

SHORT TENDER NOTICE

CHECK LIST CUM OPENING SHEET

TO BE SUBMITTED IN DUPLICATE.
(EACH PAGE IS TO BE SIGNED WITH SEAL AND DATE)

1. Name of the Tenderer –
2. Address and telephone number –
3. Tendering as : Manufacturer / Importer
4. Status of Manufacturer : P.S.U./Pvt. Limited / Limited/Others
5. Registered Head Office –
6. A. Bihar State based office with address and phone no. –
B. Name and Post of the officer with address & phone no., who should be contacted, if required (enclose proper authority letter)
C. Locations of different manufacturing units/Factories (with complete address, manufacturing License Number, phone no. & Name of the officer, who should be contacted, if required)
7. **Documents Enclosed** : - (page no. of the document must be mentioned)
 - a. **Earnest Money** (original demand draft should be enclosed

i	Amount	Rs
ii	Demand Draft No	Date -
iii	Page No.	

b. **Attestation of documents submitted**

i	If all the documents have been duly attested ?	Write Yes or No -
ii	By whom the documents have been attested ?	Write the name and designation -
iii	Are all pages of the documents serially numbered ?	Write Yes or No -

c. **Power of Attorney holder and Extract of Resolution**

i	Power of Attorney holder	Enclosed / Not enclosed	Page No.....
ii	Extract of Resolution	Enclosed / Not enclosed	Page No.....

d. Sales Tax / VAT Registration Certificate & Commercial Tax, Sales Tax Annual Report

i	Registration No.		
ii	Registration Certificate	Enclosed / Not enclosed	Page No.....
iii	Commercial Tax/Sales Tax Annual Report 2007-08		
iv	Commercial Tax/Sales Tax Annual Report 2008-09		
v	Commercial Tax/Sales Tax Annual Report 2009-10		

e Drug Manufacturing Licence / Import Licence

(Drug manufacturing licence of each and every manufacturing unit is to be given)

Details of Licence & Renewal of Licence

Sl. No.	Particulars	Unit-I	Unit-II	Unit-III	Unit-IV
1	Address of Mfg. Units				
	Mfg. licence Nos./ Import Licence No.				
	Date of Issue of Licence				
	Valid up to Page No.				
2	Date of Issue of renewal certificate				
	Valid up to				
	Page No.				
3	Product approval list (Enclosed/Not Enclosed)				
	Date of latest endorsement				
	Page No.				

f. WHO-GMP /GMP/COPP Certificate (For category A, B & C products)

i	Enclosed / Not enclosed	
ii	Date of issue	
iii	Valid upto	
iv	Page No.	

g. Bureau of Indian Standard (BIS) Certificate (For category D products), wherever applicable

i	Enclosed / Not enclosed	
ii	Date of issue	
iii	Valid upto	
iv	Page No.	

h. Market Standing Certificate for Category-A, B, C & D Products

i	Market Standing Certificate in prescribed format or not ?	Write Yes / No
ii	Issuing Authority	Write the name and designation
iii	Issue Date	
iv	Page No.	

i. Non-Conviction Certificate

(For category A, B & C products under Drugs & Cosmetics Act & Rules)

i	Enclosed / Not Enclosed	
ii	Issuing Authority	Write the name & designation
iii	Issue date	
iv	Page No.	

(For category D products – An affidavit sworn before First Class Magistrate)

i	Enclosed / Not Enclosed	
ii	Sworn before	Write the name and designation of Magistrate
iii	Sworning date	
iv	Page No.	

j. Maximum batch production capacity certificate

(i) For Category- A, B, C Products :-

i	Enclosed / Not Enclosed	
ii	Issuing Authority	Write the designation
iii	Issue date	
iv	For which Section, e.g. tablets, syrups, capsules etc. the certificate has been issued	Write the names of Sections
v	Page No.	

(ii) For Category- D Products :-

i	Enclosed / Not Enclosed	
ii	Issuing Authority	Write the designation
iii	Issue date	
iv	Page No.	

k. Affidavit from First Class Magistrate regarding Blacklisting /or de-registration/debar

i	Enclosed / Not Enclosed	
ii	Sworn before	Write the name and designation of the Magistrate
iii	Sworning date	
iv	Page No.	

l. PAN and Last three years Income Tax Return.

Sr. No.	Particulars	Enclosed / Not Enclosed	Page No.
i	PAN Card Write PAN No		
ii	IT Return submitted for the year 2008-09		
iii	IT Return submitted for the year 2009-10		
iv	IT Return submitted for the year 2010-11		

m. **Annual Turn Over (in Rs.) as per Audited Annual Report**

(Auditor / C.A. Certificate of turn over will not be accepted.)

Year	Turn over in Rs.	Audited Annual Report enclosed / not enclosed	Page No.
2007-08			
2008-09			
2009-10			

n. **Affidavit from First Class Magistrate stating that the rate quoted in the financial bid is at least 20% less than the MRP and the rate quoted in the rate quoted in this financial bid, is not more than the rate quoted in any other Government/Organisation for supply.**

(To be enclosed with the Financial Bid)

i	Enclosed / Not Enclosed	
ii	Page No.	
iii	Sworn before	Write the name and designation of the Magistrate
iv	Sworning date	

o. **Price list in Form -V for drug item and MRP List for Non-drug item**

(To be enclosed with the Financial Bid in both First and Second copy)

Price list in Form -V for drug item	Enclosed / Not enclosed
Price List/MRP List/Trade Price List for Non-drug item	Enclosed / Not enclosed

p. **Affidavit from First Class Magistrate stating that quoted price of the drug does not exceed the ceiling price as fixed by NPPA as per the provisions of Drug Price Control Order (DPCO)**

(To be enclosed with the Financial Bid)

i	Enclosed / Not Enclosed	
ii	Sworn before	Write the name and designation of the Magistrate
iii	Sworning date	

q. **List of items quoted (Proforma -A)**

i	Enclosed / Not Enclosed	
ii	Page No.	

r. **Proforma of Performance Statement (Proforma -B)**

i	Enclosed / Not Enclosed	
ii	Page No.	

s. **Annual Turnover Statement (Proforma -C)**

i	Enclosed / Not Enclosed	
ii	Page No.	

I/we do hereby declare that particulars furnished above are true to the best of my /our knowledge and belief and that if any of the particular is found to be materially incorrect / misleading, my/our tender shall be liable to be rejected and I/we will be liable for penal action as per terms specified in the Terms and Conditions of the tender

Date

**Full Signature of the Tenderer & Seal
(Write Name and Designation of the
Authorised Signatory)**