

## Instructions to bidders

1. Scope of Supply of Goods: The scope of Supply of goods is as per the schedule of quantities/E-5. The quantity of goods is tentative, which may vary depending upon the actual requirement in the field which may be increased or decreased as the case may be.
2. The supplier will supply the medicines as per the given technical specifications and the composition and strength of each medicine/ item should be as per the given specifications.
3. All the packaging should be new. The supplier shall provide such packaging of the medicines/items as is required to prevent their damage and deterioration during transit.
4. Each strip/Bolus /box/carton/bottle/Ampule/Vial/ bandage etc shall bear the seal of the manufacturer, month of manufacturing, month of expiry, and batch number.
5. The supplied medicines/items should have a long expiry period (one year and above).
6. All the medicines/items will be duly verified for their quality & specifications before receiving by the receiving authority.
7. The short supply, damage if any at the time of delivery shall be replaced by the supplier within five days of the supply of intended medicines/items.
8. Any loss, discrepancy noticed/pointed out later on at any stage, will be the liability/responsibility of the company/supplier and if already paid for it, shall have to refund the entire payment to this project in one go with interest @ 9.5% per annum from the date of supply, without prejudice to the administrative or legal action, which can be initiated against the supplier for breach of contract.
9. Bid Price: That, it is be assumed that the bidder(s)/supplier(s)/proposers(s) has (have) obtained all the relevant factors in to account/consideration that may be necessary for preparing the item rate bid and therefore, he shall have no right to object the details of goods, at a later stage.
  - a) That, Prices shall be quoted in Indian Rupees only.
  - b) That, bidder shall bid /quote for each item as described in the schedule of quantities.
  - c) That, the rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. **The bidder shall include all the expenses including loading/unloading, GST and other applicable taxes, etc. applicable (if any) in the bid price.**
  - d) That, the successful bidder(s) shall be notified of award of work shall have to deposit required performance security as per table below in the shape of Draft/TDR/FDR pledged in favour of District Project Officer (IDP) at the time of signing the agreement

Value of the contract	Amount of the Earnest Money	Amount of the Performance Security
Up to Rs. 5.00 lakh.	Rs.10,000/-	Rs.15,000/-
Exceeds Rs. 5.00 lakh & up to Rs. 10.00 lakh	Rs.15,000/-	Rs.30,000/-
Exceeds Rs. 10.00 lakh & up to Rs. 20.00 lakh	Rs.30,000/-	Rs.60,000/-
Exceeds Rs. 20.00 lakh & up to Rs. 50.00 lakh	Rs.60,000/-	Rs.2,50,000/-
Above Rs. 50.00 lakh	Rs.5,00,000/-	Rs.10,00,000/-



10. Validity of bids: That, the bids shall remain valid for **90 days** for consideration by the tendering authority from the last date specified for submission of bids.
11. Submission of bids: That, each supplier/bidder shall submit only one bid for each Item.
- a) That, the bidder/Supplier shall furnish complete address along with contact number and all other information in the relevant space provided.
- b) That, the bidder shall seal the documents for cover -I in an envelope addressed to the District Project Officer, IDP, Shimla at Shoghi H.P. and the outside of the envelope will also bear the following identification on the top of the envelope:-
- Bid for the supply of **VETERINARY MEDICINES & EQUIPMENTS** during F.Y. 2025-26
  - Do not open financial cover-II (E-5) before **31.07.2025 at 12.00 hours** (date & time of bid opening).
12. Opening & Evaluation of bids: That, In case, the day of opening of bid happens to be a holiday, the whole process will commence on the next working day with same time & schedule for which no separate notice or order shall be issued.
- a) Cover-I technical bids shall be evaluated first with all the relevant documents in original. The bidder shall produce sample for inspection of above items in this office for opening the Technical Bid. The bidder qualifying cover-I criteria shall only be considered for the evaluation of cover-II financial bid shall only be considered after inspection the sample and the same will be opened on **31.07.2025**.
- b) That, information relating to evaluation of bids and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.
- c) That submission of false information(s) and/or document(s) shall automatically lead to forfeiture of Bid security/earnest money to the Govt. and rejection of bid or cancellation of contract at the cost of such bidder without prejudice to criminal proceedings against the bidder/supplier.
- d) That, the tendering authority / purchaser will evaluate and compare the bids determined to be substantially responsive i.e. which (a)-are duly signed; (b)-conform to other terms and conditions of the Bid as mentioned.
- e) That, the tendering authority (Chairman/committee) will evaluate and compare the bids determined to be substantially responsive keeping in view the criteria as specified above.
- f) The bids shall be evaluated on the basis of price offered for each item separately for all the items keeping in view all the expenses.
13. Award of Contract & supply of Goods: That, the evaluation of bids /bids is over, the successful bidder(s) whose bid(s) has (have) been determined to be substantially responsive and who has offered the lowest total evaluated quoted price and meets the specified qualification criteria shall be conveyed letter of the acceptance of his/her bid by the department.
- a) **That, in case of tie on quoted rates among bidders, the work order shall be awarded to the bidder having sufficient/more experience with reference to supply of the similar nature of goods and having more financial turnover.**
- b) That, the bidder whose bid is accepted will be notified the award of contract by the department prior to expiry of the bid validity period.
- c) That, the supplier shall have to start the supply of goods within **20 days** of agreement / supply order and shall have to complete the same within the stipulated period, and in case, the goods are not supplied within stipulated period, the award is liable to be cancelled and security may be forfeited.



14. Performance security: That, the bid security of the successful bidder with department, will be adjusted towards performance security. The supplier/ bidder shall have to complete the supply of goods within the specified/allowed period in writing & within agreed costs, and nothing extra shall be payable on account of escalation of cost in material, labour, etc. in due course of time, which may be due to unforeseen reasons.
15. All taxes and deductions as per the prevailing law shall be deducted from the payments to be made.
16. That, under normal circumstance, no extension in supplying period will be granted and the decision of the tendering authority in this regard shall be final.
17. That, the tendering authority shall be authorized to cancel the award of work and forfeit the performance security to the Govt. under following circumstances:-
  - a) That, the supplier fails to start the supply of medicines/goods within stipulated period.
  - b) That, undue delay is being caused in execution of the awarded medicines/goods due to slow pace of supply.
  - c) That, the supplier abandons the supply of medicines/goods at any stage.
  - d) That, in case the material is of not requisite specification at the time of inspection.
18. The above materials have to be placed for inspection before the inspecting officer or committee, as the case may be, at the place of dispatch and it shall be received by the purchaser only after the recommendation of the inspecting officer/ committee.
19. That, no advance payment will be made to the bidder/supplier and payment shall be made only for the medicines/goods supplied, as per the detailed bill prepared after measurement of the goods done by the authorized official of the project on spot and on fulfillment of all other terms and conditions of the bid notice/award letter and its execution/completion to the satisfaction of the project.
20. The supplier/bidder shall bear /pay all the applicable taxes and other charges as applicable from time to time.
21. Notwithstanding anything of the above, the tendering authority reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract without assigning any reasons.
22. **In case of any dispute, the Chief Project Director, IDP, Solan, HP shall be the final authority to decide the matter and the decision will be binding on both the parties.**
23. All legal disputes if any shall be settled within the jurisdiction of Court(s) at Shimla, H.P.
24. The tendering authority reserve the right to cancel the bidding process at any stage without citing any reason thereof.

You are, therefore, requested to offer your most competitive bid(s) for the above medicines/ material, latest by **12:00 hours on 31.07.2025.**

We look forward to receiving your bids and thank you for your interest in the project.

*-Sd-*  
**District Project Officer**  
**Integrated Development Project,**  
**Shimla at Shoghi**  
**Phone no. 0177-2928781**  
**Mob.No.9418455048**

### UNDERTAKING

I/We have carefully studied the tender documents and NIT along with all the terms and conditions stipulated in the contract document before quoting the rates in the BOQ/W-5 chart. I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself / our self with the tasks required to be carried out, before making this offer. I/ We do hereby undertake that the information and documents furnished in this tender process are true and genuine to the best of my knowledge. I/We hereby sign this undertaking in token of our acceptance of above mentioned Terms and conditions.

(Signature of the Supplier)

Capacity in which signing the tender document i.e. Sole Proprietor/ Partner/ Director etc. (Please specify).

Name of the Tenderer / bidder.....

Aadhaar No.....

Date: .....

Place: .....