

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung::West Kameng District::Arunachal Pradesh-790116

Phone: 03782 207030, email: cihcsdahung@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

No. 4-161/2023/CIHCS/ 6260-63

Dated, Dahung the 25th May, 2023

SUBJECT: INVITATION OF TENDER FOR QUOTATION FOR SUPPLY OF MEDICINES TO THE OFFICE OF THE DIRECTOR, CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG.

Central Institute of Himalayan Culture Studies (CIHCS), Dahung, invites sealed tender for quotations under two-bid system from reputed and experienced companies/agencies for supply of Medicines to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung.

1. The interested companies/agencies/firms are required to submit the Technical and Financial bids separately. The bids in Sealed Cover-I containing "Technical Quotation" and Sealed Cover-II containing "Financial Quotation" should be placed in another cover superscribed "Quotation for supply of Medicines to the office of the Director, Central Institute Of Himalayan Culture Studies, Dahung" and should be sent to The Director, Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 by Registered/Speed Post only. Quotations shall not be received either through tender box or by hand.
2. The last date of submission of Tender is **16th June, 2023, 04:00 PM.**
3. No tender for quotation shall be accepted after the last date & time of submission.
4. The rates quoted must be inclusive of all applicable taxes.
5. **The Technical Quotation (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Quotation (Annexure-III) should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Quotation for supply of Medicines to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung".**
6. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
7. The quotation shall remain valid for 120 days from the date of receipt of the same. Any future clarification and /or corrigendum(s) shall be communicated on institute's website.
8. The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
9. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).

Thanking You

Yours sincerely

Sd/-

Dr. Gurmet Dorjey

Director

CIHCS, Dahung

Memo No. 4-162/2023/CIHCS/

Dated, Dahung the 26th May, 2023

Copy to:

1. The Chairman, Tender Opening Committee to take necessary action on priority for submission of the proceeding to the Director through the AAO within two working days from the last date of submission of Tender.
- ✓ 2. Computer Instructor cum Website In-charge for uploading the Tender Notice in PDF Format in the website of the Institute immediately after receipt of the tender documents.
3. Konjo Dorjee, MTS to assist the Committee for keeping the records of the tenders received and its safe custody.
4. Office copy.


(Aakash Shah)

Administrative cum Accounts Officer
CIHCS, Dahung

For Envelope-1**(Specimen Application)***(To be furnished in the official letter head of the firm)*

No:

Date:

To,

The Director
Central Institute of Himalayan Culture Studies
PO: Dahung
West Kameng District
Arunachal Pradesh-790116

Sub: Quotation for supply of Medicines to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung

Ref: Your Tender Notice vide no:..... dtd.

Sir,

In response to your above referred to Tender Notice for supply of Medicines to the office of the Director, Central Institute Of Himalayan Culture Studies, Dahung, I/We a Private/Public Ltd. Company / Partnership / Sole Proprietor submit the tender/quotation with the following particulars (*enclose a copy each of the self attested supporting document*):

Sl. No.	Description	Particulars
1.	Name of the Firm	
2.	Year of establishment	
3.	Trading License/Registration Number of the firm with a self attested copy of Trading License / Registration Certificate	
	Self attested copy of PAN Card in the name of the Firm/Proprietor.	
	Self attested copy of GST Certificate	
	Bank account details of the firm with self attested xerox copy of the pass book	
4.	Registered Postal Address	
	Telephone No.	
	Mobile No.	
	Website address	
	E-mail address	
10.	Name of Director (in case of Company, Proprietor, Partner (in case of Partnership firm), PA Holder (in case of Power of Attorney Holder)	
11.	Name & designation of the authorised signatory	
	Address for communication	
	Contact Details: Mob., e-mail etc.	

Having acquired the requisite information related to the items, I/We the undersigned hereby offer for supply of Medicines to the office of the Director, Central Institute Of Himalayan Culture Studies, Dahung strictly in accordance with the terms and conditions as indicated by you in the said document.

I/We understand that the CIHCS, Dahung reserves the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons.

Thanking You.

Yours faithfully

Signature

Date

Name of the Firm

Seal of the Firm

Technical Bid (For Envelope-1)

ANNEXURE-I

**TERMS & CONDITIONS FOR SUPPLY OF MEDICINES TO THE OFFICE OF THE DIRECTOR,
CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES, DAHUNG.**

1. The price quoted should be inclusive of all applicable taxes and should be quoted in Indian Rupees only. No additional information will be entertained after due date.
2. The last date of submission of Tenders is **16th June, 2023, 04:30 PM.**
3. No tender for quotation shall be accepted after the last date & time.
4. Financial Bid will be opened of only those bidders who qualify in the technical bid criteria.
5. Each bidder shall submit only one quotation.
6. The bid should not contain corrections or over writing.
7. **Quotations must be submitted through Registered or Speed post only.**
8. The quotation shall remain valid for a period not less than 120 days after the deadline specified for submission of quotations.
9. Incomplete bids are liable to be ignored / rejected.
10. This office will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications.
11. Notwithstanding the above terms & conditions, the competent authority reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time.
12. The decision of the Central Institute of Himalayan Culture Studies, PO: Dahung, District: West Kameng, Arunachal Pradesh-790116 shall be binding on all issues relating to quotation.
13. **The Technical Quotation (Application, Annexure-I, II, IV & V) should be sealed in Envelope-1 and should be superscribed as "Technical Bid". The Financial Quotation (Annexure-III) should be sealed in Envelope-2 and should be superscribed as "Financial Bid". Both the Envelopes 1 & 2 should be sealed in Envelope-3 super-scribed with "Quotation for supply of Medicines to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung".**
14. The Institute reserves the right to reject any/all tender for quotations without assigning any reason(s).
15. The Institute reserves the right to nullify the tender process at any stage without assigning any reason(s).
16. **Submission of quotation:** Sealed quotation super-scribed on the envelope as **"supply of Medicines to the office of the Director, Central Institute of Himalayan Culture Studies, Dahung"** must be despatched by Registered or Speed Post to the following address:

**The Director
Central Institute of Himalayan Culture Studies
PO: Dahung
District: West Kameng
Arunachal Pradesh-790116**

This is to certify that I/We before signing the tender for quotation have read and fully understood all the terms & conditions contained herein and undertake myself/ourselves abide by the said terms & conditions.

Name of the Firm/Agency

Signature with Seal.....

Date

(To be furnished in the letter head of the firm)

ANNEXURE-II

FOR ENVELOPE-1:

DETAILS OF SUCH SUPPLY OF MEDICINES UNDERTAKEN IN OTHER ORGANISATIONS DURING THE LAST 3 (THREE) YEARS.

Sl. No.	Name & Address of other Organisation	Type of work done	Name of contact person of other organisation with mobile no.

(Enclose supporting documents regarding experience in concerned area of work)

Name of the Firm:

Signature with Seal:

Office address:

.....

Phone No. (Office)

Date:

ANNEXURE-III

FINANCIAL QUOTATION (For Envelope-2):

FINANCIAL QUOTATION FORMAT FOR SCHEDULE OF QUOTATION / RATE.

Note: The firm will be solely responsible to supply Medicines to the office of the Director, Central Institute of Himalayan Culture Studies, PO: Dahung, West Kameng District, Arunachal Pradesh-790116.

Sl. No.	Name of Medicines	Specification	Rate (in Rs.)
1	Cough Syrup Dextromethorphan Hydromide and Chlorpheniramine Maleate Syrup	100 ml.	
2	Povidone iodine Solution	100 ml.	
3	Paracetamol tablet	500 mg., Strip	
4	Vicks Rub	25 ml.	
5	Povidone – Iodine Ointment 10% (209)	15 Gram, Tube	
6	Spasmonil tablet Dicyclamine Hydrochloride & Paracetamol tablet	20 mg., Strip	
7	Tablet Pantoprazole	40 mg., Strip	
8	Injection Pantoprazole	40 mg. with 10 ml. NS	
9	Tablet Sinarest	500 mg., Strip	
10	Tablet Cheston Cold & Flue	500 mg., Strip	
11	Tablet Norfloxacin & Tinidazole TZ	400 mg., Strip	
12	Tablet Cetrizine (10 mg)	10 mg., Strip	
13	Injection Tetanus Vaccine	0.5 ml.	
14	Diclofenac Sodium Tablet	50 mg., Strip	
15	Vitamin C tablet chewable	500 mg., Strip	
16	Vitamin B Complex	200 mg., Strip	
17	Digene tablet	25 mg., Strip	
18	Metrogyl tablet	400 mg., Strip	
19	Dettol Solution bottle	550 ml. Bottle	
20	Cotton Roll	6 inch wide, 500 Gram., Roll	
21	Cotton Gauze Rolled bandage	10 Cm x 4 Mtrs., Bundle of 10 nos.	
22	Micropore paper tape roll	3inch wide, Box of 12 roll	
23	Antiseptic wash proof wound pad	Standard size, Packet of 12 pad	
24	Dr. Morepen Glucose checking sterile lancet	Model BG-03, Box of 100 lancet	
25	Dr. Morepen Blood Glucose test strips	Model - BG 03, Box of 50 strip	
26	Moov Ointment	30 Gram, Tube	
27	Moov/Omni gel Spray	35 g/50 ml	
28	Cofsil Tablet	1.2 mg.	
29	Cofsil Syrup	100 ml.	
30	Crepe Bandage	8 cm x 4 Mtrs.	
31	Oral Rehydration Salt Powder	21 gram., Box of 25 Packets	
32	Glucose – D Powder	100 gm, Packet	
33	Tablet Azithromycin	500 mg., Strip	
34	Tablet Dispirin	500 mg., Strip	
35	Ointment Mupirocin	05 gram., Tube	
36	Orasore Gel	12 gram, Tube	
37	Tablet Combiflam	400 mg., Strip	
38	Disposable Syringe	2 ml., Box of 100 Syringe	
39	Disposable Syringe	05 ml., Box of 100 Syringe	
40	Adjustable Elastic Tourniquet with Buckle	4 inches wide	
41	Digital Thermometer	Best Quality	
42	Pulse Oximeter Battery	Best Quality	

43	Digital BP Monitor	Best Quality	
44	Dr. Morphin Glucometer Battery	Best Quality	
45	Hand Wash	200 ml.	
46	Disposable Gloves	Pack of 50 pairs	
47	Elastic Adhesive Bandage Cannula Fixator	4/6m x 10 cm, Pack of 50 Cannula	
48	Dettol Solution	550 ml.	
49	Transpore Surgical Tape	LxWxH: 5.1x5.1x5.1 Cms.	

Name of the Firm/Agency:

Signature with Seal

Office Address

.....

Phone No. (Office)

Date

For Envelope-1

ANNEXURE - IV

(To be furnished in the official letter head of the firm)

CERTIFICATE

I/We/ M/s _____ are registered
Company / Ltd Company / Proprietorship firm etc. as per Registration Certificate No.
_____ issued by _____ having registered office
at _____
and manufacturing/supply base at _____ do hereby
declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders have
ever been cancelled by any State/UT/Central Government or any partner or shareholder either
directly or indirectly connected with or has any subsisting interest in the business of my/our firm
nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied
due to delay of non-completion of work/service/supply order by any State/UT/Central
Government or by any authority.

Place: _____

Signature of the tenderer with seal

Dated : _____

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and
correct to the best of my knowledge and beliefs. No part of it is false and nothing has been
concealed therein.

Place : _____

Signature of the tenderer with seal

Dated : _____

(To be furnished in the official letter head of the firm)

CERTIFICATE FOR NO NEAR RELATIVE (S) OF THE SUPPLIER
WORKING IN CIHCS, DAHUNG

I S/o Shri

R/o

Hereby certify that none of my relative (s) is/are employed in CIHCS, Dahung as per detail given below.

In case at any stage, it is found that the information given by me is false/incorrect, CIHCS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The near relative (s) means:

a) Members of a Hindu Undivided family;

b) They are husband and wife.

c) The one is related to the other in manner as father, mother, son(s) son's wife (daughter-in-law), Daughter (s) daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors). Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. The CIHCS will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Signature of the tenderer with seal