. Jurisdiction of Courts

All the matters arising out of the contract shall be within the jurisdiction Puri.

16. Force Majeure:

That Security Deposit may not be invoked in case of force majeure situations.

17. Rejection of the Proposal: -

The proposal of the Applicant will not be considered, if he fails to fulfil the requirements/conditions mentioned below: -

- a. The Applicant who has earlier been debarred or black listed or any entity of GoO or black listed by any State Government or Central Government/Departments/Agency in India from participating in bidding process shall not be eligible to submit a proposal.
- b. The Applicant should not be a defaulter with Committee /and/ or Odisha Government or Central Government.
- c. If the Applicant has been issued any final show cause notice pertaining to any dispute with Committee or the Government and its status at the time of submitting tender/RFP/RFQ.
- d. If the applicant fails to disclose projects earlier taken Government as well as execution, if not fulfil in time and for which he has no explanation.
- e. No proceedings should be pending before any Forum /tribunal/ courts/ commission. If so, nature and details of such dispute be stated specifically.
- f. Have failed to comply with request and demands made by the corporation in spite of final show cause notice issued to them.
- g. Those agencies or its constituents whose assignments had been terminated by in the past for default or breach of contract or violation of terms and conditions agreed.
- h. Non disclosure of the information and or with holding of such information shall amount to disqualification in participation in the bid or tender

18. Renewal

The Agreement with the agency will be made for one year & can be renewed upto next two year after obtaining mutual consent from both parties.

19. Tendering & Submission of Document

- i. The tender shall be granted for supply of the medicines for the Animal Birth Control.
- ii. The accepting authority of tender i.e Puri Municipality may withdraw the tender without assigning any reason from the quotationers/bidders at any stage.
- iii. The person whose tender is accepted by the Competent Authority shall not be permitted to withdraw his tender. If withdraws, Puri municipality Tender Committee will forfeit the EMD amount.

- iv. The competent authority shall be entitled to reject any tender without assigning any reason whatsoever and the decision of the competent authority in this regard shall be final and binding and shall not be called into question in any proceedings. If the tender is not accepted by the competent authority the earnest money deposited at the time of tender shall be refunded to the quotationers/bidders without any interest.
- v. While finalizing the tenders, the accepting authority i.e. the Puri Municipality may also at its discretion, form a panel (waiting list) from among the quotationers/bidders in accordance with the amount tendered by them.

(A) **Medicines** : The allotment cum demand letter will be issued to the quotationers/bidders after acceptance of the tender by the competent authority..(Ref, *Annexure-I*)

- vi. In case the lowest quotationers/bidders fails to Supply the medical medicines within 15 days from date of issue of allotment cum demand letter, the offer shall stand cancelled and the Earnest Money shall stand forfeited. The accepting authority then may allot the order to the next quotationers/bidders on the panel..
- vii. The quotationers/ bidder can participate in all the components(**Medicines for Animal Birth Control**)
- viii. At the time of Bidding all agencies will be submit a copy of the valid drug license documents towards ABC programme.
- ix. The lowest bidders will be bound to submit the sample of the medicines before the tender committee when requested. If the quality of the medicines found not of the mark, then the same bid shall be cancelled.
- x. The lowest bidder must submit the authorisation letter from the concerned medicine manufacturer / distbutor /dealer.

20. **Tender Document Fee**

Non-refundable Tender Document cost in shape of Demand Draft from any scheduled commercial bank in favor of “the Executive Officer, Puri Municipality” payable in Puri for **INR 3,000/- (Rupees Three Thousand Only)** is to be furnished by the bidder along with the Technical Bid. Bid without the requisite tender Document cost shall be treated as non-responsive and rejected. The mentioned Tender cost is inclusive of the GST of 18%.

21. Earnest Money Deposit (EMD)

EMD in shape of Demand Draft / Bank Guarantee (format provided in *Annexure I,II*) from any scheduled commercial bank in favor of “**the Executive Officer, Puri Municipality**” payable in Puri for **INR 10,000/- (Rupees Ten Thousand only)** is to be furnished by the bidder along with the Technical proposal. Proposals without the requisite EMD shall be treated as non-responsive and rejected. No exemption from submission of EMD is allowed. No adjustment of EMD with respect to other works previously if any, lying with the authority is allowed. Unsuccessful bidder’s EMD will be discharged / returned within 30 days from the date of execution of the agreement between the Authority and the selected Agency. No interest will be paid on EMD. The EMD of the successful bidder shall be returned immediately execution of the contract agreement with the Authority. The EMD may be forfeited in the following cases:

- a) If a bidder withdraws its bid during the period of validity of the Bid
- b) In case of a successful bidder, if the bidder fails to execute the work assigned.

22. Bid Submission Due Date

Duly sealed proposal from the bidder filled in all respect must reach Authority at the address, time and date specified in the RFP through Speed / Regd. Post only . If the specified date for the submission of proposal is declared as a holiday for the Authority, the proposal will be received up to the appointed time on the next working day.

Address :- **To**

**The Executive Officer
Puri Municipality
Near Collectorate Office
Puri-752001**

23. Late Submission

Proposal received after the deadline for submission prescribed by the Authority will not be entertained and be rejected.

24. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed once it is received by the Authority.

25. Bid Opening Date

The Authority will open all technical bids, in the presence of authorized representatives who choose to attend, at the date and time mentioned and in the following location:

**Office chamber of the Executive Officer,
At Puri Municipality, Puri**

The representatives of bidders who are present shall sign a register evidencing their attendance. In the event of the specified date being declared a holiday for the Authority, the proposal shall be opened at the appointed time and location on the next working day. The authorized representative of the bidding Agency with the letter of authorization shall be allowed in the meeting for the said project.

26. Award of Assignment

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by Authority to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected Agency is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by Authority and the next eligible Agency may be considered for the project.

27. Commencement of Assignment

The selected Agency shall commence the assignment within 15 days from the date of LAO. If the bidder fails to commence the assignment as specified herein, the Authority may, unless it consents to extension of time thereof, cancel the contract with the Agency.

28. Submission of Proposal - Packing, Sealing and Marking

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with applicant’s name and address in the left hand corner of the envelope and super scribed in the following manner.

- **Part-A-** Technical Proposal as per the Format attached in the Annexure-III,IV , Self-declaration of non-blacklisting ,EMD Cost, & Tender Paper Cost
- **Part-B-** Properly sealed Financial Proposal in the specified format as per Annexure V & VI of this RFP

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder’s name and address on the envelope and clearly marked as follows:

Part-A:

Technical proposal for

“Selection Of An Agency For Supply Of Medicines For Animal Birth Control Programme At Puri Municipality”

Part-B:

Financial Proposal for

“Selection Of An Agency For Supply Of Medicines For Animal Birth Control Programme At Puri Municipality

Both the envelopes i.e. envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

Proposal for

“Selection Of An Agency For Supply Of Medicines For Animal Birth Control Programme At Puri Municipality

The **Bidder’s** Name & address shall be mentioned in the left hand corner of the outer envelope. The inner and outer envelopes shall be addressed to the Authority at the following address:

To

**The Executive Officer
Puri Municipality,Puri
Near Collectorate Office,Puri
Puri-752001**

Note:

If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then the Authority will assume no responsibility for the tender’s misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.

The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by the Authority to the eligible applicants. In case of any discrepancy between figures and words in the financial proposal, the one described in words shall be adopted.

Annexure -I

A. List of Anaesthetics, Medicines & Miscellaneous Items

LIST OF ANAESTHETICS ,MEDICINE AND MISCELLANEOUS ITEMS REQUIRED TO CARRY OUT ABC PROGRAMME FOR THE YEAR 2020-21

SI NO.	MEDICINE /MISC ITEMS	PACKING
1.	Inj Ketamine Hydrochloride	0.5ml vial
2.	Inj Meloxicam	100ml
3.	Inj Tranexamic Acid	20ml vial
4.	Inj Ethamsylate	2 ml × 5amp
5.	Inj Metronidazole	100ml
6.	Inj Tetanus Toxoid	0.5ml
7.	Inj Deriphylin	2ml amp
8.	Inj Diazepam (5mg/ml)	2ml amp
9.	Inj Xylocane(2%)	30ml vial
10.	Cypermethrin (10%)	50ml
11.	Chromic Catgut (with needle)	No : 1 -0 /2
12.	Polydioxonone (PDS) Suture(with needle)	No - 1 -0 / No.2 - 0
13.	Proflavin+BHC+Cetrimide Ointment	100 gm pack
14.	Distilled Water	10ml
15.	Surgical Spirit (Absolute)	450ml Bottel
16.	Scalp vein set	21,22 gauze size
17.	Infusion sets	1 set
18.	Surgical gloves	6''/6.5''/7''
19.	Povidone Iodine	500 ml
20.	Disposable syringes	2 ml
21.	Disposable syringes	5 ml
22.	Disposable syringe	10 ml
23.	Disposable Needle (20 gauze)	100's
24.	B.P.Blade –No.22	1
25.	Shaving Blades	1 pcs
26.	Savlon liquid	1 Liters
27.	Gauze cloth	1 than
28.	Cotton rolls	500 gm
29.	Face Mask	1
30.	Surgeon's Cap	1
31.	Glycerin	100ml
32.	Non sterile gloves	100's
33.	Inj XYlazine	30ml vials
34.	Inj Atropine Sulphate	1ml vial
35.	Inj Anti –Rabies Vaccine	10ml
36.	Polyglactine 910 No.2-0	12 pieces
37.	Polyglactine 910 No.0	12 pieces
38.	Polyglactine 910 No.01	12 pieces

39.	Nylon 0 (with neddle)	12 pieces
40.	Streptopenicillin	2.5 gm

I have read and understood the above conditions and the same are accepted by me/us.

Signature of the applicant

His/her behalf of her

husband/wife/intending

Tender licensee above Name

Covering Letter

(On the Letter head of the applicant)

To,
The Executive Officer,
Puri Municipality,Puri,

Date: _____

Ref: Selection of an Agency for SUPPLY OF MEDICINES FOR ANIMAL BIRTH CONTROL PROGRAMME AT PURI MUNICIPALITY

1. With reference to your RFP document _____, dated _____, I, having examined the RFP Documents and understood their contents, hereby submit my/our proposal for the aforesaid Project. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Agency for the aforesaid Project, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the BID.
5. I acknowledge the right of the Authority to reject our BID without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I declare that:
 - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
 - (b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
 - (c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
 - (d) the undertakings given by us along with the Application in response to the RFP for the Project and information mentioned for the evaluation of the BID Capacity were true and correct as on the date of making the Application and are also true and correct as on the BID Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Bidders to BID for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the event such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.

12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above mentioned Project and the terms and implementation thereof.
13. In the event of my/ our being declared as the Selected Bidder, I/we agree to enter into a Agreement in accordance with the draft that has been provided to me/us prior to the BID Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the medicine . We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. I offer a EMD/BID Security of Rs. _____/- (Rupees _____ Only) to the Authority in accordance with the RFP Document of DD No. _____ along with the Tender Paper Cost of Rs. _____/- (Rupees _____ Only) to the Authority in accordance with the RFP Document of DD No. _____
16. The documents accompanying the Technical BID, as specified in the RFP, have been submitted in separate files.
17. I agree and understand that the BID is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project / Contract is not awarded to me or our BID is not opened or rejected.
18. The BID Price has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the site and all the conditions that may affect the project cost and implementation of the project.
19. I agree and undertake to abide by all the terms and conditions of the RFP document.
20. I shall keep this offer valid for 90 (Ninety) days from the BID Due Date specified in the RFP.

21. I hereby certify that we have not changed any quantity as mentioned in the BoQ and confirmed that any discrepancy arrive at any time, decision of Authority will be consider as final.

21. I hereby submit our BID and offer a BID Price as indicated in Financial Bid for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this BID under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

Place:

**Signature, name and designation of the
Authorised Signatory with name and seal of
Bidder**

Basic Details of Applicant

(On the Letter Head of the Applicant)

1) Name of the Agency:

2) Name of the contact Person :

3) Designation:

4) Address

i. Present address:-

ii. Permanent address:-

5) Mobile Number & Telephone Number :

6) E-mail Address :

7) Fax Number :

8) Aadhar Card No

9) Pan Card No:

10) Valid GST Registration number:

11) Medicine supplied before(Yes/No)

If Yes, Please provide the details along with the workorder:-

**Signature, name and designation of the
Authorised Signatory with name and seal of Bidder**

All the information is mandatory

FINANCIAL PROPOSAL

**To,
The Executive Officer,
Puri Municipality,Puri**

Ref: “Selection of an Agency for Supply Of Anaesthetics, Medicines & Miscellaneous Items for Animal Birth Control ProgrammeAt Puri Municipality

We, the undersigned, offer to provide the agency services for the **“SUPPLY OF MEDICINE For Sterilisation Of 20 Operation Per Week For ANIMAL BIRTH CONTROL PROGRAMMEAT PURI MUNICIPALITY”** in accordance with your Request for Proposal dated [14.11.2022] and our Financial Proposal (For Calendar Year 2022-23) as per details mentioned below:

Sl.no	Name of the Anaesthetics, Medicines & Miscellaneous Items	Unit	Rate per equipment	Total Cost including GST	Figures in INR (In words)
-------	---	------	--------------------	--------------------------	---------------------------

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 30 days from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

Signature, name and designation of the Authorised Signatory with name and seal of Bidder

Check List:

(Document to be submitted along with bid)

S.N.	Particulars	Submission by Bidder Yes/ No/ NA
1	Tender Document fee of Rs3,000/- in shape of BC/BD in favour of Executive Officer, Puri Municipality, Puri	
2	EMD of Rs. 10,000/- in shape of TDR/NSC/KVP duly pleached in favour of Executive Officer, Puri Municipality, Puri	
3	Experience Certificate from authorised officials for supply of medicines to the Govt Officers in last 3 years (Copy to be submitted along Bid)	
4	Drugs License Certificate of the Agency	
5	Copy of Pan Card	
6	Copy of GST	
7	Copy of registration of the agency	
8	Affidavit repay Self-declaration of non-blacklisting	
9	Annexure –II Covering Letter	
10	Annexure –III Details of Applicant	
11	Annexure –(IV) Financial Proposal	

- The bidder shall ensure all the documents should be furnished with self attested with official stamp and all the pages should be numbered
- The bidder shall ensure all the documents should be furnished chronologically as per the check list with indicating the page number.
- This check list should be accompanied with the tender document.

**Signature, name and designation of the
Authorized Signatory with name and seal of Bidder**