

Maharashtra State Pharmacy Council

E.S.I.S Hospital Compound, LBS Road,
Mulund (West), Mumbai -400080,

Maharashtra

Website : www.mspcindia.org Email: mspcindia@gmail.com

Phone : 022-25684291, Fax : 022-25684418

TENDER DOCUMENT

PART – I: TECHNICAL BID

NAME OF WORK

**Printing of informative books prepared by /compiled by Drug Information Centre of
Maharashtra State Pharmacy Council for the Registered Pharmacists**

TENDER NO. MSPC/ 20825 /2016

DATE: 05th January 2016

Tender Serial No :

M/s. _____

Tender Sold to:

Date:

Signature of the Authorized Officer ,

Page | 1

INDEX

BRIEF TENDER NOTICE	3
NOTICE INVITING TENDER	4
IMPORTANT SPECIFICATIONS AND INFORMATION	4
GENERAL GUIDELINES FOR THE TENDERERS	6
CHECK LIST FOR ELIGIBILITY CRITERIA	8
ANNEXURE-I – DETAILS OF MACHINERIES AND OTHER ACCESSORIES FOR PRINTING UNDER POSSESSION	9
ANNEXURE-II – DETAILS OF WORK EXPERIENCE	10
ANNEXURE-III – UNDERTAKING BY THE BIDDER	11
ITEM RATE TENDER FOR WORK	12
RULES AND DIRECTIONS FOR THE GUIDANCE OF VENDORS	13
ANNEXURE-IV – TECHNICAL BID	20
ANNEXURE-V – FINANCIAL BID	21
CONDITIONS OF CONTRACT	23

Maharashtra State Pharmacy Council

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Mumbai -400080, Maharashtra

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Phone : 022-25684291, Fax : 022-25684418

TENDER NO.: MSPC/ 20825 /2016

DATE: 05th January 2016

BRIEF TENDER NOTICE

The REGISTRAR, Maharashtra State Pharmacy Council, Mulund(w), Mumbai-80 invites, sealed tender in two parts (TECHNICAL and COMMERCIAL) from eligible Vendors, for the following work .

Sr no	Type or work for which tender is invited	Estimated cost (INR)	Tender fee	Earnest money deposit
1	Printing of informative books prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for the registered pharmacists	26 lacs	Rs 500/-	Rs 26,000/-

Following schedule may be noted for important dates

Sr no	Vendor stage	Start date	Expiry date and time	Place
1	Sale of tender/Tender download	07/01/2016	27/01/2016 16.00 hrs	MSPC office at address mentioned above or download from website www.mspcindia.org
2	Bid preparation	07/01/2016	27/01/2016	At vendors end
3	Bid submission	28/01/2016 till 16.00 hrs	29/01/2016 16.00 hrs	At MSPC office at address mentioned above
4	Technical bid opening	30/01/2016	30/01/2016 15.00 hrs	At MSPC office at address mentioned above

Commercial bid opening date will be notified on council's website www.mspcindia.org which will be treated as sufficient notice for bidders .

Cost of Tender documents: Rs.500/-.(Rupees five hundred only) Cost of Tender document is non-refundable. For further details and eligibility criteria, please refer to the Notice Inviting Tender and "Important specifications and information" and "General Guidelines for the tenderers" available in tender document. The Tender Documents will also be available for downloading from the website www.mspcindia.org from 07/01/2016 till 27/01/2016

Maharashtra State Pharmacy Council Mumbai reserves the right to accept or reject or cancel any tender or relax any part of the tender offer without assigning any reason thereof.

Maharashtra State Pharmacy Council

E.S.I.S Hospital Compound, LBS Road, Mulund (W)

Mumbai -400080, Maharashtra

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Phone : 022-25684291, Fax : 022-25684418

TENDER NO.: MSPC/20825 /2016

DATE: 05th January 2016

NOTICE INVITING TENDER

The REGISTRAR, Maharashtra State Pharmacy Council, Mulund(w), Mumbai-80 invites, sealed tender in two parts (TECHNICAL and COMMERCIAL) from eligible Vendors, for the following work

Item no.	SCOPE OF WORK	Estimated job Value (In Lakhs INR)	Earnest Money (In INR)	Last Date of Submission	Period of work completion	Date and Time of bid opening (technical)
1	Printing of informative books prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for the registered pharmacists	26 lacs	26000/-	29/01/2016 16.00 hrs	30 days to one year in quantities as specified by MSPC	30/01/2016 15.00 hrs

Sale of Tenders: **07/01/2016 till 27/01/2016 on working days only up to 4.00 pm.**

The Tender Documents can also be available for downloading from the website www.mspscindia.org from 07/01/2016 till 27/01/2016.

Date of opening commercial bid will be notified on council's website which should be treated as sufficient notice.

IMPORTANT SPECIFICATIONS AND INFORMATION

1. Introduction

The approximate volume of work is expected to be printing of approximately six (6) books which need to be completed within 30 days to one year time span as per specifications given by MSPC authorities

Brief about the job- Maharashtra State Pharmacy Council (MSPC) is a statutory body constituted by Government Of Maharashtra under the provisions of Pharmacy Act -1948 to regulate the practice and profession of pharmacy .MSPC has set up its own Drug Information Centre(DIC) DIC has prepared some informative booklets/publications which are given to Registered Pharmacists when they approach the council office by charging them DIC publications fees(Optional) as per resolution of council .Drug information bulletin (DIB)is a quarterly issue with different content each time .Other publications are amended from time to time as and when new up dates are available .On an average roughly around 14000-15000 pharmacists are given each publication per year with DIB as quarterly publication .Every three months new issue of DIB is prepared by DIC and soft copy is provided to printer .Upon printing , the printed issue is sent to those Registered Pharmacists who have paid the necessary fees.

2. Details of the Project Scope

The objective of this job is to make drug related information easily available to Registered Pharmacists for up gradation of their knowledge which will be used by them for educating their patients .

Printing of books as specified below:-

ITEM	Tender Quantity yearly	unit packing
<u>1) Drug Information Bulletin(book)</u>		
book size 6.5 X 9.5 inches with centre pinning		
36 Pages Maplitho 70 gsm four colour printing	90 Thousand	100 x 1
4 Pages Art paper 170 gsm. Four colour Printing inside		
4 Pages Art paper 170 gsm. Four colour Printing cover		
<u>2) Drug Interaction Manual (book)</u>	25 Thousand	
book size 5.5 X 8.5 inches in hard bound form		
122 Pages Maplitho 70 gsm single colour printing		100 x 1
4 Pages Art paper 170 gsm. Four colour Printing cover		
<u>3) Drug Harmful In Pregnancy & Breastfeeding (book)</u>		
book size 5.5 X 8.5 inches with centre pinning	25 Thousand	100 x 1
40 pges Maplitho 70 gsm Single colour printing		
4 Pages Art paper 170 gsm. Four colour Printing cover		
<u>4) WHO Model List of Essential Medicines for Children (book)</u>		
book size 5.5 X 8.5 inches with centre pinning		
36 pges Maplitho 70 gsm Single colour printing	25 Thousand	100 x 1
4 Pages Art paper 170 gsm. Four colour Printing cover		
<u>5) Guide to Patient Counseling Manual (book)</u>		
book size 5.5 X 8.5 inches in hard bound form		
120 pges Maplitho 70 gsm Single colour printing	25 Thousand	100 x 1
4 Pages Art paper 170 gsm. Four colour Printing cover		
<u>6) Drug Harmful In Hepatic and renal Impairment (injury) (book)</u>		
book size 6.5 X 9.5 inches with centre pinning	25 Thousand	100 x 1
40 Pages Maplitho 70 gsm Single colour printing		
4 Pages Art paper 170 gsm. Four colour Printing cover page.		

GENERAL GUIDELINES FOR THE TENDERERS

1	<p>The bidders should submit the following information along with the bid.</p> <ul style="list-style-type: none"> a) Details of different types of machinery possessed as per the table in Annexure- I b) Experience details for the last 3 years in the format given in Annexure-II. Copies of (i) Work order (ii) Satisfactory completion certificate indicating number of machinery deployed, scheduled date of start and completion and actual date of completion and gross value of job completed issued by the client for whom the work was carried out should be attached. Contact details with whom projects were completed to be provided c) An undertaking as per the format given in Annexure –III d) Bidder information Annexure-IV e) Financial Bid Annexure-V f) Check list for eligibility criteria
2	<p>Cost of Tender Document: Cost of Tender Document is Rs. 500/-(Rupees five hundred only) The cost of Tender Documents shall be payable by cash or crossed demand draft (non-refundable), drawn on any nationalized / scheduled bank in favour of the Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai. Cheques / Bank Guarantees and Postal Orders will not be accepted. Cost of Tender Document is to be submitted in a separate envelope along with Part-I of the tender in case of downloaded Tender Document. The tenders without cost of tender document in the prescribed manner are liable to be rejected.</p>
3	<p>Submission of Earnest Money Deposit (EMD): EMD should be deposited in the form of crossed Demand Draft, drawn on any nationalized/scheduled bank in favour of The Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai. Cheque, Bank Guarantees and Postal Orders will not be accepted towards EMD. EMD should be enclosed in a separate envelop along with Part-I (Technical Bid). The tenders without Earnest Money Deposit in the prescribed manner are liable to be rejected.</p>
4	<p>General Instructions for Submission of Tender: Bid should be submitted in sealed covers in the following manner.</p> <ul style="list-style-type: none"> <input type="checkbox"/> The tender shall be in two parts viz. Part–I (i.e. Technical bid) and Part–II (i.e. Commercial bid). Part–I shall contain the documents in support, Cost of Tender Document (in case of downloaded tenders), EMD, the details of technical qualifications, competence of the tenderer supported by certificates as required vide eligibility criteria <input type="checkbox"/> The part – II shall be the commercial bid containing the schedule of quantities issued along with tender documents, duly filled in by the tenderer along with commercial terms if any. <input type="checkbox"/> Part–I and Part–II bids shall be in separate sealed covers, duly super scribing on the covers with the details of bid i.e. “ Tender number, Name of the work, Part–I/Part–II, Name of the tenderer” etc. Both the sealed covers should be kept in a common sealed cover duly super scribing the details of the bid. <p>No bid shall be considered unless accompanied by the Earnest Money and non- refundable Tender Document cost (in case of downloaded Tender Documents)</p>
5	<p>Receipt of Bids: Tender to be submitted in inward department at Maharashtra State Pharmacy Council E.S.I.S Hospital Compound,LBS Road, Mulund Mumbai -400080,Maharashtra before 4 . 0 0 p m on the last date of submission.</p>
6	<p>Opening of Bids: Technical bids of the tenders will be evaluated by Evaluation committee of Maharashtra State Pharmacy Council.</p> <p>Commercial bids of only those tenderers found technically suitable by a Committee of experts constituted by Maharashtra State Pharmacy Council will be opened. Commercial bids will be opened by Executive committee of Maharashtra State Pharmacy Council and evaluated for award of work.</p>
7	<p>Quoted rate should be written both in figures and words. The rate should be inclusive of all Central/State taxes and duties except service tax.</p>

8	Sales-tax/VAT (except service tax), purchase tax, turnover tax or any other tax applicable in respect of this contract shall be payable by the vendor and Maharashtra State Pharmacy Council will not entertain any claim whatsoever in respect of the same. However, in respect of service tax, same shall be paid by the vendor to the concerned department on demand and it will be reimbursed to him after satisfying that it has been actually and genuinely paid by the vendor.
9	All corrections should be authenticated / signed.
10	Tenders with any conditions, including conditional rebate(s) shall be rejected. However, tenders with unconditional rebate will be accepted.
11	Validity: Validity of the offer should be for a minimum of 30 days from the last date of submission of the tender. In case validity period is not mentioned in the offer, the tender is deemed to be valid for 30 days from the last date of submission of the tender.
12	The Registrar, Maharashtra State PHARMACY Council, Mulund, Mumbai is not under any obligation to accept the lowest Bid/Bids and reserves the right to reject any or all the bids without assigning any reason what-so-ever and also to distribute the work and allot the work / works to more than one Bidder, at its sole discretion.
14	Bidders should provide a valid Email address of the authorized representative of their firm. All correspondence made with the email address (received/sent) will be considered as valid official and authenticated correspondence and binding.
15	Maharashtra State pharmacy Council would not be liable for any delay in submission of bid by a bidder on account of obstruction or delay by any outside element / agency and takes no responsibility for delay, loss or non-receipt of documents.
16	All the pages of tender document (Technical and Commercial bids) shall be signed with seal affixed.

The bidders are advised to quote their rates on the basis of costing / profitability of individual items because MSPC reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities required are only tentative in nature and actual procurement quantities of items may differ as per requirement.

CHECK LIST FOR ELIGIBILITY CRITERIA

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

SL. NO.	DESCRIPTION	Tick whichever applicable	
		YES	NO
1	Technical bid signed and seal affixed on all pages (The following documents from Sr. No 2 to Sr. No. 16 should be enclosed with Technical Bid.		
2	Annexure-I - Proof of ownership of printing machineries duly filled and signed.		
3	List of supporting equipment and machinery owned. Proof to be Enclosed.		
4	List of technical staff.		
5	Annexure-II - Experience certificates / testimonials as mentioned above in "Important specifications, information and eligibility conditions" should be enclosed (duly filled and signed).		
6	Annexure-III - Undertaking by the bidder (duly filled and signed).		
7	Annexure-IV - Technical Bid		
8	Minimum Solvency Certificate of 10 lakhs		
9	Income tax returns for last three years		
10	Demand Draft towards the cost of Tender document (if tender downloaded from website)		
11	Demand Draft towards EMD		
12	Copy of Service Tax Registration Certificate		
13	Copy of MSME Registration Certificate		
14	List of projects with other details in support of having carried out Printing job for Government organizations / Reputed private Institutions		
15	Self certified copies for substantiation of the following documentary evidence in support of : i. PAN No. ii. Shop act/Registration number of the company		
16	A self-certificate for not been black listed by any institution of Central / State Government in the past three years.		
17	Annexure-V- Financial Bid to be enclosed in separate sealed cover		

Place:

Date :

Signature of the bidder/
Authorized Representative

DETAILS OF PRINTING AND OTHER ALLIED MACHINERIES UNDER POSSESSION

Sr. No.	Type of Machinery	Make & Model	Size	Year of purchase	Present condition	* Present Deployment (If any)

- ☐ Additional paper may be attached to if required
- ☐ Present Deployment: If the machineries are presently deployed for another work, the details of the work may be indicated in Annexure-II under works-in-Hand.
- ☐ Documentary proof should be submitted for the machineries possessed

Signature of the Bidder

DETAILS OF WORK EXPERIENCE**A. COMPLETED JOBS DURING LAST THREE YEARS.**

Sr. No	Name & Address of the Client with contact phone numbers	Brief Description of Work Awarded	Work Order No. & Date	Quantity of BAOOKS FOR PRINTING Awarded	Completion Time	Value of Work	Start Date	End Date	NUMBER of machineries Deployed	No. of BOOKS printed till date	Value Of Executed Work

B. WORKS IN HAND OR AWARDED

Sl. No	Name & Address of the Client with contact phone numbers	Brief Description of Work Awarded	Work Order No. & Date	Quantity of BAOOKS FOR PRINTING Awarded	Completion Time	Value of Work completed till date	Start Date	Number of machineries Deployed	Value Of Balance Work	Expected Date of Completion

Certified that the above list of works is complete and no work has been left-out and the information given is correct to my knowledge and belief.

Signature of Bidder

☐ Documentary proof should be submitted for above completed and works in hand/Awarded projects

UNDERTAKING BY THE BIDDER

I, _____ Partner/ Legal Attorney/ Accredited Representative of
M/s. _____, solemnly declare that

1 We are submitting bid for **Printing of informative books prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for the registered pharmacists**

for Maharashtra State Pharmacy Council, E. S. I. S. Hospital Compound , Lal Bahadur Shastri Marg, Mulund West, Mumbai 400080

1. None of the Partners of our firm is relative of employee of Maharashtra State Pharmacy Council Mumbai.
2. All information furnished by us in respect of fulfilment of eligibility criteria and Qualification information of this Tender is complete, correct and true.
3. All documents / credentials attached along with this Tender are genuine, authentic, true and valid.
4. If any information and document submitted is found to be false / incorrect at any time, MSPC may cancel our Bid and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money Deposit and banning / de-listing of our firm and all partners of our firm etc.

Signature of the Bidder

Date -----

Seal

ITEM RATE TENDER FOR WORK

I / We hereby submit tender for Maharashtra State Pharmacy Council of that work specified in the underwritten memorandum within the time specified in such memorandum at the rates specified therein, and in accordance in all respects with the specifications and instructions in writing hereof and the Clause II of the conditions of the contract and with such materials as are provided for; by and in all other respects in accordance with such conditions so far as applicable.

MEMORANDUM

(A)	General Description (if several sub-works are included they should be detailed in a separate list)	:	Printing of informative books prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for the registered pharmacists
(B)	Estimated cost	:	Rs. 26 Lacs
(C)	Earnest Money	:	Rs.26000/-
D)	Performance Guarantee	:	<p>Performance Guarantee: 5% of the Tendered Cost should be submitted as Performance Guarantee in the form of Bank Guarantee.</p> <p>Performance Guarantee can also be submitted in the form of Banker's Cheque / Demand Draft / Pay Order of a Scheduled bank.</p> <p>Performance Guarantee shall be initially valid upto the stipulated date of completion plus 30 days beyond that. In case the time for completion of the work gets extended, the vendor shall get the validity of performance Guarantee extended to cover such extended time for completion of work plus 30 days beyond that.</p> <p>After recording of the Completion Certificate for the work by competent authority, the Performance Guarantee shall be returned to the vendor, without any interest.</p>
E)	Time allowed for	:	30 days -1 year as per specifications from MSPC authorities from time to time (from the date of issue of Work Order)

Should this tender be accepted I / we hereby agree to abide by and fulfill all the terms contained in the pamphlets named "Important specifications, information and eligibility conditions" and "General guidelines for the tenderers", "Check list", "Item Rate Tender", "General Rules and Directions for the guidance of vendors", "Conditions of Contract", "Additional Conditions of Contract", "Specifications for work" and "Location Map" contained in Part-I (Technical Bid) and "Schedule of Quantities" contained in Part-II (Commercial Bid) of tender document which has been read by me, read and explained to me so far as applicable, or in default thereof to forfeit and to the President of MSPC or his successors in office the sums of money mentioned in the conditions.

Demand Draft of the Bank----- is forwarded herewith for the sum of Rs. 26000/- only as earnest money, the full value of which is to be absolutely forfeited to the Registrar, Maharashtra State Pharmacy Council Mulund, Mumbai-80 should I/we fail to commence the work specified in the above memorandum.

Date:

Signature of the Bidder

Seal of the company

RULES AND DIRECTIONS FOR THE GUIDANCE OF VENDORS

The Registrar, Maharashtra State Pharmacy Council, Mulund, Mumbai-80, invites in two parts sealed tender from Indian firms for the following work:

Printing of informative books prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for the registered pharmacists

Estimated Cost (approx.):	Rs. 26 Lacs
Earnest Money Deposit:	1% of tender value = Rs. 26,000/-
Performance Guarantee:	5% of tender value = Rs. 1,30,000/-
Solvency Certificate:	Rs. 10 lacs
Time period for completion:	30 days to one year

Terms and Conditions: 1) Bidder should be an Indian Firm with place of business and infrastructure located in Maharashtra 2) The bidder should have sufficient machinery along with accessories in adequate number to handle the printing job. 3) The bidder should have carried out printing job in projects promoted by Government / reputed private organization and has sufficient knowledge on the requirement of similar projects

1. SCOPE OF WORK

Details of the Project Scope

The objective of this job is to make drug related information easily available to Registered pharmacists through these books/publications prepared by council's DIC for up gradation of their knowledge which may be utilised by them while executing their duty as Registered pharmacists

Printing of books as specified below:-

ITEM	Tender Quantity yearly	unit packing
1) <u>Drug Information Bulletin(book)</u>		
book size 6.5 X 9.5 inches with centre pinning		
36 Pages Maplitho 70 gsm four colour printing	90 Thousand	100 x 1
4 Pages Art paper 170 gsm. Four colour Printing inside		
4 Pages Art paper 170 gsm. Four colour Printing cover		
2) <u>Drug Interaction Manual (book)</u>	25 Thousand	
book size 5.5 X 8.5 inches in hard bound form		
122 Pages Maplitho 70 gsm single colour printing		100 x 1
4 Pages Art paper 170 gsm. Four colour Printing cover		
3) <u>Drug Harmful In Pregnancy & Breastfeeding (book)</u>		
book size 5.5 X 8.5 inches with centre pinning	25 Thousand	100 x 1

40 pges Maplitho 70 gsm Single colour printing		
4 Pages Art paper 170 gsm. Four colour Printing cover		
4) <u>WHO Model List of Essential Medicines for Children (book)</u>		
book size 5.5 X 8.5 inches.with centre pinning		
36 pges Maplitho 70 gsm Single colour printing	25 Thousand	100 x 1
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5) <u>Guide to Patient Counseling Manual (book)</u>		
book size 5.5 X 8.5 inches in hard bound form		
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6) <u>Drug Harmful In Hepatic and renal Impairment (injury) (book)</u>		
book size 6.5 X 9.5 inches with centre pinning	25 Thousand	100 x 1
40 Pages Maplitho 70 gsm Single colour printing		
4 Pages Art paper 170 gsm. Four colour Printing i		

Specific Requirement of printers and accessories

- a) Single color/two colour offset machine
- b) 4 colour offset machine
- c) Paper cutting machine
- d) Folding machine
- e) Pinning machine
- f) Punching machine
- g) DTP set up

In the event of assigned work being carried out by the vendor not found satisfactory by MSPC, the contract would be liable to be terminated.

Bidders will have to submit all necessary documents in support of Eligibility Criteria along with the technical bid for qualifying for their eligibility failing which their offers will not be accepted.

2. IMPORTANT DATES

Date of Publication of Tender Notice	07 th January 2016
Start of Sale of Tender Document:	07/01/2016
End of Sale of Tender Document:	27/01/2016 till 16.00 hrs
Bid submission start date and Time	28/01/2016 till 16.00hrs
Bid submission end date and Time	29/01/2016 till 16.00 hrs
Date & time of bid opening (technical)	30/01/2016 at 15.00 hrs

3. ELIGIBILITY CRITERIA (Proof should be submitted for all)

The Bidders who desire to participate in this tender must qualify to the following Eligibility Criteria.

- 3.1 Only Indian firms having place of business and infrastructure in Maharashtra can participate in this tender
- 3.2 The bidder should have carried out printing job preferably in Government organizations or Reputed private Institutions (Please provide list of projects with completion certificate and other details in support of the statement)
- 3.3 The bidder should submit a solvency certificate for Rs. 10 lacs from Nationalized / Scheduled bank and the same shall not be older than one year on the last date of submission of the tender.
- 3.4 Income Tax returns for the last three financial years ending 31st March, 2015
- 3.5 *Experience for successful completion of works – Experience of works*
Successfully completed in
last 3 years
- 3.6 Bidder should enclose self certified copies for substantiation of the following Documentary evidence in support of:
 - A. Service Tax Registration number
 - B. PAN No.
 - C. Shop act/Registration certificate
 - D. MSME registration

A self certificate that the bidder has not been black listed by any institution of Central / State Government in the past three years to be submitted

The bidders are requested to furnish documents to establish their eligibility for each of the above clauses.

Relevant portions in the documents submitted, in pursuance of eligibility criterion mentioned above, should be highlighted. If tender is not accompanied by all the above mentioned documents, the same is liable to be rejected. Undertaking, for subsequent submission, of any of the above documents will not be entertained. However, MSPC reserves the right to seek fresh set of documents or seek clarifications on the already submitted documents.

Upon verification, evaluation / assessment, **If in case any information furnished by the Bidder is found to be false / incorrect, their bid shall be summarily rejected** and no correspondence on the same shall be entertained.

The documents in support of eligibility criteria submitted by any bidder not fulfilling the eligibility conditions / criteria stipulated above will be rejected.

4. TERMS & CONDITIONS

4.1 Earnest Money Deposit (EMD) of Rs.26000/- for each bid has to be submitted. The EMD is to be submitted through Demand Draft / Pay Order of any Nationalised / Scheduled Bank drawn in favour of Registrar, Maharashtra State Pharmacy Council, Mumbai payable at Mumbai

4.2 All the pages / bid documents should be signed stamped / seal by the authorized signatory.

4.3 All the pages of bid being submitted must be sequentially numbered by the Bidder.

4.4 MSPC will not be responsible for any delay on the part of the bidder in obtaining terms and conditions of the tender notice or submission of the bids.

4.5 The bids submitted by telex / telegram / fax / E-mail shall not be considered. No correspondence will be entertained on this matter.

4.6 The rates are to be quoted in strict compliance to the financial bid otherwise the bid is liable to be rejected.

4.7 Percentage (%) of taxes and duties etc are to be quoted in the commercial bid and no such inclusions are accepted in this regard after submission of the tender.

4.8 Conditional tenders shall not be accepted on any ground and shall be rejected straight away. If any clarification is required, the same should be obtained before submission of the bids.

4.9 No deviations in terms and conditions of the tender document will be accepted in any case.

4.10 Bid Prices: Unless stated otherwise in the bidding document, the work shall be for the whole work based on the unit rates and prices in the schedule of Quantities submitted by the bidder (Financial - Annexure-V).

4.11 All duties, taxes and other levies payable by the bidder under the work order may be taken into account while quoting except service tax.

4.12 Amendment of Bidding Document: At any time prior to the deadline for submission of bids, the MSPC may amend bidding documents by issuing addenda.

4.13 Any addendum thus issued, shall be part of the bidding document and shall be published on our website; it is bidders responsibility to check the website for updates.

4.14 MSPC may in exceptional circumstances and at its discretion, extend the deadline for submission of the bids by issuing an Addendum.

5. BID SUBMISSION:

The tenders shall be in two parts viz. part-I (i.e. Technical bid) and part- II (i.e. Commercial bid). Bank Draft towards EMD to be submitted in a cover, sealed and super scribed, "EMD –for

Printing of informative books prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for the registered pharmacists , due on ----27/01/2016 by 16.00 hrs". A letter specifying draft details should be submitted along with DD.

- (a) Part-I shall contain the details of technical qualifications, Cover containing DD against EMD, cost of tender document ,if downloaded then in the form of DD, competence of the tenderer supported by certificates as required vide eligibility and any other documents bidder wish to submit to prove his eligibility except commercial BID.
- (b) The part – II shall be the commercial bid with tender documents, duly filled in by the tenderer along with commercial terms if any.
- (c) Part-I and part-II bids shall be in separate sealed covers, duly super scribing on the covers with the details of bid i.e. "Tender No., Name of the work, part-I/part-II, name of the tenderer," etc. Both the sealed covers should be kept in a common sealed cover duly super scribing the details of the bid.
- (d) No bid shall be considered unless accompanied by the earnest money deposit (EMD).
- (e) All the pages of tender document (Technical and commercial bids) shall be signed/stamped by the bidders with seal affixed.
- (f) One Bid per Bidder: Each bidder shall submit only one bid
- (g) The price for items should be quoted in words and also in figures and shall match with each other. If rates in words do not tally with rates in figure then the rate which corresponds to the amount written in words shall be taken as correct.

6 FINANCIAL EVALUATION

- A. Technical bids of the tenders will be evaluated by Evaluation committee of Maharashtra State Pharmacy Council.
- B. Commercial bids of only those tenderers found technically suitable by a Committee of experts constituted by Maharashtra State Pharmacy Council will be opened. Commercial bids will be opened by Executive committee of Maharashtra State Pharmacy Council and evaluated for award of work.
- C. To assist in the examination, evaluation and comparison of bids, MSPC may at its discretion, ask any bidder for clarification of its bids, including breakup of units, rate, etc. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought or offered or permitted except as required to confirm the correction of arithmetic errors discovered by MSPC in the evaluation of the bids.
- D. Financial evaluation committee (Executive committee) will evaluate the bidders offer and the contract shall be awarded to the bidder whose bid has been determined to be responsive to the bidding documents .

E No commitment to accept lowest or any tender

The Purchaser MSPC shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers, including those received late, or incomplete, without assigning any reason therefore. The Purchaser reserves the right to make changes in terms and conditions of the tender. The Purchaser will not be obliged to meet and have discussions with any of the Bidder and / or to give a hearing on their representations.

7 PLACING OF WORK ORDER

- 7.1 MSPC reserves right to distribute the work and allot the work/works to more than one bidder, at its sole discretion.
- 7.2 Work order will be placed on the successful bidder on the basis of evaluation by the Technical Evaluation Committee and Financial Evaluation Committee.
- 7.3 MSPC reserves the right to split the purchase order to different bidders.
- 7.4 Letter of intent will be issued to Successful bidder, who has to submit Bank Guarantee towards Performance Guarantee (PBG) at the rate of 5% of the total work order value within 15 days from the date of receipt of Letter of Intent. On receipt of the said Bank Guarantee, Work order will be issued.
- 7.5 If the tenderer withdraws its tender, before the expiry of the validity period or before issue of letter of the acceptance, whichever is earlier or makes any modifications not acceptable to MSPC, in such case 100% of the EMD will absolutely be forfeited. In case, the tenderer fails to furnish the PBG or to commence the job after receipt of Work order, within the specified period entire EMD shall be forfeited to MSPC.
- 7.6 Supply shall have to be made several times during the year depending on requirement.

8 Rights of MSPC

(i) MSPC reserves the right to accept or reject any tender in part or cancel whole tender proceedings without assigning any reason whatsoever.

Payment: (i) All payments due to the vendor for services rendered against this Work shall be made by cheque within 30 (thirty) days from the date of submission of bills after scrutiny by the office of the Registrar, MSPC, if found to be in order. (ii) Payment will be made after deduction of the Income Tax and any other dues, as applicable, at source.

(VIII) Penalty: (i) Any financial loss incurred by the MSPC authority arising due to any procedural lapses on the part of the vendor shall be recovered by the MSPC from the agency.

(ii) Delay in submission of printing item within the specified limit shall attract a penalty of Rs. 100/- per day beyond the permitted time.

(IX) Termination of the Work: (i) During the currency of the Work, if the services of the successful vendor are not found to be satisfactory, MSPC reserves the right to terminate the Work with one month prior notice without payment of any compensation or whatsoever.

(ii) EMD will be forfeited in case of premature termination of the Work.

(X) Exit Clause: (i) The work between MSPC and the successful vendor can be terminated by MSPC with 2 months notice without assigning any reason and with no liability on MSPC.

- 9 Any attempt of direct or indirect negotiations on the part of the bidder with the authority to whom he has submitted the tender or authority who is competent to finally accept / reject the same after he has submitted his tender or any endeavor to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to be rejected.
- 10 **Disclaimer:** This Tender is not an offer by MSPC, Mumbai, but an invitation for bidder's response. No contractual obligation whatsoever shall arise from this process.
- 11 **Declaration:** The bidder is required to give a certificate as below in his commercial (price) bid.
"I/we agree that in case of any change in the quantities required, I/ we would be supplying the same at the rates as specified in this price bid. I /we agree to adhere to the prices given above even if the quantities undergo a change".

TECHNICAL BID

1. Name of the Tenderer with Address:

2. Name of the Contact person

Mobile / Telephone No(s). FAX

No. E-mail:

3. Bidders Registration Number:

4. Further details to be submitted as under:

(a) Description / Name of the Vendor (including legal status, ownership etc.)

(b) Date of inception of the bidder:

(Please furnish the copies of the annual Report, Balance Sheet and audited accounts and Income Tax clearance certificate for the last three years):

(c) Number of similar works undertaken in the past with names of Institutions (brief description of work is to be mentioned along with satisfactory execution certificate of the competent authority):

(d) Amount of work done since inception of the bidder (with supporting evidence)

(e) Details of single largest order completed during last year:

(i) Name of Client

(ii) Amount.....

(f) Proposed time schedule for completion of work

5. List your clientele with amount of work completed, their addresses and contact person's details.

6. Any other relevant information (The information required is not exhaustive. Vendors are requested to include all information that may be necessary for such type of projects).

The technical bid should invariably contain the following aspects:

- (i) Technical Specifications of the equipments to be used to accomplish the work and technical specifications of paper to be used in accordance with the requirements specified by MSPC

Signature of bidder (With
seal)

FINANCIAL BID

“Printing of informative books prepared by /compiled by Drug Information Centre of Maharashtra State Pharmacy Council for the registered pharmacists

(To be filled in by the tenderer with reference to Tender No. _____ MSPC Mumbai)

1. Name of the Tenderer with Address:

2. Name of the Contact person:

Mobile/Telephone No(s): FAX

No.:

E-mail:

Sr. No.	Specifications/ composition of item	Cost per book (INR)	Remarks, if any
1	<u>Drug Information Bulletin(book)</u> book size 6.5 X 9.5 inches with centre pinning 36 Pages Maplitho 70 gsm four colour printing 4 Pages Art paper 170 gsm. Four colour Printing inside 4 Pages Art paper 170 gsm. Four colour Printing cover		
2	<u>Drug Interaction Manual (book)</u> book size 5.5 X 8.5 inches in hard bound form 122 Pages Maplitho 70 gsm single colour printing 4 Pages Art paper 170 gsm. Four colour Printing cover		
3	<u>Drug Harmful In Pregnancy & Breastfeeding (book)</u> book size 5.5 X 8.5 inches with centre pinning 40 pges Maplitho 70 gsm Single colour printing		
	4 Pages Art paper 170 gsm. Four colour Printing cover		
			Page 21

4	<u>WHO Model List of Essential Medicines for Children (book)</u>		
	book size 5.5 X 8.5 inches.with centre pinning		
	36 pges Maplitho 70 gsm Single colour printing		
	4 Pages Art paper 170 gsm. Four colour Printing cover		
5	<u>Guide to Patient Counseling Manual (book)</u>		
	book size 5.5 X 8.5 inches in hard bound form		
	120 pges Maplitho 70 gsm Single colour printing		
	4 Pages Art paper 170 gsm. Four colour Printing cover		
6	<u>Drug Harmful In Hepatic and renal Impairment (injury) (book)</u>		
	book size 6.5 X 9.5 inches with centre pinning		
	40 Pages Maplitho 70 gsm Single colour printing		
	4 Pages Art paper 170 gsm. Four colour Printing cover page		

*Cost to be included with all central state govt taxes except Service tax

"I/we agree that in case of any change in the quantities required, I/ we would be supplying the same at the rates as specified in this price bid. I /we agree to adhere to the prices given above even if the quantities undergo a change".

Signature with date and rubber stamp of the tenderer

Page | 22

Display & Arbitration

In case of any dispute, the decision of MSPC will be final. The venue of arbitration, if any will be Mulund, Mumbai. MSPC reserves the right to terminate the contract at any time without assigning any reason(s) thereof.