

**TECHNICAL BID (PART-I)**

निविदा दस्तावेज  
GLOBAL TENDER DOCUMENT  
के लिये  
FOR

**PROCUREMENT OF MEDICINES**

TENDER # CDFD/PUR/GTE/2025-26/IND23305



***CDFD***

डी एन ए फिंगरप्रिंटिंग एवं निदान केंद्र  
Centre for DNA Fingerprinting and Diagnostics

इनर रिंग रोड, उप्पल, हैदराबाद - 500039  
Inner Ring Road, Uppal, HYDERABAD - 500039  
(तेलंगाना राज्य) भारत  
(Telangana State) India  
[www.cdfd.org.in](http://www.cdfd.org.in)

**TECHNICAL BID (PART-I)****डी एन ए फिंगरप्रिंटिंग एवं निदान केंद्र**

(बायोटेक्नोलॉजी विज्ञान और प्रौद्योगिकी मंत्रालय एक स्वायत्त संस्थान। भारत सरकार)

**CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS**

(An Autonomous Institute of Department of Biotechnology, Ministry of Science and Technology, Govt. of India)

इनर रिंग रोड Inner Ring Road, उप्पल Uppal, हैदराबाद HYDERABAD - 500039 (तेलंगाना राज्य Telangana State) भारत India

Ph. No. 040-27216020/25, Email: [spo@cdfd.org.in](mailto:spo@cdfd.org.in), [pkiran@cdfd.org.in](mailto:pkiran@cdfd.org.in).**निविदा आमंत्रित सूचना****NOTICE INVITING TENDER****Tender No. CDFD/PUR/GTE/2025-26/IND23305****Date: 13.08.2025**

Sealed Global Tenders are invited on behalf of and by the Director, CDFD for Procurement of “Medicines for Rare Genetic Diseases under the National Rare Disease Policy of Government of India” - Increlex 10mg/ml (Mecasermin) – Qty-20 Nos.

**काम की गुंजाइश Scope of work:** Procurement of “Medicines for Rare Genetic Diseases under the National Rare Disease Policy of Government of India” – Increlex 10mg/ml (Mecasermin) – Qty-20 Nos.

1. **इच्छुक योग्य बोलीदाता हमारी वेबसाइट से पूर्ण बोली-प्रक्रिया दस्तावेज मुफ्त में डाउनलोड कर सकते हैं।** Interested eligible bidders may download free of cost the complete bidding documents from our Website (<http://www.cdfd.org.in>) as well as from Central Public Procurement Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in).
2. **कम से कम धन जमा/बोली सुरक्षा Earnest Money Deposit / Bid Security:** EMD amounting to Rs.36,000/- (Rupees Thirty Six Thousand only) by way of Demand Draft / Bank Guarantee of a Commercial Bank in favour of “Director, CDFD and payable at Hyderabad obtained from any Commercial Bank should be enclosed along with the Bid. Tenders submitted without EMD will be rejected.
  - I. This amount is interest free and will be returned to the unsuccessful bidder after finalization of the Contract within 30 days.
  - II. The firms registered with DGS&D, NSIC and MSE if any, are exempted from payment of Earnest Money Deposit (EMD) and enclosed the valid proof along with Quotation.
3. **निविदाएं एकल बोली में जमा की जाएंगी।** Tenders shall be submitted in Single Bid.

**Due Date for Receipt of Tenders: 11-09-2025 @ 3.30 p.m.****Opening of Bid: 11-09-2025 @ 4.00 p.m. at S&P Committee Room, Cellar, CDFD, Inner Ring Road, Uppal, Hyderabad.**

- If the above stated opening or closing date(s) happens to be Govt. holiday(s)/BANDH, the submission/opening of the tender will be on the next working day as per the time scheduled.
- The sealed cover duly super-scribed with Tender No.CDFD/PUR/GTE/2025-26/IND23305, due on 11-09-2025 at 3.30 p.m. containing Technical bid (Part-I) and Price Bid (Part-II) along with the relevant documents should be dropped in the Sealed Tender Box kept at the Purchase Section, Inner Ring Road, Uppal, Hyderabad-39 on or before 03.30 p.m. of 11-09-2025. The Tender document at any cost should not be handed over to any person.
- 4. CDFD does not bind itself to accept the lowest or any other tender and reserves the authority to reject any or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete, in any respect, are also liable to be rejected.
- 5. In order to clarify any doubts pertaining to this tender, a Pre-bid meeting will be held on **26-08-2025 at 11.00 a.m.** at S&P Committee Room, Cellar, Laboratory building, Uppal. Bidders, who wish to participate in the Pre-bid meeting, kindly confirm their participation prior to the Pre-bid meeting atleast three days before.

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6. **Bidders sending their quotations through courier / postal services should ensure to send the same well in advance as CDFD does not take any responsibility for late receipt of quotes due to postal / courier delays.**
7. Tenders received after due date and time will not be entertained. Institute is not responsible for any postal delay. CDFD does not take any responsibility for loss of Tender in transit sent by courier or any postal delays, Tenders received after the due date and time will be summarily rejected. Incomplete or conditional tenders are liable for rejection.
8. All the tenders, in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

हस्ताक्षर  
प्रभारी-भण्डारण एवं क्रय  
Sd/-  
I/C-Stores & Purchase

## **TECHNICAL BID (PART-I)**

### **अध्याय CHAPTER 1**

### **बोली लगाने के लिए निर्देश INSTRUCTIONS TO BIDDER**

1. **योग्य बोलीदाता ELIGIBLE BIDDERS:** This Invitation for Bids is open to all Original Manufacturers/ their Authorized Dealers/ vendors / suppliers to quote on their behalf for this tender as per Manufacturer's Authorization Form and Indian Agents of Foreign Principals, if any who possess the qualifying requirements as specified in the Tender.
2. Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the Medicines to be purchased under this Invitation of Bids.
3. **बोलीदाता की क्षमता CAPACITY OF BIDDER:** any person signing a Tender shall submit documentary evidence that his signature on the Tender, submitted by him, is legally binding upon himself, his firm. If it is detected that the person so signing the Tender has no authority to do so, the Director, CDFD may, without prejudice to other civil and criminal remedies, not consider the Tender and hold the signatory liable for all costs and damages. The bidder shall produce a certificate from the Manufacturer of the offered product that they are the authorized dealer in India.
4. The Bidder should be a manufacturer or their dealer specifically authorized by the manufacturer to quote on their behalf of this tender as per manufacturer authorization form and Indian agents of foreign principals, if any who must have designed, manufactured, tested and supplied the Medicine(s) similar to the type specified in the "Technical Specification". Such Medicines must be of the most recent series/models incorporating the latest improvements in design. The models quoted should be in successful operation for at least one year as on date of Bid Opening in India and is in use on a day to day basis.
5. The Indian Agents of foreign manufacturers / suppliers quoting directly on behalf of their principals for items appearing in the restricted list of the current Foreign Trade Policy must be registered with DGS&D / Other Govt. Institutes / Ministries / Depts. One Indian Agent cannot represent two different foreign principals for the same item in one tender.
6. **योग्यता मापदंड QUALIFICATION CRITERIA:**
  1. The Bidder should be in the similar business for the last 3 years and have successfully supplied Medicines atleast One similar Medicines in India to any of the Department of State / Central / PSU / University / R&D Institutes / Pharmaceutical Laboratories / Public Limited Companies during the last 3 years. Similar supply means "Increlex 10mg/ml (Mecasermin)". Proof to be enclosed with the Bid.
  2. Bidders submitting proof of execution of Orders in the name of OEM or in the name of sister concerns cannot be considered. However, if the OEM specifically authorize his dealer on his behalf is acceptable.
  3. The bidder should be free from all encumbrances and possess adequate resources for executing the contract in the case it is awarded.
  4. The Bidder should not be black listed by any of the Department of State / Central / PSU / University / R&D Institutes / Pharmaceutical Laboratories / Public Limited Companies.
  5. The Bidder should have atleast 2 supplies of the quoted Medicines worldwide.
  6. The bidder from a country, which shares a land border with India should comply with the order issued by Department of Expenditure, Ministry of Finance, Government of India vide (order (Public Procurement No.1) dated 23-07-2020, Order (Public Procurement No.2) dated 23-07-2020 and Order (Public Procurement No.3) dated 24-07-2020. The bidder shall submit undertaking as per the Annexure-G.
7. **प्रमाण पत्र CERTIFICATES:**
  1. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought.
  2. The bidder is required to upload, along with the bid, all relevant certificates such as BIS license, type test certificate, approval certificates and other certificates as prescribed in the Product specification given in the bid document.
8. **बोली दस्तावेजों की सामग्री CONTENT OF BIDDING DOCUMENTS:** The Medicines required, bidding procedures and contract terms are prescribed in the bidding documents. The bidding documents, apart from the invitation for bids have been divided into 4 chapters as under:
  1. Chapter 1 :Instructions to Bidder
  2. Chapter 2: Detailed Terms & Conditions
  3. Chapter 3 :Price Schedule Format
  4. Chapter 4 :Other Formats

The Bidder is expected to examine all instructions, forms, terms & conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents will be at the Bidder's risk and may result in rejection of its bid.

**बोलीदाता का हस्ताक्षर**  
Sign. of Bidder

## **TECHNICAL BID (PART-I)**

9. **बोली दस्तावेजों का स्पष्टीकरण CLARIFICATION OF BIDDING DOCUMENTS :** A prospective Bidder requiring any clarification of the Tender Document shall contact the Purchaser in writing. The Purchaser will respond in writing to any request for clarification, provided that such request is received not later than 7 days prior to the deadline for submission of bids.
10. **बोली दस्तावेजों का संशोधन AMENDMENT OF BIDDING DOCUMENTS :** At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by amendment. In order to allow prospective bidder's reasonable time in which to take the amendment into account in preparing their bids, the Purchaser, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the purchaser.
11. **बोली की भाषा LANGUAGE OF BID:** The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser, shall be written in Hindi/English language only.
12. **बोली के साथ संलग्न दस्तावेज DOCUMENTS TO BE ENCLOSED WITH BID:** The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the purchaser shall be written in Hindi/English language only.
- i. Bid Form as per format given at ANNEXURE-A.
  - ii. Detailed quotation along with Terms and Conditions.
  - iii. Manufacturer's Authorization Form as per format given at ANNEXURE-B.
  - iv. Bid Security / EMD as per format given at ANNEXURE-C.
  - v. Photocopies of two purchase orders of the quoted Medicines
  - vi. Copies of various Firm or VAT or TOT Registration etc.
  - vii. GST Registration
  - viii. Bidder Performance Statement as per format given at ANNEXURE-D
  - ix. Undertaking for Reasonable Price as per format given at ANNEXURE-E
  - x. Financial Status of the Bidder as per format given at ANNEXURE-F.
  - xi. Compliance statement indicating Yes/No as per CDFD specifications
  - xii. All necessary catalogues/technical literature, data as are considered essential for full and correct evaluation of offers.
  - xiii. CDFD Tender document duly signed by the bidder on all the pages.
  - xiv. Guidelines for Eligibility of a 'Bidder from a Country, which shares a land Border with India - Undertaking for Compliance at ANNEXURE-G
  - xv. Check List as ANNEXURE-H.

**Note: Your Bid will be rejected if all the above enclosures are not attached with the Bid without seeking any further clarifications from you.**

13. **बोली जमा करने के लिए प्रणाली और विधि MANNER AND METHOD FOR SUBMISSION OF BID :**
- a. The bidder is advised to paginate complete bidding documents excluding the CDFD Tender Documents in blue/black pen.
  - b. The bidder is advised to attach the bid documents as under
    - i. Bid Covering Letter
    - ii. Detailed quotation of the bidder with Terms & Conditions and Price bid details
    - iii. EMD
    - iv. Firm or VAT or TOT Registration Certificate
    - v. GST
    - vi. Two copies of Purchase Order as per eligibility
    - vii. Financial Status of the Bidder as per Annexure- F (1 Page)
    - viii. Other documents as indicated above
    - ix. CDFD Tender Document duly signed and affixing company seal
    - x. Check List

**Please don't enclose the balance sheet copies, Audited Reports, IT Returns, etc. and only submit the one page Financial Status duly filled in with Turnover details, which is certified by CA.**

**The Page No and enclosures details should be indicated in the Checklist without fail.**

14. **बोली फार्म BID FORM :** The bidder shall use the format as per Annexure-A.
15. **बोली कीमतें BID PRICES:** The Bidder shall indicate the unit prices, discounts and total bid prices of the Medicines it proposes to supply.

**बोलीदाता का हस्ताक्षर**  
**Sign. of Bidder**

## **TECHNICAL BID (PART-I)**

16. **करों / कर्तव्य TAXES / DUTIES:** We are exempted from payment of Excise Duty vide Notification Number 10/97 dated 01.03.1997 and Customs Duty under notification No.51/96 dated 23.07.1996. Hence Excise duty and Customs Duty, if any, should be shown separately. Please mention the applicable taxes (VAT/CST/Service) clearly. Form 'C' or 'D' cannot be issued by the Purchaser. However, being R&D Institute on Concessional Customs Duty Forms can be issued. No other charges except those mentioned clearly in the quotation will be paid.
- Rates should be quoted 'FOR' CDFD Stores, Hyderabad inclusive of packing, forwarding, Customs clearance, etc. If ex-works prices are quoted then packing, forwarding, documentation, freight and insurance charges must be clearly mentioned separately. Vague terms like "packing, forwarding, transportation, taxes etc. extra" without mentioning the specific amount/percentage of these charges will NOT be accepted.
- Prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and may be liable for rejection.
17. **बोली प्रक्रियाएं BID CURRENCIES:** Prices shall be quoted in Indian Rupees only or in freely convertible foreign currency preferably in USD (\$), Euro (€), Yen (¥), GBP (£), Singapore Dollar (S\$), Australian Dollar (AUD\$), Canadian Dollar (CAD\$) wherever possible for correct evaluation during comparison.
18. please submit INR quote as well as foreign currency quote for proper comparison of rates in view of Customs Duty Exemption and GST exemption.
19. **बोली सुरक्षा / एयरनेस्ट पैसा जमा (ई एम डी) BID SECURITY / EARNEST MONEY DEPOSIT (EMD):** The Bidder shall furnish, as part of its bid, a Bid Security (BS) / Earnest Money Deposit (EMD) for an amount of Rs.36,000/- (Rupees Thirty Six Thousand only) as specified in the invitation for Bids. The BS shall be submitted either by the principal or by the Indian agent and in the case of indigenous bidders, the BS shall be submitted by the manufacturer or their authorized dealer. The Bid Security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the security's forfeiture. The Bid Security shall be in Indian Rupees for offers received for supply within India or freely convertible currency in the case of offers received for supplies from foreign countries. The Bid Security shall be in one of the following forms at the bidders' option:
- A bank Guarantee issued by a Nationalized / Scheduled Bank / Foreign Bank as per the format provided at Annexure-C in the bidding documents and valid for three months; or
  - A Banker's cheque or demand draft in favour of the Director, CDFD payable at Hyderabad.
- The Bid Security should be submitted in its original format. Copies shall not be accepted.
- The Bid Security of unsuccessful bidder will be discharged / returned as promptly as possible as but not later than 15 days after the expiration of the period of bid validity or placement of order, whichever is later.
- The successful Bidder's Bid Security will be discharged upon the Bidder furnishing the performance security.
20. **बोली सुरक्षा जम्मा की जा सकती है The bid security may be forfeited :**
- If a Bidder withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder; or
  - In case of a successful Bidder, if the Bidder fails to furnish order acceptance within 7 days of the order and/or fails to furnish Performance Security within 7 days from the date of contract / order.
21. **बोलियों की वैधता का अवधि PERIOD OF VALIDITY OF BIDS:** Bids shall remain valid for 90 days after the date of bid opening prescribed by the Purchaser. In exceptional circumstances, the Purchaser may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be required nor permitted to modify its bid. Bid evaluation will be based on the bid prices without taking into consideration the above corrections.
22. Bidders intends to send their bids through courier / postal services should ensure to send the quote well in advance as CDFD never takes any responsibility for the delay in receipt of the bids.
23. The Bidder is required to go through all the Terms & Conditions of the Tender document and sign all the pages as token of acceptance of having read the Terms and Conditions and accepted the same.
24. **बोलियों के प्रस्तुत करने के लिए अंतिम तिथि DEADLINE FOR SUBMISSION OF BIDS:** Bids must be received by the Purchaser at the address mentioned above not later than the time and date specified therein. In the 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. The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
25. **देर से की गई बोली LATE BIDS:** Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected. Such tenders shall be marked as late and not considered for further evaluation. It will be returned to the bidders in their original envelope without opening.

**लीदाता का हस्ताक्षर**  
**Sign. of Bidder**

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26. **बोलियों में बदलाव, प्रतिस्थापन एवं वापसी WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS:** A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice and is received by the Purchaser prior to the deadline for submission of bids. No Bid may be withdrawn in the interval between dead-line for submission tender document. Withdrawal bids will be returned to the bidder without opening of the same during the opening of bids. However, no withdrawals of Bids are permitted after the Deadline for submission.
27. **गोपनीयता CONFIDENTIALITY:** Information relating to the examination, evaluation, comparison and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until placement of the Order.
28. **बोलियों की घोषणा CLARIFICATION OF BIDS:** To assist in the examination, evaluation, comparison and post qualification 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 prices or substance of the bid shall be sought, offered or permitted. Any clarification submitted by a bidder in respect to its bid which is not in response to a request by the purchaser shall not be considered.
29. **प्रारंभिक परीक्षा PRELIMINARY EXAMINATION:** The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in have been provided, required sureties have been furnished, and to determine the completeness of each document submitted. The Purchaser will examine the bids to determine whether they are complete, whether the documents have been properly signed, and whether the bids are generally in order.
30. If the Bidders have put in Specific conditions not enclosed, all the documents / data requested in the tender and not submitted the Tender in the manner as indicated may be liable for rejection, without seeking further clarifications.
31. **मूल्यांकन और बोली की तुलना EVALUATION & COMPARISON OF BIDS:** Bidders who have quoted as per the tender specifications will only be considered for comparison and other bids will be summarily rejected. The evaluation & comparison shall be made as under:  
The final landing cost of purchase after all discounts, freight, forwarding, insurance warehouse to warehouse, custom clearing charges, Bank Charges and all duties, taxes etc. shall be the basis of evaluation.
- आयातित बनाम स्वदेशी प्रस्ताव Imported Vs. Indigenous Offers:** The final landing cost (ware house to ware house) of purchase taking into account, freight, forwarding, insurance, taxes etc. CIF/CIP with customs clearance charges, Bank/LC charges, transportation up to CDFD, Hyderabad shall be the basis of evaluation.
- Conditional tenders/discounts etc. shall not be accepted. Rates quoted without attached conditions (viz. Discounts having linkages to quantity, payment terms etc.) will only be considered for evaluation purpose. Thus conditional discounted rates linked to quantities and prompt/advance payment etc. will be ignored for determining inter-se position. The Purchaser however reserves the right to use the discounted rate/rates considered workable and appropriate for counter offer to the successful tenderers.
- Arithmetical errors in the financial bids will be rectified on the following basis:
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.
  - If the supplier does not accept the correction of errors, its bid will be rejected.
  - If there is a discrepancy between the price quoted in words and figures, the **rate quoted in words will be taken as final** and shall be binding on the Bidder.
32. Bidders who have not agreed to CDFD payment terms, Delivery Schedules and not enclosed the relevant documents as per this tender Term will be treated as Unresponsive Bidders and may be rejected.
33. **सी डी एफ डी द्वारा वर्गीकरण CLARIFICATIONS BY CDFD:** The Tender Evaluation Committee may seek clarifications on the technical as well as commercial terms if deemed fit and the bidder to provide such clarifications in a reasonable time immediately within a day or two.
34. **एकल मुद्रा में कनवर्टन CONVERSION TO SINGLE CURRENCY :** To facilitate evaluation and comparison, the Purchaser will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable to Indian Rupees at the selling exchange rate established by any bank in India as notified in the Newspaper / Bank Website on the date of Price Bid opening.
35. **समझौता वार्ता NEGOTIATIONS:** There shall not be any negotiation normally. Negotiations, if at all, shall be an exception and only in the case of items with limited source of supply. Negotiations shall be held with the lowest evaluated responsive bidder. Counter offers tantamount to negotiations and shall be treated at par with negotiations .

**बोलीदाता का हस्ताक्षर**  
**Sign. of Bidder**

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36. **पुरस्कार का मापदंड AWARD CRITERIA:** The Purchaser will place the order on the lowest evaluated Bidder. In exceptional cases, the Director, CDFD reserve the right to award the order on any other Bidder based on the recommendations of Expert Committee Constituted for the Evaluation of the this Tender.
37. **किसी भी बोली को स्वीकार करने और किसी भी या सभी बोलियों को अस्वीकार करने के लिए क्रेता का अधिकार**  
**PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS :** The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders.
38. **निष्पादन सुरक्षा PERFORMANCE SECURITY:** Within 7 days of receipt of the Purchase Order, the Supplier shall furnish Performance Security for 5% of the Order value in the form of Demand Draft / Bank Guarantee to be valid for 60 days after the warrantee / extended warrantee period. The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- The Performance Security shall be denominated in Indian Rupees for the offers received for supplies within India and denominated in the currency of the contract in the case of offers received for supply from foreign countries. In the case of imports, the PS may be submitted either by the principal or by the Indian agent and, in the case of purchases from indigenous sources, the PS may be submitted by either the manufacturer or their dealer/bidder.
- The Letter of Credit will be opened after receipt of 5% of the Performance Guarantee valid for 60 days beyond the Warrantee period.
- The Performance security shall be in one of the following forms:
- I) A Bank guarantee issued by a Nationalized/Scheduled bank located in India or a bank located abroad.
  - II) The Performance security may also be in the form of Banker's cheque or Account payee demand draft in favour of Director, CDFD, Hyderabad
- The performance security will be discharged by the Purchaser and returned to the Supplier not later than 60 days following the date of completion of the Supplier's performance obligations, including any warranty obligations.
39. **पुरस्कार के समय खरीदार के अधिकारों के लिए खरीदार का अधिकार PURCHASER'S RIGHT TO VARY QUANTITIES AT THE TIME OF AWARD:** The Purchaser reserves the right at the time of award of Contract to increase or decrease the quantity of Medicines and services originally specified in the Tender documents without any change in unit price or other terms and conditions.
40. **असीमित पोस्ट बोली संशोधित करें UNSOLICITED POST BID MODIFICATION:** No suo-moto reduction in prices quoted by bidder shall be permitted after tender submission due date & time / extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid(s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for placement of Order.
41. **ऑर्डर स्वीकृति ORDER ACCEPTANCE:** The successful bidder should submit acceptance of the Purchase Order immediately but not later than 7 days in any case from the date of issue of the Purchase Order failing which it shall be presumed that the supplier is not interested and his bid security is liable to be forfeited.
42. **संयुक्त उद्यम, कंसोर्टियम या एसोसिएशन JOINT VENTURE, CONSORTIUM OR ASSOCIATION:** If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.
43. **मानक STANDARDS:** The Medicines supplied and services rendered under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standard appropriate to the Medicines country of origin and such standards shall be the latest issued by the concerned institution.
44. **टेंडर की अक्षमता DISQUALIFICATION OF TENDERS:**
- Tenders are liable for rejection if they are not in line with the terms and conditions of this tender notice.
  - Conditional quotations will be liable for rejection or may not be considered.
  - Fax or e-mail tender documents /bids will be rejected.

**बोलीदाता का हस्ताक्षर**  
**Sign. of Bidder**



## **TECHNICAL BID (PART-I)**

45. **धोखा और भ्रष्टाचार FRAUD AND CORRUPTION:** The purchaser requires that the *bidder's* suppliers and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the following are defined:

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract; "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, noncompetitive levels; and "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

The purchaser will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

46. The successful Bidder shall execute Contract Agreement with CDFD on Non-Judicial Stamp Paper of Rs.200/- with detailed Terms and Conditions.

**बोलीदाता का हस्ताक्षर**  
**Sign. of Bidder**

## **TECHNICAL BID (PART-I)**

### **अध्याय CHAPTER 2**

### **विस्तृत नियम और शर्तें DETAILED TERMS AND CONDITIONS**

1. **परिभाषाएं DEFINITIONS :** In this Contract, the following terms shall be interpreted as indicated: The following words and expressions shall have the meanings hereby assigned to them:
  - a. "Contract Price" means the price payable to the Supplier as specified in the Purchase Order, subject to such additions and Adjustments thereto or deductions there from, as may be made pursuant to the Contract.
  - b. "Day" means calendar day.
  - c. "Completion" means the fulfillment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Purchase Order.
  - d. Supplier is required to supply to the Purchaser as per the Purchase Order.
  - e. "Related Services" means the services incidental to the supply of the Medicines, such as transportation, insurance, and other such obligations of the Supplier as per the Purchase Order.
  - f. "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Purchase Order.
  - g. "The final destination," where applicable, means the place of delivery as indicated in the Purchase Order.
2. **सप्लायर का उत्तरदायित्व SUPPLIER'S RESPONSIBILITIES:** The Supplier shall supply all the Medicines and Related Services included in the Scope of Supply and the Delivery and Completion Schedule, as per Purchase Order Terms.
3. **उप-अनुबंधों SUB-CONTRACTS:** The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the bid. Such notification, in his original bid or later, shall not relieve the Supplier from any liability or obligation under the Contract. Sub-contract shall be only for bought-out items and sub-assemblies.
4. **अनुबंध की कीमत CONTRACT PRICE:** Prices charged by the Supplier for the Medicines supplied and the Related Services performed under the Purchase Order shall not vary from the prices quoted by the Supplier in its bid.
5. **कॉपीराइट COPY RIGHT:** The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.
6. **पेटेंट अधिकार PATENT RIGHTS:** The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights, copy rights arising from use of the Medicines or any part thereof in India.
7. **निरीक्षण और परीक्षण INSPECTIONS AND TESTING:** The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Medicines and Related Services or as discussed during the course of finalizing the contract. The Purchaser or its representative shall have the right to inspect and/or to test the Medicines to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. The Purchaser shall notify the Supplier in writing in a timely manner of the identity of any representatives retained for these purposes. The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at the point of delivery and/or at the Medicines final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no charge to the Purchaser.
8. **पैकिंग PACKING:** The Supplier shall provide such packing of the Medicines as is required to prevent their damage or deterioration during transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Medicines final destination and the absence of heavy handling facilities at all points in transit. In order to maintain safety of the Medicines, we prefer to have wooden crating with adequate cushion inside for transportation of any Medicines. The Material to be dispatched with International standard packing to withstand Rigors, and to avoid any transit damages.

**बोलीदाता का हस्ताक्षर  
Sign. of Bidder**

## **TECHNICAL BID (PART-I)**

9. **पैकिंग निर्देश PACKING INSTRUCTIONS:** Each package will be marked on three sides with proper paint/indelible ink, the following:
- i. Purchaser Name & Address
  - ii. Item Nomenclature
  - iii. Order/Contract No.
  - iv. Country of Origin of Medicines
  - v. Packing list reference number
10. **वितरण और दस्तावेज DELIVERY AND DOCUMENTS:** Delivery of the Medicines and completion and related services shall be made by the Supplier in accordance with the terms specified by the Purchaser in the Purchase Order.
11. **Among the medicines supplied that any medicines nearing expiry shall be replaced.**
- Expiry date minimum of one year is required.
  - If asked FDA/EUDA/CDSCO/FSSAI certificate of particular drug should be submitted by the Vendor
  - Drug license is mandatory
  - Indenter has right to refuse the material, if it is not meeting the above said requirements.
12. The supplier shall fax or email the details of the shipment to the purchaser with a copy to the Clearing Agent. The following scanned documents are to be emailed at: [spo@cdfd.org.in](mailto:spo@cdfd.org.in), [purchase@cdfd.org.in](mailto:purchase@cdfd.org.in), [pkiran@cdfd.org.in](mailto:pkiran@cdfd.org.in) and confirm its receipt by the purchaser.
- i. Airway Bill / Bill of Lading;
  - ii. Invoice
  - iii. Packing list
- The above documents should be received by the Purchaser before arrival of the Medicines (except where the Medicines have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.
13. **Please note that as per the revised guidelines issued by Customs Notification No.26/2017, the free time allowed is 48 hours and penalty will be imposed for late clearance.**
14. **If there is a delay in forwarding the Airway Bill, Invoice, packing list and Cargo Arrival Notice (CAN) before 72 hours prior to arrival of the cargo, the penalty charged by the Customs Department will be recovered from your bill and the balance will be payable.**
- Please inform your freight forwarder to issue the Delivery Order and complete all the formalities with Customs and handover the Delivery Order within a day to avoid penalty.
15. **बीमा INSURANCE:** The Medicines supplied under the Contract shall be fully insured in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
- For delivery of Medicines at the purchaser's premises, the insurance shall be obtained by the Supplier in an amount equal to 110% of the value of the Medicines from **"Warehouse to warehouse"** (final destinations) on "All Risks" basis including war Risks and Strikes.
16. **परिवहन TRANSPORTATION:** Where the Supplier is required under the Contract to deliver the Medicines on FOB, transport of the Medicines, up to and including the point of putting the Medicines on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier.. Where the Supplier is required under the Contract to deliver the Medicines, FCA, transport of the Medicines and delivery into the custody of the carrier at the place named by the Purchaser or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof may be included in the Price Schedules.
- Where the Supplier is required under the Contract to deliver the Medicines, CIF or CIP, transport of the Medicines to the port of destination or such other named place of destination in the Purchaser's country, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof maybe included in the Price Schedules.
- In the case of supplies from within India, where the Supplier is required under the Contract to transport the Medicines to a specified destination in India, defined as the Final Destination, transport to such destination, including insurance and storage, shall be arranged by the Supplier, and the related costs may be included in the Contract Price.
- The Supplier should provide the required Labour to unload the materials at CDFD Stores as CDFD cannot arrange any facilities or labour in this regard.

**बोलीदाता का हस्ताक्षर**  
Sign. of Bidder

## **TECHNICAL BID (PART-I)**

17. **भुगतान की शर्तें TERMS OF PAYMENT:** Our rules do not permit any advance payment either direct or through a bank. However, payment of your bill will be made within 30 days after receipt of the materials in good condition by way of Foreign Demand Draft (FDD) or Wire Transfer or on Sight Draft basis. Alternatively, 100% Order value will be opened by way of Irrevocable Letter of Credit. 85% of the L/C value will be released against receipt of complete shipping documents and the balance 15% value will be released after successful installation acceptable to CDFD within 3 months.  
**The foreign supplier should accept CDFD standard Letter of Credit terms, which will be forwarded for confirmation before establishing the LC.**
18. **वितरण कार्यक्रम Delivery Schedule:** Within 30 days from the date of receipt of order. However, kindly indicate the delivery schedule in the Bid.
19. **All banking charges outside India will be borne by the supplier and inside India charges will be borne by the purchaser.**
20. **संशोधन AMENDMENTS:** The Purchaser may at any time, by written order given to the Supplier make changes within the general scope of the Contract as mutually agreed terms.
21. **सौंपा गया काम ASSIGNMENT:** The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.
22. **समय का विस्तार EXTENSION OF TIME :** Delivery of the Medicines and performance of the Services shall be made by the Supplier in accordance with the time schedule specified in the contract. If at any time during performance of the Contract, the Supplier or its sub-contractor(s) should encounter conditions impeding timely delivery of the Medicines and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance with or without penalty, in which case the extension shall be ratified by the parties by amendment of the Contract.  
Except as provided under the Force Majeure clause, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to Penalty Clause unless an extension of time is agreed upon pursuant to above clause without the application of penalty clause.
23. **जुर्माना खंड PENALTY CLAUSE:** Subject to clause on Force Majeure, if the Supplier fails to deliver any or all of the Medicines or to perform the Services within the period(s) specified in the Purchase order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 0.5 percent of the order value for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of 10 Percent. Once the maximum is reached, the Purchaser may consider termination of the Contract for Default.
24. **डिफॉल्ट के लिए समाप्ति TERMINATION FOR DEFAULT:** The Purchaser may, without prejudice to any other remedy for breach of Purchase Order by written notice of default sent to the Supplier, terminate the Purchase Order in whole or part
  - a) If the Supplier fails to deliver any or all of the Medicines within the period(s) specified in the Purchase Order, or within any extension thereof granted by the Purchaser
  - b) If the Supplier fails to perform any other obligation(s) under the Purchase Order.
  - c) If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent or collusive or coercive practices.

In the event the purchaser terminates the Purchase Order in whole or in part, he may take recourse to any one or more of the following action:

  - a. The Performance Security is to be forfeited;
  - b. The purchaser may procure, upon such terms and in such manner as it deems appropriate, stores similar to those undelivered, and the supplier shall be liable for all available actions against it in terms of the Purchase Order.
25. **अनिवार्यता के लिए समाप्ति TERMINATION FOR INSOLVENCY:** The Purchaser may at any time terminate the Purchase Order by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.
26. **विवादों का निपटारा SETTLEMENT OF DISPUTES:** The Purchaser 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 Purchase Order.
27. **लागू कानून APPLICABLE LAW:** The Purchase Order shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.

## 29. मध्यस्थता करना ARBITRATION:

- i) The Purchaser 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.
- ii) If, after twenty-one (21) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Medicines under the Contract.
- iii) The dispute settlement mechanism/arbitration proceedings shall be concluded as under:
- (a) If any dispute or difference arises between the parties hereto as to the construction, interpretation, effect and implication of any provision of this agreement including the rights or liabilities or any claim or demand of any party against other or in regard to any other matter under these presents but excluding any matters, decisions or determination of which is expressly provided for in this Agreement, such disputes or differences shall be referred to **Delhi International Arbitration Centre (DIAC) New Delhi**. A reference to the Arbitration under this Clause shall be deemed to be submission within the meaning of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder for the time being in force. Each party shall bear and pay its own cost of the arbitration proceedings unless the Arbitrators otherwise decides in the Award.
  - (b) In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.
- iv) The venue of the arbitration shall be the place from where the purchase order or contract is issued.
- v) Notwithstanding, any reference to arbitration herein,
- a) The parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
  - b) The Purchaser shall pay the Supplier any monies due the Supplier.

**30. नोटिस NOTICES:** Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing and confirmed to the other party's address specified in the Purchase Order.

**31. कर और शुल्क TAXES AND DUTIES:** Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., Incurred until delivery of the ordered Medicines to the Purchaser at the final destination.

**32.** Commercial Invoice produced by Reprographic system or automated computerized system marked as original not acceptable.

**33.** Please re-check the prices, terms and conditions and other important terms of your offer before submission as you are bound to accept the same in case your offer is evaluated as Lowest Bid.

**34.** CDFD will not entertain any typographical errors / mistakes made by the bidder in their quote as the evaluation of the bids is done based on the bid submitted as on the due date and no change of prices or any terms and conditions will be considered under any circumstances.

## धोषणा DECLARATION

I/We \_\_\_\_\_ have read the entire terms and conditions of this Tender document and are agreeable to the terms and conditions mentioned herein.

Sign. of Bidder

Name:

Company Seal:

## PRICE BID (PART-II)

### अध्याय CHAPTER 3

### मूल्य सूची PRICE SCHEDULE

Sl. No	Description	Qty	Unit/Price	Discount	Taxes (if any)	Total Amount
1	Increlex 10mg/ml (Mecasermin)	20 Nos.				
2	Other Requirements, if any, please list out					
3	Payment Terms					
4	Delivery Schedule					
5	Validity					
6	Expiry Period					

**GRAND TOTAL:** In Figures \_\_\_\_\_

In Words: (In Rupees \_\_\_\_\_)

**Note:** The Bidder may please fill in this form or the same may be typewritten on the Letter Head of the Bidder exactly as per the above format and submit the same as per the instructions given in the tender document.

बोलीदाता का हस्ताक्षर  
Sign. of Bidder

## अध्याय CHAPTER 4

### अन्य प्रारूप OTHER FORMATS

- a. Bid Form (Bid Covering Letter) - (Annexure-A)
- b. Manufacturer's Authorization Form – (Annexure-B)
- c. Bid Security Form / Earnest Money Deposit Form - (Annexure-C)
- d. Bidder Performance Statement - (Annexure-D)
- e. Undertaking for Reasonable Price – (Annexure-E)
- f. Financial Status of the Bidder – (Annexure-F)
- g. Guidelines for Eligibility of a 'Bidder from a country which shares a land border with India – Undertaking for Compliance - (Annexure-G)
- h. Check List - (Annexure-H)

### बोली फार्म (बोली आवरण पत्र)

#### **BID FORM (BID COVERING LETTER) - Annexure-A**

*[The Bidder shall type this Form on their Letter Head and enclose this along with Bid.]*

To:

**The I/c – Stores & Purchase  
Centre for DNA Fingerprinting & Diagnostics,  
Inner Ring Road, HYDERABAD – 500039.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda (if any)
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Tender Document
- (c) Our bid shall be valid for from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) If our bid is accepted, we commit to obtain a performance security for due performance of the Contract;
- (e) We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of Order, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

निर्माता 'प्राधिकरण फार्म

**MANUFACTURERS' AUTHORIZATION FORM - Annexure-B**

No:

The I/c – Stores & Purchase,  
Centre for DNA Fingerprinting & Diagnostics,  
Inner Ring Road, HYDERABAD – 500039.

Dated: \_\_\_\_\_

Dear Sir:

We \_\_\_\_\_ who are established and reputed manufacturers of the Medicines having factories at \_\_\_\_\_ (address of factory) do hereby authorize M/s. (Name and address of Agent) to submit a bid, negotiate and receive the order from you against your Tender No. \_\_\_\_\_ dt. \_\_\_\_\_.

No company or firm or individual other than M/s. \_\_\_\_\_ is authorized to bid, and conclude the contract in regard to this business.

We hereby extend our full guarantee and warranty as per the Terms and Conditions of the above Tender for the Medicines and services offered by the above firm.

Yours faithfully,

(Name)  
(Name of Manufacturers)

**Note:** This letter of authority should be on the Letter Head of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. It should be enclosed by the Bidder in its bid.



**बोली सुरक्षा / एयरनेस्ट पैसा जमा फॉर्म**  
**BID SECURITY / EARNEST MONEY DEPOSIT FORM – Annexure-C**

Whereas \_\_\_\_\_ (hereinafter called the tenderer) has submitted their offer dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the tender) against the Purchaser's tender Enquiry No. \_\_\_\_\_ KNOW ALL MEN by these present that WE \_\_\_\_\_ of \_\_\_\_\_ having our registered office at \_\_\_\_\_ are bounds unto \_\_\_\_\_ (hereinafter called the "Purchaser") in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**THE CONDITIONS OF THIS OBLIGATION ARE:**

- (1) If the tenderer withdraws or amends, impairs or derogates from the Tender in any respect within the period of validity of this tender;
- (2) If the tender having been notified of the acceptance of his tender by the Purchaser during the period of its validity;
  - a) If the tenderer fails to furnish the Performance Security for the due Performance of the Contract.
  - b) Fails or refuses to accept / execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred conditions or conditions.

This Guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the Bank)

Name and Designation of the Officer

Seal, Name and Address of the Bank and Address of the Branch.

## बोलीदाता प्रदर्शन विवरण

### BIDDER PERFORMANCE STATEMENT – ANNEXURE – D

Sl. No.	CLIENT – 1	CLIENT – 2	CLIENT – 3
1.	Name & Address of the Purchaser	Name & Address of the Purchaser	Name & Address of the Purchaser
2.	Purchase Order No. and Date	Purchase Order No. and Date	Purchase Order No. and Date
3.	Description of material:	Description of material:	Description of material:
	Make/Model:	Make/Model:	Make/Model:
	Qty:	Qty:	Qty:
4.	Date of Installation	Date of Installation	Date of Installation
5.	Contact Details	Contact Details	Contact Details
	Name: _____	Name: _____	Name: _____
	Email: _____	Email: _____	Email: _____
	Tel. No.: _____	Tel. No.: _____	Tel. No.: _____

Please note that priority of selection of your bid will be based on the above credentials. Therefore please submit at least 2 order details successfully executed during the past 3 years.

बोलीदाता का हस्ताक्षर  
Sign. of Bidder

## उचित मूल्य के लिए उपक्रम

### UNDERTAKING FOR REASONABLE PRICE – ANNEXURE - E

This is to Certify that we have offered the possible reasonable prices vide our quote No. \_\_\_\_\_

and we further undertake that we will not offer less than the offered rates during the validity period to any other State /

Central / PSU / Autonomous Bodies / Universities / R&D Institutes / Pharmaceutical Laboratories / Public Limited Companies.

**Place:**

**Date:**

**बोलीदाता का हस्ताक्षर**  
Sign. of Bidder with Seal

## बोलीदाता की वित्तीय स्थिति

### FINANCIAL STATUS OF THE BIDDER – ANNEXURE-F

Sl. No.	Financial Year	Annual Turnover	Profit / Loss
1	2024-25		
2	2023-24		
3	2022-23		

**Place:**

**Date:**

**बोलीदाता का हस्ताक्षर**  
Sign. of Bidder with Seal

## भारत के साथ भूमि सीमा साझा करने वाले देश के बोलीदाता' की पात्रता के लिए दिशानिर्देश

### GUIDELINES FOR ELIGIBILITY OF A 'BIDDER FROM A COUNTRY WHICH SHARES A LAND BORDER WITH INDIA – ANNEXURE-G

- 1) Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.  
[Competent Authority for the purpose of registration shall be the Registration Committee constituted by the Department for Promotion of Industry and Internal Trade (DPIIT), as mentioned under Annex I of the Order (Public Procurement No.1) dated 23.07.2020]
- 2) "Bidder" (including the term 'tenderer', 'consultant' or 'service provider' in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
- 3) "Bidder from a country which shares a land border with India" for the purpose of this Order means: -
  - a. An entity incorporated, established or registered in such a country; or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.
- 4) The beneficial owner for the purpose of (3) above will be as under:
  - i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person (s), has a controlling ownership interest or who exercises control through other means.  
Explanation-
    - a. "Controlling ownership interest" means ownership of or entitlement to, more than twenty-five per cent, of shares or capital or profits of the company;
    - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
  - (ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
  - (iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
  - (iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - (v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- 5) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.

**बोलीदाता का हस्ताक्षर**  
**Sign. of Bidder with Seal**

**6) CERTIFICATE REGARDING COMPLIANCE:**

- a) Bidders shall submit following certificate:

**UNDERTAKING FOR COMPLIANCE**

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India. We certify that bidder M/s.....(Name of the bidder) is not from such a country or if from such a country, has been registered with the Competent Authority. We hereby certify that bidder M/s.....(Name of Bidder) fulfils all the requirement in this regard and is eligible to be considered against the tender."

- 7) Further, the above guidelines will not apply to bidders from those countries (even if sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India.
- 8) 'Agent' mentioned in the above guidelines also includes dealer / distributor / sole selling agent.

**Place:**

**Date:**

**बोलीदाता का हस्ताक्षर**  
**Sign. of Bidder with Seal**

जाँच सूची  
**CHECK LIST - ANNEXURE-H**

S. No.	Particulars	Indicate Yes/No	Enclosure No.
1	Bid Form ( Bid Covering Letter ) attached		
2	Detailed Quotation along with Terms & Conditions		
3	Copy of Firm Registration / VAT / TOT attached		
4	Copy of GST attached		
5	Authorization Certificates from OEM attached		
6	Earnest Money Deposit / BG attached		
7	Exemption claimed for EMD / BG and Proof attached		
8	Photocopies of Purchase Orders as per eligibility Criteria attached		
9	UAM Copy enclosed or not		
10	CE Marking / Certification		
11	Bidder Performance Statement		
12	Compliance Statement		
13	Undertaking for Reasonable Price		
14	Guidelines for Eligibility of a 'Bidder from a country which shares a land border with India - Undertaking for Compliance as per Annexure-F		
15	Financial Status of the Bidder		
16	CDFD Tender Document duly signed and stamped attached		

SIGNATURE OF BIDDER WITH SEAL:

Email ID:

Contact Number:

Name: