



बीसीजी वैक्सीन प्रयोगशाला / B C G VACCINE LABORATORY

(cGMP Compliant Vaccine Production Facility)

110, 33 फीट रोड, माउंट रोड, गिंडी, चेन्ऩई 600032

110,33 FEET ROAD, MOUNT ROAD, GUINDY, CHENNAI 600 032 TAMILNADU

भारत सरकार / GOVERNMENT OF INDIA

स्वास्थ्य सेवा महानिदेशालय / DIRECTORATE GENERAL OF HEALTH SERVICES

स्वास्थ्य और परिवार कल्याण मंत्रालय/ MINISTRY OF HEALTH & FAMILY WELFARE

Office : 044-22500476

Stores : 044-22500172

website : www.dirbcgla.gov.in

e-mail : bcgvl.tnchn@nic.in

No. D-21016/08/2021-22 (Stores)

dated 06.06.2022

To

M/s.....

.....

.....

Dear Sir,

Sub. : Inviting Quotation for Supply of Thermocol Boxes – reg.

BCG Vaccine Laboratory invites sealed bids under Two Bid System (Technical and Price Bid) for supply of Thermocol Boxes to be supplied in phased manner spread over a period of 02 years:

a.	Bid Reference	Tender No: D-21016/ 08 /2021-22 (Stores)
b.	Date and time of receipt of Tender	Till 02.00 p.m. on 30.06.2022
C.	Date and time for Opening of technical Bid	At 03.00 p.m. on 30.06.2022
d.	Date and time for Opening of Financial Bid	To be intimated to bidders, who qualify in Technical Bid.
e.	Type of Tender	Two Bid System
f.	Earnest Money Deposit / Bid Security	Rs. 25,000/- (Demand Draft or Bank Guarantee)
g	Validity of Tender	120 days
	GeM Registration	Successful Tenderer should provide GeM Seller ID for award of Contract / placement of order.

Technical and Price bids shall be sealed separately and enclosed in a single sealed big size envelope and to be mailed to BCGVL writing the Tender No. and Due date on top of the envelope. The Bidder should ensure that the quotation reaches BCGVL on or before the Due date as mentioned in BCGVL Tender documents for consideration.

4/2

The bid envelop can be sent to BCGVL on address:

The Director,

**BCG Vaccine Laboratory,
33 Feet Road, off Mount Road,
Guindy, Chennai – 600 032**

or could be dropped in Tender Box kept at BCGVL, Chennai.

BCGVL reserves the right to reject any or all bidder's quotes/tenders or to accept in part of offers given by Bidders/Tenderers without assigning any reason thereof. Decision of BCGVL in this regard will be final and binding on all the Bidders/Tenderers.

Thanking you,

Encl. As above

VETERINARIAN
FOR DIRECTOR
BCGVL, CHENNAI

TERMS AND CONDITIONS

1. The vendor must have valid registration or trade license to carry / supply the item in question. (Shops and Establishment Registration or GST registration or Registered under certain enactment or any other certificate issued by Government or Government Agency). Copy should be submitted along with the bid.
2. The Vendor must have PAN No. and Bank Account in any of the Nationalised Banks / Scheduled Banks. (In case of Ltd./Pvt/ Ltd./Partnership Firm, PAN and Account shall be in the name of the Firm / Company and in case of Individual Ownership, the PAN and Account may be in the name of Owner).
3. The tendering firm will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been debarred. This undertaking should be furnished in the format given in Annexure I attached to this Tender document.
4. While submitting the tender for this work, the tenderer will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document and shall be complied with.
5. Tenders will be evaluated on the basis of documentary evidence submitted for Registration/GST Registration, PAN Card, Undertaking as per Annexure-I, Vendor Qualification form (as per enclosure) , Bid Security and Tender Validity.
6. Tender will be finalised on the basis of overall L-1 of all the items and other terms and conditions of the tender.
7. If the successful Bidder fails to fulfil his obligations under this Tender, i.e., non-adherence to terms and conditions contained in this Tender, the BCGVL after due notice to the Supplier / Agency, may blacklist the Supplier / Agency. In such events, the Contract will stand terminated and the EMD / Performance Security (SD) of such Firm shall be forfeited by BCGVL.
8. Tender must reach this office not later than the time and date notified in the tender form stated in the Schedule of Tender. In the event of tender received after scheduled date and time, the tender will not be allowed in bidding and it will be rejected summarily.
9. Each page of the Tender and all its annexure shall be signed and stamped by authorised representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document. No page should be removed / detached from the tender document.
10. All entries in the Tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorised signatory.
11. Tender incomplete in any form will be rejected outright.
12. Conditional Tenders will be rejected outright.

13. Annexure enclosed received without the signature of authorised signatory will not be entertained and will be rejected summarily.

14. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained.

15. Canvassing, in any form, by the tenderer or his representative with any of the officials of BCGVL Staff shall render the tender liable to be rejected.

16. This tender or contract and both are non-transferrable.

17. Rate of all items to be quoted should be on F.O.R. BCGVL (Free Delivery to BCGVL premises) in the prescribed format only given in Annexure III attached to the Tender Document.

18. Defective or rejected goods, if any, should be collected after replacing the same on their own arrangement by the Vendor on the same day.

19. The rates quoted by the selected firm and approved by this office shall remain valid for a period of 24 months from the date of placement of order.

20. Checklist as in Annexure IV to be submitted along with the tender.

21. Bidders are suggested to visit BCGVL before submitting their quotations for inspection of sample, during working hours, i.e. between 10.00 a.m. and 03.00 p.m.

22. EARNEST MONEY DEPOSIT / BID SECURITY:

a) An amount of Rs. 15,000/- (Rupees Fifteen Thousands only) to be submitted with the Technical Bid in the form of Demand Draft or Pay Order drawn on Scheduled Bank in favour of Pay & Accounts Officer, Ministry of Health & Family Welfare, Chennai or Bank Guarantee (BG) in favour of The Director, BCG Vaccine Laboratory, Chennai - 32 and issued by any scheduled / Nationalised Bank with a validity period of 120 days from the bid closing date.

b) Tenders submitted without requisite amount of EMD / Bid Security will be rejected.

c) The Bidders registered with MSME/NSIC for the item tendered are exempted from payment of EMD / Bid Security.

23. ACCEPTANCE OF TENDER:

BCGVL reserves the right to accept or reject in part or whole, any or all the tenders received without assigning any reason, whatsoever BCGVL is not bound to accept the lowest tender. The decision of BCGVL in this regard shall be final and binding on all bidders.

24. OPTION CLAUSE:

(i) 25% of the quantity ordered, will be applicable as repeat order.

(ii) The quantity mentioned in the tender is approximate and may increase or decrease by 25%

Yours /

✓/A

25. SECURITY DEPOSIT / PERFORMANCE SECURITY:

Successful Bidders shall be required to furnish Security Deposit / Performance Security within 15 days of issuance of work order by BCGVL and before commencement of work. Amount of Security Deposit / Performance Security shall be 10% of the work order value. The Security Deposit shall be deposited by successful bidder in the form of Bank Guarantee. The Bank Guarantee shall be drawn on any Nationalised / Scheduled Bank as per standard proforma and shall remain valid for a period of sixty days beyond maximum possible validity period of the contract work order.

26. TERMS OF PAYMENT:

100% payment shall be made after supply of materials and on receipt of acceptability from user end, against submission of Tax Invoice.

27. FORCE MAJEURE CLAUSE :

If at any item during the continuance of the contract the performance in whole or part by either party of any obligation under the contract shall be prevented or delayed by reasons of war, hostility acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as events) then provided notice of the happenings of any such events if given by either party or the other within twenty one days from the date of occurrence thereof, neither party shall by reasons of such event, be entitled to terminate the contract nor shall either party have any claim for damage against the other whether in respect of such non- performance or delay in performance.

Deliveries or acceptance of deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of BCGVL as to whether the deliveries or acceptance of deliveries have to be so resumed or not shall be final and conclusive provided further if the performance in whole or part or any obligation under the contract is prevented or delayed by reasons of any such event for period exceeding 60 days either party may at its option terminate the contract.

28. ARBITRATION CLAUSE:

Except, as otherwise provided elsewhere in the contract, if any dispute, difference, question, or disagreement arises between the parties hereto or their respective representatives or assignees, at any time, in connection with, meaning, operation, effect, interpretation or out of the contract or breach thereof, the same shall be referred to decide by an Arbitrational Tribunal consisting of three arbitrators. Each party shall appoint one arbitrator and arbitrators so appointed shall appoint third arbitrator who will act as Presiding arbitrator. Subject as aforesaid the Indian Arbitration and Conciliation Act, 1996 shall apply to the arbitration proceedings under the Contract.

29. JURISDICTION:

The successful bidder, hereby, agrees that the Courts situated in Chennai / Tamilnadu alone shall have the jurisdiction to hear and determine all actions and proceedings arising out of this contract. This agreement is subject to the special conditions stipulated in our schedule and issued work Order and subsequent amendments, if any, notified from time to time.

9/2

Tender No. D-21016/08/2021-22 (Stores) dated 06.06.2022

SUPPLY OF THERMOCOL BOXES

TECHNICAL BID

Tenderers should fill their technical offer by providing all information as follows: (If not applicable - Please mention as 'N/A'):

1.	Name of the Firm	
2.	Nature of the Firm (Limited Company, partnership Firm, Co-op. Society or Sole Proprietor, Photocopies of documents Confirming constitution of the firm to be enclosed)	
3.	Year of Establishment	
4.	Registration / GST Registration No.	
5.	Registered Postal Address	
6.	Telephone / Mobile No.	
7.	E-mail ID	
8.	PAN No.	
9.	Name of Bankers & Branch with full address	
10.	Type of Account & A/C No.	
11.	Were you associated with BCGVL in any other contract in the past?	YES / NO
12.	Are you currently having any contract with BCGVL?	YES / NO
13.	Are you on the approved list of other Pharma / Vaccine companies / Public Sector Undertakings / Govt. Dept. etc. If so, furnish copies of Certificates certifying your performance	YES / NO
14.	Confirmed that Bank Guarantee will be provided For the Security deposit / performance security.	YES / NO
Note	The Bidder to fill up the above and enclose supporting documents along with Technical Bid.	

Date

Signature of Tenderer

Place

Full Name & Address with seal

ANNEXURE I

Tender No. D-21016/08/2021-22 (Stores) dated 06.06.2022

SUPPLY OF THERMOCOL BOXES

UNDERTAKING

1. I / We, the undersigned, certify that I/We have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding upon me/us for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution / hospital in India. It is also certified that item quoted are of Standard Quality and workmanship.
3. I/We hereby undertake to supply the items as per directions given in the tender document / supply order within the stipulated period.
4. I/We give the rights to Director, BCGVL to forfeit the security money deposited by me/us, if any, delay occurs on my/our part of failed to fulfil the terms and conditions stipulated in this Tender.
5. There is no vigilance / CBI case or Court case pending against me/us/firm.
6. This is to declare & certify that neither myself nor my firm has ever been blacklisted / banned by any Government / Semi Government / Public / Private Institution.
7. I/We hereby certify that the firm poses all the required license / certification to perform the work.

Date

Signature of Tenderer

Place

Full Name & Address with seal



ANNEXURE - II

Tender No. D-21016/08/2021-22 (Stores) dated 06.06.2022

SUPPLY OF THERMOCOL BOXES

COMPLIANCE SHEET

S. No	Description	Vendor Specification	Remarks
1)	<p>THERMOCOL BOXES (Insulated Packing Material for supply of Vaccine)</p> <p>MOC : Thermocoal (Expandable Polystrene)</p> <p>Dimension</p> <p>Inner : L - 370 mm, B- 340 mm, H - 300 mm</p> <p>Outer : L - 450 mm, B- 420 mm, H - 340 mm</p> <p>Thickness - 40 mm on all sides</p> <p>Suitable top lid designed with BCGVL marking on TOP The top lid of the box should be designed properly to provide desired insulation</p>		

Note:

1. Isometric Diagrams / Sample to be submitted alongwith tender for Technical Evaluation
2. Supply to be made in phased manner as per the requirement of BCGVL
3. Model sample to be approved prior to initiation of items for supply.

Date

Signature of Tenderer

Place

Full Name & Address with seal

ANNEXURE IV

Tender No. D-21016/08/2021-22 (Stores) dated 06.06.2022

SUPPLY OF THERMOCOL BOXES

CHECK LIST

(to be submitted along with Technical Bid)

Sl. No.	Description	Indicate Yes / No	Page No.
1.	Tender submitted in Two Bid Technical Bid cover shall be superscribed with TECHNICAL BID & Price Bid cover shall be superscribed with PRICE BID and put in a single large cover superscribed with Tender No. & Date		NA
2.	EMD submitted along with Technical Bid		
3.	Copy of Registration No. / PAN No. / GST No. enclosed		
4.	Proof for Annual Turnover (ITR Acknowledgement) (Proforma enclosed as Annexure V)		
5.	Tender Validity for 120 days given.		
6.	Sealed & Signed copy of complete Tender Document along with Technical Bid as a token of acceptance of all Terms & Conditions enclosed.		
7.	All documents enclosed with Technical Bid should be clearly numbered and indexed		
8.	Undertaking to be submitted (Annexure I) on the Letter Head.		
9.	Compliance Sheet to be submitted (Annexure II) on the Letter Head.		
10.	Price Bid to be submitted (Annexure III) on the Letter Head.		

Note: 1. The above check list must be submitted along with Technical Bid.

2. No price component should be mentioned in above checklist, otherwise tender will be rejected.

Signature & Seal of Tenderer.



Thermocol Box (Expandable Polystrene Box)

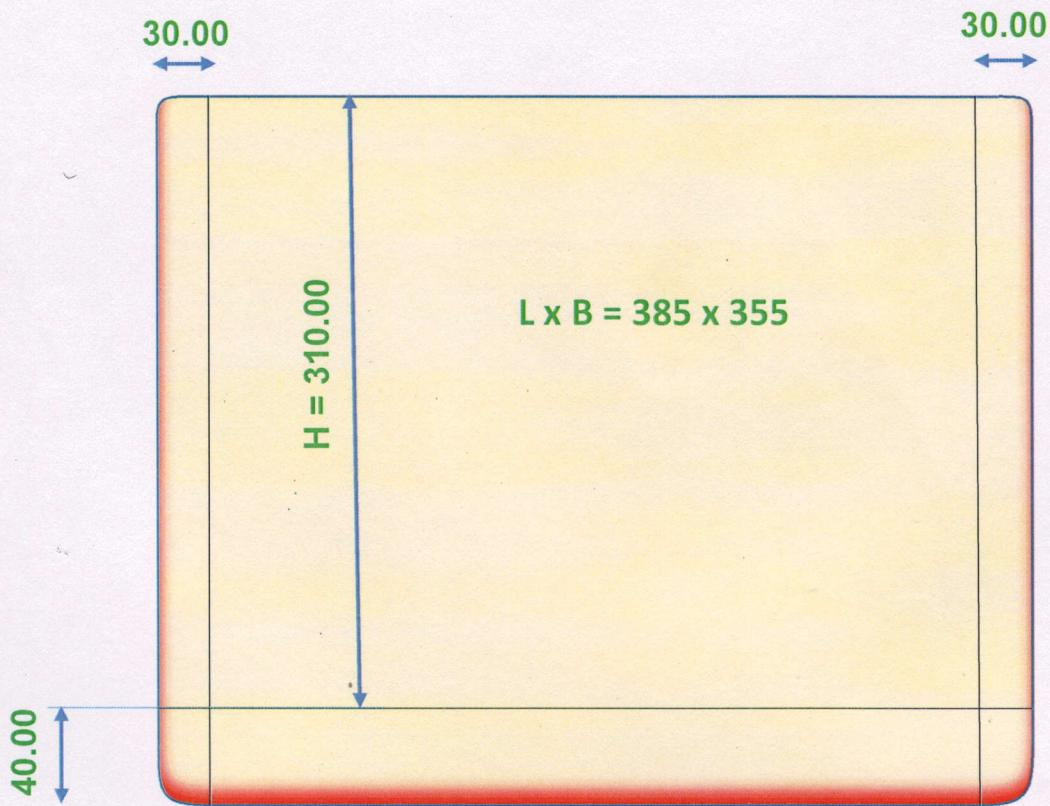
Specification for Inner side of the EPS box dimension

L – 385 mm

B – 355 mm

H – 310 mm

- Side portion of the EPS box thickness should be 30 mm
- Bottom of the EPS box thickness should be 40 mm



Specification for Outer side of the EPS box dimension

L – 445 mm

B – 415 mm

H – 350 mm

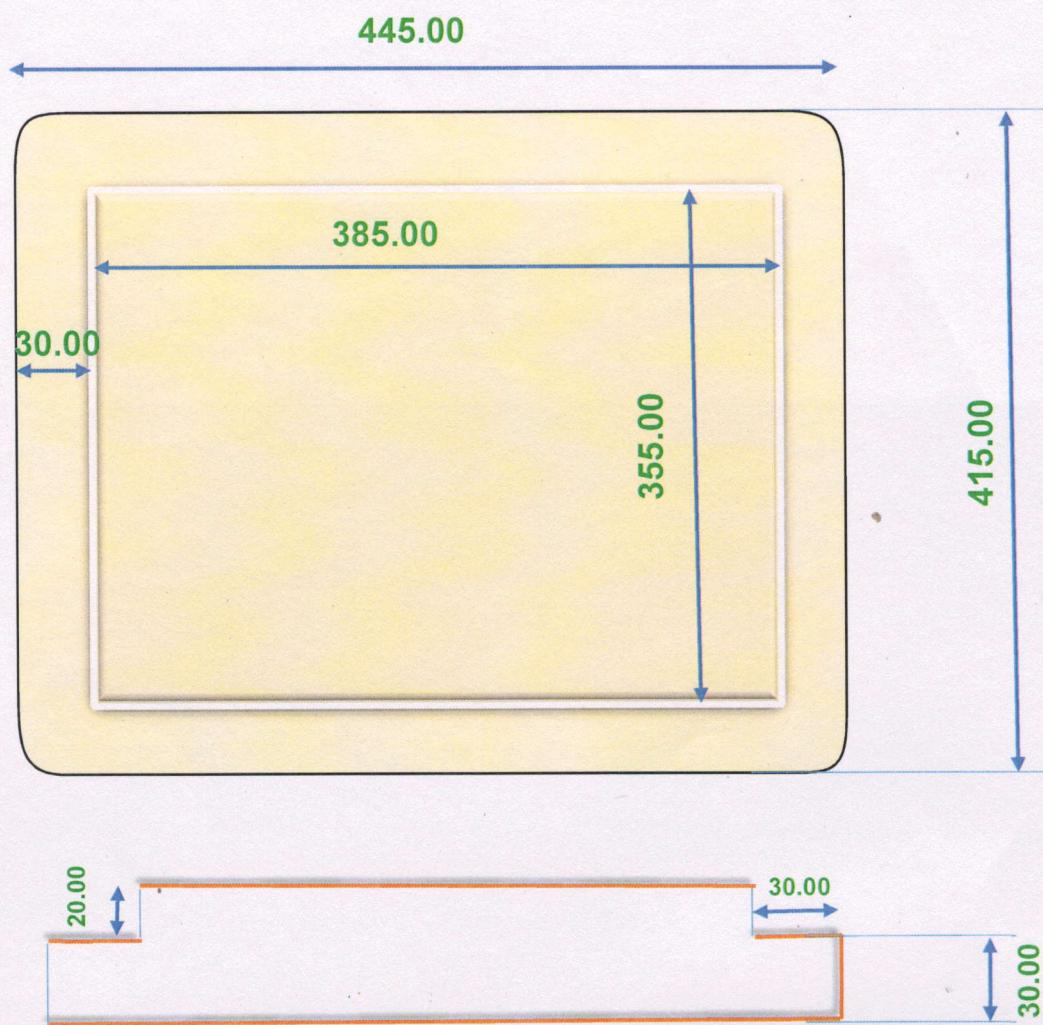
- Thickness of the EPS box should be 30 mm
- Suitable top lid designed with BCGVL marking on top.

Specification for EPS box Lid

L – 445 mm

B – 415 mm

H – 50 mm



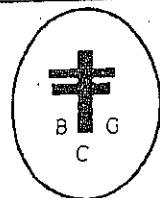
PRICE BID

Tender No. D-21016/07/2021-22 (Stores) dated 06.06.2022

SUPPLY OF THERMOCOL BOXES

Sl. No.	Description	Unit	Required	Total Price
		Price	Quantity	
		Rs.		Rs.
1	<p>THERMOCOL BOXES (Insulated Packing Material for supply of Vaccine) MOC : Thermocoal (Expandable Polystrene)</p> <p>Dimension Inner : L - 370 mm, B- 340 mm, H - 300 mm Outer : L - 450 mm, B- 420 mm, H - 340 mm Thickness - 40 mm on all sides</p> <p>Suitable top lid designed with BCGVL marking on TOP The top lid of the box should be designed properly to provide desired insulation</p>		4,500 Nos.	
	Sub Total			
	GST @ %			
	TOTAL			
NOTE				
1	The selection of the lowest bidder will be on the basis of the total cost of all items exclusive of GST. Selection will not be made on the basis of individual			
2	Rate shall be quoted indicating the breakup of cost & GST in Indian Rupees only			
3	Bidders are suggested to visit BCGVL before submitting their quotation for			
Place :	Signature of Tenderer			
Date :	Name			
	Seal			

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32



Form name:

Vendor qualification Questionnaire

Form number:

Revision number:

Effective date:

QAD/SOP/GEN/003-01

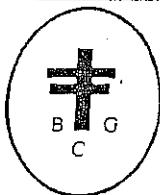
01

01/12/2015

Annexure -01Vendor /manufacturer qualification query form

S.NO	QUESTION	PRODUCT NAME	ANSWER	REMARKS
1.0 Administrative Information				
1.1	Vendor Name			
1.2	Address:- Head Office			
1.3	Address:- Manufacturing Unit			
1.4	Contact Person :- Technical Matters			
1.5	Contact Person :- Commercial dept			

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32



Formal name

Vendor qualification Questionnaire

Formal number

Revision Number

Effective date

QAD/SOP/GEN/003-01

01

01/12/2015

PRODUCT NAME:

S. No	QUESTION	ANSWER	REMARKS
1.6	Contact Person -: Quality Assurance		
1.7	The firm intends to enter into the rate contract or intends to supply the following to the institute : chemicals/reagents/media/disinfectants/cleaning agents /others (please specify)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.8	Annex the list of your products		
1.9	Total Manufacturing Site Area		
1.10	Total Constructed Area		
1.11	Is your company ISO certified? If yes please specify the year and certification body & type of certification	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.12	Have your manufacturing facility been inspected by NRA/WHO agencies etc? if yes please provide the copy of NRA certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.13	Is the requested products as per Indian pharmacopeia and its version	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32

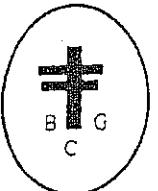


Formal name:	Vendor qualification Questionnaire		
Formal number:	Revision Number:	Effective date:	
QAD/SOP/GEN/003-01	01	01/12/2015	

PRODUCT NAME:

S. No	QUESTION	ANSWER	REMARKS
1.14	Have your facility been inspected by any regulatory body within last 2 years if yes please give the name of agency, date & status of audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.15	Do you inform us about the changes in your manufacturing facility and manufacturing process including change in the vendor of your input material?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.16	Details of Storage facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
1.17	i) Will the firm (inclusive of its supply chain) be willing to be inspected by the institute's vendor audit team ii) If yes period of prior notice required for inspecting your firm	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

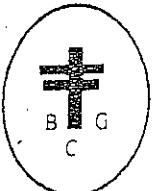
BCG VACCINE LABORATORY, GUINDY, CHENNAI-32

	Format name	Vendor qualification Questionnaire	
	Format number	Revision Number	Effective date
	QAD/SOP/GEN/003-01	01	01/12/2015

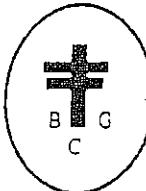
2.0 Technical Information

2.1	Do you have the written instruction and policies to implement Quality System?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.2	Whether Quality Unit is independent from the manufacturing department?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.3	Does the quality system include change control, deviation control, document control, self-inspection & vendor qualification policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.4	Does your company have annual training plan for the personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.5	Do you have written validation program and validation is executed as per the program?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.6	Do you have the written calibration program for measuring & testing instruments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.7	Do you have the written preventive maintenance program for equipments?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.8	Do you have the IN-HOUSE testing facility under the control of QA/QC for testing and release the inputs and the finish products?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
2.9	Does your warehousing and production facility have appropriate measures for the segregation of the material and prevention of mix-up and cross contamination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32

	Form Name	Vendor qualification Questionnaire	
	Form Number	Revision Number	Effective Date
	QAD/SOP/GEN/003-01	01	01/12/2015
2.10	For Material manufacturers:- Compliance to standards	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.0 Technical Package: Provide following information as technical package.			
3.1	Brief of the manufacturing site	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.2	Release and /or regulatory specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.3	Impurity profile (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.4	Process flow chart	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.5	Process validation reports (If available)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.6	Material release specification and standard test procedure	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.7	Drawing & Material of construction (MOC) certificate for packing material	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.8	Stability data	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.9	Equipment list with qualification documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.10	Packing details	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
3.1	Mode of despatch	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32

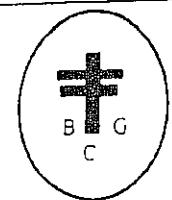
	Form name:	Vendor qualification Questionnaire	
	Form number:	Revision Number:	Effective date:
	QAD/SOP/GEN/003-01	01	01/12/2015

3.2	If material is to be stored at or below temperature , how does the company ensure the material is held at the required temperature during transport		
3.3	Certificate of Analysis	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	

Note:

1. Indian manufacturers/distributor/suppliers are required to ensure that their reply reaches us within 20 days of issue of this letter, while Indian agents/distributors(of foreign principals) are required to get details from their manufacturers and forward the same to us within 30days of receipt of this letter.
2. Please list out major consumer of your products in parental drug, vaccine and sera manufacturers.
3. Documents once submitted can only be modified with the permission of the committee.
4. All pages submitted should be signed in full and overwriting/corrections should be initialed.
5. IT PAN number and sales tax number.
6. All correspondence should be addressed to The Director, BCG Vaccine Laboratory, Guindy, Chennai – 32.

BCG VACCINE LABORATORY, GUINDY, CHENNAI-32



Form name:	Vendor qualification Questionnaire	
Form number:	Revision Number:	Date received:
QAD/SOP/GEN/003-01	01	01/12/2015

CERTIFICATE

I/We M/s _____ with office at _____

do hereby undertake that the information provided are true to my knowledge and any changes in the above form QAD/SOP/GEN/003-01 will be intimated to concerned within 7 days of occurrence, failing which BCGVL Guindy Will be in its powers to take any action as deemed fit.

Dated

Authorized Signatory

For _____

Name _____

Designation _____