

**TENDER DOCUMENT FOR SUPPLY OF DPHL LABORATORY
CONSUMABLES FOR THE YEAR
2018-2019**

**CHIEF DISTRICT MEDICAL&PUBLIC HEALTH OFFICER, DKL
(HEALTH & F.W. DEPTT., GOVT. OF ORISSA)**

Bid Reference No. 3127 – C.D.M&PHO/Dhenkanal (26/2/19) 2018-2019

DATE OF COMMENCEMENT OF THE BID DOCUMENT: 27/02/18

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 16/03/19 up to 3.00 P/M

DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 19/03/19 AT 11.00 A.M

DATE OF OPENING OF COVER-B (Price Bid): Will be intimated later on. :

PLACE OF OPENING OF BID DOCUMENTS

AND

Office Chamber, CDM &PHO, DKL

ADDRESS FOR COMMUNICATION : O/o Chief District Medical Officer & Public Health Officer

AND

Dhenkanal

RECEIPT OF BID DOCUMENTS

Tel: 06762-227395

Email: smodhenkanal12@gmail.com

OFFICE OF THE CHIEF DISTRICT MEDICAL&PUBLIC HEALTH OFFICER, DKL

NOTICE INVITING BID DOCUMENT

Sealed tenders are invited from different bidders having valid VAT/CST, GST certificates & Drug License for supply of Items as per the specification given by Chief District Medical & Public Health Officer, Dhenkanal.

The Bidders download the Tender Documents directly from the WEBSITE available at www.Dhenkanal.nic.in . The Tender cost fee of **Rs. 2000 /-(Two thousand)** Plus GST (Non-refundable) by way of separate Demand Draft drawn in favors **ZSS. Non NRHM, Dhenkanal** should be enclosed along-with the Technical Bid. The Bidders should specifically super scribe, "DOWNLOADED FROM THE WEBSITE" on the top left corner of the outer envelope containing Technical Bid and Price Bid separately. The Tender cost fee and the EMD amount should be submitted separately in shape of demand drafts in the technical bid. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website, the C.D.M&PHO, Dhenkanal shall have no responsibility for any delay / omission on part of the bidder.

Price of bid document : Rs. 2000.00 Plus GST
(Non-refundable)

The tender paper will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website.

SECTION -I

TERMS AND CONDITIONS FOR SUPPLY OF ITEMS FOR THE YEAR 2018-19

1.1 Sealed tenders will be received by **date** 16/03/19 up to 3.00 PM by the C.D.M.& PHO., Dhenkanal in the office of the Chief District Medical & Public Health Officer, Dhenkanal for the purchase of Items . Any tender received after the due date & time will be rejected / returned to the tender unopened. **The tenders will be received through Regd. Post / Speed Post only.**

The bidder(s) are to submit their tenders in separate sealed covered envelopes for technical bid and commercial bid by super scribing Cover “A” (Technical Bid) & Cover “B” (Price Bid) and both the sealed covers should be put into a third outer Cover, which should be super scribed as “TENDER FOR THE SUPPLY OF DPHL Laboratory CONSUMABLES ” to the Office of the C.D.M&PHO, Dhenkanal, Orissa” & Tender Reference No. C.D.M.&P H O, Dhenkanal 2018 – 2019

1.2 The Sealed tenders “Cover A” (Technical Bid) submitted by the tenderers will be opened by the C.D.M.&P.H.O., Dhenkanal in the office chamber of the C.D.M.&P.H.O., Dhenkanal at 11.00 A.M dated 19/03/19 . The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders if they so like.

1.3 The undersigned shall have the right for rejecting all or any of the tender without assigning any reason thereof.

ELIGIBILITY CRITERIA

- 2.1 Manufacturing units/Authorized Distributer/Suppliers are eligible to participate in the tender provided, they have
- (i) Valid manufacturing license of the manufacturer or duly acknowledge renewal application with old license issued by the state licensing authority/central licensing approving authority.
 - (ii) Manufacture shall have valid GMP/ISO Certificate.
 - (iii) Proof of annual turnover of the manufacturing firm/Authorized Distributer/Supplier of Rs.2 Crore or more in each three (3) financial years. i.e., , 2015-16,2016-17,2017-18.
 - (iv) Bidder must be registered under GST /Odisha VAT Act (612 Only) or CST Act.
 - (v) Bidder/Manufacturing/Supplier unit who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. organization is not eligible to participate in the tender for that item during the period of blacklisting
 - (vi) The manufacture must be ISO/BIS certified.
 - (vii) End user certificate of three different districts consequently supported by 2 (two) work order copies of each year for last 3 years..(All the End user & work order copies will be crosschecked from concern authority through phone or mail at the time of opening of bid , if found any false document his EMD money will be forfeited without giving any reasons their of and his bid will be cancelled)
 - (viii) GST Applicant copy
 - (ix) PAN Card
 - (x) Drug license
 - (xi) Income tax return -2015-16,2016-17,2017-18 & 2018-19
 - (xii) Bidder must submit latest VAT clearance certificate
 - (xiii) Audit report -2015/16, 2016-17, & 2017-18.
- .
- 2.2 Authorized distributors/Suppliers are eligible to participate in the tender provided:
- (i) The bidder must submit in sign original manufacturer's authorization. The authorized distributor may raise bill, if specially authorized by the manufacturer.
 - (ii) The authorized distributor/Suppliers will submit all the documents in **support of eligibility of the manufacturer** as mentioned in clause No. 2.1 along with the tender.

The following documents should be enclosed in Cover "A" (Technical Bid) by the tenderer. All the photocopies are to be self-attested.

TECHNICAL BID :

- 3.1 Checklist with detail of the documents enclosed in **Cover "A"** (as per **Annexure - I**) with page number. The document should be *serially arranged* as per this **Annexure - I** and should be securely tied and bound.
- 3.2 List of Item (s) Quoted with name of the Manufacture.(**Annexure – II**)
- 3.3 Tender document fee of Rs.2000/-PLUS GST in shape of Demand Draft.
- 3.4 Earnest Money Deposit of Rs10000/- in shape of Demand Draft.
- 3.5 Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor/Suppliers (**Annexure - III**).
- 3.6 The declaration form in **Annexure - IV** duly signed by the tenderer before Notary Public / Executive Magistrate.
- 3.7 Original in sign Manufacturer's Authorization Format
- 3.8 Certificate duly filled by the Auditor / Chartered Accountant (as per **Annexure –VI**) that the annual turnover of the manufacturing firm/bidder/supplier /distributor is Rs.2 Crore or more in each three (3) financial years. i.e 2015-16,2016-17,2017-18.
- 3.9. End user certificate of Three different districts consequently supported by 2 (Two) work order copies of each year for last3 years...(All the End user & work order copies will be crosschecked from concern authority through phone or mail at the time of opening of bid, if found any false document his EMD money will be forfeited without giving any reasons their of and his bid will be cancelled).The copy of Purchase orders and certificate from the user should be furnished in support of the information provided in the performance statement.(**Annexure - VII**)
- 3.10 Copy of ISO/BIS any other certificate.(if any)
- 3.11 Copy of Valid Manufacturing License of the manufacturer (As mention in clause no 2.1(i) for each quoted product by the drug licensing authority.
- 3.12 Copy of Valid GMP /ISO Certificate.
- 3.13 Bidder must submit latest VAT clearance certificate.
- 3.14 GST Certificate copy.
- 3.15 Copy of valid Drug License.
- 3.16 Copy of valid PAN certificate.
- 3.17 Copy of Income Tax Return for last four years. (2015-16, 2016-17, 2017-18 & 2018-19).
- 3.18 Copy of last three years Audit reports. (2015-16, 2016-17, 2017-18).
- 3.19 The Original Tender Book with Conditions and the schedules signed by the tenderer at the bottom of each page with his official seal duly affixed.

COVER – B (PRICE BID)

4. The tender format giving the quoted rate for items should be sent in a separate sealed cover hereafter called **Cover “B” (Price Bid)**.

Cover –B (Price Bid) will be opened only of the tenderers who qualify in Technical Bid (Cover – A) and product is as per tender specification.

4.1 The price of the items should be quoted inclusive FOR destination. The GST/ VAT and entry tax charges (if any) should be quoted in a separate column. The rate should be quoted for *each item* both in figures and words. **In case of difference in words and figures, words will be taken into consideration for evaluation.**

N.B: Valid means the certificate should be valid on or beyond the date of opening of tender (Cover-A).

4.2 The Cover “B” of successful tenderers who qualifies in their technical bid, will be opened at the office chamber of the C.D.M. & PHO., Dhenkanal by the C.D.M & PHO., Dhenkanal in the presence of the tenderers or their authorized representatives which will be notified later.

EARNEST MONEY DEPOSIT

5.1 The Earnest Money Deposit referred to at will be submitted in the shape of demand Draft only in favor of **ZSS, Non NRHM., Dhenkanal**, from any Nationalized / Scheduled Bank payable at Dhenkanal .

5.2 The EMD of the unsuccessful tenderers will be returned back without interest, and EMD of successful tendered will be returned after successfully supply of purchase orders.

TENDER CONDITIONS:

6.1 *The List of the items are mentioned in Section II.*

6.2 Tenders should be typewritten or computerized and every correction in the tender should invariably be attested with signature by the tenderer with date before submission, failing which the tender will be ineligible for further consideration. Rates inclusive F.O.R. destination (**door delivery basis**). The GST/ VAT and entry tax charges (if any) should be quoted in a separate column. The rates quoted should be in **Indian Rupees only**.

6.3 If there is difference between figures & words, words will be taken into consideration.

6.4 In the event of the date being declared as a holiday by Govt. of Orissa, the due date of submission of bids and opening of bids will be the following working day at the appointed place & time.

6.5 To ensure sustained supply without any interruption the tender inviting authority reserves the right to split orders for supplying the requirements among more than one tenderer if the lowest eligible bidder fails to supply in scheduled time and L₂ & L₃ firms agree to match the L₁ rate.

6.6 The rate quoted and accepted will be binding on the tenderer for a period of **one year** from the date of placement of purchase order and on no account any increase in the price will be entertained till the completion of this tender period.

6.7 No tenderer shall be allowed at any time on any ground whatsoever to claim revision of or modification in the rate quoted by him. Clerical error / typographical error, etc. committed by the tenderers in the tender forms shall not be considered after opening of tenders..

- 6.8 If at any time during the period of contract, the price of tendered item is reduced or brought down by any law or act of the Central or State Government or the tenderer, the tenderer shall be morally and statutorily bound to inform the C.D.M.&PHO., Dhenkanal, immediately about such reduction in the contracted price. The C.D.M &PH.O., Dhenkanal , Orissa is empowered to unilaterally effect such reduction in rate in case the tenderer fails to notify or fails to agree for such reduction of rate.
- 6.9 Bidders qualifying technical bid are only eligible to participate before opening of Price bid.
- 6.10 Approved rate with terms, conditions & the quoted price of the tender shall remain valid for a period of 12 months from the date of issue of the purchase order or till issue of next tender for these items whichever is earlier the price bid is valid until the next tender is floated if the bidder are agree to supply the item in their quoted rate.
- 6.11 If any information or documents furnished by the tenderer with the tender papers are found to be misleading or incorrect at any stage the tender of the relevant items in the approved list shall be cancelled and steps will be taken to blacklist the said firm.
- 6.12 Both Cover-A and Cover-B should have an **index and page number** of all the documents submitted inside that cover.
- 6.13 In the event of any dispute arising out of the tender, such disputes would be subject to the jurisdiction of the Civil Court Dist. **Dhenkanal** or High Court of Orissa

ACCEPTANCE OF TENDER AND SUPPLY CONDITIONS:

- 7.1 The C.D.M PHO., Dhenkanal Orissa reserves the right to reject the tenders or to accept the tenders for the supply of the item tendered without assigning any reason thereof.
- 7.2 The C.D.M.&PHO., Dhenkanal Orissa will be at liberty to terminate the contract either wholly or in part without assigning any reasons thereof. The tenderers will not be entitled to any compensation whatsoever for such termination.
- 7.3 The supply should be completed within 30 days from the date of issue of purchase order unless otherwise specified. If no supply is received even after 30 days or 45 days with liquidated damage from the date of issue of the purchase orders from the C.D.M &PHO., Dhenkanal such orders will stand cancelled automatically without further notice. The approved firm shall also suffer forfeiture of the EMD.
- 7.4 If the approved supplier fails to execute the supply within the stipulated time, the C.D.M. &PHO., Dhenkanal is empowered to purchase the same items from L₂ or L₃ tenderer if they match the L₁ rate.

LIQUIDATED DAMAGE:

- 8.1 The C.D.M &PHO, Dhenkanal may allow extension for a maximum period of 2 (two) weeks (15 days), after the stipulated date of supply (i.e. 30 days) with a penalty of 0.5% which will be deducted from the purchase order value as “Liquidated Damage”, for each week (7 days) up to a maximum 2% on the value of the goods.
- 8.2 If the supplier fails to complete the supply within the extended period, i.e 45 days after being allowed by the C.D.M. &PHO., Dhenkanal, no further purchase order will be placed to the firm for the said item.

TERMS OF PAYMENT:

- 9.1 No advance payments towards items will be made to the tenderer.
- 9.2 No claims shall be made against the C.D.M & P.H.O, Dhenkanal Dist- Dhenkanal, Orissa in respect of interest on earnest money deposit or any delayed payment.
- 9.3 Payments in shape of Draft or e-payment / on-line transfer or may be handed over to the authorized person of the supplier.

SECTION –III

ANNEXURES

ANNEXURE –I
 (Refer Clause No. 3.1)
CHECK LIST
 (To be submitted in **Technical Bid**)

Note : The documents has to be arranged serially as per the order mentioned in the check list

Please put in the respective box ✓

COVER – A (TECHNICAL BID) DOCUMENTS: SUBMITTED OR NOT

1. List of Item (s) – Annexure II	Page No		Yes		No	
2. Tender document Fee	Page No		Yes		No	
3. Earnest Money Deposit	Page No		Yes		No	
4. Details of Manufacturing Unit / contract person Liaisoning agent (Annexure III)	Page No.		Yes		No	
5. Declaration form (Annexure -IV) signed by the Tenderer & affidavit before Notary Public / Executive Magistrate	Page No.		Yes		No	
6. Original in sign Manufacturer’s Authorization No.		Page		Yes		No
7. Proof of Annual turnover of Rs 2 Crore or more In each preceding 3 financial years (Annexure - VI)	Page No.		Yes		No.	
8. Performance Statement (Item wise) During the last three years. (Annexure -VII)	Page No.		Yes		No	
9. Copy of valid GMP/ISO Certificate	Page No		Yes		No	
10. GST Applied Copy	Page No		Yes		No	
11. Copy of Manufacturing License	Page No.		Yes		No	
12. Copy of Valid ISO/BIS Certificate	Page No		Yes		No	

13. Photocopy of PAN

Page

No.	Yes	No			

14. Photocopy of latest VATclearance cerificate

Page		Yes		No	
No.					

15. Photo copy of Drug licence

Page		Yes		No	
No.					

16. Copy of Income tax return

Page		Yes		No	
No.					

18 Copy of original Tender, duly
Signed by the tenderer

Page		Yes		No.	
No.					

Annexure II
(Refer Clause No. 3.2)

(To be submitted in Cover A -Technical Bid)

LIST OF ITEM(S) QUOTED

Sl.	Name of Item (s)	Specification	Name of Manufacturer	Remarks

Signature of the Tenderer :

Date :

Official Seal:

ANNEXURE – III

(Refer Clause No. 3.5)

(To be submitted in Cover A -Technical Bid)

DETAILS OF THE TENDERER & LOCAL CONTACT PERSON

	Corporate Office (The address in which the purchase orders and payment details will be communicated)	Local Contact Person / Branch Office / Zonal Office .
Name & Full Address		
Telephone Nos., landline		
Mobile		
Fax		
E – Mail		

**Signature of the Tenderer :
with seal**

Date :

Official Seal :

ANNEXURE – IV
(Refer Clause No. 3.6)

(To be submitted in **Cover A -Technical Bid**)
DECLARATION FORM

I / Wehaving My / our
.....office
at.....do declare that I / We have carefully read
all the terms & conditions of tender of the _____, Orissa for the supply of medicines and
consumables. The approved rate will remain valid for a period of one year from the date of approval. I
will abide with **all the terms & conditions** set forth in the **Tender Reference no.**

I/We do hereby declare I/We have not been de-recognized / black listed by any State Govt. /
Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for supply of Not of
Standard Quality (NSQ) items / non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit t and
blacklist me/us for a period of 2 years if, any information furnished by us proved to be false at the time
of inspection / verification and not complying with the Tender terms & conditions.

	Signature of the bidder	:
Seal	Date	:
	Name & Address of the Firm:	

Public Affidavit before Executive Magistrate / Notary.

ANNEXURE – V
(Refer Clause No. 3.7)

(To be submitted in Cover A -Technical Bid)

MANUFACTURER’S AUTHORISATION FORMAT

To

The CDM&PHO, Dhenkanal
Deptt. of Health & Family Welfare
Govt. of Orissa.

Ref: Tender No. _____ Dated _____ for _____.

Dear Sir,

We, _____ are the manufacturers of _____
_____ (name of Medicines/ Medical consumables having factories at _____
_____.

1. Messrs _____ (name and address of the agent) is our authorized agent for sale and of _____ (name of Medicines/ Medical consumables.
2. We confirm that Messrs. _____ (name of the above agent) is authorized to submit a tender, and enter into a contract with for the above items manufactured by us.
3. We will provide test reports of supply items, if required by the purchaser.

Yours faithfully,

(Signature with date, name and designation)

For and on behalf of Messrs _____
(Name & address of the manufacturers)

Seal

Note :

1. This letter should be on the *letterhead* of the *manufacturer* and should be signed by a person having the power of attorney to legally bind the manufacturer.
2. Original letter shall be attached to the technical bid.
3. Supplier/distributor/Manufacturer must submit in sign original manufacturing authorization.

(To be submitted in **Cover A -Technical Bid**)

ANNEXURE – VI
(Refer Clause No. 3.8)

*(To be furnished in the **letter head** of the Auditor)*

ANNUAL TURN OVER STATEMENT

The Annual Turnover for products of M/s _____ who is a **manufacturer/distributor/supplier** for the last 03 years are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in Crores (Rs.)
1.	2015-16	
2.	2016-17	
3.	2017-18	

Average Annual Turnover (for the above three years) in **Crores (Rs.)** _____

Date:
Place:

Signature of Auditor/
Chartered Accountant
(Name in Capital)

Seal

Membership No.-
Registration No. of Firm

Note:

- a) *To be issued in the **letter head** of the Auditor.*
- b) *Separate certificates should be furnished for different manufacturer in case the bidder is quoting products of different manufacturers.*

(To be submitted in **Cover A - Technical Bid**)

Annexure VII (Refer Clause no. 3.9)

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last three years)

Tender Reference No. :

Name of Tenderer :

Name of Manufacturer/supplier/distributor : _____

Sl.	Order placed by (Address of purchaser) (attach documentary proof)*	Order no. & Date	Item Name	Manufacturer	Qty	Value of Contract (Rs.)
1						
2						
..						

Signature and seal of the Tenderer

ANNEXURE-VIII

(Refer Clause No. 4.1)

(PRICE SCHEDULE)

Sl No	Name of the Items	Specification/ Strength	Name of the Mfd. firm	Rate	GST + OT	Total Price

Signature of the bidder

Name :
Seal

Date :
Place :

Rates should be quoted both in figures & words and if there is any discrepancy, the quoted rates in words will be taken for evaluation.

N.B 1. All the rates need to be written in the final columns taking into account all the taxes for easier evaluation of price bid.

