



Stores & Purchase Department

Rajiv Gandhi University of Knowledge Technologies-RK Valley

(A.P. Government ACT 18 of 2008)

Rajiv Knowledge Valley (Idupulapaya), Vempalli (M), Y.S.R. Kadapa Dist. AP-516330

Tel.No: 08588-283612 Email: purchasedept@rguktrkv.ac.in

NOTICE INVITING QUOTATIONS FOR RATE CONTRACT

Sealed quotations are hereby invited from the registered firms/vendors for the supply of Medicine and Surgical items to Rajiv Gandhi University of Knowledge Technologies-RK Valley (RGUKT-RKV) on rate contract basis with term and conditions mentioned below.

NIRC. NO : RGUKT-RKV/SPD/Hospital/Medicine and Surgical Item/
2018-19/RC01

Date of Issue : 15/10/2018

Item Description : Medicine and Surgical Items (As per Annexure –A)

Last Date for : 05/11/2018
submission

Address for : Stores and Purchase Department,
Submission RGUKT- RK Valley (AP-IIIT),
Vemaplli Mandal,
YSR Kadapa Dist,
Andhra Pradesh
Pin: 516330
Ph.No:08588-283612

The bidders are requested to read the document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise.

Sd/-
Administrative Officer

INSTRUCTIONS TO BIDDERS – GENERAL TERMS AND CONDITIONS

Eligibility Criteria

1. Bidder must be a registered firm in India under the applicable law.
2. Bidder must have a valid Drug License.
3. Bidder is required to have GST Registration Number.
4. Bidder should not have been barred by any PSU/Govt. Dept. in doing business with them.
5. Bidder should have reputed background & experience **at least for three years** in the trade.
6. Bidder should have test report of all medicines. It may be asked, if required.
7. University may ask the bidder to submit any other certificate from time to time as it may deem fit.
- 8. The vendor should have branch/office at Kadapa District.**

Tender Fee

A Demand draft of Rs. 500/- (Rupees five hundred only) towards non-refundable tender fee, drawn in favour of “The Director, RGUKT, IIIT RK Valley” payable at SBI, Idupulapaya should accompany the tender documents. In the absence of tender fee, the tender will not be accepted.

Preparation of Bids

1. The tender document would be prepared in English. All the pages of the tender document should bear the dated signature (in ink) of the bidder with stamp of Firm. Any over-writing corrections & cuttings should bear dated initials of the bidders. Corrections should be made by writing again instead of shaping or over-writing. Sealed tenders are invited under two bid system viz., Part-1 Technical bid and Part-II financial Bid.
2. **Technical Bid:** To qualify in the technical bid the firm should have the minimum eligibility criteria and the firm in this regard must submit the following documents:
 - a) Check list (as given in Annexure-B)
 - b) Bidders information sheet (as given in Annexure-C)
 - c) Photocopy of certificate of firm registration
 - d) Photocopy of Drug License certificate

- e) Photocopy of Valid GST Registration certificate
- f) Photocopy of Valid PAN card
- g) Income Tax Return for the last **three financial years**
- h) Document/Papers supporting previous experience minimum for **three years**.
- i) Self-declaration stating that “Firm has not been barred/blacklisted by any organization in doing business with them”(as given in Annexure-D)
- j) The bidder has to ensure that the quoted price for RGUKT-RKV is not more than the price offered to any other customer in India to whom this particular item has been sold, particularly to IIT, NIT, State/Central or Deemed Universities, Defense Organizations, Research Establishments or any other Government Institutions. For this purpose the vendor has to furnish a price reasonability certificate (Annexure-E).
- k) Copy of this tender document which should sign and affix his firm’s stamp at each page of the tender and all its annexure.
- l) Any additional information, which Firm thinks is necessary in regard to its capabilities to establish that Firm is capable in all respects to successfully complete the envisaged work.

3. Financial Bid:

- a) The bidder shall submit his price bid in the prescribed proforma (Annexure-F) of the tender document.
- b) The financial bid must be addressed to “The Director, RGUKT, RK Valley, Idupulapaya”.
- c) Bidders must quote for all the items. Quote for partial items is liable to be rejected.
- d) The rate for the item may be quoted in INR. The offers should indicate unit price which shall be inclusive of all applicable taxes, duties, levies, insurance, transportation etc.
- e) The price must be in figure as well as in words for all items. In case of any deviation, the price quoted in words will be considered. The price should be quoted clearly without any overwriting/ cutting.
- f) The bids shall be valid for a period of 120 days from the date of opening of the tender. Any offer falling short of the validity period is liable for rejection.

Sealing and Marking of Bids

1. Tender Fee should be sealed in a separate envelope (ENVELOPE-ONE), duly super-scribed as “Tender Fee”.
2. The Technical Bid which containing above mentioned supporting documents should be sealed in separate envelope (ENVELOPE-TWO), duly super-scribed as “Technical Bid”.
3. The Financial Bid, strictly prepared on Business letter of the Firm (as mentioned in Annexure-E) should be sealed in separate envelope (ENVELOPE-THREE), duly super-scribed as “Price Bid”.
4. All the three separate envelopes are to be sealed again in a bigger envelope (ENVELOPE-FOUR). The sealed bigger envelope super-scribed as “RGUKT-RKV/SPD/Hospital/Medicine and Surgical Item/ 2018-19/RC01” should reach “Stores and Purchase Department, Rajiv Gandhi University of Knowledge Technologies, RK Valley (Idupulapaya) Campus, Vempalli (M), Kadapa District – 516330.
5. RGUKT-RKV shall not be responsible for any postal delay about non-receipt /non delivery of the bids or due to wrong addressee.

Note: If all the three inner envelopes and the one outer envelope (i.e., bigger envelope) are not sealed and marked as instructed, RGUKT-RKV will assume no responsibility for the misplacement or premature opening of any of the envelope. An envelope opened prematurely will be rejected. There shall NOT be any price indication in the technical bid. If for any reason, it is found that the technical bid reveals the price bid related details in any manner whatsoever, or, the price bid is enclosed in the envelope super scribed, “Technical Bid”, the bid document will be summarily rejected in the first instance itself. Any offer containing both the Technical bid and Price bids in the same envelop will also be out rightly rejected.

Evaluation Process

1. The bids will be opened and evaluated by a duly constituted committee.
2. In the process of evaluation, comparison of bids, RGUKT-RKV reserves the right to reject any or all bids.
3. At first stage, ENVELOPE-ONE of the bid will be opened. Bidders who not attached tender fee will be rejected.
4. At second stage, Technical Bid of bidders who submitted tender fee will be evaluated by the constituted committee. The technical evaluation committee may call the responsive bidders for discussion or presentation to facilitate and assess

their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion / presentation.

5. At third stage, Price Bid of the technically acceptable bidders will be opened for further evaluation.
6. At final stage, the successful bidder will be selected based on committee member's evaluation.

Special terms and conditions

1. The contract period is initially for a period of one year and it may be extended further for a maximum period of one year or till the finalization of new rate contract and there would be no change unless otherwise mutually agreed upon which may be necessitated due to exigencies.
2. The tentative quantity of the medicines and surgical items has been given in Annexure-A to this notice. The actual quantity of requirement of the items may vary (as per university needs) from what is indicated in this tender notice which is only an estimate.
3. The price quoted for the item is fixed during the entire contract period. Even if there is price variation during the contract period, the quote price can be decreased but not be increased. No conditional price quote will be accepted.
4. Bids of the firms received with quote on variable basis shall be rejected without assigning any reasons and no communication in this regard shall be made.
5. Quotations qualified by such vague and indefinite expression such as "Subject to prior confirmation", "Subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional tender shall be rejected summarily.
6. Individual signing the tender or other documents connected with contract must specify whether he sign as: (a) A sole proprietor of the concern or constituted attorney of such sole proprietor; (b) A partner of the firm, if it is a partnership firm in which case he must have authority to execute the contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm. (c) Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a company.

7. A person signing the tender form or any document forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, RGUKT-RKV may without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
8. The tenderer should sign and affix his firm's stamp at each page of the tender and all its annexure. **NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.**
9. The bids shall be valid for a period of 120 days from the date of opening of the tender. Any offer falling short of the validity period is liable for rejection.
10. Bids would be rejected 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.
11. At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the website of RGUKT-RKV (<http://www.rguktrkv.ac.in>). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
12. Submission of the tender will signify the acceptance of all the terms and conditions of the contract.
13. The contract may be placed on one or more than one firm depending up on discount on the particular item and quality of the products etc. Further, it will not be obligatory for the University to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any bidder.
14. Notwithstanding anything specified in this document, the University unconditionally and without assigning any reasons, reserve the rights (a) To accept or reject the lowest tender or any other or all the tenders, at any time prior to the award of the contract/purchase/work order, without incurring any liability to the affected tenderer or tenderers; (b) To accept any tender in full or in part (c) to reject the tender offer not conforming to the tender terms; (d) To give purchase preference to Public Sector Undertaking/manufacturer wherever applicable as per Govt Policy/Guidelines.

15. Performance Security: The successful bidder shall require to submit the performance security after receipt of award of notification, in the form of DD drawn infavour of “The Director, RGUKT, IIIT RK Valley” payable at SBI, Idupulapaya. The amount will be based on the awarded items which will be informed along with work order. The security deposit of successful shall be refunded without any interest on it within 15 to 90 days after completion of the contract as per order, or after the expiry of contract on satisfactory completion of the same whichever is later.
16. The rate contract agreement has to be done on an Rs 20/- non judicial stamp paper.
17. Delivery should be within the stipulated delivery date mentioned in Purchase Order. If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified, RGUKT-RKV reserves the right to terminate contract for that item(s), forfeiture of security deposit and to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit and Pending Bills of the existing firm and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and Pending Bills, then same may be recovered if necessary by due legal process.
18. The items shall be free from defects. If any deviations are found, it is complete responsibility of bidder to replace the item with free of cost.
19. All the drugs and other items delivered should be well within the expiry period. At least 80% of the life of medicines should be available from the date of manufacture.
20. Unloading of items and delivery to the store place shall be responsibility of the firm.
21. No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. Payment shall be made 100% after delivery of the items in good condition and obtaining satisfactory certificate from the Medical Officer. No payment will be made for goods rejected.
22. The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of RGUKT-RKV, which will be at liberty to refuse if thinks fit.

ANNEXURE – A

The following are the approximate quantities of the medicine & surgical items requirement per year. The quantities mentioned may increase or decrease as per university need.

S.NO	DRUG NAME	Qty (No's)
1.	CAP. DOXYCYCLIN 100MG	4000
2.	INHALENT CAPSULES	30000
3.	CAP.VIT A&D	1200
4.	CREAM FUSIDICACID 2% 10G	800
5.	CREAM MICONAZOLE 15G	850
6.	CREAM FRAMYCETIN 15.G.	600
7.	CREAM.CLOBETASOL+GENTAMYCIN+ MICONAZOL E.10G	1000
8.	CREAM.SILVER NITRATE 0.2% W/W 10G	500
9.	CREAM.TERBINAFINE 10G	1800
10.	DIAZEPAM SUPPOSATORY 5MG	5
11.	DICLOFEN +LINSEED+METHYLSALCYLETE+MENTHOL GEL 10G	3600
12.	EYE DROPS CARBOXY METHYL CELLULOSE .5ML	850
13.	DROPS.CIPROFLOXACINE 0.3% W/V 10ML	1800
14.	EMULSION LIQUID PARAFIN+MILK OF MAGNESIA+SOD.PICOSULPHATE 170ML	360
15.	GEL BENZOLKONIUM+LIGNOCAINE+ SALICYLAT 15G	1000
16.	GEL CLINDAMYCIN 1% W/W 15G	1800
17.	INJ. RANITIDINE 25MG	1200
18.	INJ.AMIKACIN 500MG	600

19.	INJ.AMOXYCILLIN1000+CLAVULANIC200MG	1200
20.	INJ.AMPICILLIN 500MG	800
21.	INJ.AVIL	1800
22.	INJ.HYOSCINE BUTYLBROMIDE	350
23.	INJ.CEFTRIAZONE 1G	5000
24.	INJ.CEFTRIAZONE+SULBACTUM(1000MG+500MG)	700
25.	INJ.DEXAMETHSONE 4MG	600
26.	INJ.DICLOFENAC.SODIUM	8000
27.	INJ.HYDROCORTISONE 100MG	1200
28.	INJ.LIGNOCAINE 2%W/V	40
29.	INJ.DICYCLOMINE	2500
30.	INJ.MECOBALAMINE+PYRIDOXINE+NICOTINAMIDE+ FOLICACID	600
31.	INJ.MULTIVITAMINE	350
32.	INJ.OMEPRAZOLE	1800
33.	INJ.ONDONSETRON 2MG	2500
34.	INJ.PARACETAMOL	5000
35.	INJ.T.T 0.5MG	1800
36.	LACTOBACILLUS SPORENGES 60MILL	4500
37.	LOTION BENZYLBenzoate 25%W/W. 100ML	1200
38.	LOTION CALAMINE .50ML	600
39.	CREAM. CLOTRIMAZOLE 15G	1200
40.	OINT POVIDINEIODINE 5% .250G	60
41.	ONT. BENZOIC ACID+SALICYLIC ACID(WHITEFIELDS)10G	600
42.	ORS.4.5G	24,000
43.	PARACETAMOL SUPPOSITORY 80MG	100
44.	POVIDINE IODINE 5% .500ML SOLUTION	40
45.	RESP.ASTHALIN	500
46.	SALINE NASAL DROPS 10ML	750
47.	SYP.ALOH250,MGOH250MG,ACTIV.DIMETHICONE 50MG 170 ML	350

48.	SYP.AMBROXYL+SALBUTAMOL 100ML	1,800
49.	SYP.DISODIUM HYDROGEN CITRATE 100ML	400
50.	SYRUP GUAIFENESION+TURBUTALINE+ BROMHEXINE 60ML	2,400
51.	TAB BETAHISTINE 8MG	600
52.	TAB BISACODYL 5MG	1200
53.	TAB CEFIXIME 200MG+OFLOX 200MG	4000
54.	TAB DICYCLOMINE 20MG+PCM 325MG	10,000
55.	TAB ETYOPILLIN77MG+THEOPILLIN23MG	2,000
56.	TAB LEVOCETRIZ 5MG	35,000
57.	TAB MEPRATE 10MG	800
58.	TAB METROGYL 4000MG	6,000
59.	TAB MONTELUKAST 10MG+LEVOCETRIZ 5MG	10,000
60.	TAB ONDON 4MG	2,400
61.	TAB PHENIRAMINE MAL .25MG	18,000
62.	TAB RABIPROZOLE 20MG+DOMPERID30	12,000
63.	TAB RANITIDINE 150 MG	60,000
64.	TAB VIT B.COMPLEX,VIT.C,ZINC	16,000
65.	TAB. AZITHROMYCIN 500MG	15,000
66.	TAB. BETAMETHASONE .5MG	4,800
67.	TAB. TRENAXAMIC ACID+MEFENAMIC ACID	1800
68.	TAB.ACECLOFENAC+PCM	48,000
69.	TAB.ALPAZOLAM 0.25MG	500
70.	TAB.AMOXYCILLIN+CLAVULANIC 625	36,000
71.	TAB.AMOXYCILLIN250+CLOXACILLIN250	25,000
72.	TAB.BROMHEXINE+CPM+PHENYLEPHERINE	30000
73.	TAB.CALCIUM+VIT D3 500IU	3500
74.	TAB.CEFIXIME 200MG	18,000
75.	TAB.CEFPODOXIME 200MG	2500
76.	TAB.CIPROFLOXACIN 500MG	6000

77.	TAB.DICLO+PCM+CHLOROZOXAZONE	15,000
78.	TAB.DICLOFENAC. 50MG	36,000
79.	TAB.DICLOFEN+SERRATIO	60,000
80.	TAB.DICYCLOMINE+MEFENAMIC ACID	10,000
81.	TAB.ERITHROMYCIN 500MG	25,000
82.	TAB.ETHAMSYLATE 500MG	600
83.	TAB.FERRUS ASCORBATE100+FOLIC ACID1.5	18,000
84.	TAB.FLUCONZOLE 150MG	2500
85.	TAB.HYDROXYCHLOROQUINE 200MG	600
86.	TAB.LEVOCET+PHENYLEPHRINE+AMBROXYL+ PCM	60,000
87.	TAB.LOPARAMIDE2MG	4000
88.	TAB.MULTI.VITAMIN (SUPRADYN)	16,500
89.	TAB.OFLOX+ORNIDAZOLE	12,000
90.	TAB.OFLOX ACIN 200MG	2,400
91.	TAB.PCM 500MG	12,000
92.	TAB.PCM 650 MG	72,000
93.	TAB.TERBINAFINE 250MG	1500
94.	TAB.VIT.C,500MG CHEWABLE	2500
95.	TAB.OFLOXACINE+FLOVAXINATE	2400
96.	TAB.IVERMECTIN 8MG+ALBENDAZOLE	1000
97.	TAB.RIBOFLAVINE 10MG	6,000
98.	SYP.IRON,FOLIC ACID,ZINC	350
99.	TAB AMITRYPTALLINE 10MG	1,000
100.	TAB ACYCLOVIR 800MG	6,000
101.	TAB CEFPODOXIME+CLAVULINIC ACID	2500
102.	TAB RANTIDINE+DOMPERIDONE	7,000
103.	SYP.AMBROXIL+LEVOSOLBUTAMOL+ GUIPHENESINE 100ML	500
104.	OINT .BETAMETHASONE O.10% W/W 20G	1,800
105.	OINT. BETAMETHASONE O.10% W/W +SALICYLICACID3.0% W/W 20G	400

106.	TAB DROTAVERINE80MG+ MEFANAMICACID250MG	600
107.	DROPS CIPROFLOXACIN 0.3%+DEXAMETHASONE 0.1%10ML	2000
108.	PERMITHRINE 5% W/W CREAM 15G	2,500
109.	TAB HYDROXIZINE HCL 25MG	500
110.	TAB CANDID V6	350
111.	CORN CAPS	1200
112.	SYP.SUCRALPHATE 100ML	250
113	LIGNOCAINE+CLOTRIMAZOLE+OFLOXACINE BECLOMETHASONE EAR DROPS 5 ML	400
114	INJ. DOLONEX 20MG	60

Note: Preferable brands for the medicine items are of Cipla, Abbott, Ranboxy, Biochem, Dr.Reddy's, Alkem, Mankind, GSK.

S.NO	SURGICAL ITEMS	Qty (No's)
1.	BANDAGE ROLLES 1.5C.m X 3M	600
2.	COTTON ROLLS 500G	70
3.	DETTOL 100ML	100
4.	DISPO NEEDLE 24G	6000
5.	DISPO RAZERS	120
6.	POLYTHENE POUCHES ZIPJAG	6000
7.	DISPO.STERILE.SURGICAL GLOVES.6 ½	500
8.	DISPO.SURGI.GLOVES	4000
9.	EASYFIX	1000
10.	ENDO TRACHEAL TUBES	05
11.	EPSOM SALT .20G	450
12.	FACE MASK	1000
13.	FOLLEYS CATHETERS 14/16	50
14.	GLUCON-D 500G	10
15.	GLYCERIN 80 GR	50
16.	GRBS STRIPS	600

17.	GUAZE CLOTH 100C.m X 18M	30PACK
18.	H2O2 400ML	50
19.	HAND SANITIZER	100
20.	HANDWASH	100
21.	I.V. NS 500ML	500
22.	I.V.5% DEXTROSE 500ML	300
23.	I.V.CIPROFLOX 100ML	500
24.	I.V.DNS 500ML	1500
25.	I.V.METROGYL 100ML	500
26.	I.V.OFLOXACIN100ML	600
27.	I.V.R.L 500ML	1500
28.	I.V.SETS	5000
29.	ICE BAG	10
30.	INTRACATH 22G BLUE	500
31.	MERI SILK 2-0(NON ABSORB,NW5036,CIRCLE REVERSE CUTTING)	3BX(36PC)
32.	MERI SILK 4-0(NON ABSORB,NW5050,CIRCLE CUTTING)	1BX(12PC)
33.	MERISILK 3-0 (NW4237,ABSORB)20MM.1/2CIRCLE CUTTING	5BX(60PC)
34.	MERISILK 3-0 (NW5003,NONABSORB)16MM,3/8 CIRCLE CUTTING	8 Bx(96pc)
35.	NEBULISER KIT(ADULT)	3
36.	NEBULISERS	3
37.	ROOM FRESHNER	40
38.	RUBBER SHEET	4
39.	RYLES TUBE .16G/18G	50
40.	SCALP.VEIN SET 20G	2000
41.	SCALPVEINSET 22/24	200
42.	STERILE PADS 10CM X 10CM	800
43.	STERILE WATER FOR INJ. 10ML	1000

44.	STETHESCOPE	4
45.	SURG.SPIRIT .5 .LITER	8
46.	SURGICAL BLADES 11	400
47.	SYRINGE.10ML WITH NEEDLE24G	6000
48.	SYRINGE.2ML WITHNEEDLE24G	18000
49.	SYRINGE.3ML WITHNEEDLE24G	20,000
50.	SYRINGE.5.ML WITH NEEDLE24G	4000
51.	THERMOMETER DIGITAL/MERCURY	20
52.	TORNIQUET	20
53.	INJ MANNITOL 100ML	10
54.	ADHESIVE TAPE ROLLS	600
55.	AMPUL CUTTER	10
56.	TEST TUBE BRUSH	20
57.	INTRACATH 18G GREEN	30
58.	B.P.APPARATUS	5
59.	ECG RECORDING PAPER ROLLES	2
60.	ELECTRODE /CARDI GELLY	2.JARS
61.	ARTERY FORCEPS CURVED	1
62.	ARTERY FORCEPS STRAIGHT	1
63.	NEEDLE HOLDER CURVED	1
64.	NEEDLE HOLDER STRAIGHT	1
65.	NURSING TRAY	1
66.	SUTURES REMOVING SCISSORS	1
67.	SCISSORS CURVED	1
68.	SCISSORS STRIGHT	2
69.	BANDAGE CUTTING SCISSORS	1
70.	CHEATLES FORCEPS	1
71.	CHEATLES JAR	1
72.	DISSECTING FORCEPS TOOTHED	1

73.	DISSECTING FORCEPS NONTOTHED	1
74.	SWAB HOLDING FORCEPS	1
75.	STERILE MEDICAL TOWELS	3
76.	MEDICAL TOWEL CLIPS	3
77.	JOBSON HORNE(JH)PROBE	2
78.	SUCTION TUBES(BENT) 14G,16G,18G,20G,22G,24G.	1 SET
79.	OTOSCOPE	3
80.	WAX HOOK	2

Note: Preferable brands for the surgical items are of Dispovan, Ramson, Nirlife, Kitkanth

ANNEXURE-B

Check List

Description		Tick Mark
Envelope I		
1.	Tender Fee DD	
Envelope II (Technical Bid)		
2.	Bidders information sheet (as given in Annexure-C)	
3.	Photocopy of certificate of firm registration	
4.	Photocopy of Drug License certificate	
5.	Photocopy of Valid GST Registration certificate	
6.	Photocopy of Valid PAN card	
7.	Photocopy of Service Tax registration certificate.	
8.	Income Tax Return for the last three financial years	
9.	Document/Papers supporting previous experience minimum for three years.	
10.	Non Blacklisting Certificate (as given in Annexure-D)	
11.	Higher Price/Lower Price Certificate (as given in Annexure-E)	
12.	Tender document which duly signed at each page of the tender and all its annexure.	
Envelope III (Price Bid)		
12.	Price bid (as per Annexure –F)	

ANNEXURE-C

The bidder information sheet:

1	Name of the organization:				
2	Year of establishment:				
3	Complete postal address:				
4	Name & Designation of Authorized person:				
5	Phone No.				
6	Fax No.				
7	Email-ID				
8	Nature of the firm (Proprietary/partnership/etc...)				
9	Bank Details of the Agency:				
	Bank Name				
	Bank Address				
	Bank Account Number				
	IFSC Code				
10	PAN No.				
11	GST No.				
12	Total No. of branch offices in Andhra Pradesh				
13	Bid Document Fee (Non-refundable)			Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :	
14	Experience Details:				
	S.No	Period		Name of the Organization (along with contact details)	Services provided
	.	From	To		
15	Details of certificates enclosed				

ANNEXURE-D

NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by RGUKT-RKV and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RGUKT-RKV may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder :

Seal of the Bidder :

ANNEXURE-E

HIGHER PRICE/LOWER PRICE CERTIFICATE

1. I/We _____ hereby certify that the prices quoted by us in our offer letter No.....are not higher than prices:
 - a) Charged by us to whole sales/stockiest/distributor
 - b) Allowed to retailer/chemist shop outside Hospital

2. I/We further certify that I/We have not supplied or quoted for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of 180 days preceding the last date of submission of the offer.

3. I/We hereby undertake that I/We will not supply or quote for any item in offer letter at prices lower than those quoted for the relevant items to any Government/Semi Government/ Public/ Charitable Trust Organization/ Institution/ Wholesalers/ Stockiest/ Distributors within the period of validity of the offer/rate contract.

4. I/We also undertake to bring the attention of the Director, any incidence of breach of any of the above paras within 30 days from the occurrence of the breach and further undertake to refund/reimburse the difference which may arise due to breach of any of the above paras and I/We also understand that the decision of Director regards to the determination of quantum payable shall be final.

Date:

(SIGNATURE & STAMP OF THE AUTHORIZED SIGNATORY)

Annexure –F

Price Bid Format (should be printed in letter head)

Reference : RGUKT-RKV/SPD/Hospital/Medicine and Surgical Item/ 2018-19/RC01

Quote No :

Date :

Validity : 90 days

To

The Director

RGUKT-RKV

Kadapa-516330

I/We hereby submit the price bid to participate in the rate contract for supplying of the item listed below:

S. No	Item Name	Quoted Brand	Unit Price (Rs)	Tax %	Unit Price Including Tax (Rs)	Qty (No)	Item Cost (Rs)
					A	B	C=A x B
Total in (Rs)							

Note: Don't change the order given in Annexure A. Mention as 'NA', if the items are not quoted.

- I/we shall be bound by a communication of acceptance / rejection by RGUKT-RKV.
- I/We have understood and agree the terms and conditions mentioned in the notice inviting quotations for rate contract.
- I/We shall agree to supply the examination booklets for the above mentioned price throughout the contract period.

Name:

Contact No:

Signature:

(Office Seal)