



क्षेत्रीय आयुर्वेद अनुसंधान संस्थान

ग्वालियर रोड, झाँसी (उत्तर प्रदेश) – 284003

केंद्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार

Regional Ayurveda Research Institute

Gwalior Road, Jhansi (Uttar Pradesh) – 284003.

Central Council for Research in Ayurvedic Sciences

Ministry of AYUSH, Govt. of India

फैक्स / फोन : (0510) 2442132; Email : nvari-jhansi@gov.in

विज्ञप्ति संख्या / Advertisement No.: RARI/JHS/2019-20/02

दिनांक /Date :

04.09.2019

निविदा सूचना /Tender Notice

निविदा : क्षेत्रीय आयुर्वेद अनुसंधान संस्थान आयुर्वेद फार्मसी, झाँसी (उ.प्र.) के लिए आयुर्वेदिक कच्ची दवाओं की आपूर्ति हेतु वार्षिक दर अनुबंध आधार पर सील बंद कवर में दो बिड प्रणाली के तहत आयुर्वेदिक कच्ची दवाओं के आपूर्तिकर्ताओं/अधिकृत डीलरों /वितरकों से निविदाएं आमंत्रित की जाती है।

Tender Notice for : Tenders in sealed cover are invited under **two-bid** system from suppliers/authorized dealers/distributors of Ayurvedic raw drugs for supply of **Ayurved raw drugs on annual rate contract basis** for Regional Ayurveda Research Institute Ayurved Pharmacy, Jhansi (U.P.)

निविदा प्रपत्र शुल्क / Tender document fees: Rs. 1000/- (by D.D.)

इ. एम. डी. राशि / Earnest Money Deposit (E.M.D.): Rs. 25,000/- (By D.D.)

निविदा प्रस्तुत करने की नियत तारीख एवं समय /Due date & time for submission of tender: 27.09.2019 को दोपहर 02:00 बजे तक

निविदा खोलने की तारीख, समय एवं पता / Date, time place of tender opening: 27.09.2019 को दोपहर 03:00 बजे , क्षेत्रीय आयुर्वेद अनुसंधान संस्थान, ग्वालियर रोड, झाँसी (उत्तर प्रदेश)।

अधिक जानकारी एवं निविदा प्रपत्र डाउनलोड के लिए वेबसाइट देखें / To download the tender document and for more details refer website: www.ccras.nic.in and/or www.eprocure.gov.in (CPP portal)

प्रभारी सहायक निदेशक/Asst. Dir. I/C

TENDER DOCUMENT

Advertisement No.: RARI/JHS/2019-20/02

Date: 04/09/2019

TENDER NOTICE

[Tender for Annual Rate contract for supply of Ayurved raw drugs at Regional Ayurved Research Institute Ayurved Pharmacy, Jhansi for the year 2019-20]

Tenders in sealed cover are invited under **two-bid** system from suppliers/authorized dealers/distributors of Ayurvedic raw drugs for supply of *Ayurved raw drugs for preparing ayurvedic medicines on rate contract basis* as per the terms and conditions and other details given along with this tender document for Pharmacy section of Regional Ayurveda Research Institute (RARI), Gwalior Road, Jhansi – 284003 (U.P.) for the year 2019-20.

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क्षेत्रीय आयुर्वेद अनुसंधान संस्थान

केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद, आयुष मंत्रालय, भारत सरकार

ग्वालियर रोड , झांसी (उत्तर प्रदेश) - 284003

Regional Ayurveda Research Institute

Central Council for Research in Ayurvedic Sciences
Ministry of AYUSH, Govt. of India

Gwalior Road, Jhansi (Uttar Pradesh) - 284003

Advertisement No.: RARI/JHS/2019-20/02

Date: 04/09/2019

TENDER NOTICE

[Tender for Annual Rate contract for supply of Ayurved raw drugs at Regional Ayurved Research Institute Ayurved Pharmacy, Jhansi for the year 2019-20]

Basic Information

Tenders in sealed cover are invited under **two-bid** system from suppliers/authorized dealers/distributors of Ayurvedic raw drugs for supply of **Ayurved raw drugs on rate contract basis** as per technical specifications, tender conditions and other details given along with this tender document for Pharmacy section of Regional Ayurveda Research Institute (RARI), Jhansi for the year 2019-20.

Sr. No.	Particulars	Details
1.	Two sealed envelopes i) Technical Bid ii) Financial bid	To be submitted in sealed cover addressed to 'The Assistant Director I/C, Regional Ayurveda Research Institute, Gwalior Road, Jhansi - 284003'. Clearly super scribing on envelop "Bid for Rate contract for supply of Ayurved raw drugs" .
2.	Tender Document Fee	D.D. of Rs. 1000/- (Non refundable) in favor of "Regional Ayurveda Research Institute, Jhansi" payable at Jhansi.
3.	E.M.D.	D.D. of Rs. 25,000/- in favor of "Regional Ayurveda Research Institute, Jhansi" payable at Jhansi.
4.	Tender documents can be obtained from	1. Can be downloaded from www.ccras.nic.in and www.eprocure.gov.in 2. Can also be purchased from RARI, Jhansi on any working day from 05/09/2019 to 26/09/2019 between 10.00 a.m. to 5.00 p.m.
5.	Last date & place for submission	27 September 2019 till 02.00 p.m. drop in 'Tender Box' placed at RARI, Gwalior Road, Jhansi.
6.	Date, Time and place of tender (Technical bid) opening	27 September 2019 on 03.00 p.m. at Regional Ayurveda Research Institute, Gwalior Road, Jhansi (U.P.).
7.	Date and Time of Financial bid opening	Will be communicated later.

-Sd-

Assistant Director I/C
RARI, Jhansi.

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Procedure for submitting Tender Document:

- Tenders in sealed cover should be submitted under two-bid system.
- The tender in sealed envelope - I containing “Technical Bid” and sealed envelope - II containing “Financial Bid” should be placed in a third sealed cover, duly superscripted “**Bid for Rate contract for supply of Ayurved raw drugs**” along with the name and address of tenderer, advt. number and date of tender opening.
- Those who download the tender document from website www.ccras.nic.in or www.eprocure.gov.in should mention in bracket (through website) along with enquiry number.
- The envelope should be addressed to **The Assistant Director I/C, Regional Ayurveda Research Institute, Opposite to Govt. Ayurved College, Gwalior Road, Jhansi – 284003 (U.P.)**
- The tender should be submitted in the tender box placed at **Regional Ayurved Research Institute, Gwalior Road, Jhansi – 284003 (U.P.)**.
- The date of opening of financial bid will be communicated later.

The sealed envelope-I ‘Technical Bid’ should contain:

1. The Technical Bid prepared according to Annexure V.
2. Tender document form duly signed by signatory authority and numbered on each page.
3. Demand drafts of tender document fees and E.M.D.
4. All the relevant documents/undertaking as required in technical bid should be attached.
5. Any other relevant document which may help the Institute in correctly assessing the quality of the product.

[Note: The envelope-I should be super scribed as “Technical bid for supply of Ayurved Raw Drugs”]

The sealed envelope-II ‘Financial Bid’ should contain:

1. The financial bid (as per Annexure VI) should contain a complete financial offer with detailed breakup of F.O.R. Jhansi prices. The price should be mentioned in Indian Rupees (INR) only for single unit of quantity. All taxes/duties should be clearly mentioned in the financial bid.
2. Prices should be inclusive of insurance, transportation and inland charges. Insurance cover must be taken by the supplier to insure the consignment from all risks from Suppliers warehouse to Stores at RARI, Jhansi.

[Note: The envelope-I should be super scribed as “Financial bid for supply of Ayurved Raw Drugs”]

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Tender form and Declaration

Name of the firm/Agencies :

Full name and address of Tenderer :

Tender document fees (Rs. 1000/-) : D.D. No. date: / /

E.M.D. amount (Rs. 25,000/-) : D.D. No. date: / /

Name of the bank

Consignee Officer/Institute : Assistant Director I/C,
Regional Ayurved Research Institute,
Opposite to Govt Ayurved College,
Gwalior Road, Jhansi – 284003 (U.P.).

GST No. :

PAN No. / Sale tax No. :

Declaration

I,daughter/son/wife of
Shri Proprietor/Partner/Director/Authorized
Signatory of Competent to sign this declaration and
execute this tender document.

I / we have carefully read and understood all the terms and conditions of the tender
No. RARI/JHS/2019-20/02 Dated: 21/09/2019 and hereby convey my acceptance of the
same. The information/documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that
furnishing of any false information / fabricated document would lead to rejection of my tender
at any stage besides liabilities towards prosecution under appropriate law.

Each page of the tender document and papers submitted by my/our company is
authenticated, sealed and signed, and I take full responsibility for the entire documents
submitted.

Date:

Signature of authorized signatory

Place:

Full Name:

Designation:

Company Seal:

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Terms and Conditions

1. The tenderer/supplier should read this document very carefully and comply with the instructions/terms and conditions therein. Any tender who does not conform to them is liable to be rejected without any reference.
2. The incomplete tender or tenders received after due date and time will not be entertained whatsoever may be the reason. The delay will not be condoned for any reason whatsoever including post/transit delay. However, if the last date of submission of tenders is declared as a holiday by the Government, the last date of submission of tenders will be extended to the next working day.
3. All pages of the Enquiry/Tender should be duly signed by signatory authority.
4. Tender document fees (Rs. 1000/-) is not refundable and it should be paid in the form of Demand Draft (D.D.) in favor of "Regional Ayurved Research Institute, Jhansi" payable at Jhansi as drawn on any nationalized bank in India.
5. The Earnest Money Deposit (E.M.D.) Rs. 25,000/- is payable by all tenderers in the form of D.D. in favor of "Regional Ayurved Research Institute, Jhansi" payable at Jhansi as drawn on any nationalized bank in India. E.M.D. in any other forms will not be accepted.
6. E.M.D. is exempted to Ayurved raw drugs suppliers belonging to India State having valid SSI/TINY/COTTAGE registrations along with NSIC/CSPO/DGS&D registrations for the quoted item. For getting exemption from paying E.M.D., tenderer have to furnish valid & certified documents along with tender otherwise tender will be rejected. The Public Sector Undertaking of the Central/State Govt. is also exempted from furnishing Earnest Money along with tender. The firms Registered with and any approved source of Centre/States Govt. are also exempted from furnishing Earnest Money vide GFR, 2017 rule 150.
7. Bids received without/insufficient E.M.D. shall stand rejected and thus shall not be considered for evaluation. The E.M.D. will be returned to unsuccessful bidders after finalization of purchase. The E.M.D. will be refunded to the successful bidder only after issuance of rate contract or purchase order.
8. Financial bid will be considered only for those offers whose technical bid is found suitable or acceptable.
9. The bids will be opened before such tenderer or their representatives who are likely to remain present at the scheduled date and time of opening of bid as mentioned in the enquiry.
10. The price quoted for the raw material shall be firm and valid for one year from the date of opening.

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11. The tender must be submitted only by genuine Ayurved raw drugs supplier. However, delivery of Ayurved Raw Drugs shall be allowed by their authorized dealer. The **tender submitted by Ayurvedic Medicine manufacturers will not be considered.**
12. The supplier has to submit Turnover Certificate of last three years issued by Chartered Accountant. **The average annual turnover of last three years should not be less than 50% of total purchase.**
13. The rates quoted should be F.O.R. Jhansi irrespective of value of order and inclusive of all charges such as packing, delivery, insurance etc. The rates shown against the item shall be presumed, in all cases, as the net price inclusive of all duties and sundries. No payment against any duties/ delivery charges etc. will be considered under any separate heading under any circumstances. Tenderer will also have to guarantee for regular and timely supply of all the items.
14. In no case, rates should be quoted anywhere except in financial bid. The tender will be summarily rejected without any further processing or reference if the rates are quoted or written at any place except at the relevant place in financial bid. In no case, rates for any other item should be quoted in financial bid for which the tender has called for.
15. No conditional offer/quotation will be accepted. No variation in the terms and conditions of the tender, including deviation from standards/ specifications/ terms of supply will be accepted.
16. The quoted rates should be valid for one year from the date of purchase order and tenderer is bound to supply the more or less quantity than mentioned in the tender during the whole year. Rates once quoted will be final and will not be increased during the validity period under any circumstances and for any reason whatsoever.
17. The legible and certified photocopies of the documents should be submitted in technical bid duly certified as true copy/notarized.
18. Before submission of the tender, the tenderer must verify that they have submitted all relevant certificates/documents in proper format along with tender. No intimation of missing documents will be given by this office. No documents will be accepted thereafter and the tenders will be processed on the basis of available documents/certificates. If the requisite documents are not submitted or even if submitted are not in proper format, the tender is liable to be rejected.
19. **With technical documents the tenderer (Party) has to compulsorily submit the 100 grams samples of those items which they have quoted the rates in the tender. Samples should be submitted separately with label mentioning name and address of the supplier, name of the raw drug, net quantity on each sample.** If samples are not submitted in time, financial bid of those items will not be opened and automatically canceled the items from bidding of the party.

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20. The tenders will be opened on the date, time & venue specified in the tender notice and the tenderer or his authorized agent has the liberty to be present at that time. However, in unavoidable circumstances, the Asst. Director I/C RARI, Jhansi can change the date/time/venue of opening or open the tenders in the absence of tenderer or his agent at his discretion. In case the specified date is declared as holiday by the Government, the tenders will be opened on the next working day at same time and venue specified in the tender.
21. a) In the first instance only the “Technical Bid” envelope will be opened on the date of opening of the tender and taken into consideration for finalization. Subsequently, the “Financial Bid” envelope will be opened of only those Technical Bids satisfying the Technical requirements of the tender and are otherwise acceptable. Financial Bids will not be opened of those parties whose samples are invalid.
b) Back out from tender at any interim level during tender processing:
Once the tender is submitted it will be the responsibility of the tenderer not to escape half way directly or indirectly by way of raising any problems.
22. The E.M.D./Security Deposit shall liable to be forfeited in the following circumstances when the:
22. Tender is rejected due to failure to furnish the requisite documents in the proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
23. Party fails to sign the agreement for entering into contract in case the offer is accepted, due to any reason whatsoever.
24. Party fails to supply the goods/items as per the orders placed by either this organization or by direct demanding officers within the delivery period so stipulated.
25. Party fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be delayed/infected/spoiled have to refund the cost of such goods.
23. The tender is liable for rejection due to any of the reason mentioned below:
- a) Non-submission of tender within stipulated time.
b) Non-payment of tender document fees (Rs. 1000/-)
c) **Tender is unsigned or unstamped or not initiated on each page or with unauthenticated corrections.**
d) Submission of tender documents in unsealed envelope.
e) Tender not submitted in separate envelopes as per conditions and the Envelopes are Not superscripted with details of the tender enquiry and part enclosed.
f) Non-payment of Earnest Money Deposit (if not exempted).
g) Non-submission of required documents as required in technical bid.
h) Conditional and/ or vague offers.
i) Unsatisfactory past performance of the tenderer.
j) Rates quoted in technical bid or elsewhere other financial bid.
k) Items with changes/deviations in the specifications/standard/grade/packing/quality.
l) Stamp paper is not as per statutory provision.

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- m) Submission of misleading/contradictory/false statement or information and fabricated/invalid documents.
- n) Tender not filled up properly.
- o) Non- submission of affidavit (as per annexure-VII) and power of attorney in prescribed format (Annexure-VIII)
24. **Asst. Director I/C, RARI, Jhansi reserves the right to consider or reject any or all tenders or close the tender enquiry without assigning any reason, at any time, at any stage.**
25. Asst. Director I/C, RARI, Jhansi does not pledge himself to accept the lowest or any tender and also reserves the right to accept the whole or any part of the tender against any item at his discretion. The tender will be accepted if Asst. Director I/C, RARI, Jhansi is satisfied about sale, quoted price, technical details utility of Ayurved Raw Drugs and past performance of tenderer.
26. The successful tenderers have to furnish Security deposit (performance security) at the rate of 5% of the contract value in the form of fixed deposit or bank guarantee valid for a period of 12 months of any nationalized bank favour of "Regional Ayurved Research Institute, Jhansi" payable at Jhansi at the time of entering into agreement for the performance of the contract. Failure to pay security deposit and to execute the agreement within stipulated period shall invite disqualification of the tenderer for future quotations apart from forfeiture of E.M.D. and being liable for penalty as deemed fit by Asst. Director I/C, RARI, Jhansi in relation to the tender under process. Security deposit is payable by all the parties except by the undertakings and corporations of the Government of India which are exempted by Govt. The security deposits submitted in connection with the earlier contract and which are locked with those contracts and which have not been released till date will not be considered and fresh security deposit shall be refunded only after satisfactory execution of the contract and recovery of dues, if any.
27. Successful tenderers have to enter into agreement within 10 days for due performance of the contract. The agreement form (annexure IX) sent by this office should be stamped with adhesive of Rs. 100/- for the requisite amount, and signed before any Gazetted Officer or 1st class Magistrate or Justice of peace or Notary Public.

TERMS OF SUPPLY

28. The accepted tender (A.T.) holder should supply the items as per the requirements and packing approved by committee. Otherwise raw drugs will not be accepted and penal action will be taken against the A.T. holder.
29. The packing and the labels of all raw drugs to be supplied under the order should be marked in **English & Hindi** with the words: **FOR THE USE OF CCRAS ONLY - NOT FOR SALE**. If the items are packed in packets which are then placed or repacked in a box/carton, these words will be printed/marked on both the internal/external packs and labels. The M.R.P. or any other price must not be printed or not to be shown anywhere either on external pack/box/carton or on internal packing.

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30. The A.T. holder shall have to supply the Ayurved Raw Drugs; indicate packing details and other particulars as required under the statutory provisions; shall indicate clearly and legibly the name, quantity, gross and net weight and consignee name and address and other particulars as required. (Annexure-IV).
31. In the event of breakages or loss of Ayurved Raw Drugs during transit against requisition order the said quantity will have to be replaced by the A.T. Holder. The purchaser will not pay separately for transit insurance and the supplier will be responsible for that.
32. Quantity shown in Annexure-I is approximate tentative requirement of the raw drugs. It may increase or decrease. The rates should not vary with the quantum of requirement. The tenderer must supply the quantity as ordered by competent authority.
33. The supplied raw materials will be inspected by the committee at RARI, Jhansi and reserves the right to reject any goods if the representative(s) of the committee considers those to be inferior quality to the approved samples. The rejected raw material shall be replaced by the A.T. holder and shall bear all risks/costs of the materials rejected by the committee.
34. Supplied raw materials will be analyzed for the parameters as mentioned in the Ayurved Pharmacopoeia of India (A.P.I.). If the sample does not comply with the parameters then the materials will be rejected and the A.T. holder shall bear the cost of replacing the same without any extra charges.
35. **Delivery Period:** The supplier should provide the raw drugs within the one month from the receipt of the supply/purchase order. Unless specified in the tender or instructed by the Asst. Director I/C, RARI, Jhansi may extend the delivery period in slabs of two weeks up to maximum of 04 (four) weeks for orders of large quantity. For this purpose, the extension in delivery period shall be given as per the prevailing policy framed by Asst. Director I/C, RARI, Jhansi or the concerned purchase order Committee. The maximum delivery period will be counted from the next working day after the actual date of posting the order or opening of letter of credit. Provided that the Asst. Director I/C RARI, Jhansi may at his discretion, procure 20% of the order immediately and balance quantity of the order within 2 weeks to meet any situation of exigency.
36. The bills/invoices are required to be submitted specifying the following details in appropriate places of the invoices:
 - a) Number and date of bills or invoice;
 - b) Number and date of A.T.;
 - c) Number and date of order;
 - d) Name and specification of item;
 - e) Name of part supplied;
 - f) Quantity;
 - g) Total cost; and
 - h) Other details like packing unit etc.
 - i) Number and date of challan (If supply made by challan.)
37. The billing and invoice shall be in the name of the A.T. Holder.

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38. The A.T. Holder shall not charge GST, if concerned authority has exempted them. Further they cannot charge excess amount of GST. An amount of GST as applicable is to be shown separately in the bill/invoice raised. Further an amount of GST so collected should be remitted to the Govt. within prescribed time limit.
39. The payment against supply of Ayurved Raw Drugs shall be made within 30 to 60 days from the date of receipt of good and acceptable conditions at the destination. However, no interest will be chargeable by the A.T. Holder, if the payment is delayed.
40. The payment of the bill shall be made after deducting Government dues, if any.
41. The payment of the bill shall be withheld in the following circumstances:
(a) The Ayurved Raw Drugs are found sub-standard or in non-acceptable conditions;
(b) Break of conditions of any contract by the A.T. Holder;
(c) Previous Government dues of A.T. Holder.
42. **Penalty:** Unless the penalty is waived by Asst. Director I/C, RARI, Jhansi, the A.T. Holder shall have to pay the penalty at the rate of 10 % (ten percent) of value of Ayurved Raw Drugs per week maximum up to four weeks.
43. The claim of price revision of Ayurved raw drugs under any pretext or reason, including the revision of duty/excise/cost will not be allowed at any stage after the last date of submission of the tenders.

RISK PURCHASE

44. The risk purchase of the items ordered at the cost and risk of the party will be carried out when the party fails to:
(a) Sign the agreement for entering in to contract due to any reason whatsoever in case the offer is accepted.
(b) The Risk Purchase will be done at any time after the delivery period is over.
(c) The Risk Purchase will be done from Main/parallel holder or Substitute for Undelivered Quantity of the Ayurved Raw Drugs & the Contractor shall be penalized to the extent of 10% or difference whichever is higher.
45. Any monetary claim arising due to any of the terms and conditions of the tender/supply for including the difference arising due to risk purchase will be recovered in following manner:
(a) From any pending bill of the party;
(b) From any security deposits of the party;
(c) If an amount at (a) & (b) is not sufficient to meet an amount of recovery of dues shall be recovered as arrears of land Revenue Dues under provisions of relevant act.
46. **Fall Clause:** Attention of the bidders is invited to the higher/lower price certificate and all the bidders/A.T. Holder will have to abide by the terms strictly in accordance with those mentioned in that certificate. It must be distinctly understood that in case of 'supply to any institution /department at price lower than the contracted price within the period specified

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in the certificate will immediately invite the reduction in the rates of the contract. Break of any clause of the certificate will be viewed seriously and action will be taken against the A.T. Holder which may include for failure of E.M.D/S.D., termination of the contract and disqualification from participating in future business.

47. **Standard Breach clause:** The Asst. Director I/C, RARI, Jhansi shall in addition to his powers other clause to terminate this contract have power to terminate his liability there under of the time by giving one month (or such shorter period as may be mutually agreed) notice in writing to A.T. Holder of his desire to do so and upon expiry of notice the contract shall be terminated without prejudice to the right accrued to the date of the termination. However, if the Government decided to put an end to the business relation on break of any conditions of the contract, no such notice shall be necessary.
48. Wrong/ Fraudulent data submission may lead to disqualification /debarment.
49. **Power of Cancellation:** Asst. Director I/C, RARI, Jhansi reserves the right to cancel the tender notification and reject any or all the tenders at any time during the process of receipt, evaluation, and finalization of tenders, without assigning any reason what-so-ever.
50. For any clarification on any of the terms and conditions, tenderers may contact the office of RARI, Jhansi during office hours with the prior appointment on any working day.
51. As per Govt.'s prevailing purchase policy, price preference shall be available to India based S.S.I./TINY/COTTAGE Industries, registered for quoted items subject to providing required documents like respective registration certificate issued by concerned authority. For this purpose, guidelines given by the Govt. of India, Industries and Mines Dept., resolution No. SPO/102015/691093/CH, Dated 03/06/2016 & amended from time to time will be followed. In such a case the decision of DPC/SDPC/SPC shall be final and implemented forthwith.
50. Documentary evidence for the constitution of the firm such as memorandum and articles of association, partnership deed etc. with details of name, address, telephone/fax number, e-mail address of the firm and of the Managing Director/ Partners /Proprietor to be provided with the tender.
52. Authorization letter nominating a senior responsible officer (power of attorney) of the company with authority to transact business also to be provided with tender.
53. The tenderer shall submit a checklist of documents enclosed with their page number. The documents shall be serially arranged and securely tied or bound. The list of items quoted shall be clearly marked in the copy of product permission with a marker pen.
54. The jurisdiction of any dispute will be Jhansi (U.P.).

(Signature & Stamp of the Tenderer)

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ANNEXURE-I

List and quantity of Ayurved raw drugs required at RARI, Jhansi

Sr No.	Name of Raw Drugs (Hindi Name)	Botanical Name	Sanskrit Name	Part required	Tentative Required quantity in kg
1	Amla (आंवला)	<i>Emblica officinalis</i>	Amlaki	Fruit (Pericarp)	650
2	Ardusi/Vasa (वास)	<i>Adhatoda vasica</i>	Vasa	Leaves	65
3	Arjuna (अर्जुन)	<i>Terminalia arjuna</i>	Arjun	Stem Bark	300
4	Ashwagandha (असगंध)	<i>Withania somnifera</i>	Aswagandha	Root	300
5	Baheda (बहेडा)	<i>Terminalia belerica</i>	Bibhitaka	Fruit (Pericarp)	300
6	Rakta Chandan (लाल चन्दन)	<i>Pterocarpus santalinus</i>	Rakta Chandan	Heart Wood	80
7	Chirayta (चिरायता)	<i>Swertia chirayita</i>	Kirattikta	Whole plant	125
8	Dhanyak (धनिया)	<i>Coriandrum sativum</i>	Dhanyak	Fruit	80
9	Erandmool (अंडी का मूल)	<i>Ricinus communis</i>	Arand	Root	50
10	Elaichi (छोटी इलायची)	<i>Elettaria cardamom</i>	Ela	Fruit	50
11	Guduchi (गिलोय)	<i>Tinospora cordifolia</i>	Guduchi	Stem	600
12	Gokharu (गोखरू)	<i>Tribulus terrestris</i>	Gokshur	Fruit	50
13	Haldi (हल्दी)	<i>Curcuma longa</i>	Haridra	Rhizome	60
14	Haritaki (हरड)	<i>Terminalia chebula</i>	Haritaki	Fruit	850
15	Katuki (कुटकी)	<i>Picrorhiza kurroa</i>	Katuka	Root	65
16	Neem Chhal (नीम छाल)	<i>Azadirachta indica</i>	Nimb	Stem Bark	205
17	Padamkashth (पद्माख)	<i>Prunus cerasoides</i>	Padmakha	Stem	80
18	Pashanbhed (पाषाणभेद)	<i>Bergenia ciliata</i>	Pasanbhed	Rhizome	50
19	Pippali (छोटी पीपर)	<i>Piper longum</i>	Pippali	Fruit	300
20	Pippalimool (पिपली मूल)	<i>Piper longum</i>	Pippalimula	Root	50
21	Shatavari (शतावर)	<i>Asparagus racemosa</i>	Satavari	Root	300
22	Shunthi (सोंठ)	<i>Zinziber officinale</i>	Shunthi	Rhizome	450
23	Sprikka (गोपीली)	<i>Anisomeles malabarica (L.)</i>	महाद्रोणः, वैकुण्ठः	Whole plant	50
24	Yastimadhu (जेठीमध)	<i>Glycyrrhiza glabra</i>	Mulethi	Stem	50

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4.9.19

ANNEXURE-II

Verification and Undertaking

From: M/s.....
.....
.....
.....

Date

To: The Asst. Director I/C,
Regional Ayurveda Research Institute,
Opposite to Govt. Ayurveda College,
Gwalior Road, Jhansi- 284003.
Uttar Pradesh.

Sub: Annual Rate Contract for supply of Ayurved Raw Drugs at RARI, Jhansi.

Ref: Advt. No.

Sir,

I/We enclose the tender document duly signed and stamped. Necessary documents are enclosed herewith (in order in which are mentioned). The rates quoted against each item are inclusive of excise duties and other charges. I/We shall abide by all these conditions. I/We hereby undertake to supply the goods to the consignees as per the terms of the A.T.

I/We verify that the copies of the certificates/documents attached here with are authentic true copies of the original certificates / documents and I/We undertake to produce the original certificates / documents for verification on demand. I/We undertake to supply the attested copies of certificates / documents required at the time of signing the letter of agreement if my/our offer is accepted.

I/We verify that I/We are in possession of the requisite licenses/ permits for the supply/sale/ distribution of the items and further verify that the said licenses/permits have not been revoked/cancelled by the issuing authorities and are valid as on date. I/We also verify that I/We have not been blacklisted /debarred/ stopped from supply of the items quoted in the Tender Enquiry by any Government Department/Organization/undertaking in India.

I/We also take cognizance of the fact that providing misleading or questionable information or failure to furnish correct or true information to you or any other Direct Demanding Officer or failure to comply with any contractual requirement laid down by you/ them will be considered as a serious breach of the terms and conditions of the tender and will invite disqualification and other penal action as deemed fit by the Government/S.P.C./ S.D.P.C./ D.P.C./C.C.R.A.S.

Thanking you.

Yours Faithfully,

Date:.....
Place:

(Signature & Stamp of the Tenderer)

Handwritten signature and date: 4-9-19

ANNEXURE-III

HIGHER PRICE/LOWER PRICE CERTIFICATE

1. I/We.....here by certify that the prices quoted by us in Tender Enquiry numberare not higher than the prices:
 - a) charged by us to wholesalers or for institutional supplies;
 - b) allowed under D.P.C.O. for wholesale/institutional supplies (where applicable)

- 2 I/We further certify that I/We have not supplied or quoted for any item in Tender Enquiry numberat prices lower than those quoted for the relevant items to any Government/Semi Government/Public/Charitable Trust Organization/Institution within the period of 180 days preceding the last date of submission of the tender.

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

- 4 I/We also undertake to bring to the attention of the Asst. Director I/C RARI, Jhansi 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 Asst. Director I/C RARI, Jhansi regards to the determination of quantum payable shall be final.

Date:
Place:

(Signature & Stamp of the Tenderer)

32/19
4.9.19

ANNEXURE-IV

**SPECIMEN LABEL FOR
OUTER BOX**

Name of the drug/item:

Net Weight:

Gross weight:

Consignee Name and address:

Assistant Director I/C,
Regional Ayurved Research Institute,
Opposite Govt. Ayurved College,
Gwalior Road, Jhansi – 284003 (Uttar Pradesh)

**FOR THE USE OF
CCRAS (RARI, JHANSI) ONLY**

NOT FOR SALE

(Signature & Stamp of the Tenderer)

Handwritten signature and date:
4.9.19

Annexure - V

Proforma for Technical Bid

(To be enclosed in sealed envelope super scribed as – **Envelope I** - “Technical bid for supply of Ayurved Raw Drugs”)

Sr. No.	Details	Attached / Not attached
1.	Name, Full address and contact details of Tendering Company/agency. (Attach certificates of registration with a brief profile of the company]	
2.	Name of Proprietor/Director of Company/ supplier/trader	
3.	Name and contact details of the authorized person nominated by the company/supplier/trader	
4.	Banker of company/ supplier/trader with full address (Attach copy of statement of bank A/C for the last six months)	
5.	Cash receipt of Rs. 1000/- issued by Institute towards the cost of tender form, if purchased from Institute office. OR Demand draft of Rs. 1000/- in favour of “Regional Ayurved research Institute, Jhansi” payable at Jhansi towards the cost of tender form, if downloaded from website.	
6.	E.M.D. of Rs. 25,000/- in form of demand draft in favour of “Regional Ayurved research Institute, Jhansi” payable at Jhansi	
7.	Tender form signed by the tenderer with the acceptance of Terms and conditions with seal and signature on each page.	
8.	Valid Registration certificate C.S.P.O./S.S.I./TINY/COTTAGE/K.V.I.D.C/N.S.I.C./D.G.S.&D.	
9.	Copy of GST registration certificate of the firm.	
10.	Copy of PAN card of the tenderer or authorized dealer	
11.	Copies of IT return for last two financial years.	
12.	Copies of at least three supply orders from reputed organizations that have purchased Ayurvedic raw drugs from the tenderer or authorized dealer	
13.	Affidavit (To be submitted IN ORIGINAL on Non - Judicial Stamp Paper of Rs.100/- duly attested by First Class Magistrate / Notary Public) as per annexure VII	
14.	Higher price/Lower price certificate (As per annexure III)	
15.	Power of attorney (As per annexure VIII)	
16.	100 g samples of each quoted raw drugs with proper label	

Authorized signatory name and signature

Date:
Place:

Seal:

[The format of Technical Bid may be printed on the letter head of the company or firm.]

4-9-19

Annexure - VI
Proforma for Financial Bid

(To be enclosed in a separate sealed envelope super scribed as - Envelope -II - "Financial Bid for supply of Ayurved Raw Drugs")

Tender No.:

LIST OF AYURVEDIC RAW DRUGS REQUIRED AT RARI, JHANSI

Sr No.	Name of Raw Drugs (Hindi Name)	Botanical Name	Part required	Tentative required quantity in kg	Rates per k.g. Without Applicable Commercial tax/GST Rs.	Applicable Commercial tax/GST Rs.	Total Rates per k.g with Applicable Commercial tax/ GST Rs.
1	Aamla (आंवला)	<i>Emblica officinalis</i>	Fruit (Pericarp)	650			
2	Ardusi/Vasa (वास)	<i>Adhatoda vasica</i>	Leaves	65			
3	Arjuna (अर्जुन)	<i>Terminalia arjuna</i>	Stem Bark	300			
4	Ashwagandha (असगंध)	<i>Withania somnifera</i>	Root	300			
5	Baheda (बहेडा)	<i>Terminalia belerica</i>	Fruit (Pericarp)	300			
6	Rakta Chandan (लाल चन्दन)	<i>Pterocarpus santalinus</i>	Heart Wood	80			
7	Chirayta (चिरायता)	<i>Swertia chirayita</i>	Whole plant	125			
8	Dhanyak (धनिया)	<i>Coriandrum sativum</i>	Fruit	80			
9	Erandmool (अंडी का मूल)	<i>Ricinus communis</i>	Root	50			
10	Elaichi (छोटी इलायची)	<i>Elettaria cardamom</i>	Seed	50			
11	Guduchi (गिलोय)	<i>Tinospora cordifolia</i>	Stem	600			
12	Gokharu (गोखरू)	<i>Tribulus terrestris</i>	Fruit	50			
13	Haldi (हल्दी)	<i>Curcuma longa</i>	Rhizome	60			
14	Haritaki (हरड)	<i>Terminalia chebula</i>	Fruit (Pericarp)	850			
15	Katuki (कुटकी)	<i>Picrorhiza kurroa</i>	Root	65			

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16	Neem Chhal (नीम छाल)	<i>Azadirachta indica</i>	Stem Bark	205			
17	Padamkashth (पद्मकाष्ठ)	<i>Prunus cerasoides</i>	Stem	80			
18	Pashanbhed (पाषाणभेद)	<i>Bergeria ciliata</i>	Rhizome	50			
19	Pippali (छोटी पीपर)	<i>Piper longum</i>	Fruit	300			
20	Pippalimool (पिपली मूल)	<i>Piper longum</i>	Root	50			
21	Shatavari (शतावर)	<i>Asparagus racemosus</i>	Root	300			
22	Shunthi (मोठ)	<i>Zinziber officinale</i>	Rhizome	450			
23	Sprikka (गोपोली)	<i>Anisomeles malabarica</i> (L.)	Whole plant	50			
24	Yastimadhu (जेठीमधु)	<i>Glycyrrhiza glabra</i>	Stem	50			

Note:

- The above quoted rates should be inclusive of Excise duty, Forwarding and Insurance charges (F.O.R). at Regional Ayurved Research Institute, Jhansi.
- The format of Financial Bid may be printed on the letter head of the company or firm.

(Signature & Stamp of the Tenderer)

4.9.19

Annexure VII

Affidavit

(To be submitted IN ORIGINAL on Non - Judicial Stamp Paper of Rs.100/- duly attested by First Class Magistrate / Notary Public)

I/We _____ Age _____ years residing at _____
_____ in capacity of _____ M/s.
_____ hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.
2. I / We have submitted following Certificates / Documents for T.E. as required as per General Terms and Conditions as well as special Terms & Conditions of the tender.

Sr. No.	Name of the Document
1	
2	
Onwards	

3. All the Certificates / Permissions / Documents / Permits / Affidavits are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.
4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates/Permissions/Documents/Permits/ Affidavits is/are found to be invalid/wrong/incorrect/misleading/fabricated/expired or having any defect.
5. I / We further undertake to produce on demand the original Certificate / Permission /Documents / Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. I / We also understand that failure to produce the documents in "Prescribed Proforma" (wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.
7. My / Our firm has not been banned/debarred/black listed at least for three years (excluding the current financial year) by any Government Department / State Government / Government of India / Board / Corporation / Government Financial Institution in context to purchase procedure through tender.
8. I / We confirm that I / We have meticulously filled in, checked and verified the enclosed documents / certificates / permissions / permits / affidavits / information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed. Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.
9. The above certificates / documents are enclosed separately and not on the Proforma printed from tender document.
10. I / We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____ which is issued on the name of _____ [kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm, whichever is applicable].
11. I / We understand that giving wrong information on oath amounts to forgery and Perjury, and I/We am/are aware of the consequence thereof, in case any information Provided by us are found

to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract, in this event. This office reserves the right to take legal action on me/us.

12. I / We have physically signed & stamped all the above documents along with copy of tender documents (page no _____ to _____).
13. I / We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliment with specification mentioned in the bid document.
14. My / Our company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.
15. I / We hereby commit that we have paid all outstanding amount of dues/taxes/cess /charges /fees with interest and penalty.
16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for Disqualification will be accepted by us.
17. Whatever stated above is true and correct to the best of my knowledge and belief.

Date :.....

Stamp & Sign of the Tenderer

Place :.....

(Signature and seal of the Notary)

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Annexure VIII

POWER OF ATTORNEY (value –Rs 100)
(Representative/Director/ Partners/Proprietor)

To,
The Assistant Director I/C,
Regional Ayurved Research Institute,
Gwalior Road,
Jhansi – 284003 (Uttar Pradesh)

IS/D of.....and
Representative/Director/Partners/Proprietor of organization named
M/s..... hereby authorize Mr./Mrs.
.....to attend and represent our organization
M/s.....in connection with proceedings of filing the tender no.
.....dated.....for


He is authorized to sign, receive, verify all the documents and negotiate on behalf of the company. His decision will be acceptable to us and will be binding on the company/firm. His signature is attached herein below.

Place:

Date:.....

Signature of the Representative/Director/ Partners/Proprietor

[Note: Organization representative should provide the Power of Attorney duly signed by Representative/Director/Proprietor In the partnership firm, all partners should sign giving power one partner through power of attorney.


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Annexure IX

AN AGREEMENT BETWEEN PURCHASER AND SUPPLIER

This Deed of Agreement is made and entered into on _____ day of _____ 2019.

BETWEEN

Organization Regional Ayurved Research Institute, Jhansi a peripheral institute of Central Council for Research in Ayurvedic Sciences, New Delhi which is under Ministry of AYUSH, Government of India represented by its Purchase Committee (here in after called THE PURCHASER which term shall include its successors and assigns) on the one Part.

AND

_____ having its office at _____

(here in after called THE SUPPLIER which term shall include successors and assigns) on the other Part.

Whereas Organization Regional Ayurved Research Institute, Jhansi in its Pharmacy section is preparing Ayurvedic medicines

And whereas THE PURCHASER is willing to purchase the raw drugs required for the preparation of Ayurvedic medicines.

for the purposes mentioned above.

And whereas for this purpose THE PURCHASER desires to appoint a Supplier to supply the raw drugs required for the preparation of Ayurvedic medicines.

And whereas THE SUPPLIER expresses their desire to enter into an agreement with THE PURCHASER for the supply of raw drugs.

NOW THIS DEED OF AGREEMENT WITNESS THE TERMS AND CONDITIONS AS FOLLOWS:

1. That the Agreement shall come into force immediately and shall remain valid for one year or until cancelled by THE PURCHASER.
2. That the raw drugs mentioned in schedule A shall be supplied by THE SUPPLIER at Regional Ayurveda Research Institute, Opposite to Govt. Ayurved College, Gwalior Road, Jhansi (U.P.)
3. That the quality and quantity of the materials shall be as per specification given by THE PURCHASER as well as samples submitted by THE SUPPLIER and approved by THE PURCHASER.
4. That the delivery of the materials shall be made by THE SUPPLIER at their own cost, management and responsibility.
5. THE SUPPLIER should provide the raw drugs within the one month from the receipt of the supply/purchase order.
6. That THE SUPPLIER shall be fully responsible for delivery of the materials in good condition at the specified site of THE PURCHASER through delivery dockets in triplicate.
7. That THE PURCHASER's representative(s) shall inspect the goods at Regional Ayurved Research Institute, Jhansi and reserves the right to reject any goods if the representative(s) considers those to be inferior quality to the approved samples. The rejected raw material shall be replaced by THE SUPPLIER and shall bear all risks/costs of the materials rejected by the committee.
8. Supplied raw materials will be analyzed by THE PURCHASER for the parameters as mentioned in the Ayurved Pharmacopoeia of India (A.P.I.). If the sample does not comply

with the parameters then the materials will be rejected and THE SUPPLIER shall bear the cost of replacing the same without any extra charges.

9. That THE PURCHASER reserves the right to change the quantity of items if they feel necessary during the validity of this Agreement.
10. That THE SUPPLIER shall not without the consent in writing of THE PURCHASER assign or sub-let the contract or any part thereof, or make any agreement with any person/company for the execution of any portion of the supply. In this regard consent by THE PURCHASER will not relieve THE SUPPLIER from full and entire responsibility for this Agreement.
11. That THE SUPPLIER shall indemnify THE PURCHASER in respect of all claims, damages, compensation or expenses payable in consequence of any injury or accident caused by them ie. THE SUPPLIER.
12. That the custom duty, VAT or other Taxes and cost of transportation, or any other incidental charges, if required in connection of the delivery of goods shall be borne by THE SUPPLIER.
13. That the Payment shall be made by THE PURCHASER office in Currency (INR) through A/C payee cheque only on production of invoice along with delivery dockets confirming receipt of goods by THE PURCHASER's representative(s) at site.
14. That THE PURCHASER may allow Part Payment for running bill on the request in writing of THE SUPPLIER.
15. That if THE SUPPLIER shall in any manner neglect or fail to carry on the work or performance of the terms of the Agreement with due diligence or violates any of the terms of this Agreement THE PURCHASER shall be entitled to cancel The Agreement and demand damages.
16. That if THE SUPPLIER fails to deliver the materials as per agreed Schedule, penalty will be imposed by THE PURCHASER. Unless the penalty is waived by Asst. Director I/C, RARI, Jhansi, THE SUPPLIER have to pay the penalty at the rate of 10 % (ten percent) of value of Ayurved Raw Drugs per week maximum up to four weeks.
17. That the terms of this Agreement shall be GOVERNED by the Laws of the Land i.e. Jhansi (U.P.).

SCHEDULE - A

Sl. No	Name of raw drug	Quantity (in Kg)	Rate per kg (Without taxes) in Rs.	Applicable taxes in Rs.	Total in Rs.

Signed on the _____ day of _____ for and on behalf of the Supplier and Purchaser as follows:

SUPPLIER

1.....
2.....

WITNESSES

1.....
2.....

PURCHASER

1.....
2.....

WITNESSES

1.....
2.....

24 *32/19*
4.9.19