NOTICE INVITING TENDERS

(NATIONAL COMPETITIVE BIDDING)

GOVT. MEDICAL STORE DEPOT, KARNAL(HR)

**Tender Reference No. - PS/2/Tender-04/Godown/2018-2019**

1. Online bids are invited for hiring of accommodation/godown dry, free from dust, moisture, insects & rodents for storing of medicines/ Vaccines on monthly rent basis for a period of 2 years. The premises of godown should be preferably under the limit of Municipal Corporation area of Karnal. For this purpose also includes accessible around the clock and at distance easily commutable from GMSD, Karnal but should not be beyond 10-15Km. from GMSD, Karnal preferably on the National or State Highway, should be hustle free from movement of heavy duty vehicle, container/trolla. The detail of area required is as under:

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Type of Space | Accounting Unit | Space acquired |
| 1. | Cold Space (Maintaining Positive Temperature from +2°C to 8°C) alongwith attached Dry Space for packing & storage 3000 – 4000 sq.ft. | Cubic feet | 15000-20000 |
| 2 | Cold Space (Maintaing Negative Temperature -20°C) alongwith attached Dry Space for packing & storage 3000 – 4000 sq.ft. | Cubic feet | 10000-15000 |
| 3 | Dry space for UIP | Square feet | 15000-20000 |
| 4 | Dry Space for Control Programme | Square feet | 20000 - 25000 |

**Manual bids shall not be accepted.**

1. Document Download: Tender documents may be downloaded from DGHS web site [www.dghs.gov.in](http://www.dghs.gov.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under.

CRITICAL DATE SHEET

|  |  |
| --- | --- |
| Published Date | 4 Sep. 2018 (05.10 PM) |
| Bid Document Download / Sale Start Date | 4 Sep. 2018 (05.10 PM) |
| Pre bid meeting | 11 Sep. 2018 (11.00AM) |
| Bid Submission Start Date | 14 Sep. 2018 (11.00AM) |
| Bid Document Download/Sale End Date | 25 Sep. 2018 (12.00 Noon) |
| Bid Submission End Date | 25 Sep. 2018 (12.00 Noon) |
| Technical Bid Opening Date | 26 Sep. 2018 (12.00 Noon) |
| Price Bid Opening Date | To be intimated later |

**3.** Bid Submission:

Bidders are advised to visit this website regularly to keep themselves updated as any change/ modification in the tender will be intimated through this website only.

Bids shall be submitted online only at CPPP website: [**https://eprocure.gov.in/eprocure/app**](https://eprocure.gov.in/eprocure/app).

Tenderer/Contractor are advised to follow the instructions “Instructions to Bidder for Online Bid Submission” provided for online submission of bids.

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

1. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parities liable to rejection.
2. Tenderer who has downloaded the tender from the DGHS website [www.dghs.gov.in](http://www.dghs.gov.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app> **shall not tamper/modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forefeited and tenderer is liable to be banned from doing business with DGHS.
3. Intending tenderers are **advised to visit again** DGHS website [www.dghs.gov.in](http://www.dghs.gov.in) and **CPPP website** <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.
4. Applicant contractor must provide demand draft for Rs 1000/- (Rupees One thousand only ) (to be purchased on or after publication date of this tender) in favour of Accounts Officer, Govt. Medical Store Depot, Karnal and payable at Karnal obtained from any Nationalized/ scheduled Bank valid for six months with their application/downloaded tenders as the cost of tender forms/ documents. The all applicable bank charges shall be born by the applicant and he shall not have any claim what so ever on this account on Government. In case of re- tendering, the firms which has submitted the DD in earlier calls will require to submit DD along with their tender/application in subsequent calls also. Tender not accompanied with the cost of tender documents is liable to be rejected. However, public sectors undertaking / Govt undertaking firms are exempted from the payment towards cost of tender documents.

**EMD Payment:**

Earnest Money Deposit worth Rs. 50000/- (Rs. Fifty thousand only) is to be deposited through DD in favour of Accounts Officer, GMSD, Karnal payable at Karnal with the Technical Bid. However its scanned copy is to be submitted online, this EMD will be refunded immediately to the unsuccessful Tenderer & to the successful tenderer after executing Lees Deed Agreement.

**The** Hard Copy of original instruments **in respect of cost of tender document & earnest money must be delivered to the Chief Medical Officer(NFSG) Govt. Medical Store Depot, Karnal**  on or before bid opening date/time as mentioned in critical date sheet. **Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee shall be non refundable.**

1. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.** After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

**Submission of Tender**

Th**e tender shall be submitted online in Two part, viz., technical bid and price bid.**

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

**Technical Bid**

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document:

1. Signed and Scanned copy of **proof for payment of Tender document Cost (T.Fee)/ Earnest Money Deposit**
2. Signed and Scanned copy Certificates like PAN No. & GST NO. with HSN code for rent of godown as per GST regulation.
3. Signed and Scanned Copy of **attached Tender Acceptance Letter**
4. An undertaking (self-certificate) that the **agency hasn’t been blacklisted** by a Central / State/UT Government institution and there has been no litigation with any government department on account of IT services.
5. Signed and Scanned Copy of Terms and Conditions & Check list.

**PRICE BID**

1. Price bid undertaking
2. Schedule of price bid in the form of BOQ\_XXXX .xls

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)­­­­

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To,

The Chief Medical Officer (NFSG)

Govt. Medical Store Depot,

Ministry of Health & Family Welfare

Opp. Telephone Exchange Building,

Karnal (Hr.) - 132001

Dear Sir,

1. I submit the Price Bid for godowns and related activities as envisaged in the Bid document.
2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes.

Yours Faithfully,

|  |  |
| --- | --- |
| Signature of authorized Representative: |  |

**Schedule of price bid in the form of BOQ\_XXXX .xls**

Financial Proposal/Commercial bid format is provided as BoQ\_XXXX.xls along with this tender document at https://[eprocure.gov.in](http://www.eprocure.gov.in)/eprocure/app. Bidders are advised to download this BoQ\_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner**. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forefeited and tenderer is liable to be banned from doing business with DGHS .

1. The rates shall be quoted in Indian Rupee only.
2. The rates will be inclusive of all taxes/ GST, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
3. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
4. The payment will be made to the Party at any Bank Account maintained in India by way of ECS/RTGS after deducting the TDS as applicable.
5. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory

(Signature of the Authorized Person)

CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

###### BID CHECKLIST

Bidder is required to fill-up this checklist and enclose alongwith the envelope containing the Earnest Money.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Item Description** | **Yes/No** | **Bid Reference** |
| **1.** | Tender Fee Enclosed |  |  |
| **2.** | Earnest Money Enclosed |  |  |
| **3.** | Tender Acceptance Letter |  |  |
| **4.** | Letter of authorization to submit bid. |  |  |
| 5. | An undertaking that the agency hasn’t been blacklisted |  |  |

**Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>

**REGISTRATION**

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or ‘’Other Important Documents’’ area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**SUBMISSION OF BIDS**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (ie after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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GOVT. OF INDIA

GOVERNMENT MEDICAL STORE DEPOT

(MINISTRY OF HEALTH AND FAMILY WELFARE)

OPPOSITE TELEPHONE EXCHANGE BUILDING POST BOX NO. 8

KARNAL 132 001 (HARYANA)

PHONE 0184-4042586 & 2250233, FAX NO. 2252328

E.mail: [gmsdkarnal@gmail.com](mailto:gmsdkarnal@gmail.com) & [gmsdkarnal.purchase@gmail.com](mailto:gmsdkarnal.purchase@gmail.com)

**TERMS & CONDITIONS**

**Space Required: -**

Wanted Storage accommodation/ godowns [as per requirement mentioned in Notice Inviting Tender] dry free from dust, moisture, insects, rodents free for storing medicine for a period of 2(two) years. The premises of accommodation should preferably be under the limit of Municipal Corporation Area of Karnal for this purpose includes areas accessible round the clock and at distance easily commutable from GMSD Karnal but should not beyond 10-15 KM from GMSD Karnal preferably on the National Highway or State Highway should be hustle free for movement of heavy duty vehicles , container/ trolla (24x7).

1. Bidders are required to submit their bids in two bid systems i.e. Technical Bid and Price Bid. The Technical bid should comprise of location details of premises, proof of ownership/Mortgage deed, Lease Deed Site plan, non-encumbrance Certificate and description of the building which should include the age, type of construction and condition of the building. All such documents are to be uploaded online.
2. Earnest Money Deposit worth Rs. 50000/- (Rs. Fifty thousand only) is to be deposited through DD in favour of Accounts Officer, GMSD, Karnal payable at Karnal with the Technical Bid. However its scanned copy is to be submitted online, this EMD will be refunded immediately to the unsuccessful Tenderer & to the successful tenderer after executing Lease Deed Agreement.
3. **The** Hard Copy of original instruments **in respect of cost of tender documents i.e Rs. 1000/- (Rs. One thousand only) & earnest money i.e Rs. 50000/- (Rs. Fifty thousand only) must be delivered to the Chief Medical Officer(NFSG) Govt. Medical Store Depot, Karnal**  on or before bid opening date/time as mentioned in critical date sheet. **Tenderer shall likely to be liable for legal action for non-submission of original payment instrument like DD,etc., against the submitted bid. The Demand Draft attached/submitted for tender fee i.e Rs. 1000/- (Rs. One thousand only) shall be non refundable.**
4. Space acquired at the beginning of the contract period may be reduced/ vacated partly, if our requirement is reduced at a later date and the rent will be paid only for the occupied space. This condition will be incorporated in the lease deed too.
5. The roof should be of RCC/cemented Lanter.
6. The ideal ceiling height from floor is 12 feet. (i) Height more than 12 feet will be taken as 12 feet only. (ii) If higher height is offered and the space is provided with mezzanine floors may be considered if it is equipped with facility of racks and fork lift etc. required for easy handling / maneuverability of stores. (iii) If the ceiling height is less than 12 feet the rates will be calculated proportionally for height available for storage (Floor to Ceiling ).
7. The Government of India shall, pay rent for the said premises per month payable monthly in arrear at the rate so decided.
8. The said premises shall be deemed to include the fixtures and fittings existing thereon and no extra rent will be paid by Govt. of India.
9. The Govt. of India shall be entitled to use the said premises for any purpose what so ever during continuation of the tenancy.
10. The Govt. of India shall have the right to sublet the whole or any parts of the said premises without consent of the landlord but shall be responsible only for payment of rent as per lease deed agreement.
11. All existing and future rates, taxes including property tax, assessment charges and other outgoings what so ever of every description in respect of the said premises payable by the owner thereof shall be paid by the landlord.
12. The Govt. of India shall pay charges in respect of electric power, light and water used on the said premises during the continuance of tenancy only for dry space/godown. Separate meter of the electricity in respect of said premises will be installed by the landlord. The aforesaid charges shall be born by the Govt. for dry space only.
13. The land lord will execute necessary repairs of the building and premises thereof on as and when required basis or as requested by the tenant as mentioned in the notice on this behalf given by the tenant. If the landlord fails to execute any repairs in pursuance of the notice, the tenant may undertake the work at its own; and the expenses thereof shall be liable to be recovered from the landlord or the same will be deducted from the rent payable to the landlord. The landlord will submit the quarterly report of inspection of building for condition of roofs and repairs thereof, if any defect is noticed by the tenant. The loss / damage of store owing to defect in building will be recovered from the landlord.
14. Copy of Permanent Account Number of the firm should be submitted and its scanned copy is to be submitted online while submission of Price Bid.
15. The Govt. of India may, at any time during the terms hereby created and any renewal thereof may such structural alterations to the existing buildings such as partitions, office fixtures & fittings in such buildings as may be easily removable, provided always that installations or other works, fittings and fixtures shall remain the property of the Govt. of India who shall be at liberty to remove to appropriate to itself, any or all of them at the expiration of the terms hereby created and any renewal thereof, provided further that the Govt. of India shall again hand over the said premises in the same condition as they were at the commencement of those present.
16. The Govt. of India shall be released from paying any rent in respect of the whole or any such part of the said premises as might be rendered uninhabitable by fire, Act of God, riots of other civil commotion, enemy action and other causes, not within the control of the Govt. of India and in such cases the rent payable here under shall be accordingly apportioned, or at its option, the Govt. of India shall have power to terminate these presents forthwith without prejudice to its rights to remove works, fittings, fixtures and machinery.
17. The Govt. of India shall not be liable for loss or profit or loss of goodwill arising from its occupation of the said premises or for any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the landlords shall make no claim in respect thereof.
18. The Govt. of India shall be entitled to terminate the lease any time by giving to the landlords three months previous notice in writing of its intention to do so.
19. Any dispute or difference arise out concerning the subject matter of these presents or any covenant /clause or thing therein contain or otherwise arising out of this lease, the same shall be referred to and Arbitrator to be appointed by the Govt. of India and the decision of such Arbitrator shall be conclusive and binding on the parties here to the provisions of reconciliation and arbitration Act 1988 or any statutory modifications thereof for the time being in force shall apply to such arbitration.
20. Insurance cover of the premises has to be obtained by the landlord.
21. The bidder is required to submit a declaration to the effect that the said area was never hit by floods.
22. Suitability of the Godown will be assessed by the Store Purchase Committee of the Govt. Medical Store Depot, Karnal in consultation with C.P.W.D and Drug Controlling Authority. Preference will be given to godowns ready for acquiring ; however time to make necessary alterations if need be, may be allowed by Store Purchase Committee in case found essential. If for immediate acquisition no godown is found suitable meeting our requirement, a period of 2 months may be allowed for alterations in the building making a godown suitable. However ready to shift or made suitable at the earliest will be preferred. Thus the Bidder should quote the time frame for completion of necessary/required alterations in the building.
23. The bidder quoting for Cold Space will compulsorily provide attached alongwith dry space of 3000-4000 Sq. feet for packing and storing purpose. The rate quoted for cold space should be inclusive of the cost of the attached dry space.
24. The rent shall be quoted as basic rate without GST and also as inclusive of all taxes as applicable from time to time.
25. In addition to above terms and conditions a lease deed will be executed strictly in accordance with the CPWD/ Govt. of India Rules in this behalf.
26. All disputes are subject to jurisdiction of GMSD Karnal.
27. Chief Medical Officer(NFSG), H.O.O, GMSD, Karnal has reserve the right to cancel/ reject the tender without giving any reason at any stage to the bidder.

Signature of the owner of godown

**TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,

The Chief Medical Officer (NFSG)

Govt. Medical Store Depot

Karnal(Hr.)

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: PS/2/Tender-04/Godown/2018-2019

Name of Tender: - Hiring of godown on monthly rent basis.

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender’ from the web site(s) namely:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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as per your advertisement, given in the above mentioned website(s).

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)