

**DIRECTORATE OF ANIMAL HUSBANDRY, UTTAR PRADESH,  
Gokaran Nath Road, Badshahbagh, Lucknow-226007**

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**COMPETITIVE e-Bidding**

FOR  
THE APPROVAL OF RATES (RATE CONTRACT) FOR THE YEAR 2017-18 FOR SUPPLY OF  
SURGICAL DRESSINGS ETC. TO THE DEPARTMENTS OF ANIMAL HUSBANDRY, GOVERNMENT  
OF UTTAR PRADESH

E-Bid REFERENCE: No. 861 /Pur.Cell/E-Tender/Surgical Dressings/2017-18 Dated: 23.01.2018

PUBLISH DATE AND TIME FOR E-TENDER NOTICE: on or before **29.01.2018**

LAST DATE AND TIME FOR:  
SUBMISSION OF E-Bids **12.02.2018 upto 12.30 PM**

DATE AND TIME OF OPENING OF ON LINE TECHNICAL E-Bid **12.02.2018 at 4.30 PM**

PLACE OF OPENING OF E-Bids: Directorate of Animal Husbandry, U.P.,  
Badshahbagh, Lucknow-226007

ADDRESS FOR COMMUNICATION: Director, Disease Control & Farms,  
Department of Animal Husbandry,  
U.P., Badshahbagh, Lucknow-226007

E-Bid SECURITY : e-Bid Security/EMD as per schedule of  
Requirement- Section III(B) of tender  
documents, for estimated value of the goods  
upto Rs. 1.00 lakh (one lakh) Rs. 1500.00 and  
for each additional Rs. 1.00 lakh and part  
thereof Rs. 1000.00 as bid security.

It will be the responsibility of the e-Bidders to check U.P. Government e-Procurement website <http://etender.up.nic.in> for any amendment through corrigendum in the e-tender document. In case of any amendment, e-Bidders will have to incorporate the amendments in their e-Bids accordingly.

E-tender Document Cost:

Rs. 11200.00+ GST



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उत्तर प्रदेश सरकार  
निदेशालय पशुपालन विभाग, उत्तर प्रदेश, लखनऊ-226007

क्रमांक 861 / क0प्र0से0 / ई-निविदा / सर्जिकल ड्रेसिंग्स / 2017-18

दिनांक- 23.01.2018

**अल्पकालीन ई-निविदा आमन्त्रण सूचना**

एतद्वारा इस अल्पकालीन ई-निविदा आमन्त्रण सूचना के माध्यम से पशुपालन विभाग, उत्तर प्रदेश द्वारा सर्जिकल ड्रेसिंग्स आदि (नीचे सारिणी में इंगित शेड्यूल के अनुसार) की दर निर्धारण (वित्तीय वर्ष 2017-18 की अवधि के लिए) हेतु (1) मूल निर्माता लाइसेन्सधारक, (2) लोन लाइसेन्सी, (3) थर्ड पार्टी मैन्युफैक्चरर्स (जो निविदादाता हेतु उत्पादन कर रहे हैं) एवं (4) इम्पोर्ट लाइसेन्सधारक जिसके पास कम से कम विगत 05 वर्षों का निविदादाता हेतु आइटम्स बनाने का अनुभव हो, से ई-प्रोक्योरमेंट माध्यम से आनलाइन निविदाएं आमन्त्रित की जाती हैं। निविदादाता फर्म देश में किसी भी राज्य अथवा विभाग / राजकीय संस्था में विगत 02 वर्षों में ब्लैकलिस्ट अथवा प्रतिबन्धित नहीं हुए हों एवं कोटेड प्रोडक्ट्स गत 03 वर्षों में सक्षम प्राधिकारी द्वारा अधोमानक स्तर के घोषित नहीं हुए हों। यदि उत्तर प्रदेश प्रोक्योरमेंट मैनुअल 2016 के प्राविधान के अनुसार सेन्ट्रल ब्यूरो आफ इन्वेस्टिगेशन(सी.बी.आई.) अथवा अन्य सक्षम जांच एजेंसियों की अनुशंसा है तो सम्बन्धित फर्मों के प्रचलित दर अनुबन्ध को स्थगित करने अथवा निरस्त करने की कार्यवाही सुनिश्चित की जायेगी। निविदादाता के पास सक्षम प्राधिकारी द्वारा निर्गत वैध औषधि निर्माण लाइसेन्स, नान-कन्विकशन प्रमाण-पत्र, परफार्मस सर्टिफिकेट, मार्केट स्टैण्डिंग सर्टिफिकेट, जी0एल0पी0, जी0एम0पी0 एवं आई0एस0ओ0 प्रमाण पत्र होना चाहिए साथ ही कोटेड प्रोडक्ट्स के कुल टर्नओवर का कम से कम 50 प्रतिशत खुले बाजार में विक्रय किया जाता हो; एवं निविदा प्रपत्र में दिए गए विवरण के अनुसार पत्रता की अन्य शर्तें पूर्ण करते हों। वॉंछित आई0एस0आई0 मार्क आई0एम0 के निविदादाता के पास वैध आई0एस0आई0 / बी0आई0एस0 प्रमाण-पत्र होना अनिवार्य है। वे निविदादाता जिनका गत 03 वर्षों में प्रत्येक वर्ष का वार्षिक टर्न ओवर रू0 05 करोड़ से कम न हो, ही निविदा देने के पात्र होंगे, परन्तु उ0प्र0 राज्य की एम.एस.एम.ई./एस.एस.आई. इकाइयों को टर्न ओवर की शर्त से छूट प्रदान की गयी है। उ0प्र0 राज्य की एम.एस.एम.ई./एस.एस.आई. इकाइयों को राज्य की वर्तमान नीतियों के अन्तर्गत कय वरीयता प्रदान की जाएगी। यह भी सूचित किया जाता है कि ऐसे निविदादाता जो इस कार्यालय द्वारा जारी विज्ञप्ति संख्या 3157/क0प्र0से/कय नी0/ई-प्रो0/ 2016-17 दिनांक- 15.03.2017 के क्रम में ई-टेण्डरिंग के लिए पंजीकृत हों तथा जिनके Digital Signature उपलब्ध होंगे, वे निविदादाता फर्म ही पशुपालन विभाग, उ0प्र0 की ई-टेण्डरिंग प्रणाली में टेण्डर डाल सकेंगे। निविदा सम्बन्धी विवरण एवं निविदा प्रपत्र का प्रारूप विभाग की वेबसाइट <http://animalhusb.up.nic.in> पर एवं उ0प्र0 सरकार की टेण्डर वेबसाइट <http://etender.up.nic.in> पर निर्धारित अवधि में उपलब्ध होगा।

मद का नाम	निविदा प्रतिभूति राशि रू0	निविदा प्रपत्र शुल्क रू0
निम्न शेड्यूल आफ रिक्वायरमेंट के अनुसार सर्जिकल ड्रेसिंग्स आदि की दर निविदा (वित्तीय वर्ष 2017-18 की अवधि के लिए)-  <b>शेड्यूल आफ रिक्वायरमेंट-</b> -एब्जाब्रैण्ट काटन, गाज क्लथ, रोलड बैंडेज एण्ड बैंडेज क्लथ	निविदा प्रपत्र के शेड्यूल आफ रिक्वायरमेंट के सेक्शन III(B) में उल्लिखित प्रोडक्ट्स हेतु रू0 1.00 लाख (एक लाख) की सीमा तक रू0 1500.00 एवं उसके बाद अतिरिक्त प्रत्येक 1.00 लाख और उसके अंश के लिए 1000.00 की प्रतिभूति/ई-बिड सिक्योरिटी के रूप में जमा होगी	रू0 11200/+ जी0एस0टी0

निविदा प्रपत्र शुल्क (नान रीफण्डेबल) राष्ट्रीयकृत/शेड्यूल बैंक के डिमाण्ड ड्राफ्ट जो निदेशक, पशुपालन विभाग, उत्तर प्रदेश, लखनऊ के नाम हो एवं बिड प्रतिभूति राशि (ई.एम.डी.) राष्ट्रीयकृत/शेड्यूल बैंक के फिक्स्ड डिपोजिट रसीद (एफ.डी.आर.) जो निदेशक, रोग नियन्त्रण एवं प्रक्षेत्र, पशुपालन विभाग, उ0प्र0, लखनऊ के पक्ष में बन्धक हो, के रूप में निविदा प्रस्तुत करने की अन्तिम तिथि तक प्रत्येक दशा में निदेशालय, पशुपालन विभाग, उत्तर प्रदेश, बादशाहबाग, लखनऊ के कार्यालय में जमा करवाना होगा। ई-बिड उ0प्र0सरकार की ई-टेण्डर वेबसाइट <http://etender.up.nic.in> से ही आन लाइन सबमिट की जाएगी।

**ई-निविदा की नियत तिथि एवं समय-**

1. आनलाइन निविदा प्रपत्र उपलब्ध होने की तिथि - दिनांक 29.01.2018 को अपरान्ह 2.30 बजे से
2. आनलाइन निविदा प्रपत्र जमा करने की प्रारंभ तिथि- दिनांक 29.01.2018 को सायं 4.30 बजे से
3. आनलाइन निविदा प्रपत्र जमा करने की अन्तिम तिथि दिनांक 12.02.2018 अपरान्ह 12.30 बजे तक
4. आनलाइन निविदा प्रपत्र तकनीकी बिड खोलने की तिथि- दिनांक 12.02.2018 को अपरान्ह 4.30 बजे

निदेशक  
रोग नियन्त्रण एवं प्रक्षेत्र,  
पशुपालन विभाग, उ0प्र0, लखनऊ।

**Government of Uttar Pradesh**  
**Directorate of Animal Husbandry, Uttar Pradesh, Lucknow-226007.**

No. 861 /Pur.Cell/E-Tender/Surgical Dressings/2017-18

Dated: 23.01.2018

**SHORT TERM NOTICE FOR INVITATION OF E-TENDER**

Online tenders through e-procurement system are invited through this Short Term Notice for Invitation of e-Tender for rate approval of **Surgical Dressings** etc.(As per Schedules of requirement mentioned in table below) under the Department of Animal Husbandry, U.P. (for the financial year 2017-18) from (1) Sole manufacturers, (2) such Third party manufacturers (who are producing for Tenderer), (3) loan licensee and (4) bearer of import license; who have minimum 05 years manufacturing experience for the quoted items. Tenderer should not be blacklisted or debarred in any state/ department/government institution in the country for last 02 years and quoted products are not found Not of Standard Quality by the Competent Authority for last 3 years. If the Central Bureau of Investigation (CBI) or any other investigating agency recommends the existing rate contract of the concerned firms for staying or cancellation, the action shall be taken accordingly as per U.P. Procurement Manual 2016. Tenderer should have valid Manufacturing License, Non-Conviction Certificate, Performance Certificate, Market Standing Certificate, Good Laboratory Practices (GLP), Good Manufacturing Practices (GMP) and ISO certificates and minimum 50% of the total turnover of quoted products should be sold in open market; and other eligibility as per detailed tender documents. The Tenderer should have BIS/ISI Certificate for the items for which BIS/ISI mark is required. Only those Tenderer will be eligible to participate in tender whose turnover for last 03 years is not less than Rs. 5.00 crore each year, but MSME/SSI units of U.P. have been exempted from turn over clause. MSME/SSI units of U.P. will be given purchase preference as per government policy. It is also to inform that only those tenderers who are registered for e-tendering and having digital signatures in reference to this office memorandum No. 3157/Pur.Cell/Kra,Ni./E-pro/2016-17 dated 15-03-2017, shall be eligible to participate in e-tendering in Department of Animal Husbandry, U.P. Details regarding e-tender and tender form would be available on the departmental website <http://animalhusb.up.nic.in> and U.P. Govt. eTender portal <http://etender.up.nic.in> within the stipulated period.

Particulars	Earnest Money (EMD) Rs.	Tender Documents Rs.
Tender for approval of rate of <b>Surgical Dressings</b> etc. (for the financial year 2017-18) as per schedule of requirement given below- <b>Schedule of Requirement-</b> Absorbent Cotton, Gauze Cloth, Rolled Bandage and Bandage Cloth	As per schedule of requirement Section III(B) of tender documents, for estimated value of the goods upto Rs. 1.00 lakh (one lakh) Rs. 1500.00 and for each additional Rs. 1.00 lakh and part there of Rs. 1000.00 as bid security.	Rs. 11200.00+ GST

Cost of Tender Form (Non-refundable) in shape of Demand Draft of any nationalized/scheduled bank in the name of **Director, Animal Husbandry, U.P., Lucknow** and amount of Earnest Money in shape of Fixed Deposit Receipt (FDR) of any nationalized/scheduled bank pledged in favour of **Director, Disease Control & Farms, Animal Husbandry, U.P., Lucknow** should compulsorily be deposited in the Directorate of Animal Husbandry, U.P., Badshahbag, Lucknow on or before the date and time scheduled for submission of e-tender. Online **e-bid** should be **submitted** through U.P. Govt. e-Tender **website** <http://etender.up.nic.in>.

**The Scheduled dates and time for the Tender are:-**

- |   |                                       |
|---|---------------------------------------|
| 1- Availability of Online Tender Forms:             | Date <b>29.01.2018 from 2.30 PM</b>   |
| 2- Submission of Online Tender Forms start date:    | Date <b>29.01.2018 from 4.30 PM</b>   |
| 3- Last Date for online submission of tender form:  | Date <b>12.02.2018 up to 12.30 PM</b> |
| 4- Opening of Online Tender Forms (Technical bids): | Date <b>12.02.2018 at 4.30 PM</b>     |

**Director,**  
Disease Control & Farms  
Animal Husbandry, U.P., Luckno



**Government of Uttar Pradesh**  
**Directorate of Animal Husbandry, Uttar Pradesh, Lucknow 226007.**

No. 861 /Pur.Cell/E-Tender/Surgical Dressings/2017-18

Dated: 23.01.2018

**INVITATION FOR e-Bids**

This invitation for e-Bids is for Rate Contract for approval of rates for **Surgical Dressings etc.** under the Department of Animal Husbandry, U.P. (for the financial year 2017-18) to be supplied to various institutions of the Department of Animal Husbandry, Government of Uttar Pradesh.

1. Bidders are advised to study the tender Document carefully. Submission of e-Bid against this tender shall be deemed to have been done after careful study and examination of the procedures, terms and conditions of the tender Document with full understanding of its implications.

2. The e-Bid prepared in accordance with the procedures enumerated in ITB Clause 15 of Section-I should be submitted through e-Procurement website <http://etender.up.nic.in>.

3. The tender document is available at e-Procurement website <http://etender.up.nic.in> and departmental website <http://animalhusb.up.nic.in> from **29.01.2018**. Interested bidders may view, download the e-Bid document, seek clarification and submit their e-Bid online up to the date and time mentioned in the table below:

(a)	Date of publication of e-tender notice & availability of Tender Document	Tender Notice has been published over leading news papers (English/Hindi) and would also be available at e-Procurement website <a href="http://etender.up.nic.in">http://etender.up.nic.in</a> and Departmental website <a href="http://animalhusb.up.nic.in">http://animalhusb.up.nic.in</a> and tender Document will be available from <b>29.01.2018</b> at e-Procurement web site <a href="http://etender.up.nic.in">http://etender.up.nic.in</a> and Departmental website <a href="http://animalhusb.up.nic.in">http://animalhusb.up.nic.in</a>
(b)	Availability of tender document on website	Document will be available from <b>29.01.2018 from 2.30 PM</b> at e-Procurement web site <a href="http://etender.up.nic.in">http://etender.up.nic.in</a> and Departmental website <a href="http://animalhusb.up.nic.in">http://animalhusb.up.nic.in</a>
(c)	Clarification start date & time	<b>29.01.2018 from 4.00PM</b>
(d)	Clarification end date & time	<b>05.02.2018 upto 6.00 PM</b>
(e)	e-Bid submission start date & time (Submission of e-tender fee, EMD and other supporting documents in PDF/XLS format)	<b>29.01.2018 from 4.30 PM</b> e-Procurement web site <a href="http://etender.up.nic.in">http://etender.up.nic.in</a>
(f)	e-Bid submission end date & Time	<b>12.02.2018 up to 12.30 PM</b>
(g)	Online technical e-Bid opening date & time	<b>12.02.2018 at 4.30 PM</b>
(h)	<i>Online financial e-Bid opening date &amp; time (Only of technically qualified bidders)</i>	Will be communicated to the Technically Qualified Bidders
(i)	Venue of opening of technical & financial e-Bids	Directorate of Animal Husbandry, Badshahbagh, Gokaran Nath Road, Lucknow
(j)	Contact Officer	Dr. K.K. Chaudhary, Joint Director (Standardization) Mob.09415530149/Dr. Suresh Chandra Gupta, Joint Director (Disease Control) Mob. No. 09936985310
(k)	Cost of e-Bid document	Rs.11200/-+GST (non refundable)
(l)	E-Bid Security (Earnest Money Deposit)	As per schedule of requirement Section III(B) of tender documents, for estimated value of the goods upto Rs. 1.00 lakh (one lakh) Rs. 1500.00 and for each additional Rs. 1.00 lakh and part there of Rs. 1000.00 as bid security.

4. The bidders need to submit the proof/cost of e-Bid document as stated in the above table through Demand Draft in favour of Director, Animal Husbandry, U.P., Lucknow payable at Lucknow. The scanned copy of the Demand Draft must be enclosed along with the e-Bids but the original Demand Draft should reach the office of Director, Disease Control and Farms, Animal Husbandry, U.P. at Lucknow preferably on or before end date of submission of e-Bid but in any case, not later than 5 days after end date of submission of e-bid.

5. It is not necessary for a Bidder to quote all the items enclosed as list of items of Technical Bid.

6. All e-Bid must be accompanied by e-Bid Security / Earnest Money Deposit (EMD) in form of Fixed Deposit Receipt pledged to Director, Disease Control & Farms, Department of Animal Husbandry, U.P., Lucknow.. The

scanned copy of the e-Bid Security/EMD must be submitted along with the e-Bid and the original should reach to Director, Disease Control & Farms, Department of Animal Husbandry, U.P., Lucknow preferably on or before end date of submission of e-Bid but in any case, not later than 5 days after end date of submission of e-bid. No Interest would be payable on e-Bid Security (Earnest Money) deposited with the Department.

7. The e-Bids will be electronically opened in the presence of bidder's representatives, who choose to attend, at the venue, date and time mentioned in the above table. An authority letter of bidder's representative will be required to be produced.

8. The Department reserves the right to cancel any or all the e-Bids/annul the e-Bid process without assigning any reason thereof. The decision of Department will be final and binding.

9. In the event of date specified for e-Bids opening being declared a holiday for Department office then the due date for opening of e-Bids shall be the following working day at the appointed time and place.

10. All the required documents including Price Schedule should be uploaded by the e-Bidder electronically in the PDF/XLS format. The required electronic documents for each document label of Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) schedules/packets can be clubbed together to make single different files for each label.

11. The companies/firms who are registered at e-Procurement portal for e-tendering with U.P. Electronics Corporation Ltd. (UPLC), 10, Ashok Marg, Lucknow (UP) would only be eligible for participating in this e-tender. All companies/firms who have not registered themselves with UPLC for e-tendering till date can get their registration done by depositing a filled in form issued by UPLC along with registration fee of Rs 6000.00 (Rupees Six thousand only) for participating in this e-tender. The companies/firms, who are not having digital signature, can also get their digital signature on deposit of processing fees of Rs 1708.00 (Rupees Five Thousand Seven hundred eight only). The companies/firms may contact the officials of UPLC on phone numbers 0522-2286809, 0522-2288750 (O) 0522-4130303 (Extension: 303, 304 & 307), for their Registration/Digital Signature Certificate related queries.

12. The department shall pay the amount against satisfactory delivery against the ordered items to successful bidders only after same is received by departmental consignees for the concerned institute/office. The performance security worth 10% of the estimated/contract value of required items for the entire Rate Contract Period shall also require to be submitted with department/departmental institutions.



# SECTION I: INSTRUCTIONS TO BIDDERS (ITB)

## (A) THE BID DOCUMENT

### 1. Cost of e-Bid

a) The bidder shall bear all costs associated with the preparation and submission of its e-Bid and the Department of Animal Husbandry, U.P., Lucknow hereinafter referred to as "the Purchaser", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the e-Bid process.

b) This tender document is available on the U.P. Government web site <http://etender.up.nic.in> and departmental website <http://animalhusb.up.nic.in> to enable the bidders to view, download the e-Bid document and submits e-Bids online up to the last date and time mentioned in e-Tender notice/e-tender document against this e-Tender. **Online e-Bid should be submitted through U.P. Government e-tender website <http://etender.up.nic.in>.** The bidders shall have to pay e-Tender document fee of Rs11200.00+ GST (Rupees Eleven thousand two hundred +GST) through Demand Draft/Banker's cheque payable in favour of **Director, Animal Husbandry, U.P., Lucknow**. The scanned copy of the Demand Draft or Banker's Cheque must be enclosed along with the e-Bid but the original Demand Draft or Banker's Cheque should reach the Purchaser's office preferably on or before end date of submission of e-Bid but in any case, not later than 5 days after end date of submission of e-bid. This e-tender document fee of Rs 11,200.00+GST will be non-refundable.

### 2. Contents of e-Bid Document

2.1 The goods required to be supplied; e-Bid procedure and contract terms and conditions are prescribed in the e-Bid document. The e-Bid document includes:

- (a) Invitation for e-Bid
- (b) Section I : Instruction to bidders (ITB);
- (c) Section II : Conditions of Contract (CC);
- (d) Section III : Technical e-Bid;
- (e) Section IV : Financial e-Bid;

2.2 The bidder is expected to examine all instructions, forms, terms and specifications in the e-Bid document. Failure to furnish all information required as per the e-Bid document or submission of e-Bid not responsive to the e-Bid document in every respect will be at the bidder's risk and may result in rejection of the said e-Bid.

### 3. Clarification of e-Bid Document

A prospective bidder requiring any clarification of the e-Bid document may raise his/her point of clarification through Bid Management Window after successfully login to the e-Procurement website <http://etender.up.nic.in>. The bidder may seek clarification by posting query in the relevant window after clicking "Seek Clarification" option in the view e-tender details window for e-tender which can be selected through my tender option of e-Bid submission menu. The clarification will be replied back by the Purchaser through the e-Procurement website which can be read by the bidder through the "Clarification" option under Bid Submission menu. The Purchaser may also respond to clarifications raised by the prospective bidders on Purchaser's e-mail address.

### 4. Amendment of e-Bid Document

4.1 At any time prior to the deadline for submission of e-Bid, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the e-Bid document by amendments. Such amendments shall be uploaded on the e-Procurement website <http://etender.up.nic.in> and Department's website [animalhusb.up.nic.in](http://animalhusb.up.nic.in) through corrigendum and shall form an integral part of e-Bid document. The relevant clauses of the e-Bid document shall be treated as amended accordingly.

4.2 It shall be the sole responsibility of the prospective bidders to check the web site <http://etender.up.nic.in> or Departmental website <http://animalhusb.up.nic.in> from time to time for any amendment in the e-tender document. In case of failure to get the amendments, if any, the Purchaser shall not be responsible for it.

4.3 In order to allow prospective e-Bidders a reasonable time to take the amendment into account in preparing their e-Bids, the Purchaser, at his discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be uploaded on the e-Procurement website <http://etender.up.nic.in> and Departmental website <http://animalhusb.up.nic.in>.

## (B) PREPARATION OF e-Bid

### 5. Language of e-Bid

5.1 The e-Bid prepared by the bidder, as well as all correspondence and documents relating to the e-Bid exchanged by the bidder and the Purchaser shall be written either in English or Hindi language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the e-Bid.



## **6. Documents Constituting the e-Bid**

6.1 The e-Bid prepared by the bidder shall comprise the following components:

(a) Technical e-Bid - Technical e-Bid will comprise of:

(i) Fee Details – includes copies of Cost and e-Bid Security/Earnest Money Deposit (EMD) furnished in accordance with ITB Clause 12 in PDF format.

(ii) Qualification Details – includes copies of required documents as per ITB Clauses 10 and 11 in PDF format justifying that the bidder is qualified to perform the contract if his/her bid is accepted and that the bidder has financial, technical and production capability necessary to perform the contract and meets the criteria outlined in the Qualification Requirement Section-III(D) and Technical Specification Section III(B/C) and fulfill all the conditions of the Contract and that the goods to be supplied by the bidder conform to the e-Bid document and Technical Specifications.

(iii) e-Bid Form – includes copy of filled in e-Bid Form as per Section-III(A) of e-tender document in PDF format justifying that the bidder is complying with all the conditions of the Contract and Technical Specifications of the e-Bid Document as no deviation will be acceptable to the Purchaser.

(iv) Technical Specification Details – includes copy of filled in Technical Specifications as per Section-III(C) of e-tender document in PDF format.

(b) Financial e-Bid – Financial e-Bid will comprise of:

(i) e-Bid Form – includes copy of filled in e-Bid Form and Declaration as per Section-IV (A) of e-tender document in PDF format.

(ii) Price Schedule – includes Price Schedule in XLS format to be filled in after downloading from the e-Procurement website for this e-tender.

6.2 Any e-bid not accompanying the required documents as per clause 6.1 or being incomplete documents or producing false documents, shall be treated as non responsive and rejected by the purchaser.

## **7. e-Bid Form**

7.1 The bidder shall complete the e-Bid Form and the appropriate Price Schedule furnished in the e-Bid document, including the goods to be supplied and prices in the format given in the e-Bid document.

## **8. e-Bid Price**

8.1 The bidder shall quote separately in the downloaded spread sheet file for Price Schedule unit price [along with basic price, excise duty (excluding GST) and other charges, if any] of each item in the specified places for all the goods mentioned in Section III(B) /Section III(C) of Technical Specifications. The unit prices quoted shall be according to Technical Specifications.

8.2. e-Bid price of each item indicated on the Price Schedule as mentioned in para 8.1 above shall include all the cost till successful supply at various offices situated in different cities of U.P. for all the items specified in the schedule of requirement .

8.3 Prices quoted by the bidder shall be fixed during the bidder's performance of the Contract and not subject to variation. An e-Bid submitted with an adjustable price quotation unless asked for shall be treated as non-responsive and rejected.

## **9. e-Bid Currencies**

Prices shall be quoted in Indian Rupees only.

## **10. Documents Establishing bidder's Qualification**

10.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its Technical e-Bid, documents establishing the bidder's qualification to perform the Contract if its e-Bid is accepted. The documentary evidence should be submitted by the bidder electronically in the PDF format.

10.2 The documentary evidence of bidder's qualification to perform the Contract if its e-Bid is accepted shall be as per Qualification Requirements specified in Section III (D) of e-tender document.

## **11. Documents Establishing Goods' Conformity to e-Bid Documents**

11.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its e-Bid, documents establishing the conformity to the e-Bid documents of all items which the bidder proposes to supply under the contract. The documentary evidence should be in the PDF file format.

11.2 The documentary evidence of conformity of the items to the e-Bid documents shall consist of license issued by the competent authority as mentioned in technical specification as well as also through the brochures/leaflets/the document downloaded from the internet site of the bidders of the goods offered in support of the technical specifications asked in the e-tender.

## **12. e-Bid Security/Earnest Money Deposit (EMD)**

12.1 Pursuant to ITB Clause 6, the bidder shall furnish, as part of its e-Bid, an e-Bid security/ EMD as per **Section III(B) "Schedule of Requirement"** in the form of Fixed Deposit Receipt of any Nationalized/Scheduled Bank, pledged in favour of **Director, Disease Control & Farms, Department of Animal Husbandry, U.P., Lucknow**. The scanned copy of the e-Bid Security / EMD must be submitted along with the e-Bid and the original should compulsorily reach the Purchaser's office at Lucknow preferably on or before end date of submission of e-Bid but in any case, not later than 5 days after end date of submission of e-bid.

12.2 The e-Bid security is required to protect the Purchaser against the risk of bidder's conduct which would warrant the security's forfeiture, pursuant to ITB Clause 12.7.

12.3 The e-Bid security shall be in Indian Rupees and shall be in the following forms only:

A Fixed Deposit Receipt pledged in favour of Director, Disease Control & Farms, Department of Animal Husbandry, U.P., Lucknow. Bidder may submit the bid security of the above amount in the form of any Nationalized/Scheduled Bank, pledged in favour of Director, Disease Control & Farms, Department of Animal Husbandry, U.P., Lucknow.

12.4 Any e-Bid not secured in accordance with ITB Clauses 12.1 and 12.3 above shall be treated as non-responsive and rejected by the Purchaser.

12.5 Unsuccessful bidder's e-Bid security (EMD) deposited in shape of FDR. will be returned upon the written request of unsuccessful bidders as promptly as possible after the expiration of the period of e-Bid validity prescribed by the Purchaser, pursuant to ITB Clause 13.

12.6 The successful bidder's e-Bid security will be returned upon the bidder signing the Contract, pursuant to ITB Clause 28, and furnishing the performance security, pursuant to ITB Clause 29.

### **12.7 The e-Bid security may be forfeited:**

(a) if a bidder (i) withdraws its e-Bid during the period of e-Bid validity specified by the bidder on the e-Bid Form; or (ii) does not accept the correction of errors pursuant to ITB Clause 22.2; or (iii) modifies its e-Bid price during the period of e-Bid validity specified by the bidder on the e-Bid form or

(b) in case of a successful bidder, if the bidder fails:

(i) to sign the Contract with the Purchaser in accordance with ITB Clause 28;

or

(ii) to furnish performance security in accordance with ITB Clause 29.

## **13. Period of Validity of e-Bid**

13.1 e-Bid shall remain valid for **90** days after the date of e-Bid opening prescribed by the Purchaser, pursuant to ITB Clause 16. An e-Bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

13.2 In exceptional circumstances, the Purchaser may solicit the bidder's consent to an extension of the period of e-Bid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its e-Bid security. A bidder granting the request will not be required nor permitted to modify its e-Bid.

## **14. Format and Signing of e-Bid**

14.1 The bidder shall prepare one electronic copy each of the Technical e-Bid and Financial e-Bid separately.

14.2 The e-Bid document shall be digitally signed, at the time of uploading, by the bidder or a person or persons duly authorized to bind the bidder to the Contract.

The later authorization shall be indicated by a scanned copy of written power-of-attorney accompanying the e-Bid. All the pages/ documents of the e-Bid that are to be uploaded shall be digitally signed by the person authorized to sign the e-Bid.

## **15. Submission of e-Bid**

The Bid Submission module of e-Procurement website <http://etender.up.nic.in> enables the bidders to submit the e-Bid online in response to this e-tender published by the Purchaser. Bid Submission can be done only from the Bid Submission start date and time till the Bid Submission end date and time given in the e-tender. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The bidders should submit their e-Bid considering the server time displayed in the e-Procurement website. This server time is the time by which the e-Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-tender schedule. Once the e-Bid submission date and time is over, the bidders cannot submit their e-Bid. For delay in submission of e-Bid due to any reasons, the bidders shall only be held responsible.

### **The bidders have to follow the following instructions for submission of their e-Bid:**

15.1 For participating in e-Bid through the e-tendering system, it is necessary for the bidders to be the registered users of the e-Procurement website <http://etender.up.nic.in>. The bidders must obtain a User Login Id and Password by registering themselves with U.P. Electronics Corporation Limited, Lucknow if they have not done so previously for registration. Refer to details given in Invitation for e-Bid Clause 11.

15.2 In addition to the normal registration, the bidder has to register with his/her Digital Signature Certificate (DSC) in the e-tendering system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-tendering system using the User Login option on the home page with the Login Id and Password with which he/ she has registered as per clause 15.1 above.

For successful registration of DSC on e-Procurement website <http://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise as described in clauses 15.1 and 15.2 above even before e-Bid submission date starts. The Purchaser shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration problem.

15.3 The bidder can search for active tenders through "Search Active tenders" link, select a tender in which he/she is interested in and then move it to 'My Tenders' folder using the options available in the e-Bid Submission menu. After selecting and viewing the tender, for whom the bidder intends to e-Bid, from "My Tenders" folder, the bidder can place his/her e-Bid by clicking "Pay Offline" option available at the end of the view tender details form. Before this, the bidder should download the e-tender document and Price Schedule/Bill of Quantity (BOQ) and study them carefully. The bidder should keep all the documents ready as per the requirements of e-tender document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which should be in the XLS (EXCEL) format (Excel sheet).

15.4 After clicking the 'Pay Offline' option, the bidder will be redirected to the Terms and Conditions page. The bidder should read the Terms & Conditions before proceeding to fill in the Tender Fee and EMD offline payment details. After entering and saving the Tender Fee and EMD details, the bidder should click "Encrypt & Upload" option given in the offline payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/Bill of Quantity (BOQ)) schedules/packets given in the tender details. The details of the Demand Draft or any other accepted instrument which is to be physically sent in original before opening of technical e-Bid, should tally with the details available in the scanned copy and the data entered during e-Bid submission time otherwise the e-Bid submitted will not be accepted.

15.5 Next the bidder should upload the Technical e-Bid documents for Fee details (e-tender fee and EMD), Qualification details as per "ITB Clause 10 or 21", e-Bid Form as per "Section-III(A)" and Technical Specification details as per "Section-III(B/C):Technical Specifications" and Financial e-Bid documents as per "Section-IV(A): e-Bid Form" and "Section-IV(B):Price Schedule/BOQ" of e-tender document. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.

15.6 The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-Bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-Bid documents are protected, stored and opened by concerned bid openers only.



15.7 After successful submission of e-Bid document, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.

15.8 Purchaser reserves the right to cancel any or all e-Bids without assigning any reason.

## **16. Deadline for Submission of e-Bid**

16.1 e-Bid (Technical and Financial) must be submitted by the bidders at e-Procurement website <http://etender.up.nic.in> **not later than the time 12.30 P.M. on 12.02.2018** (as the server time displayed in the e-Procurement website).

16.2 The Purchaser may, at its discretion, extend this deadline for submission of e-Bid by amending the e-Bid document in accordance with ITB Clause 4, 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.

## **17. Late e-Bid**

17.1 The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by which the e-Bid submission activity will be allowed till the permissible date and time scheduled in the e-tender.

Once the e-Bid submission date and time is over, the bidder cannot submit his/her e-Bid. Bidder has to start the Bid Submission well in advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.

## **18. Withdrawal and Resubmission of e-Bid**

18.1 At any point of time, a bidder can withdraw his/her e-Bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/her selected e-Bid.

18.2 The bidder has to request the Purchaser with a letter, attaching the proof of withdrawal and submission of e-Bid security/EMD in the office of Purchaser, to return back the e-Bid security/EMD as per the manual procedure.

18.3 No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of period of e-Bid validity. Withdrawal of an e-Bid during this interval may result in the bidder's forfeiture of his/her e-Bid security, pursuant to ITB Clause 12.7.

18.4 The bidder can re-submit his/her e-Bid as and when required till the e-Bid submission end date and time. The e-Bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-Bid and the new e-Bid submission summary generated after the successful submission of the revised e-Bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e-Bid documents by following the methodology provided in clauses 15.4 to 15.7.

18.5 The bidders can submit their revised e-Bids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of e-Bids.

18.6 No e-Bid can be resubmitted subsequently after the deadline for submission of e-Bids.

## **(C) e-Bid OPENING AND EVALUATION OF e-Bid**

### **19. Opening of Bids**

#### **19.1 Opening of Technical e-Bid by the Purchaser**

(i) The Purchaser will open all technical e-Bids, in the presence of bidders' representatives who choose to attend at **4.30 A.M. on 12.02.2018** at Directorate of Animal Husbandry, Uttar Pradesh, Badshahbagh, Lucknow. The bidder's representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for the Purchaser, the e-Bids shall be opened at the appointed time and place on the next working day.

(ii) The bidder's names and the presence or absence of requisite e-Bid security and such other details as the Purchaser at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the Technical Specifications and qualification requirement shall be notified subsequently.

(iii) The Purchaser will prepare minutes of the Technical e-Bid opening.

## **19.2 Opening of Financial e-Bid**

(i) After evaluation of technical e-Bid, the Purchaser shall inform those bidders whose technical e-Bids were considered non-responsive to the Conditions of the Contract and not meeting the technical specifications and Qualification Requirements indicating that their financial e-Bids will not be opened. The Purchaser will simultaneously notify the bidders, whose technical e-Bids were considered acceptable to the Purchaser. The notification may be sent by letter, fax or by e-mail.

(ii) The financial e-Bids of technically qualified bidders shall be opened in the presence of bidders who choose to attend, and date for opening of financial bids will be communicated to the Technically Qualified Bidders subsequently after completion of technical bids evaluation. The name of bidders, Unit Price quoted for various items etc will be announced at the meeting.

(iii) The Purchaser will prepare the minutes of the financial e-Bid opening.

## **20. Clarification of e-Bid**

During evaluation of e-Bid, the Purchaser may, at its discretion, ask the bidder for a clarification of his/her e-Bid. The request for clarification and the response shall be in writing.

## **21. Evaluation of technical e-Bid and Evaluation Criteria**

The Purchaser will examine the e-Bid to determine whether they are complete, whether they meet all the conditions of the Contract, whether required e-tender fee, e-Bid security and other required documents have been furnished, whether the documents have been properly digitally signed, and whether the e-Bids are generally in order. Any e-Bid or e-Bids not fulfilling these requirements shall be rejected.

21.1 (1) Sole manufacturers, (2) such Third party manufacturers (who are producing for Tenderer), (3) loan licensee and (4) bearer of import license; who have minimum 05 years manufacturing experience for the quoted medicines. Distributors, suppliers, agents will not be eligible to participate in tender and supply the goods.

21.2 The bidder products quoted in the e-tender shall be in the business of regular supply of same products since last three financial years as supported by the performance certificate & market standing certificate issued by the competent authority .

21.3 All the items quoted should have same technical specifications as given in the e-tender.

21.4 The bidder should submit a notarized affidavit on Non-Judicial Stamp Paper of Rs. 100.00 that the bidder's firm has not been black listed or debarred in any State of the country or department/ Government institutions in last two years and quoted products have not been declared sub-standard by the competent authority in last three years. The e-Bids of the bidders not submitting the required affidavit shall be rejected.

21.5 The bidder company/firm should have an annual turnover of Rs 5.00 Crore (Rupees Five Crore only) each year in last three financial years and for that bidder should submit certified copies of certificates from a firm of Chartered Accountants or copies of relevant page (s) of Profit & Loss account of the company for last three financial years, but MSME/SSI units of U.P. have been exempted from turn over clause. The U.P. State's Medium, Small and Micro entrepreneur (MSME)/Small Scale industry (SSI) units shall be given purchase preference under the present Policies of the state for which the bidder should submit the certificates of (MSME)/Small Scale industry (SSI) issued by the competent authority.

21.6 All e-Bids submitted shall also include the following:

(i) Filled in form as per Section III (I) - Capability Statement.

(ii) Certified Copies of relevant pages of following documents:

- a. Memorandum and Article of Association showing objectives of the Company/firm and authority to sign the e-Bid/contract or delegate the power to others for signing the e-Bid/contract.
- b. Place of registration.

- c. The power-of-attorney authorizing the bidder to sign the e-Bid/ contract.
- d. PAN certificate of the company/firm alongwith ITR proof.
- e. GST registration certificate of the company/firm.
- f. Declaration Form
- g. Check Slip
- h. Manufacturing License (Only third party manufacturers (who are producing for tenderer)/sole manufacturers/ loan licensee, and bearer of import license will be eligible to participate in tender) having minimum 5 years manufacturing experience for the products quoted.
- i. License Renewal/Validity Certificate
- j. Non-Conviction Certificate by the competent authority for the last two years issued by competent authority under Drugs and Cosmetics Act 1945. For those items for which non-conviction certificate is not allowed, the tenderer should submit an affidavit to this effect, duly notarized on non-judicial stamp of Rs.100.00.
- k. GLP Certificate issued by competent authority
- l. GMP Certificate issued by competent authority
- m. ISO Certificate issued by competent authority
- n. Income Tax Clearance Certificate
- o. PAN
- p. ITR proof
- q. VAT/GST Clearance Certificate
- r. Sample submission declaration
- s. E.M.D. Deposit proof alongwith original F.D.R.
- t. Performance Certificate/Market standing Certificate for last 03 years issued by Drug Controller for quoted **Surgical Dressings** etc. As for as other products not covered under Drugs & Cosmetics Act, Notarized Self performance/market standing certificate for last 03 years on Non Judicial Stamp Paper of Rs. 100/-.
- u. Product catalogue, publications/ Abstracts about products
- v. Proof for deposition of original DD for tender document cost of Rs.11200.00+GST in favour of Director, Animal Husbandry, U.P. Lucknow as Tender Document Cost.
- w. Notarized Affidavit (on Non-Judicial Stamp of Rs. 100/-) to the effect that the rates quoted against the tender are not more than the prevailing market/institutional rate alongwith a certificate on prescribed proforma under clause 16.19 (fall clause) of U.P. Procurement Manual 2016.
- x. Annual Turn Over Statement for last 3 years duly signed by Chartered Accountant on the proforma enclosed, but MSME/SSI units of U.P. have been exempted from turn over clause.
- y. VAT Return Certificate for last 3 years.
- z. Documentary Support for "50% of total turnover of production of each quoted products are being sold in open market "duly certified by chartered accountant and also supported by notarized affidavit on non-judicial stamp paper of Rs .100/- prepared by an advocate.
- aa. Audited Balance Sheet & Profit and Loss Account for last 03 financial years.
- ab. Notarized Affidavit on Non Judicial Stamp of Rs. 100.00 to the effect that the tenderer is not blacklisted or debarred by any department/ government institution in country for last 02 years and quoted products are not declared as Not of Standard Quality by competent authority for last 3 years and no recommendations against tenderer have been made by CBI or any other competent investigating agency for staying/ cancelling the rate contract.
- ac. For other products of list of items of tender list for which BIS/ISI mark is required, valid BIS/ISI certificate issued by competent authority
- ad. Annual Production capacity as per details in Section III (I): Capability Statement (CS) of Technical E-bid
- ae. MSME/NSIC Registration certificate, if any.

The e-Bids of the bidders not submitting copies of documents mentioned in clause 21.6 (ii) above or furnishing incomplete or invalid documents or submitting false documents, shall be rejected.

21.7 The e-Bids found to be not responsive to and not fulfilling all the conditions of the contract and not meeting Technical Specifications and Qualification Requirements to the satisfaction of Purchaser shall be rejected and may not subsequently be made responsive by the bidder by correction of the non-conformity. The e-Bids of bidders mentioning any of their conditions which are not mentioned in the e-tender document or are not in conformity with the conditions of the contract shall be rejected.

21.8 It shall be the discretion of the Purchaser to decide as to whether an e-Bid fulfils the evaluation criterion mentioned in this e-tender or not.

21.9 The bidders are advised not to mix financial bid documents with the PDF documents submitted for technical bid. The e-Bids of the bidders having financial bid document in the technical bid will out rightly be rejected.

## 22. Financial Evaluation and Comparison-

22.1 The Purchaser will evaluate and compare the financial rates of individual items quoted in the price schedule/BOQ of e-Bids of only those bidders whose technical e-Bids are found responsive as per the

