

SPORTS AUTHORITY OF INDIA  
NETAJI SUBHAS NATIONAL INSTITUTE OF SPORTS: PATIALA

**TENDER NOTICE**

Sealed Tenders superscribed as "Tender for Supply of medical items including painkillers, antibiotics, general symptomatic medicines, Injectables, Topical agents etc., surgical items including cotton, dressing material, bandages, suture material, minor surgical instruments etc., physiotherapy items including taping and minor items for rehabilitation etc., Laboratory items including reagents, solutions, diagnostics kits (both clinical and biochemistry) etc., are invited for One year for the period from **date of award of letter** from wholesalers & retailers on the prescribed form with minimum annual turnover of Rs.25.00 Lacs during the last three preceding years for the purchase of medicines to SAI NS NIS, Patiala on the following terms & conditions. The envelopes containing the documents should be wax-sealed and be superscribed Technical Bid – "A" and Financial Bid – "B" as the case may be. The envelopes 'A' & 'B' shall be submitted in one single big sealed envelop.

**MAXIMUM DISCOUNT (IN % AGE) OFFERED ON MRP FOR ALL BRANDS**

Tender form containing detailed terms and conditions can be obtained from the Accounts Branch, Sports Authority of India, Netaji Subhas National Institute of Sports, Old Moti Bagh, Patiala – 147001 on payment of Rs. 1000/- (Rs. One thousand only) (non refundable) in the shape of Bank draft in favour of Executive Director (A), SAI NSNIS, Patiala or by cash of Rs. 1000/- (Rs. One thousand only) during office hours. The sale of Tender Form will start from the date of display of Tender documents on NIS Website. The tender must be accompanied with Earnest Money (Bid security) of **Rs. 50,000/- (Rs. Fifty thousand only)**. The earnest money of the successful tenderer would be refunded on receipt of performance security which would be released after completion of contract process and after full satisfaction of the committee. The said amount will be forfeited if any successful tenderer fails to supply the specified medicines indented by the Institute as per the discount offered.

Period of Sale of Tender Form:	26-06-2017 to 17-07-2017
Last Date & Time of Receipt of Tender Form:	18-07-2017 up to 3.00 p.m.
Date of Opening of Technical Bids:	18-07-2017 at 3.30 p.m.

Tender must reach in the office of the Consultant (Admn.) upto 3.00 pm. on 18.07.2017 at the latest. The same shall be opened as per scheduled given above in the presence of authorized intending tenderers. Tenders not submitted on the prescribed form/not accompanied with the required earnest money/documents or received late shall be summarily ignored and rejected. The Executive Director (A) reserves the right to accept or reject any or all the tenders received without assigning any reason thereof. The interested parties can download the tender form from the website ([www.nsnis.org](http://www.nsnis.org)) and may send their tender along with the cost of tender form (i.e.Rs.1000/- non refundable) and the requisite earnest money through separate bank demand draft payable at Patiala in favour of Executive Director (A), SAI NS NIS, Patiala up to 3.00 PM on 18.07.2017.

DIRECTOR  
FOR EXECUTIVE DIRECTOR (A)

TENDER FORM

FOR SUPPLY OF

***MEDICAL, SURGICAL  
PHYSIOTHERAPY &  
LABORATORY ITEMS  
(CONSUMABLE & DISPOSABLE)***

*TO*

*SAI NS NIS  
PATIALA*

SPORTS AUTHORITY OF INDIA  
NETAJI SUBHAS NATIONAL INSTITUTE OF SPORTS  
MOTI BAGH,  
PATIALA 6147001

Phone: 2322081, FAX: 0175-2212070

Website: <http://www.nsnis.org>.

- 1) Name of the Tenderer to whom the Tender Form is issued.
- 2) Address
- 3) Serial No. assigned to the Tender Form
- 4) Date of Sale
- 5) Signature of the Clerk issuing Tender form.

NOTE :

- The Tender form purchased by the tenderer is Non-transferable.
- The tender forms are required to be submitted intact together with Conditions to tender acceptance form as at the time of sale, without any Pages being removed. Failure to comply with this will render the tender liable to be rejected.

**TENDER FOR THE SUPPLY OF MEDICAL , SURGICAL, PHYSIOTHERAPY &  
LABORATORY ITEMS  
(CONSUMABLE & DISPOSABLE)**

The Executive Director (A), SAI NSNIS, Patiala reserves the right to invite tenders, reject any tender or all tenders without assigning any reasons for any such action.

The tender box will be sealed at **3.00 p.m. on 18.07.2017** allotted for the purpose. Tenders will be opened in the presence of Tenderers present on **18.07.2017 at 03.30 p.m.**

Note: If the date of receipt of opening of tenders happens to be declared as holiday at a later date, the same will be received and opened on the next working day. Late/delayed/post/courier/e-mail and fax tenders will be summarily rejected.

**TERMS & CONDITIONS – Envelope-‘A’**

1. Only the Registered wholesalers, retailers as the case may be, are allowed to quote. The offers of middlemen and those who are not in the line will not be entertained.
2. The discount shall remain intact for the period of contract, irrespective of the change in the requirements and market prices. The percentage of discount shall be specified.
3. Each product should be supplied fresh within 2-3 months of the date of manufacturing, failing , the same shall not be accepted.
4. Any bid submitted after the specified date & time for submission of bids shall not be considered.
5. Registration certificate of the firm/company/agency.
6. The technical bid shall not include any financial information such a bid shall be summarily rejected.
7. The product supplied shall have minimum expiring period of one year. The supply should be completed within fifteen days from the date of supply order, failing which the penalty shall be imposed by the competent authority as deemed fit.
8. The Executive Director (A), SAI NS NIS Patiala reserves the right to cancel the contract without giving any reason/on giving a month's notice without/and assigning any reason for cancellation.
9. Copy of cash receipt for purchase of tender form issued by the SAI NS NIS's Accounts Department shall accompany your Tender, otherwise it is liable to be rejected.
10. The word 'Tender for supply of medical, surgical, physiotherapy and laboratory items' should be superscribed on the top left corner of envelopes bearing the name and address of the tenderer. The sealed tenders should be submitted in the following manner.

**Technical Bid – Envelope-“A”**

- (a) Earnest money worth **Rs.50,000/- (Rupees fifty thousand only)** through crossed demand draft drawn on any commercial bank in favour of Executive Director(A), SAI NS NIS, Patiala payable at Patiala (**To be submitted in Envelop ‘A’**)
- (b) Tender form, Signed terms and conditions and other required documents as per tender.

**Financial Bid – Envelope-“B”**

- (a) Discount quoted in percentage inclusive of all taxes on MRP should be as per Performa mentioned in Financial Bid at Page No.10 of the tender document.
1. The envelopes containing the documents as mentioned at Sr.No.7 above should be wax-sealed and be superscribed Technical Bid & Financial Bid - B as the case may be. The envelopes A & B shall be submitted in one single big sealed envelop addressed to the Executive Director(A) Sports Authority of India, Netaji Subhas National Institute of Sports, Patiala-147001 on or before **18.07.2017 at 3.00 p.m** can be dropped in the Tender Box kept in the office of Consultant (Admn), SAI NSNIS, Patiala. Name & address of the tenderer should be mentioned on the envelope.
  2. In the event of any dispute or differences arising between the parties with regard to the terms and conditions of the agreement/contract and or with regard to the breach or interpretation thereof including all rights and liabilities there under on any matter whatsoever touching upon the terms and conditions of the agreement/contract whether in course or on after its termination the parties agreed to settle the same at the first instance by mutual discussions/conciliation which would be conducted by the Consultant, SAI NS NIS, at Patiala.
  3. In the event the said mutual discussions/conciliation fails, the aggrieved party shall initiate Arbitration proceedings for resolution of differences / disputes etc., mentioned above by appointing a sole Arbitrator, who shall be the Executive Director (A) of SAI NS NIS Patiala. In such event the said proceeding shall be conducted in accordance with the provisions of the arbitration and conciliation act 1996.
  4. The venue of such arbitration proceedings shall be at Patiala and the courts in Patiala alone will have jurisdiction in respect of all proceedings connected therewith.
  5. Read all the terms and conditions carefully and submit the required documents.
  6. Fill the tender with pen/ ball pen only. Anything written in pencil will not be accepted.
  7. Use English / Hindi language only.
  8. Avoid over writing. Any over writing or striking off the written matter is to be signed. No blanks should be left which would make the bid liable to rejected.
  9. Write the discount offered in figures as well as in words.

10. Put your signature on all the pages of this tender documents. Failure to do this, the tender is liable to be rejected.

11. Earnest Money Deposit so obtained will be refunded to the unsuccessful tenderers. **But Earnest Money of the successful tenderer will be refunded on receipt of performance security @ 5% of the total annual contract value.**

12. In case the contractor fails to comply with the instructions issued by SAI, Executive Director(A), SAI, NSNIS Patiala reserves the right to get the work done from any other agency at the entire risk and cost of the successful bidder.

13. The contractor shall have to adhere to the security regulations/instructions prevailing/ issued from time to time by SAI administration.

14. The Executive Director(A), SAI NSNIS, Patiala will have the right to forfeit the earnest money, if the terms and conditions of the Agreement are not adhered to by the tenderer.

15. The discount of percentage shall be specified as tendered will be inclusive of all taxes levied in Patiala . **The rates shall be operative from the date of award letter.** The contract can be extended for further period on same rates, terms and conditions subject to satisfactory services provided by the contractor during the contract period. The Executive Director (A) will have the right to reject any or all the tenders without assigning any reason.

16. In all matters of dispute, the decision of the Executive Director (A) SAI NSNIS, Patiala will be final.

17. Conditional, incomplete and tenders without earnest money are liable to be rejected.

18. The Officer receiving the medicines in stores will have the right to reject the articles if not found fresh, up to the mark and not of quality.

19. Successful tenderer will have to deposit the **performance security @ 5% of the contract value and execute the Agreement for the due performance of this contract on appropriate non-judicial stamp-paper worth Rs.300/-** within 10 days of the receipt of communication regarding acceptance of his tender by this Institute, failing which the supply order will not be placed and EMD shall be forfeited.

20. I/We honestly confirm and declare herewith that I/We am/are not involved in any Civil and /or Criminal case directly or indirectly and I/We also confirm and promise to abide that if anything of such nature is found against me/us, SAI will have all the rights to terminate contract immediately without assigning any further reason thereof.

21. The Executive Director(A), SAI NSNIS, Patiala will be legally and lawfully competent to cancel the contract of supply and also to take any other action against the supplier including imposing of any penalty on the supplier during the pendency and till the final execution of the contract of supply in case the supplier is ever found to have committed any fraud against SAI NSNIS, Patiala in supplying any defective material or over-billing for any material so supplied to them or indulge in any other malpractices thereby causing any financial losses during the contract period or in case of breach of any terms & conditions of the Agreement. Language of this standard form, conditions of contract shall be final and binding, Authority of interpreting any term is reserved with the Sports Authority of India only.

22. These are only draft terms and conditions which can be modified by the SAI before signing the agreement.
23. The Supplier should fulfill the following conditions with regard to Medicines etc.
- a) The selected product when supplied, the bill should clearly mention the batch number, date of manufacture and date of expiry of the product.
  - b) The product should be fresh stock within 2 - 3 months of manufacturing.
  - c) The product to be replaced if required within three months of expiry date.
24. In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
25. If an agent submits bid on behalf of the Principal /OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

Failure in any of the above conditions, tender papers will be considered invalid.

I/ We have read the above terms & conditions of this tender and understood the same and shall abide by them. It is certified that I am authorized signatory of this firm.

An amount of **Rs.50,000/- (Rupees fifty thousand only)** has been enclosed in shape of

Bank Demand Draft No. \_\_\_\_\_ Drawn on \_\_\_\_\_ (Branch Name) Dated

\_\_\_\_\_

Signature of authorised signatory / tenderer

Date  
Place

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Official SEAL

SPORTS AUTHORITY OF INDIA  
NETAJI SUBHAS NATIONAL INSTITUTE OF SPORTS: PATIALA

TENDER FORM- ENVELOPE - "A"

- Note: 1. The tender form shall be filled in ink only and following certificates/documents must be enclosed while submitting the tender.  
2. The columns which ever is not applicable may please be ignored.

The Contractor is required to furnish the following records / documents

- a) Latest income tax clearance certificate/assessment order.
- b) VAT Registration Certificate (Copy enclosed)
- c) VAT Registration Number. (Copy enclosed)
- d) Permanent Account Number. (PAN) (Copy enclosed)
- e) Copy of the license certificate issued by Drug Controller Department, Govt. of Punjab to be enclosed.
- f) Latest Income Tax Returns for the last three financial years. (Copy enclosed)
- g) Detail of experience from the respective clients for the last three years.

1. Name of the firm along with permanent registered office address:

\_\_\_\_\_

2. Permanent Residential address with telephone number

: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Present residential Postal Address

: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. In case, the tenderer is a partnership firm:-

a) Name of partners

Name of authorized signatory (tenderer) Bidder :

b) Whether registered under the partnership Act, 1932?



- (c) Whether any partner of the firm has been allotted any shops or commercial premises from Government/local body/BDA, Patiala. If so, give details thereof . **(Enclosed copy of partnership deed)**
- (d) State the capacity of the signatory  
(i) Individual  
(ii) Partner/Director  
(iii) Attorney
5. Telephone No. (Off.)& (Resi.):  
Branches (if any) :
6. Nature of the firm, whether  
Proprietary/partnership/Pvt. Ltd:
7. Name of the Proprietor/Partners/  
Director. **(Attach Affidavit)** :
8. Whether dealer, wholesaler or retailer
9. Name & Address of the Banker :
10. Who are the person/persons :  
authorized to sign. On your behalf  
(give their full name, designation/  
specimen sig. etc.(enclose photo)
- 11 Turnover for the last three financial years:  
Certified by Chartered Accountant.

I/We confirm that, I/We have read all the terms and conditions governing tenders for allotment of contract, under the control of the SAI and understand that, in case of any of the statement given by me/us is found incorrect or if all the terms and conditions of the contract letter (if issued) are not complied with within the period specified therein, the award of contract will be liable for cancellation and my/our Earnest Money would be liable to be forfeited by SAI. I/We agree that, decision of SAI in this behalf would be final and binding on me/us.

Signature of authorized signatory / tenderer  
Name with full address  
Official Seal

Date :

Place:

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**FINANCIAL BID – ENVELOPE-‘B’**

We / I \_\_\_\_\_ (Authorized signatory) hereby offer discount inclusive of all taxes as mentioned below on MRP of any medical, surgical, physiotherapy & laboratory items (consumable & disposable clinical items) to be supplied to Health Centre NSNIS, Patiala.

The itemwise discount offered are as under:-

- I. On Medical items including painkillers, antibiotics, general symptomatic Medicines, Injectables, Topical agents etc. \_\_\_\_\_percent (in figures)
- II. On Surgical items including cotton, dressing material, bandages, suture material, minor surgical instruments etc. \_\_\_\_\_percent (in figures)
- III. Physiotherapy items including bracing and taping material and minor items for rehabilitation etc.  
\_\_\_\_\_ percent (in figures)
- IV. Laboratory items including reagents, solutions, diagnostics kits (both clinical and biochemistry) etc.  
\_\_\_\_\_percent (in figures)

The rates of all items such as medical, surgical, physiotherapy & laboratory are inclusive of all taxes and supplied will be F.O.R., SAI NS NIS, Patiala.

I/ We have read the above terms & conditions of this tender and understood the same and shall abide by them. It is certified that I am authorized signatory of this firm.

SIGNATURE OF AUTHORISED SIGNATORY

Name with full address  
Official SEAL

Date :

Place:

\*Note :- In case the discount offered by one or more firms is the same, other Credentials of the firm will be taken into consideration/ or Executive Director(A) has the right to appoint a committee for table negotiations.

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