

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

Admin.: 044-29871047

Stores : 044-22500172

website: www.dirbcglab.gov.in

e-mail : bcgvl.tnchn@nic.in

No. D-21033/01/2025-26(Stores)/ 15

Dated: 03.10.2025

To

M/s.....

.....

Dear Sir,

Sub. : Inviting Quotation for making & supply of Rubber Stamp to this Laboratory for a period of 01 (one) year in phased manner -Reg.

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BCG Vaccine Laboratory invites sealed bids for supply of making & supply of Rubber Stamp to this Laboratory for a period of 01 (one) year in phased manner.

a.	Bid Reference	Tender No. Tender No. D-21033/01/2025-26(Stores)/ 15, Dated: 03.10.2025
b.	Date and time of receipt of Tender	Till 02.00 p.m. on 29.10.2025
c.	Date and time for Opening of Bid	At 03.00 p.m. on 29.10.2025
d.	Type of Tender	Limited Tender Enquiry (Single Bid System)
e.	Validity of Tender	90 days

Tender shall be sealed in big size envelope super scribed as "Making & supply of Rubber Stamp with Tender No. and Due date". The Bidder should ensure that the quotation/tender reaches BCGVL on or before the due date as mentioned in BCGVL Tender documents. The tender submitted beyond the due date and time, shall not be considered for the bidding and shall be rejected out rightly.

The bid in sealed envelope can be sent to BCGVL on address:

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

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

Contd...2

:2:

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,

(ति.लता / T. Latha)

क्रय अधिकारी / Procurement Officer

कृते निदेशक/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.
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 L-1.
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. 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. 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.
22. Supply to be made in phased manner as and when required against e-mail communication received from BCGVL.
23. 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.
24. 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%
25. TERMS OF PAYMENT:

100% payment shall be made after completion of supply, on receipt of acceptability from user end, against submission of Tax invoice.
26. DELIVERY/WORK COMPLETE SCHEDULE:

Supply should be completed within 2 working days, on receipt of e-mail communication from BCGVL.
27. LIQUIDATED DAMAGES:

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



Tender No. D-21033/01/2025-26(Stores)/ 15, Dated:03.10.2025

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/C No.
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. Certified that the firm has not been debarred / blacklisted by Department of Commerce or Ministry / Department concerned or any other Government organization.

Date

Place

Signature of Tenderer

Full Name & Address with seal



Tender No. D-21033/01/2025-26(Stores)/ 15, Dated:03.10.2025

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 possess all the required license / certification to perform the work.

Date

Signature of Tenderer

Place

Full Name & Address with seal



Tender No. D-21033/01/2025-26(Stores)/ 15, Dated:03.10.2025

## TECHNICAL COMPLIANCE SHEET

**TO BE SUBMITTED BY VENDOR**

S. No.	Endotoxin Kit	Required Qty.	Vendor's Specification	Remarks
1.	<p>Making &amp; Supply of Rubber Stamp as per sample format given below.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> A25BV006  FEB 2025  JAN 2027 </div> <p>TRADITIONAL RUBBER STAMP WITH WOODEN HANDLE</p> <p><u>Specification:</u></p> <p>1. A Rubber /Silicon stamp is required to imprint the vaccine details on the inner /minor carton box of about 780 Nos. per batch viz.(i) Batch No(ii) Mfg. date(iii) Expiry date from time to time on receipt of IPQC pass report and QA note for labelling &amp; packing of vials.</p> <p>2. The rectangular stamp with size 20 x 45mm</p>	100 Nos.		

Note:

1. Tender will be finalised on the basis of L-1.
2. Supply should be completed within 2 working days, on receipt of e-mail communication from BCGVL.
3. The above prices should be inclusive of Packing, forwarding charges, GST & FOR BCGVL, Chennai – 32.

Date

Signature of Tenderer

Place

Full Name &amp; Address with seal



Tender No. D-21033/01/2025-26(Stores)/ 15, Dated:03.10.2025

(To be submitted in the Letter head of Tenderer)

**PRICE BID**

S. No.	Description	Required Qty.	Unit Price	Total Price
			Rs.	Rs.
1.	<p>Making &amp; Supply of Rubber Stamp as per sample format given below.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> A25BV006  FEB 2025  JAN 2027 </div> <p>TRADITIONAL RUBBER STAMP WITH WOODEN HANDLE</p> <p><u>Specification:</u></p> <p>1. A Rubber /Silicon stamp is required to imprint the vaccine details on the inner /minor carton box of about 780 Nos. per batch viz.(i) Batch No(ii) Mfg. date(iii) Expiry date from time to time on receipt of IPQC pass report and QA note for labelling &amp; packing of vials.</p> <p>2. The rectangular stamp with size 20 x 45mm</p>	100 Nos.		
	GST			
	Total			

**Note:**

1. Tender will be finalised on the basis of L-1.
2. Supply should be completed within 2 working days, on receipt of e-mail communication from BCGVL.
3. The above prices should be inclusive of Packing, forwarding charges, GST & FOR BCGVL, Chennai – 32.

Date

Signature of Tenderer

Place

Full Name &amp; Address with seal



Tender No. D-21033/01/2025-26(Stores)/ 15, Dated:03.10.2025

### CHECK LIST

(to be submitted along with Bid)

Sl. No.	Description	Indicate Yes / No	Page No.
1.	Tender cover shall be superscribed with Tender No. & Date		NA
2.	Copy of Registration No. / PAN No. / GST No. enclosed		
3.	Tender Validity for 90 days given.		
4.	Scaled & Signed copy of complete Tender Document along with Technical Bid & Price 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.		

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

Signature & Seal of Tenderer.