



INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)

**Hospital based autonomous academic Institute, under
Government of National Capital Territory of Delhi, dealing with
"Brain – Mind Problems & their Solutions"**

Dilshad Garden, Delhi 110 095 (India), Tel.: 2259 7750
E-mail: purchaseihbas@gmail.com; website: www.ihbas.delhigovt.nic.in



No. F.14/10/PS(M)/IHBAS/2022/343

Dated: 12.09.2023

Tender document contains 7 pages. Tender Fee – Rs.500/- and EMD – Rs.26,310/-

To

Sub:-Inviting Quotations for supply of Drugs/medicines under LTE

Dear Sir/Madam,

**Sealed quotations in the prescribed format as per Annexure-A are invited under
Single Bid System for supply of the following drugs:-**

| S. No. | Name of Drugs with specifications | Unit | Qty. |
|--------|-----------------------------------|------|--------|
| 1. | Lithium Carbonoate, 300 mg | Tab. | 600000 |
| 2. | Mirtazapine, 15 mg | Tab. | 180000 |
| 3. | Levetiracetam, 100 mg/ml | Inj. | 7200 |
| 4. | Antacid, 200 ml bottle | Syp. | 70 |

If you are interested to supply these items, you are requested to send your quotation addressed to the Officer-In-charge (Purchase), IHBAS, Delhi in a sealed envelope superscribed as **"Quotations for supply of "Drugs/medicines"** by 20.09.2023 on 11:00 am through registered post. Cost of Tender Fee is Rs.500/-. The detailed Terms and Conditions are hereunder for information and necessary action.

Yours faithfully,

Deval
12/9/2023
**Officer-In-Charge Purchase
(Medical)**

Officer-In-Charge (Purchase)
Institute of Human Behaviour & Allied Sciences
(Govt. of NCT of Delhi)
Dilshad Garden, Delhi-110095

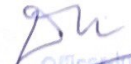
Terms & Conditions

1. The quotations complete in all respects are to be submitted through registered post by 20.09.2023 on 11:00 a.m. in the Tender Box maintained for this purpose in the Purchase Section, IHBAS. The quotation will be opened in the room of OIC (Purchase) on the same date i.e. 20.09.2023 at 2:30 p.m. in the presence of the Tenderers, who may like to be present at the time of opening of the Quotations. In case the last date for depositing the Quotations is declared as a Closed/Public Holiday, the last date will be deemed to the next working day.
2. The Tenderer has to submit the following certificates along with the sealed quotation:-
 - a) Demand Drafts/Banker's Cheques on account of Tender Fee of Rs.500/- and EMD of Rs.26,310/- in favour of Director, IHBAS, payable at Delhi.
 - b) Tender Form duly signed.
 - c) Self-attested copy of GST Registration.
 - d) Self-attested copy of Permanent Account Number (PAN).
 - e) Self-attested copy of last 3 years Income Tax Return (ITR).
 - f) An undertaking as per given format with the tender documents.
 - g) ECS/RTGS details on tenderer's letterhead.

Note:-If the above-mentioned certificates/documents are not submitted, they will not be considered for price evaluation and Tender will not be considered for acceptance.

3. The Bid should be submitted in a sealed cover/envelope indicating thereon:-
 - a) Tender regarding.
 - b) Name of the Firm.
 - c) Due date of Tender submission.
 - d) Date & Time of Tender Opening.
4. The rates quoted should be valid for a period of 12 months from the date of opening of tender, which may be extended, at the discretion of the Institute, if necessary. In addition, Tenderer will refund the difference in the event of supplying such items at lesser rate to other Governments/Institutions/Organizations during the validity of such rate contract.
5. The tender forms should be clearly and legibly handwritten or typewritten, giving full address of the Tenderer. The rates/amounts quoted should be in figures as well as in words and written in such a way that interpretation is clear. No blank space should be left.
6. Alterations/overwriting attested by the Tenderer shall disqualify the tender. The tender should be signed by the Tenderer himself/herself/themselves or his/her/their authorized agent (Authorization letter to be enclosed with the tender documents).
7. The rates quoted by the Tenderer should be for the items conforming to the full specification given by the Institute. The rate quoted should be inclusive of all charges, such as levies, packing, forwarding etc., if any. The percentage of tax (es)/duty (ies), if any, should invariably be mentioned separately.
8. The quantity required may vary according to requirement.

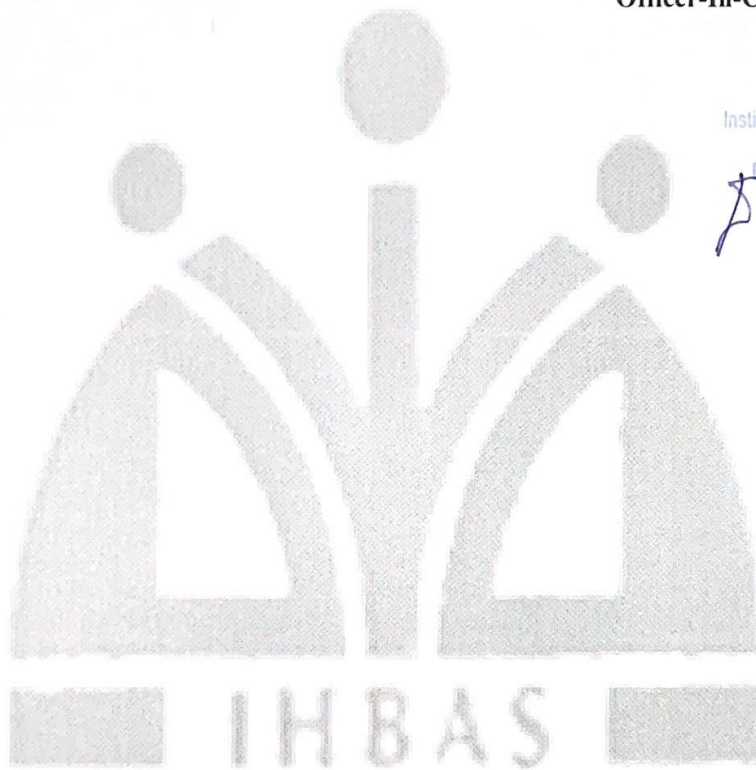
9. Quotations may be submitted for the item meeting the requisite specifications laid down by the Institute.
10. Terms and conditions, if any, from your side should be indicated clearly.
11. The tender form is NOT TRANSFERABLE.
12. **Delivery of Drugs will be made within 30 days from the date of award of the order.**
13. The Drugs should have maximum shelf life.
14. Quotation received after last date will neither be entertained nor returned.
15. The participating firms will have to Earnest Money Deposit (EMD) of Rs.26,310/- (Rupees Twenty Six Thousand Three Hundred Ten only) in the form of Demand Draft/Pay Order in favour of the Director, IHBAS, Delhi, on a Nationalized Bank, payable at Delhi. The EMD amount will not bear any interest, whatsoever, till finalization of the tender and refund of EMD. The EMD in any other form will not be accepted and quotation is liable to be rejected at the discretion of the Director.
16. The EMD will be kept as Performance Security till the validity of tender.
17. The delivery of the drugs will have to be made at the Medical Store of this Institute on F.O.R destination basis at the quoted rates. Nothing extra will be paid on account of cartage, loading and unloading, etc.
18. In the event of non-supply of drugs/medicines within the stipulated date, the Director, IHBAS, will have the right to impose penalty as deemed fit and to resort to take services from the alternative service provider at the firms' cost and risk and may forfeit the EMD in full or part thereof at his discretion. His decision in this regard shall be final and binding.
19. The payment will be made in Indian Rupees after making stock entry of the items in the Medical store of the Institute and necessary verification of the bill and recoveries, if any, in respect of penalty/damages/losses etc.
20. No payment shall be made in respect of rejected drugs/medicines.
21. **Force Majeure** will be accepted on adequate proof thereof.
22. Tenderer submitting tender would be deemed to have considered and accepted all the terms and conditions. No enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the tender.
23. Any action on the part of the Tenderer to influence anybody in the Institute will disqualify the Tenderer, resulting in rejection of the tender.
24. The Director, IHBAS, in this regard shall be the final authority to reject full or any part of the supply, which is not in accordance with the specifications, terms and conditions of Tender/Schedule. The decision of the Director, IHBAS, in this regard, shall be final and binding.


12/8/23
Officer in Charge (Purchase)
Institute of Health Biomedical & Allied Sciences
(Govt. of NCT of Delhi)
Dilshad Garden, Delhi-110095

25. The Tender Form and Terms & Conditions are attached and may be downloaded from the IHBAS Website (www.ihbas.delhigovt.nic.in). However, Demand Draft/Banker Cheque for Rs.500/- on account of Tender Fee and EMD in favour of the Director, IHBAS, Delhi, will be submitted along with the Tender by the Tenderer. Tender without cost of Tender Fee will not be accepted.
26. Quotations not adhering to the above requirements will be rejected at the discretion of the Director, IHBAS.

[Signature]
12/9/23
**Officer-In-Charge Purchase
(Medical)**

Officer-In-Charge (Purchase)
Institute of Human Behaviour & Allied Sciences
(Govt. of NCT of Delhi)
Dilshad Garden, Delhi-110095
[Signature]



UNDERTAKING

(To be attached with the Tender Form)

Tender Form for : Supply of Drugs/Medicines
Last Date & time for receipt of tender : 20.09.2023 at 11:00 a.m.
Amount of Earnest Money (EMD) : Rs.26,310/- (Rupees Twenty Six
Thousand Three Hundred Ten Only)
Date and Time for Opening of Tender : 20.09.2023 at 02:30 p.m.


To

The Director,
Institute of Human Behaviour & Allied
Sciences, Near G.T.B. Hospital,
Dilshad Garden,
Delhi – 110 095.

TENDER FOR SUPPLY OF DRUGS

Sir,

1. I/We, _____ Prop/Partner/Director/Authorized Signatory of M/s _____ certify that I have gone through the terms and conditions mentioned and undertake to comply with them. The rates quoted by me are valid for one year from the date of opening of the tender, and binding on me if accepted for the duration of contract period.
2. I, the undersigned hereby bind myself to Director, IHBAS for supply of subject items to IHBAS, Dilshad Garden, Delhi-110095, during the validity period of contract and also during the period, if validity of the tender is extended.
3. That the items/articles shall be of the best quality and kind and as per requirement of the Institute. The decision of the Director, IHBAS, Delhi, as regards to the quality and kind of articles shall be final and binding on me.
4. EMD (Bid security) deposited by me for Rs.26,310/- in the form of Demand Drafts/Banker's Cheques in the name of "DIRECTOR, IHBAS" is attached herewith and shall remain in the custody of IHBAS till the validity period of the tender, and I will not ask for refund of Bid Security during the validity of period of contract, if approved.
5. Should any delay occur on my part or my agent fail to supply the article at the appointed place and time, the Director may purchase those from any other sources and the firm will deposit the difference to the cashier of this hospital and submit the TR-5 receipt in the Purchase Section or else the same may be adjusted against my bid security.
6. The Director, IHBAS, shall not be bound to take all or any of the article enumerated in the appendix in full/or even in part of the estimated quantity.
7. If the Director, IHBAS, deems it necessary to change any article on its being found of inferior quality, it shall be replaced by me, well in time to prevent inconvenience to the patients.
8. I/We hereby undertake to supply the items during validity of the tender as per direction given in supply order positively. In case of urgent supplies, the supply may have to be given on urgent basis.


Officer-In-Charge (Purchase)
Institute of Human Behaviour & Allied Sciences
(Near G.T.B. Hospital, Dilshad Garden, Delhi-110095)

9. I/We hereby undertake that the rates quoted by me/us are either at par or lower than that quoted to any other Govt. or private hospital/institutions and these quoted rates are not higher than the MRP of these items. I also undertake to abide by the same rates under extension period if situation warrants.
10. I/We declare that my/ our firm has not been blacklisted /debarred by any of the Govt. Hospitals/Institutions. If blacklisted or debarred in the past, they have revoked the same.
11. I/We declare that we have our own testing laboratories and in built quality assurance facilities and shall carry out batch-wise pre-inspection of the drugs and submit such reports along with the supplies to each user Department.
12. I/We also submit that our firm/principal has no vigilance case/CBI case pending against us/our principal.
13. I/We undertake that I/We have not submitted any false documents with the tender.

Affirmation

I pledge and solemnly affirm that the information submitted in tender documents are true to the best of my knowledge and belief. I further pledge and solemnly affirm that nothing has been concealed by me and comes to the notice of purchaser during the validity of tender period, Director, IHBAS will have full authority as he deems fit, which may amount to rejection of tender without assigning any reason.

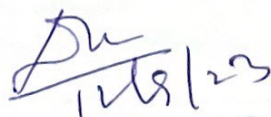
Signature of Authorized Representative of the Firm _____

Name & Designation _____

Name of firm _____

Seal of Firm _____

Date _____


12/9/23
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Dilshad Garden, Delhi-110095

ANNEXURE-A

| S. No. | Name of Drugs with specifications | Unit | Qty. | Brand Quoted | Manufacturing Firm | Indian/ Imported | Unit Price (in Rs) |
|--------|-----------------------------------|------|--------|--------------|--------------------|------------------|--------------------|
| 1. | Lithium Carbonoate, 300 mg | Tab. | 600000 | | | | |
| 2. | Mirtazapine, 15 mg | Tab. | 180000 | | | | |
| 3. | Levetiracetam, 100 mg/ml | Inj. | 7200 | | | | |
| 4. | Antacid, 200 ml bottle | Syp. | 70 | | | | |

Su
12/5/23

Officer-In-Charge (Purchase)
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