



**F.3 (5-28)/ PROC /Prevention/ Misc/TSACS /2024-25** /2898  
**TRIPURA STATE AIDS CONTROL SOCIETY**  
**Health and Family Welfare Department**  
**Government of Tripura**  
**Akhaura Road, Opp. Of I.G.M Hospital**  
**Agartala, Tripura (West)**  
**WWW.tsacs.tripura.gov.in**  
**Notice Inviting Tender**



Notice Inviting Tender in sealed cover is hereby invited in two bid systems Technical bid and Financial bid from the authorized distributor/Supplier/ Dealer for rate contract for procurement of Insulin Syringe to be used by different TI-NGOs for promoting needle syringe exchange programme throughout the State of Tripura for 2 (two) years which may be extended as per performance. All bidders are requested to submit the quotation for each item wise separately including GST. The detailed Terms & Conditions and last date of Submission Can be downloaded from the website [WWW.tsacs.tripura.gov.in](http://WWW.tsacs.tripura.gov.in)

**Terms & Conditions**

1. Sealed Tender in single cover envelope system, i. e, I. Technical bid and II. Financial bid in one envelope (Technical & Financial bid to be provided in two separate sealed envelope . Then both the envelope to be sealed in single cover envelope), Quotation in sealed cover addressed to "The Project Director, Tripura State AIDS Control Society, Health and Family Welfare Department, Government of Tripura, Akhaura Road, Opp. of I.G.M Hospital, Agartala, Tripura (West)- 799001 should reach in the Office of the undersigned on or before 5 P.M. of 11<sup>th</sup> August, 2025 by speed post/Courier/registered post /by hand undersigned is not responsible for any postal delay. Quotations are likely to be opened on the same day, if possible quotationers or their representatives may remain present at the time of opening of quotations, no separate invitation will be given to the firms/ bidder for that purpose
2. Quotation received after stipulated date & time will be entitled to be rejected. The undersigned shall not be responsible for any postal delay, etc.
3. On top of the envelope Ref. no and name of the quotation Notice Inviting Tender for "Procurement & Supply of Insulin Syringe in NACP facilities" along with full name & address with contact number, Fax no & e-mail id of the bidder should be mentioned.
4. The bid should be submitted in two separate sealed envelopes inside a sealed cover envelope. The contents of the bids should be as:

**A. Annexure :I :Technical bid (with self attestation):**

i) PAN Card, ii) Drug License, iii) Trade License in relevant segment, iv) Non-Conviction Certificate issued by Drug control authority, v) GST Registration with up-to date GST return copy, vi) Professional Tax Clearance Certificate, vii) Experience Certificates in relevant fields of last 03 (three) years, viii) Yearly turn over certificates for last 03 (three) years, ix) Authorization certificate in case of local bidder/supplier, x) ISO/CE/BIS ICMED certificate of the manufacturer, xi) Compliance of specification with product catalogue, xii) Samples for each item need to be submitted on or before the last date of submission of the bid xiii) Duly filled annexure- III to V etc., An EMD in the form of Demand Draft of Rs. 1,96,380/- (Rupees One Lakh Ninety Six Thousands Three Hundred and Eighty) only has to be submitted in favour of Project Director, Tripura State AIDS Control Society. This will be released after successful supplier of tendered items. The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

*Authn*

**B. Annexure :II : Financial Bid** (name of the item along with specification attached)

5. Rates should be quoted both in word and figure with GST and no overwriting or incomplete quotation will be accepted.
6. Payments of bill will be made after completion of work as per work order followed by satisfaction report of the inspection committee.
7. The Tender will be accepted on the lowest rate basis among the technically qualified bidders.
8. Targeted Intervention NGOs attached with Tripura SACS working for the HRGs especially for implementing the needle syringe exchange / harm reduction programme demanded for Needle Syringe (Insuline Syringe-1 ml, 31G, 40 IU) of brand specific i.e manufactured by BD / Dispoan. Hence the bidders / manufacturers to participate in the N.I.T should quote the product manufactured by Becton Dickinson / Hindustan Syringes and Medical Devices.
9. The Undersign reserved the right to cancel or accept the tender without assigning any reasons.
10. The work should be completed within 15 days of issuing of work order, otherwise penalty will be imposed as per norms.
11. Tender shall not be accepted for the services for which the concerned company/bidder has been blacklisted/banned/debarred either by Tender inviting authority of Govt. of Tripura or by any other State/Central Govt. and its procurement agencies.
12. The concerned bidder/company/ Agency/ if declared as of substandard quality and any criminal case is filed and pending in any court shall not be eligible to participate for those particular products in the tender. Similarly convicted firm/company shall also not be eligible to participate in the tender.
13. The Tenders shall have to be typewritten and in case of any overwriting or cutting, Correction shall have to be made by crossing out neatly. The name and signature of bidder's authorized person shall have to be put on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency's letter pad.
14. Further work order should not be given to those agencies as soon as declared as blacklisted within the validity period.
15. A penalty @ 1% on the total value shall be charged for every week or part of week of delay beyond stipulated date of work. However, Relaxation will be entertained only in special circumstances (Natural Calamities, War or any other situation beyond human control).
16. 5% of the value of ordered quantity will have to deposit as Security Money by demand draft from any schedule Bank by the firm within 7 days from the date of issue of LOI. After getting the security deposit Award of Contract will be issued. The Security Money will be released after completion of full supply within stipulated period and found satisfactory.
17. Income Tax / Other Tax & GST shall be deducted from the bill as per guidelines of the Government, if applicable.
18. Payment to successful tenderers shall be made on bill basis only after obtaining of satisfactory report of the inspection committee. No advance payment shall be made under any circumstances. Procuring authority may be taken all possible steps to pay the bills within 90 days from the date of completion of supply.

19. No insurance / Service charge is admissible and successful tenderers will be responsible for any damage and loss in transit on way to destination. Rate approval shall valid for all the health institutions including TI-NGOs across the state of Tripura.
20. Any default or breach of contract and non-execution of supply order shall lead to forfeiture of earnest money/security deposit of the successful Tenderers beside to such action as may be considered appropriate by the Project Director, Tripura SACS including black listing / delisting the Tenderers for the future.
21. In case of legal dispute the jurisdiction will be the Tripura High Court Agartala.
22. The Project Director, Tripura State AIDS Control Society, Agartala reserves the right to accept or reject any Tender without assigning any reason thereof and Tender may be accepted or rejected in part or in whole.
23. Submission of any documents beyond the need of N.I.T should be avoided.
24. The security money will be released as per Manual for Procurement of Goods, Second Edition, 2024.
25. Other Terms and condition will be followed as per Procurement Manual 2018, Govt. of Tripura.
26. If it is observed that substandard quality has been supplied then the payment of the same may be held upon. Thereafter the substandard item be replaced with new one. If the replacement is not done by the bidder within a given timeline, the vendor may be blacklisted for three consecutive years in the Health Department of Govt. of Tripura.

(Dr. Samarpita Dutta)  
Project Director  
Tripura State AIDS Control Society  
Agartala, Tripura

Copy to:

1. Notice Board of the Office of the Tripura State AIDS Control Society
2. DD (SI) to publish in the TSACS Website

### **Annexure-II** **Financial Bid**

Sl.	Name of the items	Name of the manufacturer	Specification	Unit Cost (in Rs.)	GST amount (in Rs)	Total price including of all taxes
1	Insulin Syringe		<ul style="list-style-type: none"> <li>➤ Product Description: Insulin Syringe</li> <li>➤ Sterility: Sterile</li> <li>➤ Intended to contain Insulin Concentration: U-40 Insulin</li> <li>➤ Nominal Capacity: 1 ml</li> <li>➤ Needle Size: 31G</li> <li>➤ Needle Length: 6 mm, 8 mm</li> <li>➤ Syringe body material: Medical Grade Polypropylene</li> <li>➤ Shelf Life: 36 month Or higher</li> </ul>			

*Amu*

**Annexure-III**

**Bidder Profile**

1	<b>GENERAL INFORMATION ABOUT THE BIDDER :</b>			
	Name of the Bidder			
	Registered address of the firm			
	State		District	
	Telephone No.		Fax	
2	Email		Website	
	<b>Contact Person Details</b>			
	Name		Designation	
3	Telephone No.		Mobile No.	
	<b>Communication Address</b>			
	Address			
	State		District	
4	Telephone No.		Fax	
	Email		Website	
	<b>Type of the Firm (Please tick the relevant box)</b>			
5	Private Ltd.		Public Ltd.	
	Partnership		Society	
	Registration No. & Date of Registration		Proprietorship Others, Specify	
6	<b>Nature of Business (Please tick the relevant box)</b>			
	Manufacturer			
7	<b>Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)</b>			
	In case of Directors the name are required			
	Name		Designation	
8	Whether any criminal case was registered against the company or any of its promoters in the past?			
9	Yes/ No			
10	Other relevant information			
11	Pl. mention whether Registered under GST: .....			
12	Furnish the copy of the GST along with the return .			
13	PAN:			
14	Furnish the copy of the PAN			
15	Registration certificate/ Certificate of Incorporation of the firm (uploaded copy)			
16	Bank Details of the Bidder: The bidders have to furnish the Bank Details as mentioned below for return of EMD / Payment fir supply if any (if selected)			
17	a. Name of the Bank			
18	b. Name of the Account & Full address of the Branch concerned			
19	c. Account no. of the bidder			
20	d. IFS Code of the Bank			

**Annexure-IV**

**Notarized declaration form in Rs. 100 stamp paper submitted by bidder**

I / We .....having my /  
our.....office at.....  
.....do declare that I / We have carefully read all the terms &  
conditions of the NIT .....under Health &FW, Govt. of Tripura for rate contract for  
procurement of Insulin Syringe to be used by different TI-NGOs for promoting needle syringe exchange  
programme throughout the State of Tripura. The approved rate will remain valid for a period of 02 year  
from the date of approval and may extended for further 01 years subject to performances of the services.  
I / We will abide with all the terms & conditions set forth in the tender paper Reference no.  
.....

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are derecognized  
/black listed by any State Govt. /Union Territory/ Govt. of India/Govt. organization/Govt. Health  
Institutions for supply of Not of Standard Quality (NSQ) items/part-supply/non-supply. I/We agree that  
the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Security Deposit and  
blacklist me/us for a period of 3 years, if any information furnished by us proved to be false at the time  
of inspection/verification and not complying with the Tender terms & conditions.

I/We further declare that I/We possess valid manufacturing license/ authorized distributor/trader license  
bearing no. ....Valid upto.....  
I/We.....do hereby declare  
that I / we will supply the ..... as per the terms, conditions & specifications of  
the tender document.

Signature of the Bidder:  
(With Seal)

Date:



**Annexure-V**

**Declaration by Manufacturer / Importer in Rs. 100 stamp paper**

I/We .....S/O, D/O, W/O  
..... authorized signatory of  
..... (Manufacturer / Importer) situated at  
..... is holding drug manufacturing / Import license no  
..... valid upto ..... as per Drug rules 1945. I/We have all facilities such as  
qualified manufacturing and testing chemist, skilled labour, adequate plant, machineries and laboratories  
instrument etc.

I/We do hereby solemnly affirm and declare that any individual / firm/ companies are not black listed by  
the union govt. or state government is /are not directly or indirectly connected with or has / have any  
subsisting interest in business of my / our above said firm.

I/We declare that the production capacity based on the plants & machineries installed at the premises of  
the unit for the product listed is as under.

I/We do hereby solemnly affirm and declare that the above declaration is true and correct to the best of  
my knowledge and belief. No part of it is false and nothing has been concealed therein.

Signature  
(With Seal)

Date:

  
(Dr. Samarpita Dutta)  
Project Director  
Tripura State AIDS Control Society