



No. 4-21/RDTL-CHD/Library/2023-24 /2907 /23

Dated: 13.12.2023

Tender notice

Subject:Tender Rate Enquiry for supply of Books in RDTL, Chandigarh.

Sealed Tender Rate Enquiries are invited for supply of books from reputed interested Authorized distributors as per the requirement mentioned in below: -

S.No.	Item Name	Specification
1.	Books	As per Annexure A

1. The tenders should be submitted in sealed envelope, superscribed as 'Tender Rate Enquiry for supply of books in RDTL, Chandigarh' and containing the below mentioned documents.
 - (i) The Performa at **Annexure –II and III** duly filled in, along with relevant documents/information.
 - (ii) The details of book with price, as mentioned heading wise in the Annexure A.
 - (iii) Acceptance of terms and conditions as at **Annexure – I**
2. Tender should be addressed to the Director (I/c), Regional Drugs Testing Laboratory, Sector 39-C, Chandigarh and be reached in this office within 21 days from the date of publishing of this tender, i.e. within **03.01.2024**.
3. The quotations, so received will be opened on same day i.e. on **03.01.2024 at 3:30 PM** in this office.
4. Quotations received after stipulated date & time will be rejected forthwith.
5. The competent authority in the RDTL reserves the right to amend any of the term and conditions in the tender document or to reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of the competent authority in this regard will be final and binding.


Director I/c

Terms and Conditions

1. The quotation/tender should be submitted in sealed covers. Open quotation/tender will be summarily rejected.
2. The quotation duly filled in as per the instruction giving herein may be submitted directly or by post to this office up to 3:00 PM on dated 03.01.2024.
3. The quotations, so received will be opened on same day i.e. on **03.01.2024 at 3:30 PM** in this office.
4. Tenders received after the stipulated date & time will not be accepted / considered.
5. Necessary technical literature and catalogue of the model offered should be provided along with Tender document for verification of technical specification. Any other ancillary parts/equipments which are required and may be essential to run the fully functional and complete System, but not mentioned in the tender document should be incorporated and quoted. The offer given in the Tender will be deemed to include all equipments required to effectively run the system.
6. Rates quoted for the supply of books should be inclusive of supply/ taxes/freight etc.
7. The tendering firm shall have to furnish the proof of PAN No., Service Tax No., Sales Tax No., etc. as per Annexure-II.
8. No Advance payment would be made. Payment will be made only after successful Delivery.
9. Over-writing on the quotations must be avoided. Otherwise the quotations are likely to be rejected. The RDTL reserves the right to accept or reject any tender, without assigning/ specifying any reason (s) thereof and the decision of the competent authority in the RDTL shall be final and binding on the contractor firm.
10. All the participants firms may ensure that the books supplied should be in good conditions, of proper / Genuine quality and if at any stage, it is found that the item supplied is of sub-standard /inferior quality, the supplied books will be rejected and the supplier / vendor has to return the items without claiming any cost and the supplier / vendor will be black listed for next 5 years and will be debarred to participate in any tender.
11. The competent authority of RDTL reserves the right to decrease/increase the quantity of the materials without any prior notice.
12. Any dispute arising in the matter shall be resolved through an arbitrator, nominated by the competent authority in RDTL.
13. The contract shall be subjected to Indian Laws and jurisdiction of the court located in Chandigarh.

PROFORMA (Technical bid)

S.No.	Particulars	To be filled by the Tenderer
1.	Name of the agency	
2.	Whether brief profile of the agency is enclosed	
3.	Detailed Office Address of the agency with office telephone No. e-mail address, Fax No., Mobile No. and name/designation of the contract person.	
4.	Whether registered with all concerned Govt. authorities (Register of companies, Commissioner Employees etc.)(Copies of all certificates of Registration should be attached)	
5.	PAN Number (copies to be enclosed)	
6.	TIN Number Registration No. (Copy to be enclosed)	
7.	Service Tax Registration No. (copy to be enclosed)	
8.	Whether a copy of terms and conditions- Annexure-I duly signed as token of acceptance of the same is attached	
9.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (if no, an undertaking to this effect is attached in this regard.)	

(Signature of the authorized person)

Date:

Place:

Name:

Designation:

Seal:

Annexure-III

FINANCIAL BID FOR SUPPLY LIBRARY BOOKS IN RDTL, SECTOR 39-C, CHANDIGARH.

With reference to RDTL letter No.....dated.....Regarding tender for supply of Library Books, I/we quote the rate, inclusive of supply/installation/freight etc. As under:-

S.No	Item Name	Quantity	Cost of the Book
1.	As per Annexure A		
	Taxes, if any		
	Grand Total		

IMPORTANT:

In case of discrepancy between the unit price and total price, the unit price shall prevail for computation.

Date:

Place:

(Signature of the authorized person)

Name:
Designation:
Seal:

ANNEXURE-A

LIST OF BOOKS REQUIRED			
Sr. No.	Book Name	Publisher	Quantity Required
01.	United State Pharmacopoeia 2023 USP 46 NF 41 (Online version)	United State Pharmacopoeia	20 Users
02.	European Pharmacopoeia Supplements 11.3 to 11.5	European Directorate for Quality of Medicine & Healthcare	01 Set