



TENDER No.1

Purchase of "Raw Materials (Herbal) - A" Year : 2024-2025

of

**INSTITUTE OF TEACHING AND RESEARCH IN AYURVED (I.T.R.A.)
Pharmacy Unit**

**Jamnagar - 361 008
Phone: (0288) 2676863**

TENDER No.1

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E- TENDER

Pharmacy Unit, Institute of Teaching and Research in Ayurved (I.T.R.A.), Jamnagar, invites online e-tenders from the suppliers of raw materials (Herbal) as per the following categories and details:

01	Tender No	<u>Raw Materials (Herbal) – A</u>
02	Name of Work	Supply of Raw Materials (Herbal) - A in dry form at Pharmacy Unit, I.T.R.A., Jamnagar
03	Location	Pharmacy Unit, I.T.R.A., Opp. City-B Division Police station, Jamnagar - 361 008 Phone: (0288) 2676863
04	Tender Fee [Non-refundable]	Rs.5000/- by D.D./Pay order should be of nationalized Bank or any RBI Approved Bank only in favour of “Director, Institute Of Teaching & Research In Ayurved”, payable at Jamnagar.
05	Availability of tender	Tender Documents to be downloaded from website https://eprocure.gov.in/ OR https://itra.ac.in/tenders-arc/
06	Approx. Cost	Total Rs.80 Lakhs.
07	Earnest Money deposit	E.M.D. Amount@3% of the Estimated Price of the Raw Materials for which bidder is quoting Rs.2,40,000/- by D.D./ pay order of nationalized bank or any RBI approved Bank only in favour of “Director, Institute Of Teaching & Research In Ayurved” payable at Jamnagar and to be enclosed along with technical bid only, failing which tender will not be considered as a valid tender.
08	Security Deposit	@3 % of yearly Estimated Price of approved raw materials /contract Value in form of DD/ pay order of nationalized bank or any RBI approved Bank only in favour of “Director, Institute of Teaching & Research in Ayurved”, payable at Jamnagar to be submitted within 15 days from the date of issue of LOI.

09	Last Date and time for Downloading of Tender documents from https://eprocure.gov.in/ OR https://itra.ac.in/tenders-arc/	From Date: 15/03/2024, Time:11.00am Up to Date:04/04/2024, Time: 3.00 pm.
10	Last date for online Submission of Price bid at https://eprocure.gov.in/	Up to Date: 04/04/2024, Time: 5.00pm
11	Last date for submission of Tender Fee, EMD, Samples and supporting Documents for Technical Bid during office hours by Courier/Reg.Ad/speed post.	Up to Date: 16/04/2024, Time: 1.00 pm.
12	Opening of Technical Bids	Date: 16/04/2024, Time: 3.00 pm at Office of the Deputy Director, Pharmacy Unit, I.T.R.A., Jamnagar
13	Validity of tender	180 Days from the opening of Price bid
14	Tenure Period	One Year from the date of approval

The bidder must carefully read the terms and conditions of the tender before filling the tender. The bidders are requested to quote the rates as per the terms and conditions mentioned in the tender document and should be delivered at Pharmacy Unit, I.T.R.A., Jamnagar during office time (9.00 am to 5.00 pm) except Sunday, 2nd, 4th Saturday and official holidays of Pharmacy Unit, I.T.R.A., Jamnagar. The conditional tender will not be entertained and shall be liable for outright rejection.

TENDER No.1
Purchase of "Raw Materials (Herbal) - A" Year : 2024-2025
Criteria for evaluation of Technical bid

*Following details are requested to be furnished with documents to qualify in
 Prequalification bid for the tendered Items:*

Status of the Bidder

FORM- A (Checklist)

Sr.	Item	Details
01	Name and address of Company.	
	Mobile / Phone Number	
	Email ID, Website	
02	Name of Concerned Person	
03	Whether Individual/ Proprietorship /Partnership/ Private Ltd. / Limited co. or any other	Yes <input type="checkbox"/> No <input type="checkbox"/>
04	Experience documents in selling of Raw materials.	Yes <input type="checkbox"/> No <input type="checkbox"/>
05	Income tax PAN Registration certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
06	Registration number of Shop and establishment registration act or Registration copy of any unit of State Government of the year 2023-2024.	Yes <input type="checkbox"/> No <input type="checkbox"/>
07	GST Registration certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>
08	<u>Defaulter certificate :-</u> Defaulter certificate as in prescribed format on letter head of the bidder (Annexure-1).	Yes <input type="checkbox"/> No <input type="checkbox"/>
09	<u>Declaration sheet :-</u> Attached Declaration in prescribed format on letter head of the bidder (Annexure-2).	Yes <input type="checkbox"/> No <input type="checkbox"/>
10	Turnover documents certified by chartered Accountant :- Bidder may submit the annual accounts certified by chartered accountant/ audited annual account certified by chartered accountant (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
11	Copy of Bills / Work Orders of raw materials carried out./work completion certificate	Yes <input type="checkbox"/> No <input type="checkbox"/>

TENDER No.1

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Criteria for evaluation of Technical bid

*Following details are requested to be furnished with documents to qualify in
Prequalification bid for the tendered Items:*

Status of the Bidder,

FORM- B (Technical bid)

Sr.	Item	Details	
1.	Name and address of Company		
	Mobile / Phone Number		
	Email ID, Website		
2.	Name of Concerned Person		
3.	Whether Proprietorship / Partnership / Private Limited / Limited co. or any other		
4.	Numbers of years of experience in selling of dry raw materials.		
5.	PAN Number (Hard Copy must be enclosed)		
6.	Registration number of Shop and establishment registration act or Registration copy of any unit of State Government of the year 2023-2024 in concern area of work related to supply of herbal raw material		
7.	GST Number (Hard Copy must be enclosed)		
8.	<u>Defaulter Certificate :-</u>		
	Defaulter Certificate as in prescribed format on letter head of the bidder (Annexure-1).		
9.	Turnover of similar business during last Five years certified by chartered Accountant:- Bidder may submit the annual turnover if available, of last Five years. (minimum 50% of estimated tender value)		Turnover in Rs.
10	Copy of Bills / Orders of raw materials carried out of last seven years. Copy of bills should be enclosed.	As per Experience Criteria in Page No.06	

All above information submitted are true and the best of my/our knowledge

Date:

Signature of bidder with stamp

Place:

PHARMACY UNIT, I.T.R.A., JAMNAGAR

Scope of work

Institute of Teaching and Research in Ayurveda (ITRA), an institute under Ministry of Ayush, Government of India has its in house drug manufacturing unit to supply finished Ayurveda product to its own hospital and health care services.

For that, Institute demands for the raw herbal material to be used in Ayurveda formulations which have following scope of the work.

- Raw dry herbs with high quality, purity and strength are required.
- Supply these drugs to the at the manufacturing place.
- Maintaining of quality of drug during the storage time, transportation to the place.
- Identity, quality and strength of the drugs has to be maintained as per the Ayurvedic Pharmacopeia of India standards.
- The product should have a self-life of not less than a period of 6 months under normal storage condition.

Eligibility criteria

1. Any Indian Individual/Proprietorship /Partnership/ Private Ltd. / Limited co, working in selling raw herbal drugs is eligible to apply for the tender.
2. The bidder should submit declaration that the vendor hasnot been black listed by any Government Sector/Semi Government/ PSU Sector in India. (Enclose affidavit)
3. The Bidder must have registration certificate, valid GSTIN registration certificate and Income Tax Permanent Account Number (PAN).
4. Agency should have average annual Turnover of INR. 40,00,000/- (Forty lakhs) of any 3 years among last 5 years.)
5. Bidder should have minimum 3 (Three) years experience of work in selling raw Ayurveda drug market.

Experience Criteria

Particular Raw Materials Supply Experience and Key Production Rates The applicant should have:

1. successfully completed or substantially completed similar works during last seven years ending last day of month previous to the one in which applications are invited should be either of the following: -
 - 1.1 Three similar completed works costing not less than the amount equal to 40(forty) percent of the estimated cost; or
 - 1.2 Two similar completed works costing not less than the amount equal to 50 (fifty) percent of the estimated cost; or
 - 1.3 One similar completed work costing not less than the amount equal to 80 (eighty) percent of the estimated cost.

Submission of Technical & Financial Proposal

1. This tender for raw materials consists of two parts viz.

Part – I is “Technical Bid” including Terms and Conditions and

Part – II is “Price Bid”

2. Part – I- Technical Bid

- i. The bidders must submit the technical bid to the I.T.R.A., Jamnagar up to stipulated date and time. The I.T.R.A., Jamnagar shall not be held responsible for any delay or the difficulties faced during the submission of bids by the bidders. The bidders have to submit the financial Price bid only on online at <https://eprocure.gov.in/>.
- ii. One time tender fee and 3% EMD (Ernest money Deposit) shall have to be paid through demand draft/Pay order along with technical bid by the bidder. Cheques will not be considered. Amount of EMD shall not be adjusted in any bill or account. Bidder has to submit the tender fee and EMD in separate envelop along with the technical bid. Any technical bid received without tender fee, EMD, necessary documents and samples shall be rejected.
- iii. Technical bid with documents can be submitted through Regi.Ad./speed post/courier. However, the documents required to be submitted in support of experience, financial position, status of the bidder, owned by the bidders etc. as well as tender fee and EMD in the desired form shall be placed in sealed cover super-scribed “TECHNICAL BID, Tender No.” ” , and Name of bidder at Office of The Deputy Director, Pharmacy Unit, I.T.R.A., Jamnagar - 361008, within stipulated time.
- iv. All bidders should furnish samples of raw materials with the technical bid. Bidder should write tender number, bidder’s name, serial number on each of the sample duly signed and sealed. Name of the drug should be written prominently on the sample provided. The supplier should provide 100gms sample of each item if it’s price is less or equal to Rs.500/- per kg. and 50gms if it’s price is more than Rs.500/- per kg. In case of failure to send the sample along with the technical bid of related item, that item is liable to be rejected.

3. Part – II- Price bid

To be submitted online at <https://eprocure.gov.in/> before stipulated date and time.

- i. Rates for each item should be per kilogram and as per schedule of Price bid, including all taxes (excluding GST) postage, tare, boxes, packing charges, freight or transport charges, goods are to be sent by train or road transport, railway receipts or transport receipts should be “PAID RECEIPTS”. I.T.R.A., Jamnagar shall not pay any extra additional charges. " C " or " D " form will not be furnished by the I.T.R.A., Jamnagar.

Opening of the bids:

- i. Technical bids will be opened after receiving of tender document fee, EMD and samples of raw materials provided by bidders.

- ii. The technical bids will be opened first. On verification of the supporting documents, technical bid of the bidders will be assessed. The qualified technical bids will only be accepted for quality assessment of samples of raw materials.
- iii. Price bid will be opened only of those bidders whose samples are qualified.
- iv. The decision of the I.T.R.A., Jamnagar for acceptance or rejection of the quality of raw materials will be final and binding to the bidder.

EVALUATION PROCESS:

The evaluation of proposals shall be on the principle of **Quality Cum Cost Based Selection (QCBS)** based on the final weighted score. The assignment shall be awarded to the bidder scoring the highest final weighted score as evaluated by the committee

ITRA will select the agency who has scored the highest as per the evaluation criteria - combined score of technical proposal and financial proposal

The respective weightage for the Composite Technical Score and the Composite Financial Score are set out in the table below:

Sr. No.	Description of Parameter for composite evaluation score
1.	Composite Technical Score – 70%- Weightage
2.	Composite Financial Score – 30%- Weightage

Technical Evaluation

The Evaluation Committee appointed will carry out the evaluation of Proposals on the basis of the following evaluation criteria. The minimum to be given under each of the evaluation criteria are:

Sr. No.	Criteria	Documentary Evidence
1.	Experience: (Max. 15 marks) (Bidder should have minimum 3 years experience of work in selling raw Ayurveda drug market.)10 Marks Each year of Extra experience above three years carries one marks, (criteria carries maximum 15 marks.)	Enclose copy of Bills along with work order & completion certificate/ supporting document from the client.
2.	Turnover: (Max. 10 marks) (Agency should have average annual Turnover of 40 lakhs to 80 lakhs (in at least one yr in last three yrs) – 3 marks More 80 lakhs to 160 lakhs than (in at least one yr in last three yrs)- 3 marks More then 160 lakhs-4 Extra marks	Enclose turnover copy & certificate from the CA

3.	Quality of sample (max. 45 marks) Sample provided by bidder will be evaluated by committee of experts.	Physical Sample of related drug/material Minimum 20 Marks is Necessary for qualification
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The Technical Score (TS) obtained and the Financial Score (FS) obtained would be analyzed asunder to get Composite Technical Score (CTS) and Composite Financial Score (CFS) as under:

Composite Technical Score (CTS) parameter:

Composite Technical Score (CTS) will be analysed and assigned to each bid as below:

$$CTS^* = [TS^{**} / TS \text{ (high)}^{***}] \times 100$$

*CTS is Composite Technical Score for each bidder

**TS – Means Technical Score obtained by respective bidder

***TS (high) – Means highest Technical Score (among the all qualified bidders)

Composite Financial Score (CFS) parameters:

$$CFS = [FS \text{ (low)} / FS] \times 100$$

FS (low) – is the lowest Financial Bid (among all qualified bidders)FS – is the Financial Bid by the bidder.

Composite Evaluation Score (CES)

$$CES = CTS \times 0.7 + CFS \times 0.3$$

The party with the maximum CES would be selected as successful bidder.

Note: If two vendor get same CES, then the selection will be based on higher CTS

Minimum 33 Marks out of 70 will be required to Eligible for opening of financial bid.

Terms & Condition:

1. Successful bidder has to pay Security Deposit 3% of the yearly contract value by DD/Pay order within 15 days from the date of issue of LOI. Detail order will be issued only after submission of security deposit. If bidder fails to pay security deposit within 15 days from the date of LOI, order will be deemed to be cancelled and EMD paid by bidder shall be forfeited.
2. The qualified bidder has to do a notarized agreement with the I.T.R.A., Jamnagar on a stamp paper of Rs.300/- to be provided by the bidder in prescribed format. Covering all terms and conditions interlay that are advertised and stated in this tender form and those which may be agreed upon or modified by both bidder and I.T.R.A., Jamnagar during subsequent correspondence / discussions / negotiations.
3. This contract shall not be sub-contracted or transferred to any individual firm or company. In such case contract shall liable to be cancelled and the security deposit will be forfeited.
4. Qualified bidder must retain and preserve the sample of approved raw material throughout the tenure; same will be preserved by pharmacy unit, I.T.R.A., Jamnagar also. Pharmacy Unit, I.T.R.A., Jamnagar is not bound to purchase any items or quantity shown in the tender for annual requirements. Raw material will be purchased partly as and when in required quantity. The quality of the material must remain the same throughout the tenure as per the sample approved by pharmacy unit, I.T.R.A., Jamnagar.
5. Any single pack of supplied raw material should not exceed 50 kgs. The actual weight will be considered after excluding the weight of packing material and packing materials like tins, wooden boxes, gunny bags etc. shall not be returned back nor any charge shall be paid thereof. Charges for unloading of the carton shall be paid by the supplying party.
6. The raw material supplied as per Ayurvedic Pharmacopoeia of India (A.P.I.) part I. Standard attached with Govt. approved laboratory report will be appreciated. All the raw material must be supply by following Good Agricultural and Collection practices. (G.A.C.P.). Sortex/premium quality raw materials should be supplied.
7. Raw material should be dried properly before supply. In case of partial dried or with moisture the material will be rejected. Maximum 2% of dust/ admixture/ moisture/ adulterant/plants parts etc. (collectively) will be accepted in supplied raw material. More than that will be rejected OR actual quantity of raw material after cleansing/drying process will be considered in account. The charges for cleansing/Labor, reduction amount of the materials after cleansing and penalty will be deducted from the amount of the bill. The amount of penalty will be minimum of two times more than price of the reduction amount of the materials. Net weight of the raw materials will be considered for payment (After reduction of quantity of adulterants and moisture etc.).
8. Local bidder should supply any of the approved items within 8 days and outside bidder should supply within 15 days from the date of order as mentioned in the tender. Failing which the same shall be purchased from other bidder or from the open market without notice and losses and difference if any shall be recovered from the amounts of outstanding bills or deposits of the concern bidder.
9. Any loss of materials in quantity in transit shall not be entertained at the destination i.e. Pharmacy unit of I.T.R.A., Jamnagar. However any loss, shortage or damage occur in transit, due amount will be deducted from the amount of the bill.

10. If any of the supplied raw materials is not found at par the approved sample provided by the party during tender process; the same would be rejected. Rejected material must be evacuated by the supplier from pharmacy premises within fifteen days of given instruction at own expenditure and responsibility of the supplier, failing which the material will be disposed off by the pharmacy and no compensation or charges will be paid by the Institute.
11. Bill for all materials supplied to the Pharmacy should be furnished in triplicate copy and also send by email on the same date to (pharmacy@itra.edu.in) along with the materials as per the instruction. Payment will be made as per availability of the grant. For the quarry regarding the payment or any financial matter party should contact the account section I.T.R.A.
12. Mode of payment:-The Bills become payable after deduction as per following terms.
 - Payments shall be released for the materials if the terms and conditions fulfilled.
 - Taxes should be stated as applicable. All the rates quoted by the bidder must be excluding GST, but, inclusive of expenses Royalty, octroi, transportation, labour, packing materials, professional tax, turn over tax, loading, unloading etc. at pharmacy unit, I.T.R.A., Jamnagar.
13. Earnest Money Deposit and Security Deposit will not bear any interest.
14. Security Deposit paid by the successful bidder shall be liable to be forfeited by the I.T.R.A., Jamnagar, if bidder fails to supply or does not able to supply the ordered materials in accordance with the terms and condition of the tender / LOI/purchase order/ supply order.
 - i. (1)MSME Firms are exempted from of EMD. Document required for availing Exemption of EMD Amount for NSIC/MSMEs which are specified by the Ministry of Micro, Small and Medium Enterprises under MSMED Act 2006 and Public Procurement Policy, 2012 as Manufacturing/ Service Enterprises should have registered with NSIC under its Single Point Registration Scheme (SPRS). (2) The Certificate with monetary limit indicates should be valid on the scheduled date/Extended date of submission of tender. Incomplete or Certificates without monetary limit will not be considered. (3) The items of Product/Services mentioned under NSIC certificate should be the same or similar to the tendered items (Schedule of items of tender). (4) The monetary limit stipulated in the certificate of MSMEs/NSIC should be equal or more than the value of work in hand awarded under MSME benefits during the financial year plus estimated cost of this tender for availing EMD exemptions. (5) If monetary limit is less than the value of work in hand awarded under MSME/NSIC benefits during the financial year plus estimated cost of this E-Tender, they should obtain " Competency certificate" from NSIC for participating in this E-Tender as well as to avail MSME benefits.
 - ii. Security deposit will be refunded after the completion of default liability period of one month from completion of contract tenure on demand by bidder.
15. Tender is valid for one year from the order of allotment. Bidder is bound to supply the approved tender item after expiry of the contract period at least for three months. Contract period can be extended for one year if I.T.R.A., Jamnagar and bidder agree to extend the tender period at previous approved rates.

16. The I.T.R.A., Jamnagar reserves right to accept, reject, amend, alter, increase, decrease or postpone any or all of the order and tender without assigning any reasons. Decision of the I.T.R.A., Jamnagar regarding the technical qualification will be final and binding to the bidder. In case of any dispute or difference of opinion in the interpretation of any of the terms and conditions of this tender, the decision of the Director of I.T.R.A., Jamnagar shall be final and binding to all. The court at Jamnagar in Gujarat state only will have jurisdiction to deal with and decide any legal dispute or contravention.
17. Further tender related Information/clarification on mail Id: pharmacy@itra.edu.in
18. Returning of earnest Money Deposit (BID SECURITY AMOUNT)
 1. The Earnest Money Deposit of the unsuccessful bidders in the technical bid evaluation stage shall be returned within seven (7) days after opening of the eligible financial Bids.
 2. The Earnest money Deposit of the unsuccessful bidders in the financial bid evaluation stage shall be returned within seven (7) days, on award of contract to the successful bidder.
 3. The Earnest money deposit of all the bidders shall be returned along with their unopened financial bids, in case of cancellation of bid after the opening of Bids and prior to opening of financial bids.
 4. No, interest shall be payable on the Earnest Money Deposit returned to unsuccessful bidders.

Annexure-1

On Bidder's Letter Head

DEFAULTER CERTIFICATE

From:

Date:

Ref:

To
Dy. Director,
Institute Of Teaching & Research In Ayurved,
Jamnagar – 361 008

Sub : Regarding defaulter.

Ref:Tender No.1 - Purchase of Raw Materials (Herbal) - A Year : 2024-2025.

Respected Sir,

I/We have carefully gone through and clearly understood the tender notice tender terms and conditions and tendered to execute and satisfactorily complete the whole Supply's strictly in accordance with the said tender.

I/We hereby solemnly declare that none of Our Partners Jointly or Severally or Our Firm/ Company/Associates company have not been defaulted/Black Listed by the Central Government or any State Government or it's Undertaking and no legal proceedings are taken against us and our firm.

I/We hereby further declare that, if the above Declaration is found untrue, I.T.R.A., Jamnagar shall be entitled to take any action against us severally and or individually or our firm/Company, In this regard in any manner that may deemed fit by I.T.R.A., Jamnagar.

Thanking You,

Yours Faithfully,

[Name and Signature with Stamp]

Annexure-2

On Bidder's Letter Head

DECLARATION

All the conditions of tender and instructions have been read and intelligently understood in healthy condition and in token thereof has been signed below which is binding to us and our heirs.

Date : -

Before us

1) Name and address

Signature of the
bidder

2) Name and address