

**PONDICHERY UNIVERSITY**

**(A Central University)**

**Tender Notification**

**Purchase and Stores Section, Puducherry**

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Sub: Purchase of Generic Medicines / Materials – Inviting Sealed Tenders – Reg.

Sealed Tenders are invited to supply Generic Medicines/ Materials as per the details given in the Annexure.

1. The sealed Tender should reach the Asst. Registrar (P&S), Pondicherry University, R.V. Nagar, Kalapet, Puducherry – 605 014 on or before 3.00 p.m. on 01.10.2020 and will be opened on the same day at 3.30 p.m. in the presence of available tenderers. The Tender will not be considered, if received after the closing date and time.
2. The Tender is open to manufacturers and authorized distributors/Retailers who are having atleast 3 years of experience in supplying Medicines to the Ministries/Government Department/Public Sector undertakings. They should have valid license under Drugs Act.
3. **University will not accept any Duplicate/Substandard items.** If the Supplier is not able to supply the original items, appropriate action will be initiated against the supplier, which includes imposition of penalty, cancellation of supply order, forfeiture of EMD/Performance security deposit, blacklisting the firm, etc.
4. The Tender should be sealed and superscripted as “**Tender for supply of Generic Medicines**”.
5. **Tenderer should submit their quote for the generic medicines/injection/ointment....etc. mentioned in the enclosed format only with their seal.**
6. The tenderer is at liberty to quote one or more or all the items. In case the required generic medicines are not available, the tenderer should specify as Nil in that column. The firm should affix their seal and signature in each and every page.
7. Rates quoted should be valid for one year to place repeat orders as and when required.

8. The rates quoted should be inclusive of all taxes, freight, packing, forwarding, etc. and should be delivered at the Health Centre of Pondicherry University.
9. EMD and Tender Document Fee should be remitted separately in the form of Demand Draft from any one of the nationalized banks, drawn in favour of the “Finance Officer, Pondicherry University”, payable at Pondicherry as per the details given below:-

Sl. No.	Name of the items	Tender Document fee	E.M.D. Amount
1	Purchase of Generic Medicines	500	10,000

10. Any tender, submitted without EMD & Tender Document Fee, will not be accepted.
11. The tender is not transferable.
12. The Tender received through telex/tele-fax/e-mail will not be accepted by the University under any circumstances.
13. The University shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service.
14. No unsolicited correspondence shall be entertained after the submission of the Tender.
15. Quoting merely the lowest price does not confer any right on any Tender for award of supply order. The University, reserves the right to select any item on the ground of quality, brand reputation, offer of additional/special features, compatibility, etc.
16. Selection of tenders would very much depend upon the efficiency/ quality of the products offered.
17. The University also reserves the right to reject any tender who have quoted unbranded/substandard brand/uncertified brands of products even if they found to be lowest.
18. Delivery is to be made within 10 days from the date of receipt of supply order during the working days on office hours.
19. The rejected quantity, if any, shall be replaced within 3 days time positively.

20. Delivery Note/Challan should be submitted, at the time of delivering the items.
21. Timely supply of the medicines in good condition is the main objective of this tender. Failure to supply the generic medicines / materials within the delivery time will result in automatic cancellation of supply order. This university also reserves the right to forfeit the Deposit for non-observance of the general spirit of the contract.
22. The brochures, leaflets of products, if any, available may also be produced.
23. The date of manufacturing, date of expiring and batch no. shall clearly be inscribed. The generic medicine to be supplied should have a minimum of one year date of expiry.

Date: 10.09.2020

**REGISTRAR**