

**TENDER DOCUMENT FOR SUPPLY OF DRUGS & MEDICAL CONSUMABLES
FOR THE YEAR
2020-2021**

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

Bid Reference No. 2811 – C.D.M&PHO/Dhenkanal (2020-2021)

DATE OF COMMENCEMENT OF THE BID DOCUMENT : 18/09/2020
LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : 06/10/2020 up to 1.00 PM
DATE & TIME OF OPENING OF COVER-A (Technical Bid) : 06/10/2020 AT 4.00 P.M

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

PLACE OF OPENING OF BID DOCUMENTS
AND
ADDRESS FOR COMMUNICATION :
AND
RECEIPT OF BID DOCUMENTS

Office Chamber, CDM &PHO, DKL
O/o Chief District Medical Officer & Public Health Officer
Dhenkanal
Tel: 06762-227395
Email: smodhenkanal12@gmail.com

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

Handwritten signature in blue ink, possibly reading "S. S. S. S. S."

NOTICE INVITING BID DOCUMENT

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

The Bidders can download the Tender Documents directly from the WEBSITE available at www.Dhenkanal.nic.in. The Tender cost fee of Rs.5000 /-(five thousand) (Non-refundable) excluding tax by way of separate Demand Draft drawn in favors of CDM & PHO., 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. 5000.00
(Non-refundable)
EMD- Rs 1, 00, 000/-

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


16/9/2022

SECTION -I

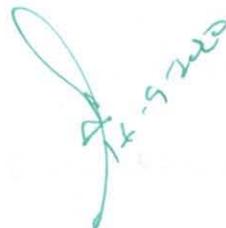
TERMS AND CONDITIONS FOR SUPPLY OF ITEMS FOR THE YEAR 20-21

- 1.1 Sealed tenders will be received by 06/10/2020 up to 1.00 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 Price 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 Drugs & Medical Consumables" to the Office of the C.D.M&PHO, Dhenkanal, Orissa" & Tender Reference No. C.D.M.&P H O, Dhenkanal 2020 - 2021'

- 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 04.00 P.M on 06/10/2020. The tenderer or their duly authorized representatives are allowed to be present during the opening of the tenders.

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



ELIGIBILITY CRITERIA

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/CE Certificate.
- (iii) Proof of annual turnover of the manufacturing firm/Authorized Distributer/Supplier of Rs. 3 Crore or more in each three (3) financial years. i.e., 2016-17/2017-18/2018-19.
- (iv) Bidder must be registered under GST Certificate.
- (v) Bidder/Manufacturing/Supplier unit who has been blacklisted either by the Tender inviting authority or by any state Govt. or Central Govt. authority shall not be eligible to participate in the tender.
- (vi) The manufacture must be ISO/BIS certified.
- (vii) End user certificate of five different districts of any state of India consequently supported by 2 (two) work order copies of each year for last 5 years in serial wise excluding the current year. **if any document is found incorrect (End user, order copy, drug license, manufacturing authorization etc) during the opening of technical bid, or after that his bid will be cancelled and his EMD money will be forfeited without any discussion with the bidder. All the documents may be crosschecked with the authority of other district through phone or mail for confirmation during the opening of technical bid).**
- (viii) GSTR 3B (May/June /July -2020)
- (ix) PAN Card
- (x) Drug license with acknowledgment of the retention of the drug license.
- (xi) Income tax return -2016-17,2017-18 , 2018-19
- (xii) Bidder must submit latest GST Applicant copy.
- (xiii) Audit report - 2016-17, 2017-18, 2018-19.
- (xiv) Incorporation certificate of the bidder from the Ministry of company affair.

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.


16-7-2020

TECHNICAL BID :

- 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.
- 2 List of Item (s) Quoted with name of the Manufacture. (**Annexure - II**)
- 3.3 Tender document fee of Rs. 5000/-excluding tax in shape of Demand Draft.
- 3.4 Earnest Money Deposit of Rs1, 00, 000/- in shape of Demand Draft in any nationalized bank .in favour of CDM & PHO, Dhenkanal.
- 3.5 The Qualified Bidder shall have to submit the test report of the order placed to him by the district authority.
- 3.6 Details name, address, telephone no., Fax, e-mail of the manufacturer / authorized distributor/Suppliers (**Annexure - III**).
- 3.7 The declaration form in **Annexure - IV** duly signed by the tendered before Notary Public / Executive Magistrate. 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. 3 Crore or more in each three (3) financial years. i.e, 2016-17, 2017-18., 2018-19
- 3.9. End user certificate of five different districts consequently supported by 2 (two) work order copies of each year for last 5 years serial wise excluding the current year.
- 3.10 Copy of ISO/BIS/CE any other certificate.
- 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 GST Applicant copy.
- 3.14 Bidder must submit GSTR 3 B.(May /June /July -2020)
- 3.15 Copy of valid Drug License.
- 3.16 Copy of valid PAN certificate.
- 3.17 Copy of Income Tax Return for last three years. (2016-17, 2017-18 & 2018-19).
- 3.18 Copy of last three years Audit reports. (2016-17, 2017-18, 2018-19.).
- 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.



B (PRICE BID)

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.

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 favour of CDM & PHO, 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 is 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 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

6.5

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.

16.9202

PHO., Dhenkanal, immediately about such reduction in the contract 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.

Bidders qualifying technical bid are only eligible to participate before opening of Price bid.

- 6.10 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**.

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 will negotiate to supply in 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 and the LD as applicable shall be deducted.

TERMS OF PAYMENT:

- 9.1 No advance payments towards items will be made to the tenderer.



claims shall be made against the C.D.M & P.H.O, Dhenkanal Dist- Dhenkanal, Jharsa in respect of interest on earnest money deposit or any delayed payment.

Payments in shape of Draft or e-payment / on-line transfer or may be handed over to the authorized person of the supplier.

- 4 In case of successful bidders pertaining to local MSE registered in Odisha with the respective DIC, Khadi, Village, OSIC, NSIC, shall be required to furnish 5% of prescribed performance security excluding taxes of the 25 % of the purchase value but they need to submit the tender document fee.


16/9/2020

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

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 | | | |
| 2. | Tender document Fee | | | |
| 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. 3 Crore or more
In each (2016-17, 2017-18, 2018-19) (Annexure - VI) | Page
No. | Yes | No. |
| 8. | Performance Statement
During the last five 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 |

Handwritten signature and date: 16/9/2017

Photocopy of PAN	Page No.	Yes	No
14. Photocopy of GSTR 3 B	Page No.	Yes	No
15. Photo copy of Drug licence	Page No.	Yes	No
16. Copy of Income tax return	Page No.	Yes	No
18 Copy of original Tender, duly Signed by the tenderer	Page No.	Yes	No.

Handwritten signature and date: 15.9.2000

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 :

Handwritten signature and date: 16/5/2020

ANNEXURE – IV
(Refer Clause No. 3.6)

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

I / Wehaving My /
ouroffice
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.


16/9/2020

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 lab consumables having factories at _____
_____.

1. M/S _____ (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)

Handwritten signature in green ink
No. 924D

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.	2016-17	
2.	2017-18	
3.	2018-19	

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



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

Annexure VII (Refer Clause no. 3.9)

PROFORMA FOR PERFORMANCE STATEMENT

(For the period of last Five years)

Order 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

[Handwritten signature and date: 2022.5.25]

ANNEXURE-VIII
(Refer Clause No. 4.1)
(PRICE SCHEDULE)

SI 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. Base price rates will be taken for evaluation of price bid.
2 It is being informed to all the bidders those who are applying the tender ,if any document is found incorrect (End user, order copy, drug license, manufacturing authorization etc) during the opening of technical bid, or after that his bid will be cancelled and his EMD money will be forfeited without any discussion with the bidder. All the documents may be crosschecked with the authority of other district through phone or mail for confirmation during the opening of technical bid).

3.No false document need to attach in the technical bid i.e manipulated document in the order copy, End user certificate, or manufacturing authorization format. if found false his farm will be blacklisted for 2 yrs.

4. No bidder must submit private purchase order copy of private health institution.

