

**NOT TRANSFERABLE**



**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**  
(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)  
(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

**SHORT-TENDER FOR THE SUPPLY OF AYURVEDA  
MEDICINES TO ALL INDIA INSTITUTE OF AYURVEDA**  
(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)  
Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076

**ALL INDIA INSTITUTE OF AYURVEDA**  
(An Autonomous body under Ministry of AYUSH, Govt. of India)  
NEW DELHI

**Important Information Sheet**

<b>Event</b>	<b>Particulars</b>
Tender inviting Authority, Designation & Address	<b>Director</b> All India Institute of Ayurveda, Gautampuri, Sarita Vihar, Mathura Road New Delhi-110076 email: <a href="mailto:director@aiia.gov.in">director@aiia.gov.in</a> Fax No.011-29948660
Tender reference	
Date of Publication of Tender	11.03.2020 (Wednesday)
Date and Time for pre bid queries	20.03.2020 (Friday) at 3.00 PM
Date and Time for pre bid meeting	25.03.2020 (Monday) at 3.00 PM
Last date, time and place of submission of sealed Tenders	01.04.2020 (Wednesday) at 1:00 PM
Date, Time and place of opining of Tenders	01.04.2020 (Wednesday) at 3:00 PM
Date of selection of Qualified Bidders	Qualified Bidders will be selected within 15 days from the date of opening of the Tender or any other period as to be decided by AIIA.
Date of Opening of financial bid to Qualified	Will be intimated to qualified bidder only



**INTRODUCTION:** All India Institute of Ayurveda, an autonomous body under Ministry of AYUSH, Government of India. The First Ever All India Institute of Ayurveda (AIIA), set up along the lines of AIIMS, was dedicated to the Nation by the Honorable Prime Minister, Shri Narendra Modi on 2<sup>nd</sup> Ayurveda Day on 17<sup>th</sup> October, 2017 at New Delhi. AIIA, New Delhi, strives hard to improve health status and expand preventive, promotive, curative, palliative and rehabilitative services to large sectors of the society. AIIA, New Delhi, invites from any Manufacturing units having GMP licenses issued under Drugs and Cosmetics Rules Act 1940 or any legally registered AYUSH Drugs Traders/Firms/Authorised Dealers/Stockist one who can supply GMP Certified Ayurveda quality Medicines to All India Institute of Ayurveda, Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076.

1. **Documents and processing fee :** copy of the Tender can be downloaded from the website of AIIA at [www.aiaa.gov.in](http://www.aiaa.gov.in) and also [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp) by depositing Demand Draft\Banker Cheque of Rs. 1000.00 (Rupees One thousand only) drawn in favour of the Director, All India Institution of Ayurveda, New Delhi payable at New Delhi towards the cost of Tender documents and processing fee shall be enclosed by the bidder with technical bid only.

**Earnest Money Deposit:**

2. The EMD has to be deposited by way of Demand Draft/ Bank Guarantee in favour of the Director, All India Institution of Ayurveda, New Delhi payable at New Delhi. EMD can be deposited by way of Bank Guarantee (in the respective format enclosed as Annexure-“A”). Earnest Money in deviation from above shall be summarily rejected. No interest shall be payable by the AIIA for the sum deposited as EMD.
3. The Tender received in response will be evaluated by the evaluation committee of AIIA. The envelope must bear “Supply of Ayurveda Medicines” as well as the mailing address and contact information of bidder to facilitate returning the document in case of late submission. The Tender incomplete in any form will be summarily rejected, without assigning any reason.
4. If the bidder prefers to submit the bid by post, the bidders should ensure that the bids reaches AIIA, New Delhi on or before the due & time. The AIIA will not be liable or responsible for any damage, postal delay or other delay whatsoever.
5. The Earnest Money deposit of the unsuccessful bidders would be returned on execution of the agreement by the successful bidder or within 30 days after the expiry of bid validity or upon declaration of bid as non-responsive.



6.

- A. Sealed Tenders [in two separate covers {Technical bid (Cover “A”) and Price Bid (Cover “B”)}] will be received till 01.04.2020 (Wednesday) at 1:00 PM by the Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076.
- B. At any time, Director, AIIA New Delhi may, for any reason, whether on own initiative or in response to a clarification requested by a prospective bidder, may modify the condition in tender documents by an amendment. All the prospective bidders will be notified through website only of the amendments and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing; their bid, Director, AIIA may at discretion, extend the date and time for submission of bids.
- C. Any query regarding tender terms and conditions should reach within 7 days of publication of tender notice at AIIA’s site or prior to the pre bid meeting, in writing to the office of Director, AIIA, New Delhi.
- D. The bid will be valid for a period of 120 days from the date of opening of Cover A (Technical Bid) and prior to the expiration of the bid validity the Tender Inviting Authority may request the tenderers to extend the bid validity for further period as deemed fit.

7. **ELIGIBILITY CRITERIA**

- (a) Traders/Firms/Authorised Dealers/Stockist one who can supply GMP certified Ayurveda Medicines with GST registration and GMP certificate in case manufacturers or direct importer holding valid import license. Distributors / Suppliers / Agents / Loan licensee are not eligible to participate in the Tenders.
- (b) Average Annual turnover in the last three years i.e. 2016-17, 2017-18 and 2018-19 shall not be less than **Rs. 2 Crores** and turnover for the year 2018-19 should also be not less than **Rs. 2 Crores**.
- (c) (i) Tenderer should atleast have 3 years Market Standing as a manufacturer / importer for each drug quoted in the tender as manufacturer or importer.



- ii) Be ready to supply items as per specification given in the tender document and not their substitute.
- (d) Tender should not be submitted for the product/ products for which the concern / company has been blacklisted on quality grounds either by any other State / Central Government organization.
- (e) The Company / firm which has been blacklisted either by Tender Inviting Authority or by any State Government or Centre Government Organization should not participate in the tender during the period of blacklisting.
- (f) The tenderer should give a notarized affidavit that they have not been blacklisted for the quoted product/firm by any State or central organization or by government of Delhi and are eligible to participate in the present tender. (Notarized Affidavit per Annexure- "B" If the information of your firm is found to be incorrect in due course action will be initiated as per the tender conditions and EMD forfeited.

8. **GENERAL CONDITIONS.**

- (i) A complete set of tender documents can be downloaded from the website of AIIA at [www.aiaa.gov.in](http://www.aiaa.gov.in) Demand draft / Banker Cheque of Rs. 1000.00 (Rupees one thousand only) drawn in favour of the Director All India Institute of Ayurveda, New Delhi payable at New Delhi towards the cost of Tender and processing fee shall be enclosed by the bidders with the technical bid. Bids not accompanied by the cost of Tender document downloaded from the website with processing fee will not be considered and will be summarily rejected
- (ii) All tenders must be accompanied with Earnest Money Deposit as specified in clause 8.1(a) of the Tender document.
- (iii) Tenders will be opened in the presence of tenderers / authorized representatives who chooses to attend on the specified date and time at AIIA, **Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076** on **01.04.2020 (Wednesday)** at 3:00 PM.
- (iv) (a) At any time prior to the date of submission of Tender, Tender Inviting Authority may, for any reason, whether on his own initiative modify the condition in Tender documents by an amendment. All the prospective tenderers who have received the tender document will

be notified of the amendment in writing and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may at his discretion, extend the date and time for submission of tenders.

(b) Any person who has downloaded the tender document should watch for amendment, if any, in the website of AIIA and Tender inviting authority will not issue separate communication to them.

Interested eligible tenderers may obtain further information in this regard from the office of the Tender Inviting Authority or in person on the day of pre bid meeting.

#### 9. TECHNICAL BID - COVER "A"

(1) The tenderer should furnish the following in a separate cover hereafter called "Cover A". (All documents should be signed and sealed by the tenderer in each page and Xerox copies should be attested by the tenderer.)

- (a) Earnest Money Deposit, shall be Rs 90,000/- in the form of fixed deposit of a nationalized bank (pledged to Director, All India Institute of Ayurveda), payable at New Delhi. Exemption from payment of EMD is permitted.
- (b) Documentary evidence for the constitution of the company / firm such as Memorandum and Articles of Association, Partnership deed etc. with details of the Name, Address, Telephone Number, fax Number, e-mail address of the firm and of the Managing Director / Partners / Proprietor. The list of present Directors in the board of the Company duly certified by a Company Secretary of a Company/Practicing Company Secretary/Chartered Accountant to be furnished.
- (c) The tenderer should furnish attested photocopy of Licence for the product duly approved by the Licencing authority for each product quoted as per specification in the tender. The licence must have been duly renewed upto date and the items quoted shall be clearly highlighted in the licence.
- (d) The instruments such as power of attorney, resolution of board etc., authorizing an officer of the tenderer should be enclosed with the tender duly signed by the Authorized signatory of the Company / firm and such authorized officer of the tenderer should sign the tender documents.
- (e) Authorization letter nominating a responsible person of the tenderer to transact the business with the Tender Inviting Authority.
- (f) Market Standing Certificate issued by the Licencing Authority as a Manufacturer for each drug quoted for the last 3 years (Certificate should be enclosed with list of items). In case of direct importer, evidence for importing the said items for the last three years.

- (g) Performance statement of manufacture/import to establish 3 year's market standing as per format in Annexure-"C".
- (h) Non-conviction Certificate issued by the Drugs Controller of the State certifying that the drugs quoted (along with list of items) have not be cancelled during last three years.
- (i) Copy of GST registration certificate and PAN CARD.
- (j) Annual turnover statement for 3 years i.e., 2016-17, 2017-18 and 2018-19 in the format given in Annexure-"D" duly certified by the Chartered Accountant.
- (k) Copies of the Balance Sheet and Profit and Loss Account for the three years i.e. 2016-17, 2017-18 and 2018-19 duly certified by the practising Chartered Accountant.
- (l) Undertaking (as in the proforma given in Annexure-"E", notarized by the Notary Public.
- (m) Details containing the name and address of the Manufacturing premises where the items quoted are actually manufactured should be given in Annexure-"F".
- (n) Documents, if any, to show that the manufacturing unit / importer has been recognized, by WHO, UNICE, ISO Certificate etc.,
- (o) Details of technical personnel employed in the manufacture and testing of drugs (Employee Name, Qualification, Experience) as endorsed in license.
- (p) The tender document should be signed by the tenderer in all pages with office seal.
- (q) All documents enclosed with the tender document should also be signed by the tenderer.

*Shrinivas*

10. (2). The above documents should be sealed in a separate Cover Superscribed as "TECHNICAL BID - COVER "A" - TENDER FOR THE SUPPLY OF AYURVEDA MEDICINES TO AIIA, New Delhi

## 9. PRICE BID - COVER "B"

1. Cover "B" contains Price Bid of the Tenderer.

(i) The tenderer shall fill in the rate in the Annexure-"G" for item/s quoted.

(ii) Each page of the price bid should be duly signed by the tenderer affixing the office seal.

(iii) The Bidder shall quote in Indian Rupees (INR) Only.

(iv) The rate quoted in column 6 of Annexure-"G" should be for a unit and for the given specification. The tenderer is not permitted to change / alter specification or unit size given in the Annexure "G".

(v) To determining the lowest evaluated price, (the rate quoted per unit should be inclusive of all duties, Sales Tax, surcharge, GST, cess, levies, freight, loading, unloading, insurance, octroi, road permits, packing etc.

(vi) The bidder shall necessarily quote the excise duty or customs duty applicable and when the item is excisable or imported as the case may be.

(vii) The bidder shall specifically mention "EXEMPTED" when the item is excisable but exempted for the time being, based on turn over or for any other grounds by the notification issued by the Government of India (Also refer clause 19.4).

(viii) The bidder once quoted the excise rate is not permitted to change the rate/amount unless such change is supported by the notification issued by the Government of India or by the order of the court, after submission of Tender.

(ix) The bidder who has quoted excise "NIL" and the item is excisable, at award of contract, will be eligible for payment only on production of invoices drawn as per Central Excise Rules.

9.(2) The "Cover B" should also be addressed at the DIRECTOR All India Institute of Ayurveda, Gautampuri, Sarita Vihar New Delhi-110076

9. (3). Two separately sealed covers {Technical bid (Cover "A") and Price Bid (Cover "B")} shall be placed in a cover which shall be sealed and Superscribed as "TENDER FOR THE SUPPLY OF AYURVEDA MEDICINES TO AIIA, New Delhi which shall be submitted within the date and time as specified in Tender.

## 10. OPENING OF COVER "A" AND COVER "B" OF TENDER

(a) All the tenderers are entitled to be present at the date and time for opening of Technical Bid - Cover "A" of the tender submitted by them.

(b) Tenderers, who were found eligible on satisfying the criteria for technical evaluation will only be invited to be present at the date and time for opening of Price Bid - Cover "B" of the tender.

07/11/20



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(vi) The EMD will be forfeited, in case of the successful bidder fails to execute the contract agreement and deposit the Security Deposit within the stipulated time.

(v) The EMD will be forfeited if the tenderer withdraws his bid during the period of bid validity.

(iv) The Earnest Money Deposit of the unsuccessful bidders would be returned on execution of the agreement by the successful bidders or within 30 days after the expiry of the bid validity, whichever is later.

(iii) The Earnest Money Deposit will be refunded to the successful Bidder within 30 days from the date of signing the contract agreement and on the deposit of Security deposit amount by them.

(ii) The Earnest Money Deposit of the successful tenderer may, at the discretion of Tender Inviting Authority, be adjusted towards the Security Deposit payable by him.

(2). (i) The tenders submitted without sufficient EMD will be summarily rejected.

(1) The exemption of Earnest Money Deposits considered in respect of the Enterprises which satisfy the requirement to be a micro and small Enterprises as registered with NSIC and MSME under a single point vendor registration scheme if necessary documents to that effect are produced.

**12. EARNEST MONEY DEPOSIT EXEMPTION**

The Earnest Money Deposit referred to at Clause 8.1 (a) shall be Rs.90,000/- . The Earnest Money Deposit shall be paid in the form of fixed deposit receipt of a Nationalised Bank (Pledged to Director All India Institute of Ayurveda, New Delhi) for a period of 18 months from the date of the date of tender opening) payable at New Delhi. This should be enclosed with the tender in Cover 'A' earnest money deposit in the form of demand draft/Cheque / Cash / Postal order will not be accepted. Earnest Money Deposit will not earn interest.

**11. EARNEST MONEY DEPOSIT**

### **13. OTHER CONDITIONS**

13.1. The orders will be placed by the competent authority of All India Institute of Ayurveda, New Delhi.

13.2. The details of the required of Ayurveda medicines, are shown in Annexure-“ I ”. The quantity mentioned is only the tentative requirement and may increase or decrease as per the decision of Ordering Authority. The composition and strength of each product should be as per details given in Annexure-“ I ” Any variation, if found, will result in to the rejection of the tender.

13.3 The rates quoted and accepted will be binding on the tenderer for full contract period of one year and any increase in price will not be entertained till the completion of this tender period. Accordingly, this clause will be applicable for all orders placed during the contract period.

13.4 No tenderer shall be allowed at any time on any ground, whatsoever it may be, to claim revision or modification in the rates quoted by him. Representation to make correction in the tender documents on the ground of Clerical error, typographical error, etc., committed by the tenderers In the Bids shall not be entertained after submission of the tenders. Cross Conditions such as “SUBJECT TO AVAILABILITY” “SUPPLIES WILL BE MADE AS AND WHEN SUPPLIES ARE RECEIVED” etc., will not be entertained under any circumstances and the tenders of those who have given such conditions shall be treated as incomplete and accordingly the Tender will be summarily rejected.

13.5 Supplies should be made directly by the bidder and not through any other agency.

13.6 The tenderer shall allow inspection of the factory at any time by a team of Experts/Officials of the Tender Inviting Authority, if necessary. The tenderer shall extend all facilities to the team to enable to inspect the manufacturing process, quality control measures adopted etc., in the manufacture of the items quoted.



## **14. ACCEPTANCE OF TENDER**

- 14.1 The rate evaluation committee formed by the Director AIIA, New Delhi will evaluate the tender with reference to various criteria and one of such criteria is that the rate per unit inclusive all duties, Sales Tax, surcharge, GST, cess, levies, freight, loading, unloading, insurance, octroi, road permits, packing etc. (landed price) for determining the L1 rate (Lowest rate).
- 14.2 Tender inviting authority reserves the right to accept or reject the tender for the supply of all or any one items of the Ayurveda medicine tendered for in a tender without assigning any reason.
- 14.3 The acceptance of the tenders will be communicated to the successful tenderers in writing.
- 14.4 The rates of the successful tenderers would be valid for one year as annual rate contract and extendable by 3 months by mutual consent.

## **15. SECURITY DEPOSIT AND AGREEMENT**

- 15.1 On being informed about the acceptance of the tender and at the time of signing the agreement, the lowest bidder shall submit the performance security deposit (PSD) equal to 5% of the expected annual procurement value ( tendered quantity or four times of a quarter order, whichever is higher X unit rate) in the form of **Fixed Deposit Receipt (FDR) or irrevocable Bank Guarantee from a Nationalized commercial Bank, favouring to Director All India Institute of Ayurveda payable at New Delhi valid for 15 months from the date of acceptance of the tender.**
- The format of Bank Guarantee security is at Annexure-( J )**

- 16.1. The successful tenderer shall execute an agreement (3 copies) on a non-judicial stamp paper of value of Rs.100/- (stamp duty to be paid by the tenderer) within 15 days from the date of the intimation from Tender Inviting Authority viz. the Director AIIA, New Delhi A informing that his tender has been accepted. The Specimen form of agreement is available in **Annexure-K** and also available in the Website:- [www.aiaa.gov.in](http://www.aiaa.gov.in)

- 16.2 The tenderer shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons what so ever

- 16.3 All notices or communications relating to arising out of this agreement or any of the terms there of shall be considered duly served on or given to the tenderer if delivered to him or left at the premises, places of business or abode.



16.4 If the successful tenderer fails to execute the agreement and / or to deposit the required security deposit within the specified time or withdraw his tender ,after the intimation of acceptance of his tender has been sent to him or owing to any other reasons ,he is unable to undertake the contract, his contract will be cancelled and the EMD deposited by him along with the tender shall stand forfeited by the Tender Inviting Authority and he will also be liable for all such damages sustained by the Tender Inviting Authority apart from blacklisting the supplier.

## 17. SUPPLY CONDITIONS

- 17.1 Purchase orders along with the delivery destinations will be placed on the successful tenderer at the discretion of the Ordering Authority.
- 17.2 All supplies will be scheduled for the period from the date of acceptance till the completion of the tender in instalments, as may be stipulated in the Purchase Order. The supplied Ayurveda medicines (covered in Schedule P of Drugs & Cosmetics Act) should have a maximum potency throughout the shelf life period as prescribed in the Drugs & Cosmetics Act 1940 and rules there under. All other items of drugs and medicines should have a shelf life period of minimum 2 years from the date of manufacture. The medicines and Drugs should be supplied within 45 days from the date of manufacture. All drugs supplied should have atleast a minimum of 3/4<sup>th</sup> of the shelf life of the drug supplied at the time of supply.
- 17.3 (a) The supply should be started within 30 days from the date of purchase order and should be completed within 45 days from the date of purchase order.
- (b) The supplier may continue the supply of unexecuted quantity after the 45<sup>th</sup> days, however liquidated damages as specified in clause 20.1 and 20.2 of the tender conditions, will be levied on the quantity supplied after the 45<sup>th</sup> days. However, no supplies will be normally accepted after 6 PM of 46<sup>th</sup> days from the date of issue of the purchase order.
- 17.4 The supplier shall complete the earliest purchase order before commencing the supply of subsequent purchase orders. In case of non-execution Director AIIA, New Delhi reserves the right to place purchase order (partially/ fully) on alternate source at the risk and cost of the defaulting tenderer.
- 17.5 The Ayurveda medicines supplied by the successful tenderer shall be of the best quality and shall comply with the specifications, stipulations and conditions specified in the tender.
- 17.6. Tenderer should supply the product, within 45 days from the date of manufacture of that product. In case, the product is received after 45 days from the date of manufacture and the product is not consumed before its expiry /expired quantity with fresh stock of longer shelf life, otherwise the expired product will be returned to the supplier and the value equal to the cost of expired quantity will be recovered.
- 17.7 If the tenderer fails to execute the supply within the stipulated time, the Tender Inviting Authority is at liberty to make alternative arrangement for purchase of the items of Ayurveda medicines for which the Purchase orders have been placed, from any other sources or from any other tenderer who might have quoted higher rates, at the risk and the cost of the supplier and in such cases the tender inviting authority has every right to recover the cost and impose the penalty in Clause 21.



- 17.8 The order stands cancelled at the end of 45<sup>th</sup> days from the issue of the purchase order after levying penalty on the value of the unexecuted order. Further, the tenderer shall also be liable to pay other penalties as specified under Clause 21. Security Deposit of such suppliers shall also be forfeited besides taking other penal action like blacklisting from participating in present and future tenders of the tender inviting authority etc.
- 17.9 It shall be the responsibility of the Tenderer for any shortages/damage at the time of receipt in the AIIA of the ordering authority. Tender inviting authority is not responsible for the stock of the drug received, for which no order is placed.
17. 10 The tenderer shall take back Ayurveda Medicine, which are not utilized by the tender inviting Authority within the shelf life period based on mutual agreement.
17. 11. If at any time the Tenderer has, in the opinion of the Tender inviting authority, delayed the supply of Ayurveda medicines due to one or more reasons related to force Majeure events such as riots, mutinies, wars, fire, storm, tempest or other exceptional events, the time for supplying the Ayurveda medicines may be extended by the Tender inviting authority at its discretion for such period as may be considered reasonable. However, such extension shall be considered only if a specific written request is made by the Tenderer within 7 days from the occurrence of such event. The exceptional cause does not include scarcity of raw material, power cut and labour disputes.
17. 12 The supplier shall not be liable to pay LD/penalty and forfeiture of the performance security for the delay in executing the contract on account of the extension of the supply period on the ground of force majeure events.
- 17.13 The Tenderer must submit a Test Analysis report from commercially Government approved laboratory for each Ayurveda Medicine along with invoice.



## 18. PACKING

18.1. The Ayurveda medicines shall be supplied in the package specified in Annexure-( L )

18.2 It should be ensured that only first-hand fresh packaging material of uniform size is used for packing and Packing should be able to prevent damage or deterioration during transit.

18.3 In the event of items of Ayurveda medicine supplied found to be **not as per specifications in respect of their packing**, the Tender Inviting Authority is at liberty to make alternative purchase of the items of Ayurveda medicines for which the Purchase orders have been placed from any other sources or from any other tenderer who might have quoted higher rates at the risk and the cost of the supplier and in such cases the tender inviting authority has every right to recover the cost and impose penalty as mentioned in Clause 21.

## 19. PAYMENT PROVISIONS

19.1 No advance payments towards costs of Items etc., will be made to the tenderer.

19.2 The verification of the bills of the supplier and supplied Ayurveda Medicines would be done by the Stores officers at AllIA, New Delhi of the ordering Authorities. On receipt and after verification of the goods, it would be entered in the stock register. Payments towards the supply of Ayurveda Medicines will be made strictly as per the rules of the Tender Inviting Authority. The payments will be made by means of Cheque or through RTGS (Real time Gross Settlement)/Core Banking/NEFT. The Tenderer shall furnish the relevant details in original (Annexure –M) to make the payment through RTGS/core banking/NEFT.

19.3 All bills/ Invoices should be raised in triplicate along with the name of consignee. The payment would be made within 45 days of the receipt of Ayurveda Medicines.

19.4 (a) In case of any enhancement in Excise Duty due to notification of the Government after the date of submission of tenders and during the tender period, the quantum of additional excise duty so levied will be allowed to be charged extra as a separate item without any change in the basic of the price structure price of the Drugs approved under the tender. or claiming the additional cost on account of the increase in Excise Duty, the tenderer should produce a letter from the concerned Excise authorities for having paid additional Excise Duty on the goods supplied to Tender Inviting Authority and also must claim the same in the invoice separately. Similarly, if there is any reduction in the rate of essential drug, as notified by the Govt., after the date of submission of tender, the quantum of the price to the extent of reduction of essential drug will be deducted without any change in the basic price of the price structure of the drugs approved under the tender.

(b) In case of successful bidder has been enjoying excise duty exemption on any criteria of Turnover etc., such bidder will not be allowed to claim excise duty at later point of time, during the tenure of contract, when the excise duty is chargeable on goods manufactured.



## **20. LIQUIDITY DAMAGES AND OTHER PENALTIES**

- 20.1 This shall be 0.5% of the value of goods per day, supplied after the end of delivery period of 45 days.
- 20.2 If there is any unexecuted orders after 6:00 PM of 46<sup>th</sup> days from the date of purchase order, the order shall stand cancelled automatically after levying penalty @20% on the value of unexecuted order and such penalty is recoverable from any amount payable to the supplier.
- 20.3 if the supply is received in damaged condition it shall not be accepted. In case of damage in the packing, the supply will be accepted only after levying penalty on the total value of the supply to that destination place. Further the Performance security (SD) would be forfeited with a notice to the supplier.
- 20.4 The successful tenderer is required to supply the product with prescribed packing specification. If there is any deviation in these Tender conditions separate damages will be levied @ 2% irrespective of the ordering authority having already suffered any damage/loss or not, without prejudice the rights of alternative purchase specified in clause No 18.3.

## **21. DEDUCTION & OTHER PENALTIES ON ACCOUNT OF QUALITY FAILURE:**

- 21.1 If the samples do not conform to statutory standards, the Tenderer will be liable for relevant action under the existing laws and the entire stock in such batch has to be taken back by the Tenderer within a period of 30 days of the receipt of the letter from Tender Inviting Authority. Such stock shall be taken back at the expense of the Tenderer. The Tender Inviting Authority has the right to destroy such "NOT OF STANDARD DRUGS" if the Tenderer does not take back the goods within the stipulated time. Tender Inviting Authority will arrange to destroy the "NOT OF STANDARD DRUGS" within 90 days after the expiry of 30 days mentioned above without further notice, and shall also collect demurrage charges calculated at the rate of 2% per week on the value of the drugs rejected till such destruction.
- 21.2 If any items of Ayurveda Medicines supplied by the Tenderer have been partially or wholly used or consumed after supply and are subsequently found to be in bad odor, unsound, inferior in quality or description or otherwise faulty or unfit for consumption, then the contract price or prices of such articles or things will be recovered from the Tenderer, if payment had already been made to him.



In other words, the Tenderer will not be entitled to any payment whatsoever for Items of drugs found to be of "NOT OF STANDARD QUALITY" whether consumed or not consumed and the Tender Inviting Authority is entitled to deduct the cost of such batch of drugs from any amount payable to the Tenderer. On the basis of the nature of failure, action will be initiated to blacklist the product/supplier.

- 21.3 or the supply of "NOT OF STANDARD QUALITY" drug to AIIA, New Delhi the product shall be blacklisted by AIIA, New Delhi and no further supplies shall be accepted from them till the firm is legally discharged. The Tenderer shall also not be eligible to participate in tenders of Tender Inviting Authority for supply of such Drugs for a period of five subsequent years. In addition, the Director of Drugs Control of concerned State will be informed for initiating necessary action on the Tenderer in their state.
- 21.4 The Tenderer shall furnish the source of procurement of raw material utilized in the formulations, if required by Tender Inviting Authority/Ordering Authority. Tender Inviting Authority/Ordering Authority reserves the right to cancel the purchase orders, if the source of supply is not furnished.
- 21.5 The decision of the Tender Inviting Authority, or any officer authorized by him, as to the quality of the supplied Ayurveda Medicines, medicines etc., shall be final and binding.
- 21.6 Tender Inviting Authority will be at liberty to terminate, without assigning any reasons thereof, the contract either wholly or in part on 30 days' notice. The Tenderer will not be entitled for any compensation whatsoever in respect of such termination.
- 21.7 or infringement of the stipulations of the contract or for other justifiable reasons, the contract may be terminated by the Tender Inviting Authority, and the Tenderer shall be liable to pay for all losses sustained by the Tender Inviting Authority, in consequence of the termination which may be recovered personally from the Tenderer or from his properties, as per rules.
- 21.8 Non performance of any of the contract conditions and provisions will disqualify a firm from participating in the tender for the next five years.
- 21.9 In the event of making ALTERNATIVE PURCHASE, as specified in Clause 18.3 penalty will be imposed on the supplier apart from forfeiture of Security Deposit. The excess expenditure over and above contracted prices incurred by the Tender Inviting Authority in making such purchases from any other sources or in the open market or from any other Tenderer who has quoted higher rates and other losses sustained in the process, shall be recovered from the Security Deposit or from any other money due and become due to the supplier and in the event of such amount being insufficient, the balance will be recovered personally from the supplier.





21.10 In all the above conditions, the decision of the Tender Inviting Authority, viz. Director AIIA, New Delhi would be final and binding, in case of any dispute regarding all cases under tender procedure or in any other non-ordinary situation and would be acceptable to all.

21.11 All litigations related to the supplier for any defaults will be done by Tender Inviting Authority and his decision will be final and binding

## 22. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against the Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of the tender.

## 23. RESOLUTION OF DISPUTES

- (i) The Director, AIIA, New Delhi and the supplier shall make every effort to resolve, amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract,
- (ii) In case of a dispute or difference arising between the Director, AIIA, New Delhi and a supplier relating to any matter arising out of or connected with this agreement, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be New Delhi.

## 28. APPEAL:

No Appeal shall be preferred while the tender is in process and until tender is finalized and Notification of award is issued by the Director, AIIA, New Delhi.

## 29. CONTACTING THE DIRECTOR, AIIA BY THE BIDDER:

- a. No bidder shall contact to the Director, AIIA on any matter relating to its bid, from the time of bid opening to the time the contract is awarded.
- b. Any effort by a bidder to influence the Director, AIIA in the Purchaser's bid evaluation, bid comparison or contract award decisions may result in rejection of the bidder's bid. Tender Inviting Authority or the Tender Accepting Authority, may seek bonfide clarifications from bidders relating to the bids submitted by them during the evaluation of bids.

*Handwritten signature*

**30. FRAUDULENT AND CORRUPT PRACTICES:**

For bidders:

It is purchaser's policy to require that the bidders, suppliers and contractors and their authorized representatives/agents observe the highest standard of ethics during the procurement and execution of such contracts. *(In this context, any action taken by a bidder, supplier, contractor, or by their authorized representative /agent, to influence the procurement process or contract execution for undue advantage is improper)* In pursuance of this policy, the purchaser;

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- i. "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party (*"another party" refers to a public official acting in relation to the procurement process or contract execution*). *In this context, "public official" include staff and employee of other organization taking or reviewing procurement decisions.*
- ii. "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation (*a "party" refers to a public official; the term "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution*).
- iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party [*"parties" refers to participant in the procurement process (including public officials) attempting to establish bid prices at artificial, non-competitive level*].
- iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party (*a "party" refers to a participant in the procurement process or contract execution*).



v. "obstructive practice" is

(v.1) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or

(v.2) acts intended to materially impede the exercise of the purchaser's inspection and audit rights provided for under sub-clause (e) below.

- (b) will reject a proposal for award if it determines that the bidder considered for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
- (c) will cancel the contract if the purchaser determines at any time that the bidder, supplier and contractors and their sub contractors engaged in corrupt, fraudulent, collusive, or coercive practices.
- (d) will sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a contract; and
- (e) will have the right to inspect the accounts and records of the bidders, supplier, and contractors and their subcontractors/authorized representatives and to have them audited by auditors appointed by the purchaser.

**For suppliers:**

If the Director, AIIA determines that a Supplier has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Director, AIIA may, after giving 7 days' notice to the Supplier, terminate the Supplier's employment under the Contract and cancel the contract, and the procurement will be made at the risk and cost of the supplier.

- (a) For the purposes of this Sub-Clause:
  - (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;



- (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
- (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- (iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- (v) "obstructive practice" is
- (aa) deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a purchaser investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
- (bb) acts intended to materially impede the exercise of the purchaser's inspection and audit rights provided for.

### **31 . JURISDICTION**

In the event of any dispute arising out of the tender or orders such dispute would be subject to the jurisdiction of the Civil Court of New Delhi or Honourable High Court of New Delhi Only.



**FORMAT OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT**

To,

Director,  
All India Institute of Ayurveda,  
Guatampuri, Sarita Vihar, Mathura Road,  
New Delhi-110076.

Whereas M/s. ....(hereinafter called "the Bidder") has submitted its bid in tender no.....for supply of Ayurveda Medicines.

KNOW ALL PEOPLE by these presents that We.....(name of bank), having our registered office at .....(address of bank) (hereinafter called "the Bank"), are bound unto DIRECTOR, All India Institute of Ayurveda, Guatampuri, Sarita Vihar, Mathura Road, New Delhi-110076, (hereinafter called "the Purchaser,) in the sum of Rs.

.....  
(Rupees.....) only, for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents.

Sealed with Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 2020

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate demand.

This guarantee will remain in force up to .....(date), and any demand in respect thereof should reach the Bank not later the above date.

.....  
(Signature of the Bank)

\_\_\_\_\_  
1. Name of Bidder

*Signature*

DECLARATION

I \_\_\_\_\_ Managing Director / Director / Partner / Proprietor of M/s. \_\_\_\_\_ having its manufacturing or import unit / registered office at \_\_\_\_\_ do hereby declare that we have not blacklisted either by Tender Inviting Authority or by any State Government or Central Government Organization for the following products quoted in the tender. We are eligible to participate in the tender ref. no. .... for the following products.

Sr. Nos.	Reference	Name of Ayurveda Medicine
1.	Bhaishjya Ratnavali, Vata-Rakta Rogadhikar (27/125)	Shatavari Siddha Ghrita
2.	Gada Nigraha Prayog Khand Taila-Adhik	Bala Taila

M/s. \_\_\_\_\_

\_\_\_\_\_  
Company Seal

To be attested by the Notary.

*Handwritten signature*

**ANNEXURE – C**

**PROFORMA FOR PERFORMANCE STATEMENT (FOR A PERIOD OF  
LAST 3 YEARS)**

Name of firm \_\_\_\_\_

Sl. No.	Name of the product	Year	No. of Batches manufactured/ imported & supplied	Batch No.	Name and full address of the purchase
1.					
2.					
3.					

Note : Proof for the manufacturing (BMR) / importing of the drug quoted to be produced.

Signature and seal of the Tenderer \_\_\_\_\_

*Handwritten signature*

**ANNEXURE - D**

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/s. \_\_\_\_\_ for the past three years are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in Lakhs (Rs.)
1.	2016-17	
2.	2017-18	
3.	2018-19	
Total of Rs.		
Average Turn Over per Annual (Rs.)		

Date:

Seal:

Signature of Auditor/  
Chartered Accountant  
(Name in Capital)

*Handwritten signature*



NOTAISED UNDERTAKING

(On 100 Rs. Stamp paper)

I.....S/o.....resident of .....

.....do solemnly affirm: -

That I am the director/proprietor/partner/authorized signatory (tick the appropriate one) of M/s.....

.....situated

at.....

That my/ our firm Company/ corporation has participated in tender No. \_\_\_\_\_ of Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi-110076. and I an executing this Undertaking for myself and on behalf of my/ Our firm/ company/ corporation.

That our firm/ company/ corporation and any of its Directors/ Proprietor / Partner/ authorized signatories has not been convicted/ or a criminal case filed against us or pending in any court of India by any department of the government under Prevention of Corruption Act or cheating/ defrauding government/ embezzlement of government fund or for any criminal conspiracy is the said matters.

That our firm/ company/ corporation not be currently under conviction for manufacturing/ supplying sub-standard drugs/items or on any other rounds under Drugs & Cosmetics Act or rules framed there under nor any drug/items offered under this tender enquiry has been declared to be Not of standard quality/ spurious/ adulterated and license issued to the bidder suspended for any period of time during last three years.

That I have read the terms and conditions of the tender and I agree to abide by these terms and conditions and other guidelines issued in this regard. I have submitted the bid for item(s) required in the tender in the given strength & specification and not as an alternative to the asked strength & specification. I understand that after award of rate contract, it shall be my responsibility to supply the item as per tender specifications.

In case of exemption of my/our Proprietary Concern/ Firm/ Company Ltd from payment of Earnest Money Deposit by a govt. order, I undertake to pay the said sum without any demur on receipt of demand issued by the tender inviting authority.

That the information given by me in this tender is true and correct to the best of my knowledge and belief and the rates quoted are not higher than the rates quoted to other Govt./ Semi Govt. /Autonomous/ Public Sector Hospitals / Institutions/ Organisations situated in Delhi in the same financial year and for a tendered quantity lower than that stated in this tender.

That I have not been deregistered or black listed by any govt./ autonomous institution, hospital or body in India for an item which is being quoted here by me in this tender or for participating in bid altogether.



That I have my own testing laboratories and in built quality assurance facilities and I shall carry out batch wise pre-inspection of the items and submit such reports along with the supplies to user department (in case bidder is a manufacturer).

That I do hereby, submit that in case of immunological agents, there has not been any batch failure or any substandard report from any authorized testing laboratory during last three years.

That I shall inform Director, AIIA, New Delhi immediately, if there is any conviction from any authority which adversely affects my eligibility to bid in this tender for one or more items.

Our firm/ company/ corporation are

1. Nature of firm ( Public Ltd.,Pvt. Ltd.,Proprietary, Partnership etc.)
2. Authority with which it is registered:
3. Registered Address :
4. Address of correspondence :
5. Phone Landline: Mobile:
6. Fax :
7. Email :

Date:

Signature

Office Seal

Name

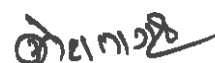
Designation

Signature

Name of Proprietor / Partner / Authorized Signatory of bidder

With firm's rubber  
stamp

Verification



**ANNEXURE - F**

**DETAILS OF MANUFACTURING/IMPORTED UNIT**

**Name of the Tenderer & Full Address**

**PAN Number**

**Fax**

**E-mail**

**Date of Inception**

**Licence No. & Date**

**Issued By**

**Valid up to**

**Details of installed production Capacity**

*01/11/2018*

**ANNEXURE - G**

**Price Bid**

Tender for supply of Ayurveda Medicines required at AIIA, New Delhi

Sl.No.	Description	Reference	Unit	Quantity of supply in Units / packets	Total Rate per unit (Rs.) including all duties, taxes & charges, etc.		Total Value (Rs.)
					In figure	In words	
1	2	3	4	5	6		7
1.	Shatavari Siddha Ghrita	Bhaishajya Ratnavali, Vata-Rakta Rogadhikar	300ml	13650			
2.	Bala Taila	Gada Nigraha Prayog Khand Taila-Adhikal Vatvyadhi Baia tailam	100ml	11000			

Note: -

Rate quoted should be inclusive of all duties, surcharge, GST, cess, levies, freight, loading, unloading, insurance, octroi, Road permits, packing etc.

1. Rate should be quoted according to unit and specifications asked for.
2. In case of discrepancy between for prices in words and in figure, lower of for two will be considered.
3. Shatavari Ghrit and Bala taila are prepared by following guidelines as specified in the Ayurvedic Pharmacopoeia of India.

Place: New Delhi

Date:

Signature:

Name in capital letters:

Designation:

**ANNEXURE – “ I ”**

**TENDER FOR THE SUPPLY OF AYURVEDA MEDICINES TO AIA NEW DELHI**

Sr. Nos.	Reference	Name of Ayurveda Medicine	Unit	Quantity of supply in Units / packets
1.	Bhaishjya Ratnavali, Vata-Rakta Rogadhikar(27/125)	Shatavari Siddha Ghrita	300ml	13650
2.	Gada Nigraha Prayog Khand Taila-Adhik	Bala Taila	100ml	11000

1. Shatavari Ghrit and Bala taila are prepared by following guidelines as specified in the Ayurvedic Pharmacopoeia of India.

*Handwritten signature*

**Format of BANK Guarantee for PERFORMANCE SECURITY DEPOSIT**

To

Director,  
All India Institute of Ayurveda,  
Guatampuri, Sarita Vihar, Mathura Road,  
New Delhi-110076.

WHEREAS.....(Name of the Supplier), herein called "the Supplier"  
has undertaken, in pursuance of Tender No. ...., to supply each items to the purchaser.

AND WHEREAS it has been stipulated in the tender document that the Supplier shall furnish you with a BANK Guarantee by a commercial bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the terms of the tender.

AND WHEREAS we have agreed to give the Supplier a Guarantee. THEREFOR WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, upto a total of Rs.....(Rupees.....) only (amount of the Guarantee in figure & words) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the contract and without cavil or argument, any sum or sums within the limit of Rs. ....(Rupees. ....) only (amount of the Guarantee in figure & words) as aforesaid, without your needing to prove or to show grounds or reasons for your demand for the sum specified therein,

This guarantee will remain in force up to.....(date), and any demand in respect thereof should reach the Bank not later than above date.

Signature and Seal of Guarantors

.....  
.....  
.....

Date.....2020

Address.....

.....  
.....

*Handwritten signature*

**AGREEMENT**

**THIS AGREEMENT** made the ..... day of ....., 2020..... Between ..... (Name of purchaser) of ..... (Country of Purchaser) (hereinafter "the Purchaser") of the one part and ..... (Name of Supplier) of ..... (City and Country of Supplier) (hereinafter called "the Supplier") of the other part:

**WHEREAS** the Purchaser is desirous that certain Goods and ancillary services viz; Supply of Ayurveda Medicines in the tender reference No..... (Brief Description of Goods and Services) and has accepted a bid by the Supplier for the supply of those goods and services for the sum of .....(Contract Price in Words and Figures) (hereinafter called "the Contract Price").

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. The Letter of Acceptance issued by the purchaser.
  - b. The Notice Inviting Tender
  - c. The supplier's bid including enclosures, annexures, etc.
  - d. The Terms and Conditions of the Contract
  - e. The Schedule of Requirement
  - f. The Technical Specification



g. Any other document listed in the supplier's bid and replies to queries, clarifications issued by the purchaser, such confirmations given by the bidder which are acceptable to the purchaser and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Supplier are as under.

Sr. Nos.	Reference	Name of Ayurveda Medicine	Unit	Tender Quantity of supply in Units / packets	Unit Price	Sales Tax etc. in %	Total value(Inclusive of all taxes )

Total contract

value.....

*Signature*

**DELIVERY SCHEDULE:**



Supply shall commence within 30 days and shall complete within 45 days from the date of purchase order.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the  
said..... (For the Purchaser)  
in the presence of .....

Signature

Name

Address

Witness 1. 2.

Signed, Sealed and Delivered by the  
Said ..... (For the Supplier)  
in the presence of .....

Signature

Name

Address

Witness 1. 2.

*Handwritten signature*

**SCHEDULE FOR PACKAGING OF AYURVEDA MEDICINES  
GENERAL SPECIFICATIONS.**

1. No corrugate package should weight more than 5 kgs. (i e., product + inner carton+ corrugated box).
2. All Corrugated boxes should be of `A' grade paper i e., Virgin.
3. All items should be packed only in first hand boxes only.

**FLUTE:**

4. The corrugated boxes should be of narrow flute.

**JOINT:**

5. Every box should be preferably single joint and not more than two joints.

**STITCHING:**

6. Every box should be stitched using pairs of metal pins with an interval of two inches between each pair. The boxes should be stitched and not joined using calico at the corners.

**FLAP:**

7. The flaps should uniformly meet but should not over lap each other. The flap when turned by 45-60° should not crack.

**TAPE:**

8. Every box should be sealed with gum tape running along the top and lower opening.

श्री १०१२०

**CARRY STRAP:**

9. Every box should be strapped with two parallel nylon carry straps (they should intersect).

**LABEL:**

10. Every corrugated box should carry a large outer label clearly indicating that the product is for "ALL INDIA INSTITUTE OF AYURVEDA, NEW DELHI. Supply-Not For Sale".
11. It should carry the correct technical name, strength or the product, date of manufacturing, date of expiry, quantity packed and net weight of the box.

**OTHERS:**

12. No box should contain mixed products or mixed batches of the same.
13. All plastic bottles/glass bottles should be made of virgin grade plastics/new neutral glass.
14. Statutory packing instruction shall have to be followed where ever applicable
15. The product on the carton Box should be at least 12 Bottles.

*Handwritten signature*

**MANDATE FORM**

1.	Company Name	
2.	Postal Address of the company with Telephone nos. Fax No. and Mail ID	
3.	Name of the Managing Director/Director/ Manager Mobile no./Phone No. E-mail I.D.	
4.	Name and Designation of the authorised company official Mobile No. E-mail I.D.	

Date:

Company Seal

Signature

Place:

(Name of the person signing & designation)

1.	<b>Name of the Bank.</b> <b>Branch Name &amp; address.</b> <b>Branch Code No.</b> <b>Branch Manager Mobile No.</b> <b>Branch Telephone no.</b> <b>BranchE-mailID</b>	
2.	9 digit MICR code number of the bank and branch appearing on the MICR cheque issued by the bank.	
3.	IFSC code of the Branch	
4.	Type of Account (Current/ Saving)	
5.	Account Number (as appear in the cheque book)	

*Handwritten signature*

(in lieu of the bank certificate to be obtained, please attach the original cancelled cheque issued by your bank for verification of the above particulars).

I /We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold Director, All India Institute of Ayurveda, New Delhi responsible. I have read the conditions of the tender/agreement entered and agree to discharge the responsibility expected of me / from the company as a tenderer /successful tenderer.

Date:

Company Seal

Signature

Place:

(Name of the person signing & designation)

 .