



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institute of National Importance under Ministry of Education, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2391236

Email: registraroffice@nitmz.ac.in

Tender No.: NITMZ/D-38-2/2025/671

Date: 07.05.2025

Notice Inviting Tender for Annual Rate Contract for Supply of Medicines at NIT Mizoram

The Registrar, NIT Mizoram invites sealed quotations from interested bidders for **"Annual Rate Contract for Supply of Medicines at NIT Mizoram"**, Aizawl in **Two Bids System** to reach the undersigned on or before **30.05.2025 (1:00 PM)**.

Sl. No.	Items	Approx. Annual Value of Requirement (Rs.)
01	Medicines (As per the recommendation of the Institute's Competent Authority)	10,00,000.00

The Tender Documents can be downloaded from the Institute's website **www.nitmz.ac.in** and submit to the undersigned on or before **Dt. 06.06.2025 (1:00 PM)**.

The prescribed fees: **Earnest Money Deposit (EMD) of ₹. 1,000.00** (Rupees One Thousand only) shall be remitted through **Online Payment only** to the under mentioned Account Details:

NAME: NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
ACCOUNT No. : 33755447886
STATE BANK OF INDIA
BAWNGKAWN BRANCH, AIZAWL
IFSC: SBIN007059
AIZAWL, MIZORAM - 796014

The transaction details shall be mentioned in the Tender. Payment through physical instruments – Demand Draft/Cheque/Cash etc. will not be accepted.

Proof of Transaction may however be enclosed in the Technical Bid document at **Annexure-II**.

Qualifying Bidder may submit their bid before the above last date of submission and not beyond **1:00 PM of 06.06.2025**.

Sd/-Registrar
NIT Mizoram



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CHALTLANG, AIZAWL, MIZORAM - 796012

Phone/Fax: 0389-2391236 / 0389-2391774 / 0389-2391699

Email: nit_mizoram@nitmz.ac.in

Tender No.: NITMZ/D-38-2/2025/671

Date: 07.05.2025

Notice Inviting Tender for Annual Rate Contract for Supply of Medicines at NIT Mizoram

Sealed tenders are invited in a two-bid system (Technical & Financial Bid) in a prescribed format from registered Firm for **Annual Rate Contract for Supply of Medicines to NIT Mizoram.**

1. Last Date & Time for Submission : 06.06.2025 (1:00PM)
2. Date/ Time for Opening of Technical Bids : 09.06.2025 (2:00PM)
3. Date of notifying the technically qualified Bidders by Email : 09.06.2025
4. Tentative Evaluation of Financial bids for technically qualified Bidders : 10.06.2025 (2:00PM)

Venue of Bid Opening: Administrative Block, NIT Mizoram, Chaltlang, Aizawl

Bid Instructions:

1. Quotations will have to be submitted in **2 (two) Bids**. The address of the firm submitting the quotation and the Officer to whom the quotation is addressed must appear distinctly on sealed covers. Further, on sealed cover, the following are to be written:

"Notice Inviting Tender for Annual Rate Contract for Supply of Medicines at NIT Mizoram"

Ref. No. NITMZ/D-38-2/2025/671

Date: 07.05.2025

2. **Submission of Compliance Certificate:** Duly filled and signed Compliance Certificates as per **Annexure I** must be attached with the Technical Bid.
3. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the authorized official of the Firm must appear on all the papers and envelopes submitted.

QUALIFYING REQUIREMENTS:

1. The Firm must be registered as per "Drugs and Cosmetics Act, 1940 and the Drugs and Cosmetics Rules, 1945 with a valid Drug License.

2. The Firm must be registered under appropriate authorities i.e., it must be registered with Service Tax authorities/Income Tax (PAN)/ GST/ etc.
3. The Firm should not have been blacklisted in the past by any Government Departments/Organizations, Autonomous Institutions, Public Sector Undertakings.
4. The Firm should have No Vigilance/CBI Case pending against it.

Firm meeting the above qualifying requirements may submit tenders on or before **06.06.2025 (1:00 PM)**.

Note: -

Exemption on payment of EMD shall be provided, **if valid Exemption Certificate from Micro, Small and Medium Enterprise (MSME)/National Small Industries Corporation (NSIC) is submitted along with the Tender but not for turnover.**

Instructions to Bidders:

1. Sealed tender is invited under Two Bid system from the eligible Firms
 - i) Part I- Technical Bid (A) and
 - ii) Part II- Financial Bid (B)
2. **Technical Bids (marked Envelope A):** The Technical Bid should be kept in a separate sealed envelope and should be super-scribed as **"Technical Bid for Annual Rate Contract for Supply of Medicines at NIT Mizoram"**. The technical bid should contain EMD payment details, compliance table, Blacklist Affidavit, all relevant documents, firm details, bank details, authorized contact person details, one signed copy of tender document. All the pages of documents, enclosed with the tender document should be signed and stamped. **This envelope should not contain financial bid.**
3. Only for the Bidders which fulfil Technical qualification criteria as assessed by Technical Evaluation Committee will only qualify for opening of Financial Bid. After evaluation of Technical Bids, the date for opening of Financial Bids will be notified in the Institute's Website and qualified bidders will be informed accordingly.
4. **Financial Bids (marked Envelope B):** The Financial Bid should be kept in a separate sealed envelope and should be super-scribed as **"Financial Bid for Annual Rate Contract for Supply of Medicines at NIT Mizoram"**. It should contain only price bid. Conditional financial bid will be rejected.
5. Put 1. **Technical Bids (Envelope A)** and
 2. **Financial Bids (Envelope B)** in a
 3. **Third Envelope, with clear and superscribed with Tender No. and**

Bid for Annual Rate Contract for Supply of Medicines at NIT Mizoram. The bid has to be submitted to the office of the Registrar as mentioned in this tender and must provide your contact details on the envelope.

Last Date of Submission: 06.06.2025 (1:00 PM)

Technical Bids will be opened on 09.06.2025 (2:00 PM)

General Terms & Conditions:

1. Only Bids submitted in hard copy will be accepted.
2. **Earnest Money Deposit (EMD):** EMD of all bidders shall be returned after finalization of the contract without any interest. Tender not accompanied by EMD or without MSME Certificate as prescribed above will be summarily rejected.
1. Bidders are instructed to quote their Percentage Discount rates only as given in the **Format for Financial Bid at Annexure-III.**
2. Bidders shall indicate their Percentage Discount rates in clear/visible figures as well as in words and shall not alter/overwrite/ make cutting in the quotation. In case of a mismatch, the rates written in words will prevail.
3. The Bidders are required to provide the **Percentage Discount offered** from the **Printed MRP** of the items. No extra above the price after discount on MRP shall be paid on any account.
4. **Validity:** The bid shall remain valid for the entire contract period from the tender closing date.
5. Bidder must unconditionally accept all terms and conditions stipulated in the tender document and all pages of the bid including all enclosures should be numbered and must be duly filled in, signed and stamped by the authorised signatory of the bidder. Photocopies of all documents submitted should be signed by the authorised signatory with seal of the bidder.
6. **Bids received without signature and seal on all pages of the tender document will be rejected.**
7. **Conditional tenders not acceptable:** All the terms and conditions mentioned herein must be strictly adhered to by all the Bidders. Conditional tenders shall not be accepted on any ground and shall be summarily rejected.
8. **Late and delayed tender:** Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed last date of submission, the next working day shall be considered as the last date of submission.
9. **Enquiry during the course of evaluation not allowed:** No enquiry from the bidder(s) shall be entertained during the course of evaluation after opening of Technical Bid of the tender till final decision is conveyed to the successful bidder(s). However, the Institute Authorities may make enquiries/seek clarification from the bidders. In such a case, the bidder must extend full co-operation.

10. **Bid not transferable:** The bid documents are not transferable and the seal and signature of the individual/ authorized official of the Firm must appear on all the pages and envelopes submitted.
11. At any time prior to the date of submission of bid, NIT Mizoram may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment/ corrigendum. Any such amendment/corrigendum will be duly notified only through the **Institute's website www.nitmz.ac.in**. Prospective bidders are advised to regularly check the Institute's website for any amendment/ corrigendum. In order to provide reasonable time to take the amendment into account in preparing the bid, NIT Mizoram may extend the date and time for submission of bids.
12. The acceptance of the Tender will rest solely with the competent authority of NIT Mizoram, who in the interest of the Institute, is not bound to accept the lowest quotation and reserves the right to reject or partially accept any or all the quotations received without assigning any reasons thereof.
13. **Blacklist Affidavit:** The Bidder has to submit a voluntary statement by way of affidavit stating that they have not been blacklisted in the past by any Government or Non-Government organizations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/ CBI case pending against the Firm.

Selection Criteria:

1. **Technical Bid:** Technical bid will be opened as per schedule in the Administrative Office of the NIT Mizoram, Chaltlang, Dawrkawn, Aizawl in the presence of Technical Evaluation Committee (Bid Openers). The bidders or their authorized representatives may also be present during the opening of the Technical Bid.
2. **Financial Bid:** The date of opening of Financial Bid(s) will be decided by the Institute and will be communicated to eligible bidders only and the Financial Bids of only technically qualified bidders will be opened for evaluation. However, in the Financial Bid if two or more bidders quoted the same rate/amount and are H1, then the final evaluation shall be based on the marks scored in the technical evaluation matrix. The **H1 Percentage Discount** bidder will then be decided based on the highest marks scored in the technical evaluation.

Terms & Conditions of Contract

For all claims henceforth NIT Mizoram shall be designated as 'The Institute' and the Awardee shall be designated as 'Agency'.

1. **Award of Contract:** The period of contract offered to the **H1 Firm** shall initially be for a period of **1 (one)** year from the date of award of contract issued by NIT Mizoram. Extension may be granted based on satisfactory services and approval of the Competent Authority.
2. **Security Deposit:** Selected Bidder shall submit Security Deposit amounting to **Rs. 30,000.00** in the form of Online Payment, at the Account given above and shall be released on successful completion of the contract period without interest.
3. The Firm must be registered under appropriate authorities i.e., it must be registered with Service Tax authorities/Income Tax (PAN)/ GST/ etc. **TDS on GST @ 2%, shall be deducted at source before payment, if applicable.**
4. **Payment:** Full payment by Direct Bank Transfer (PFMS), after delivery at our site. No advance payment shall be made in any shape.
5. **The medicines shall be procured as per the requirements in batches during the period of the empanelment through separate Purchase Orders.**
6. The Supplier has no right to claim minimum order quantity against any medicine. The number of quantity shall be decided by the Institute authorities and no queries can be raised in this regard.
7. The supplied medicines should have a validity of at least **1 (one) year** from the date of delivery i.e. the date of expiry of the supplied medicines should be at least one year from the date of delivery. In case the supplied medicine does not offer validity of one year from the manufacturer, then such medicine can be accepted as per the actual validity.
8. The Firm shall be solely liable for supply of genuine and valid medicines.
9. PO shall be cancelled if the delivered medicines were found to be differed or deviated from the mentioned requirements in the PO.
10. Packing, Forwarding, Freight, Insurance (if any) charges should be inclusive in the price.
11. All the Terms and Conditions mentioned herein must be strictly adhered to by all the Bidders.
12. The selected Firm shall not be permitted to transfer, sublet or assign their rights and obligations in part or full under this contract to any other Firm.

13. The Institute shall have the absolute right to terminate the contract at any time before the due date of expiry specified in Clause 1 herein above, without assigning any reason, by giving one month's notice in advance to the Firm in writing. The Institute shall also have the right to extend the contract in writing on the same terms and conditions.
14. In the event of Supplier desiring an early termination of the contract, they shall have to give **three months advance notice** to the Institute Authority.
15. The Firm is bound by the details and documents as furnished by them to the Institute while submitting the tender or at any other time. In case any of the details of such documents furnished by them, is found to be false at any stage this would be deemed to be a breach of the terms of contract making them liable for action deemed fit by the Director, NIT Mizoram.
16. **Force Majeure:** If the performance of the obligation of either party is rendered commercially impossible by any of the events hereafter mentioned, that both the party shall be under no obligation to perform the agreement under order after giving notice of 15 days from the date of such event in writing to the other party, and the events referred to are as follows:
- a. Any law, statute or ordinance, order action or regulations of the Government of India,
 - b. Any kind of natural disaster, and
 - c. Strikes, acts of the Public enemy, war, insurrections, riots, lockouts, sabotage.
17. **Settlement of Disputes and Jurisdiction:** In the event of any dispute or difference whatsoever arising out of this contract, the same shall be settled amicably. If not resolved, the contract shall be interpreted and governed by the laws and procedures established by Government of India and subject to exclusive jurisdiction of the Gauhati High Court, Aizawl Bench, Aizawl only.

Sd/-
(Prof. AJMAL KOYA PULIKKAL)
Registrar In-charge
NIT Mizoram

ENCLOSURES FOR SUBMISSION:

- | | |
|----------------|---|
| Annexure – I | : Documents to be attached with the Technical Bid |
| Annexure – II | : Proforma for Technical Bid |
| Annexure – III | : Format of Financial Bid |

ANNEXURE - I

Documents to be attached with the Technical Bid (first envelope)

1. Copy of valid Drug License
2. Copy of Income Tax account (PAN)
3. Copy of GST Registration Certificate
4. Copy of OEM/Authorized Dealership (Brand)
5. All other relevant documents as mentioned under "Instruction to Bidders".
6. Undertaking stating that the Firm has not been blacklisted in the past by any Government and Organisations, Autonomous Institutes, Public Sector and Private Sector Undertakings and no case is pending against any contract and also to state that there is no vigilance/CBI case pending against the Firm.
7. **Earnest Money Deposit (EMD) of ₹. 1,000/-** (Rupees One Thousand only) through **Online Transfer/Payment to SBI Account**, as under:-

NAME: NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
ACCOUNT No. : 33755447886
STATE BANK OF INDIA
BAWNGKAWN BRANCH, AIZAWL
IFSC: SBIN007059
AIZAWL, MIZORAM - 796014

The transaction details shall be mentioned in the Tender. Payment through physical instruments – Demand Draft/Cheque/Cash etc. will not be accepted.

ANNEXURE-II

Proforma for Technical Bid **(First Envelope)**

To be put in a separate sealed envelope, marked **“Technical Bid: Annual Rate Contract for Supply of Medicines at NIT Mizoram”**

Table 1: Firm/ Supplier Details

1	Name of the Firm (Full address with Telephone No.)	
	Email:	
	Web (URL), if any:	
2	Name of Proprietor/Owner	
3	Name & Contact details of authorized representative	
4	Complete Bank Account Details	
5	Month & Year of Establishment	
6	Drug License Number and validity (Please attach attested copies of registration certificate)	
7	GST No.	
	PAN (Please attach attested copies of registration No.)	
	EMD details/Transaction No., Date & Amount	

UNDERTAKING

If any information given to me/us in the above technical bid is found incorrect or false at any stage, the entire EMD will be forfeited to the Institute.

Date:
Place:

Signatory with seal of the firm

ANNEXURE - III
Proforma for Financial Bid
(Second Envelope)

To be put in a separate sealed envelope, marked **"Financial Bid: Annual Rate Contract for Supply of Medicines at NIT Mizoram"**

Table 2: Financial Details

Sl. No	Particulars	Overall percentage of Discount on printed MRP (%)	In Words
1	Medicines		

Signatory with seal of the firm

Note:

1. Discount quoted should be inclusive of all charges (taxes, transportation, etc.). No extra charges shall be paid in any shape.