



**DIRECTORATE OF ANIMAL HUSBANDRY AND VETERINARY SERVICES,
ODISHA, CUTTACK**

**TENDER FOR SUPPLY
OF
VETERINARY VACCINE
FOR THE YEAR 2016-17**

TENDER FORM & TENDER DOCUMENTS

Date & time for of sale of tender documents –	Dt.05.07.2016 to dt.26.07.2016 (10.00 AM to 4.00 PM working days only)
Last date & time for sale of tender documents-	Dt.26.07.2016 (upto 4.00 PM)
Date & time of submission of tender documents-	Dt.26.07.2016 (upto 4.00 PM)
Date and time of opening of tender (technical bid) –	Dt.29.07.2016 (11.00 AM)
Date and time of opening of tender (price bid) –	Intimated later on

Total Pages – 21 (including Front Page)

RECEIPT OF TENDER DOCUMENTS :

PLACE OF OPENING OF TENDER :

ADDRESS FOR COMMUNICATION :

**DIRECTORATE OF ANIMAL
HUSBANDRY & VETERINARY
SERVICES, ODISHA, MANGALABAG,
CUTTACK-1**



GOVERNMENT OF ODISHA
Directorate of Animal Husbandry and Veterinary Services Odisha,
Mangalabag, CUTTACK – 753001

The Director, A.H. & V.S., Odisha, Cuttack (herein after referred as "DIRECTOR") invites sealed tenders in the prescribed forms from the MANUFACTURERS / Authorized distributors/ Authorized agencies/ Authorised representatives(herein after referred as "Tenderer") having valid manufacturing licence, drug licence, VAT clearance certificate as per OVAT Act as per tender conditions, for supply of Veterinary Vaccine to the Director of Animal Husbandry and Veterinary Service, Odisha, Cuttack, at District Head Quarters for the year 2016-17 as per specification in Annexure-II attached

1. **Theileriosis Vaccine**
2. **Brucellosis Vaccine**

Tenders submitted by authorized distributors/ authorized agencies/ authorized representatives must provided with the latest authorization letters from the concerned manufactures along with valid manufacturing licence & drug licence of the manufacturer concerned addressed to the Director, Animal Husbandry & Veterinary Services, Odisha, Cuttack are furnished along with the Tenders in shape of attested photocopy.

SALE OF TENDER FORMS

Tender Documents (Non-transferable) together with terms and conditions and Tender form is obtainable from the office of the Director of Animal Husbandry & Veterinary Services, Odisha, Mangalabag, Cuttack-1 on payment of **Rs.10600/-** (Rupees Ten thousands Six hundred only) by cash ,which includes cost of tender paper at Rs.10000/-+ VAT 6% i.e.Rs.600/- . The same can also be downloaded from web site www.orissaahvs.com and the cost of Tender document including VAT @6% of Rs.10600/- can be paid in shape of Bank Draft drawn in favour of "Establishment Officer", Directorate of Animal Husbandry & Veterinary Services, Odisha, Cuttack payable at SBI Link Road Branch, Cuttack.& to be submitted with tender document.

The cost of Tender Paper is compulsory and the money receipt so obtained against payment /bank draft should be enclosed in original along with the tender papers. The cost paid for tender document is non refundable.

The tender document may be obtained from 11.00 A.M. to 4 P.M. on all working days except on the last date of receipt of tender documents as per the following time schedule.

Date & time for of sale of tender documents –	Dt.05.07.2016 to dt.26.07.2016 (10.00 AM to 4.00 PM working days only)
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Date and time of opening of tender (technical bid) –	Dt.29.07.2016 (11.00 AM)
Date and time of opening of tender (price bid) –	To be intimated later on

(The Tender Papers will be sold on working days only. The Tender Paper will be opened on the Scheduled dates in presence of Tenderers / their authorised representatives)



ELIGIBILITY

For Participation in the Tender.

1. The Tenderer should be a MANUFACTURER having valid registration of the product and appropriate licence for manufacturing. Authorized Distributor /Authorized Agency & Authorized representatives who are interested to participate have to obtain necessary authorization from manufacturer along with the copy of manufacturing licence & drug licence of the manufacturer from whom the vaccine are to be obtained for supply.
2. The outside participants should have their branches having VAT RC / CST RC in the State of Odisha or else the selected firms has to give an undertaking to open a branch inside the State as before award of Purchase Order as per OVAT Act.
3. Participant in the tender must be registered under OVAT Act. or CST Act.
4. The tenderer must have not been blacklisted by any Govt. Offices/ Govt. undertakings / any organizations. In case it is detected later on that the participant firm is a blacklisted one, the Tender submitted by such Tenderer would be rejected forthwith and Earnest Money and/or security deposit would be forfeited to Government in addition to such legal action will be taken as deemed fit and proper. The Tenderer should submit the declaration in prescribed format in this regard.
5. The tenderer has to submit necessary drug licence for the vaccine.
6. The tenderers must have experience in supplying of vaccine to Govt./Semi Govt. organisations, PSUs and UNO Agencies atleast for last three years.
7. The tenderers must have minimum annual turn over of Rs.2.00 crores for preceding three years towards supplying Veterinary Vaccine.
8. The tenderer should have up to date ISO-certification / ISI certification for vaccine alongwith GMP certificate.

For submission of tender

There shall be two bid system. i) Technical-bid and ii) Price-bid.

I) Technical Bid

The tenderer have to give detail composition, specification, manufacturing details, brand name etc., as mentioned in Annexure-III with supporting documents and to submit detail required documents in this regard

II) Price Bid

The tenderer should quote the price of Veterinary Vaccine in separate sheet as per Annexure –V. for each vaccine applied for, the final price offered for tender must be mentioned at col.no.11 which must include basic manufacturing price, Excise duty, CST if any & any other tax if any.

The technical bids are to be opened by the respective committee/ authority in scheduled date and time in presence of tenderers or authorized representative of tenderer. At the second stage, financial bids of only the technically accepted offers will be opened for further evaluation and ranking before awarding contract by DLPC in scheduled date and time in presence of tenderers or authorized representative of tenderer.



EARNEST MONEY DEPOSIT (EMD)

The tenderer is required to deposit an amount of Rs.15,00,000.- (Rupees Fifteen Lakh only) as per the guidelines of the Government at the time of submission of Tender in any one out of the following manner.

Fixed Deposit receipt of Nationalised Bank./

Post Office Savings account./

National savings Certificate./

Post Office time deposit account./

Bank Guarantee from any Nationalised Bank.

The EMD is to be pledged in favour of "Director, Animal Husbandry and Veterinary Services" Odisha, Cuttack.

In case of local MSES registered with respective DICS, Khadi, Village, Cottage and handicraft, OSIC and NSIC will be exempted for payment of earnest money subject to production of photo copy of relevant certificate in support of their unit / products as per Govt. in Finance Department OM NO. 21926 dt.12.8.2015.

Payment of Earnest Money in any other form (other than as specified above) shall not be accepted in any case. The Earnest Money to be deposited in shape of postal saving pass book/term deposit account shall stand recorded in the name of the firm and should not stand recorded in favour of any individual irrespective of the fact that he is either a proprietor or a partner of the said firm. But earnest money deposit in shape of N.S.C. recorded in the name of individual can be entertained.

The tenderer shall not be entitled to claim any interest on the Earnest Money Deposit.

The Earnest Money deposited by unsuccessful tenderers will be refunded as early as possible after the tenders are finalized and after approval of the Director.

Earnest Money deposited by the successful tenderers shall be retained which will be returned after expiry of the approved list or as per approval of Director.

The EMD will be forfeited if the tenderer withdraws the tender or does not accept the approved list or does not supply the items within the stipulated time as per the terms & conditions of tender or the product supplied is proved to be of substandard quality. The value of Tender towards procurement of Theileria Vaccine of Rs.7.00 Crore and Brucella Vaccine of Rs.15.00 lakh approximately.

RIGHT OF ACCEPTANCE/REJECTION OF TENDER

The following documents shall be submitted by the tenderer as mandatory alongwith tender papers.

1. EMD (Earnest Money Deposit) or necessary document from concerned authority towards exemption of EMD.
2. Original money receipt/ Bank Draft in respect of purchase/downloading of tender documents.
3. Photocopy of the up-to-date manufacturing license of the manufacturer. In case of quoted items from overseas manufacturer/ MNC, an undertaking in a non-judicial Stamp Paper worth of Rs.100/- (Rupees One Hundred) only for submission of the manufacturing license before award of purchase order.
4. Photo copy of the valid Drug license for the items from competent authority.
5. Photo copy of upto date PAN card & Income Tax return for the year 2015-16.
6. Photocopy of up to date valid Sale Tax clearance Certificate / VAT clearance certificate.



7. Photocopy of up to date C.S.T. & VAT R.C.
 8. Detail Name, Address, telephone No., Fax, E-mail, of the firm & of the Director / Managing Partner / Proprietor / Authorised person of the firm must be mentioned in the tender form.
 9. Photocopy of i) Original Authorization Certificate ii) Manufacturing licence iii) Drug licence from the manufacturer for supply of vaccine in case of authorized representatives/ authorized distributor / authorized agency.
 10. Photocopy of Annual Turn Over disclosed in VAT Returns of last three years or Balance Sheet of the audited Account of last three years.
 11. Declaration regarding not blacklisted by any Govt. Offices/ Govt. undertakings / organizations.
 12. Documentary evidence in support of minimum annual turnover of Rs.2.00 crore for preceding 3 years in supply of items of Veterinary Vaccine.
 13. Experience certificate of supplying the items of vaccine for not less than consecutive last three years to Government/ semi government Organizations/ UNO Agencies/ PSUs etc..
 14. Annexure "I", "III", "V" duly filled in and Check list in Annexure – "IV".
- All supported documents including photocopies should be attested by a Notary Public.
No tender shall be accepted if the same is not supported with the above documents mentioned at SL. No.1 to 14.

The right to acceptance of tender and award of contract rests with the DIRECTOR who does not bind himself to accept the lowest tender and also reserves himself the right to reject any or all the tender(s) received without assigning any reason whatsoever. The Director reserves the right also to relax any clause of the tender notice in the interest of public service. Any dispute arises in future will be finalized by the Director. The legal dispute is subject to Cuttack jurisdiction only.

SECURITY DEPOSIT

The successful Tenderer shall have to furnish the Security Deposit @ 5% (five) of the base value of goods for which orders shall be placed by the indenting officers within 7 (seven) days from the date of receipt of indent in the manner mentioned below

- Fixed Deposit receipt of Nationalised Bank./
- Post Office Savings account./
- National savings Certificate./
- Post Office time deposit account./
- Bank Guarantee from any Nationalised Bank.

All the security must be pledged in favor of "Director, Animal Husbandry & Veterinary Services, Odisha, Cuttack.

In the event of failure of payment of Security Deposit, the order is to be treated as cancelled and steps will be taken to place the indent to other approved firm. The successful tenderer shall not be entitled to claim any interest on the amount of Security Deposit.

The Security Deposit will be released & returned to the tenderer as per Rule 278, 279 of OGFR volume-I/ code-22 of FD circular 4939/F/13.2.2012 and as per order of Director, AH & VS. The Security Deposit shall be forfeited in case the item of supply is found to be of sub-standard quality by the competent authority.

VALIDITY OF TENDERS

- i. The offer price of all the Tenderers shall remain valid for acceptance for a period of 12 months from the date of publication of the Tender Notice by the DLPC, the approved list of which will remain valid for a period of 12 month or publication of next approved list



of such items whichever is later. However, if next approved list is delayed for publication beyond the 24 months as per the date line, the terms, conditions alongwith the approved price of the items as found place in the approved list may be extended against a specific period as decided by the Government.

- ii. No extension of time shall be allowed for submission of Tender under any circumstances unless otherwise specifically extended by the DIRECTOR by an advertisement in such Indian News Papers as DIRECTOR may consider necessary or in such other manner as may deemed it fit and proper.

TENDERER'S UNDERSTANDING OF THE TENDER DOCUMENT

The tenderer shall carefully go through the tender documents and fully informed himself to all the terms and conditions contained there in before submission of the tender. If the tenderer find discrepancies or omission or should be in doubt as to their meaning relating to tender documents, he should at once inform the Director and obtain clarification in writing prior to submission of this tender. Verbal clarification or information given by the DIRECTOR or the employees working under him or his representatives shall not be binding on the Director.

NO CLAIM OF COMPENSATION FOR SUBMISSION OF TENDER

No Tenderer shall be entitled to claim any cost, charges, expenses etc. incurred by him or incidental therein connection with submission of this tender even though the DIRECTOR may elect to withdraw the invitation of Tender, without notice and without assigning any reason whatsoever.


Director, Animal Husbandry & Veterinary Services,
Odisha, Cuttack



TERMS AND CONDITIONS FOR SUBMISSION OF TENDERS FOR SUPPLY OF VETERINARY VACCINE

The tenderer should read carefully all the terms & conditions before preparing the tender documents for participation in the tender.

A. Instructions to tenderers while purchasing/downloading.

- I. Each set of Tender documents shall be serially page marked. The Tenderer should check the documents immediately after purchasing/downloading of the same. If there are any lapses, the Tenderer should immediately report the fact to the Director for its rectification if any.
- II. In case obtaining Tender form down loading from the Departmental Website the BD towards cost of Tender Paper should be attached during submission of Tender.

B. Instructions to tenderers while submitting the Tender Papers.

1. All the tender documents along with the enclosures should be signed at the bottom by the tenderer in each page with date.
2. Capital letters should be used in filling up of the tender form and may be neatly typed/computerized.
3. All corrections, additions, alterations in the tender documents shall be authenticated by initial/ signature of the tenderer.
4. Rates should be quoted on the prescribed tender form (Annexure V). The rates offered should be written both in figures and in words and no erasing or overwriting shall be entertained.
5. All information in these tender documents shall be in English only.
6. Tenderer, if desires may cite the Brand name as additional but not as a replacement of generic name.
7. Tendering firm should not quote any item which they have no endorsement in their MANUFACTURING LICENSE. In case of quoted items from overseas manufacturers/MNCs, it is required to submit an undertaking in a non-judicial Stamp Paper worth of Rs.100/- (Rupees One Hundred) only to furnish the manufacturing license before awarding of purchase order, if selected.
8. The Tenderers may quote the rates for all the items contained in the Tender or a part thereof. The rate to be quoted should be **F.O.R. destination at all Dist. Head quarters under the Directorate of Animal Husbandry & Veterinary Services, Odisha, Cuttack inclusive of packing and forwarding charges.** The rate should be quoted in Indian currency only. It is necessary that specific brand, make etc. should be clearly mentioned on the tender paper for each item.
9. The tenderers must quote the rates of the items for which they have been specifically asked for as per tender schedule. Tenderers quoting the rates or units different from those mentioned in the tender schedule liable to be rejected.
10. Tender containing clerical error / typographical error/ arithmetical mistake (s) liable to be rejected.
11. Tenderers who are manufacturers of the vaccine to be supplied by them must furnish attested copy of the certificate from the appropriate licensing authority or DIC along with the tender documents confirming that they are actually manufacturing the vaccine.
12. The tenderers shall quote the tender price at Col.-11 of Annexure-V, which shall be inclusive of basic rate, excise duty, transportation & any other taxes. The VAT shall be charged as per guidelines issued by finance department, Govt. of Odisha from time to time, on the face of the invoices submitted and such Odisha VAT only will be paid to the supplier instead of price. In case of Entry tax, the tenderer have to furnish the



- Original receipt/payment chalan towards payment of Entry tax in Odisha State & Entry tax shall be paid to manufacturer of Odisha State as prescribed in OET Act. In case of outside dealers approved in the tender shall supply the goods through their branches/sales depot having VAT RC in the State of Odisha.
13. One rate shall be offered for one item. In case there are really different Brands to be offered against one item and all of them confirm to the standard and specification of the required item more than one rate can be offered for consideration. But the Tenderer in all such cases shall clearly mention the make, brand, specification and shall furnish literature / sample for each item.
 14. The Tenderer is required to submit samples/ detail brochures & leaflets in respect of the items of vaccine offered in the Tender alongwith the Technical bid and produce the sample for scrutiny by the Technical Committee and further consideration of DLPC, failing which the items so offered will not be considered. The samples of the successful bidders received shall be kept as "Master Sample" for verification against the supplied items.
 15. The price preference for S.S.I. units / MSMEs located inside the State of Odisha and additional price preference for S.S.I. unit/ MSMEs having I.S.I. marks for the particular product will be given in accordance with the Government industrial Policy/ Resolution in vogue. The Tenderers who are S.S.I. units / MSMEs unit of Odisha should submit relevant documents from the appropriate authority alongwith the tender documents stating the Permanent Registration number and Date and the names of the items for which registration have been made. The word S.S.I. unit / MSMEs should be marked in **Red Ink on the right hand top corner of the Tender documents.**
 16. The Tender filed by the proprietorship concerned should be signed by the sole proprietor
or
should be signed by the managing partner in case of Partnership firm
or
by Managing Director or Board of Director along with the authorization by means of Board of resolution in case of company.
In case of Partnership firm, the copy of partnership deed to be submitted duly attested by a Notary Public.
Copy of the Certificate of incorporation should be furnished in support of the firm being registered under the companies Act.
 17. Submission of more than one Tender by a particular Tenderer under different names is strictly prohibited. In case it is found later on that this condition has been violated, all the tenders submitted by such Tenderer will be rejected or cancelled and Earnest Money and/or Security Deposit forfeited to Government in addition to such legal action will be taken as deemed fit and proper.
 18. Tenders directly received from the manufacturers will be given preference subject to they have branches/sales depot with VAT /CST RC in the State of Odisha. Tenders of any firm newly constituted, inexperienced and without credibility will be rejected. The Manufacturers / Authorised distributors/ Authorized agencies/ Authorised representatives having valid registration should have minimum three years experience in supplying Veterinary Vaccine to Government / Semi Govt. Organizations, PSUs, UNO Agencies etc. Besides, they should have to submit proof of annual turnover of minimum Rs.2.00 Crores in supply of Veterinary Vaccine in each financial year for preceding 3 years in support of establishing the soundness of the firm and its business credibility towards competition in the tender.



Also, the tenderer shall furnish a brief write-up supported with adequate data and documentary evidence explaining and establishing his credentials, manufacturing capacity, quality control systems, financial background, past performance, available capacity both technical and financial to perform the supply contract (if awarded) within stipulated time period.

19. EACH PAGE OF TENDER DOCUMENTS BESIDES THE PLACES SPECIFIED SHALL BE SIGNED BY THE TENDERER and shall bear the signature with address of 2 responsible individuals (witness) in the tender form of the Tender documents at the specified space given. Witness shall be the persons of status and their address, names, mobile number and occupations shall be stated below their signatures. All signatures shall be dated.
20. **MANNER OF SUBMISSION OF TENDER :-**

All offers shall be addressed to the DIRECTOR, ANIMAL HUSBANDRY AND VETERINARY SERVICES, ODISHA, CUTTACK-753001

 - i) The Technical Bid along with all documents required to be submitted in a sealed envelope, the top of the cover must be superscribed with, “**TECHNICAL BID for VETERINARY VACCINE, TENDER 2016-17**” and name and address of the tenderer on left side of the Envelope.
 - ii) The price bid comprising Annexure-V only is to be submitted in another sealed envelope, the top of the cover must be superscribed with “**PRICE BID for VETERINARY VACCINE, TENDER-2016-17**” and name address of the tenderer on left side of the envelope.
 - iii) Both the technical bid and the financial bid should be sealed by the bidder each in a separate envelope as mentioned above and each sealed cover is to be put in the separate Tender Box available in the Directorate.

The Tenders in sealed cover should be inserted in the Tender Box in the Office of the Director of A.H. & V.S., Odisha, Cuttack as per time schedule already mentioned in the tender documents. If the due date so mentioned above is declared as a holiday by the Govt. of Odisha, the last date and time for submission and opening of tenders shall respectively be the time as aforesaid on next working day.

Tenders sealed and superscribed as above may also be sent by **Registered Post/Speed Post** addressed to the above authority so as to reach by the due date and time. The tenders will not be received in any other manner. The tender which is received after the time and date specified above will not be entertained and is liable to be rejected.

21. Submission of Tender by any other means will not be accepted.
22. The offer price of all the Tenderers shall remain valid for acceptance for a period of 12 months from the date of publication of the Tender Notice by the DLPC, the approved list of which will remain valid for a period of 12 month or publication of next approved list of such items whichever is later. However, if next approved list is delayed for publication beyond the 24 months as per the date line, the terms, conditions alongwith the approved price of the items as found place in the approved list may be extended against a specific period as decided by the Government.
23. All tenderers should furnish up-to-date VAT clearance certificate, Income Tax return, PAN Card, Manufacturing license, DIC & EPM registration certificate if any.
24. **THE TENDER COMMITTEE / TENDERING AUTHORITY / UNDERSIGNED RESERVES THE RIGHT:**



- a. To reject any / or all the Tenders at any stage without assigning any reason there of and not to accept the lowest Tender.
 - b. To invite fresh offers from the open market or negotiate with other tenderers quoting higher rate to come down to the lowest rate of the item offered by the competitors in the tenders.
 - c. The purchase of vaccine may be made at the approved rate of the catalogue from any outsider during the Tender/ Contract Period in case of emergency, if the Tenderers fail to supply such items on short notice or stops supplying on any other manner.
 - d. To withdraw any item from the tender at any stage. In such contingency the selection of such item already made in favour of any Tenderer shall be treated as cancelled.
 - e. Not to give price preference to Tenderers in compliance with the existing orders issued by the State Government at the discretion of the Purchase Committee or Tendering authority.
 - f. To procure any item of the tender directly from State / Central Govt. Undertaking firms even if a tender of other parties for the same item has been offered / accepted / approved.
25. Approval of items of successful tenderers will be notified / Issued by the authority in due course. On receipt of such information, the Tenderer will have to execute an agreement on Non-Judicial stamp paper worth Rs.500:00 (Rupees five hundred) only in the prescribed format as per Finance Deptt. Guidelines. The selected Tenderer have to furnish a Security Deposit @ 5% (Five percent) of the base value of an order as per manner already mentioned.
26. If at any time during the period of contract, the price of any tendered item is reduced or brought down by any law or act of the Central or State Government or the tenderer, the tenderer shall be morally and statutorily bound to inform the Director of AH & VS, Odisha immediately about such reduction in the contract price. The Director of AH & VS, Odisha is empowered to unilaterally effect such reduction as is necessary in rate, in case the tenderer fails to notify or fails to agree for such reduction of rate. .
27. No payment will be made before completion of supply. Full payment will not be made against shipping or railway document. Payment should be completed only after the receiving officer of the Directorate has taken delivery of Store and found them to be satisfactory in every respect as per report of Technical Committee constituted by the Director and after deposition of required Security Deposit.
28. If the performance of the approved firm is found to be unsatisfactory for irregular supply of approved items against indents placed during the validity period of the tender, the Earnest Money Deposited / Security Money Deposited by the approved firm will not be released and the Security Money shall be decided by the competent authority to be forfeited. The tender of the firm will not be entertained in future.
29. The Earnest Money Deposit furnished by the Tenderer is liable to be forfeited, if the Tenderer withdraws his tender as a whole or for any particular item at any stage after the submission of the tender or fails to supply/ refuses to enter into written agreement for any / or all other items of his accepted tender within the time specified when requested to do so or refuses to deposit Security Deposit. The Security Deposit / Earnest Money Deposit furnished by a tenderer and even the tender is liable for forfeiture and cancellation without prejudice to any other action in the event of failure /



- refusal to supply order and or according to contract specification quality and / or quantity.
30. **PACKAGING:** All the packaging should be primary (New). The supplier shall provide such packaging of the goods as is required to prevent their damage or deterioration during transit to their final destination. The packaging shall be sufficient to withstand without limitation rough handling during transit. The manufacturing date, batch no. etc. must be disclosed in the body of the packages. The supplied vaccine shall be labelled as "For Government of Odisha use-Not for sale". The expiry date shall be mentioned in the body of the vaccine packet and body of the bills. The expiry period should be of 12 months from the date of supply.
 31. All the supplies should invariably display the particulars on its label and /or cartoon in a distinct manner.
 32. Abnormally low price of an item quoted by the tenderer in the Tender with some malafide intention will not be accepted, if detected and his offer will be rejected.
 33. Tenderers should not be permitted to alter or modify their bids after expiry of the dateline for receipt of bids.
 34. In exceptional cases where the price negotiation is necessary due to some unavoidable circumstances, the same may be resorted to only with the lowest evaluated responsive bidder.
 35. If any situation arises, where the lowest evaluated responsive bidder is not in a position to supply the full quantity required, the remaining quantity, as far as possible, be ordered on the next higher responsive bidder(s) at the rate offered by the lowest evaluated responsive bidder, after obtaining special approval from the Government on the specification recommendation of the purchase committee and as per approval of Director. Further, in case of emergency need when inconvenience to the public service is caused for delay in the process of procurement, Director may go for purchase strictly as per provision of rule 13 of Appendix-6, OGFR Vol-II.
 36. **TENDERS ARE TO BE ACCOMPANIED WITH THE FOLLOWING DOCUMENTS**
Documents to be submitted with TECHNICAL BID-
 - a) Covering letter in the letter head pad of the Tenderer.
 - b) Original Money Receipt/BD towards cost of tender document obtained at the time of purchase of tender documents from the Directorate.
 - c) Complete tender document with signature and date of the tenderer alongwith seal in each page.
 - d) E.M.D. as prescribed or supporting documents towards exemption of EMD.
 - e) Photocopy of the up to date manufacturing licence of the manufacturer.
 - f) Photocopy of valid drug licence for the items from competent authority.
 - g) Photocopy of VAT & CST Registration Certificate.
 - h) Photocopy of authorization certificate from the manufacturer for supply of vaccine in case of authorised representative/distributor/agency.
 - i) Photocopy of Annual turnover disclosed in VAT Returns of last three years or Balance sheet of the audited account of last three years.
 - j) Photocopy of documentary evidences in support of minimum Annual turnover of Rs.2.00 crore for preceding 3 years in supply of items of Veterinary Vaccine.



- k) Photocopy of documents in relation to experience certificate of supplying items of vaccine for not less than consecutive last three years to Government/ Semi Government Organizations/ UNO Agencies/ PSUs etc.
- l) Declaration regarding not blacklisted by any Govt. Offices/Govt. undertakings/organizations.
- m) Power of attorney in Non Judicial Stamp Paper worth of Rs.100/- (Rupees one hundred) only in Original as per requirement at point 16 of Page 7 of the Tender towards authorisation if any.
- n) Detail Name, Address, Telephone No., Fax No./Mobile no./E-mail of the firm & of the Proprietor/Managing Partner/Director must be mentioned in tender form at the place mentioned.
 - i. The partnership firm should produce photocopy of partnership deed.
 - ii. The companies should produce photocopy of incorporation certificate.
- o) Detail of Bank Account with Name of the bank, location Address, Account type & No., IFC code & MICR Code to be mentioned in separate sheet of paper with duly signed.
- p) Photocopy of S.S.I. registration Certificate along with list of items for which such registration is done if required.
- q) Photo copy of PAN card.
- r) Up to date Photocopy Income Tax return.
- s) Photocopy of the up-to-date VAT clearance certificate in form VAT 612 as per Odisha VAT Act. Foreign Companies / Bidders from outside the State can produce VAT Clearance in form VAT 612-A and required to furnish an undertaking in form of an affidavit in non judicial stamp paper worth Rs.100/- (Rupees one hundred)only stating that they have no business in the State of Odisha and they will produce the same after opening of their branches in the State of Odisha immediately before receiving the purchase order.
- t) In case of Tenderer exempted from Sales Tax/ VAT or if he enjoys the benefit of deferment, he must submit documentary evidence to the effect.
- u) As per the Finance Department Circular the participant tenderer should be a registered dealer in Odisha State, so all the tenderers should aware about this and outside state tenderers must open their sales branch / depot in Odisha immediately after finalisation of Tender.
- v) Brief write-up and documentary evidence explaining and establishing his credentials, manufacturing capacity, quality control systems, financial background, past performance, available capacity both technical and financial.
- w) Tender form duly filled.
- x) Annexure –I duly filled.
- y) Annexure-III duly filled.
- z) Details of brochure, leaflets towards each Veterinary Vaccine.
- aa) Annexure-IV check list to be filled mentioning details of document submitted with proper page marking of documents submitted.

III) Documents for PRICE BID-

- i) Annexure-V duly filled. (The price mentioned in the Col. No. 11 will be taken as offered price for the tender for each vaccine)

It is the responsibility of tenderer to check the detail submission of the documents as required, to make signature with date at each page of documents, complete filling of tender forms & Annexures. A final check is also required



before submission of the tender. The Tenderer has to come with the original documents for verification and examination by the Technical Committee for their satisfaction on the date of opening of technical bid.

The tenderer should be present in the date & time of opening of technical bid / price bid as required and they have to submit proof of identity such as Voter ID Card, PAN Card, Driving Licence or any other satisfactory proof of identification before entry into the hall of Directorate. The tenderer can send their authorised agents on their behalf with due authorization and proof of identification as mentioned above. No other persons are allowed. The tenderer/authorized agent must leave the hall as and when required as per instruction given by Chairman of the said committee or as directed by Director.

37. If any adverse report on any vaccine is received, the Supplier / Tenderer will have to refund the entire cost of vaccines supplied along with forfeiture of EMD / SD. In case where payment is not required to be released the same shall be forfeited to Govt. Besides the above, action will be initiated for black listing the Firm / supplier / Tenderer on the report of the competent authority.
38. Any dispute arising out of the contract shall be settled amicably. However, the decision of the Director A.H. & V.S., Odisha, Cuttack in this regard shall be treated as final.
39. Any legal dispute is subject to Cuttack jurisdiction only.
40. All supported documents including the photocopies should be attested by a Notary Public.

**Director of Animal Husbandry & Veterinary
Services, Odisha, Cuttack**



TENDER FORM

From

M/s

.....

.....

To,

The Director of Animal Husbandry & Veterinary Services,
Odisha, Cuttack – 753001

Sub : Tender for Veterinary vaccine - 2016-17 (Notice No. Dated
.....)

Dear Sir,

In response to your advertisement in thedated..... “Tender for Veterinary Vaccine for the year 2016-17”. I/ We, a Company / a Partnership / Firm / an Association / Sole proprietor in the case of a firm, an association of a syndicate (please set out here full name of all partners or members)

.....

.....

.....

.....

..... carrying on business at.....

..... hereby tender to supply the Veterinary Vaccine as per specification at the firm rates quoted in the schedule attached.

2. I/ We agree that this offer shall remain valid for a period of 12 months from the date of final approval of the approved list of the tender or till finalisation of the next tender whichever is later and, if the offer is withdrawn before the said date, I/we shall be liable for damages to the extent of the percent or my/our Tendered value & pay you the same forthwith on demand without protest or demur.



3. I/We hereby agree to abide by and fulfil the terms & conditions set out in the INVITATION TO TENDER INSTRUCTIONS TO TENDERERS CONDITIONS OF THE TENDER SCHEDULE AND ANNEXURES HERETO, which shall be deemed to form a part of this tender & I/We return herewith all these documents attested on each page in token of my / our acceptance thereof.
4. I/We hereby further agree to notify the Director, Animal Husbandry and Veterinary Services, Odisha, Cuttack at any time whether before or after acceptance of my / our tender any change in the address and or constitution of my/our firm/association / syndicate either by death or retirement of any partner or by the admission of a new partner of member or otherwise (this clause shall apply where tenderer is a firm / association or syndicate)
5. I / We do hereby certify that I am / we are real manufacturers / authorised distributor/ authorised representative / authorized agents of the overseas suppliers and my/our financial position is quite sound to fulfil the contract.
6. I/We hereby declare that this Tender and your acceptance to be notified by you shall constitute a valid and binding contract between us.

In presence of

Signature of tenderer with seal

Name:

Designation :

Full Address:

1. Signature of Witness

Name :

Occupation :

Full Address:

Mobile No.:

Tel. No. :

FAX No.:

E Mail ID :

Mobile No.:

Tel. No. :

2. Signature of Witness

Name :

Occupation :

Full Address:

Mobile No.:

Tel. No. :



ANNEXURE – I

1. Status of the Firm, (Proprietorship, Partnership, (P) Ltd., limited company) :
2. Name of the Tenderer :
3. Whether a limited firm or Public or private under-taking :
4. The name and address of proprietor / partners / Managing Director / Manager / Principal Officer. :
5. Financial condition of the firm whether solvent or not with details there of :
6. Whether manufacturer/ distributor/ authorised authorised representative / authorised agents (in the case of mixed business, the items for each should be indicated) :
7. Varieties of articles dealt with and names of the items. :
 - a) Is it a Registered firm under the Partnership Act? If so, Regd. No. & date & office of Registration should be given. (Please furnish and attested true copy of certificate of registration).
 - b) If it is a company incorporated under the Companies Act, please furnish an attested true copy of certificate of incorporation.
8. Are you a Regd. Sales Tax Dealer & if so, please quote both Provincial & Central Sales Tax Regd. No. :
9. Name of the authorized person who can hold discussion on your behalf at the time of necessity alongwith Mobile No. :
10. The names of the proprietors / partners or Managing Directors / Principal officer with address or Addresses as the case may be who is authorized to receive money in case of endorsed bill on behalf of the firm from the DIRECTOR / Indenting Officer and their specimen signatures in duplicate for each. :



11. Are you an income Tax assessee? Please :
furnish the current income tax return / non-
assessment certificate
12. Indicate in detail about the previous :
experience of supply of Veterinary Vaccine
tendered for (attach additional sheets)

CERTIFICATE :

Certified that the information furnished above are true and correct to the best of our / my knowledge and belief. In case any or all the information given above or the Tender documents is or are found to be incorrect at any time, I undertake the liability to be proceeded within any manner. Any change or changes in regard to the information furnished will be intimated by us / me as and when such changes occur.

Seal & date

Signature of the

Prop./Partner/Managing Director / Manager/
Principal Officer / Authorised signatory

(Strike out which ever not applicable)



ANNEXURE – II

Technical Specification of Veterinary Vaccine for the year 2016-17.

A. Technical Specification :

Sl. No.	Name of the Vaccine	Technical Specification	Unit
1	Theileriosis Vaccine	Vaccine containing live schizonts grown in lymphoblast cell culture, attenuated by prolonged invitro passage with diluents.	5 dose
2	Brucellosis Vaccine	Vaccine containing Brucella Abortus Strain- 19 with diluents.	5 dose



ANNEXURE – III

Sl. No.	Sl. No. of the Tender Item	Experience in supplying of Veterinary Vaccine of reputed manufacturers of National and International level		The make and brand be specifically stated for each vaccine /for which the rate is quoted		Specification of each Vaccine notified in the tender for which the rate is quoted by the tenderer	State the up to date ISO-Certification for each Vaccine notified for which the rate is quoted by the tenderer & ISI certification and GMP Certificate if any.	Business turn over of the manufacturer of which the rate is quoted by the tenderer
		Vaccine	Name of the manufacture	Make	Brand			
1	2	3	4	5	6	7	8	9

Signature of the Tenderer
in full with seal & date



Annexure-IV

List of enclosures attached to the Tender Documents by the Firms :

Check List

Sl. No.	Name of the Documents submitted	Page No.	Yes	No.
1	2	3	4	5
1	Covering letter in the letter head pad of the Tenderer.			
2	Original money receipt/ Original Bank Draft towards cost of tender document or supporting documents towards exemption.			
3	Complete tender document with initial / signature of the tenderer in each page and in the enclosing documents.			
4	E.M.D. as prescribed or supporting documents towards exemption of EMD.			
5	Attested photocopy of the up to date manufacturing licence of the manufacturer.			
6	Attested photocopy of valid drug licence for the items from competent authority.			
7	Attested photocopy of VAT & CST Registration Certificate.			
8	Attested photocopy of authorization certificate from the manufacturer for supply of vaccine in case of authorised representative /distributor /agency.			
9	Attested photocopy of Annual turnover disclosed in VAT Returns of last three years or Balance sheet of the audited account of last three years.			
10	Attested photocopy of documentary evidences in support of minimum Annual turnover of Rs.2.00 crore for preceding 3 years in supply of items of veterinary vaccine.			
11	Attested photocopy of documents in relation to experience certificate of supplying items of vaccine for not less than consecutive last three years to Government/ semi government Organizations/ UNO Agencies/ PSUs etc			
12	Declaration regarding not blacklisted by any Govt. Offices / Govt. undertakings / organizations.			
13	Power of attorney in Non judicial stamp paper in Original as per requirement at item 16 of Page 7 of the Tender			
14	Detail Name, Address, Telephone No., Fax No./Mobile no./E-mail of the firm & of the Proprietor/Managing Partner/Director must be mentioned in tender form at the place mentioned.			
	i. The partnership firm should produce attested photocopy of partnership deed.			
	ii. The companies should produce attested photocopy of incorporation certificate.			
15	Detail of Bank Account with Name of the bank, location Address, Account type & No., IFC code & MICR Code to be mentioned in separate sheet of paper.			
16	Copy of S.S.I. registration Certificate along with list of items for which such registration is done if required.			
17	Attested Photo copy of PAN card.			
18	Up to date Attested photocopy Income Tax return.			
19	Attested Photocopy of the VAT clearance certificate having validity up to 31.03.2016 in for VAT 612 as per Odisha VAT Act. or VAT Clearance in form VAT 612-A or an undertaking in form of an affidavit in Stamp Paper in original.			
20	Brief write-up alongwith documentary evidence explaining and establishing his credentials, manufacturing capacity, quality control systems, financial background, past performance, available capacity both technical and financial.			
21	Tender form duly filled.			
22	Annexure -I duly filled.			
23	Annexure-III duly filled.			
24	Details of brochure, leaflets towards each veterinary vaccine.			
25	Annexure-IV check list to be filled mentioning details of document submitted with proper page marking of documents submitted.			
26	. Any other documents as necessary			

The tenderers can add further sheet of paper if they have to submit any other documents required for the tender in the above format.
(PLEASE CHECK REGARDING PUTTING OF SIGNATURE, SEAL ETC AND DATE IN EACH PAGE OF TENDER DOCUMENT AND DOCUMENTS SUBMITTED WITH THE TENDER)

Signature of the Tenderer
in full with seal & date



ANNEXURE – V

FORMAT for Price Bid of Veterinary Vaccine

(One rate for one item with one brand name to be quoted)

(Price quoted at Col. No.-11 will be considered as final quoted price for tender)

The tenderer should mention the final tender price at Col. No.11 both in words and figures.

Sl. No.	Sl. No. of the Tender Item	Name of the item as per the tender schedule	Make/Brand	Unit	MRP	Basic Rate	Excise Duty	CST	Any other Tax if any	Final price offered for tender (7+8+9+10) In word & figures
1	2	3	4	5	6	7	8	9	10	11

**Signature of the Tenderer
in full with seal & date**