



Uttar Pradesh State AIDS Control Society

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SHORT TERM QUOTATION INVETATION FOR PROCUREMENT OF DRIED BLOOD SPOT (DBS) KITS.

Uttar Pradesh State AIDS Control Society, Lucknow is an autonomous body constituted for implementing National AIDS Control Programme(NACP). Sealed quotations are invited from established reputed manufacturers/their authorized distributors / stockiest for procurement of Dried Blood Spot (DBS) Kits for PPTCT.

The agency putting up the quotation should have minimum 3(three) years of experiences in rendering similar type of services. The name & quantity of the Kits are stated below:

S.N.	Items	-Pack size	Specification	Current required quantity	Place of Delivery
1.	Dried Blood Spot (DBS) Collection Kits	14 specified items (as mentioned in annexure I) packed in cardboard Box	As Per Annexure I	77 Kits	Store Office Uttar Pradesh State AIDS Control Society

Terms & Conditions:

1. Bid price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price. The contractor shall bear all charges like cost of packing and forwarding, transportation, insurance, storage, expenses of his service personnel and any other expenses necessary in compliance with specification of goods and/or service; ex-factory/ ex-warehouse/ ex-showroom to the consignees for a period including three months beyond date of delivery.
- Sales Tax/ VAT should be clearly mentioned separately in terms of percentage and amount in the price sheet.
- The rates quoted by the bidder shall be fixed and shall not be subject to adjustment on any account.
- The prices shall be quoted in Indian Rupees only.
- Each bidder shall submit only one quotation.
- Quotations must be submitted on the letterhead of the bidder in the format provided with this letter (**Annexure-II**).

2. Eligibility Criteria

- The agency putting up the quotation should have minimum 3 (three) years of experiences in rendering similar type of services.

3. Documents required to be submitted along with the quotation:

- a. Copy of valid drugs license.
- b. Copy of Income Tax return and sales tax return for the last two years.
- c. Copy of PAN Card and TAN registration Certificate .
- d. Copy of VAT/Sale Tax registration Certificate.
- e. Document in support of past performance of the bidder for Three Years (purchase order/contact agreement).
- f. Copy of Audited Financial Statement (Trading, Profit & Loss Account and Balance Sheet) for the last two years.
- g. A Sample of **each and every items (as mentioned from S.No. i to xiv)** of the DBS kit as per UPSACS specifications listed in Annexure I.
- h. The Bid should accompany a FDR of Rs. 10,000/- (Rupees Ten thousand only) valid for six(6) months drawn on any Nationalized Bank in the Name of Project Director, Uttar Pradesh State AIDS Control Society, Lucknow payable at Lucknow towards Earnest Money Deposit (EMD). The EMD of the successful bidder will then be treated as performance security (security deposit) and would kept till satisfactory completion of jobs stipulated, failing which it would be forfeited. EMD of unsuccessful bidder will be returned after finalization of the quotation selection process.
- i. Bidder must submit the affidavit from Notary/company letter head that "The Company/Agency has not been blacklisted /de-registered/barred by the Central/ State Government/ Society.
- j. A photocopy of this quotation document duly signed and stamped by authorized signatory of the bidding firm/agency **as a token of acceptance of all terms and conditions of this quotation.**
- k. The UPSACS Procurement Committee may seek further information, documents, clarifications etc. from bidders, if the need so arises for purpose of evaluation of the quotation.

4. Quotation which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected.

5. Validity of Quotation

Quotation shall remain valid for a period of not less than 90 days after the deadline date specified for submission. The bidder shall not be entitled to modify, vary, revoke or cancel his bid during the said period. Any bid valid for a shorter period shall be treated as unresponsive and rejected.

6. Evaluation of Quotations

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which –

- a. are properly signed; and
- b. Conform to the terms and conditions and specifications. The quotations would be evaluated all the items as per the annexure I together.

7. Award of Contract

- a. The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b. Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the whole bidding process and reject all quotations at any time prior to the award of the contract.
- c. The bidder whose bid is accepted will be notified of the award of the contract by the Purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- d. The purchaser reserves the right at the time of award of contract to increase or decrease the quantities of items indicated by 25% without any change in the unit price or any other terms and conditions.

8. Delivery Period

- a. Successful supplier has to get the sample of DBS kit approved by UPSACS within 5 days from issue of work order.
- b. Delivery must be within 25 days after completion of approval of sample of DBS kit (Bidders may quote earliest delivery period).

9. Delay in the supplier's performance

- a. The supplier shall deliver the goods and/or perform the services as per the supply order within the time schedule specified by the UPSACS in the Quotation Document and as incorporated in the supply order.
- b. Any unexcused delay by the supplier in maintaining its supply obligations towards delivery of goods and/or performance of services shall render the supplier liable to any or all of the following sanctions:
 - (i) imposition of liquidated damages as per clause 10 (a).
 - (ii) forfeiture of its performance security
 - (iii) termination of the supply order for default.
- c. If at any time during the validity of the supply order, the supplier encounters conditions hindering timely delivery of the goods and/ or performance of services, the supplier shall promptly inform the UPSACS in writing about the same and its likely duration and make a request to the UPSACS for extension of the delivery schedule accordingly. On receiving the supplier's communication, the UPSACS shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's supply obligations by issuing an amendment to the supply order.

10. Penalty

- a. For delayed in supply – ½ % of the value of the contract per week or part thereof after expiry of the delivery period subject to a maximum delay of three(3) weeks. Once the maximum is reached UPSACS may consider termination of the supply order.
- b. Failure of the delivery – If the supplier fails to deliver any or all of the above mentioned Kits, the purchaser may forfeit the Earnest Money Deposit/Performance Security, blacklist the supplier and the required Kit/(s) will be procured from market. The extra cost of the said Kit/(s) will be recovered from the supplier.
- c. Variation in specification – Kit/(s) will be rejected and cost of the said Kit/(s) will be recovered from the supplier.

11. Packing and Marking

- a. **Packing instructions:** White Printed Corrugated Box with Tuck in Lid. Colour printed UPSACS with DAC/SACS Logo and list of contents. Size- 250x250x160 mm (approx.), with expiry date of product with least expiry clearly mentioned.
- b. The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. at all points during transit up to final destination as per the supply order.

12. Assignment

The Supplier shall not assign, either in whole or in part, its supply obligations, except with the UPSACS prior written permission.

13. Payment

- a. Payment will be made after taking delivery of Kits by Uttar Pradesh State AIDS Control Society, Lucknow as per the supply order. Supplier must submit stock receipt certificate for the supplied items along with the bill. No advance payment shall be made to the supplier.
- b. **The goods will be returned at your cost in case of substandard quality and not conforming to the provided specifications & payment will not be done.**
- c. TDS will be deducted as per exiting rules/ law.

14. Pre-bid meeting

The bidder or his official representative is invited to attend a pre-bid meeting which will take place at the UPSACS Office, Conference Hall on Feb 22, 2016 at 16:00 Hrs.

15. Submission of Bid:

The last date and time for submission of the completed bid is 15.30 hrs on February 29, 2015.

16. Quotation Opening

The Quotation will be opened on the last day of submission of bid (i.e. on February 29, 2015) at 16.00 Hrs in presence of the bidders or their authorized representatives who choose to attend.

17. The quotation should be addressed to the Project Director, Uttar Pradesh State AIDS Control Society Bidders may download the quotation document from website of www.upsacs.nic.in or can collect from UPSACS Office. Any subsequent notice regarding this Quotation shall be uploaded on this website only Bidders are requested to check this website regularly for this purpose.

18. Bidders shall ensure that their quotation complete in all respects, are dropped in the Quotation Box located at Office of UPSACS on or before the stipulated closing date and time, failing which the quotation shall be treated as late and rejected.

19. In the event of the date specified for bid receipt and opening being declared as a holiday for UPSACS, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

20. Uttar Pradesh State AIDS Control Society reserves the rights to cancel the bid without assigning any reasons. In case of any dispute the decision of Project Director will be final and binding on both the parties.

21. Any litigation in connection with this quotation shall be subject to the jurisdiction of Courts at Lucknow.


**Joint Director
Procurement**

TECHNICAL SPECIFICATION OF DRIED BLOOD SPOT (DBS) COLLECTION KITS

Each box of DBS kit shall contain the following:

Sl No.	Item	No. of units per box of DBS kit	Product Description
i	Glassine Envelope	10	Glassine Envelope (Light weight, semi transparent material resistant to moisture in Zip Locked Bag 150 / 180 mm approximately)
	Flexible Packaging	1	
ii	Silica Gel Packs	50	Silica Gel Packs (Silica Gel sachets 1gm complete with opaque non gas permeable bag in Zip Locked Bag 150 / 180 mm approximately)
	Flexible Packaging	1	
iii	Humidity Indicator cards	5	Humidity Indicator Cards (Tropically packed humidity indicator card with 6 blue circles indicating percentage humidity changes)
iv	Sterile Alcohol Swipes	20	Sterile Alcohol Swipes (Single use alcohol pad saturated with 70% isopropyl alcohol in Zip Locked Bag 100 / 85 mm approximately)
	Flexible Packaging	1	
v	Gauze Swabs	20	Gauze Swabs (Gauze 8 ply 50/50mm approximately in Zip Locked Bag 100 / 150 mm approximately)
	Flexible Packaging	1	
vi	Zip Lock Bags	5	Zip Lock Bags (Opaque low gas permeable double zip locked bag 150/180 mm approximately)
vii	Powderless Gloves	30	Powderless Gloves (Latex examination gloves, powder free, medium in Zip Locked Bag 100 / 80 mm approximately with one pair of gloves)
	Flexible Packaging	15	
	Flexible Packaging	1	
viii	Auto retractable lancets 2mm blade	20	Auto retractable lancets with 2mm blade in Zip Locked Bag 100 / 150 mm approximately
	Flexible Packaging	1	
ix	Cardboard box	1	Cardboard box (White printed corrugated box with tuck in lid. Colour printed DAC / SACS logo and list of contents 250 x 250 x 160 mm approximately, with expiry date of product with least expiry clearly mentioned)
x	Fabric Bandages	10	Fabric Bandages (Individually wrapped fabric adhesive bandage 72 x 20 mm approximately in Zip Locked Bag 100 / 80 mm approximately)
	Flexible Packaging	1	
	Flexible Packaging	1	
xi	Bio Hazard Bag	1	Bio Hazard Bag (Polypropylene autoclavable bio hazard bag 400 x 650 mm approximately with orange bio hazard symbol in Zip Locked Bag 150 / 250 mm approximately)
	Flexible Packaging	1	
xii	Bio Hazard Sticker	5	Bio Hazard Sticker (Bio Hazard Sticker 2.5 x 2.5 cms approximately, red with black bio hazard symbol in Zip Locked Bag 100 / 80 mm approximately)
	Flexible Packaging	1	
xiii	Envelopes (plain)	5	Envelopes (plain) A5 Brown envelope, self sealing in Zip Locked Bag 200 / 250 mm approximately.
	Flexible Packaging	1	
xiv	Envelopes (lined)	5	Envelopes (lined) (White bubble lined envelope 300 x 220 mm approximately, self sealing in Zip Locked Bag 250 / 350 mm approximately)
	Flexible Packaging	1	

Packing: Each and every items (as mentioned in S.No. i to xiv) are to be packed under one Card Board Box to prepare one (01) Dried Blood Spot (DBS) Collection Kit for collection of 10 Samples.

To,
 The Project Director
 Uttar Pradesh State AIDS Control Society
 4th Floor, A Block, PICUP Bhawan, Vibhuti Khand
 Lucknow

Sub: - Submission of quotation for ""
 Ref: - AIDS No. -Dated.....

FORMAT OF QUOTATION

S.N.	Name of the Particulars	Pack Size	Qty. to be procured	Quoted Unit rate in (Rs.) of each Kit	VAT/Sale Tax @ %	Total Amount in (Rs.)
1.	Dried Blood Spot (DBS) Collection Kits	14 specified items (as mentioned in annexure I) packed in cardboard Box as per annexure-I=(ix)	77 kits.			

We agree to supply the above goods in accordance with the specifications for a total contract price of Rs.....(Amount in figures) (Rupees)(Amount in words)

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Date:-

Place:

Signature and Seal of Supplier

Name of the Owner-----

Mob.-----

Address of the firm-----