TENDER DOCUMENT

Notice Inviting
Tender for Purchase of
"Medicines" under Rate Contract
at
National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan),
(Formerly National Institute for the Mentally Handicapped)
Secunderabad
for a period of one year
extendable for another one year

Last Date & Time for Submission of Tender Document (Technical & Financial)	: 03.11.2026 -- 03.00 PM
Date & Time of Opening of Tender Documents (Only Technical Bids)	: 03.11.2026 -- 03.30 PM

NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)
(Formerly National Institute for the Mentally Handicapped)

Manovikas Nagar, Secunderabad – 500 009
Web Site: www.niepid.nic.in
Mail Id: nimh.director@gmail.com
Niepid.purchase@gmail.com

NOTICE INVITING TENDER FOR SUPPLY OF "MEDICINES" UNDER RATE CONTRACT AT NIEPID, SECUNDERABAD FOR A PERIOD OF ONE YEAR EXTENDABLE FOR ANOTHER ONE YEAR

Name of the Item	:	"Medicines" Under Rate Contract for a period of one year extendable for another one year (as per the Details/ Description mentioned in Price Bid).
Date & time for submission of Tender/Quotation	:	03.11.2026 at 03.00 PM
Date & Time for opening of Tender / Quotation (Technical Bid – A)	:	03.11.2026 at 03.30 PM
Address for submission of tender	:	National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan), Manovikas Nagar, Secunderabad – 500 009
Place of opening of the tender:		National Institute for the Empowerment of Persons with Intellectual Disabilities (Divyangjan), Manovikas Nagar, Secunderabad – 500 009

Note:

1. Please go through the conditions of the tender document and ensure all the conditions are complied with. Incomplete tenders will be rejected at the discretion of the competent authority of NIEPID.

TECHNICAL BID - A

QUESTIONNAIRE TO BE FILLED UP BY THE AGENCY APPLYING FOR TENDER FOR "MEDICINES UNDER RATE CONTRACT"

1. (a) Name of the Firm / Agency :
   (Full Address with Tel. No)
   (b) Status of Agency :
   Including Partners

2. Details of any Tie – ups :
   (Please attach)

2. The bidder should have annual turnover :
   of 5 lakhs for the past 3 financial years
   (2025-26,2024-25, 2023-24)
   duly authenticated by Chartered Accountant.
   Submit Profit and Loss account and Balance
   Sheet (please enclose copies)

4. Name of 3 different clients wherein similar :
   products have been provided.
   Attach copies of 03 work orders
   of value of **Rs. 1.5 lakhs** and above for
   each client in the preceding 3 years

5. Registration No. of the Firms / Agency :
   under State Govt. or any other
   Act. (enclose copy)

6. Income Tax No. / PAN No. :
   (enclose copy)

7. GST Registration No (Attach copy) :

8. (a) Manufacturers should submit copies :
   of their Manufacturing License, Drugs
   License, CIN (Corporate Indentity Number)
   (b) Authorized dealers should attach
   Authorization or Distributorship or Dealership
   as the case may be certificates from the
   concerned Manufacturers

10. EMD details:

10. The bidder must submit a self certificate that it has not been blacklisted by any Govt./Other Agency since its inception. :

11. Total_____ number of pages submitted

Date:

Place:

Signature of the Bidder or his Authorized Signatory with Seal of the Agency / Firm.

GENERAL CONDITION OF THE TENDER

1. The tender shall be opened on **03.11.2026** at 3.30 pm. or on such later date, as may be notified by NIEPID. If the said date is declared as holiday at a later date, the tender will be opened on the next working day.

2. The tender shall remain open for acceptance for One hundred & twenty (120) days from the date of opening of tenders by National Institute for the Empowerment of Purchase with Intellectual Disabilities (NIEPID). The time limit for acceptance may be extended by NIEPID at its discretion for such further period, as it may notify.

   The tender has to be submitted through www.eprocure.gov.in/eprocure only. In Tenders by Organization, select National Institute for the Mentally Handicapped and select the tender and download.

3. The invitation to tender calls for bid proposals in two parts viz., Technical Bid and Price Bid.

   Technical Bid shall consist of EMD for the required amount as per the tender documents and technical details which is required to be submitted online

   (a) The cost of the Earnest Money Deposit of **Rs.20,000/-** (Rupees Twenty Thousand Only) transferred through RTGS to "NIEPID Institution, A/c No. 3631010100000025, IFSC Code – PUNB0453800, Punjab National Bank, Manovikasnagar, Secunderabad – 500 009 on or before opening of the tender. The details of UTR No. is required to be submitted online.

   (b) Price Bids shall consist of item-wise price details in the given proforma as per the BOQ chart available in the financial bid of the tender document online.

   (c) The technical bid and the price bid are to be submitted online separately.

   (d) At the time and date of opening of tender, only technical bids shall be opened online.

   (e) The time and date of opening of price bids shall be intimated to the technically qualified bidders through online.

   (f) Tender not complying with the above conditions are liable to be rejected without any further reference.

   (g) This tender document is not transferable. The tendered work if awarded, is not transferable.

   (h) The Institute reserves the right to accept or reject any or all the tenders without assigning any reasons thereof and also relax the conditions of the tender at the discretion of the competent authority.

4. Tender received from firms and individual who are not authorized dealers but only authorized to quote on behalf of the manufacturer or dealer shall not be accepted. Authorized dealers should attach Authorization or Distributorship or Dealership as the case may be certificates from the concerned Manufacturers which should be valid at the time of tender. Computer generated letter heads of the manufacturer and such certificates will not be treated as valid authorization. A Gazetted Officer or Notary, however, should duly attest Photostat copies. Original Certificate should be produced at the time of opening of the tender / quotation, if demanded.

5. Manufacturers should submit copies of their Manufacturing License, Drugs License, CIN (Corporate Indentity Number) and other relevant permission / licenses required for such manufacturing, duly attested by a Gazetted Officer or Notary. Original Certificates should be produced at the time of opening, if demanded. All the documents to be scanned and uploaded online while submitting the bids. All the copies are to be scanned and uploaded in the tender document online only.

6. All tenderer should quote his / her rates in terms of Indian Rupees inclusive of all taxes and duties.

7. All tenderers should quote the price for 10 tabs/bottles only. Firms/agencies quoting the price other than 10 tabs/bottles will be rejected summarily.

8. The specification submitted should match with the specification mentioned in the Tender Schedule.

9. If any tenderer violates or fails to fulfill any one of the above mentioned requirements, his or her tender may be liable to be rejected.

10. Once the rate is accepted by the NIEPID and communicated to the successful tenderer, the same shall remain valid throughout the life of the agreement as may be executed in due course with the approved tenderer and no further price escalation will be allowed during such validity period which shall normally be a period of 12 months from the date of execution of the agreement and may be extended for a further period of one year subject to satisfactory performance and if mutually agreed upon by both the parties. Any reduction in prices in the market during the contract period, the successful agencies should charge the reduced price.

11. A successful tenderer will have to supply the medicines within the period fixed by the Department / Authority. If the supply cannot be made within the stipulated period without any intimation, the Department has the right to procure the materials from any other source and the differences in prices, if any, will be realized from the Security deposit of the approved supplier, as mentioned herein, without assigning any reason thereof. Also the demurrage charges will be applied to the delayed supply @ 0.5% per week. If the delay is for 01 or 02 days, complete 01 week demurrage charges will apply.

12. The NIEPID reserves the right to accept or reject any tender without assigning any reason thereof.

13. Payments will be made only after the medicines are received in full and good condition to be certified by the Indentor and after completion of satisfactorily supply. There shall not be any advance payment and no such request shall be entertained.

14. Any attempts of negotiation / campaign, direct or indirect, on the part of a tenderer with the authority to whom he has submitted the Tender or the authority who is competent finally to accept, shall render such Tender liable to be excluded from consideration.

15. Late / delayed tenders shall not be accepted by e-procure portal. Any other / further clarifications in connection with submission of the tender may be made from the purchase department during office hours on all working days.

16. On award of contract to the agencies, during the course of supply of medicines, the agency should print/stamp with “GOVT SUPPLY NOT FOR SALE” on medicines strip/bottle/capsules.

17. The Institute has right to enter into rate contract with all medicines or as deemed fit by the Institute.

18. On award of contract to the agencies, during the course of supply of medicines, if the medicines are found to be having side effects to the patients visiting at NIEPID, the agency will be liable to be black listed.

19. The Estimated cost of the medicines requirement per year is approximately Rs.40.00 lakhs (Rupees Forty lakhs) only.

20..The details of the Medicines to be supplied are furnished at Annexure-I.

21. The bidder must submit a self certificate that it has not been blacklisted by any Govt./Other Agency since its inception.

Annexure-I

List of Medicine

Sl.No	Name of Medicine
1	TAB.CLOBAZAM 20mg
2	SYP.LEVETIRACETAM 500 mg/5ml with measuring caps

TERMS & CONDITIONS FOR PRICE BID

1. The rates shall be on F.O.R. at NIEPID, Secunderabad.

2. The rates to be quoted strictly as per BOQ format in the financial bid online only.

3. Prices shall be firm until the completion of work or supply and no enhancements of rates will be done / is permitted because of any escalation.

4. Any reduction in prices in the market during the contract period, the successful agencies should charge the reduced price.

5. Once the rate is accepted by the NIEPID and communicated to the successful tenderer, the same shall remain valid throughout the life of the agreement as may be executed in due course with the approved tenderer and no further price escalation will be allowed during such validity period which shall normally be a period of 12 months from the date of execution of the agreement and may be extended for further period of one year subject to satisfactory performance and if mutually agreed upon by both the parties.

6. The successful bidder should submit the security deposit **@3%** of quoted medicines for which they are L1 and value will be calculated as per Annual Consumption of each medicine which will be mentioned post finalization in contract order. The security deposit should be in the form of Insurance Surety Bonds, an account payee Demand Draft, Fixed Deposit receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in favour of Director, NIEPID on award of the rate contract. The validity of the security deposit should be more than 02 months after expiry of the contract period.

7. The statutory deductions like Income Tax, WCT, GST TDS etc., as per standard norms will be made from the bills.

8. The taxes should be separately quoted and shall be payable as per existing Govt norms. Any increase or decrease will accordingly be regulated as per Govt norms.

9. NIEPID reserves the right to accept or reject any or part of offers without assigning any reasons.

10. The offers once received will not be returned to the agencies.

11. The supply of the medicines should be done within 30 days from the date of Purchase Order. In case of any delay, penalty will be charged as per rules.

12. The supply shall be made strictly in accordance with the terms, conditions and description stipulated in the agreement, and as per standard practice.

13. The successful agencies should submit an undertaking stating that the medicines being supplied are not having any side effects to the children with intellectual disabilities.

14. In case of any dispute, the decision of Director NIEPID shall be final.

15. The rate contract is initially for a period of 1 year, extendable by another one year subject to satisfactory performance and on mutual agreement.

ACCEPTANCE CERTIFICATE
(FOR TECHNICAL BID)

I.....(designation).
..... of (Name of the Company) ..... hereby accept the above-mentioned Terms & Conditions for procurement of medicines under rate contract for a period of one year at NIEPID, Secunderabad.

Signature &
Company Seal

Date: .....

ACCEPTANCE CERTIFICATE
(FOR FINANCIAL BID)

I.....(designation).
..... of (Name of the Company) ..... hereby accept the above-mentioned Terms & Conditions for procurement of medicines under rate contract for a period of one year at NIEPID, Secunderabad.

Signature &
Company Seal

Date: .....

FINANCIAL BID

Financial Bid is required to be submitted in the following format in Excel format only.

Validate | Print | Help | Item Wise BoQ | 15

Tender Inviting Authority: The Director, NIEPID, Secunderabad
Name of Work: PROCUREMENT OF MEDICINES UNDER RATE CONTRACT FOR THE YEAR 2021-22
Contract No: NIEPID/Medicines/2021-22

Name of the Bidder/ Bidding Firm / Company :	

PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER	TEXT	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE In Figures To be entered by the Bidder in Rs. P	Excise Duty Amount in INR Rs. P	GST Amount in INR Rs. P	Freight Charges (Unloading & Stacking) in Rs. P	Any Other Taxes in Rs. P	Any Other Duties/ Levies in Rs. P	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	**Medicines**													
1.01	TAB.CLOBAZAM 20mg	item6	10.00	Tab/Cap	0.00							0.00	0.00	INR Zero Only
2.01	SYP.LEVETIRACETAM 500 mg/5ml	item28	10.00	Tab/Cap	0.00							0.00	0.00	INR Zero
Total in Figures												0.00	0.00	INR Zero
Quoted Rate in Words		INR Zero Only												

Signature & Company Seal

Date