



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in
(An Autonomous Institution of the Govt. of India under MoE)

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description
1.	Tender Details
2.	SCHEDULE
3.	Instructions for Online Bid Submission
4.	Scope of Work
5.	Technical and Financial Evaluation Criteria
6.	Documents to be Submitted in the Technical Folder
7.	Terms And Conditions
8.	COMPLIANCE SHEET (ANNEXURE – I)
9.	DECLARATION SHEET (ANNEXURE – II)
10.	Government Organizations for whom the Bidder has undertaken such Services. (ANNEXURE – III)



NOTICE INVITING TENDER (ONLINE MODE)
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NOTICE INVITING TENDER NO.: NIT/Pharmacy/2023-2024/01	Date: 23/06/2023
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National Institute of Technology Durgapur is in the process of purchasing following item(s) as per details as given as under.

Service	Tender for Engagement of 24x7 pharmacy
Earnest Money Deposit to be submitted	INR 50,000.00
Performance security	The successful bidder must submit before release of payment a valid bank guarantee on any nationalized bank amounting 10 % (may be altered if required) of the order value towards Performance Security during the warranty period plus 60 days.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled /registered in e-procurement should enrol/ register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Bidders can access tender documents on the website(For searching in the CPPP site, kindly go to Tender Search option and type 'NIT'. Thereafter, Click on "GO" button to view all NIT Durgapur tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page. **All quotation (both Technical and Financial should be submitted in the E-procurement portal).**

SCHEDULE

Name of Organization	National Institute of Technology Durgapur
Tender Number:	NIT/Pharmacy/2023-2024/01
Tender Type (Open/Limited/EOI/Auction/Single)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/ Sell)	Service
Source of Fund (Institute/Project)	Institute
Is Multi Currency Allowed	NO
Tender Documents	Tender Documents can be downloaded from the website www.nitdgp.ac.in . The same is also available in the CPP Portal.
Date of Issue/Publishing	23.06.2023 (11.00 Hrs.)
Document Download/Sale Start Date	23.06.2023 (11.00 Hrs.)
Bid Submission Start Date	23.06.2023 (11.00 Hrs.)
Document Download/Sale End Date	17.07.2023 (17.00 Hrs)
Date for Pre-Bid Conference	03.07.2023 (16.00Hrs)
Venue of Pre-Bid Conference	S.N. Roy Memorial Building
Last Date and Time for Uploading of Bids	17.07.2023 (17.00 Hrs)
Date and Time of Opening of Technical Bids	18.07.2023 (17.05Hrs)
Tender Fee	Rs. 2000/- by way of NEFT.
EMD	Earnest money of Rs. 50,000.00 (Rupees fifty thousand only) to be deposited along with the Tender Documents in the form of NEFT/RTGS/Demand Draft. Earnest money is refundable.
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	90 days (From date of opening of price bid)
Address for Communication	Joint Registrar (Establishment) National Institute of Technology Durgapur Durgapur-713209, West Bengal.
Contact Address	National Institute of Technology, Durgapur Durgapur-713209, West Bengal.
Contact No.	0343-2752100
Email Address	drps@admin.nitdgp.ac.in
ITI Helpdesk	Helpdesk Number - 0120-4711 508, 0120-4001 002, 0120-4001 005, 0120-6277 787

Instructions for Online Bid Submission:

As per the directives of Department of Expenditure, this tender document has been published in the Central Public Procurement Portal (URL:<http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

REGISTRATION

- Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link “Click here to Enrol”. Enrolment on the CPP Portal is free of charge.
- As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India, with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC/ eToken.

SEARCHING FOR TENDER DOCUMENTS

- There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS/ email in case there is any corrigendum issued to the tender document.
- The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/ XLS/ RAR/ DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3. Whenever, EMD/ Tender fees are sought, bidders need to pay the tender fee and EMD separately on line through RTGS (or alternatively Demand Draft may be sent to the address for communication mentioned in schedule, if mode of payment is through DD). Account details are given below.

Account Name: NIT Society Durgapur

Bank Name: State Bank of India

Branch: NIT Durgapur, Durgapur-713209, Dist.- Paschim Bardhaman, West Bengal, Pin- 713209

IFSC Code: **SBIN0002108**

Bank Account Number: **11520034072**

MICR Code: **713002204**

(Scanned copy of the RTGS challan should be submitted at the Technical folder)

4. A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
5. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
6. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
9. Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

General Instructions to the Bidders

1. The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app>. In the Technical Bids, the bidders are required to upload all the documents in pdf format.
2. Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
3. Tenderer are advised to follow the instructions provided in the 'Instructions to the Tenderer for the e submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.



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NOTICE INVITING TENDER NO.: NIT/Pharmacy/2023-2024/01	Date: 23.06.2023
Sub: NOTICE INVITINGE-TENDER FOR Engagement of 24x7 pharmacy	

SCOPE OF WORK: *The nature of work of the firm shall be as follows:*

Sl. No.	Description
01	Medicine should be supplied by 24x7 pharmacy to present employee, students and pensioners on cashless basis like present day practice of Medical Unit's Pharmacy.
02	Students' outdoor treatment under Insurance claim may be tagged with 24x7 pharmacy for cashless medicines.
03	List of regular and emergency medicines to be made available in 24x7 pharmacy.
04	Medical Unit will issue indent and 24x7 pharmacy shall issue medicines.
05	Services of 24x7 pharmacy will be restricted only for NIT, Durgapur
06	Any other relevant issues.
07	Trained Pharmacist should be deputed round the clock by the firm.

Pre-Qualification cum Technical Bid

Sl. No.	Criterion	Firm's Strength & Capacity	
01	The firm should be based at West Bengal/Kolkata or have a branch in Kolkata. (Submit supporting document regarding address)	Name of the Firm	
		Address of the Firm	
		Address of branch at Kolkata	
		Name and address of the authorized official	
		Telephone No.: Mobile No.: E-mail:	
02	The Pharmacy should be Registered. They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration.	Registration Number	
		PAN Number	
		Service Tax Registration	
03	The firm should be empanelled (Provide empanelment certificate)	Empanelled with: - Yes/No:	

04	The firm should be in operation for at least 05 years after its Registration	Year of Registration: Nos. of years in operation:	
05	Average annual income of the firm for the last 3 years ending on 31 st march, 2022 must be equal to or greater than Rs.200 Lakhs. (Provide copies of the audited financial statements for all the 3 years up to 31 st march, 2022 along with a certified).	Average annual income (i.e. of the pharmacy in last 3 years ending on 31 st march, 2022) Rs..... (in figure) Rs..... (in words).	
06	The firm should have experience of at least 3 Government Organization during preceding five years ending the financial year 2021-2022. (Details to be provided in proforma Annexure attach copies of work order/work completion as evidence)	Nos. of Government Organization where similar Service was provided during preceding five years ending the financial year 2021-2022 Nos.(in Figure) Nos.(in words)	

Validity of quotation required

:60 days from the date of opening of price bid.

Payment

: 100 % on commissioning

Place of Work

: NIT Durgapur

Website

<https://eprocure.gov.in/eprocure/app>.

A complete set of tender documents may be downloaded by prospective bidder from the website

<https://eprocure.gov.in/eprocure/app>.

Signature of Bidder with date

Documents to be submitted in the Technical Folder:

Sl. No.	Category	Sub Category	Sub Category Description
1	Certificate Details	GST Registration Certificate	GST Registration Certificate
		Partnership Deed (If applicable)	Partnership Deed
		Permanent Account Number	Permanent Account Number Details
		Power of Attorney (If applicable)	Power of Attorney
		Registration Certificate	The trade licence/Establishment certificate
2	Purchase/Work Order Details	Work Orders - 1	Work Orders - 1
3	Work Details	Work Completed Certificate Copies	Work Completed Certificate Copies(Should be at least 40 % of the total quoted amount and should be of similar type of supply/works)

Details of Firm's partners

Sl. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

Signature of Bidder with date

Name:

Designation:

Organization Name:

Contact No. :

E-mail Id:

Terms & Conditions Details

Sl. No.	Particulars / Specification
1	Due date: The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered.
2	Preparation of Bids: The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid . The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid in the given format. The Technical bid and the financial bid should be submitted Online.
3	EMD (if applicable): The bidder should submit an EMD amount through E-Payment. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful bidders after the award of contract. Earnest Money Deposit (EMD / Bid Security (BS) has to be submitted by bidders except those who are registered with National Small Industries Corporation (NSIC)/ Ministry of Micro Small Medium Enterprises (MSME) as per GFR 2017 guidelines. However, this certificate should be for manufacturing of the item indented and not for selling items manufactured by other firms. The certificate should be valid up to bid validity.
4	Refund of EMD: The EMD will be returned to unsuccessful bidders only after the tenders are finalized. In case of successful bidder, it will be retained till the successful and complete installation of the equipment and submission of performance/security deposit.
5	Opening of the tender: The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at "Annexure: Schedule" in presence of the representative of bidders if available. Only one representative from each bidder will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
6	Acceptance/ Rejection of bids: The Committee reserves the right to reject any or all offers without assigning any reason.
7	Performance Security: The successful bidder will be required to deposit 10% of the bid amount towards Performance Security in the form of E-Payment with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.
8	ACCEPTANCE OF BIDS & WITHDRAWLS: The right of final acceptance of the tender is entirely vested with the Director, NITD who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of NITD to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances
9	EVALUATION OF FINANCIAL PROPOSAL Highest given discount on the BoQ items will be chosen as the successful bidder.
10	AWARD OF CONTRACT: Technically qualified in all respect and given highest discount (H1) will be allotted as the successful bidder. The Award of Contract will be given to the successful bidder only.

11	<p>a) The percentage rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustments on any account.</p> <p>b) The Prices should be quoted in Indian Rupees only.</p> <p>c) The base price includes all type of prices except GST</p>
12	<p>Notices: For the purpose of all notices, the following shall be the address of the Authority. Tender Authority : Asit Kumar Joint Registrar Procurement, NIT Durgapur Address :- National Institute of Technology Durgapur M. G. Avenue. Durgapur -713209, West Bengal. INDIA</p> <p>Supplier: (To be filled in by the supplier) (All supplier's should submit its supplies information as per Annexure-II).</p>
14	Applicable Law: Settlement of any dispute will be made under the jurisdiction of Durgapur Court.
15	<p>Supplier Integrity The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.</p>
16	<p>Governing Language The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p>
17	<p>Notices</p> <ul style="list-style-type: none"> Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, FAX or e mail and confirmed in writing to the other party's address. A notice shall be effective when delivered or on the notice's effective date, whichever is later.
18	<p>Taxes Suppliers shall be entirely responsible for all taxes, GST in respect of the transaction between the tendering authority and the Supplier, duties, license fees, road permits, etc.</p>
20	<p>Duration of Contract :- The firm will be required to provide the desired services initially for a period of One year i.e. for the FY 2022-2023 and which may be renewed up to three (3) years on yearly basis subject to satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory with one month notice.</p>
21	<p>Payment Terms:- The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:</p> <ol style="list-style-type: none"> The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. Any increase in service tax rates during the contract period will be borne by the

	<p>Institute.</p> <p>3. TDS under Income tax will be deducted at applicable rates.</p> <p>4. The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.</p> <p>5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.</p>
22	User list: Brochure detailing technical specifications and performance, list of industrial and Educational establishments where the same type of services have been served must be provided. (Ref. Annexure-III)
24	<p>Settlement of Disputes:</p> <p>It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of NIT, Durgapur through mutual discussion. The Bidder shall make request in writing to the Director for settlement of any dispute within 30(thirty) days of arising of the cause of dispute failing which no disputes/claims shall be entertained by NIT, Durgapur. The decision of the Director, NIT, and Durgapur will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law having territorial.</p>
25	Disputes and Jurisdiction: Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located in Durgapur.
26	Compliance certificate: This certificate must be provided indicating conformity to the technical specifications. (Annexure-I).
27	All other terms and conditions of GFR 2017 of the Government of India will be applicable.

COMPLIANCE SHEET

Sl. No.	Description	Yes/No
01	Medicine should be supplied by 24x7 pharmacy to present employee, students and pensioners on cashless basis like present day practice of Medical Unit's Pharmacy.	
02	Students' outdoor treatment under Insurance claim may be tagged with 24x7 pharmacy for cashless medicines.	
03	List of regular and emergency medicines to be made available in 24x7 pharmacy.	
04	Medical Unit will issue indent and 24x7 pharmacy shall issue medicines.	
05	Services of 24x7 pharmacy will be restricted only for NIT, Durgapur	
06	Any other relevant issues.	
07	Trained Pharmacist should be deputed round the clock by the firm.	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder with date

Name:

Designation:

Organization Name:

Contact No. :

E-mail Id:

<<Organization Letter Head>>

DECLARATION SHEET

We, _____ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

The prices quoted in the financial bids are subsidized due to academic discount given to NIT Durgapur.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
Phone No.:	
Fax	
E-mail	
Contact Person Name	
Mobile Number	
TIN Number	
PAN Number	
(In case of on-line payment of Tender Fees) UTR No. (For Tender Fee)	
(In case of on-line payment of EMD) UTR No. (For EMD)	

(Signature of the Bidder with date)

Name:

Seal of the Company

LIST OF GOVT. ORGANIZATION/DEPTT

List of Government Organizations for whom the Bidder has undertaken such Services during last five years (must be supported with work orders)			
Sl. No.	Name of the organization with address	Name of Contact Person	Contact No.

Signature of Bidder with date

Name:

Designation:

Organization Name:

Contact No. :

E-mail Id:

SUBMISSION OF BID

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:

Envelope – 1 (Following documents to be provided as single PDF file)			
Sl. No.	Documents	Content	File Types
1	TECHNICAL BID	Compliance Sheet as per Annexure – I	.pdf
2		Organization Declaration Sheet as per Annexure - II	.pdf
3		List of organizations/ clients where the same products have been supplied (in last two years) along with their Contact number(s). (Annexure-III)	.pdf
4		Technical supporting documents in support of all claims	.pdf
Envelope – 2			
Sl. No.	TYPES	Content	File Types
1	Financial Bid	Price bid should be submitted in .xls format	.xls