

भारत सरकार / GOVERNMENT OF INDIA

**बी.सी.जी. वैक्सीन प्रयोगशाला / B C G VACCINE LABORATORY**

स्वास्थ्य सेवा महानिदेशालय / DIRECTORATE GENERAL OF HEALTH SERVICES  
स्वास्थ्य और परिवार कल्याण मंत्रालय/ MINISTRY OF HEALTH & FAMILY WELFARE  
110, 33 फीट रोड, माउंट रोड, गिंडी, चेन्नई 600032  
110,33 FEET ROAD, MOUNT ROAD, GUINDY, CHENNAI 600 032 TAMILNADU

Admn.: 044-29871047  
Stores : 044-22500172

website: www.dirbcglab.gov.in  
e-mail : bcgvl.tchn@nic.in

No. D-21027/14/2024-25(Stores)/023

dated: 19.03.2025

To

M/s.....

.....

Dear Sir,

Sub. : Inviting Quotation for Supply of Labelling cartridge Model:  
HP W3T10B (Black 2590) -Reg.

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BCG Vaccine Laboratory invites sealed bids for supply of Labelling Cartridge - Model: HP W3T10B (Black 2590) to this Laboratory for a period of one year in phased manner.

a.	Bid Reference	Tender No: D-21027/14/2024-25(Stores)/023 Dated: 19.03.2025
b.	Date and time of receipt of Tender	Till 02.00 p.m. on 11.04.2025
c.	Date and time for Opening of Technical Bid	At 03.00 p.m. on 11.04.2025
d.	Date and time for Opening of Price Bid	To be intimated to bidders, who qualify in Technical Bid.
e.	Type of Tender	Two Bid System
f.	Validity of Tender	120 days

**Technical** and **Price bids** shall be sealed separately and enclosed in a single sealed big size envelope with Super scribed as "Supply of Labelling Cartridge Model: HP W3T10B (Black 2590) with Tender No. and Due date" and to be mailed to BCGVL. The Bidder should ensure that the quotation reaches BCGVL on or before the Due date as mentioned in BCGVL Tender documents for consideration. The tender submitted beyond due date and time, shall not be considered for the bidding and shall be rejected out - rightly.

or could be dropped in Tender Box kept at BCGVL, Chennai.

**The Director,  
BCG Vaccine Laboratory,  
33 Feet Road, off Mount Road,  
Guindy, Chennai - 600 032**

Contd...2

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BCGVL reserves the right to reject any or all bidder's quotes/tenders or to accept in part of offers given by Bidders/Tenderers without assigning any reason thereof. Decision of BCGVL in this regard will be final and binding on all the Bidders/Tenderers.

Thanking you,

Encl. As above

भवदीय / Yours faithfully,



( डॉ. आनंदएस. / Dr. ANAND S.)

पशुचिकित्सक / VETERINARIAN

कृतेनिदेशक / FOR DIRECTOR

Copy To:

1. IT Section – with request to upload in BCGVL website.
2. Office Notice Board.

## TERMS AND CONDITIONS

1. The vendor must have valid registration or trade license to carry / supply the item in question. (Shops and Establishment Registration or GST registration or Registered under certain enactment or any other certificate issued by Government or Government Agency). Copy should be submitted along with the bid.
2. The Vendor must have PAN No. and Bank Account in any of the Nationalised Banks / Scheduled Banks. (In case of Ltd./Pvt/ Ltd./Partnership Firm, the PAN and Account shall be in the name of the Firm / Company and in case of Individual Ownership, the PAN and Account may be in the name of Owner).
3. The tendering firm will have to give an undertaking to the effect that they have not been blacklisted or their business dealings with the Government departments have not been debarred. This undertaking should be furnished in the format given in Annexure II attached to this Tender document.
4. While submitting the tender for this work, the tenderer will be deemed to have read, understood and accepted all the terms and conditions stated in the tender document and shall be complied with.
5. If the successful Bidder fails to fulfil his obligations under this Tender, i.e., non-adherence to terms and conditions contained in this Tender, the BCGVL after due notice to the Supplier / Agency, may blacklist the Supplier / Agency. In such events, the Contract will stand terminated and the EMD / Performance Security (SD) of such Firm shall be forfeited by BCGVL.
6. Tender must reach this office not later than the time and date notified in the tender form stated in the Schedule of Tender. In the event of tender received after scheduled date and time, the tender will not be allowed in bidding and it will be rejected summarily.
7. Each page of the Tender and all its annexure shall be signed and stamped by authorised representative of Tenderer in token of acceptance of the terms and conditions laid under the Tender Document. No page should be removed / detached from the tender document.
8. All entries in the Tender form shall be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorised signatory.
9. Tender incomplete in any form will be rejected out rightly.
10. Conditional Tenders will be rejected out rightly.
11. Annexure enclosed received without the signature of authorised signatory will not be entertained and will be rejected summarily.
12. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained.
13. Canvassing, in any form, by the tenderer or his representative with any of the officials of BCGVL Staff shall render the tender liable to be rejected.
14. This tender or contract and both are non-transferrable.

15. Rate of all items to be quoted should be on F.O.R. BCGVL (Free Delivery to BCGVL premises) in the prescribed format only given in Annexure IV attached to the Tender Document.
16. Tender will be finalised on the basis of lowest total cost of all items exclusive of GST.
17. Defective or rejected goods, if any, should be collected after replacing the same on their own arrangement by the Vendor on the same day.
18. Checklist as in Annexure V to be submitted along with the tender.
19. The rates quoted by the selected firm and approved by this office shall remain valid for a period of 12 months from the date of placement of order.
20. Bidders are suggested to visit BCGVL before submitting their quotations for inspection of sample, during working hours, i.e. between 10.00 a.m. and 03.00 p.m.
21. ACCEPTANCE OF TENDER:

BCGVL reserves the right to accept or reject in part or whole, any or all the tenders received without assigning any reason, whatsoever BCGVL is not bound to accept the lowest tender. The decision of BCGVL in this regard shall be final and binding on all bidders.
22. OPTION CLAUSE:
  - (i) 25% of the quantity ordered, will be applicable as repeat order.
  - (ii) Quantity mentioned in the tender is approximate and may increase or decrease by 25%
23. TERMS OF PAYMENT:

100% payment shall be made after supply of materials and on receipt of acceptability from user end, against submission of Tax Invoice.
24. DELIVERY SCHEDULE:

Supply should be made in a phased manner (in four phases) as and when required, within 5-7 days, on receipt of e-mail communication from BCGVL.
25. LIQUIDATED DAMAGES:

If the item is not delivered with in time specified in the order, BCGVL shall recover from the supplier as liquidated damages a sum of 0.5% (1/2 percent) of order value of undelivered items for each week of delay (or) past thereof. The total liquidated damages shall not exceed 5% of order value.

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Supply of Labelling cartridge

1. Name of the Firm
2. Nature of the Firm
3. Year of Establishment
4. Registration Number
5. Registered Postal Address
6. Telephone No.
7. E-mail ID
8. Address of Branches, if any
9. Name of Directors/Partners/Proprietor (as the case may be) with address & Telephone No.
10. PAN No.
11. Indian Income Tax Return Acknowledgement for the previous year (Attach Photocopy)
12. GST Registration No.
13. Name of Bankers & Branch with full address
14. Type of Account & A/CNo.
15. Were you associated with BCGVL in any other contract in the past?
16. Are you currently having any contract with BCGVL?
17. Are you on the approved list of other Pharma / Vaccine companies / Public Sector Undertakings / Govt. Dept. etc. If so, furnish copies of Certificates certifying your performance
18. Confirmed that Bank Guarantee will be provided For the Security deposit / performance security.
19. Certified that the firm has not been debarred / blacklisted by Department of Commerce or Ministry / Department concerned or any other Government organization.

Note: The Bidder to fill up the above and enclose supporting documents along with Technical Bid.

Date

Signature of Tenderer

Place

Full Name & Address with seal

Tender No: D-21027/14/2024-25(Stores)/023  
Supply of Labelling Cartridge

## UNDERTAKING

**To be submitted in Letter Head**

1. I / We, the undersigned, certify that I/We have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
2. The rates quoted by me/us are valid and binding upon me/us for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution / hospital in India. It is also certified that item quoted are of Standard Quality and workmanship.
3. I/We hereby undertake to supply the items as per directions given in the tender document / supply order within the stipulated period.
4. I/We give the rights to Director, BCGVL to forfeit the security money deposited by me/us, if any, delay occurs on my/our part of failed to fulfil the terms and conditions stipulated in this Tender.
5. There is no vigilance / CBI case or Court case pending against me/us/firm.
6. This is to declare & certify that neither myself nor my firm has ever been blacklisted / banned by any Government / Semi Government / Public / Private Institution.
7. I/We hereby certify that the firm poses all the required license / certification to perform the work.

Date

Signature of Tenderer

Place

Full Name &amp; Address with seal

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Supply of Labelling Cartridge

## TECHNICAL COMPLIANCE SHEET

**TO BE SUBMITTED BY VENDOR**

S. No.	Name of the item	Req. Qty.	Vendor's Specification	Remarks
1	Labelling Cartridge Model: HP W3T10B (Black 2590)	24 Nos.		

Date

Signature of Tenderer

Place

Full Name &amp; Address with seal

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Supply of Labelling Cartridge

(To be submitted in the Letter head of Tenderer.)

S. No.	Name of the item	Req. Qty.	Unit Price Rs.	Total Price Rs.
1	Labelling Cartridge Model: HP W3T10B (Black 2590)	24 Nos.		
	GST @ %			
	Grand Total Rs.			

NOTE

The selection of the lowest bidder will be on the basis of the total cost of all items exclusive of GST.  
Rate shall be quoted indicating the breakup of cost & GST in Indian Rupees only

Date

Signature of Tenderer

Place

Full Name & Address with seal



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Supply of Labelling Cartridge

**CHECK LIST**

(to be submitted along with Bid)

Sl. No.	Description	Indicate Yes / No	Page No.
1.	Tender cover shall be super scribed with Tender No. & Date		NA
2.	Copy of Registration No. / PAN No. / GST No. enclosed		
3.	Tender Validity for 120 days given.		
4.	Sealed & Signed copy of complete Tender Document along with Technical Bid as a token of acceptance of all Terms & Conditions enclosed.		
5.	All documents enclosed with Bid should be clearly numbered and indexed		
6.	Undertaking to be submitted (Annexure II) on the Letter Head.		
7.	Compliance Sheet to be submitted (Annexure III) on the Letter Head.		
8.	<b>Price Bid submitted in separate envelope</b> (Annexure IV) on the Letter Head.		

Note: 1. The above check list must be submitted along with Bid.

2. No price component should be mentioned in above checklist, otherwise tender will be rejected.

3. **Price bids shall be sealed separately** and enclosed in a single sealed big size envelope (along with Technical bid) Super scribed with "Supply of Labelling Cartridge Model: HP W3T10B (Black 2590) with Tender No. and Due date" .

Signature & Seal of Tenderer.