



भाकृअनुप-राष्ट्रीय कृषि अनुसंधान प्रबंध अकादमी  
राजेन्द्रनगर, हैदराबाद-५०००३०, तेलंगाणा, भारत  
**ICAR-National Academy of Agricultural Research Management**  
(ISO 9001:2008 Certified)  
Rajendranagar, Hyderabad-500030, Telangana, India  
<https://naarm.org.in>



F. No. 5-35/15-16/PS

Date: 22.12.2017

**NOTICE INVITING TENDER FOR SUPPLY OF MEDICINES ON ANNUAL RATE CONTRACT**

ICAR-NAARM is a premier publicly funded Training and Research Management Organization under ICAR, DARE, Ministry of Agriculture & Farmers Welfare, Government of India. The Director, ICAR-NAARM invites Sealed Tenders from the reputed Suppliers / Dealers / Stockiest who are having fully established shop in twin cities for supply of the medicines to Academy's Health Centre on Annual Contract Basis. The cost of medicines would be ₹.10.00 – 15.00 lakhs approximately in a year. The bidders are requested to submit the Tenders online on CPP Portal.

**The details of Tender submission online is as follows :**

Sl. No.	Description	Date	Time
1)	Tender Publishing Date	23-12-2017	1000 hrs
2)	Document Download start date	23-12-2017	1100 hrs
3)	Seek Clarification Start Date	23-12-2017	1300 hrs
4)	Seek Clarification End Date	12-01-2018	1000 hrs
5)	Bid Submission Start Date	23-12-2017	1100 hrs
6)	Bid Submission Closing Date	12-01-2018	1400 hrs
7)	Bid Opening Date	15-01-2018	1100 hrs

The tender document consists of supply of medicines on Annual Rate Contract. Tender document can be downloaded from the website <http://www.naarm.org.in/> and Central Public Procurement Portal. The tenderer(s) will have to deposit EMD as per terms and conditions.

The Director, ICAR - NAARM reserves the right to reject any tender without assigning any reason thereof. Tenders are to be submitted online and hard copy of the Demand Draft in respect of EMD may kindly be submitted before due date to the Stores and Purchase Officer, ICAR-NAARM, Rajendranagar, Hyderabad. A brief detail of tender is given in the following format.

*Rajhu*

### CHECK LIST

Please verify the following before submission of the tender and submit the required documents to avoid rejection or disqualification of your tender.

1. **Cost of Tender** : Nil
2. **Earnest Money Deposit** : EMD of Rs. 75,000/= drawn on any nationalized bank in favour of "ICAR UNIT – NAARM A/c." in the form of Demand Draft valid for six months. The tenders without EMD will be rejected.
3. **Price Schedule**
4. Certificates of registration etc., issued by appropriate Government for the required services with the seal of the tenderer.
5. Income Tax Returns issued by the concerned IT circle for the past three years with the seal of the tenderer.
6. GST Registration with the seal of the Tenderer.
7. The entire original tender document with seal and signature on each page.
8. Certificates issued by employers where the similar supplies were rendered / being rendered for the past 2 years. Corrections in bid document should be noted over and initiated at the places of corrections.
9. Any other document or information as required in the tender document.

*Rajm*

**ICAR- NATIONAL ACADEMY OF AGRICULTURAL RESEARCH MANAGEMENT  
RAJENDRANAGAR HYDERABAD - 500 030**

**INVITATION OF TENDER AND INSTRUCTIONS TO TENDERERS FOR SUPPLY OF MEDICINES AS  
PER THE DETAILS GIVEN IN THE TENDER SCHEDULE ATTACHED HEREWITH**

Dear Sir(s),

Director, ICAR-National Academy of Agricultural Research Management invite tender for supply of medicines under Annual Rate Contract. The conditions of contract for supply of medicines will be of any contract applicable to the orders placed by ICAR-National Academy of Agricultural Research Management, Indian Council of Agricultural Research and Research Institutes under it and special conditions detailed in the tender form (and those attached herewith). If you are interested to quote for supply of medicines on Annual Rate Contract basis in accordance with the requirements stated, please submit online your Tender through Central Public Procurement Portal in the prescribed Tender Form.

**1. EARNEST MONEY :**

Earnest money deposit of ₹. 75,000/- (Rupees Seventy Five Thousand Only) on any scheduled bank in favour of "ICAR UNIT – NAARM A/c" payable at Central Bank of India, NAARM Branch, Rajendranagar, Hyderabad – 500 030. The Demand Draft (in original) towards EMD may be submitted to the Stores and Purchase Officer, ICAR-National Academy of Agricultural Research Management, Rajendranagar, Hyderabad – 500 030 by due date.

**2. THE TENDER SHALL NOT BE CONSIDERED IF THE D.D. OF EARNEST MONEY DEPOSIT IS NOT SUBMITTED.**

No request for transfer of any previous deposit of earnest money will be entertained. It is understood that the tender document has been issued to the tenderer and the tenderer is being permitted to tender in consideration of the stipulation on his part that after submitting the tender, he / she will not resale his / her offer or modify the terms and conditions thereof. If the tenderer fails to observe and comply with the foregoing stipulation, the aforesaid amount will be forfeited and credited to ICAR-National Academy of Agricultural Research Management.

**3. PREPERATION OF TENDER**

- a) The complete set of tender form should be returned intact in original pages should not be detached but when the rates are not being tendered for the corresponding space should be defaced by words and "Not Quoting".

*Rafin*

- b) If any modification of the schedule is considered necessary you should communicate the same by means of a separate letter sent along with the tender document.

#### **4. DELIVERY OF TENDER**

Tender has to be applied online through Central Public Procurement Portal.

#### **5. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN**

Firms tendering should note that their offers should remain open for acceptance for 180 days from the date of opening of tender. If the firms are unable to keep their offers for the specified period, they should specifically state in the tender form the period upto which they their tenders to remain open for acceptance. In the absence of such specifications in the tender, it will be assumed that their offers will remain open for acceptance for the period of 180 days from the date of opening.

- a) Tenders qualified by such vague and indefinite expressions such as 'subject to immediate acceptance' will not be considered.

#### **6. PRICES**

1. The cost of medicines should include all packing, incidental charges and delivery at ICAR-NAARM.
2. If it is decided to ask for excise duty / Sales Tax or any other charges as extra, the same must be specifically stated. In the absence any such stipulation it will be presumed that the prices include all such charges and no claim for the same will be entertained. It may mentioned here that the Academy is not in a position to supply and "C" or "D" forms. Please avoid to write expression such as taxes etc., extra. Please indicate exact amount / percentages of taxes, duties etc., payable by the Academy.
3. The prices quoted by the tenderers should be exclusive of sales tax (and should be clearly stated to do so) which will be paid by the purchaser, if legally leviable at the rate of ruling on the date of completion as specified in the acceptance of tender.

#### **7. RIGHT OF ACCEPTANCE**

This office does not pledge itself to accept the lowest or any tender and reserves to itself, the right of accepting the whole or any part of the tender.

8. **SECURITY DEPOSIT:-** 10% on total value shall be deposited in the form of DD/FD/BG as security money / performance guarantee within two weeks from the award of contract. The security deposit shall be refunded to the firm after completion of the contract. No interest will be paid on the security money deposited with the NAARM. The validity of DD/FD/BG must be for a **period of 15 Months**

**9. EXPIRY DATE**

The supplied goods should be from the latest stocks.

**10. VALIDITY**

The Validity of the Tender Document is for a minimum period of 180 days, from the last date for receipt of Tenders.

**11. ENQUIRY ON TENDER**

Any enquiry regarding the quotation will not be entertained.

**12. ANNUAL RATE CONTRACT PERIOD**

Annual Rate Contract is for One (1) year. However, it may be extended one more year on mutual consent.

  
Stores & Purchase Officer

**TENDER FORM, PRICE SCHEDULE AND OTHER PROFORME**

**TENDER FORM**

**(To be filled in by the Tenderer duly printed on their letterhead)**

Tenderer's Ref.No. .... Date : .....

From :

.....  
.....  
.....  
.....

To

The Director  
ICAR-NAARM, Rajendranagar,  
HYDERABAD – 500 030

Dear Sir,

1. I / We hereby offer for your requirements detailed in the schedule hereto or such portion thereof as you may specify in the Acceptance of Tender at the rates given in the said schedule and agree to hold this offer for 180 days for acceptance. I / We shall be bound by a communication of Acceptance dispatched within the prescribed time and also execute agreement required in this regard.

2. I/We have understood the Instructions to Tenderers and General Conditions of Contract governing such contract placed by Indian Council of Agricultural Research and its Research Institutes and the Special Conditions of Contract, and have thoroughly examined the details indicated in the Tender Schedule thereof and am/are fully aware of the goods and / or services required and my/our offer to supply / provide the goods and / or services strictly is in accordance with the requirements.

3. D.D.No. .... Dt. .... for Rs. .... (in words) Rupees ..... Only) drawn on (Bank) ..... is enclosed towards Earnest Money Deposit.

The following pages have been added to and form part of this tender.

Yours faithfully,

Signature of the Witness

Name : .....

Address : .....

Signature : .....

Name : .....

Address : .....

6 *Rafha*

## SPECIAL CONDITIONS OF CONTRACT

You are, therefore, requested to submit your tender document as per the terms and conditions given below :

1. NO advance payment is permissible. However, payment will be made after supply of medicines as per Purchase Order and due acceptance of the medicines by the Chief Medical Officer, ICAR-NAARM.
2. The discount shall be valid for a period of **ONE YEAR** from the date of acceptance of the tender.
3. Purchase Orders will be placed separately for each individual medicine from time to time as per the requirement.
4. The supplier should be in a position to deliver the medicines / material within one week from the date of confirmed purchase order.
5. Medicines supplied should have minimum of 1 yr expiry period.
6. The supplier should agree exchange the medicines with extended expiry date, in case desired by our Chief Medical Officer as and when required.
7. Director, ICAR-NAARM reserves the right to reduce or increase the quantity at the time of placing the purchase order.
8. Director, ICAR-NAARM reserves the right to accept or reject any of the offers either in part or in full without assigning any reason thereof.
9. The decision of the Director, ICAR-NAARM on any dispute in the matter will be final.
11. All Communications should be addressed to the Director, ICAR-NAARM, Rajendranagar, Hyderabad – 500 030.

*Rajhu*