

## **FAQ SHEET**

**Notification no.: MFP-PARC/ NIT/ IA/2017/No./1203, Date: 14.06.2017**

### **Eligibility Criteria's (I)**

<b>S.N.</b>	<b>Particulars</b>	<b>Explanation</b>
1	Manufacturer of Ayurvedic drugs and herbal products and their distributors/representatives are not allowed to participate in tender process in any condition.	Notarized Affidavit on Rs. 100 stamp paper.
2	Employee and near relative of staff of MP State MFP Cooperative Federation and MFPPARC are not eligible to participate in this tender. A Certificate for the same on Rs.100/- (Hundred Rupees) stamp paper duly notarized has to be submitted /uploaded with tender documents.	Notarized Affidavit on Rs. 100 stamp paper, as per ANNEXURE-7
3	The Institutional Agency should be registered with Tax departments, PAN/TIN/Service Tax, which may be applicable.	Copy of Registration Copy of PAN/TIN
4	The Institutional Agency should be registered with the appropriate Registration Authority.	Copy of Registration as applicable
5	The Registered Office or one of the Branch Office's of the Institutional Agency should be located in Bhopal or Madhya Pradesh.	Address proof of the office with details Affidavit/Copy Electricity bill etc.
6	Applicant should have minimum experience of 2 years (prior to the date of advertisement) as an Institutional Agency for Ayurvedic & Herbal products (Supplies of Ayurvedic Medicine Only) marketing to Govt/semi Govt. Agency.	Authorization letter or contract agreement with supply Agency for 2 years period OR Certificate from Supply Agency.
7	Applicant must have experience of working as Institutional Agency and procurement order from at least 3 states during previous three years.	Authorization letter or contract agreement with supply Agency OR Procurement orders
8	The average annual turnover should not be less than Rs. 5 crores, per year for the last three preceding years (total turnover not less than 15 crores) in supplies of Ayurvedic Medicine Only.	C.A. certificate OR Balance Sheet
9	Institutional Agency must have previous supply records of Ayurvedic drugs supply in at least 2 states of the states mentioned in the zone.	Authorization letter or contract agreement with supply Agency OR Procurement orders
10	The agency must have done a total business of 30% of the first years zone target as per minimum business guarantee mentioned in TABLE-1, for which tender is being submitted during previous three year.	Procurement orders and contract agreement with supply Agency

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### **Mandatory Documents (II)**

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<b>S.N</b>	<b>Particulars</b>	<b>Documents to be Produce &amp; attached</b>
1	Copies of Annual Turn Over for the last five years are to be attached.	Balance sheet/Turnover certificate duly signed by Chartered Accountant (C.A)
2	Copies of Income tax returns filed for the last three years are to be attached.	ITR Form copies duly signed by Chartered Accountant (C.A)
3	Copies of Certificate/ Agreement regarding serving Govt./Semi Govt. Ayurvedic companies/agencies as an Institutional Agency.	Certificate/ Agreement by the concern manufacturer of Ayurvedic medicines
4	Certified photo copies of total past orders for three years obtained by the Agency are to be attached.	Past supply orders in favor of manufacturer of Ayurvedic medicines
5	Certificate of authorized signatory from the firm (if applicable).	As applicable

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### Documents submission for Technical Bid Evaluation (III)

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S.N.	Particulars	Explanation	Documents to be Produce & attached
1	<b>Total Experience</b>	The applicants must have minimum of 2 years of experience in institutional sales/Govt. supply to participate in tender process.	1. Authorization/Agreement of Institutional Agency from concern agency. OR Certificate of execution of job from Appointing Agency.
2	<b>Number of states (business exceeds Rs. 5 lakh and above) in last 5 years</b>	Applicants must have produce year wise supporting documents for business carried out in last 5 years to different States of the country.	1. Copies of the supply orders certified by appointing agency in favor of tenderer 2. Letter of appointment/authorization issued by manufacturing agency in favor of the applicant appointed for the years of business performed.
3	<b>Total business procurement since last 3 years from Govt./Semi-Govt. institutions (Total Past Orders)-</b>	Applicants shall enclose supporting documents regarding procurement orders executed since last 3 years for entire different states of the country.	1. Copies of the supply orders and Authorization issued by manufacturing agency OR Certificate of business procurement by appointing agency
4	<b>Agencies served in last 5 years</b>	Applicants must have enclosed the documents explaining agency served by them in last 5 years. Based on number of Agencies served by Institutional agency marks will be given accordingly.	1. Copy of agreements and Authorization letters issued by concerning Agency. 2. Certificate of execution of job by appointing Agency.
5	<b>Turnover in the relevant business (since last 5 years)</b>	The average annual turnover should not be less than Rs. 5 cr. per year for the last three preceding years in supplies of Ayurvedic Medicine Only.	1. Applicants must provide the turnover documents since last 5 years (year wise) signed and certify by Chartered Accountant (C.A.).