

MAULANA AZAD NATIONAL URDU UNIVERSITY
GACHIBOWLI, HYDERABAD 500032
(A Central University established by an Act of Parliament in 1998)



TENDER DOCUMENT FOR
SUPPLY OF GENERIC DRUGS / MEDICINES
AT UNIVERSITY HEALTH CENTRE, GACHIBOWLI, HYDERABAD
[Tender published on e-procurement (CPPP) of GoI]

TENDER DOCUMENT
For supply of Generic Drugs for MANUU Health Centre

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TENDER DOCUMENT AT A GLANCE

1.	Supply	Supply of Generic Drugs / Medicines at University Health Centre, Gachibowli, Hyderabad – 500 032
2.	Authority inviting tender	Registrar, Maulana Azad National Urdu University, (MANUU), Hyderabad
3.	Estimated cost of contract	6.21 lakhs
4.	Last date and time of submission of bids	05.10.2022 up to 03:00 P.M.
5.	How the bids should be submitted	Online on CPPP portal
6.	To whom the EMD in original should be submitted.	The Assistant Registrar, Purchase & Stores Section Maulana Azad National Urdu University Gachibowli, Hyderabad - 500 0032 Ph. No. 040-23001697
7.	Date and time of opening of bids	As per the schedule published on CPPP
8.	Amount of Bid Security (EMD)	Rs.30,000/- (Rupees thirty thousand only)
9.	Delivery Period	Within 30 days from the date of PO (excluding the date of PO and delivery)
10.	Bid Validity Period	75 (seventy five) days from the last date of submission of bids

SECTION -1**NOTICE INVITING TENDER**

The University Health Centre has been established in 2007 at Maulana Azad National Urdu University (MANUU), Hyderabad (a Central University established by an Act of Parliament) invites online bids under e-procurement method on two bid system (technical and financial) from the dealer / Partnership dealers / reputed dealers for supply of Generic Drugs / Medicines for University Health Centre. The selected firm(s) is required to supply generic drugs / medicines within 30 days after the date of placing order.

The document can be downloaded from the Government of India, Central Public Procurement Portal (CPPP) website www.eprocure.gov.in or from the University's website www.manuu.ac.in / www.manuu.edu.in

The bidding documents (technical bid and financial bid) duly filled-in as per the instructions contained in Section 2 of this document (Instructions to Bidders) along with copy of required documents and Account Payee Demand Draft for Rs.30,000/- drawn / made in favour of Maulana Azad National Urdu University, Hyderabad towards Bid Security (Earnest Money Deposit) must be uploaded on CPP Portal on or before 05.1.08/2022 up to 03.00 PM. The EMD in original must be submitted to the Assistant Registrar (Purchase & Stores Section), MANUU before 24 hrs of closing of submission of online bid submission.


Registrar

SECTION – 2

INSTRUCTION TO BIDDERS

2.1 General Instructions

- 2.1.1 For the bidding / tender documents purposes, 'Maulana Azad National Urdu University' (MANUU) shall be referred to as 'Client' and the bidder / successful bidder shall be interchangeably referred to as 'Contractor' and / or 'Bidder'.
- 2.1.2 The invitation for bid is open to dealers / partnership dealers / reputed dealers in supply of Generic Drugs / Medicines.
- 2.1.3 The bidding documents (technical bid and financial bid) must be submitted before the time specified in the tender.
- 2.1.4 While all efforts have been made to avoid errors in preparation of tender documents, the bidders are advised to check the same carefully. No claim on account of any error detected in the tender document shall be entertained.
- 2.1.5 The duly filled-in technical bid along with copy(ies) of requisite supporting documents and financial bid should be submitted before the last date. Non-receipt of any of the required documents or bid with incomplete details will lead to rejection of tender.
- 2.1.6 Any person signing on behalf of a bidder (other than dealer / partner) must attach scanned copy of the authorization letter/ Power of Attorney from the actual bidder as the proof of authorization for signing on his/ her behalf.
- 2.1.7 Each bidder shall submit only one bid against this invitation of tender.
- 2.1.8 Bid containing conditional offers, offers with deviation from the conditions of tender document, bids not meeting the eligibility criteria, technical bids not accompanied with Bid Security / Earnest Money Deposit of requisite amount / format shall be rejected.
- 2.1.9 The tenderer, after submitting the tender, may withdraw, substitute or modify the tenders without forfeiture of Bid Security / EMD up to the date and time of receipt of the tender. Any such request received after the prescribed date and time of receipt of tenders will not be considered.
- 2.1.10 No bid shall be withdrawn in the interval between the last date of submission (after submission of the bid) of bids and expiration of the period of bid validity of tender.
- 2.1.11 A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if:
 - (a) they have controlling partner(s) in common; or
 - (b) they receive or have received any direct or indirect financial stake from any of them; or
 - (c) they have the same legal representative/ agent for the purpose of this bid; or
 - (d) they have relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder.
- 2.1.12 A prospective bidder may seek clarification in writing from the MANUU well before the due date of submission of bids.
- 2.1.13 At any time prior to the date of submission of bids, the MANUU may, whether its own initiative or in response to a clarification sought by a prospective bidder, amend bid

documents by using corrigendum which shall be notified on the CPPP and MANUU official website.

- 2.1.14 In case the amendments in the tender document require revision in the bids already submitted by that time and there being inadequate time to revise the bids by the notified last date and time for submission of revised bids by the bidders, the date and time of submission of bids may be suitably extended at the discretion of the MANUU. In such a situation, the bidders shall also be required to extend the validity period of their bid security / EMD.

2.2 Bid Security (Earnest Money Deposit)

- 2.2.1 The bid must be accompanied by a Bid Security (Earnest Money Deposit) of Rs.30,000/- (Rupees thirty Thousand only) in the form of an Account Payee Demand Draft / Banker's Cheque of any nationalized bank drawn / made in favour of Maulana Azad National Urdu University, Gachibowli, Hyderabad payable at Hyderabad. However, the firms / companies registered as Micro and Small Enterprises (MSEs) or as defined in Government of India's MSE Procurement Policy, Start-ups as recognized by Government of India, Department of Industrial Policy & Promotion are exempted to furnish bid security subject to production of proof of their registration for this product. Firms manufacturing one/few medicines cannot claim exemption for whole list of medicines. Documentary evidence for exemption should indicate complete category / list of items as detailed in the tender. In such case, the bidder shall submit the complete EMD amount in the prescribed format.
- 2.2.2 The copy of financial instrument mentioned in para 2.2.1 should be enclosed along with the technical bid.
- 2.2.3 The Bid Security should remain valid for a period of 75 days beyond the final bid validity period.
- 2.2.4 No request for transfer of any previous deposit(s) of earnest money or security deposit or adjustment against any pending bill held by the Client in respect of any previous services/ work shall be entertained.
- 2.2.5 A bidder's Bid Security will be forfeited if the bidder withdraws or amends its offer or impairs or derogates from the tender in any respect within the period of validity of the tender.
- 2.2.6 In the case of a successful bidder, the Bid Security will be forfeited, if the bidder fails to
 (i) furnish the required Performance Security within the specified period;
 (ii) honour his/ her own quoted prices for the services or part thereof;
 (iii) supply the items as per the specifications and quantities mentioned in the award of contract.
- 2.2.7 Bid Securities of unsuccessful bidder(s) will be returned to them at the earliest after expiry of the final bid validity period and latest by 30th day after the award of contract.
- 2.2.8 In the case of successful bidder, the Bid Security will be returned on receipt of Performance Security of 3% of the estimated value of the total contract. No differential amount will be accepted to adjust the EMD.

2.3 Minimum Eligibility Criteria

- 2.3.1 The bidder shall be a dealer / Partnership dealer / reputed dealer in Generic Drugs / Medicines etc.

- 2.3.2 The firm shall submit the EMD of Rs.30,000/- or EMD exemption certificate along with relevant document (if any).
- 2.3.3 The bidder must have a valid license for sale of drugs / Medicines.
- 2.3.4 Bidders shall have to meet the following pre-qualification criteria:
- (a) Should have the Average **Annual Turnover** of Rs.4,96,800/- during the preceding three years ending with 31st March, 2022. The bidder shall upload the copies of Balance sheet and Profit & Loss Account of the said duration;
and
- (b) (i) Should have executed supply of generic drugs / medicines against three purchase orders worth Rs.2,48,400/- each during the last five years (ending on the date of publishing this tender). The bidder shall upload the copies of Work Orders indicating the financial figures of the said duration;
or
- (ii) Should have executed supply of generic drugs / medicines against two purchase orders worth Rs.3,10,500/- each during the last five years (ending on the date of publishing this tender). The bidder shall upload the copies of Work Orders indicating the financial figures of the said duration
or
- (iii) Should have executed supply of generic drugs / medicines against one purchase order worth Rs.4,96,800/- during the last five years (ending on the date of publishing this tender). The bidder shall upload the copies of Work Orders indicating the financial figures of the said duration
- 2.3.5 The bidders are expected to have in possession of required space/staff for the said services/work etc. with alternate / standby to ensure uninterrupted / timely delivery.
- 2.3.6 Bidder should not have suffered any financial loss for more than one year during the preceding three years ending 31st March, 2022.
- 2.3.7 Bidder should not have been blacklisted on any score by any Government Department/ Autonomous Body/ Public Sector Undertaking. Any information in this regard subsequently found to be incorrect after submission of bid or award of contract will entail rejection of the bid or cancellation of Award of Contract as the case may be.
- 2.3.8 Only those bidders shall be treated as eligible to participate in the bidding process who, through their letter of submission of bid (Bid Cover Letter), declares as under:
- (i) No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
- (ii) No undisclosed agreement or understanding with other bidders shall be entered into with respect to prices, certifications etc.;
- (iii) No payment has been made to any agent/ broker or any other intermediary for this bidding;
- (iv) No transgression has been committed in the past with any other organization in India or abroad that may impinge on the anti-corruption principle.
- 2.3.9 In proof of having fulfilled the minimum eligibility criteria mentioned at clauses 2.3.1 to 2.3.7, the legible scanned copies of the following self attested documents/ information must be uploaded with the technical bid:
- (a) Each copy of GSTIN, certificate of Incorporation issued by the Registrar of Companies and firm registration certificate.

- (b) Copies of audited Balance Sheet and Profit & Loss Account of the firm for the years 2019-2020, 2020-2021 and 2021-2022.
- (c) Copies of work orders in support of information required at clause 2.3.3 of the tender document.
- (d) An affidavit on non-judicial stamp paper for Rs.50/- declaring that the firm/company/dealership had never been blacklisted by any authority (Original Affidavit shall be hand over to the Assistant Registrar Purchase Section before the last date of the submission of tender). The Affidavit shall be signed after notifying this tender.

2.3.10 This Request for Proposal (RFP) is issued with no financial commitment and the MANUU reserves the right to change or vary any part thereof or foreclose the procurement process (cancellation of tender process) at any stage. The MANUU also reserves the right to disqualify any vendor, if warranted, at any stage.

2.4 Bid Validity Period

2.4.1 Bids shall remain valid and open for acceptance for a period of 75 (seventy five days) days from the last date of submission of bids.

2.4.2 The University may, without assigning any reason, request for extension of bid validity for another period of 30 (thirty) days without any modification in the bid submitted.

2.5 Submission of Technical Bid

2.5.1 Technical Bid should be submitted on CPPP in the form prescribed at Annexure-II of this tender document.

2.5.2 The following documents shall comprise the Technical Bid:

- (a) Technical Bid Submission Letter (Bid Cover Letter) in the form prescribed at Form-1 inter alia containing the declaration required at clause 2.3.8. The letter should be printed on company's letter head and signed by the authorized signatory.
- (b) Duly filled-in and signed Annexure-II containing information required.
- (c) copy(ies) of all the supporting documents as required in clause 2.3.1 to 2.3.7
- (d) Bid Security (EMD) in any of the form mentioned in clause 2.2.1 (original to be submitted)

2.6 Submission of Financial Bid

2.6.1 Financial bid should be submitted on CPPP in the 'Price Schedule' Form prescribed.

2.6.2 Financial Bid should be as per the format only.

2.6.3 Bidders must quote in Annexure-III as per terms stipulated in Section 6 keeping in view the requirements in Section 3.

2.7 Opening of Technical Bids

2.7.1 Bids will be opened by the duly authorized Committee / DSC holders.

2.7.2 In case, the date fixed for opening of bids is subsequently declared as holiday by the Government / University, the bids will be opened on next working date with time and venue remaining unaltered.

2.7.3 After opening of technical bids, a preliminary scrutiny would be conducted to ensure that EMD of requisite amount and other documents as required in clause 2.5.2 are furnished. The bids found deficient in these requirements shall be declared invalid and such bids will not be considered further for technical evaluation.

2.7.4 The bidders whose technical bids are otherwise found valid shall be termed as responsive bidders. The detailed evaluation of technical bids of such responsive bidders will be carried out later.

2.8 Technical Bid Evaluation

- 2.8.1 The technical bids shall be evaluated based on the documents submitted by the bidders in totality as required under clause 2.5.2 above. To assist in the examination, evaluation, comparison of the bids and qualification of the bidders, the MANUU may, at its discretion, ask any bidder for a clarification on its bid. Any clarification submitted by a bidder that is not in response to a request by the MANUU shall not be considered. The MANUU's request for clarification and the response shall be in writing.
- 2.8.2 If a bidder does not provide clarifications of its bid by the date and time set in the University request for clarification, its bid may be rejected.
- 2.8.3 MANUU also reserves its right to seek confirmation / clarification on the supporting documents submitted by the bidder from the agency(ies) issuing such document(s).
- 2.8.4 If a bidder discloses the rates / financial bid (by uploading along with the other copies), his bid will be rejected in the technical stage and further evaluation will not be done.

2.9 Opening of Financial Bids

- 2.9.1 The financial bids of the technically qualified bidders shall be opened as per the schedule date and time.
- 2.9.2 Mere becoming the lowest bidder, prior to financial bid scrutiny will not give any right to the lowest bidder to claim that he is successful in the bidding process. The successful bidder (L1) shall be decided only after following due procedure.

2.10 Financial Bid Evaluation

- 2.10.1 The evaluation of financial bids shall be made on the basis of **per Unit** (which includes) plus applicable GST. In case of discrepancy in GST %, the unit price will be taken as base price. **Item-wise L1** will be taken into consideration and accordingly Purchase Order(s) will be issued to those L1 (item-wise) firms.
- 2.10.2 The bidder whose financial bid is found to be lowest in terms of clause 2.10.1 above shall be declared as successful.
- 2.10.3 In case of two or more firms / companies quoting the same lowest rates, all such firms only will be asked to submit fresh financial quotations for all the items on short notice.

2.11 Right of Acceptance

- 2.11.1 Maulana Azad National Urdu University, Hyderabad reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids (including the lowest) at any time prior to award of contract without incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders for the University action. The decision of the competent authority of the University in this regard shall be final and binding.
- 2.11.2 In the event of L1 bidder not being capable of performing the supply of generic drugs / medicines in entirety as per notified specifications within the stipulated time frame as required by the University, the competent authority of the University reserves the right to split the work and award a portion of it to L2 bidder at accepted L1 rate if he agrees to do so. Otherwise the offer will pass on to L3 bidder and so on. The decision of the University in this regard will be binding on the bidders.
- 2.11.3 In case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the competent authority of the Maulana Azad National Urdu University reserves the right to award the contract to the next higher bidder and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the bidders.

SECTION-3

SCHEDULE OF REQUIREMENTS

This Schedule of Requirements contains details of Generic Drugs / Medicines supplied by the firms at University Health Centre, MANUU and other relevant information and instructions in this regard.

3.1 Generic Drugs / Medicines

3.1.1 The supply of generic drugs / medicines as detailed at 3.2.1 shall be carried out by the intending firms and would be paid by the University on as and when required since University Health Centre required these services throughout the year.

3.2 General Instructions to the bidders:

3.2.1 **Specifications:** as per the Gol norms from time to time.

3.2.2 Requirement:

Sl.	Name of the drug/generic chemical combination	Quantity Required (Nos)
1.	Accu Check Strips (100S)	1200
2.	Adrenaline Inj.	10
3.	Oxygen Mask Adult	10
4.	Fexofenadine 120Mg Tablet	3000
5.	Bromohexine 2Mg+Guaiphenesin 50Mg+Terbutaline 1.25Mg+Menthol 0.5Mg Liquid 100ML	600
6.	Amoxycillin 200Mg+Potassium Clavulanate 28.5Mg Dry-Syrup 30ML	200
7.	Alprazolam 0.25Mg Tablet	500
8.	Amlodipine 5Mg+Atenolol 50Mg Tablet	1000
9.	Salbutamol Respules	60
10.	Dextromethorphan 10mg+Phenylephrine 5mg+Chlorpheniramine 2mg Liquid 100ML	450
11.	Hydroxyzine 10mg Tablet	1000
12.	Hydroxyzine 10Mg/5ML Liquid 100ML	150
13.	Pheniramine Maleate Injection Ip	100
14.	Azithromycin 200Mg Liquid 15ML	150
15.	Azithromycin 100Mg Liquid 15ML	200
16.	Band-Aid plaster	500
17.	Beclomethasone Dipro 0.025%.+Salicylic. Acid 3% Cream/Oint 20Gm	200
18.	Beclomethasone Dipro 0.025%.+Miconazole 2% +Neomycin Sulphate 0.1%. Cream/Oint 10Gm	400
19.	Camphor 25+Chlorothymol 5Mg+Eucalyptol 125Mg+Menthol 55Mg+Terpineol 120Mg Softgel	2500
20.	Budesonide 0.5Mg Respules 2ML	150
21.	Silver Nitrate 0.20%.+Chlorhexidine Gluconate 0.20%. Cream/Oint 15Gm	150
22.	Hyoscine Butyl Bromide 20Mg/ML Injection-Amp 1ML	150
23.	Calamine 8%.+Diphenhydramine 1% + Camphor 0.1%. Lotion 100ML	250
24.	Cefixime 50Mg Dry-Syrup 30ML	200
25.	Ciprofloxacin 0.3% +Dexamethasone 0.05% Eye-Drops 10ML	250
26.	Beclomethasone Dipro 0.025%.+Clotrimazole 1%.+ Chloramphenicol 5%.+Lignocaine 2%. Ear-Drops 5ML	100
27.	Paracetamol 325Mg+Phenylephrine 5Mg+Cetirizine 5Mg Tablet	2000
28.	Trypsin-Chymotrypsin 1Lakh Units Tablet	1500
29.	Cinnarizine 25Mg+Domperidone 15Mg Tablet	300
30.	Povidone Iodine 5%. Powder 10Gm	150
31.	Disodium Hydrogen Citrate 1.25Gm Liquid 100ML	150
32.	Paradichlorobenzene 2%.+Benzocaine 2.7%. +Chlorbutal 5% + Turpentine Oil 15%. Ear-Drops 10ML	150
33.	Clobetasol Prop. 0.05%.+Miconazole 2%.+Neomycin 0.5% Cream/Oint 10Gm	1500

34.	Ibuprofen 100Mg+Paracetamol 162.5Mg Liquid 60Ml	150
35.	Bisoprolol Fumarate 2.5Mg Tablet	200
36.	Cotton Roll 400 Gm	10
37.	Liquid Paraffin 3.75Ml+Milk Of Magnesia 11.25Ml Liquid 170Ml	250
38.	Dicyclomine 20Mg+Simethicone Syp	75
39.	5% Dextrose	250
40.	Nifedipine 5Mg Cap	50
41.	Ofloxacin 0.75%.+Ornidazole 2%.+Terbinafine 1%.+ Clobetasol 0.05%. Cream/Oint 15Gm	750
42.	Dexamethasone 4Mg/Ml Injection -Amp 2Ml	25
43.	Sodium Chloride 0.9% dextrose 5% injection	300
44.	Bisacodyl 5Mg Tablet	500
45.	Acetyl Salicylic Acid 150Mg Tab	500
46.	Dextromethorphan 0Mg+Phenylephrine 5Mg+Chlorpheniramine 2Mg Liquid 60Ml	250
47.	Diclofenac 50Mg+Paracetamol 325Mg+Serratiopeptidase 10Mg Tablet	8000
48.	Aceclofenac 100Mg+Paracetamol 325Mg+Chlorzoxazone 250Mg Tablet	5000
49.	Ethamsylate 500Mg Tab	500
50.	vitamin e 400mg capsules	300
51.	Examination Gloves (Large size)	1000
52.	Paracetamol 150Mg/Ml Injection –Amp 2 Ml	400
53.	Paracetamol 250Mg Liquid 60Ml	200
54.	Gauze Bandage 4 INCH	100
55.	Gauze Bandage 6 INCH	100
56.	Aluminium Hydroxide 00Mg+ Magnesium Hydroxide 200Mg+ Polydimethylsiloxane 25Mg Gel-Suspension 170Ml	650
57.	Gentamicin Eye Drops	150
58.	Aluminium Hydroxide (250 mg), Magnesium Hydroxide (250 mg), Simethicone (50 mg), Magnesium Aluminium Silicate	3000
59.	Haematinic+Vitamins Liquid 200Ml	500
60.	IV Set	750
61.	Paracetamol 325Mg+ Phenylephrine 5Mg + Diphenhydramine 25Mg+ Caffeine 30Mg Tablet	1000
62.	Lactobacillus Sporogenes- 60M Tablet	2000
63.	INJ Furosemide 10 mg	10
64.	Fungal Diastase(1:2000)50Mg + Pepsin(1:3000)10Mg Liquid 200Ml	200
65.	Mefenamic Acid 100Mg+Paracetamol 250Mg Liquid 60Ml	100
66.	Ampicillin 250Mg+Dicloxacillin 250Mg Capsule	2000
67.	Megapen kids syp 30ml	200
68.	Montelukast 10mg+Levocetirizine 5mg Tablet	1500
69.	Amoxycillin 500Mg+Potassium Clavulanate 125Mg Tablet	3000
70.	multivitamins+multiminerals +L-Lysine Liquid 200Ml	650
71.	Sodium Chloride 0.9% Iv 500Ml	56
72.	Ofloxacin 50mg+Metronidazole 120mg+Simethicone 10mg Liquid 30Ml	150
73.	Paracetamol 325Mg+Phenylephrine 5Mg+Cpm 2Mg Tablet	1000
74.	Cetirizine 10Mg Tablet	6000
75.	Ondansetron 2Mg/Ml Injection-Amp 2Ml	100
76.	Ondansetron 4Mg Tablet	1000
77.	Ondansetron 2Mg/Ml Liquid 30Ml	150
78.	Diclofenac 1.16%.+Linseed Oil 3%.+Methyl Salicylate 10%+ Menthol 5%. Gel 15Gm	1200
79.	Diclofenac 1.16%.+Linseed Oil 3%.+Methylsalicylate 10%. +Menthol 5%. Spray 50Gm	10
80.	Choline Salicylate 8.7% +Lignocaine2%.+Benzalkonium Chloride 0.01%. Gel 10Gm	150
81.	Ors Pow Small Powder 4.2Gm	2500
82.	Xylometazoline 0.1%. Nasal-Drops 10Ml	200
83.	Pantoprazole 40Mg Injection-Vial	50

84.	Paracetamol 650Mg Tablet	8000
85.	Clobetasol Prop. 0.05%.+Miconazole 2%.+Neomycin 0.5% / Cream/Oint 10Gm	600
86.	Rabeprazole 20Mg Tablet	2500
87.	Ranitidine 25Mg/MI Injection-Amp 2MI	100
88.	Rabeprazole 20mg+Domperidone SR 30mg Capsule	1000
89.	Ambroxol 30mg+Guaiphenesin 50mg+Levosulbutamol 1mg Liquid 100MI	800
90.	Ringer Lactate 500ml	250
91.	Roxithromycin 50Mg Liquid 30MI	100
92.	Loperamide	2000
93.	Fradiomycin Sulphate 0.05% Cream/Oint 15Gm	1000
94.	Multivitamins+Multiminerals Tablet	6000
95.	Surgical Gloves	150
96.	Surgical Spirit 5 Ltr	10
97.	Tetanus Toxide Ampule 0.5MI	400
98.	Paracetamol 125Mg+Phenylephrine 2.5Mg+Cetirizine 2.5Mg Liquid 60MI	300
99.	Mupirocin 2%. Oint 5Gm	250
100.	Gamma Benzene Hexachloride & Cetrime Lotion	100
101.	Telmisartan 20Mg Tablet	2000
102.	Tramadol 50Mg/MI Injection-Amp 1MI	100
103.	Fungal Diastase 100Mg+Papain 60 Mg+Activated Charcoal 5Mg Tablet	500
104.	Prednisolone 5Mg Tab	1000
105.	Betahistine 8Mg Tablet	800
106.	Cinnarizine 25mg	600
107.	Lignocaine 2% Inj-30MI	5
108.	Multivitamins+Multiminerals +Zinc Tablet	6000
109.	Alluopurinol 100Mg Tab	800
110.	Cetirizine 5Mg/5MI Liquid 30MI	175
111.	Cephalexin 250Mg Capsule	1500
112.	Povidone Iodine 5%. Cream/Oint 250Gm	3
113.	Hydrogen Peroxide 400MI	15
114.	Nebulizer Mask	10

The Quantities indicated above are provisional. The University may increase or decrease upto 25% of the quantities while placing the purchase order or cancel any of the item(s).

- 3.2.3 **Quoting of Price:** The bidders shall quote (online only) the amount per the format given inclusive of all i.e. transportation, labour, incidental charges (if any) etc. and indicate GST as per the format (financial bid / BOQ to be filled online). The firms shall the quote the quantities / units mentioned in the above list.
- 3.2.4 **Quality check:** The University may at its discretion may contact the supplier / original manufacturer for its authenticity.
- 3.2.5 The firm shall supply the latest batch / latest manufacturer date drugs / medicines with minimum 15 months' expiry date(s).
- 3.2.6 **Delivery Period:** The firm shall supply within 30 days (excluding PO date and delivery) from the date of award of contract(s).
- 3.2.7 The generic name / brand mentioned in the tender / BoQ is indicative. Any commercial brand with the same generic formula / name is acceptable by the University.

SECTION 4

GENERAL CONDITIONS

4.1 Confidentiality

- 4.1.1 The bidder shall take all precautions not to disclose, divulge and / or disseminate to any third party any confidential information, proprietary information related to University. The obligation is not limited to any scope and the bidder shall be held responsible in case of breach of the confidentiality of University information.
- 4.1.2 If the bidder receives inquiries from any person or outside agencies including Press / Media, the same shall be referred by the Contractor to University immediately on receipt of such queries.

4.2 Performance Security

- 4.2.1 The successful bidder(s) shall have to furnish Performance Security each time within 14 days of date of issue of Award of Contract. The value of Performance Security shall be 3% of the cost of the Award of Contract (Purchase Order excluding GST) issued in the form of an Account Payee Demand Draft from a commercial bank or bank guarantee issued / confirmed from any of the commercial bank in India (in the form prescribed at Annexure) drawn in favour of the Finance Officer, Maulana Azad National Urdu University, Hyderabad payable at Hyderabad. No Performance Security is required for PO value less than Rs.1 lakh (including GST).
- 4.2.2 If the bidder is called upon by the competent authority of the University to furnish Performance Security and the bidder fails to provide the said security within the period and in the form specified at clause 4.2.1 above, such failure shall constitute a breach of the contract and the Client shall be entitled to make other arrangements at the risk, cost and expense of the bidder.
- 4.2.3 The Performance Security so furnished should remain valid for a period of 60 (sixty) days from the completion of the all tender obligations.
- 4.2.4 The Bank Guarantee will be forfeited and credited to University account in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-commencement of work after issue of 'Notice to Proceed'.
- 4.2.5 On due performance and completion of the order in all respects, the Performance Security will be returned to the firm / bidder without any interest on presentation of an absolute No Demand Certificate. However, such portion of the said Performance Security, as may be considered by the University sufficient to cover any incorrect or excess payment made on the bills to the firm, shall be retained until the final report on the account of firm's bill has been received and examined.

4.3 Payments

- 4.3.1 All payments for supply of Generic Drugs / Medicines shall be made to the bidder as per the rates quoted by the contractor in the financial bid / price schedule (Annexure-3) and accepted by the University.
- 4.3.2 No price escalation, other than the revision in applicable taxes as notified by the Central / State Government from time to time, shall be entertained by the University.

- 4.3.3 Payment: The mode of payment will be in Indian rupees within 2-3 weeks from the date of supply of the material in full.
- 4.3.4 University shall make deductions on account of Goods & Services Tax (GST) and Income Tax or any other deductions as made applicable by the laws promulgated by the Government of India or the State Government of Telangana, as the case may be, from any payments made to the bidder, and the amount so deducted shall be deemed to be a payment made to the bidder. The Client shall provide a certificate certifying the deductions so made.
- 4.3.5 All payments by the University to bidder shall be made by means of NEFT / RTGS / PFMS in the bank account of the bidder.
- 4.3.6 Neither payment shall be made in advance nor shall allow any loan from any bank or financial institution be recommended by the University in favour of the bidder on the basis of the order of award of work.

4.4 Disclaimer

- 4.4.1 The relatives / near relatives of employees of the University are prohibited from participation in this bid. The near relatives for this purpose shall be one who is related to the other in the manner as husband, wife father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

4.5 Termination of Award of Contract

- 4.5.1 The University may, without prejudice to any other remedy, for breach of contract / order, by written notice of default sent to the firm, terminate the contract / order in whole or part at the risk and cost of the defaulting firm:
- (a) If the firm fails to execute the services within the stipulated period(s) as specified in the order or within any extension thereto granted by the University;
 - (b) If the supplier fails to perform any other obligation(s) under the contract / order.

4.6 Governing laws and settlement of dispute

- 4.6.1 This contract shall be governed by the laws of Republic of India and shall be subject to the exclusive jurisdiction of the courts in Hyderabad.
- 4.6.2 Any claims, disputes and or differences (including a dispute regarding the existence, validity or termination of this contract) arising out of, or relating to this contract including interpretation of its terms shall be resolved through joint discussion of the authorized representatives of the concerned parties. However, if the disputes are not resolved by discussions as aforesaid within a period of 30 days, then the matter will be referred for adjudication to the arbitration of a sole arbitrator to be appointed by the University in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and rules made there under including any modifications, amendments and future enactments thereto. The venue for the arbitration will be Hyderabad and the decision of the arbitrator shall be final and binding on both the parties.

SECTION 5

SPECIAL CONDITIONS OF CONTRACT

The Special Conditions of Contract shall supplement the "Instructions to Bidders" and "General Conditions of Contract" as contained in Sections 2 and 4 respectively.

5.1 Indemnification

- 5.1.1 The bidder shall completely indemnify and keep the University indemnified against all liabilities, losses, damages, penalties, awards, decrees arising out of litigation / claims / application initiated against the University.
- 5.1.2 University shall be vested with the sole discretion to determine damages / losses suffered on account of wrongful act or negligence by the bidder and deduct the same from the dues payable from performance security by way of initiating suitable legal action against the contractor at any point of time.

5.2 Penalties

- 5.2.1 Failure to supply the generic drugs / medicines as per Schedule of Requirements including any subsequent addition/ reduction made thereto within the period stipulated in clause 3.2.6 shall entitle the Procuring Entity (MANUU) to charge liquidated damages without assigning any reasons @ ½% (half percent) **per day** on the quantity undelivered within the prescribed time frame covered in the Award of Contract, subject to a maximum of 5% (five percent), after expiry of the stipulated time period of the supply unless extension is obtained in writing from the University on Valid ground before expiry of delivery period.
- 5.2.2 If the deliveries are not ensured forcing the client to buy the generic drugs / medicines get outside services at the supplier's risk and cost from elsewhere, the loss or damage that may be sustained thereby would be recovered from the defaulting contractor.

5.3 Force Majeure obligations of the supplier

- 5.3.1 In the event of "Force Majeure", as soon as reasonably practicable but not more than 48 (forty eight) hours following the occurrence of such an event, the firm shall notify the University of the event of Force Majeure stating inter alia the anticipated period of Force Majeure during which the required services are likely to remain affected and also the measures which the affected party has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected.

Note:- "Force Majeure" shall mean any event beyond the control of the Client and Contractor, which is unavoidable notwithstanding the reasonable care of the party affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, any natural calamities, strike, unlawful lockout, riot, terrorist act etc.

5.4 Others

- 5.4.1 Any Gol instructions issued from time to time under GFR will be considered in the letter and spirit of such Office Memorandum.

SECTION 6

PRICE SCHEDULE (FINANCIAL BID)

6.1 Form

- 6.1.1 The Price Schedule (Financial Bid) shall be submitted in the form prescribed at Annexure-III.

6.2 Other terms

- 6.2.1 The rates quoted by the bidder / firm in the price schedule shall inclusive of GST, other taxes or cess or any other charges as may be levied by the Central / State Government from time-to-time. However, unit price, taxes/ cess and other charges, if any, should be shown separately in the schedule.
- 6.2.2 In addition to the applicable taxes/ cess, the rates quoted by the bidder shall be inclusive of all the charges.
- 6.2.3 No price escalation, other than the revision in applicable taxes as notified by the Central / State Government from time to time, shall be entertained by the Client during the period of contract including the extended period, if any.
- 6.2.4 If a Firm / Company quotes NIL rates / charges, the bid shall be treated as unresponsive and will not be considered. In case any firm quotes '0' (zero) in the financial bid, the '0' (zero) will be treated as not quoted and next higher figure will be taken to finalize L1 price.
- 6.2.5 All the prices are in INR only
- 6.2.6 The bidders shall have to ascertain the exact percentage of GST applicable on each of the items while quoting the rates in the financial bid (Annexure-III). In case of discrepancy/difference of opinion on GST rates, the University shall decide the lowest quotation on verification of the relevant rules of the GST Act vis-à-vis supporting documents provided by the bidders in respect of the claim for the GST. The decision of the University shall be final and binding in this regard.

SECTION 7

FORMS

Annexure-I	Bid Cover Letter
Annexure-II	Technical Bid Submission Form
Annexure-III	Financial Bid Submission Form

ANNEXURE-I

BID COVER LETTER
(To be written on the letter head of company)
 [Ref. clause 2.3.6 & 2.5.2(a)]

To
 The Assistant Registrar, Purchase & Stores Section
 Maulana Azad National Urdu University,
 Gachibowli, Hyderabad 500032

Ref: Invitation for bid vide MANUU's Advertisement No.....dated..... for
 Generic Drugs / Medicines at University Health Centre, Gachibowli, Hyderabad – 500 032 .

Sir,

We, the undersigned, declare that:

1. We have examined and have no reservations to the bidding documents, including corrigendum/ addenda issued, if any, in accordance with Instructions to Bidders.
2. We offer to execute in conformity with the bidding documents for Generic Drugs / Medicines at University Health Centre, Gachibowli, Hyderabad.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the bidding documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the bidding documents.
5. Government of India or any State Government or other Public Sector or Private Sector Organizations have not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
6. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
7. We also declare that
 - (i) No benefit shall be offered to the employees of the Client's organization which are not legally available to them and also no offence shall be committed under Prevention of Corruption Act, 1988 or Indian Penal Code, 1860;
 - (ii) No undisclosed agreement or understanding with other bidders shall be entered into with respect to prices, certifications etc.;
 - (iii) The items, as required in the tender document herein, have not been and will not be made available to other entities at prices lower than the bid price;
 - (iv) No payment has been made to any agent/ broker or any other intermediary for this bidding;
 - (v) No transgression has been committed in the past with any other organization in India or abroad that may impinge on the anti-corruption principle.

Yours sincerely,

(Authorized Signatory)
 Full Name and Designation
 Company's Seal

Note:- Authorized person shall attached a copy of authorization for signing on behalf of Bidding Company.

ANNEXURE-II**TECHNICAL BID SUBMISSION FORM**

1.	Name and address of the company / firm / dealer	M/s. Address: Telephone / Mobile No.: e-mail ID:
2.	Name, designation and telephone/ mobile number of authorized person to be contacted.	
3.	Details of GST Certificate	[submit scanned copy(ies)]
4.	Details of EMD	Rs. _____ D.D. No. _____ dated _____ Bank _____ [Exemption of EMD for registering with MSME, NSIC etc. will be considered as per Govt. of India's rules on submission of documentary proof. Original EMD must be submitted to the Assistant Registrar (Purchase & Stores Section), MANUU before opening of the bid.]
5.	Has the Company ever been declared ineligible or blacklisted by any authority?	Yes / No [An affidavit on non-judicial stamp paper for Rs. 50/- declaring that the firm/ company had never been blacklisted by any authority. The Affidavit shall be signed after notifying this tender. (Original Affidavit shall be hand over to the Assistant Registrar Purchase & Stores Section before opening of the tender and as notified in the CPPP)]
6.	Average Annual Turnover during the preceding last three years (Attach scanned copy of audited balance sheet and Profit & Loss Account) as per clause No. 2.3.3 (a)	[submit scanned copy(ies)]
7.	Value of work / services carried out during the preceding five years (Ref. Clause 2.3.3 (b) -Attach copy(ies) of work orders)	[submit scanned copy(ies)]
8.	Valid License of sale of drugs/medicines / registration Certificate	[submit scanned copy(ies)]
9.	Upload filled in copy of Annexure I & Annexure – II	Submit in separate Cover
10.	Any other relevant information	

DECLARATION

1. I / We hereby declare that the information furnished above are true and based on available documentary evidences. In case, any of the information furnished above, either in full or in part, is at any stage, found to be incorrect, our bid shall stand cancelled or if contract has been awarded, the same shall stand terminated.
2. That the firm has carefully read and understood the tender document and **agrees with all the terms and conditions** of the tender,

(Authorized Signatory)
Full Name and Designation
Official Seal

ANNEXURE-III

FINANCIAL BID SUBMISSION FORM
 (Ref. Clauses 2.6.1 & 2.6.2)
 (To be submitted online only)

Name of the Bidder/ Bidding Firm / Company :								
PRICE SCHEDULE (DOMESTIC TENDERS – RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount on Item Qty x Basic Rate in INR Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	7	9	13	14	15
						0.00	0.00	INR Zero Only
						0.00	0.00	INR Zero Only
						0.00	0.00	INR Zero Only
						0.00	0.00	INR Zero Only
						0.00	0.00	INR Zero Only
						0.00	0.00	INR Zero Only
						0.00	0.00	INR Zero Only
Total in Figures						0	0	INR Zero Only
Quoted Rate in Words								

to be filled online only as per the list (3.2.2 of tender)