



**OFFICE OF THE DIRECTOR CUM MEMBER SECRETARY  
ASSAM STATE BLOOD TRANSFUSION COUNCIL  
KHANAPARA: GUWAHATI-22**

**Telefax: 0361-2360524**

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**BIDDING DOCUMENT FOR PROCUREMENT OF DONOR REFRESHMENTS FOR  
ASSAM STATE BLOOD TRANSFUSION COUNCIL, KHANAPARA, GUWAHATI-22**

**Issued to M/S. ....**  
.....  
.....

**SL No:**

**NOT TRANSFERABLE**

**Tender reference No. ASACS/NACP-IV/BTS/Ref/2016/912/53 ; Dated: 05/06/2017**

**Last Date for Submission of Tender: 28/06/2017 1:30 PM**



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Bidding Document issued to M/S.....  
on dated .....against the receipt of Rs.500/- (Rupees Five Hundred)  
only in the form of Bank Draft No..... dated .....

Director cum Member Secretary, ASBTC  
Khanapara, Guwahati-22

**OFFICE OF THE DIRECTOR CUM MEMBER SECRETARY  
ASSAM STATE BLOOD TRANSFUSION COUNCIL  
KHANAPARA,GUWAHATI-22**

No. ASACS/NACP-IV/BTS/Ref/2016/912/53

Dated: 05/06/2017

**TENDER NOTICE.**

Sealed quotation in two bid system affixing non refundable court fee stamp of Rs. 8.25 (Rupees eight & twenty five paisa) only are invited from the intending manufacturers/ distributors/ dealers for supply of Donor Refreshments for Assam State Blood Transfusion Council. The validity of the tender is 90 (Ninety) days.

**1. Brief Schedule:**

Tender Reference No. : ASACS/NACP-IV/BTS/Ref/2016/912/53  
Dated: 05/06/2017

Date of Commencement of Sale of Tender Documents : 07/06/2017

Last date of Sale of Tender Document : 28/06/2017

Last date and Time of receipt of Tender : 28/06/2017 1:30 PM

Date and Time of opening Tender : 28/06/2017 2:00 PM

Place of opening of Tender : OFFICE OF THE DIRECTOR CUM  
MEMBER SECRETARY,  
Assam State Blood Transfusion Council  
Khanapara, Guwahati-22

Cost of Tender Documents to be paid in Demand : Rs. 500.00 only

Draft drawn in favour of PD, Assam State AIDS  
Control Society (non-refundable)

Earnest Money Deposit in the shape of Bank Draft : 2% of the quoted value  
to be pledged in favour of Director cum  
Member Secretary Assam State Blood  
Transfusion Council

Address for Communication : OFFICE OF THE DIRECTOR CUM  
MEMBER SECRETARY,  
Assam State Blood Transfusion Council  
Khanapara, Guwahati-22

2. Director cum Member Secretary, Assam State Blood Transfusion Council, reserves the right to accept or reject any or whole of the Tender without assigning any reason there of and does not bind himself to accept the lowest or any other rates. The decision of the Director cum Member Secretary, Assam State Blood Transfusion Council, will be binding and final in all cases.
3. The Tender documents are not transferable.

**DIRECTOR CUM MEMBER SECRETARY,  
Assam State Blood Transfusion Council,  
Khanapara, Guwahati-22**

## TENDER FOR

### **PROCUREMENT OF DONOR REFRESHMENTS FOR ASSAM STATE AIDS CONTROL SOCIETY, KHANAPARA, GUWAHATI-22**

Sealed quotation in two bid system are invited by the DIRECTOR CUM MEMBER SECRETARY, Assam State Blood Transfusion Council affixing non refundable court fee stamp of Rs.8.25 (Rupees eight & twenty five paisa) only from the intending manufacturer/ dealer/ distributor for supply of Donor Refreshments for the Assam State Blood Transfusion Council. The validity of the tender is 90 (Ninety) days.

1. IMPORTANT NOTES:

- a) The bidder shall quote prices in Indian Rupees only, on FOR destination basis.
- b) The ordered items will be delivered at ASBTC Store or the designated Blood Banks spread all over Assam quarterly (As per Annexure – X).
- c) Arrangement of Road Permits for dispatch of consignments shall be the responsibility of the successful bidder (s).
- d) The quantity of each item indicated in the bid document is tentative and subject to change depending on actual requirement.
- e) The tender will be evaluated as a package. The package cost should be within Rs.25/- per unit (drinks + refreshments) including all taxes and cost of delivery.

2. ELIGIBILITY CRITERIA

- a) Bidder shall either be a manufacturer or a distributor/dealer or Indian agent of an overseas vendor having experience of supplying food products like packed Health Drinks/Juice/Biscuits to Govt. Organizations/ Hospitals or reputed private organizations/ Hospitals.
- b) Average Annual turnover of the bidder in the last three financial years i.e. 2013-14, 2014-15, 2015-16 from sales of food products shall not be less than Rs.10 (Ten) Lacs.
- c) Bidder should have at least 3(Three) years Market Standing as Govt. supplier for health related supply & a single order not less than Rs. 10.00 Lacs.
- d) Bidder should have experience & knowledge of modes of packing, distribution & transportation of such items under any weather conditions.
- e) Bidder who has been blacklisted either by the Tender Inviting Authority or by any State Government or Central Government Organization will not be allowed to participate in the tender during the period of blacklisting.
- f) Supply shall be affected directly by the bidder and not through any other agency.

### 3. GENERAL CONDITIONS

- a) A complete set of bidding documents may be purchased by any interested eligible bidder on submission of written application and upon payment of the cost of tender document (non – refundable) of Rs.500/- in the form of Demand Draft in favour of Director cum Member Secretary, Assam State Blood Transfusion Council payable at Guwahati. The Bidding document may be obtained during office hours on all working days till the stipulated date. Bidders who download bidding document from the website, required to deposit the cost of tender document at the time of submitting the tender.
- b) All bids must be accompanied by Earnest Money Deposit (EMD) as specified in the bid document and must be furnished with the bid.
- c) Bids shall be opened in presence of bidders/ representatives who intend to attend, on the specified date and time.
- d) At any time prior to the date of submission of bid, the authority inviting tender may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, the authority inviting tender, may at his discretion, extend the date and time for submission of bids.
- e) The bid and all correspondence and documents shall be in the English language.
- f) The tender document is not transferable.
- g) The tender document shall be signed by the bidder in all the pages with official seal and should be submitted along with the quotation. **Quotation without Original Tender Document shall be rejected.**
- h) Interested eligible bidders, if so desire, may obtain further information from the office of the authority inviting tender.
- i) The assessment of firm will be made on the basis of quality & quantity of product offered per unit (drinks + refreshments) including onsite delivery expenses to different Blood Banks within Assam

4. **TECHNICAL BID COVER 'A'**

The bidder shall furnish along with the bid, the following, in a separate cover, hereinafter called **Cover 'A'**

- a) All bids must be accompanied with **EARNEST MONEY DEPOSIT @ 2% of the quoted value (i.e. landed cost including all taxes)** in the form of Demand Draft in favour of Director cum Member Secretary, Assam State Blood Transfusion Council, payable at Guwahati. If the EMD submitted is less than the 2% of the quoted value the quotation will be rejected. The EMD of the successful bidder shall be retained till completion of the tender period but shall not carry any interest. If the successful bidder fails to execute the agreement and/ or fails to deposit the performance security within the specified time, or withdraws his bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned after the finalization of the tender.
- b) Bidder must affix court fee stamp of Rs.8.25 (Rupees eight and paise twenty five) only on the Technical Bid.
- c) Annual Turn Over Statement alongwith income tax acknowledgement receipt and financial statement for last 3 financial years i.e. 2013 – 2014, 2014 – 2015, 2015 – 2016 in the specified format (Refer **Annexure- II**) certified by the Auditor/ Chartered Accountant.
- d) Authorization letter/ Power of Attorney or Resolution of the Board for the officer of the company who have signed the tender document and the bid.
- e) Profile of the organizations
- f) VAT/ CST Registration Certificate.
- g) Up to date, VAT/ CST Clearance Certificate.
- h) Up to date valid Trade License.
- i) PAN Card Photocopy and Bank A/C details
- j) Up to date valid Manufacturing License.
- k) Manufacturer's Authorization Letter as per the Performa enclosed at **Annexure-V**.
- l) Attested copies of ISI/ FSSAI/ ISO/ FPO/ GMP or other quality assurance certificate from competent authority for Juice.
- m) Attested copy of ISI certification for Biscuit/Cake.
- n) Details of items as per **Annexure – IX** and Literature/ Catalogue/ Leaflet in support of the quoted items.
- o) Undertaking in the form at **Annexure-VI** confirming acceptance of all terms and conditions of the tender.

- p) An undertaking on fraud and corruption as per **Annexure-IV**.
- q) The undertaking for printing of ‘**Not for Sale**’ ‘**For ASBTC/Blood Bank use only**’ on Juice/drinks and Biscuit/Cake.
- r) The List of items quoted shall be furnished as per **Annexure - VII**. The list shall specifically indicate the manufacturer and brand name (if any) along with technical specifications. But this list **shall not indicate prices of the items.**
- s) In the technical bid, the bidder shall confirm that, in case he becomes the successful bidder he shall abide by the following stipulations which shall also form a part of his undertaking at **Annexure- III**.
- t) The bidder is required to submit two sets of sealed sample of each batch. One set contains 3 (Three) nos. of each items quoted. The samples will be sent for External Quality Assurance for further confirmation.

All the above documents mentioned shall be submitted in separate sealed cover super scribed as “**COVER ‘A’, TENDER FOR SUPPLY OF DONOR REFRESHMENTS FOR ASBTC**, (TENDER No. ASACS/NACP-IV/BTS/Ref/2016/912/53; Dated: 05/06/2017) & ADDRESSED TO “**DIRECTOR CUM MEMBER SECRETARY, ASSAM STATE BLOOD TRANSFUSION COUNCIL, KHANAPARA, GUWAHATI – 22**”.

5. **PRICE BID COVER ‘B’**

- i. Bid shall be typewritten and correction, if any, in the bid shall invariably be attested with signature & date by the bidder, failing which the bid shall be considered ineligible for evaluation. Corrections done with correction fluid should also be duly attested.
- ii. The rate quoted per unit shall be the landed cost at destination, inclusive of packing, forwarding, Excise Duty, Sales Tax/ VAT, Freight, Insurance, etc, showing the break – up of cost for taxes and duties, etc, if any. Quoted rate will be valid for the entire year and supply will be accepted throughout the year.
- iii. Each page of the price bid shall be duly signed by the bidder with official seal.
- iv. The rates quoted by the bidder shall be fixed for the validity period of tender and shall not be subject to change/ modification on any account.
- v. The prices shall be quoted in Indian Rupee only.

The Price Bid should be submitted as per **Annexure-VIII** in a separate sealed cover super scribed as “**COVER ‘B’, TENDER FOR SUPPLY OF DONOR REFRESHMENTS FOR ASBTC**, (TENDER No. ASACS/NACP-IV/BTS/Ref/2016/912/53 Dated: 05/06/2017) & ADDRESSED TO “**DIRECTOR CUM MEMBER SECRETARY, ASSAM STATE BLOOD TRANSFUSION COUNCIL, KHANAPARA, GUWAHATI – 22**”.

- 6. The Technical Bid- ‘Cover A’ and Price Bid- ‘Cover B’ shall be separately sealed and both the covers shall be put in another sealed cover super scribed as “**TENDER FOR SUPPLY OF DONOR REFRESHMENTS FOR ASBTC**, (TENDER No. ASACS/NACP-IV/BTS/Ref/2016/912/53; Dated: 05/06/2017) & ADDRESSED TO “**THE DIRECTOR CUM**

MEMBER SECRETARY, ASSAM STATE BLOOD TRANSFUSION COUNCIL, KHANAPARA, GUWAHATI – 22”.

7. Cover ‘A’ i.e. Technical-Bid shall be opened at the office of the purchaser intimated earlier, on the date and time specified in presence of the intending bidders or their authorized representatives.
8. Cover ‘B’ i.e. Price Bid of the bidders who meet the eligibility criteria, evaluated based on the details furnished in Technical Bid and testing of samples shall only be considered and the date and time of opening of Cover ‘B’ shall be intimated to the eligible/ short listed bidders.

9. **BID EVALUATION**

The bidder to quote the lowest rate (L1) may not be the successful bidder if he fails to fulfill the technical/ specifications criteria. Bidder(s) to fulfill all **technical and specifications criteria** shall only be recommended for Price Bid Evaluation.

Tenders will be evaluated with reference to various criteria and one of such criteria is that the rate per unit (**landed price including all taxes**) for determining the L1 rate (Lowest rate). Conditional discounts shall not be taken into account for price comparison. However same shall be considered in case of placing order if the bidder happens to be L1. **Entire tender is considered as one package.**

10. **VALIDITY OF TENDER/ BIDS**

Quotation shall remain valid for a period of 90 (Ninety) days after the deadline date specified for submission of quotation.

11. **VALIDITY OF RATE**

The rate will be valid for 1 (One) year from the date of finalization of the tender. The validity of rates may further be extended with mutual consent. However, the Tendering Authority reserves the right to reduce/ cancel the validity period.

12. **REASONABILITY OF RATES/ FIRM PRICE**

- a) The bidder shall certify that the rates quoted are the lowest ones.
- b) During the period of the contract, if the price of any tendered item is reduced due to any reason including any Law or Act of the Central/ State Government, the bidder shall be statutorily bound to intimate the reduced rates immediately to the purchaser and shall charge the reduced rates. The purchaser is empowered to unilaterally effect such reduction as is necessary in rates, in case the bidder fails to notify or fail to agree to such reduction of rates.
- c) Subject to the condition stipulated above, the prices shall remain firm for the validity period of tender and on no account any increase in price shall be entertained till completion of the tender period.
- d) No bidder will be allowed at any time on any ground whatsoever, to claim revision of or modification in the rates quoted by him. The representation of the bidder that computation/



typographical or clerical error etc. has been committed in the bid and request for reversion on such plea shall not be entertained after opening of the bid.

**13. STATUTORY TAXES/ DUTIES**

In case of any enhancement of Taxes and/ or duties or levy of fresh Taxes/ duties due to Statutory Act of the Govt., after date of submission of the tender and during the contractual delivery period, additional or fresh levies so imposed will be allowed to be claimed as extra without any change in the price structure approved under the tender. For this purpose, the supplier shall produce a certificate from the authority concerned certifying that the item supplied falls under particular tariff resulting in additional/ fresh levies for the supplied item.

However, the same shall not be borne by the purchaser in case such levies become applicable after expiry of the contractual delivery period stipulated in the contract.

Further, in case a successful bidder has been enjoying Excise Duty exemption on any criteria like turnover etc. based on which price comparison has been done and at a later date, during currency of the contract, even if Excise Duty becomes chargeable on goods manufactured, the same shall be to the supplier's account and shall not be borne by the purchaser.

**14. PERFORMANCE SECURITY DEPOSIT:**

The successful bidder, within 15 days of receipt of Purchase Order, shall be required to sign MoU with ASBTC and submit Performance Security Deposit of 5% of the total order value in the form of Performance Bank Guarantee in favour of the purchaser valid for a period of 1 year 3 months. The Bank Guarantee shall be returned after two months on satisfactory completion of the tender period.

However, if the supplier fails to execute the order or fails to perform the services as per agreed terms of contract, in addition to other penal actions, the Bank Guarantee shall be en-cashed & the amount be forfeited.

**15. NON ASSIGNMENT**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons what so ever.

**16. COMMUNICATION**

All notices or communications relating to or arising out of this agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

**17. ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security.

Under such situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance.

**18. INSPECTION & QUALITY ASSURANCE**

The purchaser and /or his authorized representative(s) have the right to inspect the manufacturing unit or the store of the supplier who have quoted for this tender, before accepting their rates or before awarding the contract, or at any point of time during the continuance of the tender and has also the right to reject the tender or not to reorder based on facts brought out during such inspections.

However, such inspection shall not absolve the supplier from his responsibility of strictly adhering to the specifications & other conditions spelt out in the tender.

**19. DELIVERY CONDITION**

- i) The supply of items shall be completed within 30 (Thirty) days from the receipt of the Purchase Order in the destination sites mentioned in Annexure -X
- ii) The Donor Refreshments should be supplied according to the ordered specifications.
- iii) On specific request made by the bidder the time period of supply may be extended by the purchaser at his discretion for such period as may be considered reasonable.

**20. PAYMENT TERMS**

No advance payment shall be made. The paying authority on production of the following documents shall make payment:-

- a) The original Challan Copy.
- b) Invoice in triplicate are to be submitted to the paying authority along with the other documents.
- c) On receipt of the above documents the paying authority shall process for payment to the supplier.

**21. PENALTY FOR DELAY IN DELIVERY**

- a) In case there is delay in delivery beyond the stipulated period, there shall be reduction in price @ 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 10% of the total order value.
- b) Once the maximum price reduction is reached, termination of the contract may be considered.
- c) Non-performance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of EMD and other penal provisions.

## **22. FORCE MAJUERE**

The above condition of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the supplier, do not involve fault or negligence of the supplier and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

## **23. FRAUD & CORRUPTION:**

The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -

- a) "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of any thing of value to influence the action of an official in the procurement process or in contract execution.
- b) "Fraudulent Practice" means misrepresentation or omission of facts in order to execution of contract.
- c) "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
- d) "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. In the bid document itself, an undertaking from the bidders may be obtained in the format at **ANNEXURE- III**.

**24. LOCAL CONDITIONS**

It will be imperative on each bidder to fully acquaint himself of all local conditions and factors that would have any effect on performance of the Contract. The purchaser shall not entertain any request for clarifications from the bidder regarding such local conditions nor shall accept any offer conditional to the local factors. No request for any change of price or extension of time schedule of delivery of goods shall be entertained after purchaser accepts the bid.

**25. WAIVAL/ ALTERATION ETC**

Bidders request for waival, alteration etc. in respect of bid document fee, EMD, performance security etc. shall not be entertained and hence no formal reply shall be given for such requests. The bids shall not be opened of those bidders who have not complied with the provisions of the Bid Document Fee and / or EMD clause of the Tender Document.

**26. ADJUDICATION/ REVIEW BOARD**

Any dispute arising out of or during execution of the contract shall be settled with mutual agreement through an Adjudication/Review Board appointed by the appropriate authority of the purchasing organization having officers belonging to other departments not related to the purchasing department.

**27. SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

**28. LAWS GOVERNING THE CONTRACT & JURISDICTION**

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Guwahati only.

**PROFORMA FOR PERFORMANCE STATEMENT**

**(FOR A PERIOD OF LAST 3 YEARS)**

Name of firm \_\_\_\_\_

Sl.	Name of the product	Year	Quantity supplied.	Value.	Name and full address of the purchaser
	1	2	3	4	5
1.					
2.					
3.					

Signature and seal of the bidder \_\_\_\_\_

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/s \_\_\_\_\_ for the past three years and concurrent commitment for the current financial year are given below and certified that the statement is true and correct.

<i>Sl. No.</i>	<i>Year</i>	<i>Turnover in Lakhs (Rs)</i>
1.	2013-14	-
2.	2014-15	-
3.	2015-16	-
Total -		Rs. _____ Lakhs.

Average turnover per annum - Rs. \_\_\_\_\_ Lakhs.

**Concurrent Commitment**

Sl. No.	Contract Ref.	Purchaser	Total Contract Value	outstanding Value	Estimated Delay in completion date

Signature and seal of the Chartered Accountant \_\_\_\_\_

UNDERTAKING

To

Tender enquiry No. ASACS/NACP-IV/BTS/Ref/2016/912/53; Dated:05/06/2017

For supply of Blood Donors Refreshments

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office of .....to supply ..... The rates quoted by me/us for the items tendered for are specified against each. It is certified that rates quoted are lowest quoted for any institution in India and not higher than the MRP/ prevailing market rate.
3. The items shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of Director cum Member Secretary, Assam State Blood Transfusion Council, Khanapara, Guwahati-22 (hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
4. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and SECURITY DEPOSIT.
5. We hereby undertake to pay the **penalty** as per the terms and conditions of the contract for delayed supply of the ordered items.
6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. We understand all the terms and conditions of the contract and bind myself/ ourselves to abide by them.
10. We hereby declare that there is no vigilance/ CBI or court case pending/ contemplated against us at the moment.

SIGNATURE WITH DATE:

NAME &amp; DESIGNATION :

NAME &amp; ADDRESS OF THE FIRM WITH SEAL:

**UNDERTAKING ON FRAUD AND CORRUPTION**

We M/S ..... Do hereby undertake that, in competing for (and, if the award is made to us, in executing) the subject contract for supply of ..... under tender reference no. .... Dt ..... We shall strictly observe the laws against fraud and corruption in force in the country.

Signature of proprietor/Partner/Director  
Designation:

Seal:



**MANUFACTURER'S AUTHORIZATION FORM**

No. \_\_\_\_\_

Dated \_\_\_\_\_

Bid Ref. No. **ASACS/NACP-IV/BTS/Ref/2016/912/53; Dated:05/06/2017**

To,

\_\_\_\_\_

We \_\_\_\_\_ who are established and reputable  
manufacturers of \_\_\_\_\_ having factories at  
\_\_\_\_\_ Registered office at  
\_\_\_\_\_ possessing Manufacturing License No.  
\_\_\_\_\_ dated \_\_\_\_\_, Valid Up to  
\_\_\_\_\_, hereby authorize M/s. \_\_\_\_\_

\_\_\_\_\_ (Name and address of Representative), to submit a bid  
and subsequently negotiate and sign the contract with you against the above mentioned tender for  
the following items quoted.

- 1.
- 2.
- 3.

(Attach separate sheet if necessary)

Yours' faithfully,

(Name)

for and on behalf of M/s. \_\_\_\_\_

(Name of Manufacturer)

Note: This letter of authority should be on the letterhead of the manufacturing concern and should  
be signed by a person competent and having the power of attorney to bind the manufacturer.

**AGREED TERMS & CONDITIONS**

Tender No. ASACS/NACP-IV/BTS/Ref/2016/912/53; Dated: 05/06/2017

**A. Details of Bidder**

Bidder

Offer Ref

Contact Person:

Telephone No.

Signature:

Fax No.

E-mail:

**B. Definitions**

1. "Purchaser" means DIRECTOR CUM MEMBER SECRETARY or his authorized representative.
2. "Bidder" or Tenderer means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
3. "Vendor" or "Supplier" means a person or firm or company, to whom the order is addressed for supply of goods and /or services.
4. "Site" means the premises of the purchaser or any other place as decided by the purchaser.

**NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced bid, Bid 'A'. Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexures to this questionnaire.**

<b>Sl No</b>	<b>Description</b>	<b><u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation/ furnished separately)</b>
	<b>C. Technical</b>	
1.	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
3.	In case of deviations, confirm that the same have been highlighted separately.	
4.	Confirm that catalogue and technical data, wherever applicable, have been enclosed.	
5.	Confirm that all certificates/ deviations furnished.	
6.	Confirm that Earnest Money Deposited (EMD) as per bid document, for each schedule quoted, enclosed.	
	<b>D. Commercial</b>	
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or	

	rejection of offer.	
2.	Confirm that the quoted prices include packing & forwarding (P & F) all duties and taxes viz. Excise Duty, Sales Tax/VAT, freight, insurance etc	
3.	Confirm furnishing of detail price break-up of each item showing all components of cost separately with basic price of equipment and other costs on %age of basic price to arrive at landed price in D2 above.	
4.	It is noted that the statutory variations in taxes and duties within the Contractual delivery period shall be borne by the purchaser.	
5.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by you.	
6.	It 5 above is not acceptable, advise maximum possible rate of ED changeable, which shall be loaded to you price.	
7.	Confirm that in case of delay on you account any new or additional duties and taxes imposed after the contractual delivery date shall be to you account. This will be in addition to Price Reduction for Delay in Delivery.	
8.	Confirm acceptance of Price Reduction Schedule for delay in Delivery @ 0.05% of delayed value of goods per week of delay or part thereof subject to maximum of 10% of the total order of value.	
9.	Indicate Firm Delivery Period, which shall be counted from the date of placement of order.	
10.	Confirm acceptance of relevant payment terms specified in the bid document.	
11.	Force Majeure—Delivery period, price reduction termination etc are subject to Force Majeure Condition as stipulated in the bid document.	
12.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
13.	a) Confirm that all inspection & testing charges including 3 <sup>rd</sup> party inspection (if required) included in the price. b) Quality Control Reports and Test Certificates, whenever applicable, shall be handed over to the purchaser along with the equipment.	
14.	a) Confirm that erection, commissioning, trial run and handing over to the purchaser, after successful commissioning is your responsibility at no extra cost. b) Specify facilities (if any) to be provided by the purchaser.	
15.	Packing / forwarding, transportation, loading/unloading and insurance are your responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, you are to ensure proper packing & lifting arrangement. PI confirms compliance.	

16.	Confirm that Bank Guarantee shall be furnished on demand (i.e. if required) for 5% of the total order value and will be released after 3 months from the date of tender period	
17.	Confirm acceptance of Part order.	
18.	Confirm acceptance of Repeat order within 1 (one) year from the date of basic order at same price and terms & conditions.	
19.	In case of material having shelf life, confirm that you have declared the same with the expiry date. Also confirm that such materials shall be dispatched within 30 days from the date manufacture.	
20.	It is noted that the purchaser would disown any responsibility / liability toward irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
21.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Condition indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
22.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, during execution of the order, without resorting to any fraud, corruption and/or coercion.	
23.	Confirm that the offer shall be valid for a period of 6 months from the date of bid opening.	

**Signature and seal of the bidder**

**COVER 'A' –UNPRICED BID**

**Tender No. ASACS/NACP-IV/BTS/Ref/2016/912/53 ; Dated: 05/60/2017**

Sr. No.	Items	Mfg/ Brand	Qty	Price Quoted / Not Quoted	Technical Specification attached / Not attached
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**Signature and seal of the bidder**

**COVER 'B' – PRICE BID**

**Tender No. ASACS/NACP-IV/BTS/Ref/2016/912/53 ; Dated:05/06/2017**

**SCHEDULE OF RATES**

Sl No	Items	Qty	Unit Price	Taxes / Duties Per Unit	Total Landed Cost
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**Signature and seal of the bidder**

Requirement of Blood Donors Refreshments

Unit	Details	Best before
<b>A. Good Quality Juice/ Drinks</b>		
Ingredients -		
Volume/weight – preferably 200 ml or more		
Nutritional Information		
<b>B. Good Quality Biscuits/ cake or similar products</b>		
Pack size/weight – preferably 60 grams of more		
Ingredients		
Nutritional Information		

**Signature and seal of the bidder**

**Details of destination sites and quarterly requirements**

<b>District</b>	<b>BLOOD BANK</b>	<b>Total Blood Collection from 10/04/2016 to 28/02/2017</b>	<b>Per month</b>	<b>No. of Months</b>	<b>Quarterly requirements (in unit)</b>
Barpeta	BLOOD BANK, F.A.A. MEDICAL COLLEGE & HOSPITAL, BARPETA	3837	349	3	<b>1000</b>
Bongaigaon	BONGAIGAON CIVIL HOSPITAL	2029	184	3	<b>600</b>
Cachar	RED CROSS CHILDREN HOSPITAL	1488	135	3	<b>400</b>
	SILCHAR MEDICAL COLLEGE HOSPITAL BLOOD BANK	14962	1360	3	<b>4100</b>
Darrang	MANGALDOI CIVIL HOSPITAL BLOOD BANK	2708	246	3	<b>700</b>
Dhemaji	DHEMAJI CIVIL HOSPITAL BLOOD BANK	2175	198	3	<b>600</b>
Dhubri	DHUBRI CIVIL HOSPITAL BLOOD BANK	2803	255	3	<b>800</b>
Dibrugarh	ASSAM MEDICAL COLLEGE HOSPITAL BLOOD BANK	19121	1738	3	<b>5200</b>
Dima Hasao	HAFLONG CIVIL HOSPITAL BLOOD BANK	1136	103	3	<b>300</b>
Goalpara	GOALPARA CIVIL HOSPITAL BLOOD BANK	2672	243	3	<b>700</b>
Golaghat	K K CIVIL HOSPITAL	5646	513	3	<b>1500</b>
Hailakandi	HAILAKANDI CIVIL HOSPITAL	32	3	3	<b>0</b>
Jorhat	JORHAT MEDICAL COLLEGE HOSPITAL BLOOD BANK	8893	808	3	<b>2400</b>
Kamrup	DR. B. BARUAH CANCER INSTITUTE	1594	145	3	<b>400</b>
	GUWAHATI MEDICAL COLLEGE HOSPITAL BLOOD BANK	24055	2187	3	<b>6600</b>
	MAHENDRA MOHAN CHOUDHARY HOSPITAL BLOOD BANK	1120	102	3	<b>300</b>
	MARWARI HOSPITAL & RESEARCH CENTRE	4582	417	3	<b>1300</b>
Karbi Anglong	DIPHU CIVIL HOSPITAL BLOOD BANK	1889	172	3	<b>500</b>
Karimganj	KARIMGANJ CIVIL HOSPITAL	2100	191	3	<b>600</b>
Kokrajhar	KOKRAJHAR CIVIL HOSPITAL	2210	201	3	<b>600</b>
Lakhimpur	NORTH LAHIMPUR CIVIL HOSPITAL BLOOD BANK	3498	318	3	<b>1000</b>
Marigaon	MORIGAON CIVIL HOSPITAL BLOOD BANK	1118	102	3	<b>300</b>
Nagaon	B.P. CIVIL HOSPITAL BLOOD BANK	7223	657	3	<b>2000</b>
Nalbari	SWAHID MUKUNDA KAKOTI CIVIL HOSPITAL	2178	198	3	<b>600</b>
Sibsagarh	SIBSAGAR CIVIL HOSPITAL BLOOD BANK	1465	133	3	<b>400</b>
Sonitpur	KANAKLATA CIVIL HOSPITAL BLOOD BANK	4513	410	3	<b>1200</b>
Tinsukia	TINSUKIA CIVIL HOSPITAL BLOOD BANK	3041	276	3	<b>800</b>
<b>Total Nos.</b>		<b>128088</b>	<b>11644</b>		<b>34900</b>

Signature and seal of the bidder