



# BENGAL CHEMICALS & PHARMACEUTICALS LTD.

(A GOVT. OF INDIA ENTERPRISE)

Centralized Purchase Dept.: 6, Ganesh Chunder Avenue,  
Kolkata 700 013

PHONE 033 22371525/26

Website: [www.bengalchemicals.co.in](http://www.bengalchemicals.co.in)

E-Tender under single stage two part system (Part I: Techno-Commercial Bid and Part II: Price Bid) are invited from manufacturers / authorised agent, dealer, suppliers to supply "**APIs & Excipients**" for our Maniktala (Kolkata) & Kanpur (U.P) Plant as per terms and conditions for the period tentatively Till April, 2018.

**Bidders will have to participate in bidding process through website <https://bcpl.euniwizard.com>**

## **SCHEDULE OF TENDER (SOT)**

Tender No & Date	BCPL/18-19/ET/ST/02, Dated: 1 <sup>st</sup> June 2018
Mode of Tender	E - Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="https://bcpl.euniwizard.com">https://bcpl.euniwizard.com</a> bcpl of ITI Ltd. The intending bidders are required to submit their offer Electronically through e-tendering portal. No physical tender is acceptable.
Date & Time of NIT Available to parties to download	1 <sup>st</sup> June, 2018 till 14:00 Hrs.
Last date and Time to participate	6 <sup>th</sup> June, 2018 till 14:30 Hrs.
Evaluation Start time and date	6 <sup>th</sup> June, 2018 @ 14:45 Hrs.
Earnest Money Deposit in Rs.	Nil
Transaction Fees	Rs. 3,500/- + Applicable GST

### **List of Annexure:**

**Important Instructions for e-tender -  
General Terms and Conditions  
Tendered Item Details (Qty, Item Name Etc)**

**Annexure – A.  
Annexure – B.  
Page No: 6 of 12.**



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## Annexure-A

### Important Instructions for E-Procurement

Bidders are requested to read the terms and conditions of this tender before submitting your online tender. Process of E-Tender:

A) Registration: The process involves vendor's registration with ITI e-procurement portal which is **free of cost**. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Commercial Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. ITI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE: THE TECHNICAL BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE AT <https://bcpl.euniwizard.com>**

1). Vendors are required to register themselves online with <https://bcpl.euniwizard.com> → e-Procurement of BCPL. Register as Vendor -- Filling up details and creating own user id and password → Submit.

2. After successful registration send request mail with acknowledgement slip to [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for account activation.

2). Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact ITI Ltd, (before the scheduled time of the e-tender). Contact person (BCPL): Dealing Officer's name :- Sd. Aminur Rahman (Manager – Purchase) Phone no. 033 – 2237 1525 / 26. E-mail :- [aminur\\_rahman@bengalchemicals.co.in](mailto:aminur_rahman@bengalchemicals.co.in)

Contact person (ITI Ltd):

Siddharth Ghosh – [ewizardsiddharth@gmail.com](mailto:ewizardsiddharth@gmail.com) (8800728814)

Kumar Prakash- [kkumarprakash@gmail.com](mailto:kkumarprakash@gmail.com) (7278929467)

**NOTE: Vendor should have class 3 digital signature (signing + Encryption) for online participation.**

Vendors should upload the below mentioned supporting documents (based on their type of Organization) during registration process:

1. PAN Card (for Individuals, Indian and Foreign Bidders)/ TAN Card (for Foreign Bidders).
2. Certificate of Incorporation (for Indian organizations)/ Memorandum of Articles - MoA (for Foreign Organizations)/ Passport (for Individuals and Foreign Bidders)
3. GST (for Indian Organizations) / TAN Certificate (for Foreign Organizations).
4. An Address proof is also to be submitted in case of Individuals.
5. If the firm is registering in joint venture, they also need to upload deed agreement.

**NOTE 1:** Uploaded copy of all these supporting documents must be self-attested by authorized signatory. Attested signature shall also be verified by Tender Wizard Helpdesk for further authentication process.

3) Tenderer digital signature on the E- Tender form will be considered as their confirmation that they have read and accepted all the conditions laid down in the tender documents, unless specific deviation is quoted in the techno-commercial offer form.



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4) E- Tender form is not transferrable and the same is to be submitted with digital signature/ signed & scanned copy by the pre- authorized personnel of the bidder. Tender is to be submitted through e-tender-mode only at website <https://bcpl.euniwizard.com> along with scanned copies of credential papers.

5) For what so ever reasons, if any part of BECIL tender document is not uploaded/submitted by the bidder, other than financial and technical offers and requisite Pre-Qualifying credentials, in that case the missing part of the tender document shall be treated as read and acceptable to bidder.

6) Tenders completed as per instructions will be submitted through e-tendering mode only in the website <https://bcpl.euniwizard.com> as per the prescribed date and time mentioned in the tender notice and tender will be opened on the prescribed date and time in the presence of tenderers or their authorized representative who may wish to be present. Only one representative of each tenderer, who has submitted the tender, will be allowed.

## **NOTE 2: Bidding in e-tender:**

a) Vendor(s) need to submit necessary EMD and processing fees to be eligible to bid online in the e-tender. Tender fees and Transaction fees are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.

b) The process involves Electronic Bidding for submission of Technical and Commercial Bid.

c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Commercial Bid through internet in ITI website <https://bcpl.euniwizard.com>.

d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same.

g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.

h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.

i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Buyer will form a binding contract between Buyer and the Vendor for execution of supply.

k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

l) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.

Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

**No deviation to the technical and commercial terms & conditions are allowed.**

The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.



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## Annexure-B

### General Terms & Conditions

1. Mere participation in e-tender will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.
2. Price Bids (Part-II) of only those eligible bidders whose Part-I Bids are complete and in order shall be opened on time and date to be intimated later separately.
3. Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate.
4. Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.
5. If eligible for the supply, the benefits as per prevailing norms will be extended to MSEs registered with NSIC as per New Public Procurement Policy as notified by the Government of India, Ministry of Micro, small & medium enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012. It is not obligatory on the part of the Trustees to accept of Lowest Tender. They reserve the right to accept a Tender in full or in part and/or reject a Tender without assigning any reason thereof.
6. If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.
7. Copy of valid NSIC Certificate for MSEs along with DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be submitted along with the bid.
8. Due date of submission of tender may be extended as per BCPL's discretion by releasing corrigendum in website of BCPL and ITI LTD.
9. EARNEST MONEY : Rs. 50,000/- for one or all items.
10. E-Tenderers submitted without requisite Earnest Money are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) for items for which the tender is invited.
- 12 SCOPE OF WORK: As per E-Tender Document
- 13 The Terms and Conditions of E-Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other Documents forming part of this Contract wherever the Contract so requires.
- 21 VALIDITY: Till 30<sup>th</sup> August, 2018.
- 23 EARNEST MONEY AND SECURITY DEPOSIT: Rs. 50,000/- for one or all items.



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24. The bidder shall quote his price as per the Bill of Quantities in the Price bid (Part-II), The Bidder shall state clearly his quoted rates both in figures & words.

25 Price(s) to be quoted should remain firm over the contract period.

26 EVALUATION CRITERIA: As per relevant clause of Tender Document and L-1 will be evaluated on Landed cost where ED, VAT and ST is considered as refundable component.

27 PAYMENTS: As per NIT.

28 JURISDICTION OF COURT: The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of Kolkata.

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## Details of Item name, approved make, location of delivery and quantity:

Item Name	Approved Make	Location of Delivery	Unit	Qty in Kgs
Azithromycin IP	China	Manicktal Works, Kolkata	Kgs	800
Norfloxacin IP	China	Manicktal Works, Kolkata	Kgs	500
Chloroquine Phosphate	IP Standard.	Manicktal Works, Kolkata	Kgs	250
Metronidazole IP	IP Standard.	Manicktal Works, Kolkata	Kgs	2000
Tinidazole IP	IP Standard.	Manicktal Works, Kolkata	Kgs	2000
Ornidazole IP	IP Standard.	Manicktal Works, Kolkata	Kgs	600
<b>Ibuprofen IP</b>	<b>IP Standard.</b>	<b>Kanpur Works, UP.</b>	<b>Kgs</b>	<b>3000</b>
<b>Paracetamol IP /BP</b>	<b>IP / BP Standard.</b>	<b>Kanpur Works, UP.</b>	<b>Kgs</b>	<b>3000</b>
<b>Metformin Hydrochloride IP</b>	<b>IP Standard.</b>	<b>Kanpur Works, UP.</b>	<b>Kgs</b>	<b>3000</b>

Bidder to upload test report of all quoted items mandatorily, technical bids will qualified and passed for price bid evaluation based on the uploaded test report only.

## Special Terms and Conditions:

1. Awarded bidders to supply for the contract duration of 30days (Tentatively till 30<sup>th</sup> August, 2018) from the date of placing order. No price escalation will be entertained during the said period.
2. In-case the awarded bidder fails to supply BCPL will have full rite for alternate resourcing. If the alternate resourcing price becomes high, BCPL will recover the price difference from the awarded defaulter vendor either from their outstanding.
3. The transaction fees is non-refundable.
4. BCPL reserves the right to split up the quantity in the ration (60:40)and place the order to one or more then a supplier, if requires when L-2 matches the L-1 landed cost. However it's purely BCPL's decision.
5. In-case of tax changes within the contract period due to upcoming GST implementation, the received basic prices will be considered along with the applicable taxes and evaluation will be carried out accordingly.
6. Only technically qualified in terms of Transaction fees, Technical Specification etc will only be considered for price bid evaluation.
7. The Price Bid of new vendors and those under vendor development program will be considered for price bid evaluation only after submission of sample and its successful QC report.
8. Il the participated items test report to be uploaded for technical check during technical evaluation. Test reports are irrelevant to Mfg and Exp Date.
9. L-1 will be evaluated on Landed cost where GST is refundable hence has no impact on landed cost.
10. Payment Terms: 60days credit only no PDC/LC or other form is applicable.
11. Payment against delivery will be, made against a cash discount of 3.75% (Calculating as 15% PA).



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12. Delivery Schedule: Within maximum of 15days from the date of written call-up or intimation at respective works (Factory)
13. All orders released based on this tender will be applicable for Late Delivery Penalty of 1% per item per week maximum up to 10% on undelivered quantity value, when party fails to supply within the stipulated agreed time of 15days.
14. 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 one year.
15. For arriving at L-1 the price quoted against 60days will be applicable. If a party quotes payments against delivery the price will stand corrected as per 15% per annum calculation.
16. In case of rejection the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from BCPL. The material found defective during online usage shall also be replaced at yours risk and cost within 7 days of intimation from BCPL.
17. BCPL reserves the right of repeat ordering up to 50% of the ordering quantity.
18. All decisions of BCPL will be final and binding.

### **Minimum Eligibility Criteria for qualifying in the Technical Bid.**

1. The vendor should comply BCPL Parameters and should be able to issue test certificate or its principal for each batch/lot. In case of any new make (other than preferred makes mentioned) which is not being used by BCPL before, BCPL may ask for sampling as per required qty for actual machine test to qualify the technical round, to evaluate price bid. BCPL's technical team's comment will be treated final in this regard.
2. The minimum annual turnover of the bidder (Supplier / Agents) should be Rs.1.00 to 2.00Crores. Vendors are required to submit copies of P & L and balance sheet relating to the last two years in support of their claim, however Manufacturers has no min turn over criteria.
3. The vendor should be a manufacturer/authorized agent. In the case of an authorized agent, the following documents may be enclosed.
  - a. Letter from the manufacturer authorizing them to participate in the tender may attach.
  - b. Letter from the manufacturer stating that the product being offered is as per the specification given in Schedule A of the tender.



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## **Formats to be prepared in bidders letter head filled duly signed stamped and uploaded:**

### **QUESTIONNAIRE- 01**

(General information of the manufacturer / Authorized supplier)

1. Name & Address of the Supplier:

(a) Telephone No.

(b) Fax No.

(c) E-mail Address

(d) Name of contact person

(e) Whether proprietary/partnership/ Limited company.

(f) Specify whether SSI / MSME unit

2. How many years have you been in the: business of manufacturing/selling?

3. What is your annual production capacity?

4. Indicate the quantity you can supply BCPL: per month

5. What would be the minimum period: required to deliver the ordered quantity from the date of confirmed purchase order?

6. Have you been a supplier to any: Pharmaceutical Industry, if so give details of the name, address, quantity and values of orders received and executed during the last three year? (Attach separate sheet)

7. Kindly furnish the name and address of: the Transporter through whom the rejected material is to be returned on freight to pay basis.

8. Annual Turn Over during the: last 2 years?

(Copy of P&L and Balance sheet to be attached.)

9. Details of tax registration:-

a) CST No. :

b) TIN No. and VAT No. :

10. Name & Address of your Banker(s):

A/C no. & Swift Code:

11. Any other details:

COA copy / Test certificate of the specified tendered item, which clearly shows the manufacturer name, specification etc for our Q/C approval for technical round clearance.

All the information provided herein is true & correct.

PLACE:

NAME & SIGNATURE OF THE APPLICANT

DATE: (WITH OFFICE SEAL)

To be printed on letter head and duly sign stamped and uploaded the scan copy:





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**INDEMNITY 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 within 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 BCPL.

The supplier shall have no right to change the quantity stipulated in the supply order. Bid pronounced Non Responsive by BCPL shall be summarily rejected.

The decision of BCPL 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:

NAME AND SIGNATURE OF THE APPLICANT

DATE: (WITH OFFICE SEAL)



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QUESTIONNAIRE TO BE FILLED FOR MINIMUM ELIGIBILITY CRITERIA

Can you supply material as per our specification given in Schedule 'A'

1) Are you a Manufacturer/ Authorized Agent	YES/NO
2) In the case of an Authorized Agent,	
I. Have you enclosed a letter of confirmation from the manufacturer appointing you as authorized agent valid for period of 2015-2016	
ii. Also have you enclosed a letter from the manufacturer/Principal that the Product being offered is as per the Specification given in Schedule A? (In case of our approved vendor who has supplied the specified item before need to submit BCPL's order copy instead of OEM authorization to qualify)	YES/NO
3) COA copy (Test Certificate) / specification details of the tendered item.. (Test Report/COA certificate/specification details of tendered item is mandatorily to submit in technical bid for qualify the technical round)	YES/NO

4. What is your annual production capacity?

5. What is your annual turnover?

(Please enclosed copy of Annual Report of the year 2015-16 & 2016-17)

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**QUESTIONNAIRE FOR VENDOR DEVELOPMENT**

**(TO BE FILLED BY NEW VENDORS)**

NAME OF PRODUCT:

1. Name & Address of the Manufacturer:

(a) Telephone No.

(b) Fax No.

(c) E-mail Address

(d) Name of contact person

(e)(i) Whether proprietary/partnership/ Limited company.

(ii) Furnish Name/'s, address, phone nos. of Proprietor/ Managing partner/ M.D / Director's (Attach separate sheet)

(f) Specify whether SSI / MSME unit

2) Details of tax registration: - :

c) GST No.

3) Name & Address of your Banker(s) Account no. :

Swift Code

4) Annual Turn over

5) Do you have a Quality Control department? If yes, give the details of the facilities. : Yes/No

a) Do you have inspection for incoming materials: Yes/No

b) Do you have in process inspection facilities: Yes/No

**Manager (Purchase)**

*BCPL, 6, Ganesh Chunder Avenue,  
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