

GOA ANTIBIOTICS & PHARMACEUTICALS LTD  
(SUBSIDIARY OF HLL LIFECARE LIMITED  
A GOVERNMENT OF INDIA ENTERPRISE)  
NEAR TUEM INDUSTRIAL ESTATE  
TUEM, PERNEM-GOA. 403512  
PH NO. 0832 2201416/7  
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WEBSITE : [www.gaplgoa.com](http://www.gaplgoa.com)

BID DOCUMENT

IFB: GAPL/TENDER/PM/002/2018-2019/ DT. 06.04.2018



TENDER FOR SUPPLY AND DELIVERY OF PACKAGING MATERIAL  
(GLASS VIALS AND BOTTLES)

## TENDER NOTICE

IFB: GAPL/TENDER/PM/002/2018-2019/

DATE : 06.04.2018

Sealed Tenders under open bid system (Price Bid) are invited for supply and delivery of Packaging material to our factory, Near Tuem Industrial Estate, Pernem, Goa. 403512 in the prescribed bid forms and formats enclosed with this document.

Manufacturers/ Distributors can participate in the tender by paying Rs 590.00 by DD (Inclusive of GST) as Tender Fee (non refundable) and EMD amount of Rs. 1,50,000.00 (refundable) in favor of Goa Antibiotics & Pharmaceuticals Ltd, Tuem, Pernem, Goa.

The specification, approximate quantities and other terms and conditions etc. are given in the document.

Last date and time for submission of bid : 21.04.2018; 14:00 Hrs

Date and time of opening price bid : 21.04.2018; 15:00 Hrs

Last date and time for submission of Tender Fee: 20.04.2018: 15:00 Hrs

Last date and time for submission of EMD : 20.04.2018: 15:00 Hrs

**DY. MANAGER (PURCHASE)**

## **CONTENTS OF BID DOCUMENT**

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Bidders are requested to attach following filled documents in the Price bid **Schedule A, B, C & D.**

### **I. INSTRUCTIONS TO BIDDERS**

The Tender is intended to procure material as per specification in Schedule A and Bidders can download the documents from GAPL website [www.gaplgoa.com](http://www.gaplgoa.com). Bidders are required to submit the bid along tender fee and EMD by way of DD in favor of Goa Antibiotics & Pharmaceuticals Ltd drawn on any nationalize bank payable at Pernem.

The EMD of the successful bidder will be converted to Security Deposit and will be released after completion of the contract period.

SSI/MSME units interested in availing exemption from payment of Tender Fee & EMD should submit a valid copy of their Udyog registration. However SSI / MSME units are required to furnish Security Deposit if the order is placed on them based on their bid.

Bidders will not be able to participate in the tender after the closing time mentioned for bids.

The Bidder is expected to examine all specifications, instructions, forms, terms and conditions given in the Bidding document. Failure to furnish all the information required in the Bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the Bid.

The validity of the Tender Bid shall be of one year.

The quantity mentioned herein is approximately one year requirement with staggered delivery as and when purchase order is placed. In case less or more quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.

**SPECIFICATION  
PACKAGING MATERIAL**

Sr. No.	Item Description	Approximate quantity required in Numbers during 1st April 2018 till 31st March 2019
1	GLASS VIALS 7.5CC 20MM USP TYPE III	1000000
2	GLASS VIALS 10CC 20MM USP TYPE III	9000000
3	GLASS VIALS 15CC 20MM USP TYPE III	30000
4	GLASS VIALS 20CC 20MM TYPE I	15000
5	GLASS VIALS 20CC 20MM TYPE III	25000
6	GLASS VIALS 30CC 20MM USP TYPE I	20000
7	BOTTLES AMBER GLASS 20 ML 25MM	100000

We hereby agree to supply the above material as per the specification listed herein.

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE :

(WITH OFFICE SEAL)

**Minimum Eligibility Criteria for qualifying Price Bid**

**Material: Packaging Material**

1. The vendor should be a manufacturer of **Packaging material**.
2. The Bidder must have Minimum Experience of 3 (Three) years in Supply and Delivery of packaging Material.
3. The Bidder must successfully completed at least 3 (three) orders of similar works of value of Rs.5.00 Lakh (Rupee Five Lakh) each or 1 (one) order of similar works of value of Rs.12.00 Lakh (Rupee Twelve Lakh) more in Government/Autonomous Organizations or Public Sector Undertakings or Reputed Companies.
4. The details of inputs / information required to be submitted by the bidder is given in Annexure-I.
5. Average annual turnover for last preceding 3 (three) years from Supply & Delivery of Packaging Material should be Rs.30 Lakh (Rupee Thirty Lakh) or more.
6. Tenders received without requisite documents, including Demand Draft of EMD & Tender fees (if tender is downloaded online), shall not be entertained.

**NOTE :-**

Vendors whose names appear in our list of approved vendors shall stand qualified and need not send other documents. They can send only the Price bid along with bid form.

**TERMS & CONDITIONS**

1. The Tender should be completed in all respects. Incomplete tenders are liable to be rejected.
2. Improper Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
3. The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period. The EMD of the unsuccessful bidder will be return immediately after finalization of the order.
4. (a) The quoted rate shall be valid for a period of one year during which period no price escalation and no change in terms and conditions will be allowed on any ground.  
  
(a) In the event of failure on the part of the supplier to supply the material as per the delivery schedule or supply material at the agreed rate during the contract period, GAPL would procure the material from alternate source at the risk and cost of the supplier. **In such cases, the additional cost incurred will be recovered from the supplier.**  
  
(c) Failure to supply the material for any of the above reasons will also entail forfeiture of Security Deposit and even blacklisting of the supplier for a minimum period of two years.
5. Conditional tenders / tenders with deviation will not be considered.
6. The quantity mentioned herein is approximate one year requirement and in case the company requires less/more quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
7. GAPL reserves the right to split up the quantity and place the order on more than a supplier and also reserves the right to accept or reject the offer without assigning any reason.
8. The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

9. Test Report of the product is to be attached with each consignment batch wise specifying therein the readings of the final test.
10. In case of rejection the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from GAPL. The procedure in this regard would be as follows:-
- (i) Material shall be returned through the Transporter indicated in Purchase order or through our approved Transporter on freight to-pay basis.
  - (ii) Alternatively the rejected material shall be destroyed at our end.
  - (iii) The cost incurred for disposal of the rejected material shall be recovered from supplier.
  - (iv) The supplier is required to replace the rejected material failing which GAPL reserves the right to procure the material from alternate source(s) at supplier's risk and cost.
11. The supplier agrees to supply strictly as per the order terms in respect of quantity and quality. GAPL reserves the right not to receive material beyond the delivery date given in the order.
12. The supplier has to supply as per the rate quoted /agreed and other terms & conditions for a period of thirty days during which period no price escalation and no change in terms and conditions will be allowed on any ground.
13. Acceptance of the delayed supplies and excess quantity is solely at the discretion of GAPL.
14. The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period.
15. All dispatch documents like delivery note/challan, packing list and invoice should contain the following details:
- i. Supply Order No.& date**
  - ii. Description of items as contained in the supply Order.**
  - iii. Quantity dispatched**
  - iv. Manufacturing date.**
  - v. Expiry date if applicable.**
  - vi. Total Number of packages/ serially numbered**
  - vii. Test certificate**

**The L.R No/ Docket No. should be intimated immediately after dispatch of the material by e-mail.**

**16.** Mode of Transport shall be by road, unless otherwise specified. The materials shall be sent through the Transporter who has been granted a Certificate of Registration for transportation of goods as per Carriage by Road Act 2007.

- a. Payment shall be made within 60 days of receipt, inspection and acceptance of the material.
- b. The jurisdiction of any dispute, suits and proceedings arising out of this tender shall be only in the court of Panaji – Goa.

**INDEMINITY CLAUSE:**

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of GAPL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by GAPL shall be summarily rejected.

The decision of GAPL will be final and no correspondence on this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:  
DATE:

NAME AND SIGNATURE OF THE APPLICANT  
(WITH OFFICE SEAL)



**SCHEDULE D**

**PRICE BID FORMS**  
**For**  
**PACKAGING MATERIAL**

**Bidders are requested to submit their price bid in the formate mention below:**

**PRICE SCHEDULE -1**

S. No	Item Description	Qty offered	Basic rate / per unit	GST	Freight / Insurance	Unit Price per kg inclusive of all levies & charges in Rs. (Column No. d+ g+h=i)
A	B	c	D	G	h	I
1						

**Total amount in words:** \_\_\_\_\_

**Delivery schedule: within one week from the date of release of LOI/PO**

NOTE: 1) The columns may be filled as is applicable in each case.

Total Tender price in Rupees (figures):  
\_\_\_\_\_

**IN WORDS:**  
\_\_\_\_\_

NOTE: -IF THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND TOTAL PRICE, THEN THE UNIT PRICE SHALL PREVAIL.

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Place: \_\_\_\_\_ Signature of Tenderer

DATE: \_\_\_\_\_

ANNEXURE – I

IFB: GAPL/TENDER/PM/002/2018-19

DATE : 06.04.2018

**CHECK LIST**

Details of Inputs/ Information to be provided by the Bidder

<b>Sl.No.</b>	<b>Items</b>	<b>Information / Inputs to be filled by the bidder (If required separate sheets may be enclosed)</b>
1	Name and address of the Bidder, telephone number, fax, mobile number, email address	
2	Type of organization (Whether proprietorship, partnership, Private limited, limited company)	
3	Name and address of the directors/ proprietor /partners	
4	Year of formation of the company/ Firm and experience as a Supplier of Packaging Material	
5	Name of the minimum 3 (Three) clients, to whom similar type of material was supplied for work value of Rs.5.00 Lakh or 1 (One) order of Rs.12.00 (Twelve) Lakhs or more.	
6	Details of registration/ membership/ trade license	
7	Income tax return for the last 3 (Three) Financial Years	
8	Total turnover of the Bidder during last 3 (Three) Financial Years (Average annual turnover for last 3 (Three) years should be Rs. 30 Lakh (Rupee Thirty Lakh)	
9	GST Registration (Attach a copy of the Registration Certificate.)	
10	Permanent Account No.(PAN) (Attach documentary Proof)	

Undertaking: I hereby certify that all the information furnished above is true to my knowledge. I have no objection to GAPL verifying any or all the information furnished in this document with the concerned authorities, if necessary

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Signature of the authorized signatory of the agency

Official seal/ stamp

Date

Place