

MINISTRY OF HEALTH & FAMILY WELFARE
National AIDS Control Organization



National AIDS Control Programme

BID DOCUMENT

For

Procurement and supply of Dried Blood Spot (DBS) Collection Kits

(Procurement Agent)

National AIDS Control Organization
9th Floor, Chandralok Building, 36, Janpath, New delhi-110001

To,

1. Invitation for Proposal

National AIDS Control Organization (NACO), Department of Health & Family Welfare, Ministry of Health & Family Welfare invites bids in single packet system for procurement and supply of Dried Blood Spot (DBS) Collection Kits for Early Infant Diagnosis Programme. Please refer **Schedule of Requirement and Consignee details**.

For the purpose of this tender, NACO referred as Purchaser and the "Bidder or Vendor" means Bidder participating in the bidding process.

2. Bid Schedule and Address

| S. No. | Description | Detailed Information |
|--------|--|--|
| 1 | Name of Project | Procurement and supply of Dried Blood Spot (DBS) Collection Kits |
| 2 | Tender Reference Number | NACO/Proc./01/2016 |
| 3 | Tender Start Date • Document can be downloaded from website of NACO: naco.gov.in and https://eprocure.gov.in/cppp/ | 17/08/2016 |
| 4 | Date and Time for Pre Bid Meeting Address & Location for Pre Bid Meeting | 30/08/2016 at 14:15 Hrs National AIDS Control Organization 9th Floor, Chandralok Building, 36, Janpath, New delhi-110001 |
| 5 | Bid Submission Date & Time Bid Opening Date & Time Venue | 09/09/2016 at 14:00 Hrs 09/09/2016 at 14:15 Hrs National AIDS Control Organization 9th Floor, Chandralok Building, 36, Janpath, New delhi-110001 |
| 6 | Name and Address for Communication | Shri. M. G. Nimje Under secretary (Admin), 9 th Floor, Chanderlok Building, 36, Janpath, New Delhi- 110001 |
| 7 | Bid Related Queries | Shri. A. S. Chauhan, Director (Finance) +91-11-43509938 Email: dfnaco2@gmail.com |
| 8 | EMD/Bid Security | Rs. 30,000/- (Rupees Thirty Thousand only) in the form of demand draft drawn on any scheduled commercial bank in favour of Senior Accounts Officer, MoHFW, payable at New Delhi. |

3. The Govt. of India has received funding under Domestic Budgetary Support for implementation of fourth phase of National AIDS Control Programme (NACP-IV) being implemented by National AIDS Control Organization, Department of Health & Family Welfare, Ministry of Health and Family Welfare, Govt. of India.
4. Bidding will be conducted under GFR 2005 of Ministry of Finance, GOI, as applicable.
5. **Qualification Requirement:**
 - a) The bidder should be a legal entity. The copy of PAN no. and TAN no. of the bidder should be submitted.
 - b) The tender should be submitted by manufacturer/dealer/supplier for particular items. If manufacturer is not available for imported items, then authorized representative or dealer shall be allowed to quote the tender.
 - c) The tenderer should confirm that the detailed specifications i.e. standard, composition, packing, minimum batch size of the items offered are strictly in accordance with the specifications shown in the Schedule. The tenderer must also mention the name of manufacturer in case of direct importers in document.
 - d) The manufacturer/suppliers should have valid registration certificate/ License for relevant items from concerned authority. In absence of such certificate, the tender is liable to be rejected.
 - e) Bidder must accept the terms and conditions of the tender document without any deviation. The Bidder shall submit the Bidders Authorization Certificate as per **Annexure-01** & tender offer form duly signed by authorized signatory as per **Annexure-02**.

In the case of a Bidder offering to supply Goods under the Contract that the Bidder does not manufacture or otherwise produce, all supporting documents that the Bidder should be duly authorized by the manufacturer.

- f) Any debarment/blacklisting by MOH&FW, GOI, or any other Central Govt. Department which is still effective on the date of opening of bid will make the bidder ineligible to participate in that bidding process. A debarment/blacklisting by other agencies will not be considered. The bidder & manufacture whose product is offered by bidder will submit an affidavit to above effect. If its is found after issue of contract that the supplier has concealed the information of debarment/blacklisting as mentioned above then the contract is liable to be terminated and suitable action will be taken as per the terms of the contract.

The bidder will also disclose immediatly any such debarment/blacklisting which takes palce after opening of bid and before issue of NOA, to the purchaser (**Affidavit as per Annexure-03**)

6. The bidder shall submit only one bid either individually or as a partner of a joint venture A firm that submits either individually or, as a member of a joint venture, more than one bid will cause all the proposals with the firm's participation to be disqualified.
7. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
8. The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language.

9. Bid Prices

- a) The contract shall be for the complete items in the format given at Schedule of Requirement.
- b) All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price.
- c) The amount quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. A bid submitted with adjustable price quotation will be treated as non responsive and will be rejected.
- d) The bidder shall quote the prices on "Door Delivery Basis" to all consignees. The list of probable consignees is attached in schedule of requirement. However the list of consignees is the tentative list. The purchaser reserves the right to change any consignee at the time of placement of order.
- e) The rate quoted should be both in words and figures. No figure or word should, be over written. Correction if any should be rewritten under the full signature of the person signing the tender.
- f) The rate of Excise Duty and quantum of Excise should be shown distinctly. Similarly, Sales Tax/VAT, if any, where legally leviable and intended to be claimed extra should be shown distinctly as percentage along with the price quoted, separately. Where this is not done, no claim for excise duty and or Sales Tax/VAT will be admitted at any later stage on any ground.
- g) The Prices should be quoted in Indian Rupees only.
- h) The rate should be in the format specified at **Annexure 04- Price Form**.

10. Validity of Tender:

- a) Tender shall remain valid for a period not less than 90 days after the deadline date specified for submission.

11. Bid Security:

- a) The interested bidder is required to submit along with its bid, bid security of Rs. 30,000/- (Rupees Thirty Thousands only) in form of Term Deposit Receipt / Bank Draft / banker's Cheque, Bank Guarantee in favor of Senior Accounts Officer, Ministry of Health & Family Welfare, payable at new Delhi valid up to 60 days. The Bid Security will be returned after the award of Contract.
- b) Any bid not accompanied by an acceptable bid security shall be rejected by the Purchaser as non-responsive.
- c) The bid securities of unsuccessful Bidders will be returned as promptly as possible.
- d) The bid security of the successful Bidder will be returned when the Bidder has signed the Agreement and furnished the required performance security.
- e) The bid security may be forfeited
 - if the Bidder withdraws its bid or
 - if the Bidder does not accept the correction of its bid price or
 - in the case of a successful bidder, if the Bidder fails within the specified time limit to:
 - sign the contract, or
 - furnish the required performance security, or
 - In case of any false, incorrect or misleading information provided in the bid.
- f) The bidders who are registered with NSIC for the items to be procured under this tender are exempted from submission of bid security (EMD). Necessary Certificate should be enclosed.

12. Sealing and Marking of bids:

The inner and outer envelopes shall:

- a) bear the name and address of the Bidder;
- b) be addressed to the Purchaser at the address given below

Shri. M. G. Nimje Under secretary (Admin),
National AIDS Control Organization,
9th Floor, Chanderlok Building,
36, Janpath, New Delhi- 110001

- c) The inner and outer envelopes shall bear the following additional identification marks:

Title of Bid:

Number:

Time & Date of Submission of Bids:

- d) bear a statement "DO NOT OPEN BEFORE **09/09/2016** at **1415 hrs** " to be completed with the time and date specified.

If the outer envelope is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

Bids must be delivered before **09/09/2016** at **1400 hrs**. Late bids will be rejected.

"In event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day".

13. Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected and returned unopened to the Bidder.

14. The Bidder may modify or withdraw its bid after submission, provided that written notice of the modification, or withdrawal of the bids duly signed by an authorized representative, is received by the Purchaser prior to the deadline prescribed for submission of bids. No bid may be modified subsequent to the deadline for submission of bid.

15. Bid Opening:

- a) The Purchaser will open all bids, including withdrawal notices and modifications, in public, in the presence of Bidders' representatives who choose to attend, at 14.15 hrs, on the date, and at the place specified below:

Time, date, and place for bid opening are: **1415 hrs** (Indian Standard Time) on **09/09/2016** at the following address:

National AIDS Control Organization,
9th Floor, Committee Room, Chanderlok Building,
36 Janpath, New Delhi- 110001

16. Clarification of bids:

- a) During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted, except to correct arithmetic errors identified by the Purchaser in the evaluation of the bids.

17. Confidentiality:

- a) Information relating to the examination, clarification, evaluation, and comparison of bids, and recommendations for the award of a Contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the notification of Contract award is made to all Bidders.
- b) Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison, or contract award decisions may result in the rejection of the Bidder's bid.
- c) From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Purchaser on any matter related to its bid, it should do so in writing.

18. Examination of Bids and Determination of Responsiveness:

- a) The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order

19. Evaluation and Comparison of Bids:

- a) The Purchaser will evaluate and compare the bids that have been determined to be substantially responsive.
- b) **The Purchaser's evaluation of a bid will take into account the total unit cost of the item at the consignee's destination inclusive of all duties, taxes and other charges.**
- c) The contract shall be awarded only to the bidder who are substantially responsive, offer competitive rates, and meet the qualification requirement stipulated in the bidding documents.
- d) Deviations in the delivery schedule and Payment schedule are not permitted.
- e) In exercising of the powers conferred in Section 11 of the Micro, Small and Medium Enterprises Development (MSMED) Act 2006, the Government has notified a new Public Procurement Policy for Micro & Small Enterprises effective from 1st April 2012. In accordance to the above notification the participating Micro and Small Enterprises (MSEs) in a Bid, quoting price within the band of L 1+15% would be allowed to supply a portion of the requirement by bringing down their price to the L 1 price, in a situation where L 1 price is from someone other than an MSE. Such MSEs would be allowed to supply up to 20% of the total Bid value. In case there are more than one such eligible MSE, the 20% supply will be shared equally. Out of 20% of the quantity earmarked for supply from MSEs, 4% quantity is earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Bid process or meet the Bid requirements and the L 1 price, the 4% quantity earmarked for MSEs owned by SC/ST entrepreneurs will be met from other participating SMEs. The MSEs participating in the bid shall enclose with their Bid a copy of their valid registration certificate with District Industries Centres or Khadi and Village Industries

Commission or Coir Board or NSIC or any other body specified by Ministry of Micro and Small enterprises in support of their being an MSE, failing which their offer will be liable to be ignored.

20. Award of Contract:

- a) The Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the Contract satisfactorily.
- b) The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- c) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- d) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period.

CONDITIONS OF CONTRACT

21. Purchaser's right to vary quantities during currency of contract:

- a) The purchaser reserves the right to increase or decrease the ordered quantity of goods by 25% during the currency of contract.

22. Performance Security:

- a) The notified bidder is required to deposit Performance Security within 21 days for an amount equivalent to 5% of the contract value. The performance security may be in form of Term Deposit Receipt / Bank Draft / Banker's Cheque, Bank Guarantee in favor of Senior Accounts Officer, Ministry of Health & Family Welfare, payable at New Delhi valid beyond 60 days of due date of obligations of the Contract (**Annexure 05**).

23. Inspection & Tests:

- a) The Supplier will do the Inspection and Tests of each batch to be supplied under this Contract and provide the Certificate for all items as per technical specification (no extra cost will be provided for this). Over and above, Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications.

24. Insurance:

- a) The Goods supplied under the Contract shall be fully insured against a loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
- b) The insurance shall be an amount equal to 100 percent of the CIP value of the Goods from warehouse to warehouse on all risks basis including war risks and strikes.

25. Delivery and Documents:

(A) Documents to be submitted to purchaser:-

Upon the delivery of the Goods, the Supplier shall notify the Purchaser in writing and deliver to the Purchaser four sets of documents comprising of the following:

- i. One original and two copies of commercial invoice, indicating NACO as the Purchaser, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original and stamped or sealed with the company stamp/seal;
 - ii. One original & 2 (two) copies of Proof of Delivery by the Consignees, as per the format **(Annexure- 06)**.
 - iii. One original and two copies of the manufacturer's or Supplier's certificate covering expiry date of all items supplied.
 - iv. Three copies of Certificate for all items as per technical specification.
 - v. Three copies of notification of the local tax authority in support of rate of tax indicated in invoice.
 - vi. Any other/additional procurement-specific document(s) s required for delivery/payment purposes.
- (B) Documents to be submitted to Consignee:-

The Supplier should intimate the Consignee at least 7 days in advance before the dispatch of Goods, the expected date of arrival of Goods along with quantity of Goods. Along with each consignment the Supplier should provide the Consignee one set of the documents mentioned below:

- (i) Copy of Contract
- (ii) Copy of Invoice containing particulars as per (A)(i) above;
- (iii) Manufacturer's or Supplier's certificate covering expiry date of all items supplied.
- (iv) Copy of Certificate for all items as per technical specification.

26. Transportation:

- a) Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within India, defined as the Site, transport to such place of destination in India, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs will be borne by the Supplier.

27. Payment Terms & Conditions:

- a) The method and conditions of payments to be made to the supplier shall be paid upon under this contract shall be as follows:-

On Acceptance: One hundred (100) percent of the Contract Price of Goods received shall be paid within sixty (60) days of acceptance of the Goods upon submission of an invoice (the Contract number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Proof of Delivery (**Annexure 06**) issued by the Consignee through ECS of the bank.

- b) The Supplier's request (s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted and upon fulfilment of other obligations stipulated in the Contract.
- c) Payment shall be made within 60 days of delivery of goods and upon submission of proof of delivery of goods.

The Bidder shall submit the **AFFIDAVIT** as per **Annexure-07**

28. Liquidated Damages:

- a) If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the contract prices as liquidated damages, a sum equivalent to the 0.5 percent per week or part thereof of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the 10 percent of the value of delayed Goods. Once the maximum is reached, the Purchaser may consider termination of the contract pursuant to CC Clause 29.

29. Termination for default:

- a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part
 - if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser; or/and
 - if the Goods do not meet the Technical Specifications stated in the Contract; or/and
 - if the Supplier, in the judgment of the Purchaser, has engaged in corrupt or fraudulent or collusive or coercive practices in competing for or in executing the Contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in Contract execution.

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

- b) if the Supplier fails to perform any other obligation(s) under the Contract.
- c) In the event the Purchaser terminates the Contract in whole or in part, , the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

30. Termination for Non-Performance:

NACO reserves its right to terminate the contract in the event of contractors repeated failures to provide the services as per tender document.

31. Force Majeure

- a) The contractor shall not be liable for penalty, liquidated damages or termination for default, if and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of Force Majeure.

- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the contractor and not involving the contractor and not involving the Bidders fault or negligence and not foreseeable. Such events may include, but are not restricted to, instances of wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes which would have an impact on NACO.
- c) If a Force Majeure situation arises, the Supplier shall promptly notify NACO in writing of such conditions and the cause thereof. Unless otherwise directed by NACO, the Supplier shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

32. Resolution of Conflicts

- a) NACO and the Supplier shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute, arising between them under or in connection with the contract.
- b) If the dispute can't be resolved amicably by direct informal negotiation between NACO and the Supplier, then the same shall be referred to a Sole Arbitrator to be appointed by the Secretary (Health). The Arbitration and Conciliation Act, 1996 and the rules there under and any statutory modification or re-enactments thereof made till the date of signing of contract, shall apply to the arbitration proceedings.

33. Laws

The terms of this Tender and the contract shall be governed by the Indian laws under the exclusive jurisdiction of the competent courts in NCT of New Delhi.

34. Notices

Any notice by one party to the other pursuant to the contract shall be sent in writing by registered post only to the addresses as defined under this contract.

35. Terms of Supply:

- a) The bidder must supply the goods within delivery period as per entire order quantity at a time no part supply will be accepted.
- b) The packing of the items supplied by bidder is in standard box having label. Label of "GOVERNMENT OF INDIA- NACO SUPPLY- NOT FOR SALE "is to be print on Box of the DBS Kit.
- c) All goods must be of fresh manufacture and must bear the dates of manufacture and expiry.
- d) The Supplier further warrants that all Goods supplied under the Contract will have remaining a minimum of 60% or more of the specified shelf life upon delivery at site or named place of destination in India, have "overages" within the ranges set forth in the Technical Specifications, where applicable; are not subject to recall by the applicable regulatory authority due to unacceptable quality or an adverse drug reaction; and in every other respect will fully comply in all respects with the Technical Specifications and with the conditions laid down in the Contract.

36. Recalls:

- a) In the event any of the Goods are recalled, the Supplier shall notify the Purchaser within fourteen (14) days, providing full details of the reason for the recall and promptly replace, at its own cost, the items covered by the recall with Goods that fully meet the requirements of the Technical Specification and arrange for collection or destruction of any defective Goods. If the

Supplier fails to fulfil its recall obligation promptly, the Purchaser will, at the Supplier's expense, carry out the recall. Cartons must be secured with pilfer proofs seals to ensure genuineness of the products packed and the correctness of the contents.

- b) In the event of breakages or loss of stores during transit against requisition order the said quantity will have to be replaced by Supplier.

Technical Specification (Schedule of Requirement)

| S. No. | Item | Number For a Pack of 1 DBS Collection Kit | Product Description |
|--------|-------------------------------------|---|--|
| 1 | Glassine Envelope | 10 | Glassine envelope (Light Weight, Semitransparent material resistant to moisture in zip locked bag 150/180 mm approximately) |
| | Flexible Packaging | 1 | |
| 2 | Silica Gel Packs | 50 | Silica Gel Pack (Silica Gel sachet 1gm Complete with opaque non gas permeable bag in zip locked bat 150/180 approximately) |
| | Flexible Packaging | 1 | |
| 3 | Humidity Indicator Cards | 5 | Humidity indicator cards (Tropically packed humidity indicator card with 6 blue circles indicating percentage humidity chages) |
| 4 | Sterile Alcohol Swipes | 20 | Sterile Alcohol Swipes (Single use alcohol pad saturated with 70% isopropyl alcohol bin in zip locked bag 150/180 approximately) |
| | Flexible Packaging | 1 | |
| 5 | Gauze Swabs | 20 | Gauze Swabs (Gauze 8 Ply 50/50mm approximately in zip locked bat 100/150 approximately) |
| | Flexible Packaging | 1 | |
| 6 | Zip Lock Bags | 5 | Zip Lock bags (Opaque low gas permeable double Zip Locked bag 150/180mm approximately) |
| 7 | Powder less Gloves | 30 | Powder less Gloves (Latex examination gloves, powder free, medium in zip locked Bag 100/80 mm approximately with one pair of gloves) |
| | Flexible Packaging | 15 | |
| | Flexible Packaging | 1 | |
| 8 | Auto retractable lancets 2 mm blade | 20 | Auto retractable lancets with 2mm blade in zip locked bag 100/150mm approximately |
| | Flexible Packaging | 1 | |
| 9 | Cardboard Box | 1 | Cardboard box (white printed Corrugated box with tuck in lid. Color printed NACO logo and list of contents 250x250*160 mm approximately, with expiry date of product with least expiry clearly mentioned) |
| 10 | Fabric Bandages | 10 | Fabric Bandages (individually wrapped fabric adhesive bandage 72 x20 mm approximately in zip locked Bag 100/80 approximately) |
| | Flexible Packaging | 1 | |
| 11 | Bio Hazard Bag | 1 | Bio Hazard Bag (Polypropylene autoclavable bio hazard bag 400x650mm approximately with Orange bio hazard symbol in zip locked bag 150/250mm approximately) |
| | Flexible Packaging | 1 | |
| 12 | Bio Hazard Sticker | 5 | Bio Hazard Sticker (Bio Hazard sticker 2.5x2.5cms, approximately with red with black bio hazard symbol in zip locked Bag 100/80 mm approximately) |
| | Flexible Packaging | 1 | |
| 13 | Envelopes (Plain) | 5 | Envelopes (Plain) as brown envelope, self sealing in zip Locked Bag 200/250mm approximately |
| | Flexible Packaging | 1 | |
| 14 | Envelop (Lined) | 5 | Envelope (Lined)White bubble Lined Envelope 300x220 mm approximately, self sealing in zip Locked Bag 250/300mm approximately |
| | Flexible Packaging | 1 | |

Consignee details

| Consignee list for DBS Consumable/Collection kits | | |
|--|----------------------|---|
| S.No | State/Uts | DBS collection kits (set 14 items) |
| 1 | Andaman & N | 13 |
| 2 | Andhra Pradesh | 430 |
| 3 | Arunachal Pradesh | 35 |
| 4 | Assam | 100 |
| 5 | Bihar | 420 |
| 6 | Chandigarh | 15 |
| 7 | Chhattisgarh | 125 |
| 8 | Daman and Diu | 5 |
| 9 | Dadra & Nagar Haveli | 2 |
| 10 | Delhi | 180 |
| 11 | Goa | 15 |
| 12 | Gujarat | 315 |
| 13 | Haryana | 100 |
| 14 | Himachal Pradesh | 45 |
| 15 | Jammu and Kashmir | 36 |
| 16 | Jharkhand | 130 |
| 17 | Karnataka | 533 |
| 18 | Kerala | 150 |
| 19 | Madhya Pradesh | 177 |
| 20 | Mumbai | 120 |
| 21 | Maharashtra | 1190 |
| 22 | Manipur | 65 |
| 23 | Meghalaya | 35 |
| 24 | Mizoram | 60 |
| 25 | Nagaland | 120 |
| 26 | Odisha | 235 |
| 27 | Puducherry | 15 |
| 28 | Punjab | 115 |
| 29 | Rajasthan | 370 |
| 30 | Sikkim | 13 |
| 31 | Tamil Nadu | 1560 |
| 32 | Telangana | 330 |
| 33 | Tripura | 45 |
| 34 | Uttar Pradesh | 775 |
| 35 | Uttarakhand | 50 |
| 36 | West Bengal | 260 |
| | Total | 8184 |

Deleviry Schedule:The DBS Consumables/Collection kits should be delivered with in 60 days after issue of NOA.

| Consignee Addresses | | |
|----------------------------|------------------------------------|---|
| Sl.No | Name of States/UTs | Address of State/UTs |
| 1 | A & N Islands | The Project Director, Andaman & Nicobar AIDS Control Society, Q.No.10-11/AP Type-IV,Atlanta Point, Port Blair -744104 |
| 2 | Andhra Pradesh | The Project Director,APSACS Central Stores, H.No. 8-2-115, Anupama Nagar, Hasthinapuram, Sagar Road, Hyderabad |
| 3 | Arunachal Pradesh | The Project Director, Arunachal Pradesh State AIDS Control Society, Naharlagun, New Itanagar Arunachal Pradesh – 791110 |
| 4 | Assam | The Project Director, Assam State AIDS Control Society, Khanapara, Guwahati – 781 022 |
| 5 | Bihar | The Project Director, Bihar State AIDS Control Society, State Institute Of Health & Family Welfare, Sheikhpura Bailey Road, Patna-800014. |
| 6 | Chandigarh | The Project Director, Chandigarh State AIDS Control Society,Govt. Multispeciality Hospital, Sector 16, Chandigarh - 160016 |
| 7 | Chhattisgarh | The Project Director, Chattisgarh State Aids Control Society, Chattisgarh Health Society, State Health Training Centre, Kalibadi Chowk, Raipur, Chattisgarh – 492001. |
| 8 | D & N Haveli | The Project Director, State AIDS Control Society, Shri Vinoba Bhawe Civil Society, Dadra and Nagar Haveli, Silvassa-396230 |
| 9 | Daman & Diu | The Project Director, State AIDS Control Society, 2nd Floor, CHC, Fort Area, Moti Daman, Daman 396220 (UT) |
| 10 | Delhi | The Project Director, Delhi State AIDS Control Organization, I & II Floor, Dharmasala Block, Dr. Baba Saheb Ambedkar Hospital, Sector – 6, Rohini, Delhi - 110085, |
| 11 | Goa | The Project Director, Goa State AIDS Control Society, ART centre, Goa Medical College, Bambolim. |
| 12 | Gujarat+ AMACS | The Project Director, Gujarat State AIDS Control Society, Block No. O/1 New Mental Hospital Compound. Opp. Raksha Shakti University Meghaninagar, Ahmedabad-380016(Guj.) |
| 13 | Haryana | The Project Director & DG, Haryana State AIDS Control Society Plot No. C-15, Awass Bhawan, Sector-6, Panchkula, Haryana |
| 14 | Himachal Pradesh | Project Director,HP State AIDS Control Society, Ground Floor, Block No.38,SDA Complex,Kasumpti, Shimla |
| 15 | Jammu & Kashmir | Project Director, J&K State AIDS control Society, 1st Floor Seerat Complex Sector-14 Nanak Nagar, Jammu |
| 16 | Jharkhand | The Project Director, Jharkhand State AIDS Control Society, Sardar Hospital Campus, Purliya Road, Ranchi –1, Jharkhand |
| 17 | Karnataka (Bangalore Urban) | The Project Director, Karnataka State AIDS Control Society, DISTRICT DRUG WAREHOUSE New Basaweshwara Nagar Road Bangalore - 560 079. |
| 18 | Kerala | The Project Director, KERALA STATYE AIDS CONTROL SOCIETY ,RED CROSS ROAD,NEAR GENERAL HOSPITAL,TRIVANDRUM-695035 |
| 19 | Madhya Pradesh | The Project Director, Madhya Pradesh State AIDS Control Society, 1 Arera Hills, 2nd Floor, OILFED Bhawan, Bhopal – 462 011 |
| 20 | Maharashtra | The Project Director, Maharashtra State AIDS Control Society (MSACS), Ackworth Leprosy Hospital Compound, Behind S.I.W.S. College, R. A. Kidwai Marg, Near Wadala Over Bridge, Wadala (West), Mumbai – 400 031. |
| 21 | Manipur | The Project Director, Manipur State AIDS Control Society, RD Wing, Lamphelpat, Imphal-795004 |
| 22 | Meghalaya | The Project Director, Meghalaya State Aids Control Society, Directorate of Health Services (Research),Pasteur Institute,Shillong-793008 |
| 23 | Mizoram | The Project Director, Mizoram State AIDS Control Society, J. Lalsangzuala Building,B-50, Mission Veng,Aizawl - 796 005 Mizoram |

| | | |
|-----------|----------------------|--|
| 24 | Mumbai | The Project Director, Mumbai Districts AIDS Control Society (MDSACS), Municipal Corporation of Greater Mumbai, Ackworth Leprosy Hospital Compound, Behind S.I.W.S. College, R.A. Kidwai Marg, Near Wadala Over Bridge, Wadala (West), Mumbai – 400 031 |
| 25 | Nagaland | The Project Director, Nagaland State AIDS Control Society, Directorate Of Health & Family Welfare, New Secretariat Road, Ruziezou, Kohima-797001, Nagaland |
| 26 | Orissa | The Project Director, Orissa State AIDS Cell, 2nd Floor, Oil Orissa Building, Nayapalli, Bhubaneswar - 751015 |
| 27 | Pondicherry | The Project Director, Pondichery AIDS Control Society, The Directorate of Health Complex Old Maternity Hospital Building, Victor Simonel Street, Puducherry-605001. |
| 28 | Punjab | The Project Director, Punjab State AIDS Control Society (PSACS) Prayaas Building, 4th Floor, Sector-38/B, Chandigarh |
| 29 | Rajasthan | The Project Director, Rajasthan State AIDS Control Society, Medical & Health Directorate, Swasthya Bhawan, Tilak Marg, "C" Scheme, Jaipur-302 005. |
| 30 | Sikkim | The Project Director, Sikkim State AIDS Control Society, STNM Hospital Complex, Gangtok, East –Sikkim, Pin no-737101 |
| 31 | Tamil Nadu | The Project Director, Tamil Nadu State AIDS Control Society, Anna Nagar TNMSC Warehouse, New Avadi Road, Near ,Govt Peripheral ,Hospital, Anna Nagar, Chennai – 600 102, TamilNadu |
| 32 | Telangana | The Project Director, TSACS Central Stores, H.No. 8-2-115, Anupama Nagar, Hasthinapuram, Sagar Road, Hyderabad |
| 33 | Tripura | The Project Director, Tripura State AIDS Control Society, Opposite of IGM Hospital, Akhaura Road, Agartala, Tripura, Pin 799001 |
| 34 | Uttar Pradesh | The Project Director, Uttar Pradesh State AIDS Control Society, A -Block, 4th Floor, P.I.C.U.P. Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow – 226 010 |
| 35 | Uttarakhand | The Project Director, Uttarakhand State AIDS Control Society, In building of Indian Red Cross society, 1st floor, Danda Lakhond, sahastradhara Road, Near Medical Health and FW -UK, Dehradun Uttarakhand -248001. |
| 36 | West Bengal | The Project Director, West Bengal State AIDS Prevention and Control Society, Mayo Hospital, 67/1 Strand Road, Posta Bazar, Kolkata- 700006 |

Bidder's Authorization Certificate (Power of Attorney Duly Notarized)

Dated:

Tender Reference No.: -----

To,

< Bid Signee's Name >,-< Designation > is hereby authorized to sign relevant documents on behalf of the < Company Name > in dealing with Tender No.: ----- . He/She is also authorized to attend meetings and submit Technical and Commercial information as may be required by you in the course of processing above said tender.

Thanking you,

Authorized Signatory

Name:

Designation:

Seal:

Date:

Tender Offer Form (TOF)

Dated:

Tender Reference No.: -----

To,

Subject: Procurement and Supply of DBS Dried Blood Spot (DBS) Collection Kits.

Dear Sir,

Having examined the tender documents including all Annexures, I/ we, the undersigned, offer to work for ----- in conformity with the said tender documents.

- i. I/ We have enclosed an EMD in the form of a Demand Draft No. _____ issued by the branch of the _____ Bank, for the sum of Rs. 30,000/- (Rupees Thirty thousands only).
- ii. I/ We undertake that the Prices are in conformity with the specifications prescribed. The quote is inclusive of all costs likely to be incurred for executing this work.
- iii. I/ we undertake, if our tender offer is accepted, to perform in accordance with the time schedule specified in the Tender.
- iv. Our offer is open for acceptance for the period of 90 days after the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
- v. Until a formal Purchase order is prepared and executed, this bid offers, together with your written acceptance thereof and your notification of award shall constitute a binding contract between us.
- vi. I/We also certify that information data/ particulars furnished in our bid are factually correct. We also accept that in the event of any information / data/ particulars proving to be incorrect, NACO will have a right to disqualify us from the bid.

We agree to the terms and conditions mentioned in the Tender Document without any deviations.

Dated this ____ day of _____

Signature:

(In the Capacity of :)

Duly authorized to sign the tender offer for and on behalf of

Name:

Designation:

Seal:

Date:

Affidavit

Dated:

Tender Reference No.: -----

To,

Subject: -----.

In response to tender No.----- as an employee of----- in the capacity of -----
-----, I/We hereby declare :

1. That our organization/firm <organization/firm name> is having unblemished past record and was not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time.
2. That we (and the manufacturer whose product is offered) are not debarred/blacklisted by MOH&FW, GOI, or any other Central Govt. Department which is still effective on the date of opening of bid. If it is found after issue of contract that we have concealed the information of debarment/blacklisting as mentioned above then the contract is liable to be terminated and suitable action will be taken as per the terms of the contract against us.
3. We will also disclose immediately any such debarment/blacklisting which takes place after opening of bid and before issue of NOA, to the Purchaser.
4. That our organization/firm <organization/firm name> does not have any connection with employees of NACO.

The declaration submitted by us is true and correct to the best of our knowledge and if it is proved otherwise at any stage of execution of the contract, NACO has the right to summarily reject the bid and disqualify us from the process.

(Signature of the Bidder/Authorized Signatory)

Name:

Designation:

Seal:

Date:

Price Form

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | | 9 | | 10 | 11 | 12 |
|-------|---------|----------------|------------------|--|---|-----------------------------------|--------|-----------------------------|--------|--|---------------|-------------|-------------------------------|-------------------|
| S No. | Product | Unit pack size | Quantity offered | Per Unit Ex-factory Ex-warehouse Ex-showroom Off-the-shelf Price | Total Ex-factory Ex-warehouse Ex-showroom Off-the-shelf Price | Total Excise /Custom duty, if any | | Total Sales Tax/ VAT if any | | Other charges including inland transportation, incidental charges etc. | | Total price | Name of manufacturer/Supplier | Country of origin |
| | | | | | | In % | In INR | In % | In INR | Per Unit charges | Total Charges | | | |
| | | | | | (a) = 4 x 5 | | (b) | | (c) | | (d) | (a+b+c+d) | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Note:

(a) In case of discrepancy between unit price and total price, the unit price shall prevail.

(b) In case of discrepancy between price quoted in figure and words, price in words, shall prevail.

(c) "We hereby declare that in quoting the above price, we have taken into account the entire credit on inputs available under the CENVAT CREDIT scheme & VAT.

Total Bid Price:

Currency:

In figures:

In words:

Signed: _____

Dated: _____

In the capacity of: [insert: **title or other appropriate designation**]

Performance Security Bank Guarantee

_____ [insert: Bank’s Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [insert: Name and Address of Purchaser]

Date: _____

PERFORMANCE GUARANTEE No.: _____

We have been informed that [insert: name of Supplier] (hereinafter called “the Supplier”) has entered into Contract No. [insert: reference number of the contract] dated _____ with you, for the supply of [insert: description of goods] (hereinafter called “the Contract”).

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we [insert: name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert: amount in figures] (____) [insert: amount in words]¹ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than the ____ day of _____, 2____,² and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

10 The Guarantor shall insert an amount representing the percentage of the Contract Price specified in the Contract and denominated either in the currency (ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

² Established in accordance with Clause 8.4 of the General Conditions of Contract (“CC”), taking into account any warranty obligations of the Supplier under Clause 15.2 of the CC intended to be secured by a partial performance guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Purchaser might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Purchaser’s written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

**Government of India
Ministry of Health and Family Welfare
Department of AIDS Control
(National AIDS Control Organisation)**

**9th Floor, Chanderlok Building,
36, Janpath, New Delhi, 110001**

DBS Consumables Kit for PPTCT Programme (BSD)

Proof of Delivery

| | |
|--------------------------------------|--|
| 1. Purchase Order No | |
| 2. Date of purchase order | |
| 3. Total Quantity Received | |
| 4. Consignment Received By | |
| a. Signature | |
| b. Name | |
| c. Designation | |
| d. Address with seal | |
| 5. Date of receiving the consignment | |

AFFIDAVIT (On Stamp Paper)

I _____ son/daughter of _____ resident of _____ solemnly undertake that I am an authorized signatory of M/s _____ (insert name of the company with full address) and I hereby undertake that the supplies for which payments are being made have been correctly made to the respective consignees. I take full responsibility for the correctness of the documents submitted for which the payment has been claimed. I further undertake that without prejudice to the rights of purchaser as per the contract, I shall be solely responsible if any of the document is found to be fake even to make good any loss suffered by the purchaser due to incorrectness of the documents submitted by us for claiming payment against invoice(s) no(s)._____ (insert details of invoices for which payments are being claimed) amounting to_____.

Name: _____

Address: _____

(Supplier full address)

Witness 1 _____

Address:_____

Witness 2 _____

Address _____

Note:

1. The affidavit is to be submitted on a non judicial stamp paper of Rs 100 /-(Rupee hundred) duly notarised and to be signed by the authorized signatory of the firm.
2. This affidavit is to be submitted along with the invoices at the time of claiming payment.

Check list of tender supporting documents

(All the pages of the bid should be Serial Numbered & signed/initialled)

| S.No. | Activity | Yes/ No/ NA | Page No. in the Tender Document |
|-------|---|-------------------|------------------------------------|
| 1. | Bid Security for required amount | | |
| 2. | Copy of PAN no. | | |
| 3. | Copy of TAN no. | | |
| 4. | Entity of the bidder (either manufacturer/dealer/supplier) | | |
| 5. | Bidder's Authorization Certificate (Power of Attorney Duly Notarized), as per Annexure-01 | | |
| 6. | Licensed by the regulatory authority in the country of manufacture | | |
| 7. | Copy of Registration Certificate establishing registration of Goods to be supplied under the Contract, with the National Regulatory Authority of India. | | |
| 8. | The Bidder shall submit the tender offer form duly signed by authorized signatory as per Annexure-02 | | |
| 10. | Affidavit as per Annexure- 03 | | |