

GENERAL INSTRUCTION FOR BIDDERS

The bidders are instructed to read the complete bid document carefully. The following points may be noted so that mistakes/lapses/shortcomings during Bid submission may be avoided.

1. *It is expected from all bidders that they will ensure that documents to be used in bid set will be given to a reliable person only, and that only a fully reliable person shall be authorized for DSC. So that the confidentiality of your bid/ rates is maintained upto bid opening & that your documents are not put to any misuse.*
2. *Complaints lodged in RMSC should bear signature, name, Id proof and mobile number of the complainant. This is important as RMSC has received many complaints in the past on letter heads of certain companies who later on denied to have made the complaint upon their verification. Rather, a few companies have asked RMSC to take action against those persons who have fraudulently made use of their letter heads. Therefore, unauthenticated complaints may not be acted upon.*
3. *In case you are given any assurance of any advantage in RMSC, by anybody or if you are directly or indirectly threatened or intimidated of harming your bidding & subsequent work in RMSC, please inform immediately about the same to MD, RMSC or ED(Proc.) RMSC. It would be better if evidence of such unfair activity of such person is produced so that action can be taken against such person / institution and their details can be put on the website.*
4. *It is advisable for you to authorize only those persons for RMSC tender who are employed in your company on salary basis.*
5. The turnover should be as per bid conditions. Do not submit Bid if the turnover of the firm is less.
6. Do not quote the products manufactured on Loan license basis.
7. Quote only for the products for which your Product Permission meets the Bid specifications. Do not quote if it differs with regard to any parameter.
8. Quote rate in BOQ for the packing exactly given in annexure VIII. For example if the packing is given for 10x10 tablets, the rate should be quoted for 10x10 tablets, and not for 1 tablet or 10 tablets, similarly if the packing unit in the Bid

specifies 2 ml ampoule (25 ampoules), the rate should be for 25 ampoules and not for 1 ampoule or 10 ampoules.

9. Highlight the quoted items in the documents like Product Permission and Market Standing Certificate, and also mark the item code no. at appropriate place in the documents.
10. The uploaded product permission and other documents should be clearly legible. Date of issue of the documents should be clearly legible.
11. Upload the Bids on the e-portal well in advance so that failure in uploading can be avoided and no desired document remains un-uploaded.
12. In case there is any suggestion regarding Bid conditions/specifications/shelf life, strength, packing/turn over etc. The suggestions should be submitted/sent/E – Mailed one/two days earlier from the date of prebid meeting so that the representation of the bidders may be well processed and decision could be taken well in time.