

ARV TENDER

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, 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 -

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 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**

i	Registration No.		
ii	Registration Certificate	Enclosed / Not enclosed	Page No.....

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

Sr. No.	Particulars	Unit-I	Unit-II
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		
	Date of latest endorsement		
	Page No.		

f. **WHO-GMP /GMP Certificate**

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

g. **Market Standing Certificate**

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

h. **Non-Conviction Certificate**

(Under Drugs & Cosmetics Act & Rules)

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

i. Maximum batch production capacity certificate

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.	

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

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

k. 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		

l. Annual Turn Over (in R.s)

(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			

m. Affidavit from First Class Magistrate stating that the rate quoted in the financial bid is at least 20% less than the MRP

(To be enclosed with the Financial Bid)

i	Enclosed / Not Enclosed	
ii	Sworn before	Write the designation of the Magistrate
iii	Issue date	

n. **Price list in Form -V for drug item (To be enclosed with the Financial Bid)**

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

o. Affidavit from First Class Magistrate stating that 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 designation of the Magistrate
iii	Issue date	

p. **WHO. UNICEF, ISO certificates, if any**

i	Enclosed / Not Enclosed	
ii	Page No.	

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 Condition of the tender

Date

Full Signature of the Tenderer & Seal